MGMT201
Leading Self
S1 Day 2017
Dept of Marketing and Management

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General Information

Unit convenor and teaching staff
Unit Convenor
Deborah Howlett
deborah.howlett@mq.edu.au
Contact via 9850 4814
E4A Room 419
Wednesday 1.00pm - 2.00pm and Friday 12.30pm - 1.30pm

Credit points
3

Prerequisites
((15cp at 100 level or above) including BBA102) and admission to BBusLeadCom

Corequisites

Co-badged status

Unit description
Leadership begins with knowing who you are. In this unit, students will be introduced to tools for self-reflection. Students will examine methods, skills, and strategies that will help them achieve career objectives. This unit also examines leadership theories, traits and behaviours and will provide students with discipline specific knowledge and skills, as well as the opportunity to conduct a comprehensive self-analysis. Outcomes from this unit will help students understand themselves and the foundations of leadership.

Important Academic Dates
Information about important academic dates including deadlines for withdrawing from units are available at http://students.mq.edu.au/student_admin/enrolmentguide/academicdates/

Learning Outcomes
1. Explain key concepts and theories in leadership
2. Recognise change processes and impediments to change
3. Apply self-management techniques to better manage stress
4. Formulate career plans

General Assessment Information
Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Due</th>
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<tbody>
<tr>
<td>Leadership Essay</td>
<td>40%</td>
<td>Week 6</td>
</tr>
<tr>
<td>Self Reflective Journal</td>
<td>30%</td>
<td>Week 3 - Week 11</td>
</tr>
<tr>
<td>Action Learning presentation</td>
<td>30%</td>
<td>Week 13, Friday 9 June</td>
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</tbody>
</table>

Leadership Essay

Due: **Week 6**
Weighting: **40%**

Essay on leadership

**Submission:**

In class at beginning of Week 6 Lecture 9.00am. Attached with marking rubric and Turnitin originality report, not receipt.

**Extension:**

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for Disruption of Studies is made and approved. No submission will be accepted after solutions have been posted.

This Assessment Task relates to the following Learning Outcomes:

- Explain key concepts and theories in leadership

Self Reflective Journal

Due: **Week 3 - Week 11**
Weighting: **30%**

Students will be required to submit two personal journal entries (worth 15% each) of approximately 500 words each journal entry on two weeks discussion areas of their choice throughout the session.
These self reflective journal entries will cover topics including self-awareness, leadership and management, personality traits, time management, and stress.

Submission:
In tutorial in the week following the selected topic area. This reflection also needs to be uploaded to Turnitin before submission.

Extension:
No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved. No submission will be accepted after solutions have been posted.

This Assessment Task relates to the following Learning Outcomes:
- Explain key concepts and theories in leadership
- Recognise change processes and impediments to change
- Apply self-management techniques to better manage stress

Action Learning presentation
Due: Week 13, Friday 9 June
Weighting: 30%

Students will discuss their application of Self Management techniques they have employed or are planning to put in place for themselves and in respect to their future career goals and planning via a Video presentation

Submission:
In class in Week 13 at beginning of lecture 9.00am

Extension:
No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved. No submission will be accepted after solutions have been posted.

This Assessment Task relates to the following Learning Outcomes:
- Explain key concepts and theories in leadership
- Recognise change processes and impediments to change
• Apply self-management techniques to better manage stress
• Formulate career plans

**Delivery and Resources**

**Classes**
This unit is comprised of:

13 x 2 hour lectures

12 x 1 hour tutorials commencing week 2

The timetable for classes can be found on the University website: [http://timetables.mq.edu.au](http://timetables.mq.edu.au)

Attendance will be taken in class. Attendance in class will allow the student to gain the maximum benefit. It is expected that all students will interact and engage in the class environment.

**Prescribed Text**

There is NO prescribed text for this unit. Readings and other materials will be made available via iLearn and the Macquarie University Library website: [http://www.mq.edu.au/about/campus-services-and-facilities/library](http://www.mq.edu.au/about/campus-services-and-facilities/library)

**Note:**

It is imperative that students keep abreast of current developments both in Australia and abroad via the public and popular media in respect to leadership. At the beginning of each lecture, students will be required to participated in a discussion of the preceding week's newsworthy items.

**Technology Used and Required**

Students will need access to a personal computer and to be familiar with a web browser to access the unit web page. Students are also required to access the companion website which accompanies the text. Students are expected to utilise the library resources when preparing their essays and action learning video.

**Unit web page**

The web page for this unit can be found at: [https://ilearn.mq.edu.au/login/MQ/](https://ilearn.mq.edu.au/login/MQ/)

**Consultations**

Consulation hours are as listed or by appointment.

**Successful Completion of Unit**

In order to complete this unit, students must obtain a total mark of 50% or higher.

**Unit Schedule**

<table>
<thead>
<tr>
<th>Lecture Schedule</th>
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<tbody>
<tr>
<td>Lecture</td>
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## Unit guide MGMT201 Leading Self

### Week 7 - Public Holiday (no classes) - Friday 14 April 2017

**Mid Semester Break** Monday 17 April to Friday 28 April 2017

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Topic</th>
<th>Activities</th>
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<tbody>
<tr>
<td>8</td>
<td>Friday 5 May 2017</td>
<td>Self-management</td>
<td>Case Study and questions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Introduction to personal decision-making</td>
<td><strong>Self Reflective Journal Entry due (optional choice)</strong></td>
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<tr>
<td>9</td>
<td>Friday 12 May 2017</td>
<td>Stress and resilience</td>
<td>Pressure and Demand Maps (individual)</td>
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<td>• Stress</td>
<td>A Stress Diary</td>
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<td>SRE Test</td>
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<td>Different type of stressors exercise</td>
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<td>10</td>
<td>Friday 19 May 2017</td>
<td>Stress and resilience</td>
<td>Relaxation exercise</td>
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<td>• Resilience</td>
<td>Mindfulness exercise</td>
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<td>“Time to Zip” exercise</td>
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<td><strong>Self Reflective Journal Entry due (optional choice)</strong></td>
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<tr>
<td>11</td>
<td>Friday 26 May 2017</td>
<td>Career management</td>
<td>Networking activity</td>
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<td></td>
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<td>• Types of career paths</td>
<td>30 Second Commercial Exercise</td>
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<td>• Career/life preferences</td>
<td><strong>Final Self Reflective Journal Entry due (optional choice)</strong></td>
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<td></td>
<td>• Career planning</td>
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<tr>
<td>12</td>
<td>Friday 2 June 2017</td>
<td>Career planning</td>
<td></td>
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<td></td>
<td></td>
<td>• Discovering career options (networking)</td>
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<td>• Career Goals</td>
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</tbody>
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Learning and Teaching Activities

Teaching
This unit is taught through lectures, workshopping, activities and tutorial discussions.

Student Learning Expectations
Students are expected to read in advance, prepare presentations for tutorials as required, follow current developments in leadership, be able to apply concepts in tutorials, respond and interact in both tutorials and lectures, demonstrate enthusiasm for the subject area and interact/communicate with fellow students and the lecturer and tutor.

Learning Focus
The focus of this unit is on students developing and extending their own understanding of themselves and their interaction and behaviour with others.

Policies and Procedures
Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.

In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.

Student Code of Conduct
Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/
Student Support
Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills
Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Enquiry Service
For all student enquiries, visit Student Connect at ask.mq.edu.au

Equity Support
Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

IT Help
For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the Acceptable Use of IT Resources Policy. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities
Effective Communication
We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:
Learning outcomes

• Explain key concepts and theories in leadership
• Formulate career plans

Assessment tasks

• Leadership Essay
• Self Reflective Journal
• Action Learning presentation

Learning and teaching activities

• This unit is taught through lectures, workshopping, activities and tutorial discussions.
• Students are expected to read in advance, prepare presentations for tutorials as required, follow current developments in leadership, be able to apply concepts in tutorials, respond and interact in both tutorials and lectures, demonstrate enthusiasm for the subject area and interact/communicate with fellow students and the lecturer and tutor.
• The focus of this unit is on students developing and extending their own understanding of themselves and their interaction and behaviour with others.

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

• Explain key concepts and theories in leadership
• Recognise change processes and impediments to change
• Apply self-management techniques to better manage stress
• Formulate career plans

Assessment task

• Leadership Essay
Learning and teaching activity

• This unit is taught through lectures, workshopping, activities and tutorial discussions.
• Students are expected to read in advance, prepare presentations for tutorials as required, follow current developments in leadership, be able to apply concepts in tutorials, respond and interact in both tutorials and lectures, demonstrate enthusiasm for the subject area and interact/communicate with fellow students and the lecturer and tutor.
• The focus of this unit is on students developing and extending their own understanding of themselves and their interaction and behaviour with others.

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

• Explain key concepts and theories in leadership
• Recognise change processes and impediments to change
• Formulate career plans

Assessment tasks

• Leadership Essay
• Action Learning presentation

Learning and teaching activities

• Students are expected to read in advance, prepare presentations for tutorials as required, follow current developments in leadership, be able to apply concepts in tutorials, respond and interact in both tutorials and lectures, demonstrate enthusiasm for the subject area and interact/communicate with fellow students and the lecturer and tutor.
• The focus of this unit is on students developing and extending their own understanding of themselves and their interaction and behaviour with others.
Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

**Learning outcomes**

- Explain key concepts and theories in leadership
- Recognise change processes and impediments to change
- Apply self-management techniques to better manage stress
- Formulate career plans

**Assessment tasks**

- Self Reflective Journal
- Action Learning presentation

**Learning and teaching activities**

- The focus of this unit is on students developing and extending their own understanding of themselves and their interaction and behaviour with others.

**Changes from Previous Offering**

The unit assessments underwent change due to the introduction of a new MQ Assessment policy in second session 2016. The group assessment has been removed and the introduction of the Action Learning assessment to be undertaken as a visual media presentation eg Video rather than written report. A reduction in the number of Self Reflection journal entries from five (5) to two (2), corresponding with an increase in word length and subsequent increase in mark value.

As there is no longer a Group Assessment, the Peer Assessment has also been removed.

**Global Contexts and Sustainability**

The topic areas of global contexts and sustainability are underpinned in this unit by both the lecture content and readings assigned and uploaded on iLearn. The focus is centred around the leadership applications of sustainability and the importance of leaders operating and understanding the global context.

Students are expected within their assessment task to acknowledge these concepts (if applicable) and apply them accordingly.
Research and Practice

This unit draws on research from a variety of sources. Students are encouraged to conduct their own independent research on topics relevant to the course. Lectures and tutorials will include regular discussions about current practice as well as theoretical application.

Students can utilise a range of websites, journals and texts in conducting their own research. Examples of these are:


The Conversation - [https://theconversation.com/au](https://theconversation.com/au)

The Leadership Quarterly

Harvard Business Review

This unit will give you extensive practice in applying theoretical knowledge to real-world examples.