MGMT201

Leading Self

S1 Day 2017

Dept of Marketing and Management

Contents

Disclaimer

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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 https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

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

General Assessment Information

Attendance will be taken in class each week

If you are not able to attend class, please email the Unit Convenor prior to class indicating your intended absence.

Assessment Tasks

Name	Weighting	Hurdle	Due
Leadership Essay	40%	No	Week 6
Self Reflective Journal	30%	No	Week 3 - Week 11
Action Learning presentation	30%	No	Week 13, Friday 9 June

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.

On successful completion you will be able to:

- 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 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.

On successful completion you will be able to:

- 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.

On successful completion you will be able to:

- 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

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

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/

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

Lecture Schedule			
Lecture	**Date**	**Topic Areas**	**Tutorials**
1	Friday 3 March 2017	Introduction • Self-awareness • Self-management • Proactive learning	**NO TUTORIAL**
2	Friday, 10 March 2017	What is leadership? What makes a good leader? Leader v manager	**Guest Speaker** Undertake Signature Strengths Survey Personal Values Exercise
3	Friday, 17 March 2017	Introduction models and theories of leadership	Individual activity – leadership experience and ideas Small group activity – Leadership characteristics **Self Reflective Journal Entry due (Optional choice)**
4	Friday, 24 March 2017	Leadership behaviours and traits	Self Insights Self monitoring skills Thinking style
5	Friday, 31 March 2017	Personal change • Change process • Models of change • Impediments of change	Personal change Self monitoring **Self Reflective Journal Entry due (optional choice)**
6	Friday, 7 April 2017	Self management • Goal setting • Time management	Time management activity and survey **Essay Due**
Week 7 - Public Holiday (no classes) - Friday 14 April 2017 **Mid Semester Break** Monday 17 April to Friday 28 April 2017			
8	Friday 5 May 2017	Self-management • Introduction to personal decision-making	Case Study and questions **Self Reflective Journal Entry due (optional choice)**

9	Friday,12 May 2017	Stress and resilience • Stress	Pressure and Demand Maps (individual) A Stress Diary SRE Test Different type of stressors exercise
10	Friday, 19 May 2017	Stress and resilience • Resilience	Relaxation exercise Mindfulness exercise "Time to Zip" exercise **Self Reflective Journal Entry due (optional choice)**
11	Friday, 26 May 2017	Career management • Types of career paths • Career/life preferences • Career planning	
12	Friday, 2 June 2017	Career planning • Discovering career options (networking) • Career Goals	Networking activity 30 Second Commercial Exercise **Final Self Reflective Journal Entry due (optional choice)**
13	Friday, 9 June 2017	Solving problems analytically and creatively Subject Review	**Action Learning Video Due**

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:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy_2016.html

Grade Appeal Policy http://mq.edu.au/policy/docs/gradeappeal/policy.html

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration

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/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.mq.edu.au.

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 Services and 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.

Student Enquiries

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

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

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.

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.

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.

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 encourage 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:

Sydney Morning Herald - http://www.smh.com.au

The Conversation - 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.