FOBE300

Student Leadership in Community Engagement

S1 Day 2017

Dept of Marketing and Management

Contents

General Information

Unit convenor and teaching staff
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Credit points
3

Prerequisites
(39cp at 100 level or above) and permission by special approval

Corequisites

Co-badged status

Unit description
This unit examines leadership in the context of professional and community engagement. Students will learn through their experience of a work placement in a not-for-profit organisation, government agency, company, or other industry partner. Students will gain practical knowledge, experience and skills in an organisation. They will be challenged to analyse the context in which they are working and to examine the intersection between leadership in theory and practice. Students will contextualise their graduate capabilities, explore their leadership potential and develop their leadership style through professional and community engagement. This unit aims at preparing students for effective, responsible, ethical and active professional and community engagement and leadership. This unit is a designated PACE unit and all enquiries regarding enrolment should be made with the Faculty no later than 4 weeks before commencement of the study period. This unit includes a separate research internship stream for students who meet GPA requirements. PACE research internships connect highly motivated and capable students with current research projects in the Faculty of Business and Economics. Contact the FBE PACE team for further information.

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:

Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.

Analyse and interpret information while observing and participating in ethical practice in the context of your placement experience.

Construct and evaluate responses to ethical issues and critically assess your developing capacity for ethical practice.

Develop communication skills through active participation in classroom, online and placement activities and assessment tasks.

General Assessment Information

Detailed instructions and marking rubrics for each assessment task are provided on iLearn.

Note that marks will be deducted from Task 3 for each seminar missed unless a successful disruption application has been made through ask.mq.edu.au. If your supervisor gives a fail for your placement evaluation at the end of semester, penalties may be applied to Task 3.

All assessment tasks are to be submitted to Turnitin boxes on iLearn by the due date. No extensions will be granted. Late tasks will be accepted up to 72 hours after the submission deadline. There will be a deduction of 10% of the total available marks made from the total

awarded marks 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 to studies is made and approved.

Disruption applications must be made within 5 working days of the commencement of the disruption. See further information about the Disruption to Studies Policy.

Assessment Tasks

Name	Weighting	Hurdle	Due
Learning contract	30%	No	Week 5
Placement evaluation	30%	No	Week 11
Placement project	40%	No	Seminar 4 and week following

Learning contract

Due: **Week 5**
Weighting: **30%**

Create a learning contract and project plan for your FOBE300 placement experience. See detailed assessment task instructions and marking rubric on iLearn.

On successful completion you will be able to:

- Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.
- Develop communication skills through active participation in classroom, online and placement activities and assessment tasks.

Placement evaluation

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

The supervisor in your work placement completes an evaluation (Sections 1 and 2) and you complete a self-evaluation (Section 3).

You must complete and submit **all three sections** of the placement evaluation. See detailed assessment task instructions and marking rubric on iLearn.

Create your supervisor's placement evaluation form (Sections 1 and 2) and your self-evaluation form (Section 3) using the templates available on iLearn.

- Submit your supervisor's placement evaluation form (Sections 1 and 2) using the

placement evaluation form drop box on iLearn. This drop box will accept scanned forms.

- Submit your self-evaluation form (Section 3) through Turnitin using the Task 2 submission box on iLearn.

Section 1 (10%): This section is completed by your supervisor and includes a report of hours worked, and a final review of your performance against criteria specified on the supervisor's placement evaluation marking guide.

Important:

In order to complete the unit, students must submit the placement evaluation form which includes the supervisor's placement evaluation marking guide. All supervisors have agreed to complete this evaluation as part of their agreement to host an intern.

During your placement your supervisor will assess your performance using the supervisor's placement evaluation marking guide. If your performance is rated unsatisfactory at any time during your placement, you will be invited to a meeting to discuss your performance. You may be given an opportunity to improve your performance or the placement may be discontinued and you may be required to complete the remainder of your placement within the Faculty of Business and Economics or PACE. In these cases, the PACE team will identify a project, an appropriate supervisor and specify the number of hours required to meet the learning outcomes of this unit.

If your supervisor gives a fail for your placement evaluation at the end of semester, penalties may be applied to Task 3.

Section 2 (unmarked): This section includes your supervisor's evaluation of your participation in your placement with reference to the learning objectives you have identified.

Section 3 (20%): This section includes a self-assessment of your participation in your placement with reference to your learning objectives.

On successful completion you will be able to:
- Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.
- Analyse and interpret information while observing and participating in ethical practice in the context of your placement experience.
- Construct and evaluate responses to ethical issues and critically assess your developing capacity for ethical practice.
- Develop communication skills through active participation in classroom, online and placement activities and assessment tasks.

Placement project

Due: **Seminar 4 and week following**
Weighting: **40%**

Contribute to planning and running the panel session to be held in seminar 4 and submit your written report by 5pm Monday the following week. See detailed assessment task instructions and marking rubric on iLearn.

Contribution to planning and running panel session: 15%

Written report: 25%

Important:

- All students are required to participate in planning and running the panel session in class in seminar 4. Marks will be deducted if you do not participate in planning or attend this seminar, unless a successful disruption application has been made through ask.mq.edu.au.
- 5% will be deducted from the written report for each seminar missed throughout the semester, unless a successful disruption application has been made for that seminar through ask.mq.edu.au.

On successful completion you will be able to:
- Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.
- Analyse and interpret information while observing and participating in ethical practice in the context of your placement experience.
- Construct and evaluate responses to ethical issues and critically assess your developing capacity for ethical practice.
- Develop communication skills through active participation in classroom, online and placement activities and assessment tasks.

Delivery and Resources

The class is run in internal mode. You must complete the number of placement hours specified in your letter of offer. Work experience can be in any relevant organisation, including for-profit, non-profit or government organisations.

Unit Schedule

This unit includes two streams:

1. Main stream
2. Research internship stream

You will be added to your stream on iLearn.

All students are required to attend all four 3-hour seminars for their stream, complete placement hours agreed with their supervisor, and submit all three assessment tasks. Note that marks will be deducted from Task 3 for each seminar missed. You will find seminar materials, recommended readings and assessment task details for your stream on the FOBE300 iLearn page.

The seminar schedule is subject to change. Check your students.mq.edu.au email account and the iLearn website for any changes.

Main stream

	Week	**Day and time**	**Location**	**Topic**
Seminar 1	2	Tues 3-6pm	W5C320	Orientation
Seminar 2	6	Tues 3-6pm	W5C320	Ethics and project planning
Seminar 3	8	Tues 3-6pm	W5C320	Reflection
Seminar 4	11	Tues 3-6pm	W5C320	Panel session

Research internship stream

	Week	**Day and time**	**Location**	**Topic**
Seminar 1	1	Tues 3-6pm	TBA	Orientation
Seminar 2	5	Tues 3-6pm	TBA	Ethics and project planning
Seminar 3	9	Tues 3-6pm	TBA	Reflection

	Week	Day and time	Location	Topic
Seminar 4	12	Tues 3-6pm	TBA	Panel session

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.

PACE-specific Policies

Early Commencement Procedure http://www.mq.edu.au/policy/docs/participation_activity/procedure_commencement.html

Managing Other Commitments Procedure http://www.mq.edu.au/policy/docs/participation_activity/procedure.html

Reasonable Adjustment Procedure http://www.mq.edu.au/policy/docs/reasonable_adjust_pace/procedure.html

Student Support

Macquarie University provides a range of support services for students. For details, visit http://stu

dents.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

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcomes

- Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.
- Develop communication skills through active participation in classroom, online and placement activities and assessment tasks.

Assessment tasks

- Learning contract

- Placement evaluation

- Placement project

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

- Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.

- Analyse and interpret information while observing and participating in ethical practice in the context of your placement experience.

- Construct and evaluate responses to ethical issues and critically assess your developing capacity for ethical practice.

Assessment tasks

- Learning contract

- Placement evaluation

- Placement project

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.

- Analyse and interpret information while observing and participating in ethical practice in the context of your placement experience.

- Construct and evaluate responses to ethical issues and critically assess your developing capacity for ethical practice.

Assessment tasks

- Learning contract
- Placement evaluation
- Placement project

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

- Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.
- Analyse and interpret information while observing and participating in ethical practice in the context of your placement experience.

Assessment tasks

- Learning contract
- Placement evaluation
- Placement project

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

- Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.
- Analyse and interpret information while observing and participating in ethical practice in the context of your placement experience.
- Construct and evaluate responses to ethical issues and critically assess your developing capacity for ethical practice.

- Develop communication skills through active participation in classroom, online and placement activities and assessment tasks.

Assessment tasks

- Learning contract
- Placement evaluation
- Placement project

Changes from Previous Offering

Assessment task 3 has been revised since the unit was last offered in Session 2 2016. Revisions are in line with the priorities set out in Macquarie University's Learning and Teaching Strategic Framework 2015-2020.