FOBE300

Student Leadership in Community Engagement

S2 Day 2017

Dept of Marketing and Management

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General Information

Unit convenor and teaching staff
Convenor and lecturer
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PACE Officer
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E4A Level 5

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.

Critically assess your developing capacity for active citizenship, career readiness and development of professional networks.

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
Task 1: Learning contract	30%	No	Week 5
Task 2: Placement project	30%	No	Week 11
Task 3: Evaluation	40%	No	Week 13

Task 1: Learning contract

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

Create a learning contract for your FOBE300 placement experience and contribution to FOBE300. See detailed assessment task instructions, due date 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.

Task 2: Placement project

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

Submit a written report based on your placement experience. See detailed assessment task instructions, due date 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.
- Analyse and interpret information while observing and participating in ethical practice in the context of your placement experience.
- Critically assess your developing capacity for active citizenship, career readiness and development of professional networks.
- Develop communication skills through active participation in classroom, online and placement activities and assessment tasks.

Task 3: Evaluation

Due: **Week 13**
Weighting: **40%**

This task includes three parts:

1. Supervisor's evaluation (10%)
2. Reflection on your placement experience (20%)
3. Self and peer assessment of your contribution to FOBE300 (10%)

Use the template provided on iLearn. See detailed assessment task instructions, due date and marking rubric on iLearn.

- Submit your supervisor's evaluation using the supervisor's evaluation form drop box on iLearn. This drop box will accept scanned forms.
- Submit your reflection through Turnitin using the Task 3 submission box on iLearn.
- Submit your self and peer-assessment through the team feedback link on iLearn.

1. Supervisor's evaluation (10%)

The supervisor in your work placement or research internship completes an evaluation.

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.

2. Reflection (20%)

Critically reflect on your placement experience with reference to your learning objectives.

3. Self and peer assessment of your contribution to FOBE300 (10%)

Self and peer assess contributions to FOBE300 seminars including seminar discussion and preparation for and contribution to final workshop in Seminar 4.

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.

- Critically assess your developing capacity for active citizenship, career readiness and development of professional networks.
- 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. To complete the unit successfully you must complete the number of placement hours specified in your letter of offer and achieve an overall mark of 50 or more for the unit based on assessment tasks. Work experience can be in any relevant organisation, including for-profit, non-profit or government organisations.

See the unit schedule for seminar topics and dates. Students are responsible for checking iLearn and/or email for updates to the seminar dates and times.

Textbook

There is no prescribed textbook for this unit.

Other Recommended Reading

Students need to be familiar with accessing academic sources from the library. Useful reading includes both recommended journals in the relevant discipline area and research on experiential learning in the work place.

Technology Used and Required

Microsoft Office suite (or equivalent), including in particular word processing, spread sheets and presentation software.

Email (student email address) and iLearn (https://www.mq.edu.au/iLearn/) are both required for the unit.

Students should be able to access research databases through the library. They may find referencing software helpful.

Prizes

Students of PACE units are eligible to apply for the prestigious Professor Judyth Sachs PACE prizes. See the following link for information and the application process: http://students.mq.edu.au/courses/professional_and_community_engagement/pace_prizes/.

See the Faculty website for information about other prizes: http://www.businessandeconomics.mq.edu.au/undergraduate_degrees/prizes_scholarships.

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	Mon 3-6pm	W5C220	Orientation
Seminar 2	6	Mon 3-6pm	W5C220	Ethics and project planning
Seminar 3	9	Mon 3-6pm	W5C220	Reflection
Seminar 4	12	Mon 3-6pm	TBA	Panel session

Research internship stream

	Week	Day and time	Location	Topic
Seminar 1	1	Mon 3-6pm	E4A523	Orientation
Seminar 2	5	Mon 3-6pm	E4A523	Ethics and project planning
Seminar 3	10	Mon 3-6pm	E4A523	Reflection
Seminar 4	13	Mon 3-6pm	E4A523	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://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

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

- Task 1: Learning contract
- Task 2: Placement project
- Task 3: Evaluation

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.
- Critically assess your developing capacity for active citizenship, career readiness and development of professional networks.

Assessment tasks

- Task 1: Learning contract
- Task 2: Placement project
- Task 3: Evaluation

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.
- Critically assess your developing capacity for active citizenship, career readiness and development of professional networks.

Assessment tasks

- Task 1: Learning contract
- Task 2: Placement project
- Task 3: Evaluation

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

- Task 1: Learning contract
- Task 2: Placement project
- Task 3: Evaluation

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.
- Critically assess your developing capacity for active citizenship, career readiness and development of professional networks.
- Develop communication skills through active participation in classroom, online and placement activities and assessment tasks.

Assessment tasks

- Task 1: Learning contract
- Task 2: Placement project
- Task 3: Evaluation

Changes from Previous Offering

The weighting of the placement project has been increased to reflect increased word length for this task. Task due dates have been revised and tasks have been renumbered to reflect submission dates.

FOBE300 students have contributed to the design of tasks and marking rubrics in this unit. Students will continue to share their placement experiences with host supervisors through partner workshops.