MGMT202

Leading Others: Managing Teams and Relationships

WV Day 2017

Dept of Marketing and Management

Contents

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General Information

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Credit points
3

Prerequisites
MGMT201

Corequisites

Co-badged status

Unit description
Leading others begins with building effective relationships. This unit provides students with the opportunity to develop skills to manage teams and build strong relationships with others. Through a series of workshops, students will learn practical skills to connect with people more successfully. The unit aims to expand students' skills and knowledge to improve their effectiveness as leaders. Outcomes from this unit will help students understand relationships better and to develop leadership behaviour capabilities. This unit employs block teaching.

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:

Examine theory of working in teams and team processes

Demonstrate commitment to achieving teamwork task

Practise giving and receiving constructive and critical feedback

Demonstrate knowledge of sustainability theories and processes in leadership

General Assessment Information

Task	Weight	Due Date	Linked Learning Outcomes	Linked Graduate Capabilities	Brief Description
Individual essay	40%	17th August 2017	4	1, 2, 4	2,000 word essay (excl references)
Group project	60%	7th July 2017 and 14th August 2017	1,2,3	1, 2,4	Group video and individual feedback exercise

Assessment Tasks

Name	Weighting	Hurdle	Due
Individual essay	40%	No	17th August 2017, 4pm
Group project	60%	No	7/7/2017 and 14/8/2017

Individual essay

Due: **17th August 2017, 4pm**
Weighting: **40%**

An essay requires the systematic investigation of a topic and the development of a written argument. Essays assess cognitive and research skills. Essays are expected to develop coherent arguments, be founded on thorough research, and provide insight into the topic area.

Students are required to submit a 2,000 word essay excluding bibliography. Details and marking criteria are provided in the Assessment Guidelines Document available on iLearn and questions on this assessment will be answered in the first lecture.

NOTE ON EXTENSIONS: No extensions will be granted. Late tasks will be accepted up to 120 hours after the submission deadline. There will be a deduction of 10% 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 to Studies is made and approved.

SUBMISSION DETAILS: The essay is to be submitted through Turnitin on iLearn and in hard copy at BESS. Further details are provided in the Assessment Guidelines Document available on iLearn.

On successful completion you will be able to:

- Demonstrate knowledge of sustainability theories and processes in leadership

Group project

Due: **7/7/2017 and 14/8/2017**
Weighting: **60%**

This assessment consists of two parts

GROUP VIDEO (30%): In teams of 4-5 (depending on cohort numbers) students will be asked to create a 5 minute video. Time will be provided in most workshops for students to work on their group project and consult with the lecturer face-to-face. Teams will be assessed on how they manage the group processes as well as on the final product. **Teammates will receive the same mark for this component of the assessment. The video is to be provided to the lecturer on a USB and relevant written submissions are to be uploaded on Turnitin.** Further details and assessment criteria are provided in the Assessment Guidelines Document available on iLearn and questions on this assessment will be answered in the first workshop.

NOTE ON EXTENSIONS 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, 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.

FEEDBACK EXERCISE (30%): Giving constructive feedback is a critical element of successful teamwork; yet many of us struggle to deliver it. In the final day of the workshop, students will partake in a feedback exercise in class. **This assignment will be marked individually and is to be submitted on Turnitin.** Details and assessment criteria are provided in the Assessment Guidelines Document available on iLearn and questions on this assessment will be answered in the first workshop.

NOTE ON EXTENSIONS No extensions will be granted. Students who do not participate in the feedback exercise will be awarded a mark of 0 for the task, except for in cases in which an application for disruption of studies is made and approved.

On successful completion you will be able to:
- Examine theory of working in teams and team processes
- Demonstrate commitment to achieving teamwork task
- Practise giving and receiving constructive and critical feedback

Delivery and Resources

1. This subject is taught in a block mode in the Winter Vacation. It is comprised of 5 workshops and each will begin at 9 am and conclude at 5 pm with suitable breaks.
2. To pass this course, students need to achieve an overall grade of 50%
3. Students are expected to have access to iLearn, either through a personal computer/ laptop/tablet or through the computer labs on campus.

4. It is required that students have access to one video camera per group for the filming of the group video. A camera on a smart phone will suffice. Groups with no access to a video camera are expected to notify the lecturer of the fact by the end of the first workshop.

5. Students must attend all workshops, except for cases where an application for Disruption of Studies has been lodged and approved. A log will be taken twice a day to record attendance

6. Students are to stay in their allocated teams throughout the course of the unit.

7. Students are expected to arrive on time and not leave until class ends

8. Staff will respond to emails within 48 hours. Staff will not answer emails over the weekend, except for urgent and/or exceptional circumstances

9. Mobile phones are to be set on silent during classes. Texting or other mobile phone activity during class is distracting to the student concerned, the lecturer and the other students and is strictly forbidden. Students violating this requirement will be asked to leave the class.

10. Photography as well as audio and video recording by students is not permitted

TIMETABLE: The timetable for this unit can be accessed from https://timetables.mq.edu.au/2017/

READINGS: Readings from each workshop will be provided through the library's e-Reserve and/or iLearn and students are expected to come to class having completed those.

TECHNOLOGY USED AND REQUIRED: Students are expected to familiarise themselves with iLearn (https://ilearn.mq.edu.au/login/index.php). iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff and students. If you have difficulties logging onto iLearn, please contact the university's technical support staff. **Do not contact the lecturer as they will not be able to help you with technical queries.**

Students are expected to check their university email account and contact the teaching staff through it. Gmail, hotmail and other personal email accounts are often blocked through the university's spam filter; communicating through those risks that your query will not be answered.

COURSE MATERIAL

• You are expected to save and/or print copies of workshop slides. No printouts will be provided from the lecturer

• You are expected to save and/or print copies of the prescribed readings for each workshop. No printouts will be provided by the lecturer.

• All important announcements will be made on iLearn and you are expected to view the

announcements page regularly.

<u>**TEACHING STRATEGY**</u>

This unit is designed to be interactive. As such, the topics are best explored through active participation and experiential learning. As such, the workshops will involve presentations by the lecturer covering key theoretical concepts, practical activities, exercises, guest lectures, group consultations with the lecturer and observation exercises

Unit Schedule

The detailed schedule of the unit is provided on iLearn. Topics covered include (this list is not exhaustive):

1. Teamwork theory (how to build effective teams, team processes, team leadership, team problems).

2. Emotional Intelligence (Guest presentation)

3. How to provide constructive feedback

4. Sustainable leadership (Guest presentation)

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

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

- Examine theory of working in teams and team processes
- Demonstrate knowledge of sustainability theories and processes in leadership

Assessment tasks

- Individual essay
- Group 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

- Examine theory of working in teams and team processes
- Demonstrate commitment to achieving teamwork task
- Practise giving and receiving constructive and critical feedback
- Demonstrate knowledge of sustainability theories and processes in leadership

Assessment tasks

- Individual essay
- Group project

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

- Demonstrate commitment to achieving teamwork task
- Practise giving and receiving constructive and critical feedback

Assessment tasks

- Individual essay

- Group project

Research & Practice, Global contexts & Sustainability

1. This unit draws on extensive research. A textbook is not adopted to ensure students are familiarised with the most recent developments in research. Assessments in this unit are designed so that students engage and are rewarded for independent research.

2. Cultural differences in work practices between countries will be extensively discussed and students will be asked to elaborate on work practices in their respective countries.

3. Sustainability in leadership practised will be explicitly discussed in the unit.