



MQBS3000

Student Leadership in Community Engagement

Session 1, Weekday attendance, North Ryde 2020

Macquarie Business School Faculty level units

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General Information

Unit convenor and teaching staff

Lecturer

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Administration

MQBS PACE Team

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Credit points

10

Prerequisites

130cp at 1000 level or above and permission by special approval

Corequisites

Co-badged status

Unit description

This unit provides an opportunity to develop leadership capabilities in the context of professional and community engagement with a local or international internship or project in a not-for-profit organisation, government agency, company, or other industry partner. At the completion of the unit, students are expected to have developed and critically reflected on their capabilities with reference to professional standards. Subject to demand, the unit includes a separate research internship stream for students who meet GPA requirements. This unit is a designated PACE unit. Applications are open to undergraduate students in any course who meet eligibility requirements. Applications are competitive and places are limited. Students may apply for a PACE internship or seek approval to enrol after finding their own internship if it meets PACE criteria. For local internships, students are advised to review internship preparation and application information and closing dates in the [MQBS section of PACEWISE](#) on iLearn at least 6 months before applying. For further information contact the MQBS PACE team. Students considering an international placement should register their interest and check application closing dates on the PACE International web page at least 12 months before applying.

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:

ULO1: Develop professional capabilities and demonstrate commitment to learning from your internship or project experience with reference to relevant organisational, ethical and professional standards.

ULO2: Analyse and interpret information while observing and participating in ethical practice in the context of your internship or project.

ULO3: Critically assess your developing capabilities as relevant to your discipline or industry.

ULO4: Identify and assess strategies to develop communication skills through active participation in learning, internship or project activities and assessment tasks.

Assessment Tasks

Coronavirus (COVID-19) Update

Assessment details are no longer provided here as a result of changes due to the Coronavirus (COVID-19) pandemic.

Students should consult [iLearn](#) for revised unit information.

[Find out more about the Coronavirus \(COVID-19\) and potential impacts on staff and students](#)

General Assessment Information

Late tasks must also be submitted through Turnitin. No extensions will be granted. There will be a deduction of 20% made from the total available marks for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission incurs a 40% deduction). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

Delivery and Resources

Coronavirus (COVID-19) Update

Any references to on-campus delivery below may no longer be relevant due to COVID-19.

Please check here for updated delivery information: https://ask.mq.edu.au/account/pub/display/unit_status

Timetable

The class is run in internal mode and includes seminars, online modules and online discussion on iLearn. 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 and online module topics and dates. Students are responsible for checking iLearn and/or email for updates to the seminar dates and times.

Please note that the unit schedule includes 2 seminars, 2 online modules and 2 drop in sessions.

Textbook

As in previous sessions, there is no prescribed textbook for this unit.

Other Recommended Reading

Students need to be familiar with accessing academic sources from the library. Required readings for assessments are available on iLearn. A list of professional standards is also available on iLearn to assist in completing Task 1. You may also refer to professional standards relevant to your internship that are not on this list.

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.

Unit Schedule

Coronavirus (COVID-19) Update

The unit schedule/topics and any references to on-campus delivery below may no longer be relevant due to COVID-19. Please consult [iLearn](#) for latest details, and check here for updated delivery information: https://ask.mq.edu.au/account/pub/display/unit_status

All students are required to complete online modules, attend workshops, complete placement hours agreed with their supervisor, and submit all three assessment tasks. Online modules, workshop materials, recommended readings and assessment task details are on iLearn.

To complete the unit successfully you must complete the number of internship hours specified in your letter of offer and achieve an overall mark of 50 or more for the unit based on assessment tasks. You will need to seek approval from the MQBS PACE team as soon as possible if the

status of your contract changes during your internship (for example if your host organization offers you an employment contract). Approved internships can be in any relevant organisation, including for-profit, non-profit or government organisations.

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

Workshop Schedule

	Week	Topic
	2	Orientation and professional networking
	3	See iLearn for details
	6-7	Ethical networking (includes assessed online discussion)
	8-9	Workplace values (includes assessed online discussion)
	9	See iLearn for details
	12	Reflection and future directions

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](#) ([http](#)

[s://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct>

Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@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 help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

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

If you are a Global MBA student contact globalmba.support@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.