



MQBS3000

Student Leadership in Community Engagement

Session 2, Weekday attendance, North Ryde 2020

Macquarie Business School Faculty level units

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Disclaimer

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Notice

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

General Information

Unit convenor and teaching staff

Matalena Tofa

matalena.tofa@mq.edu.au

Administration

MQBS PACE team

pace.business@mq.edu.au

Contact via Email

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.

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.

Assessment Tasks

Name	Weighting	Hurdle	Due
Learning contract	30%	No	Week 4
Online discussion and statement	30%	No	Week 10
Placement evaluation	40%	No	Week 13

Learning contract

Assessment Type ¹: Work-integrated task

Indicative Time on Task ²: 10 hours

Due: **Week 4**

Weighting: **30%**

You will create a learning contract for your internship or project, identifying appropriate learning objectives in consultation with your supervisor. Objectives should be linked to graduate capabilities including ethical thinking and developed with reference to assigned readings and

relevant organisational and professional standards. A template for this task, a reading list, and links to a range of professional standards are provided on iLearn.

On successful completion you will be able to:

- Develop professional capabilities and demonstrate commitment to learning from your internship or project experience with reference to relevant organisational, ethical and professional standards.
- Analyse and interpret information while observing and participating in ethical practice in the context of your internship or project.

Online discussion and statement

Assessment Type **1**: Project

Indicative Time on Task **2**: 10 hours

Due: **Week 10**

Weighting: **30%**

You will contribute posts and comments to two online discussions held in weeks 6-7 and 8-9. Copies of posts and comments are then submitted in week 10 together with a 500 word written statement. Online discussions are embedded in online modules on iLearn. These support preparation for online discussion, and include a link to the required reading for each discussion. Discussion questions, word length, tips for participating in online discussion, statement instructions and a template for the final submission are provided on iLearn.

On successful completion you will be able to:

- Analyse and interpret information while observing and participating in ethical practice in the context of your internship or project.
- Identify and assess strategies to develop communication skills through active participation in learning, internship or project activities and assessment tasks.

Placement evaluation

Assessment Type **1**: Reflective Writing

Indicative Time on Task **2**: 10 hours

Due: **Week 13**

Weighting: **40%**

This task includes your supervisor's evaluation (10%) and a 1500-1800 word critical reflection (30%). In order to complete the unit, you will need to submit the placement evaluation form which includes the supervisor's placement evaluation marking guide. Your supervisor has agreed to complete this evaluation as part of their agreement to host your internship or project. You will need to provide your supervisor with a copy of the placement evaluation form, giving your supervisor enough time to complete their evaluation. During your internship or project your supervisor will assess your performance using the supervisor's placement evaluation marking

guide included in the placement evaluation form. If your performance is rated unsatisfactory at any time during your internship or project, you will be invited to a meeting to discuss your performance. You may be given an opportunity to improve your performance or the internship or project may be discontinued. In this case, you may be required to complete the remainder of your placement hours within the Macquarie Business School 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 session, penalties may be applied to Task 3. In the critical reflection you will critically reflect on your progress towards achieving learning objectives identified in Task 1, with reference to your internship or project experience and assigned readings, incorporating any feedback from your supervisor and/or feedback on Task 1.

On successful completion you will be able to:

- Develop professional capabilities and demonstrate commitment to learning from your internship or project experience with reference to relevant organisational, ethical and professional standards.
- Analyse and interpret information while observing and participating in ethical practice in the context of your internship or project.
- Critically assess your developing capabilities as relevant to your discipline or industry.

¹ If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

² Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

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

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.

Workshops are scheduled to be held on campus on Tuesdays at 6-8pm. An online alternative will also be provided. Please note that 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

	Week	Topic
	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](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>).

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.