



# G MBA8103

## Improve Yourself, Always

Coursera term 5, Fully online/virtual 2021

*Department of Management*

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#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

#### **Session 2 Learning and Teaching Update**

The decision has been made to conduct study online for the remainder of Session 2 for all units WITHOUT mandatory on-campus learning activities. Exams for Session 2 will also be online where possible to do so.

This is due to the extension of the lockdown orders and to provide certainty around arrangements for the remainder of Session 2. We hope to return to campus beyond Session 2 as soon as it is safe and appropriate to do so.

Some classes/teaching activities cannot be moved online and must be taught on campus. You should already know if you are in one of these classes/teaching activities and your unit convenor will provide you with more information via iLearn. If you want to confirm, see the list of [units with mandatory on-campus classes/teaching activities](#).

Visit the [MQ COVID-19 information page](#) for more detail.

## General Information

Unit convenor and teaching staff

Unit Convenor

Narelle Hess

[narelle.hess@mq.edu.au](mailto:narelle.hess@mq.edu.au)

Linden Misselbrook

[linden.misselbrook@mq.edu.au](mailto:linden.misselbrook@mq.edu.au)

Credit points

5

Prerequisites

Admission to GMBA or GradCertGlobalBusPrac

Corequisites

Co-badged status

Unit description

The world of work is characterised by rapid ongoing change. In this dynamic environment, one of the most critical skills for leaders is their capacity to learn and to adapt; to engage in the continuous development of their skills in managing and leading others. This unit is designed to assist you in your efforts for the ongoing development of your skills and abilities by focusing on the nature of the self-development process. The unit will assist students to reflect on and develop self-awareness of their current leadership style, to understand their current and needed strengths and challenges as a leader. The unit also examines the change process and explores the processes of self-regulation that underpin personal skill development.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://students.mq.edu.au/important-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

**ULO1:** Critically evaluate the nature of the self-development process.

**ULO2:** Apply skills of self-reflection to enhance self-awareness of development insights about their leadership styles.

**ULO3:** Apply skills of self-reflection to enhance self-awareness of development insights

about their abilities and challenges as leaders

**ULO4:** Apply the self-development process to an area of a personal leadership skill challenge.

## General Assessment Information

### Submission

Submission of assessment tasks is via Coursera or as otherwise instructed on Coursera.

For written assessment tasks, you must submit in either **PDF or Word (.doc) file types**. It is your responsibility to ensure your submission is accessible. If your submission cannot be opened, late penalties will apply for submitting the correct file after the due date.

For individual submissions, please use the following naming convention for your file:

lastname-firstname-GMBA8xxx-A1(or A2)

For group submissions, please use the following naming convention for your file:

team-number-GMBA8xxx-A1(or A2)

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### Late Assessment Policy:

Late assessment submissions must be submitted through the appropriate submission link on Coursera. 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. 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 five (5) business days of the due date and time

If you would like to apply for Special Consideration please submit a request via [ask.mq.edu.au](mailto:ask.mq.edu.au)

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### Commercial in Confidence

Please note that you must not disclose any information marked 'Commercial in Confidence' without permission from the party who supplied it (e.g., your current or previous employer, customers, etc.).

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Leadership Style Analysis</a>	40%	No	9 September, 11:59pm
<a href="#">Skill Development Action Plan</a>	60%	No	30 September, 11:59pm

## Leadership Style Analysis

Assessment Type <sup>1</sup>: Reflective Writing

Indicative Time on Task <sup>2</sup>: 9 hours

Due: **9 September, 11:59pm**

Weighting: **40%**

Length: max 1,500 words (excl. references) Task type: Reflective Analysis Groupwork: No Task: In this assignment, you will critically evaluate your leadership style and the strengths and weaknesses of that style. You need to utilise your understanding of the self-understanding phase of the self-development model and apply the skills of self-reflection to work (or social) experiences to support your analysis. Please refer to the section Resources - Assessment Information in your online unit for detailed information on this assignment as well as the marking criteria.

On successful completion you will be able to:

- Critically evaluate the nature of the self-development process.
- Apply skills of self-reflection to enhance self-awareness of development insights about their leadership styles.

## Skill Development Action Plan

Assessment Type <sup>1</sup>: Reflective Writing

Indicative Time on Task <sup>2</sup>: 13 hours

Due: **30 September, 11:59pm**

Weighting: **60%**

Length: max 3,000 words (excl. references) Task type: Reflective writing Groupwork: No Task: In this assignment, you will present a self-development action plan to address no more than two (2) development aspects related to weaknesses identified in your leadership style. (Note: This should ideally relate to areas identified in Assignment 1 although you can address any two (2) skill areas you wish to improve). The plan must show an understanding of a social cognitive perspective of behaviour and an understanding of self-regulation theory in its design. Please refer to the section Resources - Assessment Information in your online unit for detailed information on this assignment as well as the marking criteria.

On successful completion you will be able to:

- Apply skills of self-reflection to enhance self-awareness of development insights about

their abilities and challenges as leaders

- Apply the self-development process to an area of a personal leadership skill challenge.

<sup>1</sup> 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 [Learning Skills Unit](#) for academic skills support.

<sup>2</sup> 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

### Required text

There is no required textbook for this unit. Please refer to the weekly required readings in your online unit. All readings are available via the Macquarie University library and do not need to be purchased separately.

### Delivery method

This unit will be delivered entirely online via the Coursera Learning Management System. Access to a personal computer is required to access the resources and learning materials on Coursera.

## Unit Schedule

For this unit, Live Events (via Zoom) will take place each week starting in Week 1 and ending in Week 6. The links to the events are available via **Live Events** in the Coursera unit.

Attending the Live Event each week is an opportunity to engage with the unit content, your Unit Convenor, and classmates. Students are encouraged to complete specified Live Event preparation learning activities prior to each scheduled Live Event in order to get the most value out of these sessions. Students are strongly advised to attend the Live Events. Recordings of the live events will be made available within 24 hours of the event and can be accessed via the Coursera unit content.

**Please note:** The teaching schedule is subject to change. Please refer to your Coursera unit for a detailed Live Event schedule.

Week	Live Events	Assessments
1	Wednesday 25 August, 9-10am	
2	Wednesday 1 September, 9-10am	
3	Wednesday 8 September, 9-10am	A1 due: 9 September, 11:59pm
4	Wednesday 15 September, 9-10am	

Week	Live Events	Assessments
5	Wednesday 22 September, 9-10am	
6	Wednesday 29 September, 9-10am	A2 due: 30 September, 11:59pm

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). 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](#)

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

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/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](https://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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](https://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 Enquiry Service

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Equity 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.

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](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.