



# G MBA8102

## Build Personal Resilience

Coursera term 3, 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.

#### **Notice**

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

To check the availability of face-to-face 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

Unit Convenor

Professor Patrick Garcia

[patrick.garcia@mq.edu.au](mailto:patrick.garcia@mq.edu.au)

Credit points

5

Prerequisites

Admission to GMBA or GradCertGlobalBusPrac

Corequisites

Co-badged status

Unit description

Pressures associated with globalisation and advances in information and communication technology have resulted in a 24x7 work environment characterised by rapid change, increasing sense of competition, and an explosion in access to communication and information. These pressures can lead to feelings of stress about being overloaded with work and information processing, which not only reduces performance but can also lead to a reduced sense of meaning and purpose about life as well as physical and mental health problems. This course will focus on the nature of contemporary stressors facing leaders in today's work environments and the approaches one can use to deal with this situation. In particular the issue of building your personal resilience - your capacity to withstand and cope with stress - will be explored. Underpinning resilience and management of stress is a set of strategies that relate to how you manage yourself, how you motivate yourself at work, and how you organise your work and time. Additionally, resilience is impacted by one's health, and the extent and quality of social relationships dimensions. Understanding the nature of stress and how to deal with stress and building your resilience are essential skills for leaders and play a vital role in managing the demands you face at work in changing the work environment.

## 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:** Critically evaluate the nature of work stress and resilience.

**ULO2:** Reflect on personal sources of stress in the extent of personal resilience.

**ULO3:** Apply strategies deal with stress and to enhance resilience.

## General Assessment Information

### Submission

You will submit your assessment tasks via your online unit on Coursera.

For written assessment tasks, you **must submit in either PDF or Word (.doc) file types**. If your submission is in a file type that 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-GMBAxxx-A1.\*

lastname-firstname-GMBAxxx-A2.\*

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

team-number-GMBAxxx-A1.\*

team-number-GMBAxxx-A2.\*

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### Extensions

Please note that 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 in submission = 20% penalty). This penalty does not apply for cases in which an application for special consideration is made and approved.

**For any questions regarding your assignment submission please contact your Unit Convenor. 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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### Formatting instructions

These instructions pertain only to written assignments. In the case of other formats (e.g., slide decks) specific formatting instructions may apply. Written assignments should be in 11 point Arial font with 1.5 line spacing. Each page of the report should be numbered and have at minimum 2.5 cm margins from the left and right edges and top and bottom of the page. The word count is strictly enforced. The actual word length of the document, not including references or appendices, should be clearly stated on the title page of the report. Written assignments should have the following structure:

1. A title page with the question, your student name and student number, word count of the text

2. The body of the report structured with paragraphs and with appropriate headings and citations, with page numbers.
3. Complete reference list of material cited in the text.

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## Referencing

Please use the American Psychological Association (APA) 6th edition reference style. This means that when referring to an article or book etc, you indicate the author's name followed by the year of publication (Jones, 1989). For multiple authors include all names (Jones, Smith, & Wilson, 1990). If you use a direct quote put the quoted words in "quotation marks" and include the page number with the reference (Jones, 1989, p. 76). A reference list should be presented in alphabetical order at the end of the paper. Further information on APA style is available at <http://libguides.mq.edu.au/content.php?pid=85232&sid=634282>

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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="#">Workplace Stress</a>	40%	No	Tuesday 18 May, 11:59pm, 2021 (AEST)
<a href="#">Action Plan</a>	60%	No	Thursday 10 June, 11:59pm, 2021 (AEST)

## Workplace Stress

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

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

Due: **Tuesday 18 May, 11:59pm, 2021 (AEST)**

Weighting: **40%**

Length: max 1,5000 words (excl. references) Task type: Reflective writing Groupwork: No Task: In this assignment, you will critically evaluate the nature of work stress in your current (or past) role using the presented overarching model. You need to demonstrate your understanding of the stress and resilience framework by establishing stressors (causes of stress) that are currently present in your work life and identifying your reactions. Please refer to the section Resources - Assessment Information in your online unit for detailed information on this assignment as well as the marking criteria. You will be asked to submit your completed task via the Assignment submission link in your online unit.

On successful completion you will be able to:

- Critically evaluate the nature of work stress and resilience.
- Reflect on personal sources of stress in the extent of personal resilience.

## Action Plan

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

Indicative Time on Task <sup>2</sup>: 15 hours

Due: **Thursday 10 June, 11:59pm, 2021 (AEST)**

Weighting: **60%**

Length: max 3,000 words (excl. references) Task type: Reflective writing Groupwork: No Task: In this assignment, you will develop and apply strategies to enhance resilience in a variety of stressful situations when managing yourself and your team in your current (or past) role. First, you need to critically reflect on the current stress management practices you employ to manage stress that you identified in your Assessment. Second, you need to develop an action plan that will help enhance your resilience approach as well as enable you to keep progress in growing your resilience.

On successful completion you will be able to:

- Reflect on personal sources of stress in the extent of personal resilience.
- Apply strategies deal with stress and to enhance resilience.

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<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 [Writing Centre](#) 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 the web conferencing software Zoom) will take place once a week starting in Week 1 and ending in Week 6. The links to the events are available via **Live Events** in the online unit. 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 **Resources** in the online 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.

**Please note:** The teaching schedule is subject to change. Please refer to your online unit for the latest schedule.

Week	Live Events	Assessments
1	Webinar: Wednesday 5 May 2021, 6-7PM (AEST)	
2	Webinar: Wednesday 12 May 2021, 6-7PM (AEST)	
3	Webinar: Wednesday 19 May 2021, 6-7PM (AEST)	A1 due: 18 May 2021, 11:59pm (AEST)
4	Webinar: Wednesday 26 May 2021, 6-7PM (AEST)	
5	Webinar: Wednesday 2 June 2021, 6-7PM (AEST)	
6	Webinar: Wednesday 9 June 2021, 6-7PM (AEST)	A2 due: 10 June 2021, 11:59pm (AEST)

## 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](http://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](http://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](http://ask.mq.edu.au)

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