MGMT8011

Learning to be a Leader

Session 1, Special circumstances 2021

Department of Management

Contents

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 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
Laramie Tolentino
laramie.tolentino@mq.edu.au

Credit points
10

Prerequisites
Admission to MBusAnalytics or MIntBus or MMgmt or MEngMgt or MSc or
MScInnovationBioConsMgmt or MScInnovationChemBiomolecularSc or MScInnovationEnvSc
or MScInnovationGeologyGeophys or MScInnovationIT or MScInnovationStat

Corequisites

Co-badged status

Unit description
The overarching goal of this unit is to help students understand their own potential to become
the leader they would like to be and also how they can balance competing stakeholder
interests and deliver positive results both for their organisation and for society. The unit
emphasises personal development with the development of leadership capabilities as the
vehicle to do so, with a key focus on making life choices i.e. what work excites learners, as
well as understanding one's passions and responsibilities so they can become leaders they
would like to be. Another focus relates to the development of practical life-skills e.g. managing
stress, building positivity, mindsets and setting life goals. The unit also aims to develop
leadership capability to manage a range of stakeholder interests and deliver results using pro-
social frameworks.

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: Analyse and explain contemporary theories about the nature and processes of
leading.

ULO2: Investigate and argue the differences between leading and managing, and

critically analyse how they complement one another, both as an individual and as part of a team.

ULO3: Create and critically appraise a personal leadership development plan.

General Assessment Information

Late Assessment Policy:

Late assessment submissions must be submitted through the appropriate submission link in iLearn. No extensions will be granted unless an application for Special Consideration is made and approved. 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 not be accepted after solutions have been discussed and/or made available.

Note: applications for Special Consideration Policy must be made within 5 (five) business days of the due date and time.

Presentation:

No extensions will be granted. Students who are absent for the presentation will score **zero** for this assessment task. 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
Participation in Class Discussion and Activities	20%	No	Weeks 1- 13
Group Presentation & Report	30%	No	Week 7 to Week 11
Leadership Development Plan	50%	No	Week 12

Participation in Class Discussion and Activities

Assessment Type [1]: Participatory task
Indicative Time on Task [2]: 30 hours
Due: **Weeks 1- 13**
Weighting: **20%**

Class participation will be monitiored throughout the unit and is worth 20%. Marks will be allocated for participation in class discussions, activities, forum posts, and a 500-word individual reflective report.

On successful completion you will be able to:

- Analyse and explain contemporary theories about the nature and processes of leading.
- Investigate and argue the differences between leading and managing, and critically analyse how they complement one another, both as an individual and as part of a team.

Group Presentation & Report

Assessment Type [1]: Case study/analysis
Indicative Time on Task [2]: 30 hours
Due: **Week 7 to Week 11**
Weighting: **30%**

This assessment has two components worth 30% in total, 20% will be allocated to individual performance, with 10% allocated as a group mark. One component is a 20 minute group presentation. The other component is a 1,500 word group report alongside the submission of presentation slides.

On successful completion you will be able to:

- Analyse and explain contemporary theories about the nature and processes of leading.
- Investigate and argue the differences between leading and managing, and critically analyse how they complement one another, both as an individual and as part of a team.

Leadership Development Plan

Assessment Type [1]: Plan
Indicative Time on Task [2]: 30 hours
Due: **Week 12**
Weighting: **50%**

This assessment is worth 50% in total. It is a 2,000 word individual development plan plus a weekly individual learning journal.

On successful completion you will be able to:

- Investigate and argue the differences between leading and managing, and critically analyse how they complement one another, both as an individual and as part of a team.
- Create and critically appraise a personal leadership development plan.

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

Required text	There is no prescribed text for this unit, but various readings and other materials will be made available via iLearn and Leganto Reading List
Unit web page	The web page for this unit can be found at: https://ilearn.mq.edu.au/login/
Technology Used and Required	Students are required to have access to a personal computer and familiarise themselves with iLearn (https://ilearn.mq.edu.au/login/). iLearn will be used to post lecture slides/recordings, assessment details, student grades and as a means of communication between staff members and students. If you have difficulties logging on to iLearn, please contact the university's technical support staff via OneHelp. Do not contact the UC/Lecturer as she is 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.
Delivery Format and Other Details	• Number and length of classes: Each online class is 3 **hours long per week**, including a 1 hour asynchronous / recorded lecture and 2 hours synchronous / workshop. Classes may vary due to public holiday(s). • The timetable for classes can be found on the University web site at: http://www.timetables.mq.edu.au/
Recommended readings	Recommended readings are provided via the links on the iLearn Unit page
Inherent Requirements	Attendance and participation is required in the allocated week in order to complete the presentation component of the "Group Presentation and Report" assessment.

Unit Schedule

Please see iLearn

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (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). 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) 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 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.