### General Information

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 now 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](https://www.mq.edu.au/covid-19) for more detail.

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General Information

Unit convenor and teaching staff
Unit Convenor
Deborah Howlett
deborah.howlett@mq.edu.au

Credit points
10

Prerequisites
MGMT1002 or BBA102

Corequisites
MGMT1011 or BBA111

Co-badged status

Unit description
This unit introduces students to the tools of self-reflection in respect of them understanding themselves and the foundations of leadership. Students will develop skills to manage teams and better develop their leadership behaviour capabilities. Additionally, students will be considering the cultural, political, ethical and organisational implications of the ideas and practices of leadership.

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: Identify and analyse the nature and origins of leadership.
ULO2: Apply self-reflection to leadership challenges.
ULO3: Examine effective practices and strategies to develop sustainable team relationships in a collaborative working environment.
ULO4: Identify and analyse ethical leadership issues in a management context.

General Assessment Information
Late Assessments must also be submitted through the relevant submission link on iLearn. No extensions will be granted. There will be a deduction of 10% of the total available marks.
Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
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<tbody>
<tr>
<td>Essay</td>
<td>40%</td>
<td>No</td>
<td>Week 6</td>
</tr>
<tr>
<td>Written Report and reflective writing</td>
<td>60%</td>
<td>No</td>
<td>Various Dates</td>
</tr>
</tbody>
</table>

**Essay**
Assessment Type: Essay
Indicative Time on Task: 20 hours
Due: Week 6
Weighting: 40%

Students will write an essay of up to 2,000 words on leadership.

On successful completion you will be able to:
- Identify and analyse the nature and origins of leadership.
- Identify and analyse ethical leadership issues in a management context.

**Written Report and reflective writing**
Assessment Type: Project
Indicative Time on Task: 40 hours
Due: Various Dates
Weighting: 60%

This task will have three parts - a group written report, a self reflection task and peer evaluations.
The group report is worth 30% and is no more than 2000 words.
The self-reflection task is worth 20%. The self-reflection will be of up to 750 words.
The peer evaluation is worth 10%.

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 incurs a 20% penalty). 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.
On successful completion you will be able to:

- Identify and analyse the nature and origins of leadership.
- Apply self-reflection to leadership challenges.
- Examine effective practices and strategies to develop sustainable team relationships in a collaborative working environment.
- Identify and analyse ethical leadership issues in a management context.

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.

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**

<table>
<thead>
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<tbody>
<tr>
<td>Unit web page</td>
<td>The web page for this unit can be found at: <a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a></td>
</tr>
<tr>
<td>Technology Used and Required</td>
<td>Students are required to have access to a personal computer with audio and video functions and familiarise themselves with iLearn. Access to reliable internet services and sufficient network bandwidth to participate in Zoom tutorials as required.</td>
</tr>
<tr>
<td>iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.</td>
<td></td>
</tr>
<tr>
<td>If you have difficulties logging on to iLearn, please contact the university's technical support staff. Do not contact the lecturer or tutors, as they are not able to help you with technical queries.</td>
<td></td>
</tr>
<tr>
<td>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 such emails risks your query not being answered.</td>
<td></td>
</tr>
<tr>
<td>Delivery Format and Other Details</td>
<td>Number and length of classes: A lecture will be recorded on Echo 360 for each week of the semester. Additionally, each tutorial class will have a tutorial with their tutor at their scheduled tutorial time, each week unless indicated otherwise in the lecture and tutorial schedule. Classes may vary due to public holiday(s)</td>
</tr>
<tr>
<td>Tutorials will commence in Week 2.</td>
<td></td>
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<tr>
<td>The timetable for classes can be found on the University web site at: <a href="http://www.timetables.mq.edu.au/">http://www.timetables.mq.edu.au/</a></td>
<td></td>
</tr>
<tr>
<td>Recommended readings</td>
<td>Recommended readings are provided via a Leganto link on the iLearn Unit page</td>
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Inherent Requirements

None

Unit Schedule

Please see iLearn

Policies and Procedures

Macquarie University policies and procedures are accessible from 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. 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.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of 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://stu
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 Enquiry Service

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

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/.

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.