



MQBS3000

Student Leadership in Community Engagement

Session 2, Infrequent attendance, North Ryde 2021

Macquarie Business School Faculty level units

Contents

<u>General Information</u>	3
<u>Learning Outcomes</u>	3
<u>Assessment Tasks</u>	4
<u>Delivery and Resources</u>	6
<u>Unit Schedule</u>	6
<u>Policies and Procedures</u>	6
<u>Changes from Previous Offering</u>	8

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

Lisa Rohanek

lisa.rohanek@mq.edu.au

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://students.mq.edu.au/important-dates>

Learning Outcomes

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

ULO2: Analyse and interpret information while observing and participating in ethical

practice in the context of your internship or project.

ULO1: Develop professional capabilities and demonstrate commitment to learning from your internship or project experience with reference to relevant organisational, ethical and professional standards.

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.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Learning contract</u>	30%	No	Week 4 20/8/21
<u>Online discussion and statement</u>	30%	No	Week 8 1/10/21
<u>Placement evaluation</u>	40%	No	Week 13 5/11/21

Learning contract

Assessment Type ¹: Work-integrated task

Indicative Time on Task ²: 10 hours

Due: **Week 4 20/8/21**

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:

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

Online discussion and statement

Assessment Type ¹: Project

Indicative Time on Task ²: 10 hours

Due: **Week 8 1/10/21**

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 5/11/21**

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:

- Analyse and interpret information while observing and participating in ethical practice in

the context of your internship or project.

- Develop professional capabilities and demonstrate commitment to learning from your internship or project experience with reference to relevant organisational, ethical and professional standards.
 - 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 [Learning Skills Unit](#) 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

This unit is delivered via zoom using workshops and online drop in sessions.

Any zoom sessions will be recorded for students to watch later. Individual consultation is encouraged to support students individual situations.

No additional resources are required

Unit Schedule

All workshops will be recorded and uploaded for students. Participation is not compulsory. The workshops are designed to support the assessment tasks.

2 Aug 10am Workshop 1 - Orientation and Professional Networking

16 Aug 10am - Drop in zoom session

6 Sep 10am - Drop in zoom session

27 Sep 10am - Drop in zoom session

18 Oct 10am - Workshop 2 - Final reflections

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 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 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.

Changes from Previous Offering

Adjustments have been made to the online workshops to clarify the expectations

A clear word count has been made in the learning contract to set expectations