



# MGMT8011

## Learning to be a Leader

Session 1, Online-scheduled-weekday 2022

*Department of Management*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Unit Convenor

Laramie Tolentino

[laramie.tolentino@mq.edu.au](mailto:laramie.tolentino@mq.edu.au)

Contact via via E-mail or iLearn UC Direct Message

By appointment

Credit points

10

Prerequisites

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

Corequisites

Co-badged status

Unit description

The overarching goal of this unit is to help students understand and apply contemporary theories of leadership to enhance their readiness and effectiveness as leaders. The unit emphasises personal development, with a key focus on making life choices and vision-creation aligned with one's values and strengths, so they can become the leaders they aspire to be. The unit also equips students with self-leadership knowledge to develop positive mindset, personal integrity, and resilience. Another focus relates to the development of leadership capability to manage a range of stakeholder interests, lead positive change, 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 submissions of assessments

Unless a Special Consideration request has been submitted and approved, no extensions will be granted. There will be a deduction of 10% of the total available assessment-task marks made from the total awarded mark for each 24-hour period or part thereof that the submission is late. Late submissions will only be accepted up to 96 hours after the due date and time.

No late submissions will be accepted for timed assessments – e.g., quizzes, online tests.

**Table 1: Penalty calculation based on submission time**

Submission time after the due date (including weekends)	Penalty (% of available assessment task mark)	Example: for a non-timed assessment task marked out of 30
< 24 hours	10%	10% x 30 marks = 3-mark deduction
24-48 hours	20%	20% x 30 marks = 6-mark deduction
48-72 hours	30%	30% x 30 marks = 9-mark deduction
72-96 hours	40%	40% x 30 marks = 12-mark deduction
> 96 hours	100%	Assignment won't be accepted

### Special Consideration

To request an extension on the due date/time for a timed or non-timed assessment task, you must submit a Special Consideration application. An application for Special Consideration does not guarantee approval.

The approved extension date for a student becomes the new due date for that student. The late submission penalties above then apply as of the new due date.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Participation in Class Discussion and Activities</u>	20%	No	Allocated throughout Week 1 - 13
<u>Group Presentation &amp; Report</u>	30%	No	Allocated throughout Week 7 - 11

Name	Weighting	Hurdle	Due
<a href="#"><u>Leadership Development Plan</u></a>	50%	No	Week 13

## Participation in Class Discussion and Activities

Assessment Type <sup>1</sup>: Participatory task

Indicative Time on Task <sup>2</sup>: 20 hours

Due: **Allocated throughout Week 1 - 13**

Weighting: **20%**

Class participation will be monitored throughout the unit and is worth 20%. Marks will be allocated for participation in class discussions, forum posts, and workshop activities, including a 4 to 5 minute reflective video presentation.

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 <sup>1</sup>: Case study/analysis

Indicative Time on Task <sup>2</sup>: 30 hours

Due: **Allocated throughout Week 7 - 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 <sup>1</sup>: Plan

Indicative Time on Task <sup>2</sup>: 30 hours

Due: **Week 13**

Weighting: **50%**

This assessment is worth 50% in total. It is a 2,000 word individual development plan, with an appendix of completed individual questionnaires / activity worksheets.

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.

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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

<b>Required text</b>	Northouse, P.G. (2020) <i>Introduction to Leadership: Concepts and Practice</i> (5th edition) SAGE Publishing
<b>Unit web page</b>	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>
<b>Technology Used and Required</b>	<p>Students are required to have access to a personal computer and familiarise themselves with iLearn (<a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a>).</p> <p>iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.</p> <p>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 they are not be able to help you with technical queries.</p> <p>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.</p>

<b>Delivery Format and Other Details</b>	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>
<b>Recommended readings</b>	Recommended readings are provided via the links on the <a href="#">iLearn</a> Unit page
<b>Inherent Requirements</b>	Attendance is required in the allocated Presentation 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) (<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](#)
- [Assessment Procedure](#)
- [Complaints Resolution 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)

## Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

### The Writing Centre

[The Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)

## Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

## 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.