



# G MBA8103

## Improve Yourself, Always

Coursera term 1, Online-scheduled-weekday 2023

*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.

## General Information

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Contact via Email  
By appointment

Credit points  
5

Prerequisites  
Admission to GMBA or GradCertGlobalBusPrac

Corequisites

Co-badged status

Unit description

The world of work is characterised by rapid ongoing change. In this dynamic environment, one of the most critical skills for leaders is their capacity to learn and to adapt; to engage in the continuous development of their skills in managing and leading others. This unit is designed to assist you in your efforts for the ongoing development of your skills and abilities by focusing on the nature of the self-development process. The unit will assist students to reflect on and develop self-awareness of their current leadership style, to understand their current and needed strengths and challenges as a leader. The unit also examines the change process and explores the processes of self-regulation that underpin personal skill development.

## 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 the self-development process.

**ULO2:** Apply skills of self-reflection to enhance self-awareness of development insights about their leadership styles.

**ULO3:** Apply skills of self-reflection to enhance self-awareness of development insights about their abilities and challenges as leaders

**ULO4:** Apply the self-development process to an area of a personal leadership skill challenge.

## General Assessment Information

### General Assessment Information

#### Late submissions of assessments

Unless a Special Consideration request has been submitted and approved, a 5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of '0' will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical concern.

For any late submissions of time-sensitive tasks, such as scheduled tests/exams, performance assessments/presentations, and/or scheduled practical assessments/labs, students need to submit an application for [Special Consideration](#).

#### 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.

#### Word limits

Anything beyond a stated assessment word limit (other than your reference list) may not be marked. Seek any further clarification from the unit convenor.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Leadership Style Analysis</a>	40%	No	Week 3, 27 January, 11:59pm AEDT
<a href="#">Skill Development Action Plan</a>	60%	No	Week 6, 17 February, 11:59pm AEDT

### Leadership Style Analysis

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

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

Due: **Week 3, 27 January, 11:59pm AEDT**

Weighting: **40%**

Length: max 1,000 words (excl. references) Task type: Reflective Analysis Groupwork: No Task:

In this assignment, you will critically evaluate your leadership style and the strengths and weaknesses of that style. You need to utilise your understanding of the self-understanding phase of the self-development model and apply the skills of self-reflection to work (or social) experiences to support your analysis. Please refer to the section Resources - Assessment Information in your online unit for detailed information on this assignment as well as the marking criteria.

On successful completion you will be able to:

- Critically evaluate the nature of the self-development process.
- Apply skills of self-reflection to enhance self-awareness of development insights about their leadership styles.

## Skill Development Action Plan

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

Indicative Time on Task <sup>2</sup>: 13 hours

Due: **Week 6, 17 February, 11:59pm AEDT**

Weighting: **60%**

Length: max 1,800 - 2,000 words (excl. references) Task type: Reflective writing Groupwork: No  
Task: In this assignment, you will present a self-development action plan to address no more than two (2) development aspects related to weaknesses identified in your leadership style. (Note: This should ideally relate to areas identified in Assignment 1 although you can address any two (2) skill areas you wish to improve). The plan must show an understanding of a social cognitive perspective of behaviour and an understanding of self-regulation theory in its design. Please refer to the section Resources - Assessment Information in your online unit for detailed information on this assignment as well as the marking criteria.

On successful completion you will be able to:

- Apply skills of self-reflection to enhance self-awareness of development insights about their abilities and challenges as leaders
- Apply the self-development process to an area of a personal leadership skill challenge.

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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

For details please refer to your online unit on the Coursera platform.

## Unit Schedule

For details please refer to your online unit on the Coursera platform.

## 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](https://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 Advocacy](#) provides independent advice on MQ policies, procedures, and processes

## 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/](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.