MGMO8011
Learning to be a Leader
Term 2, Online-scheduled-weekday 2024
Department of Management

Contents

General Information ............................................. 2
Learning Outcomes ............................................. 2
General Assessment Information ............................ 2
Assessment Tasks .............................................. 3
Delivery and Resources ....................................... 4
Unit Schedule .................................................. 4
Policies and Procedures ...................................... 5

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

Unit convenor and teaching staff
Ian Dunbar
ian.dunbar@mq.edu.au

Credit points
10

Prerequisites
Admission to GradCertLeadChg

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: Evaluate contemporary theories about the nature and processes of leading.
ULO2: Analyse the differences between leading and managing
ULO3: Formulate a personal leadership development plan

General Assessment Information
Late Assessment Submission Penalty (written 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

https://unitguides.mq.edu.au/unit_offerings/166437/unit_guide/print
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 apply for Special Consideration.

### Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Study Analysis</td>
<td>40%</td>
<td>No</td>
<td>Week 5</td>
</tr>
<tr>
<td>Leadership Development Plan</td>
<td>60%</td>
<td>No</td>
<td>Week 10</td>
</tr>
</tbody>
</table>

**Case Study Analysis**

- Assessment Type: Case study/analysis
- Indicative Time on Task: 20 hours
- Due: Week 5
- Weighting: 40%

This assessment is worth 40% and student will write a report of up to 2,000 words.

On successful completion you will be able to:

- Evaluate contemporary theories about the nature and processes of leading.
- Analyse the differences between leading and managing

**Leadership Development Plan**

- Assessment Type: Plan
- Indicative Time on Task: 30 hours
- Due: Week 10
- Weighting: 60%

This assessment is worth 60% in total. It is an individual development plan up to 3000 words.

On successful completion you will be able to:

- Analyse the differences between leading and managing
• Formulate 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
Delivery is online, via weekly modules on iLearn, supported by a weekly workshop with the Unit Convenor.

Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Module 0: Getting started</td>
<td>Assessment preparation</td>
</tr>
<tr>
<td>1</td>
<td>Module 1: Introduction – Leader or manager</td>
<td>Discussion 1: Introduce yourself Activity 1: Self-awareness questionnaire Activity 2: Guided reflection Discussion 2: Weekly forum</td>
</tr>
<tr>
<td>2</td>
<td>Module 2: Leadership theories</td>
<td>Activity: Guided reflection Discussion: Weekly forum</td>
</tr>
<tr>
<td>3</td>
<td>Module 3: Leadership philosophy and styles</td>
<td>Activity 1: Leadership styles questionnaire Activity 2: Guided reflection Discussion: Weekly forum</td>
</tr>
<tr>
<td>4</td>
<td>Module 4: Communication, empathy and emotional intelligence</td>
<td>Activity 1: Interpersonal communication skills test Activity 2: Listening skills test Activity 3: Emotional intelligence test Activity 4: Guided reflection Discussion: Weekly forum</td>
</tr>
<tr>
<td>5</td>
<td>Module 5: Ethics, corporate social responsibility and practical wisdom</td>
<td>Activity 1: Dominant values test Activity 2: Guided reflection Discussion: Weekly forum Assessment 1: Case analysis (40%)</td>
</tr>
<tr>
<td>6</td>
<td>Module 6: Politics, power and change</td>
<td>Activity 1: Assertiveness test Activity 2: Guided reflection Discussion: Weekly forum</td>
</tr>
<tr>
<td>7</td>
<td>Module 7: Authentic leadership and corporate culture</td>
<td>Activity: Guided reflection Discussion: Weekly forum</td>
</tr>
<tr>
<td>8</td>
<td>Module 8: Leader-follower relations, groups and teams</td>
<td>Activity 1: Team roles test Activity 2: Guided reflection Discussion: Weekly forum</td>
</tr>
<tr>
<td>9</td>
<td>Module 9: Narcissistic and psychopathic leaders</td>
<td>Activity 1: Psychopathy and narcissism test Activity 2: Guided reflection Discussion: Weekly forum</td>
</tr>
</tbody>
</table>
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
- 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). 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

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/](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](https://unitguides.mq.edu.au/unit_offerings/166437/unit_guide/print), or contact [Service Connect](https://unitguides.mq.edu.au/unit_offerings/166437/unit_guide/print).

**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](https://unitguides.mq.edu.au/unit_offerings/166437/unit_guide/print). The policy applies to all who connect to the MQ network including students.
Unit guide MGMO8011 Learning to be a Leader

Unit information based on version 2024.03 of the Handbook