



FOBE300

Student Leadership in Community Engagement

S1 Day 2019

Business and Economics Faculty level units

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General Information

Unit convenor and teaching staff

Convenor and lecturer

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Please view via iLearn - <https://ilearn.mq.edu.au/login/>

Faculty PACE Officer

Alicia Coggins

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Credit points

3

Prerequisites

(39cp at 100 level or above) and permission by special approval

Corequisites

Co-badged status

Unit description

This unit examines leadership in the context of professional and community engagement. Students will learn through their experience of a work placement in a not-for-profit organisation, government agency, company, or other industry partner. Students will gain practical knowledge, experience and skills in an organisation. They will be challenged to analyse the context in which they are working and to examine the intersection between leadership in theory and practice. Students will contextualise their graduate capabilities, explore their leadership potential and develop their leadership style through professional and community engagement. This unit aims at preparing students for effective, responsible, ethical and active professional and community engagement and leadership. This unit is a designated PACE unit and all enquiries regarding enrolment should be made with the Faculty no later than 4 weeks before commencement of the study period. This unit includes a separate research internship stream for students who meet GPA requirements. PACE research internships connect highly motivated and capable students with current research projects in the Faculty of Business and Economics. Contact the FBE PACE team for further information.

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:

Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.

Analyse and interpret information while observing and participating in ethical practice in the context of your placement experience.

Critically assess your developing capacity for active citizenship, career readiness and development of professional networks.

Develop communication skills through active participation in classroom, online and placement activities and assessment tasks.

Assessment Tasks

Name	Weighting	Hurdle	Due
Task 1: Learning contract	30%	No	Week 4
Task 2: Placement project	30%	No	Weeks 6-10
Task 3: Evaluation	40%	No	Week 13

Task 1: Learning contract

Due: **Week 4**

Weighting: **30%**

Learning Contract Assessment Summary Task Description Create a learning contract for your FOBE300 placement experience and contribution to FOBE300. **Type of Collaboration**

Individual Submission Submit via Turnitin link on [iLearn](#) **Format** Refer to task instructions and template on [iLearn](#) **Length** Refer to task template on [iLearn](#) **Late Submission**

Late tasks must also be submitted through Turnitin. No extensions will be granted. There will be a deduction of 20% made from the total available marks for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission incurs a 40% deduction). 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:

- Develop skills for managing self and demonstrate commitment and initiative in the

context of your placement experience.

- Develop communication skills through active participation in classroom, online and placement activities and assessment tasks.

Task 2: Placement project

Due: **Weeks 6-10**

Weighting: **30%**

Placement project assessment summary Task Description Participate in online discussion and submit a written report based on your placement experience. This task includes contributions to online discussions available in online modules 1 and 2 in weeks 6-9. **Type of Collaboration** Individual **Submission** Submit via Turnitin link on [iLearn](#) **Format** Refer to task instructions and online modules on [iLearn](#). **Length** Refer to task instructions on [iLearn](#) **Late Submission**

Late tasks must also be submitted through Turnitin. No extensions will be granted. There will be a deduction of 20% made from the total available marks for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission incurs a 40% deduction). 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:

- Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.
- Analyse and interpret information while observing and participating in ethical practice in the context of your placement experience.
- Critically assess your developing capacity for active citizenship, career readiness and development of professional networks.
- Develop communication skills through active participation in classroom, online and placement activities and assessment tasks.

Task 3: Evaluation

Due: **Week 13**

Weighting: **40%**

Task Description Submit your supervisor's evaluation (10%) and a reflection on your progress towards achieving learning objectives from Task 1 (30%). **Type of Collaboration** Individual **Submission** Submit via Turnitin link on [iLearn](#) **Format** Refer to task instructions and placement evaluation template on [iLearn](#) **Length** Refer to task instructions and placement evaluation

template on [iLearn Late Submission](#)

Late tasks must also be submitted through Turnitin. No extensions will be granted. There will be a deduction of 20% made from the total available marks for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission incurs a 40% deduction). 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.

Important

In order to complete the unit, students must submit the placement evaluation form which includes the supervisor's placement evaluation marking guide. All supervisors have agreed to complete this evaluation as part of their agreement to host an intern.

During your placement your supervisor will assess your performance using the supervisor's placement evaluation marking guide. If your performance is rated unsatisfactory at any time during your placement, you will be invited to a meeting to discuss your performance. You may be given an opportunity to improve your performance or the placement may be discontinued and you may be required to complete the remainder of your placement within the Faculty of Business and Economics 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 semester, penalties may be applied to Task 3.

On successful completion you will be able to:

- Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.
- Analyse and interpret information while observing and participating in ethical practice in the context of your placement experience.
- Critically assess your developing capacity for active citizenship, career readiness and development of professional networks.

- Develop communication skills through active participation in classroom, online and placement activities and assessment tasks.

Delivery and Resources

Timetable

The class is run in internal mode and includes seminars, online modules and online discussion on iLearn. To complete the unit successfully you must complete the number of placement hours specified in your letter of offer and achieve an overall mark of 50 or more for the unit based on assessment tasks. Work experience can be in any relevant organisation, including for-profit, non-profit or government organisations.

See the unit schedule for seminar and online module topics and dates. Students are responsible for checking iLearn and/or email for updates to the seminar dates and times.

Class times are also listed on [the timetable](#). Note that the unit schedule includes 2 seminars, 2 online modules and 2 drop in sessions.

Textbook

As in previous sessions, there is no prescribed textbook for this unit.

Other Recommended Reading

Students need to be familiar with accessing academic sources from the library. Required readings for Tasks 1 and 2 are available on iLearn. A list of professional standards is also available on iLearn to assist in completing Task 1. You may also refer to professional standards relevant to your internship that are not on this list.

Technology Used and Required

Microsoft Office suite (or equivalent), including in particular word processing, spread sheets and presentation software.

Email (student email address) and iLearn (<https://www.mq.edu.au/iLearn/>) are both required for the unit.

Students should be able to access research databases through the library. They may find referencing software helpful.

Prizes

Students of PACE units are eligible to apply for the prestigious Professor Judyth Sachs PACE prizes. See the following link for information and the application process: http://students.mq.edu.au/courses/professional_and_community_engagement/pace_prizes/.

See the Faculty website for information about other prizes: http://www.businessandeconomics.mq.edu.au/undergraduate_degrees/prizes_scholarships.

Unit Schedule

All students are required to complete online modules, attend workshops, complete placement hours agreed with their supervisor, and submit all three assessment tasks. Online modules, workshop materials, recommended readings and assessment task details are on iLearn.

The workshop schedule is subject to change. Check your students.mq.edu.au email account and iLearn for any changes.

	Week	Day and time	Location	Topic
Workshop 1	2	Wednesday 4-6pm	04EaR 110 Finance Lab	Orientation and professional networking
Drop in session 1	3	Wednesday 4-6pm	04EaR 110 Finance Lab	See iLearn for details.
Online module 1	6-7		Available on iLearn	Ethical networking <i>Includes assessed online discussion for Task 2</i>
Online module 2	8-9		Available on iLearn	Workplace values <i>Includes assessed online discussion for Task 2</i>
Drop in session 2	9	Wednesday 4-6pm	04EaR 110 Finance Lab	See iLearn for details.
Workshop 2	12	Wednesday 4-6pm	04EaR 110 Finance Lab	Reflection and future directions

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/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](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/study/getting-started/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

PACE-specific Policies

Early Commencement Procedure http://www.mq.edu.au/policy/docs/participation_activity/procedure_commencement.html

Managing Other Commitments Procedure http://www.mq.edu.au/policy/docs/participation_activity/procedure.html

Reasonable Adjustment Procedure http://www.mq.edu.au/policy/docs/reasonable_adjust_pace/procedure.html

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 improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Services and 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.

Student Enquiries

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

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.

Graduate Capabilities

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcomes

- Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.
- Develop communication skills through active participation in classroom, online and placement activities and assessment tasks.

Assessment tasks

- Task 1: Learning contract
- Task 2: Placement project

- Task 3: Evaluation

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.
- Analyse and interpret information while observing and participating in ethical practice in the context of your placement experience.
- Critically assess your developing capacity for active citizenship, career readiness and development of professional networks.

Assessment tasks

- Task 1: Learning contract
- Task 2: Placement project
- Task 3: Evaluation

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.
- Analyse and interpret information while observing and participating in ethical practice in the context of your placement experience.
- Critically assess your developing capacity for active citizenship, career readiness and development of professional networks.

Assessment tasks

- Task 1: Learning contract
- Task 2: Placement project
- Task 3: Evaluation

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

- Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.
- Analyse and interpret information while observing and participating in ethical practice in the context of your placement experience.

Assessment tasks

- Task 1: Learning contract
- Task 2: Placement project
- Task 3: Evaluation

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

- Develop skills for managing self and demonstrate commitment and initiative in the context of your placement experience.
- Analyse and interpret information while observing and participating in ethical practice in the context of your placement experience.
- Critically assess your developing capacity for active citizenship, career readiness and development of professional networks.

- Develop communication skills through active participation in classroom, online and placement activities and assessment tasks.

Assessment tasks

- Task 1: Learning contract
- Task 2: Placement project
- Task 3: Evaluation

Changes from Previous Offering

FOBE300 students have contributed to the design of tasks and marking rubrics in this unit.

Course Learning Outcomes and Faculty's mission (custom)

This unit supports the development of course learning outcomes (CLO) for degree(s) delivered by the Faculty of Business and Economics (FBE). CLOs describe the educational outcomes of a degree and what you should be able to know, understand and do by the end of your degree. They also directly reflect the Faculty's mission.

FBE's mission statement:

"We are an applied and engaged business Faculty making a positive global contribution and impact. We engage with our stakeholders as we create and share knowledge which addresses business and societal challenges."

Unit learning outcomes X and the X assessment contribute to the following CLOs:

CLO1 **Knowledge and Skills**, so that with discipline specific knowledge and skills, our graduates can make a *positive global contribution and impact*

CLO2 **Critical Thinking**, so that with graduates capable of analytical and integrative reasoning, we are an *applied and engaged business Faculty*

CLO3 **Problem Solving**, so that with graduates capable of discernment and common sense in their professional and personal judgement, we can *address business and societal challenges*

CLO4 **Communication**, so that with the ability to convey their views, we can effectively *engage with all stakeholders*

CLO5 **Global Citizen**, so that with contemporary knowledge and ethical thinking, our graduates can *create and share knowledge which address business and societal challenges*

CLO6 **Teamwork**, so that with the ability for collaboration, we can effectively *engage with all stakeholders*