



MGMT201

Leading Self

S1 Day 2019

Department of Management

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Disclaimer

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General Information

Unit convenor and teaching staff

Unit Convenor

Deborah Howlett

deborah.howlett@mq.edu.au

Contact via Email

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

Credit points

3

Prerequisites

((15cp at 100 level or above) including BBA102) and admission to BBusLeadCom

Corequisites

Co-badged status

Unit description

Leadership begins with knowing who you are. In this unit, students will be introduced to tools for self-reflection. Students will examine methods, skills, and strategies that will help them achieve career objectives. This unit also examines leadership theories, traits and behaviours and will provide students with discipline specific knowledge and skills, as well as the opportunity to conduct a comprehensive self-analysis. Outcomes from this unit will help students understand themselves and the foundations of leadership.

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:

Explain key concepts and theories in leadership

Recognise and evaluate change processes and impediments to change

Apply self-management techniques to better manage stress

Formulate career plans

Assessment Tasks

| Name | Weighting | Hurdle | Due |
|------------------------------------|-----------|--------|----------------|
| Essay | 40% | No | Week 6 |
| Journal Writing | 30% | No | Weeks 7 and 10 |
| Video Presentation | 30% | No | Week 12 |

Essay

Due: **Week 6**

Weighting: **40%**

Essay Assessment Summary Task Description The Essay task assists students in developing their knowledge of leadership, leaders and assessing the student's own leadership style. **Type of Collaboration** Individual **Submission** Please Submit Via Turnitin Link on [iLearn](#) **Format** The format guidelines are provided on the [iLearn](#) Unit page. **Length** 1,500 words (excluding reference list, but including in-text references) **Inherent Task Requirements** N/A **Late Submission**

Late essays must also be submitted through Turnitin. No extensions will be granted. There will be a **deduction of 10%** made from the total available marks for each **24 hour period** or part there of that the submission is late (for example, 25 hours late in submission incurs a 20% 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:

- Explain key concepts and theories in leadership

Journal Writing

Due: **Weeks 7 and 10**

Weighting: **30%**

Journal Assessment Summary Task Description Students will reflect on their own personal journey (past, present or future) and discuss their self reflection in respect to weekly lecture content. Two personal journal entries are required (15% each entry). **Type of Collaboration** Individual **Submission** Please Submit Via Turnitin Link on [iLearn](#) **Format** The format guidelines are provided on the [iLearn](#) Unit page. **Length** Two submissions of 500 words each submission (excluding in-text references and reference list) **Inherent Task Requirements** N/A **Late Submission**

Late essays must also be submitted through Turnitin. No extensions will be granted. There will be a **deduction of 10%** made from the total available marks for each **24 hour period** or part there of that the submission is late (for example, 25 hours late in submission incurs a 20% 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:

- Explain key concepts and theories in leadership
- Recognise and evaluate change processes and impediments to change
- Apply self-management techniques to better manage stress

Video Presentation

Due: **Week 12**

Weighting: **30%**

Video Presentation Assessment Summary Task Description Students will discuss their application of Self Management/leadership techniques that they have employed or are planning to put in place for themselves and in respect to their future leadership style. This will be done via a video presentation. **Type of Collaboration** Individual **Submission** Please Submit Via the Video submission link on [iLearn](#). **Format** The format guidelines are provided on the [iLearn](#) Unit page. **Length** 2 X 500 Word Self Reflective Journal **Inherent Task Requirements** N/A **Late Submission**

Late essays must also be submitted through Turnitin. No extensions will be granted. There will be a **deduction of 10%** of the total available marks for each **24 hour period** or part there of that the submission is late (for example, 25 hours late in submission incurs a 20%). 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:

- Explain key concepts and theories in leadership
- Recognise and evaluate change processes and impediments to change
- Apply self-management techniques to better manage stress

- Formulate career plans

Delivery and Resources

| | |
|-----------------------------------|--|
| Required text | <ul style="list-style-type: none">• Singh, R.R (2018) Rise Warrior Rise Populis Press Sydney Australia |
| Unit web page | The web page for this unit can be found at: https://ilearn.mq.edu.au/login/ |
| Technology Used and Required | Students will need to be familiar with a web browser to access the unit web page. Students will need to be able to have access to video equipment (eg camera, smartphone etc) to complete the final assessment. |
| Delivery Format and Other Details | <ul style="list-style-type: none">• Number and length of classes: 1 x 2 hour lecture and 1 x 1 hour tutorial, i.e. 3 hours face to face per week unless indicated otherwise in the lecture schedule. Classes may vary due to public holiday(s)• Tutorials will commence in Week 2• The timetable for classes can be found on the University web site at: http://www.timetables.mq.edu.au/ |
| Recommended readings | Recommended readings are provided in the weekly iLearn offerings. |

Learning and Teaching Activities

Teaching

This unit is taught through lectures, workshopping, activities and tutorial discussions.

Student Learning Expectations

Students are expected to read in advance, prepare presentations for tutorials as required, follow current developments in leadership, be able to apply concepts in tutorials, respond and interact in both tutorials and lectures, demonstrate enthusiasm for the subject area and interact/communicate with fellow students and the lecturer and tutor.

Learning Focus

The focus of this unit is on students developing and extending their own understanding of themselves and their interaction and behaviour with others.

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

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

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- Explain key concepts and theories in leadership
- Recognise and evaluate change processes and impediments to change
- Apply self-management techniques to better manage stress
- Formulate career plans

Assessment tasks

- Journal Writing
- Video Presentation

Learning and teaching activities

- The focus of this unit is on students developing and extending their own understanding of themselves and their interaction and behaviour with others.

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Explain key concepts and theories in leadership
- Recognise and evaluate change processes and impediments to change
- Apply self-management techniques to better manage stress
- Formulate career plans

Assessment task

- Essay

Learning and teaching activity

- This unit is taught through lectures, workshopping, activities and tutorial discussions.
- Students are expected to read in advance, prepare presentations for tutorials as required, follow current developments in leadership, be able to apply concepts in tutorials, respond and interact in both tutorials and lectures, demonstrate enthusiasm for the subject area and interact/communicate with fellow students and the lecturer and tutor.
- The focus of this unit is on students developing and extending their own understanding of themselves and their interaction and behaviour with others.

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

- Explain key concepts and theories in leadership
- Recognise and evaluate change processes and impediments to change
- Formulate career plans

Assessment tasks

- Essay
- Video Presentation

Learning and teaching activities

- Students are expected to read in advance, prepare presentations for tutorials as required, follow current developments in leadership, be able to apply concepts in

tutorials, respond and interact in both tutorials and lectures, demonstrate enthusiasm for the subject area and interact/communicate with fellow students and the lecturer and tutor.

- The focus of this unit is on students developing and extending their own understanding of themselves and their interaction and behaviour with others.

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Explain key concepts and theories in leadership
- Formulate career plans

Assessment tasks

- Essay
- Journal Writing
- Video Presentation

Learning and teaching activities

- This unit is taught through lectures, workshopping, activities and tutorial discussions.
- Students are expected to read in advance, prepare presentations for tutorials as required, follow current developments in leadership, be able to apply concepts in tutorials, respond and interact in both tutorials and lectures, demonstrate enthusiasm for the subject area and interact/communicate with fellow students and the lecturer and tutor.
- The focus of this unit is on students developing and extending their own understanding of themselves and their interaction and behaviour with others.

Changes from Previous Offering

Program Learning Outcomes have been added to the Unit Guide and unit material has been updated.

Global Contexts and Sustainability

The topic areas of global contexts and sustainability are underpinned in this unit by both the

lecture content and readings assigned and uploaded on iLearn. The focus is centred around the leadership applications of sustainability and the importance of leaders operating and understanding the global context.

Students are expected within their assessment task to acknowledge these concepts (if applicable) and apply them accordingly.

Program Learning Outcomes

This unit supports the development of Program Learning Outcomes (PLO) for degree(s) delivered by the Faculty of Business and Economics. PLOs describe the educational outcomes of a degree and what you should be able to know, understand and do by the end of your degree.

Unit learning outcomes 1,2, 3,& 4 and assessments contribute to the following BBLC PLOs:

PLO 1: Demonstrate knowledge of leadership theories and their application to practice

PLO 3: Conduct comprehensive self-analysis

PLO 9: Demonstrate effective written communication in a business environment

Research and Practice

This unit draws on research from a variety of sources. Students are encouraged to conduct their own independent research on topics relevant to the course. Lectures and tutorials will include regular discussions about current practice as well as theoretical application.

Students can utilise a range of websites, journals and texts in conducting their own research. Examples of these are:

Sydney Morning Herald - <http://www.smh.com.au>

The Conversation - <https://theconversation.com/au>

The Leadership Quarterly

Harvard Business Review

This unit will give you extensive practice in applying theoretical knowledge to real world examples.