

MACQUARIE
UNIVERSITY



FACULTY OF
BUSINESS AND ECONOMICS

FBE 300
Student Leadership in Community
Engagement

Semester 2, 2011

Department of Marketing & Management

**MACQUARIE UNIVERSITY
FACULTY OF BUSINESS AND ECONOMICS
UNIT GUIDE**

Year and Semester: 2011 Semester 2

Unit convenor: Dr Leanne Carter

Prerequisites: 39 Credit Points and permission of Permission of Executive Dean or delegate achieved by obtaining and submitting application form/s available through BESS

Credit points: Three and counts as a PARTICIPATION UNIT

Students in this unit should read this unit outline carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

ABOUT THIS UNIT

This unit examines leadership in the context of community engagement. Students will actively participate in service at a workplace* including but not limited to: Not-for-profit organizations, Government agencies, companies, and industry partners. Students will gain practical knowledge, experience and skills at the community organization and will be challenged to analyse the context in which they are working and to examine the intersection between service and leadership. Students will contextualize their graduate capabilities, explore their leadership potential and develop their leadership style through community engagement. This unit aims at preparing students for effective, responsible, ethical and active community engagement and leadership.

**When FBE 300 is offered during the winter and summer breaks, regional and international work experience can be facilitated in collaboration with Macquarie University PACE Initiative (i.e. PACE Domestic, PACE International and Australia Volunteer International).*

- This unit is worth 3 credit points
- This unit is a PARTICIPATION unit

TEACHING STAFF

- Lecturer: Dr Leanne Carter (Leanne.carter@mq.edu.au)

CONSULTATION TIMES

- Consultation time with Leanne: Mondays 12.30 to 1.30 pm; room 631, 6th floor, building E4A.
- You are encouraged to seek help at a time that is convenient to you from a staff member teaching on this unit during their regular consultation hours. In special circumstances, an appointment may be made outside regular consultation hours. Staff will not conduct any consultations by email. You may, however, phone staff during their consultation hours.
- Students experiencing significant difficulties with any topic in the unit must seek assistance immediately.

CLASSES

- The timetable for classes can be found on the University web site at: <http://www.timetables.mq.edu.au/>

Seminar Dates and Times: May also be agreed between student and unit convenor. You must contact the Unit Convenor to arrange the attendance at the following face to face requirements:

- Two 3-hour seminars.

In addition, a minimum of 2 weeks full time work (60 hours) or equivalent. Workplace Experience can be in either a for- profit business, government or not-for-profit organization, or any other relevant organization in a job role appropriate to your degree and/or major.

When at university in seminars:

- Medical certificates must be provided if you are not able to attend a class without incurring a penalty.
- Students are expected to arrive on time, and not to leave until the class ends.
- Students must be quiet during classes, unless of course when class participation is required.
- Mobile phone must be turned OFF and not simply set to 'silent'.
- Students who disturb or disrupt in lectures and tutorial class will be asked to leave.

PRIZES AND INTERNATIONAL WORK EXPERIENCE

See the Faculty of Business and Economics website for details on prizes available.

<http://www.businessandconomics.mq.edu.au/>

See PACE International website for international work experience opportunities.

<http://www.international.mq.edu.au/volunteer/abroad>

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

Textbook: There is no required textbook for this Unit.

Recommended readings: There may be additional readings which are selected excerpts from journals and other book sources. These readings will be made available throughout the semester.

Resources for projects and assignments: In addition students should familiarise with the relevant periodical and journals section of the library. Students should also access these key research databases available through the library. The following databases are recommended:

- Ebscohost:
 - Academic Search Elite
 - Business Source Premier
- Wiley Interscience
- Global Market Information Database
- Google Scholar (only when logged in via the Macquarie University website)
- Ulrich International Periodicals (for peer-reviewed journal checking)

TECHNOLOGY USED AND REQUIRED

- Students are required to learn how to use power point, word processing and blackboard.

UNIT WEB PAGE

The web page for this unit can be found at: Blackboard <http://learn.mq.edu.au>

LEARNING OUTCOMES

By the end of this unit, students should be able to:

1. Gain work experience in a relevant field and identify the relationship of their University education to the wider world, social problems, and other challenges
2. Describe concepts informing leadership practice (including but not limited to: self-awareness, personal development, vision, common purpose,

- commitment, collaboration and relationship building, group dynamics, empowerment, respect for cultural variation, social change)
3. Demonstrate leadership competence, skills and personal philosophy of service and community leadership through critical analysis of social issues, reflection, and community engagement.
 4. Integrate and synthesise newly gained insights from Participation and independent research skills into an intellectual project.
 5. Demonstrate effective communication skills in the final presentation for a broader public consideration.

GRADUATE CAPABILITIES

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Discipline-specific knowledge and skills: Students will have the opportunity to engage in discipline-specific projects, and/or other projects that requires the application of the student's scholarly understanding discipline-specific topics.

In addition to the discipline based learning objectives in the units of your major or degree, Macquarie University also seek to develop the following 8 generic capabilities in our graduates in order to address the challenges, and to be effective, engaged participants in their world.

This unit may contribute to this learning by helping student develop the following generic skills:

1. Critical, Analytical and Integrative Thinking
2. Problem Solving and Research Capability
3. Creative and Innovative
4. Effective Communication
5. Engaged and Ethical Local and Global citizens
6. Socially and Environmentally Active and Responsible
7. Capable of Professional and Personal Judgement and Initiative
8. Commitment to Continuous Learning

This PACE Unit will help students contextualise their graduate capabilities. The graduate capabilities are listed in a document called "Appendix 1". Depending on your specific work placement, some or all of these capabilities will be practised. This will be agreed with your Supervisor, Lecturer and yourself.

TEACHING AND LEARNING STRATEGY

Each student will engage in at least 2 weeks (minimum 60 hours) of work experience at a community organization such as a non-profit organization, government agency, and company or industry partner.

Each student will participate in mandatory seminars (orientation, mid-semester and debriefing seminars) and practical activities which include online discussions, and a final essay/multimedia research task and oral final presentation.

During the seminars, students will receive preparation for the work place experience and will be exposed to various leadership concepts. The lecturer will conduct class discussions exploring issues arising in leadership and community engagement. Students will also respond to reflection questions during the online discussions. These reflection questions will be thought-provoking and draw upon the students' knowledge and practical experience at the workplace.

WEEK /DATE	TOPIC/ACTIVITIES
Week 1 1 st Aug	<p>Orientation Seminar: This face-to-face seminar will be conducted preceding the workplace experience. The goals of this seminar are:</p> <ul style="list-style-type: none"> ✓ To provide students with strong orientation to their sites, University expectations, and academic requirements. ✓ To address pragmatic concerns (communication, workplace etiquette, etc), risk management, and other logistical requirements ✓ To prepare students for inter-cultural communication-related issues & sensitize them to workplace expectations. ✓ To consider future career aspirations. ✓ To consider the project for which they will be responsible in the workplace.
Week 2 8 th Aug	
Week 3 15 th Aug	
Week 4 23 rd Aug	
Week 5 30 th Aug	

Week 6 6 th Sept	
Week 7 12 th Sept	<i>Individual Assignment Due</i>
17th Sept to 3rd Oct	<i>MID SEMESTER BREAK</i>
Week 8 4 th Oct	
Week 9 10 th Oct	
Week 10 17 th Oct	
Week 11 24 th Oct	
Week 12 31 st Oct	
Week 13 8 th Nov	Debriefing Seminar Reflection and Plans for the Future <i>Report and Presentation Due</i> <i>Supervisor's Report Due.</i>

RESEARCH AND PRACTICE

- This unit uses research by Leanne Carter:
 - Daruwalla, P., Carter, L. and Howlett, D., (2006) "Business education: enhancing learning through simulations from an Australian perspective", International Journal of Business Research, Vol. V, No. 1, pp 27-37.
 - Murray, P. and Carter, L. (2005) "Improving Marketing Intelligence through Learning Systems and Knowledge Communities in Not-for-Profit Workplaces (Paper A)," Journal of Workplace Learning, November, Vol. 17 Issue 7, 421-435.
- This unit uses research from the following journals:
 - ❖ International Journal of Business Research
 - ❖ Journal of Workplace Learning
 - ❖ Journal of Learning Design
 - ❖ Journal of Management Development
 - ❖ European Journal of Management
 - ❖ Harvard Business Review
- This unit gives you practice in applying research findings in your assignments
- This unit gives you opportunities to conduct your own research.

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

The assessment of the course has the following components:

	Reflection Activities (20%)	Presentation (20%)	Supervisor's Report (20%)	Report or Multimedia Presentation (40%)	Total
Description	Students will reflect on their workplace experience.	Presentation is for 10 minutes, followed by 5 minutes of class questions or interactions.	This is a report to be compiled by the employer providing information on the student's performance at the workplace. It is based on the graduate capabilities.	The students are expected to conduct scholarly research on a trends and/or contemporary issues related to their workplacement and education, and write a 3000 word report based on at least 4 journal articles. OR Prepare a multimedia presentation wi	
Due date	Week 7	The presentations will be held in class in week 13 at an agreed date and time.	Week 13 at an agreed date and time.	Due Week 13 at an agreed date and time	
Marking criteria/standards & expectations	See a document called "APPENDIX 4" for more details.	See a document called "APPENDIX 2" for more details.	See document called "APPENDIX 3" for more details	See document called "APPENDIX 1" for more details	
Submission method	BESS	Presentation In class to Lecturer	BESS or in class to the lecturer	If the Report-In class to Lecturer If Multimedia presentation, online to Blackboard	
Feedback	Written feedback will be given 2 weeks after submission.	Verbal and written feedback will be given.	Verbal feedback will be given	Written feedback will be given	
Estimated student workload (hours)	16 hours	20 hours	10 hours	50 hours	96 hours

	Reflection Activities (20%)	Presentation (20%)	Supervisor's Report (20%)	Report or Multimedia Presentation (40%)	Total
Learning Outcomes assessed					
1. Gain work experience in a relevant field and identify the relationship of their University education to the wider world, social problems, and other challenges	10				
2. Describe concepts informing leadership practice (including but not limited to: self-awareness, personal development, vision, common purpose, commitment, collaboration and relationship building, group dynamics, empowerment, respect for cultural variation, social change)	5			10	
3. Demonstrate leadership competence, skills and personal			10	10	

	Reflection Activities (20%)	Presentation (20%)	Supervisor's Report (20%)	Report or Multimedia Presentation (40%)	Total
philosophy of service and community leadership through critical analysis of social issues, reflection, and community engagement.					
4. Integrate and synthesise newly gained insights from Participation and independent research skills into an intellectual project.		5		10	
5. Demonstrate effective communication skills in the final presentation for a broader public consideration.		10			
Graduate capabilities assessed:					
1. Critical, Analytical and Integrative Thinking					
2. Problem Solving &					

	Reflection Activities (20%)	Presentation (20%)	Supervisor's Report (20%)	Report or Multimedia Presentation (40%)	Total
research capability					
3.Creative and innovative					
4.Effective communications					
5.Engaged and Ethical Local and Global citizens					
6.Socially and Environmentally Active and Responsible					
7.Capable of Professional and Personal Judgement and Initiative					
8.Commitment to Continuous Learning					
Total	20%	20%	20%	40%	100%

NOTE: These specific allocations to capabilities will be negotiated with Student, Supervisor and Lecturer on an individual basis to suit the specific workplace.

- Late submissions (up to 24 hours) will be penalised at 50% of the grade.
- Students must provide evidence of a minimum of 60 hours work placement experience and attend the two seminars scheduled for the unit to satisfy the requirements of the course.

Examinations

There are no examinations for this unit.

ACADEMIC HONESTY

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty can be found in the Macquarie University Academic Honesty Policy at http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

GRADES

Macquarie University uses the following grades in coursework units of study:

HD - High Distinction
D - Distinction
CR - Credit
P - Pass
F - Fail

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at: <http://www.mq.edu.au/policy/docs/grading/policy.html>

GRADING APPEALS AND FINAL EXAMINATION SCRIPT VIEWING

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade, please refer to the following website which provides information about these processes and the cut off dates in the first instance. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.

http://www.businessandconomics.mq.edu.au/for/new_and_current_students/undergraduate/admin_central/grade_appeals.

SPECIAL CONSIDERATION

The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A special consideration policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at:

http://www.mq.edu.au/policy/docs/special_consideration/procedure.html

STUDENT SUPPORT SERVICES

Macquarie University provides a range of Academic Student Support Services.

Details of these services can be accessed at <http://www.student.mq.edu.au>.

IT CONDITIONS OF USE

Access to all student computing facilities within the Faculty of Business and Economics is restricted to authorised coursework for approved units. Student ID cards must be displayed in the locations provided at all times.

Students are expected to act responsibly when utilising University IT facilities. The following regulations apply to the use of computing facilities and online services:

- Accessing inappropriate web sites or downloading inappropriate material is not permitted. Material that is not related to coursework for approved unit is deemed inappropriate.

- Downloading copyright material without permission from the copyright owner is illegal, and strictly prohibited. Students detected undertaking such activities will face disciplinary action, which may result in criminal proceedings.

Non-compliance with these conditions may result in disciplinary action without further notice.

Students must use their Macquarie University email addresses to communicate with staff as it is University policy that the University issued email account is used for official University communication.