FOBE 300
Student Leadership in Community Engagement
Session 2, 2013

Department of Marketing and Management
Year and Semester: 2013, Session 1

Unit Convener: Dr. Leanne Carter

Prerequisites: 39 Credit Points and permission of Executive Dean (delegated to Unit Convenor. This is achieved by obtaining and submitting form available through BESS

Core requisites: None

Credit points: 3

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.

Unit Requirements
All students are required to attend the orientation seminar, research ethics briefing and debriefing seminars. Students must also submit the other required pieces of work. Students need to consult the iLearn site for this PARTICIPATION Unit in order to access the seminar materials, recommended readings, reflection journal template, and any additional instructions and resources for independent research (where applicable).

If students are looking for additional readings and having any difficulties, please contact the Unit Convener, or the online support materials, as there are some additional links provided to readings, websites, audio-visual materials, and other useful resources.

Practical Requirements.
In addition to academic prerequisites, the following requirements apply:
(i) The student must obtain a letter of offer from the employer or community organisation specifying the period of employment and outlining the tasks that will be carried out during that period
(ii) The Unit Convenor must approve the activity proposed for PARTICIPATION
(iii) The professional or community experience should be related to their current studies and such that it will help them to apply theoretical knowledge acquired at university
TEACHING STAFF

Unit Convenor  
Dr Leanne Carter  
Building E4A Room 631  
Email: leanne.carter@mq.edu.au

CONSULTATION TIMES

Dr. Leanne Carter – Tuesdays 11.00am – 12.00noon and at other times by appointment
Students are encouraged to seek help at a time that is convenient to you from a staff member teaching 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. The unit convenor will be available for one-on-one consultations ensuring that students receive the necessary support to succeed in the unit.

CLASSES

The unit is comprised of:

- a period of at least two weeks of work experience (minimum 60 hours) in a Not-for-profit organization, Government agencies, companies, and industry partner or other relevant organisation,
- Three seminars i.e.  
  o a 3-hour orientation seminar prior to, and in preparation for, the workplace experience,
  o a 3-hour research ethics protocol seminar in preparation for any research projects that may be undertaken (see note below)\(^1\)
  o a 3-hour WALK model seminar in preparation for your final presentation
  o a 3-hour debriefing seminar.
- Reflection activities
- A 10-minute video-multimedia production (e.g. video/short film/animations, audio, still images, etc).

Whilst there are no regular weekly classes there are rooms available for you to work and meet. The timetable for classes can be found on the University web site at:  
http://www.timetables.mq.edu.au/

PLEASE NOTE: this unit does not always run to this schedule due to the Participation component of the unit. Please check this unit guide/or your email for details of seminars.

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\(^1\) Note: The Ethics Protocol Seminar  
This is a face to face seminar presented in order to prepare you for any research projects that you may encounter as part of your participation activity.

The objective of this seminar (and associated on-line modules) are to ensure appropriate ethics training is made available to students who will be undertaking research. This training will ensure that students understand the importance of responsible research conduct, including the four values of ethical human research as highlighted in the national statement (2007); respect for human beings, research merit and integrity, justice, and beneficence.
PRIZES

See the Faculty of Business and Economics website for details on prizes available. http://www.businessandeconomics.mq.edu.au/

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.

TECHNOLOGY USED AND REQUIRED

Resources for project: Students should familiarise themselves 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:
  - Emerald
  - 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

- Learning Management System
- Microsoft Office
- Internet
- iMovie or similar

Technology requirements

- Access to a computer
- Access to Microsoft Office
- Access to the Internet

UNIT WEB PAGE

www.ilearn.mq.edu.au. Click on FBE 300 icon.

HOWEVER this website is not always appropriate to your specific work placement activity. Please check the unit guide and emails for more specific information.

LEARNING OUTCOMES

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

1. Reflect on skills and competencies gained from work experience in a field relevant to our degree 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. Integrate and synthesize newly gained insights from Participation and independent research skills into an intellectual project; and
4. Demonstrate effective communication skills in the video-multimedia presentation for a broader public consideration.

**Graduate Capabilities**

**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, all academic programs at Macquarie seek to develop the capabilities the University's graduates will need to develop to address the challenges, and to be effective, engaged participants in their world. This unit contributes to this by developing the following graduate capabilities:

1. **Critical analytical and integrative thinking:** At the respective community engagement site, students are encouraged to demonstrate an ability to connect theory (learnt at the university) to practice in the real world (at community engagement site).

2. **Problem solving and research capability:** The presentation and final report assessments enable students to develop the problem solving and research graduate capability. Students will have the opportunity to apply creative and innovative solutions at their community engagement sites through creative problem-solving strategies.

3. **Effective communication:** Students are provided with a list of readings and resources to assist them in developing their communication skills.

4. **Student engagement as ethical local and global citizens:** Open-minded and inclusive attitudes and behaviours that are receptive to new or different ideas and the views of others. Understands the global context of discipline/professional area, and potentially contributes to the community at a range of levels from the local to the global.

5. **Capable of Professional and Personal Judgment and Initiative:** At the community engagement site, students will be entrusted with various tasks, some of which may necessitate juggling of competing priorities and the exercise of professional judgment on the use and allocation of time and resources.

**Learning and Teaching Activities**

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 sessions and debriefing seminars) and practical activities which include reflections and a final multimedia research task/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.
**RESEARCH AND PRACTICE**

For the final report, students will be required to demonstrate competence in problem solving and research capability. Students must explore different research methods and select appropriate techniques or tools to collect and analyse data or information from a range of sources.

**RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES**

Knowledge and understanding of leadership in community engagement are assessed by a mixture of assignments and presentations. The required assessment tasks are listed below, along with the assessment weightings, dates when assessments are due, how or where to submit the assignments and anticipated learning outcomes.

Workplace engagement at least 2 weeks (minimum 60 hours) is **compulsory**.

1. Assignment: Reflective activities
   - Weighting: 50%
2. Supervisor’s Report
   - Weighting: Satisfactory/Unsatisfactory
3. Video-Multimedia Presentation
   - Weighting: 50%

**TOTAL**

- **100 marks**
Assessment Summary

A summary of the assessment for this Unit is provided in the table below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Assignment: Reflection Activities (50%)</th>
<th>Supervisor’s Report Satisfactory/Unsatisfactory</th>
<th>Video- Multimedia File (50%)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date</td>
<td>Week 13</td>
<td>Week 13 at an agreed date and time</td>
<td>Due Week 13 at an agreed date and time.</td>
<td></td>
</tr>
<tr>
<td>Marking criteria/standards &amp; expectations</td>
<td>See a document called “Marking Guide” for more</td>
<td>See document called &quot;Marking Guide&quot; for more</td>
<td>See document called &quot;Marking Guide” for</td>
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There will be one reflective task set up to engage students in reflection and discussions around leadership in community engagement themes.

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 work-placement experiences, theoretical education and future aspirations, prepare a 8-10 minute multimedia presentation.
<table>
<thead>
<tr>
<th>Assignment: Reflection Activities (50%)</th>
<th>Supervisor’s Report Satisfactory/Unsatisfactory</th>
<th>Video-Multimedia File (50%)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>details.</td>
<td>details</td>
<td>more details</td>
<td></td>
</tr>
<tr>
<td>Submission method</td>
<td>email as attachment to lecturer</td>
<td>In class to Lecturer</td>
<td></td>
</tr>
<tr>
<td>Feedback</td>
<td>Written feedback will be given 2 weeks after submission date.</td>
<td>Verbal feedback will be given</td>
<td>verbal feedback will be given at time of submission date.</td>
</tr>
<tr>
<td>Estimated student workload (hours)</td>
<td>36 hours</td>
<td>10 hours</td>
<td>50 hours</td>
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<td></td>
<td></td>
<td></td>
<td>96 hours</td>
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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  

   30

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)

   20  
   10
<table>
<thead>
<tr>
<th></th>
<th>Assignment: Reflection Activities (50%)</th>
<th>Supervisor’s Report Satisfactory/Unsatisfactory</th>
<th>Video-Multimedia File (50%)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Integrate and synthesise newly gained insights from Participation and independent research skills into an intellectual project.</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Demonstrate effective communication skills in the final presentation for a broader public consideration.</td>
<td></td>
<td>20</td>
<td></td>
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</table>

**Graduate capabilities assessed:**

1. Critical, Analytical and Integrative Thinking
2. Problem Solving & research capability
3. Creative and innovative
4. Effective communications
5. Engaged and Ethical Local and Global citizens
6. Capable of Professional and Personal Judgment and Initiative

**Total**

These specific allocations to capabilities will be negotiated with Student, Supervisor and Lecturer on an individual basis to suit the specific workplace.
Students must attempt all assessment tasks for performance to be satisfactory. Students are expected to meet the agreed conditions of their placements.

**Workplace experience:** At least 2 weeks of work experience or equivalent (minimum 60 hours) in either a business, not-for-profit, government or other relevant organization is required.

**Seminars:** This unit is taught in seminar style. There will be four seminars (a) Orientation seminar, (b) Ethics protocol training Seminar (c) WALK Model and, (d) One Debriefing seminar. Each seminar will be 3 hours.

### 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](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](http://www.mq.edu.au/policy/docs/grading/policy.html)

### GRADING APPEALS

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.businessandeconomics.mq.edu.au/for/new_and_current_students/undergraduate/admin_central/grade_appeals](http://www.businessandeconomics.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 authorized coursework for approved units. Student ID cards must be displayed in the locations provided at all times.

Students are expected to act responsibly when utilizing 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.