USC

Course Outline

Code: MGT702
Title: Leading People

School: Business
Teaching Session: Trimester 3
Year: 2019
Course Coordinator: Dr John Whiteoak
Course Moderator: Dr Dan Abell

Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.

1.   What is this course about?

1.1   Description

This course focuses on the issues practising manager's face in working effectively with people. It aims to introduce you to important concepts and practices that empower others to help build successful organisations. The course is experiential and will focus on developing and enhancing personal leadership capacity. Group discussions and practical exercises are employed to develop the skills and behaviours needed for effective leadership.

1.2   Field trips, WIL placements or activities required by professional accreditation

N/A

2.   What level is this course?

700 level Specialised - Demonstrating a specialised body of knowledge and set of skills for professional practice or further learning. Advanced application of knowledge and skills in unfamiliar contexts.

3.   What is the unit value of this course?

12 units

4.   How does this course contribute to my learning?

Specific Learning Outcomes On successful completion of this course you should be able to:	Assessment Tasks You will be assessed on the learning outcome in task/s:	Graduate Qualities Completing these tasks successfully will contribute to you becoming:
Understand the interaction among the various skill areas in the effective management of people.	1, 2 and 3	Knowledgeable.
Use different theoretical perspectives to analyse your own leadership behaviour at work.	2	Creative and critical thinkers.
Apply research results and conceptual frameworks to the assessment of case studies.	3	Empowered.
Demonstrate communication and coaching skills that support effective leadership at work.	3	Empowered.
Demonstrate a capacity to develop your emotional intelligence including both personal and social competencies.	2	Ethical.

5.   Am I eligible to enrol in this course?

Refer to the USC Glossary of terms for definitions of "pre-requisites, co-requisites and anti-requisites".

5.1   Enrolment restrictions

Must be enrolled in a Postgraduate program.

5.2   Pre-requisites

Enrolled in any PGRD Program or (enrolled in Program SC410 or SC411 and 280 units completed towards this Program)

5.3   Co-requisites

Nil

5.4   Anti-requisites

MBA710 and MBA725 or EMB760 and EMB775

5.5   Specific assumed prior knowledge and skills (where applicable)

It is recommended students complete MGT701 prior to enrolling in this subject.

6.   How am I going to be assessed?

6.1   Grading scale

Standard – High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL)

6.2 Details of early feedback on progress

In week 3 of the course an opportunity to receive feedback on writing for Task 1 will be provided.

6.3 Assessment tasks

Task No.	Assessment Tasks	Individual or Group	Weighting %	What is the duration / length?	When should I submit?	Where should I submit it?
1	Leadership – Analysis Essay	Individual	30%	2000 words	Week 5, Friday, 5:00pm (AEST)	SafeAssign
2	Leadership Self-Analysis Journal	Individual	40%	2500 words	Week 10, Friday, 5:00pm (AEST)	SafeAssign
3	Case Study Analysis Report	Group	30%	2000 words	Week 13, Friday 5:00pm (AEST)	SafeAssign
			100%			

Assessment Task 1: Leadership - Analysis Essay

Goal:	To identify attributes and behaviors of successful leaders.
Product:	Essay
Format:	This individual-level assignment requires you to develop an essay that explores the behaviours of successful leaders.
Criteria	- Application of appropriate conceptual frameworks/models/ theories supported by scholarly references. - Provide well justified critique (pros and cons) of the issues - Convincing recommendations and conclusions drawn - Quality of presentation including clarity of expression, professionalism of layout and formatting, grammar and spelling
Generic skill assessed	**Skill assessment level**
Organisation	Graduate

Assessment Task 2: Leadership Self-Analysis Journal

Goal:	To provide you with insight into your own leadership strengths and development opportunities
Product:	Reflective Journal with Goal-Setting Worksheet
Format:	The leadership self-analysis journal requires you to reflect on your current leadership strengths and weakness and complete a reflective journal that integrates activities and experiential exercises completed during the first 7 weeks of the course. The assignment also requires you to complete a detailed goal-setting worksheet that explores specific areas for personal leadership development.
Criteria	- Evidence weekly activities have been considered. - Depth of reflection around personal leadership strengths and weaknesses - Identification of multiple specific strategies/goals for changing behaviour to improve leadership competence. - Creativity of presentation - Application of appropriate references to support goal strategies
Generic skill assessed	**Skill assessment level**
Communication	Graduate

Assessment Task 3: Case Study Analysis Report

Goal:	The goal of this assessment is to encourage you to incorporate multiple course concepts in an applied way.
Product:	Report
Format:	**Specifications for the Case Study Analysis** You will be required to write a report communicating your analysis of the people management issues involved in the case study.
Criteria	• Quality of analysis of the leadership issues affecting individuals' behaviours in the case study • Application of appropriate conceptual frameworks/models/ theories supported by scholarly references • Appropriateness of recommendations made to address the issues involved in the case study • Quality of presentation including clarity of expression, professionalism of layout and formatting, grammar and spelling • Provide reflective assessment of individual and overall team effectiveness

Generic skill assessed	Skill assessment level
Problem solving	Graduate
Communication	Graduate

7. Directed study hours

The directed study hours listed here are a portion of the workload for this course. A 12 unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

Location:	Directed study hours for location:
On Campus	Workshop (3 hours)
Online	Learning Activities (3 hours)

8. What resources do I need to undertake this course?

Please note that course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site. Please log in as soon as possible.

8.1 Prescribed text(s) or course reader

Please note that you need to have regular access to the resource(s) listed below as they are required:

Author	Year	Title	Publisher
Kouzes, J M & Posner, BZ 2012	2017	*The Leadership Challenge,* 6th Edition	Jossey-Bass, San Francisco

8.2 Specific requirements

N/A

9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low.
It is your responsibility as a student to review course material, search online, discuss with lecturers and peers, and understand the health and safety risks associated with your specific course of study. It is also your responsibility to familiarise yourself with the University's general health and safety principles by reviewing the online Health Safety and Wellbeing training module for students, and following the instructions of the University staff.

## 10.	What administrative information is relevant to this course?

### 10.1	Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

### 10.2	Assessment: Additional requirements

Eligibility for Supplementary Assessment

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:

a)	The final mark is in the percentage range 47% to 49.4%
b)	The course is graded using the Standard Grading scale
c)	You have not failed an assessment task in the course due to academic misconduct

### 10.3	Assessment: Submission penalties

Late submission of assessment tasks will be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.
- 10% (of the assessment task's identified value) for the third day
- 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.
- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task.

Weekdays and weekends are included in the calculation of days late.

To request an extension, you must contact your Course Coordinator and supply the required documentation to negotiate an outcome.

### 10.4	Study help

In the first instance, you should contact your tutor, then the Course Coordinator. Additional assistance is provided to all students through Academic Skills Advisers. To book an appointment or find a drop-in session go to Student Hub.

Contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au

### 10.5	Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations

- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website:
http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching

10.6   General Enquiries

In person:
- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **USC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **USC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **USC Fraser Coast -** Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **USC Caboolture -** Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au

Appendix 1   Course content

Teaching Week / Module	What key concepts/content will I learn?	What activities will I engage in to learn the concepts/content?	
		Directed Study Activities	**Independent Study Activities**
1	Module 1: The Nature and Environment of Leadership.		Self-assessment and other learning exercises. Readings provided.
2			
3			
4	Module 2: Emotional Intelligence – Personal and Social Competencies		Self-assessment and other learning exercises. Readings provided.
5			
6			
7	Module 3: Communication Style, Coaching and Delegation		Self-assessment and other learning exercises. Readings provided.
8			
9			
10	Module 4: Managing Performance at Work		Self-assessment and other learning exercises.
11			
12			

Please note that the course activities may be subject to variation.

Mid Semester Break:
23rd December 2019 to 5th January 2020 (Between Week 7 and Week 8)