



The University of Southern Queensland

Course specification

The current and official versions of the course specifications are available on the web at <http://www.usq.edu.au/coursespecification/current>. Please consult the web for updates that may occur during the year.

Description: Team Leadership

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
MGT	8037	90678	2, 2009	EXT	1.00	Toowoomba

Academic group:	FOBUS
Academic org:	FOB004
Student contribution band:	3A
ASCED code:	080307

STAFFING

Examiner: Ray Hingst
Moderator: Ben Swanepoel

OTHER REQUISITES

Students are required to have access to a personal computer, e-mail capabilities and Internet access to UConnect. Current details of computer requirements can be found at <http://www.usq.edu.au/ict/students/standards/default.htm>. The course leader will use the Moodle Study Desk forums to make announcements about the course. Students are required to actively monitor course discussion forums on the Moodle Study Desk on a regular [minimum twice weekly] basis and contribute appropriately. Students will be required to record an oral presentation onto a sound file for submission through EASE with accompanying PowerPoint.

SYNOPSIS

This course is designed to fulfill two purposes. It is first and foremost intended to equip business leaders and managers with a mix of theory and practical tips to assist them to lead teams and groups in their organisations. The practice relevant content in the course comes from the recommended text, which has plenty of workplace relevant content on topics including, communication within groups and teams, systems and group development theories as tools to help you think about groups and teams, shared and vertical forms of group/team leadership, managing group and team meetings, decision-making and problem solving, power and conflict in groups/teams and technology and virtual groups/teams. To balance the hands on feel of the text, the two written assignments required in this course will afford students the opportunity to become familiar with more traditional scholarly writing in the area of team leadership). There will be opportunity to study at least one aspect of team leadership in depth, through a major paper at the end of the semester and an opportunity to more generally familiarise yourself with reading in the area by providing a critique of a peer referred journal article.

OBJECTIVES

On successful completion of this course, students should be able to:

1. demonstrate mastery of a broad range of introductory concepts related to team leadership

2. explore one team leadership concept in depth
3. provide a scholarly critique of an article on the topic of team leadership
4. demonstrate mastery of basic academic, writing and research skills.

TOPICS

Description	Weighting (%)
1. Ways to think about groups and teams	20.00
2. Introduction to referencing	10.00
3. Shared and vertical forms of group/team leadership	15.00
4. Introduction to academic research skills	5.00
5. Managing group and team meetings, decision-making and problem solving	15.00
6. Introduction to academic writing skills	5.00
7. Power and conflict in groups/teams	15.00
8. Technology and virtual groups/teams	15.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Rothwell, JD 2007, *In mixed company: communicating in small groups and teams*, 6th edn, Thomson/Wadsworth, Belmont, California.

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessments	50.00
Directed Study	80.00
Private Study	35.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date	Objectives assessed	Graduate skill	Level assessed
ASSIGNMENT 1	10.00	10.00	14 Aug 2009	4		
ASSIGNMENT 2	100.00	35.00	04 Sep 2009	3, 4		
ASSIGNMENT 3	100.00	20.00	25 Sep 2009	2, 4		
ASSIGNMENT 4	100.00	35.00	23 Oct 2009	1		

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:**

If you are an international student in Australia, you are advised to attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:**

To satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)
- 3 Penalties for late submission of required work:**

If students submit assignments after the due date without prior approval of the examiner, then a penalty of 5% of the total marks gained by the student for the assignment may apply for each working day late up to ten working days at which time a mark of zero may be recorded.
- 4 Requirements for student to be awarded a passing grade in the course:**

To be assured of receiving a passing grade a student must achieve at least 50% of the total weighted marks available for the course.
- 5 Method used to combine assessment results to attain final grade:**

The final grades for students will be assigned on the basis of the aggregate of the weighted marks obtained for each of the summative assessment items in the course.
- 6 Examination information:**

There is no examination in this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:**

Not applicable.
- 8 University Regulations:**

Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Student Academic Misconduct for further information and to avoid actions which might contravene university regulations. These regulations can be found at <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Procedures which can be found at <http://www.usq.edu.au/business/aboutfob.htm>.

ASSESSMENT NOTES

- 1 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the examiner. (ii) Students must retain a copy of each assignment submitted for assessment. This must be produced within 24 hours if required by the examiner. (iii) In accordance with university policy, the examiner may grant an extension of the due date of an assignment in extenuating circumstances. (iv) The examiner will normally only accept assessments that have been written, typed or printed on paper-based media. (v) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner to negotiate such special arrangements. (vi) In the event that a due date for an assignment falls on a local public holiday in their area, such as a show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience.
- 2 Referencing in assignments: Harvard (AGPS) is the referencing system required in this course. Students should use Harvard (AGPS) style in their assignments to format details of the information sources they have cited in their work. The Harvard (AGPS) style to be used is defined by the USQ Library's referencing guide at <http://www.usq.edu.au/library/help/referencing/default.htm>.
- 3 Course weightings: Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in the assignments.

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 - 2 The course leader will use the Moodle Study Desk forums to make announcements about the course. Students are required to actively monitor course discussion forums on the Moodle Study Desk on a regular [minimum twice weekly] basis and contribute appropriately.
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