



Universitas Negeri Surabaya
Faculty of Social and Legal Sciences,
Bachelor of State Administration Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Leadership	6320103043	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	4	January 30, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	Muhammad Farid Ma'ruf, S.Sos., M.AP.; Eva Hany Fanida, S.AP., M.AP.; Galih Wahyu Pradana, S.A.P., M.Si.; M. Noer Falaq Al Amin, S.IP., M.KP.; Neny Ayu Nourmanita, S.Sos., M.P.A.; Adam Jamal, S.I.P., M.P.A	Muhammad Farid Ma'ruf, S.Sos., M.AP	Eva Hany Fanida, S.AP., M.AP.

Learning model	Project Based Learning
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Program Learning Outcomes (PLO)

PLO study program which is charged to the course	
PLO-8	Mastering theoretical concepts of administration and public policy.
PLO-12	Collaborate and have concern for society and the environment.
PLO-13	Able to communicate verbally and in writing in organizations and society.

Program Objectives (PO)

PO - 1	Able to master leadership concepts and theories
PO - 2	Able to understand leadership concepts and styles
PO - 3	Make appropriate decisions in the context of solving problems in their area of expertise
PO - 4	Able to carry out a self-evaluation process for work groups under his/her responsibility using leadership concepts

PLO-PO Matrix

	P.O	PLO-8	PLO-12	PLO-13
	PO-1			
	PO-2			
	PO-3			
	PO-4			

PO Matrix at the end of each learning stage (Sub-PO)

	P.O	Week															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	PO-1																
	PO-2																
	PO-3																
	PO-4																

Short Course Description
 Understanding the basic concepts of leadership, the differences between leaders and managers, roles in leadership, leadership theories, types of leadership, sources of power, leadership in government bureaucracy, and service leadership. Learning is carried out over a period of one semester using methods, presentations, lectures, discussions, questions and answers, role playing, and giving assignments to both individuals and groups. Assessment is carried out through written, performance and portfolio tests.

References
Main :

1. Sutikno, Sobry. 2014. 1CPemimpin dan Kepemimpinan 1D. Holistica. Jakarta
2. Blanchard, Ken etc. 2014. 1CLeadership and The OneMinute Manager1D. Elex Media Komutindo. Jakarta.
3. Thoha, Miftah. 2011. 1CPerilaku Organisasi (Konsep Dasar dan Aplikasinya) 1D. PT Raja Grafindo Persada. Jakarta. 4. Sanusi, Achmad. Prof. Dr. H. M. PA dan Sutikno, Sobry. Dr. M. 2009. 1CKepemimpinan Sekarang dan Masa Depan 1D (dalam Membentuk Budaya Organisasi yang Efektif). Prospect. Bandung.
4. Sedarmayanti, Prof. Dr. Hj. M. Pd. APU. 2009. 1CReformasi Administrasi Publik, Reformasi Birokrasi, dan KepemimpinanMasa Depan (Mewujudkan Pelayanan Prima dan Kepemerintahan yang Baik 1D. RafikaAditama. Bandung.
5. Mohtsham, Saeed M. 2007. 1CVision and Visionary Leadership 13 An IslamicPerspective1D. International Review of Business Research Papers, Vol. 3, No. 2 June, Pp. 248 13 277. Published at <http://www.bizresearchpapers.com/Mohtsham.pdf>.
6. Sanusi, Achmad & Sutikno, Sobry. 2009. Kepemimpinan Sekarang dan Masa Depan: Dalam Membentuk Budaya Organisasi yang Efektif. Prospect

Supporters:

Supporting lecturer
 Muhammad Farid Ma'ruf, S.Sos., M.AP.
 Eva Hany Fanida, S.AP., M.AP.
 Galih Wahyu Pradana, S.A.P., M.Si.
 Nery Ayu Nourmanita, S.Sos., M.P.A.
 Melda Fadiyah Hidayat, M.P.A.
 Ahmad Nizar Hilmi, S.AP., MPA.
 M. Noer Falaq Al Amin, SIP., M.KP.
 Adam Jamal, S.I.P., M.P.A.
 Revienda Anita Fitri, S.I.P., M.P.A.

Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)
		Indicator	Criteria & Form	Offline (offline)	Online (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Students can explain the relationship between management and leadership	- Define the concept of management - Define the concept of leadership - Explain the functions of leadership - Explain the characteristics of leadership	Criteria: 1.Accuracy explains the scope of the leadership concept 2.Analytical Rubric (Non Test) Form of Assessment : Participatory Activities	Face to Face Lectures; Discovery Learning, Group Discussion; 3 X 50	Learning Form: Lecture via vinesa / gc / gmeet Method: Discovery Learning, Group Discussion Student Assignment: Discuss the concepts of leadership and management and their relationship 3 X 50	Material: The nature of leadership; Basic concepts of Library management: Material: The nature of leadership; Basic concepts of management Library: <i>Blanchard, Ken etc. 2014. 1CLeadership and The OneMinute Manager1D. Elex Media Komutindo. Jakarta.</i>	5%
2	Students are able to understand the roles and functions of leadership and understand the differences between leaders and managers	1. Students are able to explain the difference between leaders and managers 2. Students are able to understand the role and function of leadership	Criteria: Accuracy in explaining leadership roles and functions Form of Assessment : Participatory Activities	Face to Face Lectures; Discovery Learning, Group Discussions and Case Studies; Explore and identify the differences between leaders and managers with 3 X 50 group discussions	- Learning Form: Lecture via vinesa / gc / gmeet - Method: Discovery Learning, Group Discussion and Case Study - Student Assignment: Explore and identify the differences between leaders and managers with 3 X 50 group discussions	Material: Basic concepts of managers and Basic concepts of leaders Readers: <i>Blanchard, Ken etc. 2014. 1CLeadership and The OneMinute Manager1D. Elex Media Komutindo. Jakarta.</i> Material: Basic concepts of leadership Reader: <i>Sutikno, Sobry. 2014. 1CLeader and 1D Leadership. Holistica. Jakarta</i>	5%

3	Students are able to understand the roles and functions of leadership and understand the differences between leaders and managers	<p>1. Students are able to explain the difference between leaders and managers</p> <p>2. Students are able to understand the role and function of leadership</p>	<p>Criteria: Accuracy in explaining leadership roles and functions</p> <p>Form of Assessment : Participatory Activities</p>	Face to Face Lectures; Discovery Learning, Group Discussions and Case Studies; Explore and identify the differences between leaders and managers with 3 X 50 group discussions	<p>- Learning Form: Lecture via vivesa / gc / gmeet</p> <p>- Method: Discovery Learning, Group Discussion and Case Study</p> <p>- Student Assignment: Explore and identify the differences between leaders and managers with 3 X 50 group discussions</p>	<p>Material: Basic concepts of managers and Basic concepts of leaders</p> <p>Readers: <i>Blanchard, Ken etc. 2014. 1CLeadership and The OneMinute Manager1D. Elex Media Komutindo. Jakarta.</i></p> <hr/> <p>Material: Basic concepts of leadership</p> <p>Reader: <i>Sutikno, Sobry. 2014. 1CLeader and 1D Leadership. Holistica. Jakarta</i></p>	5%
4	Students are able to understand and explain the roles of leadership	<p>1. Students are able to understand and explain interpersonal roles</p> <p>2. Students are able to understand and explain informational roles</p> <p>3. Students are able to understand and explain decisional roles</p>	<p>Criteria: 1. Accuracy of understanding and ability to play a role 2. Analytical Rubric (Non Test)</p> <p>Form of Assessment : Participatory Activities</p>	Face to Face Lectures; Problem Based Learning, Group discussions, case studies; Discuss the roles of leadership and role play 3 X 50	<p>- Learning Form: Lecture via vivesa/gc/gmeet</p> <p>- Method: Problem Based Learning, Group Discussion, Case Study</p> <p>- Student Assignment: Discussing roles in leadership and role playing 3</p>	<p>Material: The concept of roles in leadership</p> <p>References: <i>Sutikno, Sobry. 2014. 1CLeader and 1D Leadership. Holistica. Jakarta</i></p>	5%
5	Students can explain and understand the ideal characteristics of a leader	Explain and identify the ideal characteristics of a leader	<p>Criteria: Ability to describe the ideal leader</p> <p>Form of Assessment : Participatory Activities</p>	- Presentation - Discussion - Questions and Answers 3 X 50	<p>- Learning Form: Face to Face Lecture</p> <p>- Method: Problem Based Learning, Group Discussion, Case Study</p> <p>- Student Assignment: Compile a review of scientific articles about the 3 X 50 leadership approach</p>	<p>Material: 1. Leadership Approach 2. Characteristics and characteristics of an ideal leader</p> <p>References: <i>Thoha, Miftah. 2011. 1COrganizational Behavior (Basic Concepts and Applications) 1D. PT Raja Grafindo Persada. Jakarta.</i></p> <p>4. <i>Sanusi, Achmad. Prof. Dr. HM PA and Sutikno, Sobry. Dr. M. 2009. 1CLeadership Now and the Future of 1D (in Forming an Effective Organizational Culture). Prospect. Bandung.</i></p>	5%

6	Students can explain the development of leadership theories	Understand and explain the development of leadership theories, including: - Trait Theory - Behavioral Theory - Situational Theory	Criteria: Ability to apply and practice concepts in leadership Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Presentation Discussion Questions and Answers Delivery of Technical Observations 3 X 50	Learning Form: Lecture via vivesa/gc/gmeet - Method: Problem Based Learning, Assignments, Case studies - Student Assignment: Providing and reviewing the development of leadership theories 3 X 50	Material: 1. Group & Exchange Theory 2. Situational Theory 3. Path-goal Theory 4. Behavioral Theory 5. Transformational Leadership References: <i>Mohtsham, Saeed M. 2007. 1CVision and Visionary Leadership 13 An Islamic Perspective1D. International Review of Business Research Papers, Vol. 3, no. 2 June, Pp. 248 13 277. Published at http://www.bizresearchpapers.com/Mohtsham.pdf.</i> Material: 1. Group & Exchange Theory 2. Situational Theory 3. Path-goal Theory 4. Behavioral Theory 5. Transformational Leadership Library: <i>Blanchard, Ken etc. 2014. 1CLeadership and The OneMinute Manager1D. Elex Media Komutindo. Jakarta.</i>	5%
7	Students are able to identify the leadership style of a leader in leading an organization	1. Understand and explain the leadership style used: Democratic leadership 2. Authoritarian leadership 3. Delegative Leadership 4. Charismatic Leadership 5. Transactional leadership	Criteria: Accurately understand the concept and types of leadership Form of Assessment : Participatory Activities	Field Observation 3 X 50		Material: Leadership style approach Reader: <i>Sutikno, Sobry. 2014. 1CLeader and 1D Leadership. Holistica. Jakarta</i>	10%
8	Midterm exam	Students are able to do UTS well.	Criteria: Answers are explained appropriately Form of Assessment : Test	Written Test 3 X 50	-	Material: Material 1-8 References: <i>Thoha, Miftah. 2011. 1COrganizational Behavior (Basic Concepts and Applications) 1D. PT Raja Grafindo Persada. Jakarta. 4. Sanusi, Achmad. Prof. Dr. HM PA and Sutikno, Sobry. Dr. M. 2009. 1CLeadership Now and the Future of 1D (in Forming an Effective Organizational Culture). Prospect. Bandung.</i>	10%

9	Students can understand and explain leadership styles	Explain the various types of leadership, which include: - Autocratic type - Militarist type - Paternalistic type - Charismatic type - Democratic type - Laissez Faire type	Criteria: Ability to apply and practice concepts in leadership Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	- Group discussion - Role play - 3 X 50 group presentations	- Learning Form: Lecture via vinesa/gc/gmeet - Method: Problem Based Learning - Student Assignment: Group discussion, role play, group presentation 3 X 50	Material: Types of Leadership Reader: Sanusi, Achmad & Sutikno, Sobry. 2009. <i>Leadership Now and in the Future: In Shaping Effective Organizational Culture. Prospect</i>	10%
10	Students can understand and explain types of leadership	Explain the various types of leadership, which include: - Autocratic type - Militarist type - Paternalistic type - Charismatic type - Democratic type - Laissez Faire type	Criteria: Ability to apply and practice concepts in leadership Form of Assessment : Project Results Assessment / Product Assessment	- Group discussion - Role play - 3 X 50 group presentations	- Learning Form: Lecture via vinesa/gc/gmeet - Method: Problem Based Learning - Student Assignment: Group discussion, role play, group presentation 3 X 50	Material: Types of Leadership Reader: Sanusi, Achmad & Sutikno, Sobry. 2009. <i>Leadership Now and in the Future: In Shaping Effective Organizational Culture. Prospect</i>	10%
11	Students understand theories about power in organizations and explain the sources of power in leadership	Students are able to explain the sources of power in organizations (position power, personal power, and political power)	Criteria: Analytical Rubric (Non Test) Form of Assessment : Project Results Assessment / Product Assessment	- Group discussion - Role play - 3 X 50 group presentations	- Learning Form: Lecture via vinesa/gc/meet - Method: Problem Based Learning - Student Assignment: Independent Assignment: Compile a review article on sources of power in leadership 3 X 50	Material: Sources of Strength in Leadership Literature: Sanusi, Achmad & Sutikno, Sobry. 2009. <i>Leadership Now and in the Future: In Shaping Effective Organizational Culture. Prospect</i>	8%
12	Students can understand and explain the concept of principled leadership	Understand and explain the concept of principled leadership	Criteria: Analytical Rubric (Non Test) Form of Assessment : Project Results Assessment / Product Assessment	- Presentation - Questions and Answers - Discussion 3 X 50	- Learning Form: Lecture via vinesa/gc/gmeet - Method: Problem Based Learning - Student Assignment: Question and answer and compiling 3 X 50 papers	Material: Principled leadership theory according to Stephen R. Covey Reader: Blanchard, Ken etc. 2014. <i>1CLeadership and The OneMinute Manager1D. Elex Media Komutindo. Jakarta.</i>	3%
13	Students can understand and explain the concept of leadership in government bureaucracy	Understand and explain the concept of leadership in government bureaucracy	Criteria: Answers are explained appropriately Form of Assessment : Participatory Activities	- Presentation - Questions and Answers - Discussion 3 X 50	- Learning Form: Lecture via vinesa/gc/gmeet - Method: Problem Based Learning - Student Assignment: Framework for preparing articles on the systematic framework of leadership in bureaucracy 3 X 50	Material: The concept of leadership in government bureaucracy Reference: Sutikno, Sobry. 2014. <i>1CLeader and 1D Leadership. Holistica. Jakarta</i>	3%

14	Students can understand and explain the concept of service leadership	Understand and explain the concept of service leadership, which includes: - Models of service leadership - Main focus of service leadership - Characteristics of service leadership - Barriers to service leadership	<p>Criteria: Analytical Rubric (Non Test)</p> <p>Form of Assessment : Participatory Activities</p>	<p>- Presentation - Question and Answer - Group discussion - 3 X 50 individual assignments</p>	<p>Learning Form: Lecture via vivesa/gc/meet Method: _ Problem Based Learning - Student Assignments: Questions and answers, presentations, group discussions, and assignments to review scientific literature on service leadership 3 X 50</p>	<p>Material: 1. Service leadership model 2. Main focus of service leadership 3. Characteristics of service leadership 4. Barriers to service leadership References: <i>Thoha, Miftah. 2011. 1COrganizational Behavior (Basic Concepts and Applications) 1D. PT Raja Grafindo Persada. Jakarta. 4. Sanusi, Achmad. Prof. Dr. HM PA and Sutikno, Sobry. Dr. M. 2009. 1CLeadership Now and the Future of 1D (in Forming an Effective Organizational Culture). Prospect. Bandung.</i></p> <p>Material: 1. Service leadership model 2. Main focus of service leadership 3. Characteristics of service leadership 4. Barriers to service leadership Reader: <i>Sutikno, Sobry. 2014. 1CLeader and 1D Leadership. Holistica. Jakarta</i></p> <p>Material: 1. Service leadership model 2. Main focus of service leadership 3. Characteristics of service leadership 4. Barriers to service leadership Reader: <i>Blanchard, Ken etc. 2014. 1CLeadership and The OneMinute Manager1D. Elex Media Komutindo. Jakarta.</i></p>	3%
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15	Students can understand and explain the concept of service leadership	Understand and explain the concept of service leadership, which includes: - Models of service leadership - Main focus of service leadership - Characteristics of service leadership - Barriers to service leadership	Criteria: Analytical Rubric (Non Test) Form of Assessment : Participatory Activities	- Presentation - Question and Answer - Group discussion - 3 X 50 individual assignments	Learning Form: Lecture via vivesa/gc/meet Method: _ Problem Based Learning - Student Assignments: Questions and answers, presentations, group discussions, and assignments to review scientific literature on service leadership 3 X 50	Material: 1. Service leadership model 2. Main focus of service leadership 3. Characteristics of service leadership 4. Barriers to service leadership References: <i>Thoha, Miftah. 2011. 1COrganizational Behavior (Basic Concepts and Applications) 1D. PT Raja Grafindo Persada. Jakarta. 4. Sanusi, Achmad. Prof. Dr. HM PA and Sutikno, Sobry. Dr. M. 2009. 1CLeadership Now and the Future of 1D (in Forming an Effective Organizational Culture). Prospect. Bandung.</i> Material: 1. Service leadership model 2. Main focus of service leadership 3. Characteristics of service leadership 4. Barriers to service leadership Reader: <i>Sutikno, Sobry. 2014. 1CLeader and 1D Leadership. Holistica. Jakarta</i> Material: 1. Service leadership model 2. Main focus of service leadership 3. Characteristics of service leadership 4. Barriers to service leadership Reader: <i>Blanchard, Ken etc. 2014. 1CLeadership and The OneMinute Manager1D. Elex Media Komutindo. Jakarta.</i>	3%
16	Final exams	Students are able to do the UAS well.	Criteria: Answers are explained appropriately Form of Assessment : Test	Written Test 2 x 50	- -	Material: Material 9-15 References: <i>Sutikno, Sobry. 2014. 1CLeader and 1D Leadership. Holistica. Jakarta</i>	10%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	51.5%
2.	Project Results Assessment / Product Assessment	28.5%
3.	Test	20%
		100%

Notes

1. **Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.

2. **The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
3. **Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
4. **Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
5. **Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
6. **Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
7. **Forms of assessment:** test and non-test.
8. **Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
9. **Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
10. **Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
11. **The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
12. TM=Face to face, PT=Structured assignments, BM=Independent study.