



**Universitas Negeri Surabaya**  
**Faculty of Economics and Business,**  
**Bachelor of Science in Office Administration Education Study**  
**Program**

Document Code

**SEMESTER LEARNING PLAN**

<b>Courses</b>	<b>CODE</b>	<b>Course Family</b>	<b>Credit Weight</b>	<b>SEMESTER</b>	<b>Compilation Date</b>																																
Leadership*	8721002023		T=2 P=0 ECTS=3.18	4	July 18, 2024																																
<b>AUTHORIZATION</b>	<b>SP Developer</b>		<b>Course Cluster Coordinator</b>	<b>Study Program Coordinator</b>																																	
	.....		.....	Brilliant Rosy, S.Pd., M.Pd.																																	
<b>Learning model</b>	Case Studies																																				
<b>Program Learning Outcomes (PLO)</b>	PLO study program that is charged to the course																																				
	Program Objectives (PO)																																				
	PLO-PO Matrix																																				
		P.O																																			
<b>Short Course Description</b>	Students have knowledge, insight and competence regarding the philosophical foundations and basic concepts of leadership, so that students can differentiate between various types, tasks, functions and roles of leaders, as well as implementing effective communication methods, both interpersonal and group communication, and are able to apply them. in daily life practice. Apart from that, it is to equip students to be able to teach it to secondary school students. Learning is carried out by applying a contextual approach.																																				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 5%;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> </table>					P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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<b>References</b>	<b>Main :</b>																																				
	<ol style="list-style-type: none"> <li>1. Tjahjono, Herry, 2011. Culture Based Leadership. Gramedia Pustaka Utama (GPU)</li> <li>2. Kartono, Kartini. 2010. Pemimpin dan kepemimpinan. Jakarta : Rajawali Pers.</li> <li>3. Adair, John. 2008. Kepemimpinan yang memotivasi. Gramedia Pustaka Utama (GPU)</li> <li>4. Danim, Sudarwan. 2004. Motivasi kepemimpinan dan Efektifitas Kelompok. Jakarta: PT. Rineka Cipta</li> <li>5. Safaria, Triantoro. 2004. Kepemimpinan. Yogyakarta: Graha Ilmu</li> <li>6. Dubrin, J. Andrew. 2003. Leadership, Second Edition. Alpha Book CWL: Publishing Enterprises</li> <li>7. Stephen Robin. 2002. Organizational Behavior, Fifth Edition. Prentice Hall (Rob)</li> </ol>																																				
	<b>Supporters:</b>																																				
<b>Supporting lecturer</b>	BAMBANG SURATMAN Dr. Siti Sri Wulandari, S.Pd., M.Pd. Durinda Puspasari, S.Pd., M.Pd. Lifa Farida Panduwinata, S.Pd., M.Pd. Ruri Nurul Aeni Wulandari, S.Pd., M.Pd.																																				
<b>Week-</b>	<b>Final abilities of each learning stage (Sub-PO)</b>	<b>Evaluation</b>		<b>Help Learning, Learning methods, Student Assignments, [ Estimated time]</b>		<b>Learning materials [ References ]</b>	<b>Assessment Weight (%)</b>																														
		<b>Indicator</b>	<b>Criteria &amp; Form</b>	<b>Offline ( offline )</b>	<b>Online ( online )</b>																																
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>																														

1	<ul style="list-style-type: none"> <li>· Have the ability to apply managerial, entrepreneurship and financial management skills in administration</li> <li>· Have the ability to communicate effectively with an ideal leadership style according to the needs of educational institutions and companies.</li> <li>· Have a brave and responsible attitude in managing conflicts in agency and company leadership.</li> </ul>	<ol style="list-style-type: none"> <li>1.1. Explain the meaning of leader and leadership</li> <li>2. Explain the elements of leadership</li> <li>3. Explain the meaning of a formal leader and its characteristics</li> <li>4. Explain the meaning of an informal leader and its characteristics</li> <li>5. Analyze the factors that influence the social status of informal leaders</li> <li>6. Analyze the leadership factors of formal and informal leaders</li> <li>7. Analyze the requirements of an ideal leader</li> </ol>	<p><b>Criteria:</b> The scores for all aspects are added up and averaged then converted into letter grades with the following reference, grades: &gt;80=A, 80-70=B, 70-60=C, &lt;60=D</p>	Cooperative Reading and discussion assignments 2 X 50		0%
2	<ul style="list-style-type: none"> <li>· Have the ability to apply managerial, entrepreneurship and financial management skills in administration</li> <li>· Have the ability to communicate effectively with an ideal leadership style according to the needs of educational institutions and companies.</li> <li>· Have a brave and responsible attitude in managing conflicts in agency and company leadership.</li> </ul>	<ol style="list-style-type: none"> <li>1.1. Explain the meaning of leader and leadership</li> <li>2. Explain the elements of leadership</li> <li>3. Explain the meaning of a formal leader and its characteristics</li> <li>4. Explain the meaning of an informal leader and its characteristics</li> <li>5. Analyze the factors that influence the social status of informal leaders</li> <li>6. Analyze the leadership factors of formal and informal leaders</li> <li>7. Analyze the requirements of an ideal leader</li> </ol>	<p><b>Criteria:</b> The scores for all aspects are added up and averaged then converted into letter grades with the following reference, grades: &gt;80=A, 80-70=B, 70-60=C, &lt;60=D</p>	Cooperative Reading and discussion assignments 2 X 50		0%

3	<p>Have the ability to apply managerial, entrepreneurship and financial management skills in administration. Have the ability to communicate effectively with an ideal leadership style according to the needs of educational institutions and companies. Have a brave and responsible attitude in managing conflicts in the leadership of institutions and companies.</p>	<p>Explain the difference between leaders and managers  Explain the difference between leadership and management  Explain the difference between power and authority  Explain leadership theory  Explain the historical background of leaders and leadership  Explain the causes of the emergence of leaders  Analyze types of leadership  Analyze leadership styles  Analyze leadership requirements  Analyze leadership traits</p>	<p><b>Criteria:</b>  The scores for all aspects are added up and averaged then converted into letter grades with the following reference, grades: &gt;80=A, 80-70=B, 70-60=C, &lt;60=D</p>	<p>Cooperative Learning  2 X 50</p>		<p>0%</p>
4	<p>Have the ability to apply managerial, entrepreneurship and financial management skills in administration. Have the ability to communicate effectively with an ideal leadership style according to the needs of educational institutions and companies. Have a brave and responsible attitude in managing conflicts in the leadership of institutions and companies.</p>	<p>Explain the difference between leaders and managers  Explain the difference between leadership and management  Explain the difference between power and authority  Explain leadership theory  Explain the historical background of leaders and leadership  Explain the causes of the emergence of leaders  Analyze types of leadership  Analyze leadership styles  Analyze leadership requirements  Analyze leadership traits</p>	<p><b>Criteria:</b>  The scores for all aspects are added up and averaged then converted into letter grades with the following reference, grades: &gt;80=A, 80-70=B, 70-60=C, &lt;60=D</p>	<p>Cooperative Learning  2 X 50</p>		<p>0%</p>
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6	<p>1. Have the ability to apply managerial, entrepreneurship and financial management skills in administration 2. Have the ability to communicate effectively with an ideal leadership style according to the needs of educational institutions and companies. 3. Have a brave and responsible attitude in managing conflicts in agency and company leadership.</p>	<p>3.1 Explaining the principles of leadership 3.1 Analyzing the criteria for a professional leader Explaining groups Analyzing group dependency factors Explaining the reasons for groups Explaining the function of groups for individuals Analyzing the duties of leaders in groups Explaining group personality Analyzing the determining factors of group personality types Explaining the meaning of formal groups and their characteristics Explaining the meaning of informal groups and their characteristics characteristic</p>	<p><b>Criteria:</b> The scores for all aspects are added up and averaged then converted into letter grades with the following reference, grades: &gt;80=A, 80-70=B, 70-60=C, &lt;60=D</p>	<p>Cooperative Learning 2 X 50</p>		<p>0%</p>
7	<p>1. Have the ability to apply managerial, entrepreneurship and financial management skills in administration 2. Have the ability to communicate effectively with an ideal leadership style according to the needs of educational institutions and companies. 3. Have a brave and responsible attitude in managing conflicts in agency and company leadership.</p>	<p>3.1 Explaining the principles of leadership 3.1 Analyzing the criteria for a professional leader Explaining groups Analyzing group dependency factors Explaining the reasons for groups Explaining the function of groups for individuals Analyzing the duties of leaders in groups Explaining group personality Analyzing the determining factors of group personality types Explaining the meaning of formal groups and their characteristics Explaining the meaning of informal groups and their characteristics characteristic</p>	<p><b>Criteria:</b> The scores for all aspects are added up and averaged then converted into letter grades with the following reference, grades: &gt;80=A, 80-70=B, 70-60=C, &lt;60=D</p>	<p>Cooperative Learning 2 X 50</p>		<p>0%</p>
8	<p>1. Have the ability to apply managerial, entrepreneurship and financial management skills in administration 2. Have the ability to communicate effectively with an ideal leadership style according to the needs of educational institutions and companies. 3. Have a brave and responsible attitude in managing conflicts in agency and company leadership.</p>	<p>Explain the meaning of informal leaders and their characteristics Analyze the factors that influence the social status of informal leaders Explain the causes of the emergence of leaders Analyze types of leadership Analyze leadership styles Explain the function of groups for individuals Analyze the duties of leaders in groups</p>	<p><b>Criteria:</b> The scores for all aspects are added up and averaged then converted into letter grades with the following reference, grades: &gt;80=A, 80-70=B, 70-60=C, &lt;60=D</p>	<p>direct learning to do UTS 2 X 50</p>		<p>0%</p>

9	Able to explain leadership communication techniques in leadership	Explaining the meaning of communication Explaining the meaning of communication techniques Explaining things that need to be considered in communication techniques Explaining the requirements for communication Analyzing types of communication and their strengths and weaknesses Explaining the causes of communication not being smooth Explaining the sources of leadership power Analyzing approaches to determining the requirements to become a leader	<b>Criteria:</b> The scores for all aspects are added up and averaged then converted into letter grades with the following reference, grades: >80=A, 80-70=B, 70-60=C, <60=D	Cooperative Learning Strategy 2 X 50			0%
10	Able to explain leadership communication techniques in leadership	Explaining the meaning of communication Explaining the meaning of communication techniques Explaining things that need to be considered in communication techniques Explaining the requirements for communication Analyzing types of communication and their strengths and weaknesses Explaining the causes of communication not being smooth Explaining the sources of leadership power Analyzing approaches to determining the requirements to become a leader	<b>Criteria:</b> The scores for all aspects are added up and averaged then converted into letter grades with the following reference, grades: >80=A, 80-70=B, 70-60=C, <60=D	Cooperative Learning Strategy 2 X 50			0%
11	Able to apply management and leadership	Explaining the meaning of management. Applying management functions. Explaining the strengths related to leadership influence	<b>Criteria:</b> The scores for all aspects are added up and averaged then converted into letter grades with the following reference, grades: >80=A, 80-70=B, 70-60=C, <60=D	Cooperative Learning 2 X 50			0%
12	Able to apply democratic leadership	Explaining the classification of democratic leaders Explaining the consequences of leaders who do not have social skills Explaining the shortcomings of a democratic climate Implementing ways to discipline subordinates	<b>Criteria:</b> The scores for all aspects are added up and averaged then converted into letter grades with the following reference, grades: >80=A, 80-70=B, 70-60=C, <60=D	Cooperative Learning 2 X 50			0%

13	Able to implement the selection, training and coaching of youth leaders	Explaining the qualifications of candidates or prospective leaders Explaining the foundations of youth leadership development in Indonesia Explaining the sources of Pancasila leadership Applying the main principles of Pancasila leadership Explaining failures in the process of selecting leaders Implementing a leader training program	<b>Criteria:</b> The scores for all aspects are added up and averaged then converted into letter grades with the following reference, grades: >80=A, 80-70=B, 70-60=C, <60=D	Cooperative Learning 2 X 50			0%
14	Able to implement the selection, training and coaching of youth leaders	Explaining the qualifications of candidates or prospective leaders Explaining the foundations of youth leadership development in Indonesia Explaining the sources of Pancasila leadership Applying the main principles of Pancasila leadership Explaining failures in the process of selecting leaders Implementing a leader training program	<b>Criteria:</b> The scores for all aspects are added up and averaged then converted into letter grades with the following reference, grades: >80=A, 80-70=B, 70-60=C, <60=D	Cooperative Learning 2 X 50			0%
15	Able to explain leadership and conflict	Explaining the meaning of conflict Analyzing the leader's approach Analyzing the art of managing conflict	<b>Criteria:</b> The scores for all aspects are added up and averaged then converted into letter grades with the following reference, grades: >80=A, 80-70=B, 70-60=C, <60=D	Cooperative learning 2 X 50			0%
16	UAS	Explaining the requirements for communication Explaining the causes of communication not being smooth Explaining the meaning of management Applying the functions of management Explaining the consequences of leaders who do not have social skills Explaining the basis for fostering youth leadership in Indonesia Explaining the sources of Pancasila leadership Analyzing the art of managing conflict	<b>Criteria:</b> The scores for all aspects are added up and averaged then converted into letter grades with the following reference, grades: >80=A, 80-70=B, 70-60=C, <60=D	UAS 2 X 50			0%

**Evaluation Percentage Recap: Case Study**

No	Evaluation	Percentage
		0%

## 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.