



**Universitas Negeri Surabaya
Faculty of Vocational Studies
D4 Public Administration Study Program**

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date																																																	
Leadership	6330103035	Compulsory Study Program Subjects	T=1 P=0 ECTS=1.59	3	July 17, 2024																																																	
AUTHORIZATION		SP Developer	Course Cluster Coordinator	Study Program Coordinator																																																		
		Yuni Lestari	Agus Prastyawan	Dr. Weni Rosdjiana, S.Sos., M.AP.																																																		
Learning model	Project Based Learning																																																					
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																					
	Program Objectives (PO)																																																					
	PO - 1	CPMK3 Able to be responsible for improving the quality of organizational life, especially in understanding the role of leadership in public organizations																																																				
	PLO-PO Matrix																																																					
		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="width: 50px; height: 20px;">P.O</td></tr> <tr><td style="width: 50px; height: 20px;">PO-1</td></tr> </table>				P.O	PO-1																																															
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PO-1																																																						
PO Matrix at the end of each learning stage (Sub-PO)																																																						
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td rowspan="2" style="width: 50px; height: 20px;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 15px;">1</td><td style="width: 15px;">2</td><td style="width: 15px;">3</td><td style="width: 15px;">4</td><td style="width: 15px;">5</td><td style="width: 15px;">6</td><td style="width: 15px;">7</td><td style="width: 15px;">8</td><td style="width: 15px;">9</td><td style="width: 15px;">10</td><td style="width: 15px;">11</td><td style="width: 15px;">12</td><td style="width: 15px;">13</td><td style="width: 15px;">14</td><td style="width: 15px;">15</td><td style="width: 15px;">16</td> </tr> <tr> <td style="width: 50px; height: 20px;">PO-1</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>				P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1																
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	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																																						
PO-1																																																						
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, service leadership, and leadership based on gender equality. 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 :																																																					
	<ol style="list-style-type: none"> 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. 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. Publiised at http://www.bizresearchpapers.com/Mohtsham.pdf. 4. Usman Husaini. 2020. Kepemimpinan Efektif Teori dan Praktek. Bumi Aksara 																																																					
	Supporters:																																																					
	<ol style="list-style-type: none"> 1. UU No 23 Tahun 2014 Tentang ASN 2. Sedarmayanti, 2009. 1CReformasi Administrasi Publik, Reformasi Birokrasi, dan KepemimpinanMasa Depan (Mewujudkan Pelayanan Prima dan Kepemerintahan yang Baik 1D. RafikaAditama. Bandung. 																																																					
Supporting lecturer	Dr. Prasetyo Isbandono, S.Sos., M.Si. Dr. Agus Prastyawan, S.Sos., M.Si. Yuni Lestari, S.AP., M.AP.																																																					
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	Able to understand and explain basic leadership concepts	1.1. Understand and explain the concepts of management and leadership, 2.2. Understand and explain the functions of leadership, 3.3. Understand and explain the characteristics of leadership	Criteria: Criteria: Attendance Form: Participation Form of Assessment : Participatory Activities	• Lecture • Small Group Discussion (SGD) [TM 1 (3x50')] Task 1 – (individual) Compile references about the characteristics of leaders from various experts 3 X 50	• Lecture • Small Group Discussion (SGD) [TM 1 (3x50')] Task 1 – (individual) Compile references about the characteristics of leaders from various experts 3 x 50	Material: the relationship between management and leadership Reader: <i>Sutikno, Sobry. 2014. 1CLeader and 1D Leadership. Holistica. Jakarta</i>	5%
2	Students can understand and explain the differences between leaders and managers	1.1. Understanding and Explaining Leaders and Leadership 2.2. Understand and explain the theory of the birth of leaders 3.3. Understand and explain the characteristics of leaders and followers 4.4. Understand and explain the meaning of manager and manager's duties 5.5. Understand and explain the manager's position and management functions	Form of Assessment : Participatory Activities, Portfolio Assessment	• Lecture • SGD • PBL [TM 2 (3x50')] Task 2 – (Group) Collect references to characteristics of leaders and followers from various scientific journals 3 X 50	• Lecture • SGD • PBL [TM 2 (3x50')] Task 2 – (Group) Collect references to characteristics of leaders and followers from various scientific journals 3 X 50	Material: differences between leaders and managers Library:	5%
3	Students can understand and explain the differences between leaders and managers	1.1. Understanding and Explaining Leaders and Leadership 2.2. Understand and explain the theory of the birth of leaders 3.3. Understand and explain the characteristics of leaders and followers 4.4. Understand and explain the meaning of manager and manager's duties 5.5. Understand and explain the manager's position and management functions	Forms of Assessment : Participatory Activities, Portfolio Assessment, Practice / Performance	• Lecture • SGD • PBL TM 3 (3x50') Assignment 3 – (Group) Presentation Group Assignment 3 X 50	• Lecture • SGD • PBL [TM 2 (3x50')] TM 3 (3x50') Assignment 3 – (Group) Presentation Group Assignment 3 X 50	Material: differences between leaders and managers Library:	5%

4	Able to identify the role of leaders in leadership	Understanding the Concept of Roles in Leadership	Form of Assessment : Participatory Activities, Practical Assessment	Lecture, Role play and simulation 3 X 50	Lectures, role plays and simulations	Material: Interpersonal Role - Understanding and explaining Informational Role - Understanding and explaining Decisional Role Library: <i>Sedarmayanti, 2009. 1CR Public Administration Reform, Bureaucratic Reform, and Future Leadership (Realizing Excellent Service and Good Governance 1D. RafikaAditama. Bandung.</i>	5%
5	Able to identify the role of leaders in leadership	Understand and identify the Characteristics of an Ideal Leader	Criteria: Presence Form of Assessment : Participatory Activities, Portfolio Assessment	• Lecture • FGD	• Lectures • 3 X 50 FGDs	Material: the role of the leader in leadership Reader: <i>Blanchard, Ken etc. 2014. 1CLeadership and The OneMinute Manager1D. Elex Media Komutindo. Jakarta.</i>	5%
6	Students can explain the development of leadership theories	1. Understand and identify the development of leadership theories 2. Understand and identify Sources of Power	Form of Assessment : Participatory Activities	• Lecture • FGD 3 X 50	• Lecture • FGD 3 X 50	Material: Development of Leadership Theories • Sources of Power Library: <i>Usman Husaini. 2020. Effective Leadership Theory and Practice. Literary Earth</i>	4%
7	Students are able to identify the leadership style of a leader in leading an organization	Identifying Approaches in Leadership Style	Form of Assessment : Participatory Activities, Practice/Performance	• Lecture • Class discussion 3 X 50	• Lecture • Class discussion 3 X 50	Material: Approaches to Leadership Style Library:	0%
8	Midterm exam		Form of Assessment : Participatory Activities, Tests	3 X 50		Material: meeting material 1-7 References:	20%
9	1. Able to understand identifying types of leadership 2. Leadership theories 3. Sources of leader power	Explain the various types of leadership, which include: - Autocratic type - Militarist type - Paternalistic type - Charismatic type - Democratic type - Laissez Faire type	Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment, Portfolio Assessment	• Lecture • FGD • PBL 3 X 50	• Lecture • FGD • PBL 3 X 50	Material: Types of Leadership (Autocratic, Militarist, Paternalistic, Charismatic, Democratic, and Laissez Faire) Reference: <i>Usman Husaini. 2020. Effective Leadership Theory and Practice. Literary Earth</i>	0%

10	<p>1. Able to understand identifying types of leadership</p> <p>2. Leadership theories</p> <p>3. Sources of leader power</p>	<p>Explain the various types of leadership, which include: - Autocratic type - Militarist type - Paternalistic type - Charismatic type - Democratic type - Laissez Faire type</p>	<p>Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment, Portfolio Assessment, Practice / Performance</p>	<ul style="list-style-type: none"> • Lecture • FGD • PBL <p>3 X 50</p>	<ul style="list-style-type: none"> • Lecture • FGD • PBL <p>3 X 50</p>	<p>Material: Types of Leadership (Autocratic, Militarist, Paternalistic, Charismatic, Democratic, and Laissez Faire) Reference: <i>Usman Husaini. 2020. Effective Leadership Theory and Practice. Literary Earth</i></p>	5%
11	<p>Able to be brave and responsible in managing leadership conflicts in public organizations</p>	<p>Able to be brave and responsible in accordance with Principled Leadership Theory</p>	<p>Form of Assessment : Participatory Activities, Portfolio Assessment</p>	<ul style="list-style-type: none"> • Lectures • 3 x 50 <p>FGDs</p>	<ul style="list-style-type: none"> • Lectures • 3 x 50 <p>FGDs</p>		0%
12	<p>Able to be brave and responsible in managing leadership conflicts in public organizations</p>	<p>1. Able to understand and identify Service Leadership Models</p> <p>2. Able to understand and identify Service Leadership Characteristics</p> <p>3. Able to be responsible for resolving conflicts/obstacles in service leadership</p>	<p>Form of Assessment : Participatory Activities</p>	<ul style="list-style-type: none"> • Lecture • DL • Small Group Discussion <p>3 X 50</p>	<ul style="list-style-type: none"> • Lecture • DL • Small Group Discussion <p>3 X 50</p>		5%
13	<p>Able to be brave and responsible in managing leadership conflicts in public organizations</p>	<p>1. Able to understand and identify Service Leadership Models</p> <p>2. Able to understand and identify Service Leadership Characteristics</p> <p>3. Able to be responsible for resolving conflicts/obstacles in service leadership</p>	<p>Form of Assessment : Participatory Activities, Practice/Performance</p>	<ul style="list-style-type: none"> • Lecture • DL • Small Group Discussion <p>3 X 50</p>	<ul style="list-style-type: none"> • Lecture • DL • Small Group Discussion <p>3 X 50</p>	<p>Material: Service Leadership Models • Main Focus and Characteristics of Service Leadership • Barriers to Service Leadership Library: <i>Sedarmayanti, 2009. 1C Public Administration Reform, Bureaucratic Reform, and Future Leadership (Realizing Excellent Service and Good Governance 1D. Rafika Aditama. Bandung.</i></p>	5%

14	Able to play the role of decision maker with a gender equality approach	1.Able to play the role of decision maker with a Gender Equality Based Leadership approach 2.Able to understand and identify playing the role of decision maker with Feminine and Masculine Leadership approaches	Form of Assessment : Participatory Activities, Portfolio Assessment		• Lecture • DL • PjBL 3 X 50	Material: Leadership Based on Gender Equality • Feminine and Masculine Leadership Reference: <i>Sedarmayanti, 2009. 1C Public Administration Reform, Bureaucratic Reform, and Future Leadership (Realizing Excellent Service and Good Governance 1D. RafikaAditama. Bandung.</i>	5%
15	Able to play the role of decision maker with a gender equality approach	1.Able to play the role of decision maker with a Gender Equality Based Leadership approach 2.Able to understand and identify playing the role of decision maker with Feminine and Masculine Leadership approaches	Form of Assessment : Participatory Activities, Practice/Performance	• Lecture • DL • PjBL 3 X 50	• Lecture • DL • PjBL 3 X 50	Material: Leadership Based on Gender Equality • Feminine and Masculine Leadership Reference: <i>Sedarmayanti, 2009. 1C Public Administration Reform, Bureaucratic Reform, and Future Leadership (Realizing Excellent Service and Good Governance 1D. RafikaAditama. Bandung.</i>	0%
16		Final exams	Form of Assessment : Project Results Assessment / Product Assessment, Test	Final Project Presentation 3 x 50	Final Project Presentation 3 x 50		30%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	39.42%
2.	Project Results Assessment / Product Assessment	16.25%
3.	Portfolio Assessment	10.42%
4.	Practical Assessment	2.5%
5.	Practice / Performance	5.42%
6.	Test	25%
		99.01%

Notes

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Forms of assessment:** test and non-test.
- 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.