

Workload Assessment of Leadership Studies

2018/2019 Academic Year

Cordinator :

Durinta Puspasari., S.Pd., M.Pd

Team:

Durinta Puspasari., S.Pd., M.Pd
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Table of Content

A. Learning Activities Plan

1. Lesson Plan
2. Course Assessment (Rubric Assessment)

B. Course Evaluation and Development

Appendices

Appendix 1. Course Activities Records

- 1) Sample of Students' Attendance
- 2) Course Log Book
- 3) Sample of Test
- 4) Sample of Student Assignment
- 5) Sample of Student's Answer to Middle and Final-Semester Test

Appendix 2. Students Assessment Dataset in 2018/2019 Academic Year



**MINISTRY OF RESEARCH, TECHNOLOGY AND HIGHER
EDUCATION STATE UNIVERSITY SURABAYA
FACULTY OF ECONOMICS**

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**DOCUMENT
CODE**

SEMESTER LEARNING PLAN

COURSES (MK)		COD E	MK Cluster	WEIGHT (credit)		SEMES TER	Compilat ion Date,
Leadership				T=	P =	Odd	
Authorization/ Authentication		RPS Developer		RMK Coordinator		Head of Study Program	
		Brillian Rosy., S.Pd., M.Pd Dr. Siti Sri Wulandari, S.Pd., M.Pd		Triesninda Pahlevi, S.Pd.,M.Pd		Triesninda Pahlevi, S.Pd.,M.Pd	
Learning Outcomes (CP)	Program of Learning Outcome (PLO)						
	PLO 1	Able to internalize academic values, norms, and ethics in carrying out tasks.					
	PLO 7	Able to apply and analyze the science of office administration in office administration education programs.					
	PLO 10	Able to be responsible for the achievement of the results of group work in supervising and evaluating the completion of work assigned to workers under his responsibility					
	PLO 12	Able to utilize learning resources to solve problems in office administration learning comprehensively in accordance with the development of science and technology.					
	Course Learning Outcomes (CLO)						
	CLO 1	Able to internalize academic values, norms, and ethics in implementing leadership.					
	CLO 2	Able to apply and analyze theory of leadership and leadership as well as group dynamics of formal and informal organizations, apply communication in democratic leadership and conflict in the office administration environment.					
	CLO 3	Able to communicate well orally and in writing in implementing leadership communication.					
	CLO 4	Able to utilize learning resources to solve problems in leadership conflict case studies using science and technology.					
	The final ability of each learning stage (Sub-CLO)						
	Sub-CLO 1	Understand and explain the basic concepts of leadership					

	7. Classification of democratic leaders 8. As a result of leaders who do not have social skills, lack of a democratic climate, how to discipline subordinates 9. Qualifications of candidates or potential leaders 10. The foundation of youth leadership development in Indonesia 11. Failure in the process of choosing a leader 12. Leader training program 13. Definition of conflict 14. Leader approach 15. The art of managing conflict
References	1) Kartono, Kartini.2010. Pemimpin dan kepemimpinan, Jakarta : Rajawali Pers. 2) Adair, John. 2008. Kepemimpinan yang memotivasi. Gramedia Pustaka Utama 3) Petra Strehmel. Johanna Heikka. Eeva Hujala. Jillian Rodd. Manjula Waniganayake. 2019. Leadership in Early Education in Times of Change. Verlag Barbara Budrich Opladen. Berlin. Toronto 4) James.M. Kouzes. Barry. Z. Posner. 2017. The Leadership Challenge. Simultaneously in Canada.
Supporting lecturer	Durinta Puspasari., S.Pd., M.Pd Prof. Dr. Bambang Suratman, M.Pd
Course requirements	

Week-	Final ability of each stage (sub-CPM K)	Evaluation		Learning Forms, Learning Methods, Student Assignments (estimated time)		Learning Materials (Library)	Rating Weight (%)
		Indicator	Criteria and Form	Offline (offline)	Online (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1-2	Understanding and explain basic concepts	1. Describe definition leader and leadership. 2. Describe	Assessment techniques can consist of: 1. Technique: Participation	2X50min <i>Form learning can be:</i>	-	1.Tjahjono, Herry, 2011. Culture Based Leadership. Gramedia Main Library (GPU) 2.Kartono, Kartini. 2010. Pemimpin	

	leadership	leadership elements. 3. Describe understanding leader formal with-features. 4. Describe definition leader informal and its characteristics. 5. Analyze factor- factor which affect status social leader informal. 6. Analyzing the leadership factors of formal and informal leaders Analyzing the requirements of an ideal leader.	Individual assignments Performance /Group assignments case study analysis 2. Instrument Form: Quiz Written test	<i>a.studying;</i> <i>b.response and tutorials;</i> Learning Method: Problem Based Learning		Dan kepemimpinan, Jakarta : Rajawali Press. 3. Adair, John. 2008. Kepemimpinan yang memotivasi. Gramedia Main Library (GPU) 4. Danim, Sudarwan. 2004. Motivasi Kepemimpinan dan Efektifitas Kelompok. Jakarta: PT. Rineka Cipta	
3-4	Analyzing the theory of leaders and leadership	1. Describe difference leader with manager 2. Describe the difference between leadership and management 3. Describe difference power (power) with authority 4. Describing theory leadership	Assessment techniques can consist of: 1. Technique : Participation Individual assignments Performance /Group assignments Case study analysis 2. Form	2X50min <i>The form of learning can be:</i> <i>a.studying;</i> <i>b.response and tutorials;</i> Learning methods: Lectures, Questions and Answers, Presentations	-	1. Safaria, Triantoro. 2004. Kepemimpinan. Yogyakarta: graha Ilmu 2. Dubrin, J. Andrew. 2003. Leadership, Second Edition. Alpha Book CWL: Publishing Enterprise 3. Stephen Robin. 2002. Organizational Behavior, Fifth Edition. Practice hal (Rob) 4. Sondang P. Siagian.	

			Instrumen : Quiz	Method		1999.Teori dan Praktek Kepemimpinan, Edisi Keempat.Jakarta:Rineka Cipta	
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		5. Describe background behind history leader and leadership 6. Describe reason appearance leader 7. Analyze type leadership 8. Analyze style leadership 9. Analyze condition- leadership requirements 10. Analyzing leadership traits	Written test	Learning: Problem Based Learning			
5-7	Analyzing group dynamics of formal and informal organizations	1. Describe principle- leadership principle 2. Analyze criteria leader profession 3. Describe the group 4. Analyzing group dependency factors 5. Describing the reasons for grouping 6. Describe the function of groups for individuals 7. Describe the attitude of the leader's task in the group	Assessment techniques can consist of: 1. <u>Technique</u> : Participation Individual assignments Performance /Group assignments 2. <u>Form Instrument</u> : Quiz Written test	2X50min <i>The form of learning can be:</i> <i>a.studying;</i> <i>b.response and tutorials;</i> Learning Method: Problem Based Learning	-	1. Adair, john. 2008. Kepemimpinan yang memotivasi. Gramedia Pustaka Utama (GPU) 2. Danim, Sudarwan. 2004. Motivasi kepemimpinan dan Efektifitas Kelompok. Jakarta: PT. Rineka Cipta 3. Safaria, Triantoro. 2004. Kepemimpinan. Yogyakarta: graha Ilmu 4. Dubrin, J.Andrew. 2003. Leadership, Second Edition. Alpha Book CWL: 5. Publishing Enterprises	

		8. Describe group personality					
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		9. Describe the character –determinant type group personality 10. Describe group understanding formalwith-features 11. Describe group understanding informalwith characteristic-features					
8	Midterm Exams						
9-10	Applying communication and leadership	1. Describe the meaning of communication 2. Describe definition technique communication 3. Describe the things that need to be considered in communication techniques 4. Describe the terms of communication 5. Analyzetype communicationwith excess and weakness 6. Describe reason communication not	Assessment techniques can consist of: 1. <u>Technique</u> : Participation Individual assignments Performance/ Group assignments 2. <u>Form</u> Instrument : Quiz Written test	2X50min <i>The form of learning can be:</i> <i>a.studying;</i> <i>b.response and tutorials;</i> Learning methods: Lectures, Questions and Answers, Presentations Learning Method: Problem Based Learning	-	1.Adair, john. 2008. Kepemimpinan yang memotivasi. Gramedia Pustaka Utama (GPU) 2.Danim, Sudarwan. 2004. Motivasi kepemimpinan dan Efektifitas Kelompok. Jakarta: PT. Rineka Cipta 3.Sondang P. Siagian. 1999.Teori dan Praktek Kepemimpinan, Edisi Keempat.Jakarta:Rineka Cipta	

		smooth					
		7. Describe the source of power					
		8. Analyze approaches					

		to determine condition Becomes leader					
11-12	Implementing democratic leadership	1. Describe the classification of democratic leaders 2. Describe the consequences of leaders who do not have social skills 3. Describe lack climate democratic 4. Apply method discipline subordinates	Assessment techniques can consist of: 1. <u>Technique :</u> Participation Individual assignments Performance/ Group assignments Case study analysis 2. <u>Form Instrume nt :</u> Quiz Written test	2X50min <i>The form of learning can be:</i> <i>a.studying;</i> <i>b.response and tutorials;</i> Learning Method: Problem Based Learning	-	1. Safaria, Triantoro. 2004. Kepemimpinan. Yogyakarta: graha Ilmu 2. Dubrin, J.Andrew. 2003. Leadership, Second Edition. Alpha Book CWL :Publishing Enterprises 3. Tjahjono, Herry, 2011. Culture Based Leadership. Gramedia Pustaka Utama (GPU) 4. Kartono, Kartini.2010. Pemimpin dan kepemimpinan, Jakarta : Rajawali Pers.	
13-14	Implementin g the selection, training and coaching of youth leaders	1. Describe the qualifications of the candidate or potential leader. 2. Describe foundation youth leadership in Indonesia 3. Describe source of leadership Pancasila 4. Applying the main principles of Pancasila leadership 5. Describe the failure in the process choose a leader	Assessment techniques can consist of: 1. <u>Techniq ue :</u> Participation Individual assignments Performance /Group assignments 2. <u>Form Instrume nt :</u> Quiz Written test	2X50min <i>The form of learning can be:</i> <i>a.studying;</i> <i>b.response and tutorials;</i> Learning methods: Problem Based Learning	-	4.Tjahjono, Herry, 2011. Culture Based Leadership. Gramedia Pustaka Utama (GPU) 5.Kartono, Kartini.2010. Pemimpin dan kepemimpinan, Jakarta : Rajawali Pers. 6.Adair, john. 2008. Kepemimpinan yang memotivasi. Gramedia Pustaka Utama (GPU) 4.Danim, Sudarwan. 2004. Motivasi kepemimpinan dan Efektifitas Kelompok. Jakarta: PT. Rineka Cipta	

		6. Apply program leader training					
15	Explain leadership and conflict	1. Describe the meaning of conflict 2. Analyzing the leader's approach 3. Analyze art managing conflict	Assessment techniques can consist of: 1. Technique : Participation Individual assignments Performance/ Group assignments Case study analysis 2. Form Instrume nt : Quiz Written test	2X50min <i>The form of learning can be:</i> <i>a.studying;</i> <i>b.response and tutorials;</i> Learning methods: Problem Based Learning	-	5. Safaria, Triantoro. 2004. Kepemimpinan. Yogyakarta: graha Ilmu 6. Dubrin, J.Andrew. 2003. Leadership, Second Edition. Alpha BookCWL:PublishingEnterp rises 7. Stephen Robin.2002. Organizatiol Behavior, Fifth Edition.Practice hal (Rob) 8. Sondang P. Siagian. 1999.Teorl dan Praktek Kepemimpinan, Edisi Keempat.Jakarta:Rineka Cipta	
16	Final Semester Exam / Final Semester Exam						

Notes :

1. **Learning Outcomes of Graduates of Study Program (CPL-PRODI)** is the ability possessed by every graduate of the study program which is the internalization of attitudes, mastery of knowledge and skills in accordance with the level of study program obtained through the learning process.
2. **CPL charged to the course** are some of the learning outcomes of study program graduates (CPL-PRODI) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
3. **CP Course (CPMK)** is the ability that is described specifically from the CPL that is charged to the course, and is specific to the study material or learning material of the course.
4. **Sub-CP Course (Sub-CPMK)** is the ability that is described specifically from the CPMK 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. **Rating indicators** ability in the process and student learning outcomes is a specific and measurable statement that identifies the ability or

performance of student learning outcomes accompanied by evidence.

6. **Rating Criteria** is a benchmark used as a measure or benchmark for learning achievement in an assessment based on predetermined indicators. Assessment criteria are guidelines for assessors so that the assessment is consistent and unbiased. Criteria can be either quantitative or qualitative.
7. **Assessment form:** test and non-test.
8. **Learning form:** 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 the study material that can be presented in the form of several main points and sub-topics.
11. **Rating weight** is the percentage of assessment for each achievement of the sub-CPMK which is proportional to the level of difficulty of achieving the sub-CPMK, and the total is 100%.
12. TM=Face to Face, PT=Structured assignments, BM=Independent learning

2. Course Assessment (Rubric Assessment)

Universitas Negeri Surabaya has a set standard in determining the graduation of each student. Students are considered to be competent and pass if they at least get 40% of the maximum final grade. The final grade (NA) is calculated based on the following percentage:

Table of Assessment Components Percentage

Assessment Components	Percentage Contribution
Participation (including attitudes and affective domain)	20%
Assignments	30%
Mid-term Test	20%
Final-term Test	30%
Total	100%

The final assessment is obtained by students by calculating each value obtained through a predetermined presentation process, then the value is categorized according to the Universitas Negeri Surabaya's Academic Regulation of the grade score, as follows: Table of

Interval Score

Interval Score Grade (out of 100)	Grade Point	Letter
$85 \leq \text{Final Score} \leq 100$	4.00	A
$80 \leq \text{Final Score} < 85$	3.75	A-
$75 \leq \text{Final Score} < 80$	3.50	B+
$70 \leq \text{Final Score} < 75$	3.00	B
$65 \leq \text{Final Score} < 70$	2.75	B-
$60 \leq \text{Final Score} < 65$	2.50	C+
$55 \leq \text{Final Score} < 60$	2.00	C
$40 \leq \text{Final Score} < 55$	1.00	D
$0 \leq \text{Final Score} < 40$	0	E

To reach the final score, the Undergraduate Program of Education of Office Administration has planned it down into several domains, namely: affective domain, cognitive domain, and Psicomotoric Domain. The detailed information of the assessment are as follows:

B. Course Evaluation and Development

Course	: Leadership Studies
Credit Unit	: 2 CU
Study Program	: Office Administration Education
Period	: 2018/2019
Participants	: 35 Students

Calculation of Student Workload

Credit Unit (CU)	ECT S	Contact hours	Independent study
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Assessment Plan:

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12	PLO 13	PLO 14
CLO1	1,2,4													
CLO2							2,5,6							
CLO3										2,5,6				
CLO4												1,2,4		

Notes: 1) Participation, 2) Assignment, 3) Project Assignment, 4) Presentation, 5) Mid test, and 6) Final exam

Student Performance:

	PL O 1	PL O 2	PL O 3	PL O 4	PL O 5	PL O 6	PL O 7	PL O 8	PL O 9	PLO 10	PL O 11	PLO 12	PL O 13	PL O 14
Excellent	66%						74%			80%		80%		
Good	34%						26%			20%		20%		
Satisfactory	0%						0%			0%		0%		
Fail	0%						0%			0%		0%		

PLO ASSESMENT

N o	NIM	Nama Mahasiswa	Angka tan	Kehadi ran	Pa rt	Tug as	U TS	U AS	N A	Hur uf	PL O 1	PL O 7	PL O 10	PLO 12	PLO 1	PLO 7	PLO 10	PLO1 2
1	16080314 002	ROYA PRASPITA	2016	100%	81	80	65	75	75. 7	B+	73. 56	73. 98	74. 46	74.67	good	good	good	good
2	16080314 006	KUNUZIL JANNAH	2016	100%	81	85	80	85	83. 2	A-	82. 51	82. 90	82. 63	82.72	excell ent	excell ent	excell ent	excell ent
3	16080314 008	MOCH. BAGAS PRASETIYO	2016	100%	81	80	65	80	77. 2	B+	74. 95	75. 75	75. 90	76.06	good	excell ent	excell ent	excell ent
4	16080314 012	NUNGKY FARA KRISTANTI	2016	100%	81	75	75	75	76. 2	B+	76. 12	75. 94	76. 38	76.33	excell ent	excell ent	excell ent	excell ent
5	16080314 014	ANIS INAWATI	2016	100%	81	80	70	70	75. 2	B+	73. 91	73. 69	74. 46	74.67	good	good	good	good
6	16080314 016	FITRIANI DAMAYANTI	2016	100%	81	80	70	75	76. 7	B+	75. 30	75. 45	75. 90	76.06	excell ent	excell ent	excell ent	excell ent
7	16080314 018	SITI FATIMAH	2016	100%	81	85	75	85	82. 2	A-	80. 77	81. 43	81. 19	81.33	excell ent	excell ent	excell ent	excell ent
8	16080314 020	RIRIN OKTISA WIDYANINGSI H	2016	100%	81	70	65	85	75. 7	B+	74. 49	75. 55	75. 42	75.22	good	excell ent	excell ent	excell ent
9	16080314 022	KRISOLITA DIAN PRAYOGO	2016	100%	81	85	65	85	80. 2	A-	77. 28	78. 49	78. 31	78.56	excell ent	excell ent	excell ent	excell ent
10	16080314 024	COCO DWI PERMANA	2016	100%	81	80	70	70	75. 2	B+	73. 91	73. 69	74. 46	74.67	good	good	good	good
11	16080314 026	ADE RIA PRADITA	2016	100%	81	80	70	70	75. 2	B+	73. 91	73. 69	74. 46	74.67	good	good	good	good
12	16080314 028	MELINDA RESTI SUSANTI	2016	100%	81	80	70	85	79. 7	B+	78. 09	78. 98	78. 79	78.83	excell ent	excell ent	excell ent	excell ent
13	16080314 032	RUDI HARTONO	2016	100%	81	80	65	75	75. 7	B+	73. 56	73. 98	74. 46	74.67	good	good	good	good

14	16080314034	LULUK INDAH WATI	2016	100%	81	80	70	80	78.2	B+	76.70	77.22	77.35	77.44	excell ent	excell ent	excell ent	excell ent
15	16080314036	TASYA GILAR AMBARINI SUKMA	2016	100%	81	80	65	75	75.7	B+	73.56	73.98	74.46	74.67	good	good	good	good
16	16080314038	YUNITALIA SUGIONO PUTRI	2016	100%	81	85	70	70	76.7	B+	74.84	74.67	75.42	75.78	good	good	excell ent	excell ent
17	16080314040	LINDA ROHMAWATI	2016	100%	81	80	70	85	79.7	B+	78.09	78.98	78.79	78.83	excell ent	excell ent	excell ent	excell ent
18	16080314042	FIRDAUS OKTAVIANTO	2016	100%	81	70	75	85	77.7	B+	77.98	78.49	78.31	78.00	excell ent	excell ent	excell ent	excell ent
19	16080314044	ELVA ROHMATUL FITRI	2016	100%	81	80	75	85	80.7	A-	79.84	80.45	80.23	80.22	excell ent	excell ent	excell ent	excell ent
20	16080314046	RIDHO AINUR RASYIDIN	2016	100%	81	80	65	80	77.2	B+	74.95	75.75	75.90	76.06	good	excell ent	excell ent	excell ent
21	16080314050	PUJI ASTUTIK	2016	100%	81	70	75	80	76.2	B+	76.58	76.73	76.87	76.61	excell ent	excell ent	excell ent	excell ent
22	16080314052	NURULLOH	2016	100%	81	80	75	75	77.7	B+	77.05	76.92	77.35	77.44	excell ent	excell ent	excell ent	excell ent
23	16080314054	AYU PRATIWI	2016	86.67%	75	70	75	80	75	B+	75.47	75.78	75.48	75.28	excell ent	excell ent	excell ent	excell ent
24	16080314056	MUHAMMAD ARDAN OKFIANDRI	2016	93.33%	78	80	75	70	75.6	B+	75.09	74.69	75.21	75.39	excell ent	good	excell ent	excell ent
25	16080314058	ABDUL AZIZ AL-RIZAL	2016	100%	81	65	75	85	76.2	B+	77.05	77.51	77.35	76.89	excell ent	excell ent	excell ent	excell ent
26	16080314060	MUHAMMAD RIFAT BASYA	2016	100%	81	70	65	85	75.7	B+	74.49	75.55	75.42	75.22	good	excell ent	excell ent	excell ent
27	16080314062	CYNTYA DWI WAHYUNING TYAS	2016	93.33%	78	70	75	85	77.1	B+	77.42	78.02	77.62	77.33	excell ent	excell ent	excell ent	excell ent
28	16080314066	DEA NUR'AINI	2016	100%	81	85	80	80	81.7	A-	81.12	81.14	81.19	81.33	excell ent	excell ent	excell ent	excell ent

29	16080314068	LIA HARISKI RAHMAWATI	2016	100%	81	85	70	80	79.7	B+	77.63	78.20	78.31	78.56	excellent	excellent	excellent	excellent
30	16080314070	PUTRI RIKHMAH NADHIAH	2016	100%	81	85	70	85	81.2	A-	79.02	79.96	79.75	79.94	excellent	excellent	excellent	excellent
31	16080314072	SETIYANINGRUM	2016	100%	81	80	75	85	80.7	A-	79.84	80.45	80.23	80.22	excellent	excellent	excellent	excellent
32	16080314074	RIZQIKA ARI SENDY	2016	93.33%	78	80	65	85	78.1	B+	75.79	77.04	76.65	76.78	excellent	excellent	excellent	excellent
33	16080314076	EFI RUSTIN ROMADHONI EKA SARI	2016	100%	81	85	75	85	82.2	A-	80.77	81.43	81.19	81.33	excellent	excellent	excellent	excellent
34	16080314078	IKKA MAULI SUNDARI	2016	100%	81	80	65	75	75.7	B+	73.56	73.98	74.46	74.67	good	good	good	good
35	16080314080	RIDHA WAHYUNING TYAS	2016	100%	81	85	70	80	79.7	B+	77.63	78.20	78.31	78.56	excellent	excellent	excellent	excellent

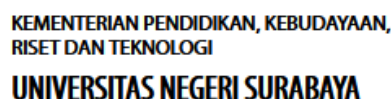


Appendices

Appendix 1

Course Activities Records

Sample of Students' Attendance



PRESENSI KULIAH
Periode 2018/2019 Genap

Dosen : Durinta Puspasari, S.Pd., M.Pd.
Prof. Dr. Bambang Suratman, M.Pd.

No	NIM	Nama Mahasiswa	Pertemuan Ke															%
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
			30 Jan 19	06 Feb 19	13 Feb 19	20 Feb 19	27 Feb 19	06 Mar 19	13 Mar 19	20 Mar 19	27 Mar 19	04 Apr 19	10 Apr 19	18 Apr 19	24 Apr 19	02 May 19	08 May 19	
1.	16080314002	ROYA PRASPITA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
2.	16080314006	KUNUZIL JANNAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
3.	16080314008	MOCH. BAGAS PRASETIYO	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
4.	16080314012	MUNGKY FARA KRISTANTI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
5.	16080314014	ANIS INAWATI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
6.	16080314016	FITRIANI DAMAYANTI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
7.	16080314018	SITI FATIMAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
8.	16080314020	RIRIN OKTISA WIDYANINGSIH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
9.	16080314022	KRISOLITA DIAN PRAYOGO	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
10.	16080314024	COCO DWI PERMANA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
11.	16080314026	ADE RIA PRADITA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
12.	16080314028	MELINDA RESTI SUSANTI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
13.	16080314032	RUDI HARTONO	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
14.	16080314034	LULUK INDAH WATI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
15.	16080314036	TASYA GILAR AMBARINI SUKMA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
16.	16080314038	YUNITALIA SUGIONO PUTRI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
17.	16080314040	LINDA ROHMAWATI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
18.	16080314042	FIRDAUS OKTAVIANTO	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
19.	16080314044	ELVA ROHMATUL FITRI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
20.	16080314046	RIDHO AINUR RASYIDIN	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
21.	16080314050	PUJI ASTUTIK	H	H	H	S	S	S	H	H	H	H	H	H	H	H	100 %	
22.	16080314052	NURULLOH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
23.	16080314054	AYU PRATIWI	H	H	H	H	H	H	H	H	H	A	A	H	H	H	86.7 %	
24.	16080314056	MUHAMMAD ARDAN OKFIANDRI	H	H	H	H	A	H	H	H	H	H	H	H	H	H	93.3 %	
25.	16080314058	ABDUL AZIZ AL-RIZAL	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
26.	16080314060	MUHAMMAD RIFAT BASYA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
27.	16080314062	CYNTHYA DWI WAHYUNINGTYAS	H	H	H	H	H	H	H	H	A	H	H	H	H	H	93.3 %	
28.	16080314066	DEA NURAINI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
29.	16080314068	LJA HARISKI RAHMAWATI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
30.	16080314070	PUTRI RIKHMAH NADHIAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
31.	16080314072	SETYANINGRUM	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
32.	16080314074	RIZQIKA ARI SENDY	H	H	H	H	H	H	H	H	I	A	H	H	H	H	93.3 %	
33.	16080314076	EFI RUSTIN ROMADHONI EKA SARI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
34.	16080314078	IKKA MAULI SUNDARI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
35.	16080314080	RIDHA WAHYUNINGTYAS	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
Tanda Tangan Dosen / Asisten																		

Course Log Book

SIAKADU: Cetak Jurnal Perkuliahan

<https://siakadu.unesa.ac.id/f6e2ab7c-3b3b-315a-9aab-cdfef7adcd8c.as>



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Aktivitas Perkuliahan

SIAKADU: Cetak Jurnal Perkuliahan

<https://siakadu.unesa.ac.id/f6e2ab7c-3b3b-315a-9aab-cdfef7adcd8c.as>

			pemimpin dan kepemimpinan6. Penyebab munculnya pemimpin7. Tipe kepemimpinan8. Gaya kepemimpinan9. Syarat-syarat kepemimpinan10. Sifat-sifat kepemimpinan					
4	20-02-2019	Pertemuan ke 4	1. Asas-asas kepemimpinan2. Kriteria profesi pemimpin3. Kelompok4. Kelompok5. Kelompok6. Kelompok7. Kelompok8. Kelompok9. Kelompok10. Kelompok	34	Terjadwal	Bambang Suratman		

			5. Gaya kepemimpinan6. Tipe kepemimpinan7. Fungsi kelompok bagi individu8. Tugas pemimpin dalam kelompok					
7	13-03-2019	Peremuan ke 7	1. Pengertian komunikasi2. Pengertian teknik komunikasi3. Hal-hal yang perlu diperhatikan dalam teknik komunikasi4. Syarat-syarat komunikasi5. Tipe komunikasi beserta kelebihan dan kekurangannya6. Penyebab komunikasi tidak lancar7. Sumber kekuasaan kepemimpinan8. Pendekatan-pendekatan untuk menentukan persyaratan menjadi pemimpin	35	Terjadwal	Bambang Suratman		
8	20-03-2019	Peremuan ke 8	UTS	35	Terjadwal	Bambang Suratman		
9	27-03-2019	Peremuan ke 9	1. Pengertian komunikasi2. Pengertian teknik komunikasi3. Hal-hal yang perlu diperhatikan dalam teknik komunikasi4. Syarat-syarat komunikasi5. Tipe komunikasi beserta kelebihan dan kekurangannya6. Penyebab komunikasi tidak lancar7. Sumber kekuasaan kepemimpinan8. Pendekatan-pendekatan untuk menentukan persyaratan menjadi pemimpin	34	Terjadwal	Durinta Puspasari		
10	04-04-2019	Peremuan ke 10	1. Pengertian manajemen2. Fungsi-fungsi manajemen3. Kekuatan yang berhubungan dengan pengaruh	33	Terjadwal	Durinta Puspasari		

Sample of Test

SIKADU: Cetak Jurnal Perkuliahan

<https://sikadu.unesa.ac.id/f6e2ab7c-3b3b-315a-9aab-cdfef7adcd8c.a>

			demokratis4. Cara mendisiplinkan bawahan					
12	18-04-2019	Pertemuan ke 12	1. Kualifikasi kandidat atau calon pemimpin2. Landasan pembinaan kepemimpinan pemuda di Indonesia 3. Sumber kepemimpinan Pancasila 4. Prinsip utama kepemimpinan Pancasila5. Kegagalan dalam proses memilih pemimpin6. Program pelatihan pemimpin	35	Ganti	Durinta Puspasari		
13	24-04-2019	Pertemuan ke 13	1. Kualifikasi kandidat atau calon pemimpin2. Landasan pembinaan kepemimpinan pemuda di Indonesia 3. Sumber kepemimpinan Pancasila 4. Prinsip utama kepemimpinan Pancasila5. Kegagalan dalam proses memilih pemimpin6. Program pelatihan pemimpin	35	Terjadwal	Durinta Puspasari		
14	02-05-2019	Pertemuan ke 14	1. Pengertian konflik2. Pendekatan pemimpin3. Seni mengelola konflik	35	Ganti	Durinta Puspasari		
15	08-05-2019	Pertemuan ke 15	1. Syarat-syarat komunikasi 2. Penyebab komunikasi tidak lancar 3. Pengertian manajemen4. Fungsi-fungsi manajemen Menjelaskan akibat pemimpin yang tidak mempunyai keterampilan sosial 5. Landasan pembinaan kepemimpinan pemuda di Indonesia 6.	35	Terjadwal	Durinta Puspasari		

Midterm Exam

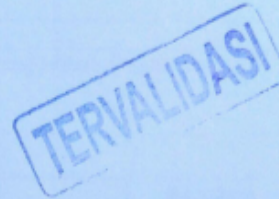


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(031) 8293416

UJIAN TENGAH SEMESTER GENAP TAHUN 2018-2019

Mata Kuliah : Kepemimpinan
Program Studi : Pendidikan Administrasi Perkantoran
Dosen : Prof. Dr. Bambang Suratman, M.Pd
 Durinta Puspasari, S.Pd., M.Pd
Hari/Tanggal : Rabu/20 Maret 2019
Waktu : 60 menit



Soal

Kerjakan soal-soal di bawah ini dengan benar!

1. Salah satu tugas pemimpin dalam kelompok adalah menyinkronkan ideologi, ide, pikiran, dan ambisi anggota kelompok dengan pola keinginan pemimpin. Menurut Anda, benarkah pernyataan tersebut? Mengapa demikian? Berikan gambaran penjelasan berdasarkan konsep dasar kepemimpinan! **(Skor 20)**
2. Menurut Henry Prat Fairchild, pemimpin adalah seseorang yang memimpin, memprakarsai tingkah laku sosial dengan “mengatur, mengarahkan, mengorganisir, mengendalikan” usaha atau upaya orang lain untuk menerima secara sukarela dengan bantuan kualitas persuasifnya. Apa saja yang menjadi persyaratannya? Jelaskan disertai dengan contohnya! **(Skor 20)**
3. Kepribadian kelompok adalah penampilan khas suatu kelompok dalam usahanya mencapai tujuan bersama. Apa saja yang menjadi faktor penentunya? Kaitkan penjelasannya berdasarkan klasifikasi kelompok formal dan kelompok informal! **(Skor 20)**
4. Komunikasi merupakan proses transmisi atau penerimaan tanda, sinyal atau pesan. Mengapa dinyatakan penerimaan tanda atau sinyal? Bagaimanakah praktiknya dalam lingkungan organisasi? Jelaskan! **(Skor 20)**
5. Ada tiga teori kemunculan pemimpin, yaitu: teori genetis, teori sosial, dan teori ekologis atau sintetis. Jelaskan kemunculan pemimpin menurut teori genetis apabila dilihat dari sudut pandang ipoleksosbud! **(Skor 20)**

final exams

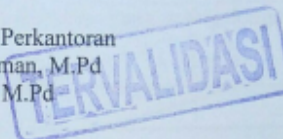


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UJIAN AKHIR SEMESTER GENAP TAHUN 2018-2019

Mata Kuliah : Kepemimpinan
Program Studi : Pendidikan Administrasi Perkantoran
Dosen : Prof. Dr. Bambang Suratman, M.Pd
Durinta Puspasari, S.Pd., M.Pd
Waktu : 60 menit



Kerjakan soal-soal di bawah ini dengan benar!

1. Kelompok merupakan kumpulan yang terdiri dari dua atau lebih individu yang mempunyai arti dan nilai bagi orang lain serta ada dalam situasi saling mempengaruhi. Salah satu fungsinya adalah memberikan ruang hidup psikologis kepada individu. Mengapa demikian? Jelaskan apabila dilihat dari pandangan fungsi kelompok bagi individu! **(Skor 20)**
2. Salah satu cara untuk mengatasi konflik ketika seseorang menjadi seorang pemimpin dalam organisasi tertentu adalah dengan menggunakan pendekatan pemimpin yang behavioral. Jelaskan yang dimaksud dengan pendekatan pemimpin yang behavioral tersebut disertai dengan contoh konkret yang seringkali ditemui di sekitar Anda! **(Skor 20)**
3. Penyebab munculnya pemimpin dapat dilihat dari tiga teori, antara lain: teori genetis, teori sosial, dan teori ekologis atau sintetis. Yang mana dari ketiga teori tersebut yang dapat dijadikan dasar seseorang dapat terpilih menjadi seorang pemimpin? Mengapa demikian, jelaskan argumentasi Anda! **(Skor 20)**
4. Memiliki sifat-sifat karismatik dan ciri-ciri hereditas unggul lainnya merupakan salah satu faktor yang mempengaruhi status sosial pemimpin informal. Jelaskan maksud pernyataan tersebut apabila dipandang dari karakteristik individu dalam masyarakat! **(Skor 10)**
5. Saudara sebagai seorang pemimpin mahasiswa di Program Studi Pendidikan Administrasi Perkantoran mendapat tugas dari Ketua Program Studi untuk menyelenggarakan lomba Program Kreativitas Mahasiswa tentang perkantoran tingkat perguruan tinggi se-Jawa Timur dengan tema yang Saudara tentukan. Tugas Saudara:
 - a. Buat kepanitiaan dari mahasiswa! **(Skor 10)**
 - b. Berikan job description dari masing-masing panitia! **(Skor 10)**
 - c. Tentukan jadwal kegiatan sampai tingkat penilaian! **(Skor 10)**

