The subject has two versions:

1. **APSS1A21V Service Leadership**

   Students taking APSS1A21V are not required to fulfil PolyU’s English Reading and English Writing (ER/EW) assessment requirements. Students are required to produce a term paper with a minimal length of 1,500 words in English for fulfilling course assessment requirements.

2. **APSS1A21U Service Leadership**

   Students taking APSS1A21U are expected to complete extensive readings and extensive written assignments for fulfilling PolyU’s English Reading and English Writing (ER/EW) assessment requirement. For “ER” requirement, students are required to read the prescribed readings. The arguments of the readings should be reflected in the term paper and subject teacher will grade the extent students fulfill the “ER” requirement. For “EW” requirement, students are required to produce a term paper with a minimal length of 2,500 words in English.

Course objectives, learning outcomes, syllabus, teaching/learning approach, and class schedule of the two versions are the same. The only difference is in the Assessment of Term Paper. Students can choose either one of the versions and are required to confirm their preference before the commencement of the second Semester, 2018/19 (14 January 2019).
# Course Outline

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>APSS1A21V</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Title</td>
<td>Service Leadership</td>
</tr>
<tr>
<td>Level</td>
<td>1</td>
</tr>
<tr>
<td>Credits</td>
<td>3</td>
</tr>
<tr>
<td>Mode of Study</td>
<td>Blended (39 hours)</td>
</tr>
<tr>
<td>Pre-requisites</td>
<td>Nil</td>
</tr>
<tr>
<td>Exclusion</td>
<td>Nil</td>
</tr>
<tr>
<td>Assessment</td>
<td>Continuous assessment (100%)</td>
</tr>
<tr>
<td>Minimum Passing Grade</td>
<td>D</td>
</tr>
</tbody>
</table>

**Note**

APSS1A21V will not fulfill the ER/EW requirements. To fulfill the assessment requirement, students are required to produce a term paper with a minimal length of 1,500 words in English.

## OBJECTIVES

To enable students to:

1. Learn the basic models of leadership with reference to the service sector;
2. Understand the basic leadership attributes intrinsic to effective service leaders, including leadership competences, character, and care;
3. Reflect on their own service leadership qualities, including leadership competence, character, and care;
4. Learn to develop and apply the basic qualities of an effective service leader;
5. Cultivate an appreciation of the importance of service leadership to the development and wellness of oneself, other people and the whole society.

## LEARNING OUTCOMES

Upon completion of the subject, students will be able to:

a. Understand the contemporary models of leadership with reference to the service sector, including their assertions, strengths, and weaknesses;
b. Demonstrate understanding of the basic leadership attributes intrinsic to effective service leaders;
c. Reflect upon the need for developing the qualities of effective service leaders and their own leadership qualities;
d. Appreciate the potential application of knowledge on effective service leadership gained in this subject to oneself.

SYLLABUS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Subject Content</th>
</tr>
</thead>
</table>
| 1.    | **Introduction (face-to-face lecture)**  
Overview of the subject: content, format, and assignments and assessment criteria. Definitions and conceptions of service leadership; nature and rationales of service leadership; service sector and service leadership; relevance of service leadership to university students and graduates in Hong Kong; differences between manufacturing economy and service economy; desired leadership attributes under manufacturing and service economies; three realms of service leadership. |

Required readings:  

| 2.    | **Core beliefs and components (online lecture)**  
Seven core beliefs about service leadership; service leadership as a function of competences of leadership, character, and care [E (Effective Service Leadership) = 3Cs (Character × Competence × Care)]; ultimate goals of service leadership education; essential knowledge, skills, as well as attitudes and value strands. |

Required reading:  
### 3. **Basic leadership competences: Intrapersonal competences (online lecture)**

IQ (task-relevant knowledge, problem solving, and decision making); EQ (understanding and managing emotion effectively); AQ (adversity quotient); SQ (spiritual quotient).

Required readings:

### 4. **Basic leadership competence: Interpersonal competence (online lecture)**

Importance of communication; communication skills; positive social relationship building; conflict resolution.

Required readings:

### 5. **Character strengths and service leadership (online lecture)**

The server is the service; moral character; basic character strengths, such as love of learning, honesty, courage, perseverance, humility, and gratitude.

Required readings:
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td><strong>In-class interactions and consultation (face-to-face lecture)</strong> Briefing of assessment schema, in-class interactions, and discussion on issues in previous lectures.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
11. **Self-leadership and service leadership (online lecture)**

Everyone is a leader; optimization of one’s operating systems; personal branding; importance of self-monitoring and self-improvement.

Required readings:

12. **Developmental assets and service leadership (online lecture)**

Self-esteem, self-efficacy, purpose in life and optimism about future.

Required readings:

13. **Review of effective service leadership qualities and wrap-up (face-to-face lecture)**

Comparisons with the existing models of leadership; critical evaluation of the HKI-SLAM model; potential application of service leadership knowledge to oneself: possibilities and difficulties.

Required reading:
TEACHING/LEARNING APPROACH

Students taking this course are expected to be sensitive to their own behaviors in the intrapersonal and interpersonal contexts. Intellectual thinking, reflective learning, experiential learning, and collaborative learning are emphasized in the course. The teaching/learning methodology includes:

a. Lectures (3 face-to-face lectures; 10 online lectures);
b. Experiential learning sessions;
c. Group project; and
d. Written assignment.

METHOD OF ASSESSMENT

<table>
<thead>
<tr>
<th>100% Continuous Assessment</th>
<th>% weighting</th>
<th>Subject learning outcomes to be assessed (Please tick as appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>a</td>
</tr>
<tr>
<td>1. Class Participation/Preparation (including evaluation questionnaires)</td>
<td>15%</td>
<td>✓</td>
</tr>
</tbody>
</table>
| 2. Group Project
  - 30% group project presentation [assessed by subject teacher]
  - 5% group project participation contribution [assessed by peers] | 35% | ✓ | ✓ | ✓ |
| 3. Term Paper | 50% | ✓ | ✓ | ✓ | ✓ |
| Total | 100% | | | | |
Remarks:
• The grade is calculated according to the percentage assigned;
• The completion and submission of all component assignments are required for passing the subject; and
• Students must pass Class Participation/Preparation, Group Project, and Term Paper (Grade D or above in each component) for passing the subject. In case there are sufficient justifications for not passing Class Participation/Preparation and Group Project (e.g., illness), additional assignments may be submitted to satisfy the requirement.

Explanation of the appropriateness of the assessment methods in assessing the learning outcomes:

**Assessment of Class Participation/Preparation (15%)**: It is expected that both classroom and online activities, and preparation for lectures can help students understand the subject matter and themselves, develop social skills, connect learning to themselves, and promote an appreciation of the importance of service leadership qualities. Hence, marks for class participation and preparation for lectures will be given. Students will be assessed in: a) preparation for online lectures and participation in online activities and completing assignments on time (10%) (e.g., completing reflective writing and online worksheets, and sharing personal views/feelings); b) participation in classroom activities and completing assignments (2%) (e.g., completing worksheets, sharing personal views/feelings, and taking the initiative to join group activities); c) completing evaluation questionnaires (3%) (e.g., the pre-test and post-test objective outcome evaluation forms).

**Assessment of Group Project (35%)**: Assessment of group project includes group project presentation assessed by subject teacher (30%) and group project participation assessed by peers in the group (5%). Group project presentation can give an indication of the students’ understanding and integration of theories and concepts on the essential qualities in service leadership; it can also demonstrate personal and group reflections, interpersonal skills, reciprocal learning, and how students recognize the importance of actively pursuing knowledge covered in the subject. Each group is required to submit a video of group project presentation and other presentation materials (e.g., PowerPoint slides) on a chosen topic on time. Students will also be invited to assess the contribution of their group.
members to the group project by one item of a 6-point (0-5) scale. The marks will reflect the mastery of knowledge, self-reflection, and quality of interpersonal skills (such as collaboration with other members and contribution to the group) of the group members.

Assessment of Term Paper (50%): Students are required to produce a term paper with a minimal length of 1,500 words in English. The term paper will give an indication of the student’s understanding, integration and critique of theories, and concepts on the essential qualities emphasized in service leadership. It can also demonstrate the student’s self-assessment, self-reflection, connection of the subject matter to oneself, and how the student recognizes the importance of actively pursuing knowledge covered in the subject. The subject teacher(s) will grade the term paper.

CLASS SCHEDULE (Tentative, for the 2nd Semester of the 2018/19 academic year)

<table>
<thead>
<tr>
<th>Lecture Time</th>
<th>Content of Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 (Jan 14-18)</td>
<td>Lecture 1: Introduction (face-to-face)</td>
</tr>
<tr>
<td>Week 2 (Jan 21-25)</td>
<td>Lecture 2: Core beliefs and components</td>
</tr>
<tr>
<td>Week 3 (Jan 28-Feb 1)</td>
<td>Lecture 3: Basic leadership competences: Intrapersonal competences</td>
</tr>
<tr>
<td>Week 4* (Feb 11-15)</td>
<td>Lecture 4: Basic leadership competences: Interpersonal competences</td>
</tr>
<tr>
<td>Week 5 (Feb 18-22)</td>
<td>Lecture 5: Character strengths and service leadership</td>
</tr>
<tr>
<td>Week 6 (Feb 25-Mar 1)</td>
<td>Lecture 6: In-class interactions and consultation (face-to-face)</td>
</tr>
<tr>
<td>Week 7 (Mar 4-8)</td>
<td>Lecture 7: Care and service leadership</td>
</tr>
<tr>
<td>Week 8 (Mar 11-15)</td>
<td>Lecture 8: Character in Chinese philosophies</td>
</tr>
<tr>
<td>Week 9 (Mar 18-22)</td>
<td>Lecture 9: Contemporary leadership models and the dark side of leadership</td>
</tr>
<tr>
<td>Week 10 (Mar 25-29)</td>
<td>Lecture 10: Factors leading to creation, development, and maintenance of positive social relationship</td>
</tr>
<tr>
<td>Week 11 (Apr 1-5)</td>
<td>Lecture 11: Self-leadership and service leadership</td>
</tr>
</tbody>
</table>
| Week 12  
(Apr 8-12) | Lecture 12: Developmental assets and service leadership |
| Week 13  
(Apr 15-20) | Lecture 13: Review of effective service leadership qualities and wrap-up (face-to-face) |

* Feb 4-9 is Lunar New Year break, so Week 4 starts on Feb 11.

ASSIGNMENTS

1. **Group Project (35%)**: Students are required to form groups to work on a project on **ONE chosen attribute of an effective service leader** (e.g., leadership competences, character strengths or caring disposition). Only **ONE attribute** should be focused upon. The group presentation will last for **around 30 minutes**. Each group is required to submit a video of 30-minute group project presentation which will be uploaded on Blackboard. Subject teacher(s) will grade each group’s presentation based on the submitted video. As a part of class participation, students are expected to watch other groups’ presentation videos, give comments/feedback, and raise questions. Students are also expected to respond to other students’ comment and questions.

**Guidelines for Group Project Presentation**

Students are required to **choose an attribute** of an effective service leader based on the topics covered in the lectures. The attributes include: competences of leadership (intrapersonal competences, interpersonal competences), character strengths (honesty, humility, perseverance, gratitude, love of learning, courage, etc.) and care.

Students may also focus on topics that have not been covered in the subject **after consulting the subject teacher**. Students will have to prepare the group presentation with reference to the following questions:

a. Review the conceptions and definitions of the chosen attribute;
b. Review one theory or model about the nature of the chosen attribute, such as factors affecting the development of the attribute (e.g., Goleman’s model of EQ);
c. Present research findings and/or arguments from two empirical studies showing the importance of this attribute on personal growth and effective leadership (e.g., influence of care on followers' performance and/or job satisfaction);
d. Discuss two ways through which the chosen attribute can be strengthened for an individual.

Each group is required to submit the copy of group presentation PowerPoint together with presentation video.

It is expected that all the members in the group will make equal contribution to the presentation. Students are required to complete a Group Presentation Declaration Form documenting the contribution of each group member, which will be taken into account in assessment.

Assessment Criteria for Group Presentation (30 points that are graded by subject teacher):

1. Content (40%): Richness of the related knowledge in the presentation and thoroughness of the review.

2. Higher-level thinking (40%): Depth of discussion on the theoretical issues; level of critical discussion; integration of the theories and research findings reviewed; level of reflection.

3. Quality of the presentation (20%): Flow of arguments; division of labor; ability to engage the classmates; ability to complete the presentation within the allocated time.

2. Term Paper (50%):
Students are required to write a term paper with TWO parts (around 1,500 words in total excluding references). According to the SLAM framework, it is proposed that quality of leadership is determined by competences, character and care (E = 3Cs). Students are required to address the following TWO questions in the respective parts of the paper with reference to this principle. Students only need to address ONE specific attribute in the paper. Students are encouraged to write about the same
topic as the group presentation topic. If they wish to write another topic, prior consultation with the subject teacher is required.

A. How far do you think the principle E=3Cs is valid? Give theoretical and research support for your position with reference to ONE chosen attribute of the three determinants. The chosen attribute can be very specific such as EQ (around 750 words).

First, state your opinions on this principle (e.g., your agreement or disagreement with reasons). In other words, students are required to answer the question “whether you agree that your chosen attribute (e.g., EQ, AQ, SQ, and Care) is important to leadership effectiveness”. Then, present theoretical and research support for your position with reference to this attribute.

B. Do you think you are a person with leadership competences OR character OR care? Give evidence (e.g., personal assessment, specific incidents, etc.) to support your answer (around 750 words).

You can choose the specific competence (e.g., EQ, interpersonal competence), OR the specific character strength (e.g., honesty, love of learning) OR the specific caring disposition (e.g., good listener, empathy) that you have discussed in the first part. Then, give evidence to support your answer. You can find evidence in personal assessment covered in the lectures or specific incidents in daily life to support your answer.

The term paper accounts for 50% of the final grade. The due date will be 27 April 2019 (Friday, before 17:00) [Tentative].

Students are required to follow the steps of the “Turnitin Student Quick Reference” to upload and check their term papers. The Guideline of Turnitin has been uploaded into Blackboard. The term paper will only be marked if the Originality Report is generated upon successful submission to Turnitin. Students only have to submit their papers (with a cover page) electronically through uploading theirs to the Turnitin.
For students cannot submit their papers on time, they MUST inform the subject teacher in advance and seek permission for a delayed submission. Requests with valid reasons (e.g., sickness or death of a relative) may be approved depending on the nature of the case. Any late submissions without prior approval by the subject teacher will result in mark deduction. The general rule is that marks equivalent to a sub-grade will be deducted per day for any late submissions without approval. For example, if the paper merits a grade of “B+”, late submission on the first day after the deadline will result in a grade of “B” and late submission on the second day after the deadline will result in a grade of “C+”.

### Assessment Criteria for Term Paper (50 points)

#### Part A (25 points)
- **Content (40%)**: Richness of the related knowledge in the paper; evidence of extensive and extra readings.
- **Higher-level thinking (40%)**: Depth of discussion on the theoretical issues; level of critical discussion; integration of the theories and research findings reviewed; level of reflection.
- **Quality of the paper (20%)**: Flow of arguments; clarity; use of English; typographical errors; correct references format (e.g., APA style).

#### Part B (25 points)
- **Content (30%)**: Richness of the reflection; presentation and analysis; evidence presented in relation to the problem.
- **Higher-level thinking (50%)**: Integration of concepts and personal life; arguments supporting conclusions; level of reflection; insights based on self-examination.
- **Quality of the paper (20%)**: Flow of arguments; clarity; use of English; typographical errors; correct references format (e.g., APA style).

3. **Class Participation/ Preparation (15%)**
Students are required to complete 10 online lectures on time and 3 face-to-face lectures. Students are also required to participate in both online and classroom interactive activities and complete related assignments on time. Besides, students are required to complete three questionnaires on time. If students do not complete the tasks on time, they will not be entitled to the marks. For students who successfully complete all lectures and all the assignments on time, a total of 15 marks for Class Participation/Preparation will be given. Individual marks and time for completing each lecture and related assignment are listed in the table below.

<table>
<thead>
<tr>
<th>Time</th>
<th>Requirements</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each week</td>
<td>Participate in required online activities and complete assignments of each respective online lecture</td>
<td>10*</td>
</tr>
<tr>
<td>In Lecture 6</td>
<td>Participate in classroom interactions</td>
<td>1</td>
</tr>
<tr>
<td>In Lecture 13</td>
<td>Participate in classroom interactions</td>
<td>1</td>
</tr>
<tr>
<td>Before Lecture 3</td>
<td>The Pre-test Objective Outcome Evaluation Form</td>
<td>1</td>
</tr>
<tr>
<td>Before Lecture 13</td>
<td>The Post-test Objective Outcome Evaluation Form</td>
<td>1</td>
</tr>
<tr>
<td>In Lecture 13</td>
<td>The Personal Reflection Form</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total marks</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

*1 mark for each online lecture, 10 online lectures in total.

**MEDIUM OF INSTRUCTION**

English

**MEDIUM OF ASSESSMENT**

English

**BASIC REFERENCE LIST**

**Required Reading List**


challenges for business, education and society (pp. 143–161). Bingley: Emerald Publishing. [19 pages]

**Essential References**

© Copyrighted materials of APSS, The Hong Kong Polytechnic University 16


**Supplementary References**


Course Outline

Subject Code : APSS1A21U
Subject Title : Service Leadership
Level : 1
Credits : 3
Mode of Study : Blended (39 hours)
Pre-requisites : Nil
Exclusion : Nil
Assessment : Continuous assessment (100%)
Minimum Passing Grade : D

Note

APSS1A21U will fulfill the ER/EW requirements and student are expected to complete extensive readings and extensive written assignments. For “ER” requirement, students are required to read the prescribed readings. The arguments of the readings should be reflected in the term paper and subject teacher will grade the extent students fulfill the “ER” requirement. For “EW” requirement, students are required to produce a term paper with a minimal length of 2,500 words in English. Students are required to submit two online drafts of the term paper to staff of ELC and a finalized term paper to subject teacher. Staff of ELC will grade the two drafts and subject teacher will grade the finalized term paper.

OBJECTIVES

To enable students to:
1. Learn the basic models of leadership with reference to the service sector;
2. Understand the basic leadership attributes intrinsic to effective service leaders, including leadership competences, character, and care;
3. Reflect on their own service leadership qualities, including leadership competences, character, and care;
4. Learn to develop and apply the basic qualities of an effective service leader;
5. Cultivate an appreciation of the importance of service leadership to the development and wellness of oneself, other people, and the whole society.

LEARNING OUTCOMES

Upon completion of the subject, students will be able to:
a. Understand the contemporary models of leadership with reference to the service sector, including their assertions, strengths, and weaknesses;
b. Demonstrate understanding of the basic leadership attributes intrinsic to effective service leaders;
c. Reflect upon the need for developing the qualities of effective service leaders and their own leadership qualities;
d. Appreciate the potential application of knowledge on effective service leadership gained in this subject to oneself.

**SYLLABUS**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Subject Content</th>
</tr>
</thead>
</table>
| 1.   | **Introduction (face-to-face lecture)**<br>Overview of the subject: content, format, and assignments and assessment criteria. Definitions and conceptions of service leadership; nature and rationales of service leadership; service sector and service leadership; relevance of service leadership to university students and graduates in Hong Kong; differences between manufacturing economy and service economy; desired leadership attributes under manufacturing and service economies; three realms of service leadership.  

| 2.   | **Core beliefs and components (online lecture)**<br>Seven core beliefs about service leadership; service leadership as a function of competences of leadership, character, and care [E (Effective Service Leadership) = 3Cs (Character × Competence × Care)]; ultimate goals of service leadership education; essential knowledge, skills, as well as attitudes and value strands.  

Required reading:<br>Shek, D. T. L., & Lin, L. (2015). Core beliefs in the service leadership model | |
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>proposed by the Hong Kong Institute of Service Leadership and Management. <em>International Journal on Disability and Human Development, 14</em>(3), 233-242.</td>
</tr>
</tbody>
</table>
| 3. | **Basic leadership competences: Intrapersonal competences (online lecture)**  
IQ (task-relevant knowledge, problem-solving, and decision making); EQ (understanding and managing emotion effectively); AQ (adversity quotient); SQ (spiritual quotient).  
Required readings:  
| 4. | **Basic leadership competences: Interpersonal competences (online lecture)**  
Importance of communication; communication skills; positive social relationship building; conflict resolution.  
Required readings:  
| 5. | **Character strengths and service leadership (online lecture)**  
The server is the service; moral character; basic character strengths, such as perseverance, gratitude, honesty, courage, humility, and spirituality. |
<table>
<thead>
<tr>
<th></th>
<th>Required readings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td><strong>In-class interactions and consultation (face-to-face lecture)</strong></td>
</tr>
<tr>
<td></td>
<td>Briefing of assessment schema, in-class interactions, and discussion on issues in previous lectures.</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Caring disposition and service leadership (online lecture)</strong></td>
</tr>
<tr>
<td></td>
<td>Universal dimensions of social cognition (warmth and competence); primary elements of care (love, listening, and empathy).</td>
</tr>
<tr>
<td></td>
<td>Required readings:</td>
</tr>
<tr>
<td>8.</td>
<td><strong>Character strengths in Chinese philosophies (online lecture)</strong></td>
</tr>
<tr>
<td></td>
<td>Relevance of Confucian virtues to service leadership: integrity (lian), shame (chi), loyalty (zhong), filial piety (xiao), benevolence (ren), affection (ai), trustworthiness (xin), righteousness (yi), propriety (li), wisdom (zhi), harmony (he), and peace (ping) in Confucian thoughts.</td>
</tr>
<tr>
<td></td>
<td>Required readings:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| 9. | **Contemporary leadership models and the dark side of leadership (online lecture)**  
Review of contemporary models of leadership, including top-down and bottom-up leadership models; charismatic leadership, authentic leadership, spiritual leadership, transformational leadership, and servant leadership; strengths and limitations of existing leadership models; dark side of leadership.  
Required readings:  
| 10. | **Factors leading to creation, development and maintenance of positive social relationship (online lecture)**  
Trust, fairness, respect, care, behavioral consistency, and loyalty.  
Required reading: |

### 11. Self-leadership and service leadership (online lecture)

Everyone is a leader; optimization of one’s operating systems; personal branding; importance of self-monitoring, self-regulation, and self-improvement.

Required readings:

### 12. Developmental assets and service leadership (online lecture)

Self-esteem, self-efficacy, purpose in life, and optimism about future.

Required readings:

### 13. Review of effective service leadership qualities and warp-up (face-to-face lecture)

Comparisons with the existing models of leadership; critical evaluation of the HKI-SLAM model; potential application of service leadership knowledge to oneself: possibilities and difficulties.

Required reading:


**TEACHING/LEARNING APPROACH**

Students taking this course are expected to be sensitive to their own behaviors in the intrapersonal and interpersonal contexts. Intellectual thinking, reflective learning, experiential learning, and collaborative learning are emphasized in the course. The teaching/learning methodology includes:

a. Lectures (3 face-to-face lectures; 10 online lectures);
b. Experiential learning sessions;
c. Group project; and
d. Written assignment.

**METHOD OF ASSESSMENT**

<table>
<thead>
<tr>
<th>100% Continuous Assessment</th>
<th>% weighting</th>
<th>Subject learning outcomes to be assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>a b c d</td>
</tr>
<tr>
<td>1. Class Participation/Preparation (including evaluation questionnaires)</td>
<td>15%</td>
<td>✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>2. Group Project</td>
<td>35%</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>• 30% group project presentation [assessed by subject teacher]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 5% group project participation contribution [assessed by peers]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Term Paper
- 10% “ER” Requirement [10% assessed by subject teacher]
- 40% “EW” Requirement [30% assessed by subject teacher] [10% assessed by ELC]

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
</tbody>
</table>

Total 100%

Remarks:
- The grade is calculated according to the percentage assigned;
- The completion and submission of all component assignments are required for passing the subject;
- Students must pass Class Participation/Preparation, Group Project, and Term Paper (Grade D or above in each component) for passing the subject. In case there are sufficient justifications for not passing Class Participation/Preparation and Group Project (e.g., illness), additional assignments may be submitted to satisfy the requirement; and
- ER/EW requirement applies to APSS1A21U only, students enrolled in APSS1A21V do not need to fulfil ER/EW requirement.

Explanation of the appropriateness of the assessment methods in assessing the learning outcomes:

**Assessment of Class Participation/Preparation (15%):** It is expected that both classroom and online activities, and preparation for lectures can help students understand the subject matter and themselves, develop social skills, connect learning to themselves, and promote an appreciation of the importance of service leadership qualities. Hence, marks for class participation and preparation for lectures will be given. Students will be assessed in: a) preparation for online lectures and participation in online activities and completing assignments on time (10%) (e.g., completing reflective writing and online worksheets, and sharing personal views/feelings); b) participation in classroom activities and completing assignments (2%) (e.g., completing worksheets, sharing personal views/feelings, and taking the initiative to join group activities); c) completing evaluation questionnaires (3%) (e.g., the pre-test and post-test objective outcome evaluation forms).

**Assessment of Group Project (35%):** Assessment of group project includes group project presentation assessed by subject teacher (30%) and group project participation assessed by peers in the group (5%). Group project presentation can give an indication of the
students’ understanding and integration of theories and concepts on the essential qualities in service leadership; it can also demonstrate personal and group reflections, interpersonal skills, reciprocal learning, and how students recognize the importance of actively pursuing knowledge covered in the subject. Each group is required to submit a video of group project presentation and other presentation materials (e.g., PowerPoint slides) on a chosen topic on time. Students will also be invited to assess the contribution of their group members to the group project by one item of a 6-point (0-5) scale. The marks will reflect the mastery of knowledge, self-reflection, and quality of interpersonal skills (such as collaboration with other members and contribution to the group) of the group members.

**Assessment of Term Paper (50%)**: To enable students to meet the “ER” requirement, students are required to read the prescribed readings (100,000 words or 200 pages). The arguments of the readings should be reflected in term paper. Subject teacher(s) will grade the extent students fulfill the “ER” requirement. For “EW” requirement, students are required to produce a term paper with around 2,500 words in English. The term paper will indicate student’s understanding, integration and critique of theories and concepts on the essential qualities emphasized in service leadership. It can also demonstrate the student’s self-assessment, self-reflection, connection of the subject matter to oneself, and how the student recognizes the importance of actively pursuing knowledge covered in the subject. The subject teacher(s) and ELC will jointly grade the term paper. To pass this subject, students must pass the “EW” requirement, i.e., attain a minimum grade “D” in the writing component.

**CLASS SCHEDULE (Tentative, for the 2nd Semester of the 2018/19 academic year)**

<table>
<thead>
<tr>
<th>Lecture Time</th>
<th>Content of Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 (Jan 14-18)</td>
<td>Lecture 1: Introduction (face-to-face)</td>
</tr>
<tr>
<td>Week 2 (Jan 21-25)</td>
<td>Lecture 2: Core beliefs and components</td>
</tr>
<tr>
<td>Week 3 (Jan 28-Feb 1)</td>
<td>Lecture 3: Basic leadership competences: Intrapersonal competences</td>
</tr>
<tr>
<td>Week 4* (Feb 11-15)</td>
<td>Lecture 4: Basic leadership competences: Interpersonal competences</td>
</tr>
<tr>
<td>Week 5 (Feb 18-22)</td>
<td>Lecture 5: Character strengths and service leadership</td>
</tr>
<tr>
<td>Week 6 (Feb 25-Mar 1)</td>
<td>Lecture 6: In-class interaction and Consultation (face-to-face)</td>
</tr>
<tr>
<td>Week 7  (Mar 4-8)</td>
<td>Lecture 7: Care and service leadership</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Week 8  (Mar 11-15)</td>
<td>Lecture 8: Character strengths in Chinese philosophies</td>
</tr>
<tr>
<td>Week 9  (Mar 18-22)</td>
<td>Lecture 9: Contemporary leadership models and the dark side of leadership</td>
</tr>
<tr>
<td>Week 10  (Mar 25-29)</td>
<td>Lecture 10: Factors leading to creation, development and maintenance of positive social relationship</td>
</tr>
<tr>
<td>Week 11  (Apr 1-5)</td>
<td>Lecture 11: Self-leadership and service leadership</td>
</tr>
<tr>
<td>Week 12  (Apr 8-12)</td>
<td>Lecture 12: Developmental assets and service leadership</td>
</tr>
<tr>
<td>Week 13  (Apr 15-20)</td>
<td>Lecture 13: Review of effective service leadership qualities and wrap-up (face-to-face)</td>
</tr>
</tbody>
</table>

* Feb 4-9 is Lunar New Year break, so Week 4 starts on Feb 11.

**ASSIGNMENTS**

1. **Group Project (35%)**:

   Students are required to form groups to work on a project on **ONE chosen attribute of an effective service leader** (e.g., leadership competences, character or care). Only **ONE** attribute should be focused upon. The group presentation will last for **around 30 minutes**. Each group is required to submit a video of 30-minute group project presentation which will be uploaded on Blackboard. Subject teacher(s) will grade each group’s presentation based on the submitted video. As a part of class participation, students are expected to watch other groups’ presentation videos, give comments/feedback, and raise questions. Students are also expected to respond to other students’ comment and questions.

   **Guidelines for Group Project Presentation**

   Students are required to **choose one attribute** of an effective service leader based on the topics covered in the lectures. The attributes include: competences of leadership (intrapersonal competences, interpersonal competences), character strengths (honesty, humility, perseverance, gratitude, love of learning, courage, etc.) and care.

   Students may also focus on topics that have not been covered in the subject **after consulting the subject teacher**. Students will have to prepare the group presentation with reference to the following questions:
a. Review the conceptualizations and definitions of the chosen attribute;
b. Review one theory or model about the nature of the chosen attribute, such as
   processes involved in the attribute (e.g., Goleman’s model of EQ);
c. Present research findings and/or arguments from two empirical studies showing the
   importance of this attribute on personal growth and effective leadership (e.g.,
   influence of care on followers’ performance and/or job satisfaction);
d. Discuss two ways through which the chosen attribute can be strengthened or
   improved for an individual.

Each group is required to submit the copy of presentation PowerPoint together
with presentation video.

It is expected that all the members in the group will make equal contribution to the
presentation. Students are required to complete a Group Presentation Declaration
Form documenting the contribution of each group member, which will be taken into
account for the assessment.

| Assessment Criteria for Group Project (30 points that are graded by
subject teacher): |
|---------------------------------------------------------------|
| 1. **Content (40%)**: Richness of the related knowledge in the presentation
  and thoroughness of the review. |
| 2. **Higher-level thinking (40%)**: Depth of discussion on the theoretical
issues; level of critical discussion; integration of the theories and research
findings reviewed; level of reflection. |
| 3. **Quality of the presentation (20%)**: Flow of arguments; division of labor;
ability to engage the classmates; ability to complete the presentation
within the allocated time (i.e., 30 minutes) and respond to other students’
comment/questions. |

2. **Term Paper (50%)**:

   Students are required to write a term paper with THREE parts (around 2,500 words
in total excluding references). According to the SLAM framework, the quality of
leadership is determined by competences, character, and care (E = 3Cs). Students are
required to address the following THREE questions in the respective parts of the
paper with reference to this principle. Students only need to address ONE specific attribute in the paper. **Students are encouraged to write about the same topic as the group presentation topic. If they wish to write another topic, prior consultation with the subject teacher is required.**

A. How far do you think the principle E=3Cs is valid? Give theoretical and research support for your position with reference to **ONE chosen attribute** out of the three determinants. The chosen attribute can be very specific such as EQ (around 1,000 words).

First, state your opinions on this principle (e.g., your agreement or disagreement with reasons). In other words, students are required to answer the question “**whether you agree that your chosen attribute** (e.g., EQ, AQ, SQ, and Care) **is important to leadership effectiveness**”. Then, present theoretical and research support for your position with reference to this attribute.

B. What do you think are the limitations or weaknesses of the principle of E = 3Cs? Students are required to **focus on ONE chosen attribute**. For example, is there any dark side of the chosen attribute? Is it easy to apply it in real life? Can it adequately ensure effective leadership? The attribute under discussion should be the same as part A (around 500 words).

First, point out **some limitations of the chosen attribute in a leadership context**. Then, support your perspectives with theoretical views, research evidence, or personal experience.

C. Do you think you are a person with leadership competences OR character OR care? Give evidence (e.g., personal assessment, specific incidents, etc.) to support your answer (around 1,000 words).

You should choose the specific competence (e.g., EQ, interpersonal competences), OR the specific character strength (e.g., honesty, love of learning) OR the specific caring disposition (e.g., active listener, empathy) that you have discussed in the first two parts. Then, provide evidence to support your
arguments. You can find evidence in personal assessment covered in the lectures or specific incidents in daily life to support your arguments.

The term paper accounts for **50% of the final grade**. The submission schedule is listed below (Tentative).

<table>
<thead>
<tr>
<th>Draft</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Draft</strong></td>
<td>To ELC: 24/2/2019 (Sunday); 23:59 (GMT+8), [Week 5]</td>
</tr>
<tr>
<td><strong>Second Draft</strong></td>
<td>To ELC: 24/3/2019 (Sunday); 23:59 (GMT+8), [Week 9]</td>
</tr>
<tr>
<td><strong>Final Submission</strong></td>
<td>To subject teacher: 27/4/2019 (Friday); 17:00 (GMT+8), [Week 14]</td>
</tr>
</tbody>
</table>

Students are required to follow the steps of the “Turnitin Student Quick Reference” to upload and check their term papers. The Guideline of Turnitin has been uploaded into Blackboard. The term paper will **only be marked** if the Originality Report is generated upon successful submission to Turnitin. Students only have to submit their papers (with a **cover page**) **electronically** through uploading theirs to the Turnitin.

For students who cannot submit their term papers on time, they MUST inform the subject teacher in advance and seek permission for a delayed submission. Requests with valid reasons (e.g., sickness or death of a relative) may be approved depending on the nature of the case. Any late submissions without prior approval by the subject teacher will result in **mark deduction**. The general rule is that marks equivalent to a sub-grade will be deducted per day for any late submissions without approval. For example, if the paper merits a grade of “B+”, late submission on the first day after the deadline will result in a grade of “B” and late submission on the second day after the deadline will result in a grade of “C+”.

**Assessment Criteria for Term Paper (40 points that are graded by subject teacher)**

**“ER” requirement (10 points)**
Extensive reading (5 points): Basic and accurate understanding of the main concepts and arguments in the readings; concise and precise summary of the main arguments of readings in the term paper; extra readings based on the required readings.

Intensive reading (5 points): Good application of the concepts and arguments from the readings in the term paper; critical understanding of the knowledge of the readings.

“EW” requirement (30 points)

Part A

Content (4 points): Richness of the related knowledge in the paper; evidence of extensive and extra readings.

Higher-level thinking (4 points): Depth of discussion on the theoretical issues; level of critical discussion; integration of the theories and research findings reviewed; level of reflection.

Quality of the paper (2 points): Flow of arguments; clarity; use of English; typographical errors; correct references format (e.g., APA style).

Part B

Content (3 points): Richness of the argument and evidence; comprehensiveness in understanding the knowledge.

Higher-level thinking (5 points): Integration of theoretical arguments and research evidence; arguments supporting conclusions; level of reflection; critical thinking; multi-perspective.

Quality of the paper (2 points): Flow of arguments; clarity; use of English; typographical errors; correct references format (e.g., APA style).
Part C

- **Content (3 points):** Richness of the reflection; presentation and analysis; evidence presented in relation to the problem.

- **Higher-level thinking (5 points):** Integration of concepts and personal life; arguments supporting conclusions; level of reflection; insights based on self-examination.

- **Quality of the paper (2 points):** Flow of arguments; clarity; use of English; typographical errors; correct references format (e.g., APA style).

3. **Class Participation/Preparation (15%)**

Students are required to complete 10 online lectures on time and 3 face-to-face lectures. Students are also required to participate in both online and classroom interactive activities and complete related assignments on time. Besides, students are required to complete three questionnaires on time. If students do not complete the tasks on time, they will not be entitled to the marks. For students who successfully complete all lectures and all the assignments on time, a total of 15 marks for Class Participation/Preparation will be given. Individual marks and time for completing each lecture and related assignment are listed in the table below.

<table>
<thead>
<tr>
<th>Time</th>
<th>Requirements</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each week</td>
<td>Participate in required online activities and complete assignments of each respective online lecture</td>
<td>10*</td>
</tr>
<tr>
<td>In Lecture 6</td>
<td>Participate in classroom interactions</td>
<td>1</td>
</tr>
<tr>
<td>In Lecture 13</td>
<td>Participate in classroom interactions</td>
<td>1</td>
</tr>
<tr>
<td>Before Lecture 3</td>
<td>The Pre-test Objective Outcome Evaluation Form</td>
<td>1</td>
</tr>
<tr>
<td>Before Lecture 13</td>
<td>The Post-test Objective Outcome Evaluation Form</td>
<td>1</td>
</tr>
<tr>
<td>In Lecture 13</td>
<td>The Personal Reflection Form</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total marks</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

*1 mark for each online lecture, 10 online lectures in total.
MEDIUM OF INSTRUCTION

English

MEDIUM OF ASSESSMENT

English

BASIC REFERENCE LIST

Reading List to Fulfill “ER” requirement


Essential References


**Supplementary References**


