

<b>Course ID:</b>	<b>Course Title:</b>	<b>Winter 2018</b>
LE 503-CL	Leadership and Leadership Formation 領導學	<b>Prerequisite: -</b>
		<b>Credits: 3</b>

**2 WEEKEND FORMAT CLASS**

Class Information		Instructor Information		Important Dates	
<b>Dates: - Wknd 1</b>	Jan 31 - Feb 3	<b>Instructor:</b>	Francis Tam, D.Min.	<b>Last day to add/drop, or change to audit:</b>	End of second evening
<b>Wknd 2</b>	Feb 28 - Mar 3	<b>Email:</b>	FTam@ambrose.edu	<b>Last day to withdraw from course:</b>	Fri 9 Am, 2 <sup>nd</sup> wknd
<b>Days/Time:</b>	Week day – 6:30-9:30 pm	<b>Phone:</b>	647-224-4777	<b>Last day to apply for coursework extension:</b>	One month before final due date
<b>Days/Time</b>	Saturday – 9 am to 4 pm	<b>Office:</b>	-		
<b>Room:</b>		<b>Office Hours:</b>	By appointment		

### Course Description

Students will grow in their responsibility, spirituality, and identity as leaders. They will develop their personal and organizational skills in vision, character development, self- management, motivation, and leadership style. They will increase their ability to manage the following: change, strategy, conflict, time, finances, institutional and contextual culture, power, recruitment, placement, diversity and giftedness, delegation, meetings, and self-managing teams. Students will be able to develop leaders using equipping and multiplication strategies. This course is taught in Mandarin.

### Expected Learning Outcomes

It is the aim of the course that students acquire the following skills:

1. Appreciate current leadership issues in the Chinese Church.
2. Comprehend contemporary leadership theories and a biblical leadership model for the Chinese Church.
3. Recognize the difference between natural leadership and spiritual leadership.
4. Understand the developmental process of a spiritual leader.
5. Be aware of various leadership styles and be able to deal with other leaders and followers.
6. Able to serve well both as a team leader and as a team player.
7. Provide effective church growth leadership through strategic planning and team ministry.

## Textbooks

### Required Textbooks

1. Blackaby, Henry & Richard. *Spiritual Leadership: Moving People on to God's Agenda*. Nashville, Tennessee: Broadman & Holman Publishers, 2001.

(Chinese translation: 不再一樣的領導力)

2. Malphurs, Aubrey. *Advance Strategic Planning: A New Model for Church and Ministry Leaders*. Grand Rapids, Michigan: Baker Books, 1999.

(Chinese translation: 教會大計)

### Supplementary Readings

1. 周永健、楊慶球、劉忠明合著。《勇於領導》，福音證主協會，2011。
2. 蕭壽華。《聖靈領導的教會管理》，宣道出版社，2002。
3. Barna, George. *Leaders on Leadership: Wisdom, Advice and Encouragement on the Art of Leading God's People*. Ventura, California: Regal, 1997.

(Chinese translation: 領袖話領導)

4. Finzels, Hans. *Empowered Leaders: The Ten Principles of Christian Leadership*. Nashville, Tennessee: Word Publishing, 1998.
5. Martin, Glen & Gary McIntosh. *The Issachar Factor: Understanding Trends that Confront Your Church and Designing a Strategy for Success*. Nashville, Tennessee: Broadman & Holman Publishers, 1993.
6. Schwartz Christian W. *Natural Church Development: A Guide to Eight Essential Qualities of Healthy Churches*. Churchsmart Resources, 1996.

(Chinese translation: 自然的教會發展)

## Course Schedule

1. Understanding Chinese Leadership 認識華人領導力
2. Rethinking Pastoral Leadership in the Chinese Church 華人教會教牧領導再思
3. A Survey of Contemporary Leadership Theory 概覽當代領導學理論

4. A Biblical Model for the Chinese Church Leaders 華人教會領袖模式初探
5. Leading Effective Church Growth 有效的帶領教會增長
6. Strategic Planning in the Chinese Church 華人教會策略規劃
7. Leadership Style Analysis 領導類型分析
8. Conflict & Change Management 衝突及變動管理
9. Team Leadership 團隊領導
10. Church Management and Administration 教會管理與行政

**Requirements:**

1. Class participation – students are expected to attend all sessions and be prepared for class discussions. (10%).
2. Read the two required textbooks and write two reading reports (2-3 pages each). (2x10%)
3. Course project
  - Classroom project presentation (20%)
  - 15-20 pages project write-up with footnotes & bibliography (40%)

*Suggested Projects:*

- Prepare a Sunday school leadership course for your church.
- Write a biographical leadership study of an influential church leader related to the Chinese Church.
- Write a church planting proposal in a city of your choice.
- Develop a five years strategic plan for the growth of your church.
- Write a research paper in a specific area of church leadership.
- Any other project pre-approved by the instructor.

A short personal reflection paper (2-3 pages) on Leadership in the Chinese Church. (10%)

**Submission of Assignments:**

1. First and second reading report and project presentation are due on Mar 3, 2018 during class.
2. Project write-up and personal reflection paper are due on Apr 6, 2018.

3. Assignments may be submitted in either English or Chinese.
4. Grade point will be penalized for any late assignment.
5. All assignments should be emailed or mail to the instructor prior to the due date:

Email: FTam@ambrose.edu Mailing Address: 24 Farnham Drive, Richmond Hill, Ontario L4B 4B5

**Attendance:**

Students are expected to attend each day of week module classes. Given that this is a module course, it is extremely important that you attend all of the class time.

**Evaluation:**

Class Participation	10%
Required Reading and Book Reports	20%
Classroom Project Presentation	20%
Course Project Write-up	40%
Personal Reflection Paper	10%
Total	100%

**Grade Summary:**

The available letters for course grades are as follows:

<u>Letter Grade</u>	<u>Description</u>
A+	
A	Excellent
A-	
B+	
B	Good
B-	
C+	
C	Satisfactory
C-	
D+	
D	Minimal Pass
F	Failure

*If you will be using percentages, please provide a scale which indicates how percentages in your class will be translated to letter grades. These equivalencies are at the discretion of the instructor, but MUST be stated in the syllabus. You can just cut and paste your scale into this space (removing what is here).*

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor’s assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

## Other:

*Any added features in the syllabus are optional. You may or may not wish to include elements such as a bibliography, reading list, or reporting form.*

## Ambrose University Academic Policies:

### Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

### Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

### Exam Scheduling

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course

during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

### Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at [privacy@ambrose.edu](mailto:privacy@ambrose.edu).

### Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

### Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

### Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for

academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

**Note:** Students are strongly advised to retain this syllabus for their records.