Course Syllabus
Spring 2018

CHRI 2113 Y1: Introduction to Leadership 領導學導論

Instructor: DR. ENOCH WONG, Ph.D., 王健安博士

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Class Days: May 14, 17, 22, 24, 28, 30
June 4 & 7 (no class on May 21 & 31)
Monday & Thursday

Class Hours: 6:00pm-9:50pm
Room:

Office: (by appointment)

COURSE INFORMATION

COURSE DESCRIPTION 課程簡介

This course will provide the students a personal, spiritual perspective on leadership through:
1) A Biblical and theological understanding of the essentials of leadership and spiritual formation.
2) Learning the principles and skills of administrating, organizing and decision-making.
3) Exploring communication skills that are essential in effective leadership, especially in the area of cross-cultural communication.

本課程擬提供學生從個人及屬靈的角度探討研習 "屬靈領導學." 一) 以聖經為本, 神學思想為據, 以求明白領導學及靈命塑造之關鍵. 二) 學習行政管理, 策劃抉擇的原則與技巧. 三) 研討雙重文化背景中, 教會衝突事件之處理。

LEARNING OUTCOMES 學習成果

At the end of the course, students should be able to:

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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. Able to serve well both as a team leader and as a team player in a Chinese church setting.

學員在完成本科目後將會：
1. 意識到現今華人教會的領導議題。
2. 了解現代的領導學理論及華人教會的聖經領導模式。
3. 能分辨屬靈領導與一般性領導的分別。
4. 明白建立屬靈領袖的過程。
5. 能夠在華人教會的處境中擔任團隊的領袖和隊員。

REQUIRED TEXTS & MATERIALS 必讀課本


SUPPLEMENTARY TEXTS 推薦閱讀書目

(See Selected Bibliography below 參看附加書目)

COURSE OUTLINE 課程進度表

May 14: Introduction: History and Theory of Leadership Studies 導論:領導學的歷史與理論
May 17: Biblical Theology of Leadership 領導學的聖經神學基礎
May 22: Christian Leadership & Church Management 領導與治理
May 24: Followership & Succession; Book Report Presentation 跟從與賡續;閱讀報告提交
May 28: Leadership issue: Gender, Culture & Power 領導議題:性別，文化，權力
May 30: Leadership issue: Conflict & Change Management 領導議題:衝突及變動管理
June 4: Leadership Development in Chinese Churches 華人教會領袖塑造
June 7: Who is Spiritual Leader? Course Presentation 誰是屬靈領袖? 課程作業提交
EVALUATION & ASSIGNMENTS 作業及評核

1. Submit a book report for each of the required texts.
   從必讀課本呈交閱讀報告，各自一份。
   **Due date: June 5, 2018 (30%)**
   呈交日期：2018 年 6 月 5 日

2. Submit a personal reflection on leadership in Chinese church.
   就著個人在教會的經歷，撰寫一篇有關教會領袖的反省文章，內容不超 5 頁。
   **Due date: June 26, 2018 (15%)**
   呈交日期：2018 年 6 月 26 日

3. Write a 8-page paper to review and reflect the strengths as well as the weaknesses of the specific leadership style of a selected leader of your choice. You will need to use course concepts to prepare interview questionnaire to examine and evaluate the leader and form an argument substantiated by facts, Biblical texts and spiritual principles about the leader’s spiritual life and character, communication style and long-term impact.
   呈交約八頁的研究專文: 描寫您欣賞的一位屬靈領袖具體的領導風格; 並分析其風格的強點和弱點. 藉此分析, 表達顯示您從課業學習過程的反思及心得。
   **Due Date: July 17, 2018 (45%)**
   呈交日期：2018 年 7 月 17 日

**SUMMARY OF ASSIGNMENTS AND GRADING 課程分數總結**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Personal Reflection</td>
<td>15%</td>
</tr>
<tr>
<td>Research Paper</td>
<td>45%</td>
</tr>
<tr>
<td>Book Report</td>
<td>30%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
</table>

**COURSE & INSTRUCTOR POLICIES**

**ATTENDANCE**

Faithful attendance at classes is an important indicator of student maturity and involvement. Class attendance and participation are part of the evaluation of the student and may have a bearing on the final grade for the course.

When a student misses a significant number of classes because of illness, he or she should notify the Dean of Student Life in person or by phone. The student will need to submit a doctor’s certificate upon
return. The Dean of Student Life will notify the student’s professors of the reason for the absence and suggest that they take this reason into consideration when grading assignments.

The University College faculty have adopted the following guidelines to define student responsibilities in this matter and to assist the student in developing a disciplined life:

**Attendance Policy for Fall and Winter Courses:**

| Absence from twice-per-week courses |  
|-----------------------------------|-------------------------------------------------|
| 1 to 4 absences:                  | Absence from class for any reason (including illness) is permitted four times without penalty. |
| 5 to 8 absences:                  | Students with five to eight absences without legitimate reason will lose one grade level from their total course grade. Legitimate absences include personal illness or injury or death in the immediate family. Students are responsible to report to the instructor the reason for all absences. |
| 9 absences or more:               | Absenteeism for any reason that exceeds eight absences will automatically mean the student has chosen not to complete the course, and a grade of “F” will be assigned. Students who are absent because of extended illness or injury verified by a doctor’s certificate are eligible to apply through the Academic Standards Committee for permission to complete the subject. If excessive absenteeism due to illness or injury extends into the following semester, the student must have a reduced load in the following semester. |

The above policy should be considered as being in effect unless the instructor indicates otherwise at the beginning of the semester. Instructors have the prerogative of instituting their own attendance policies for individual courses.

**COMMUNICATION & COURSE WEBPAGE**

**Email**

Students must use their myTyndale email accounts for all course-related email correspondence.

**Classes.Tyndale.ca (Moodle)**

Students are required to check the Classes.Tyndale.ca course page on a regular basis for updates regarding classes as well as any materials required for participating in lectures and completing assignments. Readings may be posted on the course page at classes.tyndale.ca. Students are also required to respect the university’s copyright policy and not post works that infringe copyright on the course webpage. For more information on the “Fair Dealing Policy”, see http://libguides.tyndale.ca/fair.

**Commuter Hotline**

Class cancellations due to inclement weather or illness will be announced/posted on the commuter hotline at 416-226-6620 ext. 2187.
COURSEWORK

Submitting Assignments & Late Policy

Assignments
Major assignments will be specified at the beginning of a semester in the course syllabus, so that students can organize their time effectively. All essays and other written assignments shall be written at the university level as far as grammar, style and structure are concerned. When this is not the case, instructors shall:

1. Comment in writing on the deficient parts of the essay or other written assignment;
2. Recommend that the student get help from the Centre for Academic Excellence; and
3. Lower the grade in proportion to the seriousness of the deficiency.

Research papers for University College courses should conform to the style requested by the professor. A summary of the three standard forms is found on The Centre for Academic Excellence webpage: www.tyndale.ca/academic-excellence.

Students are required to keep backup copies of all assignments submitted.

Electronic Submission
1. For courses where electronic submission of assignments is required, it is the responsibility of the student to ensure that the instructor has received the assignment by the established due date and to ensure that the assignment submitted is the complete and correct version.
2. Any student may be requested to submit papers in electronic form to facilitate the professor’s routine checks for academic fraud.

Late Assignments
Assignments should be submitted on the due date in order to receive full credit. The penalty for unexcused late assignments will be determined by the following scale:

1. For each day or part thereof late, the instructor will reduce the assigned grade by one-third of a letter; e.g., “A” to “A-,” “B+” to “B.” Saturdays, Sundays and holidays are excluded from the reckoning.
2. The above policy should be considered as being in effect unless the instructor indicates otherwise at the beginning of the semester in the syllabus. Instructors have the prerogative of implementing their own late assignment policies for individual courses.
3. Excessively late assignments may receive no credit and result in failure. In some subjects, no late assignments will be accepted for credit, and this will be communicated to the students at the beginning of the course.

Extensions on Assignments
No instructor may grant extensions on any assignments, nor accept assignments after the final day of exams in the fall or winter semesters. Students requiring extension must follow the procedures outlined below.
Penalties for late assignments and attendance expectations will be stipulated in each course syllabus. The following procedure will be followed for students requesting extensions:

1. If a student is not able to complete all assignments within a course by the last day of exams, the student may appeal to the Registrar for an extension. Such an appeal should be made in writing using a form available from the Office of the Registrar or online at www.tyndale.ca/registrar/forms.
2. Extensions will be granted by the Registrar only in cases where the student was clearly prevented from completing the assignments by circumstances beyond his or her control (e.g., hospitalization, illness documented by a note from a doctor, etc.). Extensions are not granted for what best could be described as “poor time management” or “over involvement” in an extracurricular activity.
3. If a student is unsure if he or she has a valid reason to appeal, the student may wish to discuss the matter with the Registrar.
4. If an extension or grade of “incomplete” is granted by the Registrar, all work for the course will be due with a new deadline. Once an “incomplete” is granted, it is the student’s responsibility to contact the instructor and make satisfactory arrangements to complete the outstanding work.
5. Failure to submit assignments by the deadline will result in failing grades (a grade of “F”) on those assignments, and the final grades on courses will be calculated accordingly.
6. The decision of the Registrar may be appealed in writing to the Academic Standards Committee. The Academic Standards Committee will respond in writing to the student and provide a copy of the decision to the various parties. The decision of the Academic Standards Committee is final.

FINAL EXAMS
All final exams will take place during the exam period as scheduled by the Registrar. Students are responsible for noting the date, time and location of their final exam. Students are also responsible for familiarizing themselves with the Registrar’s Policies on taking final exams.

Final Examination Policy

Final Examinations
Final examinations will be held during the times stated in the Academic Calendar. The Registrar will determine the time and place of these examinations.

The following rules apply to every final examination:
1. No student is permitted to take into the examination room any materials relating to the examination subject, including Bibles, unless otherwise indicated.
2. No student may leave the room without permission from the exam proctor.
3. No student may leave his or her seat during the final fifteen minutes.
4. Students must not linger in the halls outside the examination rooms while examinations are being written.
5. No student will be permitted to write beyond the allotted time without special permission of the Registrar.

Exam Conflicts and Rescheduling
1. The only circumstances that will allow the rescheduling of an exam are as follows:
   a. Exam Conflict: two exams at the same time or three exams within 24 hours.
   b. Illness: a doctor’s note is required if a student misses an exam due to illness.
2. To reschedule an exam, a student must submit an Exam Reschedule Form to the Office of the Registrar by the deadline stated on the Exam Reschedule Form. Forms are available at www.tyndale.ca/registrar or in the Office of the Registrar.

3. If a student is ill on the day of the exam, he or she should not call the Registrar or professor, but submit an Exam Reschedule Form and doctor’s note to the Office of the Registrar within 48 hours of the originally scheduled exam time.

CLASSROOM CONDUCT

Professionalism

- **Late Policy:** Students are expected to arrive on time for classes and to maintain an appropriately professional attitude once there. Students who habitually disturb the class by arriving late, talking out of turn, etc., may expect to have their grade in the course reduced.

- **Classroom Etiquette:** Students are required to dress appropriately and otherwise to behave with respect toward their peers and their instructor. Electronic devices, if permitted, must be silenced during all lectures and must not be used for any purpose not directly related to the coursework at hand, so as not to distract from the important work of teaching and learning. Students not observing classroom etiquette will be asked to leave class and will be counted absent.

Laptops/Electronics

**Electronics Policy:**
Professors have the right to prohibit the use in class of some or all electronic communication devices. Students who require electronic devices (such as laptop computers) because of officially documented disabilities will be exempted from such prohibitions.

**Recording of Classes**

1. Students must request permission from the professor of the particular class that they would like to record.

2. Where permission is granted, students are expected to supply their own equipment.

3. If a student is not able to attend a lecture and would like to have it recorded, it is the responsibility of the student to obtain the professor’s permission, find another student to record the lecture and to supply that student with the recording device.

TYNDALE POLICIES & RESOURCES FOR STUDENTS

**Academic Integrity**

Integrity in academic work is required of all our students. Academic dishonesty is any breach of this integrity, and includes such practices as cheating (the use of unauthorized material on tests and examinations), submitting the same work for different classes without permission of the instructors, using false information (including false references to secondary sources) in an assignment, improper or unacknowledged collaboration with other students, and plagiarism.
Tyndale University College & Seminary takes seriously its responsibility to uphold academic integrity, and to apply consequences for academic dishonesty. Students are advised to consult the Academic Calendar http://www.tyndale.ca/registrar/calendar for more information on this policy and its application to their work in this course.

The Centre for Academic Excellence

Tyndale’s Centre for Academic Excellence has been established to help students achieve their full potential as learners. The Centre consists of Writing and Tutoring Services, Accessibility Services, and Academic Advising. These areas have been designed to work in tandem, guiding students toward academic success through an integrative, supportive network of skilled advisors. The Centre for Academic Excellence is committed to the success, support, and academic flourishing of its students. Students at all levels of ability can profit from the Centre’s free services by booking one-on-one sessions, attending workshops and group study sessions, and accessing resources both online and at the Centre.

Academic Tutoring

Friendly, knowledgeable tutors are available to help UC students in free one-on-one sessions in multiple areas of study. Tutors can assist students with any of the following:

- Mastering course material
- Sharpening note-taking and research skills
- Refining study and test-taking skills

According to student need, tutors will also host group study sessions for selected courses. For further details visit the Centre for Academic Excellence website or contact academictutoring@tyndale.ca.

Writing Consultation

The Centre offers a comprehensive program of writing support to students regardless of skill level or area of study. Writing Consultants can assist at any stage of the writing process, including the following:

- Starting an assignment
- Organizing and outlining ideas
- Learning to edit
- Refreshing grammar skills
- Documenting sources
- Refining style

Students may also bring essays that have been graded to identify patterns and improve their skills. For more information, please contact Writing and Tutoring Services by email at writing@tyndale.ca or academictutoring@tyndale.ca, or by phone at 416.226.6620 ext. 2179.

Accessibility Services

The Accessibility Services Office supports students who have permanent and temporary disabilities. Services such as academic accommodations, learning strategies, and assistive technology training are provided to support students in meeting their academic demands while managing their disabilities functional limitations.
Accessibility Services strives to create a safe and comfortable environment for students by providing services that respect their dignity, encourage independence and promote full participation throughout their academic career at Tyndale. Students experiencing difficulties in their learning and academic performance due to the functional limitations of their disability are encouraged to book a confidential appointment with the Accessibility Specialist.

- **New students** must self-identify and register with the Accessibility Office at the beginning of the semester or as early as possible to access appropriate services.
- **Current students** must renew their plans as early as possible to have active accommodations in place.

For more information, please contact the Accessibility Services Office at [accessibilityservices@tyndale.ca](mailto:accessibilityservices@tyndale.ca), 416.226.6620 ext. 2189.

**Advising Services**

Advising Services is available to students at any stage of their academic program. Students can approach Advising Services with questions related to their program of choice, advice on selecting the correct program or courses, guidance on how to balance their workload, or suggestions on how to implement an academic plan. Students can also speak to Advising Services to understand their learning style and how it can best serve their academic experience. At any point in the semester, Advising Services may contact students for progress meetings. The purpose of these meetings is to understand how a student is progressing during the semester, identify any challenges that might be affecting their performance, and refer students to support services at Tyndale. Advising Services has a close relationship with faculty and may intervene and provide assistance to students on a faculty member’s recommendation.

Midterm progress reports are administered at the halfway point in the fall and winter semesters. Faculty will release midterm grades to Advising Services and in conjunction with the Office of the Registrar, students will be informed of their progress, if appropriate. It is understood that midterm progress meetings are mandatory for any students who are contacted.

For more information on Advising Services or to arrange an appointment, contact [schuah@tyndale.ca](mailto:schuah@tyndale.ca), 416.226.6620 ext 6745.

**Tyndale Grading System & Scale**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Value</th>
<th>Grade Points</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
<td>4.0</td>
<td>Excellent, Good</td>
</tr>
<tr>
<td>A</td>
<td>85-89</td>
<td>4.0</td>
<td>These grades are earned only when evidence indicates that the student has consistently maintained above average progress in the subject. Sufficient evidence may involve such qualities as creativity, originality, thoroughness, responsibility and consistency.</td>
</tr>
<tr>
<td>A-</td>
<td>80-84</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>77-79</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>73-76</td>
<td>3.0</td>
<td></td>
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### Course Bibliography 附加書目

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-</td>
<td>70-72</td>
<td>2.7</td>
<td>Satisfactory This grade means that the student has fulfilled the requirements of the subject to the satisfaction of the instructor. These requirements include the understanding of subject matter, adequacy and promptness in the preparation of assignments and participation in the work of the class.</td>
</tr>
<tr>
<td>C+</td>
<td>67-69</td>
<td>2.3</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>63-66</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>60-62</td>
<td>1.7</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D+</td>
<td>57-59</td>
<td>1.3</td>
<td>Poor This grade indicates that the accuracy and content of work submitted meets only the minimal standards of the instructor. Performance at this level is considered inadequate for graduation.</td>
</tr>
<tr>
<td>D</td>
<td>53-56</td>
<td>1.0</td>
<td>Poor</td>
</tr>
<tr>
<td>D-</td>
<td>50-52</td>
<td>0.7</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0-49</td>
<td>0.0</td>
<td>Failing Work submitted is inadequate. Attitude, performance and attendance are considered insufficient for a passing grade.</td>
</tr>
</tbody>
</table>

萧壽華著，《聖靈領導的教會管理》。香港：宣道出版社，2002。
欧格理著，《合神心意的領袖》。香港：福音證主協會，2010。
劉忠明、盧龍光著，《像樣的教會管理》。香港：福音證主協會，2009。
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麥希真著，《工人領人事主》。香港：福音證主協會，1997。
——，《工人的配搭》。香港：福音證主協會，1997。
馮蔭坤著，《恩賜與事奉》。增訂版。香港：天道出版社，1988。
滕近輝著，《生命的事奉》。香港：宣道出版社，1984。


