



**Universitas Negeri Surabaya
Fakultas Ilmu Pendidikan
Program Studi S1 Pendidikan Luar Sekolah**

Kode Dokumen

RENCANA PEMBELAJARAN SEMESTER

MATA KULIAH (MK)	KODE	Rumpun MK	BOBOT (sks)	SEMESTER	Tgl Penyusunan																																																												
Manajemen Pendidikan dan Pelatihan	8620503087		T=3 P=0 ECTS=4.77	1	9 April 2025																																																												
OTORISASI	Pengembang RPS		Koordinator RMK		Koordinator Program Studi																																																												
		Rivo Nugroho, S.Pd., M.Pd.																																																												
Model Pembelajaran	Case Study																																																																
Capaian Pembelajaran (CP)	CPL-PRODI yang dibebankan pada MK																																																																
	CPL-3	Mengembangkan pemikiran logis, kritis, sistematis, dan kreatif dalam melakukan pekerjaan yang spesifik di bidang keahliannya serta sesuai dengan standar kompetensi kerja bidang yang bersangkutan																																																															
	CPL-4	Mengembangkan diri secara berkelanjutan dan berkolaborasi.																																																															
	CPL-7	Menguasai proses perencanaan, pelaksanaan dan mengevaluasi program pendidikan nonformal																																																															
	Capaian Pembelajaran Mata Kuliah (CPMK)																																																																
	CPMK - 1	Students have an understanding and ability to apply the principles, concepts, meanings, thoughts of management figures, management functions using information and communication technology in the fields of training, community empowerment, in order to be able to act as educators and managers in the fields of training, community empowerment, and non-formal education and informal.																																																															
	Matrik CPL - CPMK																																																																
		<table border="1" style="width: 100%; text-align: center;"> <tr> <td>CPMK</td> <td>CPL-3</td> <td>CPL-4</td> <td>CPL-7</td> </tr> <tr> <td>CPMK-1</td> <td>✓</td> <td></td> <td>✓</td> </tr> </table>				CPMK	CPL-3	CPL-4	CPL-7	CPMK-1	✓		✓																																																				
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	CPMK-1	✓		✓																																																													
Matrik CPMK pada Kemampuan akhir tiap tahapan belajar (Sub-CPMK)																																																																	
	<table border="1" style="width: 100%; text-align: center;"> <tr> <td rowspan="2">CPMK</td> <td colspan="16">Minggu Ke</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>CPMK-1</td> <td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td> </tr> </table>															CPMK	Minggu Ke																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	CPMK-1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CPMK	Minggu Ke																																																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																																																	
CPMK-1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																																																	
Deskripsi Singkat MK	The aim of training courses in general is to provide students with the skills and knowledge needed to become more competent in a particular field. This course provides understanding and abilities about theories, concepts, meanings, history, figures and their thoughts, management functions, as well as their implementation in Non-Formal and Informal Education programs through explanations, discussions and presentations. Beside that, this course aim to Develop Practical Skills, Increasing Professional Competence, Linking Theory with Practice. Indicators of the success of this course are students being able to understand basic concepts and know about their implementation in non-formal and informal education programs. By taking training courses, students are expected to be better prepared to face challenges in the profession they will undertake.																																																																
Pustaka	Utama :																																																																
	<ol style="list-style-type: none"> 1. Pidarta, Made. 2005. Perencanaan Pendidikan Partisipatoris; dengan pendekatan sistem. Jakarta: Rineka Cipta. 2. Sudjana. 2004. Manajemen Program Pendidikan; untuk Pendidikan Non Formal dan Pengembangan Sumber Daya Manusia. Bandung: Falah Production. 3. Sudjana. 2004. Evaluasi program Pendidikan Luar Sekolah. Bandung: Falah Production. 4. Robbins, Stephen and Coulter, Mary .2012. Management, 11th Edition. USA: Prentice Hall. 5. Terry, George R .2012. Guide to Management, edisi terjemah "Prinsip-Prinsip Manajemen" oleh J. Smith. Jakarta:Bumi Aksara. 6. Tiple, A. Dale .2002. The Art and Science of Bussiner Management; Leadership (terj. Susanto Budidharmo). Jakarta: Gramedia Group. 7. Manullang. 1992. Dasar-dasar manajemen. Jakarta: Ghalia Indonesia. 																																																																
	Pendukung :																																																																

Dosen Pengampu		Dr. Wiwin Yulianingsih, S.Pd., M.Pd.					
Mg Ke-	Kemampuan akhir tiap tahapan belajar (Sub-CPMK)	Penilaian		Bentuk Pembelajaran, Metode Pembelajaran, Penugasan Mahasiswa, [Estimasi Waktu]		Materi Pembelajaran [Pustaka]	Bobot Penilaian (%)
		Indikator	Kriteria & Bentuk	Luring (offline)	Daring (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the purpose of education and training, explain the urgency of education and training for individuals and institutions.	Kriteria: Students graduate if they are able to do 80% of the questions. Bentuk Penilaian : Praktik / Unjuk Kerja	Presentation of material in a dialogical manner. 3 X 50		Materi: Management and Training Concepts Pustaka: <i>Pidarta, Made. 2005. Perencanaan Pendidikan Partisipatoris; dengan pendekatan sistem. Jakarta: Rineka Cipta.</i>	3%
2	Students understand the function and position of education and training programs for individuals, villages and communities.	Students are able to name and explain the functions of education and training for individuals, groups and communities.	Kriteria: Students graduate if they are able to do 80% of the questions. Bentuk Penilaian : Praktik / Unjuk Kerja	Presentation of material in a dialogical manner. 3 X 50		Materi: Management and Training Concepts Pustaka: <i>Pidarta, Made. 2005. Perencanaan Pendidikan Partisipatoris; dengan pendekatan sistem. Jakarta: Rineka Cipta.</i>	3%
3	Students understand Training needs assessment (TNA) in compiling the Education and Training program	Students are able to identify training needs, mention various Training Needs Assessments	Kriteria: Students graduate if they are able to do 80% of the questions. Bentuk Penilaian : Aktifitas Partisipasif, Praktik / Unjuk Kerja	Presentation of material in a dialogical manner. 3 X 50		Materi: Management and Training Pustaka: <i>Sudjana. 2004. Manajemen Program Pendidikan; untuk Pendidikan Non Formal dan Pengembangan Sumber Daya Manusia. Bandung: Falah Production.</i>	3%
4	Students are able to identify training needs, mention various Training Needs Assessments.	Students are able to identify training needs, mention several TNA techniques.	Kriteria: Students graduate if they are able to do 80% of the questions. Bentuk Penilaian : Praktik / Unjuk Kerja	Presentation of material in a dialogical manner. 3 X 50		Materi: Management and Training Pustaka: <i>Sudjana. 2004. Manajemen Program Pendidikan; untuk Pendidikan Non Formal dan Pengembangan Sumber Daya Manusia. Bandung: Falah Production.</i>	3%

5	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the purpose of education and training, explain the urgency of education and training for individuals and institutions.	Kriteria: Students graduate if they are able to do 80% of the questions. Bentuk Penilaian : Aktifitas Partisipasif, Praktik / Unjuk Kerja	Presentation of material in a dialogical manner. 3 X 50		Materi: Management and Training Pustaka: <i>Sudjana. 2004. Manajemen Program Pendidikan; untuk Pendidikan Non Formal dan Pengembangan Sumber Daya Manusia. Bandung: Falah Production.</i>	4%
6	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the purpose of education and training, explain the urgency of education and training for individuals and institutions.	Kriteria: Students graduate if they are able to do 80% of the questions. Bentuk Penilaian : Praktik / Unjuk Kerja	Presentation of material in a dialogical manner. 3 X 50		Materi: Management and Training Pustaka: <i>Sudjana. 2004. Manajemen Program Pendidikan; untuk Pendidikan Non Formal dan Pengembangan Sumber Daya Manusia. Bandung: Falah Production.</i>	4%
7	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the purpose of education and training, explain the urgency of education and training for individuals and institutions.	Kriteria: Students graduate if they are able to do 80% of the questions. Bentuk Penilaian : Penilaian Hasil Project / Penilaian Produk, Praktik / Unjuk Kerja	Presentation of material in a dialogical manner. 3 X 50		Materi: Management and Training Pustaka: <i>Robbins, Stephen and Coulter, Mary .2012. Management, 11th Edition. USA: Prentice Hall.</i>	10%
8	Midterm exams (UTS)	Midterm exams (UTS)	Kriteria: Midterm exams (UTS) Bentuk Penilaian : Aktifitas Partisipasif, Penilaian Hasil Project / Penilaian Produk	Midterm exams (UTS) 3 X 50		Materi: Management and Training Pustaka: <i>Terry, George R .2012. Giude to Management, edisi terjemah "Prinsip-Prinsip Manajemen" oleh J. Smith. Jakarta:Bumi Aksara.</i>	20%

9	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the purpose of education and training, explain the urgency of education and training for individuals and institutions.	Kriteria: Students graduate if they are able to do 80% of the questions. Bentuk Penilaian : Praktik / Unjuk Kerja	Presentation of material in a dialogical manner. 3 X 50		Materi: Management and Training Pustaka: Terry, George R .2012. <i>Giude to Management, edisi terjemah "Prinsip-Prinsip Manajemen"</i> oleh J. Smith. Jakarta:Bumi Aksara.	3%
10	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the purpose of education and training, explain the urgency of education and training for individuals and institutions.	Kriteria: Students graduate if they are able to do 80% of the questions. Bentuk Penilaian : Praktik / Unjuk Kerja	Presentation of material in a dialogical manner. 3 X 50		Materi: Management and Training Pustaka: Robbins, Stephen and Coulter, Mary .2012. <i>Management, 11th Edition.</i> USA: Prentice Hall.	3%
11	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the purpose of education and training, explain the urgency of education and training for individuals and institutions.	Kriteria: Students graduate if they actively participate in the implementation of training practices. Bentuk Penilaian : Praktik / Unjuk Kerja	Direct practice in the form of a Training Program 3 X 50		Materi: Management and Training Pustaka: Robbins, Stephen and Coulter, Mary .2012. <i>Management, 11th Edition.</i> USA: Prentice Hall.	3%
12	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the purpose of education and training, explain the urgency of education and training for individuals and institutions.	Kriteria: Students graduate if they are able to organize training well. Bentuk Penilaian : Praktik / Unjuk Kerja	Hands-on practice 3 X 50		Materi: Management and Training Pustaka: Pidarta, Made. 2005. <i>Perencanaan Pendidikan Partisipatoris; dengan pendekatan sistem.</i> Jakarta: Rineka Cipta.	3%

13	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the purpose of education and training, explain the urgency of education and training for individuals and institutions.	Kriteria: Students graduate if they are able to organize education and training. Bentuk Penilaian : Aktifitas Partisipasif, Praktik / Unjuk Kerja	Hands-on practice 3 X 50		Materi: Management and Training Pustaka: <i>Tiple, A. Dale .2002. The Art and Science of Bussiner Management; Leadership (terj. Susanto Budidharmo). Jakarta: Gramedia Group.</i>	4%
14	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the purpose of education and training, explain the urgency of education and training for individuals and institutions.	Kriteria: Students graduate if they are able to organize training. Bentuk Penilaian : Praktik / Unjuk Kerja	Performance 3 X 50		Materi: Management and Training Pustaka: <i>Sudjana. 2004. Evaluasi program Pendidikan Luar Sekolah. Bandung: Falah Production.</i>	4%
15	Students understand the concept of education and training, the benefits, objectives and urgency of education and training programs.	Students are able to define the meaning of education and training, explain the benefits of education and training, explain the purpose of education and training, explain the urgency of education and training for individuals and institutions.	Kriteria: Students graduate if they are able to organize education and training. Bentuk Penilaian : Penilaian Hasil Project / Penilaian Produk, Praktik / Unjuk Kerja	Hands-on practice 3 X 50		Materi: Management and Training Pustaka: <i>Sudjana. 2004. Manajemen Program Pendidikan; untuk Pendidikan Non Formal dan Pengembangan Sumber Daya Manusia. Bandung: Falah Production.</i>	10%
16	Final Semester Exams (UAS)	Final Semester Exams (UAS)	Kriteria: Final Semester Exams (UAS) Bentuk Penilaian : Aktifitas Partisipasif, Penilaian Hasil Project / Penilaian Produk	Final Semester Exams (UAS) 3 x 50		Materi: All Materials Pustaka: <i>Sudjana. 2004. Manajemen Program Pendidikan; untuk Pendidikan Non Formal dan Pengembangan Sumber Daya Manusia. Bandung: Falah Production.</i>	20%

Rekap Persentase Evaluasi : Case Study

No	Evaluasi	Persentase
1.	Aktifitas Partisipasif	25.5%
2.	Penilaian Hasil Project / Penilaian Produk	30%
3.	Praktik / Unjuk Kerja	44.5%
		100%

Catatan

1. **Capaian Pembelajaran Lulusan Prodi (CPL - Prodi)** adalah kemampuan yang dimiliki oleh setiap lulusan prodi yang merupakan internalisasi dari sikap, penguasaan pengetahuan dan ketrampilan sesuai dengan jenjang prodinya yang diperoleh melalui proses pembelajaran.
2. **CPL yang dibebankan pada mata kuliah** adalah beberapa capaian pembelajaran lulusan program studi (CPL-Prodi) yang digunakan untuk pembentukan/pengembangan sebuah mata kuliah yang terdiri dari aspek sikap, ketrampilan umum, ketrampilan khusus dan pengetahuan.
3. **CP Mata kuliah (CPMK)** adalah kemampuan yang dijabarkan secara spesifik dari CPL yang dibebankan pada mata kuliah, dan bersifat spesifik terhadap bahan kajian atau materi pembelajaran mata kuliah tersebut.
4. **Sub-CPMK Mata kuliah (Sub-CPMK)** adalah kemampuan yang dijabarkan secara spesifik dari CPMK yang dapat diukur atau diamati dan merupakan kemampuan akhir yang direncanakan pada tiap tahap pembelajaran, dan bersifat spesifik terhadap materi pembelajaran mata kuliah tersebut.
5. **Indikator penilaian** kemampuan dalam proses maupun hasil belajar mahasiswa adalah pernyataan spesifik dan terukur yang mengidentifikasi kemampuan atau kinerja hasil belajar mahasiswa yang disertai bukti-bukti.
6. **Kreteria Penilaian** adalah patokan yang digunakan sebagai ukuran atau tolok ukur ketercapaian pembelajaran dalam penilaian berdasarkan indikator-indikator yang telah ditetapkan. Kreteria penilaian merupakan pedoman bagi penilai agar penilaian konsisten dan tidak bias. Kreteria dapat berupa kuantitatif ataupun kualitatif.
7. **Bentuk penilaian:** tes dan non-tes.
8. **Bentuk pembelajaran:** Kuliah, Responsi, Tutorial, Seminar atau yang setara, Praktikum, Praktik Studio, Praktik Bengkel, Praktik Lapangan, Penelitian, Pengabdian Kepada Masyarakat dan/atau bentuk pembelajaran lain yang setara.
9. **Metode Pembelajaran:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, dan metode lainnya yg setara.
10. **Materi Pembelajaran** adalah rincian atau uraian dari bahan kajian yg dapat disajikan dalam bentuk beberapa pokok dan sub-pokok bahasan.
11. **Bobot penilaian** adalah prosentasi penilaian terhadap setiap pencapaian sub-CPMK yang besarnya proposional dengan tingkat kesulitan pencapaian sub-CPMK tsb., dan totalnya 100%.
12. TM=Tatap Muka, PT=Penugasan terstruktur, BM=Belajar mandiri.

RPS ini telah divalidasi pada tanggal 24 Maret 2025

Koordinator Program Studi S1
Pendidikan Luar Sekolah



Rivo Nugroho, S.Pd., M.Pd.
NIDN 0005048107

UPM Program Studi S1
Pendidikan Luar Sekolah



Widya Nusantara, S.Pd.,
M.Pd.
NIDN 0018038703



File PDF ini digenerate pada tanggal 9 April 2025 Jam 21:21 menggunakan aplikasi RPS-OBE SiDia Unesa