



**Universitas Negeri Surabaya
Faculty of Engineering
, Undergraduate Culinary Education Study Program**

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date																																										
Management	8321102035		T=2 P=0 ECTS=3.18	1	July 17, 2024																																										
AUTHORIZATION	SP Developer		Course Cluster Coordinator	Study Program Coordinator																																											
	Dr. Hj. Sri Handajani, S.Pd., M.Kes.																																											
Learning model	Project Based Learning																																														
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																														
	Program Objectives (PO)																																														
	PLO-PO Matrix																																														
		P.O																																													
Short Course Description	PO Matrix at the end of each learning stage (Sub-PO)																																														
		P.O																																													
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td colspan="15" style="text-align: center;">Week</td> </tr> <tr> <td></td> <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> </table>															Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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Conduct studies and provide an understanding of the role of organization and management. This course is an introduction to management and organization and their application. The discussion begins with the concepts of management, organization, management and managers, the organizational environment which is deepened by discussing managerial functions consisting of Planning, Organizing, Driving and Supervising in an organization. The learning activity ends with practice applying management functions by each student in group discussion activities																																															
References	Main :																																														
	<ol style="list-style-type: none"> 1. George R. Terry, Lislie W. Rue, Dasar-Dasar Manajemen, alih bahasa GA. Ticoalu, Bumi Aksara , Jakarta, 2013. 2. Handoko, Hani T. Manajemen, Edisi 2, BPFE, Yogyakarta, 2013. 3. George R. Terry, Prinsip-Prinsip Manajemen, alih bahasa J.Smith,D.E.M. Bumi Aksara , Jakarta, 2012. 4. Manullang.M, Dasar-Dasar Manajemen, Gadjah Mada University Press, 2012. 5. Robbins, Stephen P, Couler Mary, Manajemen, Jilid 1 & 2, Edisi 7, Alih Bahasa T, Hermaya, Harry Slamet, PT.Indeks Group Gramedia, Jakarta , 2004. 6. James AF Stonner, R Edward F, Daniel R Gilbert JR, Manajemen, Sixth Edition, Printice Hall, Inc. USA, 1996. 7. Harold Koontz, C O&rsquoDonnell, Heinz W, Manajemen, Alih Bahasa D Susilaradeya, Airlangga, 1986. 																																														
	Supporters:																																														
Supporting lecturer	Drs. Ec. Mein Kharnolis, M.SM.																																														
Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)																																								
		Indicator	Criteria & Form	Offline (offline)	Online (online)																																										
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)																																								

1	Students are able to understand the concept and meaning of organizations, organizational principles, organizational characteristics	Explain the meaning of organization - Explain the principles of organization - Explain the characteristics of organizations	Criteria: Get a perfect score if you answer correctly Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Presentation, group discussion and reflection 2x50	2 X 50	Material: PRINCIPLES OF ORGANIZATION Library:	0%
2	Students are able to understand the meaning of management, management tools,	Explaining the definition of management - Explaining management tools - Explaining management principles	Criteria: The assessment criteria are carried out by looking at the following aspects: 1. Participation: carried out by observing student activities (weight 2) 2. UTS: carried out with assessments during the middle of the semester (weight 2) 3. UAS: carried out every semester to measure all indicators (weight 3) 4. Assignment: carried out on each indicator (weight 3) Final Student Score: Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10. Form of Assessment : Participatory Activities	Presentation, discussion and reflection 2x50	2X50	Material: PRINCIPLES OF MANAGEMENT Library:	0%
3	Students are able to understand the differences between management and managers as well as the skills that a manager must have	Explaining the meaning of manager - Explaining the levels of manager - Explaining the skills of a manager - Explaining managerial activities	Criteria: Get a perfect score if you answer correctly Form of Assessment : Participatory Activities	Discussions, assignments, exercises, searching for library sources and other references 2x50		Material: MANAGEMENT AND MANAGER Bibliography:	0%
4	Students are able to understand the organization's external and internal environment as well as the organization's social responsibility towards the environment and society	Explain the characteristics of the organization's internal environment - Explain the characteristics of the organization's external environment. - Explain the social responsibility of the organization to the surrounding community	Criteria: Get a perfect score if you answer correctly Form of Assessment : Participatory Activities	Discussion, exercises and assignments 2x50	2X50	Material: ORGANIZATIONAL ENVIRONMENT Literature:	0%
5	Students are able to understand and make plans.	Explain the stages in making a plan - Explain the characteristics of a good plan. - Explain the benefits of planning. - Explain the advantages and disadvantages of planning. - Explain the factors that fail a plan	Criteria: Get a perfect score if you answer correctly Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Discussion, exercises and assignments 2x50	2X50	Material: PLANNING Library:	5%
6	Students are able to understand how to make a decision	Explaining the decision making process - Explaining decision making techniques - Explaining the differences between symptoms and problems - Explaining the types of decisions	Criteria: Get a perfect score if you answer correctly Form of Assessment : Participatory Activities	Presentation, group discussion, 2x50			0%

7	Students are able to understand communication, the purpose of communication, the function of communication and how to overcome communication barriers.	Explaining the meaning of communication - Explaining techniques & good communication techniques. - Explaining the flow of communication in organizations. - Explain the factors that inhibit communication. - Explain ways to overcome obstacles in communication.	Criteria: Get a perfect score if you answer correctly Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Presentation, group discussion 2 X 50			3%
8	UTS	Materials 1-7	Criteria: Get a perfect score if you answer correctly Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment, Tests	2x50	2X50	Material: UTS Library:	5%
9	Students are able to understand organizing, creating organizational structures, division of work.	Explain the meaning of organizing. - Explain the division of work in the organization. - Explain departmentalization - Explain the parts in the organizational structure	Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Presentations and group discussions 2x50			0%
10	Students are able to understand Authority and Power	Explain the methods of HR selection - Explain the sources of labor. - Explain how to organize staff. - Explain how to train new and old employees. - Explain promotions and transfers	Criteria: Get a perfect score if you answer correctly Form of Assessment : Participatory Activities	Presentation and group discussion 2x50		Material: HUMAN RESOURCE MANAGEMENT Reference:	5%
11	Students are able to understand how to select Human Resources, arrange staff, train, promote and transfer	Explain motivation theories. - Explain about compensation. - Explaining rewards and bonuses.	Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Presentation and group discussion 2x50		Material: COMPENSATION Literature:	0%
12	Students are able to understand how to motivate employees.	Explain motivation theories. - Explain about compensation. - Explaining rewards and bonuses.	Criteria: Get a perfect score if you answer correctly Form of Assessment : Participatory Activities	Presentation and group discussion 2x50			5%
13	Students are able to understand how to lead	Explain the definition of leadership. - Explain theories about leadership	Criteria: Get a perfect score if you answer correctly Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Presentation and group discussion 2x50	2X50	Material: PINAN LEADERSHIP Bibliography:	5%
14		Get a perfect score if you answer correctly	Criteria: Get a perfect score if you answer correctly Form of Assessment : Participatory Activities	2X50	2X50		5%

15	Students are able to understand how to supervise activities in an organization	Explain the definition of supervision. - Explain the monitoring process. - Explain the types of supervision	Criteria: Get a perfect score if you answer correctly Form of Assessment : Participatory Activities	Discussion, practice and reflection 2x50	2X50	Material: BIBLIOGRAPHY SUPERVISION :	0%
16						Material: UAS Literature:	0%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	23.17%
2.	Project Results Assessment / Product Assessment	8.17%
3.	Test	1.67%
		33.01%

Notes

- Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
- The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
- Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
- Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
- Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
- Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
- Forms of assessment:** test and non-test.
- Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
- Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.