



Universitas Negeri Surabaya
Faculty of Economics and Business,
Bachelor of Science in Office Administration Education Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date
Thesis	8721006081	Compulsory Study Program Subjects	T=6 P=0 ECTS=9.54	8	May 12, 2023
AUTHORIZATION	SP Developer		Course Cluster Coordinator	Study Program Coordinator	
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Learning model Project Based Learning

Program Learning Outcomes (PLO) PLO study program that is charged to the course

Program Objectives (PO)

PO - 1	Able to demonstrate a responsible attitude towards work in the field of office administration education independently
PO - 2	Able to apply and analyze educational theory and science in office administration education programs through research.
PO - 3	Able to apply and analyze office administration knowledge in office administration education programs through research.
PO - 4	Able to be responsible for the results of his research both in supervision and evaluation activities for the completion of final assignments under his responsibility.
PO - 5	Able to utilize learning resources to solve problems in office administration learning comprehensively according to research.
PO - 6	Able to plan, design, implement and analyze research data in the field of education and office administration science and publish the results.
PO - 7	Able to internalize academic values, norms and ethics in carrying out duties.

PLO-PO Matrix

	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td>P.O</td></tr> <tr><td>PO-1</td></tr> <tr><td>PO-2</td></tr> <tr><td>PO-3</td></tr> <tr><td>PO-4</td></tr> <tr><td>PO-5</td></tr> <tr><td>PO-6</td></tr> <tr><td>PO-7</td></tr> </table>	P.O	PO-1	PO-2	PO-3	PO-4	PO-5	PO-6	PO-7
P.O									
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PO-6									
PO-7									

PO Matrix at the end of each learning stage (Sub-PO)

	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th rowspan="2">P.O</th> <th colspan="16">Week</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th> </tr> <tr><td>PO-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> <tr><td>PO-2</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> <tr><td>PO-3</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> <tr><td>PO-4</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> <tr><td>PO-5</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> <tr><td>PO-6</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> <tr><td>PO-7</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>	P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1																	PO-2																	PO-3																	PO-4																	PO-5																	PO-6																	PO-7																
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Short Course Description Thesis courses guide students to understand and be able to apply basic research concepts. Students are guided to be able to make research proposals by carrying out: problem analysis of a condition (problem background), problem identification, problem boundaries, problem formulation, research objectives. Then proceed with a literature review, studying relevant research, creating a problem-solving thinking framework, and proposing temporary problem solutions (hypotheses) or asking more detailed research questions. After that, proceed with selecting research methods, research population and samples, data collection instruments, and data analysis techniques that are appropriate to the existing problem formulation. If the research instruments are ready, students can conduct research, analyze data, interpret the results of data analysis, draw conclusions, and report research results in the form of a thesis. The thesis is prepared according to correct writing rules and is free from plagiarism.

References Main :

1. Buku Panduan Proposal & Skripsi. 2018. Fakultas Ekonomi, Universitas Negeri Surabaya.
2. Sekaran, U. & Bougie, R., 2016, Research Methods For Business: ASkill Building Approac, 7th Edition, West Sussex, UK: John Wiley & Sons.

Supporters:

1. Singgih Santoso, 2019, Mastering Statistics with SPSS 25, Jakarta: Elex Media Komputindo.
2. Sugiono, 2019, Quantitative, Qualitative and R&D Research Methods, Second Edition, Bandung: Alfabeta
3. Hard. 2013. Educational Research Methodology, Yogyakarta: Earth Literacy. 2003.
4. Marzuki. 2015. Research Methodology, Yogyakarta: Ekonisia
5. Moleong, Lexy. 2016. Qualitative Research Methodology, Revised Edition. Bandung: PT Pemuda Rosdakarya.
6. Arikunto, Suharsimi. 2015. Management Research., Seventh Printing. Jakarta: PT Rineka Cipta.

Supporting lecturer

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	Understand the thesis guidelines.	<ol style="list-style-type: none"> 1.Can explain how to prepare a thesis proposal. 2.Active consultation with coordinator/supervisor. 	<p>Criteria: Assessment rubric</p> <p>Form of Assessment : Participatory Activities</p>	Discussion, Independent Assignment 6 X 50	Discussion, Independent Assignment 6 X 50	<p>Material: Thesis Writing Guidelines</p> <p>Literature: <i>Proposal & Thesis Guidebook. 2018. Faculty of Economics, Surabaya State University.</i></p>	5%
2	Thesis pre-proposal.	<ol style="list-style-type: none"> 1.Carry out problem analysis of a condition. 2.Identify the problem. 3.Limiting problems. 4.Carry out problem formulation. 5.Determining research objectives. 	<p>Criteria: Assessment rubric</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Discussion, Independent Assignment. 6 X 50	Discussion, Independent Assignment. 6 X 50	<p>Material: Problem analysis of a condition (problem background); Identification of problems; Scope of problem; Formulation of the problem; Research purposes.</p> <p>Library: <i>Hard. 2013. Educational Research Methodology, Yogyakarta: Earth Literacy. 2003.</i></p>	5%
3	Thesis proposal (1).	<ol style="list-style-type: none"> 1.Can write problem analysis of a condition. 2.Can write problem identification. 3.Can write problem boundaries. 4.Can write problem statements. 5.Can write research objectives. 	<p>Criteria: Assessment rubric</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Discussion, Independent Assignment 6 X 50	Discussion, Independent Assignment 6 X 50	<p>Material: Problem analysis of a condition; Identification of problems; Scope of problem; Formulation of the problem; Research purposes.</p> <p>Library: <i>Hard. 2013. Educational Research Methodology, Yogyakarta: Earth Literacy. 2003.</i></p>	5%
4	Thesis proposal (2).	<ol style="list-style-type: none"> 1.Can write literature reviews. 2.Can write relevant research studies. 3.Can write a framework of thinking. 4.Can write hypotheses/research questions. 	<p>Criteria: Assessment rubric</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Discussion, Independent Assignment 6 X 50	Discussion, Independent Assignment 6 X 50	<p>Material: Literature Review; Relevant research studies; Framework; Hypothesis/research question.</p> <p>Bibliography: <i>Sugiono, 2019, Quantitative, Qualitative and R&D Research Methods, Second Edition, Bandung: Alfabeta</i></p>	5%
5	Thesis proposal (3).	<ol style="list-style-type: none"> 1.Can write research methods. 2.Can write research populations and samples. 3.Can create data collection instruments. 4.Can write data analysis techniques. 	<p>Criteria: Assessment rubric</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Discussion, Independent Assignment 6 X 50	Discussion, Independent Assignment 6 X 50	<p>Material: Research methods; Research population and sample; Data collection instruments; Data analysis technique.</p> <p>Bibliography: <i>Sugiono, 2019, Quantitative, Qualitative and R&D Research Methods, Second Edition, Bandung: Alfabeta</i></p>	5%

6	Validation of research instruments.	1.Can calculate the validity of the instrument. 2.Can calculate instrument reliability.	Criteria: Assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Discussion, Independent Assignment 6 X 50	Discussion, Independent Assignment 6 X 50	Material: Validity Reliability Literature: <i>Singgih Santoso, 2019, Mastering Statistics with SPSS 25, Jakarta: Elex Media Komputindo.</i>	5%
7	Implementation of research.	1.Can adapt to the research environment. 2.Can maintain norms. 3.Obtaining data.	Criteria: Assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Discussion, Independent Assignment 6 X 50	Discussion, Independent Assignment 6 X 50	Material: Research Ethics; Library data collection : <i>Proposal & Thesis Handbook. 2018. Faculty of Economics, Surabaya State University.</i>	5%
8	UTS	UTS	Criteria: Assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Discussion, Independent Assignment 6 x 50	Research Ethics Data collection 6 X 50	Material: UTS Library: <i>Proposal & Thesis Handbook. 2018. Faculty of Economics, Surabaya State University.</i>	15%
9	Implementation of research.	1.Can adapt to the research environment. 2.Can maintain norms. 3.Obtaining data.	Criteria: Assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Discussion, Independent Assignment 6 X 50	Discussion, Independent Assignment 6 X 50	Material: Research Ethics Data collection References: <i>Proposal & Thesis Handbook. 2018. Faculty of Economics, Surabaya State University.</i>	5%
10	Preparation of the Final Thesis report.	Can prepare the Final Thesis report.	Criteria: Assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Discussion, Independent Assignment 6 X 50	Discussion, Independent Assignment 6 X 50	Material: Guidelines for writing a thesis Library: <i>Proposal & Thesis Guidebook. 2018. Faculty of Economics, Surabaya State University.</i>	5%
11	Preparation of the Final Thesis report.	Can prepare the Final Thesis report.	Criteria: Assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Discussion, Independent Assignment 6 X 50	Discussion, Independent Assignment 6 X 50	Material: Guidelines for writing a thesis Library: <i>Proposal & Thesis Guidebook. 2018. Faculty of Economics, Surabaya State University.</i>	5%
12	Preparation of the Final Thesis report.	Can prepare the Final Thesis report.	Criteria: Assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Discussion, Independent Assignment 6 X 50	Discussion, Independent Assignment 6 X 50	Material: Guidelines for writing a thesis Library: <i>Proposal & Thesis Guidebook. 2018. Faculty of Economics, Surabaya State University.</i>	5%
13	Preparation of the Final Thesis report.	Can prepare the Final Thesis report.	Criteria: Assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Discussion, Independent Assignment 6 X 50	Discussion, Independent Assignment 6 X 50	Material: Guidelines for writing a thesis Library: <i>Proposal & Thesis Guidebook. 2018. Faculty of Economics, Surabaya State University.</i>	5%
14	Preparation of the Final Thesis report.	Can prepare the Final Thesis report.	Criteria: Assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Discussion, Independent Assignment 6 X 50	Discussion, Independent Assignment 6 X 50	Material: Guidelines for writing a thesis Library: <i>Proposal & Thesis Guidebook. 2018. Faculty of Economics, Surabaya State University.</i>	5%

15	Thesis examination	Can prepare the final thesis report.	Criteria: Assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Discussion, Independent Assignment 6 X 50	Discussion, Independent Assignment 6 X 50	Material: Final Thesis Report Literature: <i>Proposal & Thesis Guidebook. 2018. Faculty of Economics, Surabaya State University.</i>	5%
16	UAS	UAS	Criteria: Assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Discussion, Independent Assignment 6 X 50	Discussion, Independent Assignment 6 X 50	Material: UAS Library: <i>Proposal & Thesis Guidebook. 2018. Faculty of Economics, Surabaya State University.</i>	15%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	52.5%
2.	Project Results Assessment / Product Assessment	47.5%
		100%

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** abilities in the process and student learning outcomes are specific and measurable statements that identify the abilities 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.