	Universitas Negeri Surabaya **Faculty of Educational Sciences** **Bachelor of Education Management Study Program**	**Document Code**

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Capita Selecta Management	8620402037		**T=2**	**P=0**	**ECTS=3.18**	1	July 18, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	....	....	Syunu Trihantoyo, S.Pd., M.Pd.

Learning model	Case Studies

Program Learning Outcomes (PLO)	**PLO study program that is charged to the course**
	Program Objectives (PO)
	PLO-PO Matrix
	P.O
	PO Matrix at the end of each learning stage (Sub-PO)

P.O	Week															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Short Course Description	Study of the basis for implementing educational management, management functions, models, approaches, methods and service procedures in educational institutions related to government policies in the field of education. Lectures are carried out using a system of clarification, lectures, questions and answers, assignments, student presentations in groups, class discussions, independent development of material from observations, and product values.

References	**Main :**
	1. Syafrudin, Ateng, 2006. Kapita Selekta. Yogyakarta: Citra Media 2. Tim Dosen Administrasi Pendidikan, UPI, 2011. Manajemen Pendidikan. Bandung: Alfa Beta 3. Fattah, Nanang, 1997. Landasan Manajemen Pendidikan. Bandung: Remaja Rosdakarya. 4. Pidarta, Made. 2004. Manajemen Pendidikan Indonesia. Jakarta: Rineka Cipta
	Supporters:

Supporting lecturer	Dr. Subianto Karoso, M.Kes. Dr. Amrozi Khamidi, S.Pd., M.Pd. Syunu Trihantoyo, S.Pd., M.Pd. Shelly Andari, S.Pd., M.Pd.

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	Understanding the Definition of Selective Capita	Students are able to understand the meaning of Capita Selecta	**Criteria:** Active in discussion/presentation activities	Lectures and questions and answers 2 X 50			0%

No	Topic	Learning Outcome	Assessment	Method			Weight
2	Understanding the concept and theory of Capita Selecta educational management	Students are able to understand the concept and theory of Capita Selecta educational management	**Criteria:** Active in discussion/presentation activities	Lectures, discussions and questions and answers 2 X 50			0%
3	Understanding the concept and theory of Capita Selecta educational management	Students are able to understand the concept and theory of Capita Selecta educational management	**Criteria:** Active in discussion/presentation activities	Lectures, discussions and questions and answers 2 X 50			0%
4	Understanding the Differences in Government Administration Systems	students are able to understand the differences in government administration systems	**Criteria:** Active in discussion/presentation activities	Lectures, discussions and questions and answers 2 X 50			0%
5	Understanding Autonomous Systems	students are able to understand autonomous systems	**Criteria:** Active in discussion/presentation activities	Lectures, discussions and questions and answers 2 X 50			0%
6	Understanding Decentralization in Education Management	students are able to understand decentralization in education management	**Criteria:** Active in discussion/presentation activities	Lectures, questions and answers, and assignments 2 X 50			0%
7	Understanding State Administration	Students are able to understand state administration	**Criteria:** Active in discussion/presentation activities	Lectures, discussions and questions and answers 2 X 50			0%
8	Understanding the Philosophy of Educational Administration and Decentralization of the National Education System	Students are able to understand the philosophy of educational administration and decentralization of the national education system	**Criteria:** Active in discussion/presentation activities	Lectures, discussions, questions and answers, exercises and assignments 2 X 50			0%
9			**Criteria:** Full marks are obtained if you do all the questions correctly. Full marks if students are able to answer questions with descriptive, clear and systematic explanations and in accordance with the theory and policies used	2 X 50			0%
10	Understanding Educational Organization and School Management	students are able to understand educational organization and school management	**Criteria:** Active in discussion/presentation activities	Lectures, discussions and questions and answers 2 X 50			0%
11	Understanding Classroom Management and Educational Leadership	students are able to understand classroom management and educational leadership	**Criteria:** Active in discussion/presentation activities	Lectures, questions and answers, and assignments 2 X 50			0%
12	Understanding Information Systems	students are able to understand information systems	**Criteria:** Active in discussion/presentation activities	Lectures, questions and answers, and assignments 2 X 50			0%

13	Understanding Diktendik personnel management	Students are able to understand the management of educational staff	**Criteria:** Active in discussion/presentation activities	Lectures, questions and answers, and assignments 2 X 50				0%
14	Understanding MPMBS	students are able to understand MPMBS	**Criteria:** Active in discussion/presentation activities	Lectures, questions and answers, and assignments 2 X 50				0%
15	Understanding Educational Supervision	students are able to understand educational supervision	**Criteria:** Active in discussion/presentation activities	Lectures, questions and answers, and assignments 2 X 50				0%
16			**Criteria:** Full marks are obtained if you do all the questions correctly. Full marks if students are able to answer questions with descriptive, clear and systematic explanations and in accordance with the theory and policies used	2 X 50				0%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
		0%

Notes

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **Forms of assessment:** test and non-test.
8. **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.
9. **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.
10. **Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
11. **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%.
12. TM=Face to face, PT=Structured assignments, BM=Independent study.