



**Universitas Negeri Surabaya**  
**Faculty of Education,**  
**Undergraduate Study Program in Out-of-School Education**

Document Code

**SEMESTER LEARNING PLAN**

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
PNF SITE LABORATORY MANAGEMENT	8620503135	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	5	August 9, 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 which is charged to the course

<b>PLO-5</b>	Mastering the basic concepts of out-of-school education to be able to manage non-formal education programs
<b>PLO-7</b>	Mastering the process of planning, implementing and evaluating non-formal education programs
<b>PLO-8</b>	Able to design and implement Andragogy-based learning in Non-Formal Education and Community Education

**Program Objectives (PO)**

<b>PO - 1</b>	Understand and master the theories and concepts regarding the management of non-formal education field laboratories (lab sites) in a complete and contextual manner as the actualization of innovative, creative and quality lifelong learning principles
<b>PO - 2</b>	Able to make appropriate decisions in the context of problem solving through scientific development of Non-formal Education based on the results of information and data analysis.
<b>PO - 3</b>	Mastering the concepts and procedures of community development through a non-formal education approach in a critical, creative, cooperative, communicative, information technology (IT) literacy, as well as with integrity and character
<b>PO - 4</b>	Able to manage Non-formal Education programs that are based on devotion, independence and social entrepreneurship

**PLO-PO Matrix**

P.O	PLO-5	PLO-7	PLO-8
PO-1	✓		
PO-2		✓	✓
PO-3			✓
PO-4	✓		

**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
PO-1	✓									✓	✓		✓	✓	✓	
PO-2							✓									
PO-3		✓	✓	✓		✓		✓								
PO-4					✓		✓									✓

<b>Short Course Description</b>	This course provides an understanding and ability about the basics, objectives and functions of site laboratories, basic laboratory criteria. site, identifying community learning needs and resources, preparing Lab programs. site from planning, implementation to evaluation of the PNFI program, through explanations, discussions and practicums using the Project Base Learning (PjBL) approach. This course focuses on realizing the practice of activity programs studied during lectures. Non-formal education laboratories outside campus are Kawi Farm and Edu Farm. Kawi Farm and Edu Farm are oriented towards creating activity programs that involve the community in participating in activities in the agricultural sector, from planning to distributing harvests. From here students learn the management of non-formal educational activities and programs such as identifying community needs, cultivating educational potential in the community, and community empowerment.						
<b>References</b>	<b>Main :</b>						
		1. TIM. 2012. Pedoman Pelaksanaan Pengelolaan Laboratorium Site . Surabaya: Unipress 2. Sudjana. 2004. Manajemen Program Pendidikan . Bandung: Falah					
	<b>Supporters:</b>						
<b>Supporting lecturer</b>	Drs. Heru Siswanto, M.Si. Prof.Dr. I Ketut Atmaja Johny Artha, M.Kes. Dr. Widodo, 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	Students understand the concepts, procedures, programs at PNFI institutions using information and communication technology.	Students are able to: define the meaning of lab. Site, explains the scope of lab management. site, as well as explaining the relationship with the PNFI program.	<b>Criteria:</b> did 75% of the questions.  <b>Form of Assessment :</b> Practice / Performance	Dialogical presentation of material. 3 X 50	Dialogical presentation of material. 3 X 50	<b>Material:</b> learning laboratory <b>Library:</b> TIM. 2012. Guidelines for Implementing Laboratory Site Management. Surabaya: Unipress	3%
2	Students understand the process of identifying community learning needs and resources as a reference for preparing PNF programs.	Students are able to explain techniques for identifying community learning needs, mention PNFI programs, make proposals for PNFI program activities, and evaluate PNFI programs.	<b>Criteria:</b> Students are successful if they can prepare a program proposal well.  <b>Form of Assessment :</b> Practice / Performance	Dialogical presentation of material. 3 X 50	Dialogical presentation of material.	<b>Material:</b> process of identifying community learning needs and resources as a reference for preparing the PNF program. <b>Reader:</b> Sudjana. 2004. Educational Program Management. Bandung: Falah	3%
3	Students understand the process of identifying community learning needs and resources as a reference for preparing PNF programs.	Students are able to explain techniques for identifying community learning needs, mention PNFI programs, make proposals for PNFI program activities, and evaluate PNFI programs.	<b>Criteria:</b> Students are successful if they can prepare a program proposal well.  <b>Form of Assessment :</b> Practice / Performance	Dialogical presentation of material. 3 X 50		<b>Material:</b> identification of community learning needs and resources as a reference for preparing the PNF program. <b>Reader:</b> Sudjana. 2004. Educational Program Management. Bandung: Falah	3%

4	Students understand the process of identifying community learning needs and resources as a reference for preparing PNF programs.	Students are able to explain techniques for identifying community learning needs, mention PNF programs, make proposals for PNF program activities, and evaluate PNF programs.	<p><b>Criteria:</b> Students are successful if they can prepare a program proposal well.</p> <p><b>Form of Assessment :</b> Practice / Performance</p>	Dialogical presentation of material. 3 X 50	Dialogical presentation of material. 3 X 50	<p><b>Material:</b> identification of community learning needs and resources as a reference for preparing the PNF program. <b>Reader:</b> <i>Sudjana. 2004. Educational Program Management. Bandung: Falah</i></p>	3%
5	Students understand the implementation of concepts, procedures, programs at PNF institutions using information technology and	Students are able to organize the PNF program in accordance with the results of the identification and plans that have been made.	<p><b>Criteria:</b> Students pass if they provide a 90% report.</p> <p><b>Form of Assessment :</b> Practice / Performance</p>	Field Practicum at PNF institutions or the community 3 X 50	Field Practicum at PNF institutions or the community	<p><b>Material:</b> implementation of concepts, procedures, programs at PNF institutions using information technology and <b>library:</b> <i>TIM. 2012. Guidelines for Implementing Laboratory Site Management. Surabaya: Unipress</i></p>	3%
6	Students understand the implementation of concepts, procedures, programs at PNF institutions using information technology and	Students are able to organize the PNF program in accordance with the results of the identification and plans that have been made.	<p><b>Criteria:</b> Students pass if they provide a 90% report.</p> <p><b>Form of Assessment :</b> Practice / Performance</p>	Field Practicum at PNF institutions or the community 3 X 50		<p><b>Material:</b> implementation of concepts, procedures, programs at PNF institutions using information technology <b>Library:</b> <i>TIM. 2012. Guidelines for Implementing Laboratory Site Management. Surabaya: Unipress</i></p>	3%
7	Students understand the implementation of concepts, procedures, programs at PNF institutions using information technology	Students are able to organize the PNF program in accordance with the results of the identification and plans that have been made.	<p><b>Criteria:</b> Students pass if they provide a 90% report.</p> <p><b>Form of Assessment :</b> Practice / Performance</p>	Field Practicum at PNF institutions or the community 3 X 50		<p><b>Material:</b> implementation of concepts, procedures, programs at PNF institutions using information technology <b>Library:</b> <i>Sudjana. 2004. Educational Program Management. Bandung: Falah</i></p>	4%
8	Students understand the implementation of concepts, procedures, programs at PNF institutions using information technology and	Students are able to organize the PNF program in accordance with the results of the identification and plans that have been made.	<p><b>Criteria:</b> Students pass if they provide a 90% report.</p> <p><b>Form of Assessment :</b> Project Results Assessment / Product Assessment</p>	Field Practicum at PNF institutions or the community 3 X 50	Field Practicum at PNF institutions or the community 3 X 50	<p><b>Material:</b> educational program management <b>Reader:</b> <i>Sudjana. 2004. Educational Program Management. Bandung: Falah</i></p>	20%

9	Students understand the implementation of concepts, procedures, programs at PNFI institutions using information technology and	Students are able to organize the PNFI program in accordance with the results of the identification and plans that have been made.	<b>Criteria:</b> Students pass if they provide a 90% report.  <b>Form of Assessment :</b> Practice / Performance	Field Practicum at PNFI institutions or the community 3 X 50		<b>Material:</b> PNFI program in accordance with identification results and plans <b>Reference:</b> <i>Sudjana. 2004. Educational Program Management. Bandung: Falah</i>	4%
10	Students understand the implementation of concepts, procedures, programs at PNFI institutions using information and communication technology.	Students are able to organize the PNFI program in accordance with the results of the identification and plans that have been made.	<b>Criteria:</b> Students pass if they provide a 90% report.  <b>Form of Assessment :</b> Practice / Performance	Field Practicum at PNFI institutions or the community 3 X 50	Field Practicum at PNFI institutions or the community 3 X 50	<b>Material:</b> implementation of concepts, procedures, programs at PNFI institutions using information and communication technology. <b>Reader:</b> <i>Sudjana. 2004. Educational Program Management. Bandung: Falah</i>	4%
11	Students understand the implementation of concepts, procedures, programs at PNFI institutions using information and communication technology.	Students are able to organize the PNFI program in accordance with the results of the identification and plans that have been made.	<b>Criteria:</b> Students pass if they provide a 90% report.  <b>Form of Assessment :</b> Practice / Performance	Field Practicum at PNFI institutions or the community 3 X 50		<b>Material:</b> implementation of concepts, procedures, programs at PNFI institutions using information and communication technology. <b>Library:</b> <i>TEAM. 2012. Guidelines for Implementing Laboratory Site Management. Surabaya: Unipress</i>	4%
12	Students understand the implementation of concepts, procedures, programs at PNFI institutions using information and communication technology.	Students are able to organize the PNFI program in accordance with the results of the identification and plans that have been made.	<b>Criteria:</b> Students pass if they provide a 90% report.  <b>Form of Assessment :</b> Practice / Performance	Field Practicum at PNFI institutions or the community 3 X 50			4%
13	Students understand the implementation of concepts, procedures, programs at PNFI institutions using information and communication technology.	Students are able to organize the PNFI program in accordance with the results of the identification and plans that have been made.	<b>Criteria:</b> Students pass if they provide a 90% report.  <b>Form of Assessment :</b> Practice / Performance	Field Practicum at PNFI institutions or the community 3 X 50			4%
14	Students understand the implementation of concepts, procedures, programs at PNFI institutions using information and communication technology.	Students are able to present the results of implementing laboratory management. Site in the form of seminar results and reporting.	<b>Criteria:</b> Students graduate if they submit a 100% report.  <b>Form of Assessment :</b> Practice / Performance	Presentation of material by students, questions and answers, exploration of material by lecturers, 6 X 50 portfolio		<b>Material:</b> preparing needs identification <b>References:</b> <i>TEAM. 2012. Guidelines for Implementing Laboratory Site Management. Surabaya: Unipress</i>	4%

15	Students understand the implementation of concepts, procedures, programs at PNFI institutions using information and communication technology.	Students are able to present the results of implementing laboratory management. Site in the form of seminar results and reporting.	<b>Criteria:</b> Students graduate if they submit a 100% report. <b>Form of Assessment :</b> Practice / Performance	Presentation of material by students, questions and answers, exploration of material by lecturers, 6 X 50 portfolio	Presentation of material by students, questions and answers, exploration of material by lecturers, portfolio	<b>Material:</b> instrument exploration <b>Library:</b> TIM. 2012. <i>Guidelines for Implementing Laboratory Site Management. Surabaya: Unipress</i>	4%
16	Students have comprehensive abilities regarding the implementation and components in non-formal education laboratory sites	activity programs according to community needs and run optimally	<b>Criteria:</b> learners <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	The practical exam creates the following activity program with the required devices 3 x 50	The practical exam creates the following activity program with the required equipment	<b>Material:</b> lab site management <b>Reference:</b> TIM. 2012. <i>Guidelines for Implementing Laboratory Site Management. Surabaya: Unipress</i>	30%

#### Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Project Results Assessment / Product Assessment	50%
2.	Practice / Performance	50%
		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** 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.