



Universitas Negeri Surabaya
Faculty of Social and Legal Sciences,
Bachelor of State Administration Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date																																	
Employee Development	6320102087		T=2 P=0 ECTS=3.18	5	July 18, 2024																																	
AUTHORIZATION	SP Developer		Course Cluster Coordinator		Study Program Coordinator																																	
		Eva Hany Fanida, S.AP., M.AP.																																	
Learning model	Project Based Learning																																					
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																					
	Program Objectives (PO)																																					
	PLO-PO Matrix																																					
		<table border="1" style="margin: auto;"> <tr> <td style="width: 10%;">P.O</td> <td colspan="15"></td> </tr> </table>					P.O																															
P.O																																						
	PO Matrix at the end of each learning stage (Sub-PO)																																					
	<table border="1" style="margin: auto;"> <tr> <td rowspan="2" style="width: 5%;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 3%;">1</td> <td style="width: 3%;">2</td> <td style="width: 3%;">3</td> <td style="width: 3%;">4</td> <td style="width: 3%;">5</td> <td style="width: 3%;">6</td> <td style="width: 3%;">7</td> <td style="width: 3%;">8</td> <td style="width: 3%;">9</td> <td style="width: 3%;">10</td> <td style="width: 3%;">11</td> <td style="width: 3%;">12</td> <td style="width: 3%;">13</td> <td style="width: 3%;">14</td> <td style="width: 3%;">15</td> <td style="width: 3%;">16</td> </tr> </table>					P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
P.O	Week																																					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																						
Short Course Description	This course discusses the concept of employee development, employee training techniques, employee development techniques, and work performance assessment.																																					
References	Main :																																					
	<ol style="list-style-type: none"> 1. Flynn, Norman. 2012. Public Sector Management. Sage Publica Lions (Asia Pacific) 2. Handoko, T. Hani. 2012. Manajemen Personalia dan Sumber Daya Manusia. BPFE 3. Mangukunegara, Anwar Prabu. 2012. Manajemen Sumber Daya Manusia Perusahaan. Remaja Rosdakarya 4. Notoatmodjo, Soekidjo. 2010. Pengembangan Sumber Daya Manusia. Rineka Cipta. Rineka 																																					
	Supporters:																																					
Supporting lecturer	Dra. Meirinawati, M.AP. Indah Prabawati, S.Sos., M.Si. Fitrotun Niswah, S.AP., M.AP.																																					
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 explain the framework of thinking and methods of personnel development	Able to understand civil service development in terms of ontology, epistemology and axiology		- Pulpit lecture - Question and answer. - Discussion 2 X 50			0%
2	Able to understand the main elements of training and development	Identify the components of training and development Describe the principles of training and development planning Outline the objectives of training and development	Criteria: activeness in class	- Pulpit lecture - Question and answer. - Discussion 2 X 50			0%
3	Students are able to understand the stages of training and development preparation	Describe the identification of needs. Identify the determination of targets or objectives. Identify the determination of the program		- Pulpit lecture - 2 X 50 discussions			0%
4	Students are able to understand training methods and techniques	- Describe training techniques for employees - Describe information presentation techniques		- Pulpit lecture - 2 X 50 discussions			0%
5	Students are able to understand development methods or techniques	- Describe development techniques for employees - Identify learning principles		Pulpit lecture - 2 X 50 discussions			0%
6	Students are able to understand the evaluation of training and development programs	- describe the implementation of the training and development program, describe the steps in the evaluation		Lecture pulpit Discussion 2 X 50			0%
7	Students are able to understand personality and work productivity	- Understanding Personality - Understanding work productivity Elaborating personality development		- Pulpit lecture - 2 X 50 discussions			0%
8	Students are able to answer the material that has been presented	Students can answer meeting material 1-7	Criteria: accuracy of answers and analysis	2 X 50 test			0%
9							0%
10							0%
11							0%
12							0%
13							0%
14							0%
15							0%
16							0%

Evaluation Percentage Recap: Project Based Learning

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.