



**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
Policy Analysis	6320103629	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	3	January 30, 2024
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
	Dr. Tjitjik Rahaju, M.Si.; Tauran, S.Sos., M.Soc.Sc.; Indah Prabawati, S.Sos., M.Si.		Dr. Tjitjik Rahaju, M.Si			Eva Hany Fanida, S.AP., M.AP.	

Learning model	Project Based Learning
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Program Learning Outcomes (PLO)	<b>PLO study program that is charged to the course</b>																																																																																																																				
PLO-7	Able to analyze public problems and formulate policy recommendations.																																																																																																																				
PLO-10	Mastering qualitative and quantitative analysis methods and techniques for administration.																																																																																																																				
PLO-14	Able to make decisions in solving problems based on the results of information and data analysis.																																																																																																																				
Program Objectives (PO)																																																																																																																					
PO - 1	Contribute to analyzing policies that can improve the quality of life in society and the state																																																																																																																				
PO - 2	Mastering the theoretical concepts of policy analysis to develop policy study designs that are relevant to public problems																																																																																																																				
PO - 3	Design a policy analysis design using relevant policy research methods																																																																																																																				
PO - 4	Implementing public policy analysis activities that produce policy briefs by utilizing data literacy skills in an independent, quality and measurable manner																																																																																																																				
PLO-PO Matrix																																																																																																																					
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Short Course Description	This course will discuss the scope of public policy analysis, problem formulation methods, methods for developing policy alternatives, policy recommendation methods and forms of documents resulting from policy analysis
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References	<p><b>Main :</b></p> <ol style="list-style-type: none"> <li>Birkland, Thomas. 2011. An Introduction to The Policy Process . ME Sharpe</li> <li>Dunn, William N. 2002. Pengantar Analisis Kebijakan Publik . Edisi Kedua (terjemahan). Yogyakarta: Gadjah Mana University Press.</li> <li>Fischer, Frank, Gerald J Miller, Mara S. Sidney. 2010. Handbook of Public Policy Analysis Theory Polotics and Methods . New York. Taylor and Francis Group LLC</li> <li>Sabatier, Paul A. 2007. Theories of The Policy Process. Westview</li> <li>Subarsono, AG. 2010. Analisis Kebijakan Publik. Pustaka Pelajar.</li> <li>Weimer, David, L. 2011. Policy Analysis. Longman.</li> </ol> <p><b>Supporters:</b></p>
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1. Hamdi, Muchlis. 2013. Kebijakan Publik: Proses, Analisis, dan Partisipasi. Ghalia Indonesia. Bogor.
2. Santoso, Purwo. 2010. Modul Pembelajaran Analisis Kebijakan Publik. Polgov, JPP-UGM
3. Widodo, Joko. 2013. Analisis Kebijakan Publik: Konsep & Analisis Proses Kebijakan Publik. Bayumedia.
4. Suharto, Edi. 2012. Analisis Kebijakan Publik: Panduan Praktis Mengkaji Masalah dan Kebijakan Sosial. Alfabeta. Bandung

**Supporting lecturer**

Dr. Tjitjik Rahaju, M.Si.  
Indah Prabawati, S.Sos., M.Si.  
Tauran, S.Sos., M.Soc.Sc.

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	Responsible for contributing to the explanation of the relationship between changes in applied social science and policy analysis independently	<ol style="list-style-type: none"> <li>1.Explain the meaning of public policy analysis</li> <li>2.Explain the scope of public policy analysis</li> <li>3.Explain the purpose of public policy analysis</li> <li>4.Explain the relationship between applied social science and policy analysis</li> </ol>	<p><b>Criteria:</b> Holistic rubric Non-test form: Summarizes lecture material</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Face to Face Lecture, Question and Answer, Discussion 3 X 50	Online Lectures, Questions and Answers, Discussions	<p><b>Material:</b> Policy Analysis</p> <p><b>Bibliography:</b> <i>Birkland, Thomas. 2011. An Introduction to the Policy Process. M.E. Sharpe</i></p>	5%
2	Describe the source and background of the policy problem, its importance and impact on the public with relevant literature to prepare the study design independently and responsibly	<ol style="list-style-type: none"> <li>1.Public policy analysis approaches</li> <li>2.Forms of public policy analysis</li> <li>3.Policy Analysis Framework</li> </ol>	<p><b>Criteria:</b> Analytical Rubric Form:Not a Test</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Face to Face Lecture, Response 3 X 50	Online Lectures, Responsive	<p><b>Material:</b> Policy Issues.</p> <p><b>References:</b> <i>Suharto, Edi. 2012. Public Policy Analysis: A Practical Guide to Examining Social Problems and Policies. Alfabeta. Bandung</i></p>	5%
3	Describe the source and background of the policy problem, its importance and impact on the public with relevant literature to prepare the study design independently and responsibly	Explain procedures for public policy analysis	<p><b>Criteria:</b> Analytical Rubric Form:Not a Test</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Face to Face Lecture, Response 3 X 50	Online Lectures, Responsive	<p><b>Material:</b> Policy Design</p> <p><b>Literature:</b> <i>Santoso, Purwo. 2010. Public Policy Analysis Learning Module. Polgov, JPP-UGM</i></p>	5%
4	Develop a policy research design using relevant research methods	<ol style="list-style-type: none"> <li>1.Explain the meaning of policy problems - - - - -</li> <li>2.Explain the meaning of policy problem formulation</li> <li>3.Identify Considerations in selecting problems</li> <li>4.Identifying the characteristics of the problem</li> <li>5.Explain the types of public problems</li> <li>6.Explain the importance of data in formulating problems</li> </ol>	<p><b>Criteria:</b> Analytical Rubric Form:Not a Test</p> <p><b>Form of Assessment :</b> Project Results Assessment / Product Assessment</p>	Face to Face Lecture, Response 3 X 50	Online Lectures, Responsive	<p><b>Material:</b> Policy Issues.</p> <p><b>References:</b> <i>Sabatier, Paul A. 2007. Theories of the Policy Process. Westview</i></p>	6%

5	Develop a policy research design using relevant research methods	- Explaining the meaning of policy problems - Explaining the meaning of policy problem formulation - Identifying considerations in selecting problems - Identifying characteristics of problems - Explaining types of public problems - Explaining the importance of data in formulating problems - Explaining stages of problem formulation Explaining methods for formulating problems	<b>Criteria:</b> Analytical Rubric Form:Not a Test  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	- Pulpit lecture - Question and answer - Discussion 3 X 50		<b>Material:</b> Policy Research Design <b>Bibliography:</b> <i>Dunn, William N. 2002. Introduction to Public Policy Analysis. Second Edition (translation). Yogyakarta: Gadjah Mana University Press.</i>	6%
6	Develop data and policy information collection instruments and validate them using data literacy skills to prepare study designs and policy analyzes independently and responsibly	- Explain the meaning of forecasting - Explain the purpose of forecasting - Explain the goals, targets and policy alternatives which are related to the future - Explain the source of goals, targets and policy alternatives - Explain types of forecasting - Types of the future - Forecasting methods and techniques	<b>Criteria:</b> Analytical Rubric Form:Not a Test  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	- Pulpit lecture - questions and answers - 3 X 50 discussions		<b>Material:</b> Policy Design <b>Bibliography:</b> <i>Weimer, David, L. 2011. Policy Analysis. Longman.</i>	6%
7	Develop data and policy information collection instruments and validate them using data literacy skills to prepare study designs and policy analyzes independently and responsibly	- Explain the meaning of forecasting - Explain the purpose of forecasting - Explain the goals, targets and policy alternatives which are related to the future - Explain the source of goals, targets and policy alternatives - Explain types of forecasting - Types of the future - Forecasting methods and techniques	<b>Criteria:</b> Analytical Rubric Form:Not a Test  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	- Pulpit lecture - questions and answers - 3 X 50 discussions		<b>Material:</b> Policy Design <b>Literature:</b> <i>Santoso, Purwo. 2010. Public Policy Analysis Learning Module. Polgov, JPP-UGM</i>	7%
8	UTS	Students are able to answer UTS questions	<b>Criteria:</b> Answers are explained appropriately  <b>Form of Assessment :</b> Test	Midterm Exam 3 X 50		<b>Material:</b> Material 1-8 <b>References:</b> <i>Suharto, Edi. 2012. Public Policy Analysis: A Practical Guide to Examining Social Problems and Policies. Alfabet. Bandung</i>	10%
9	Collect, process and interpret data and policy information using policy research methods that utilize data literacy skills to analyze policies	- Develop various policy alternatives - Students are able to formulate selection criteria for policy alternatives	<b>Criteria:</b> Holistic Rubric Form: Non-Test  <b>Form of Assessment :</b> Practice / Performance	- Lecture - Discussion - Demonstration 3 X 50		<b>Material:</b> Policy Analysis <b>Bibliography:</b> <i>Widodo, Joko. 2013. Public Policy Analysis: Concept &amp; Analysis of the Public Policy Process. Bayumedia.</i>	5%
10	Collect, process and interpret data and policy information using policy research methods that utilize data literacy skills to analyze policies	- Explain various assessment methods for policy recommendations - Practice the use of assessment methods for policy recommendations in a case example	<b>Criteria:</b> Analytical Rubric Form:Not a Test  <b>Form of Assessment :</b> Practice / Performance	- Lecture - Discussion - Demonstration - Performance 3 X 50		<b>Material:</b> Policy Design <b>Literature:</b> <i>Hamdi, Muchlis. 2013. Public Policy: Process, Analysis, and Participation. Ghalia Indonesia. Bogor.</i>	5%
11	Compile the results of studies or policy analysis according to the systematic results of policy analysis	1.- Explain various assessment methods for policy recommendations 2.- Practicing the use of assessment methods for policy recommendations in a case example	<b>Criteria:</b> Analytical Rubric Form:Not a Test  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	- Lecture - Discussion - Demonstration - Performance 3 X 50		<b>Material:</b> Policy Recommendations. <b>Bibliography:</b> <i>Fischer, Frank, Gerald J Miller, Mara S. Sidney. 2010. Handbook of Public Policy Analysis Theory Politics and Methods. New York. Taylor and Francis Group LLC</i>	6%

12	Compile the results of studies or policy analysis according to the systematic results of policy analysis	- Identifying policy stakeholders - Identifying institutional tools - Determining advocacy steps	<b>Criteria:</b> Analytical Rubric Form:Not a Test  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	- Lecture - Discussion - Demonstration 3 X 50		<b>Material:</b> Preparing Policy Analysis <b>References:</b> <i>Hamdi, Muchlis. 2013. Public Policy: Process, Analysis, and Participation. Ghalia Indonesia. Bogor.</i>	7%
13	Compile the results of studies or policy analysis according to the systematic results of policy analysis	- Determine the paper material - Design the policy paper design - Create a policy paper in accordance with the principles and objectives	<b>Criteria:</b> Analytical Rubric Form:Not a Test  <b>Form of Assessment :</b> Participatory Activities, Project Results Assessment / Product Assessment	- Lecture - Discussion - Demonstration - Performance 3 X 50		<b>Material:</b> Policy Analysis <b>Bibliography:</b> <i>Santoso, Purwo. 2010. Public Policy Analysis Learning Module. Polgov, JPP-UGM</i>	5%
14	Elaborate on the formulation of policy alternatives in accordance with relevant regulatory studies and the results of policy analysis	- Prepare oral presentation materials - Conduct effective oral presentations	<b>Criteria:</b> Analytical Rubric Form:Not a Test  <b>Form of Assessment :</b> Participatory Activities, Project Results Assessment / Product Assessment	- Lecture - Discussion - Demonstration - Performance 3 X 50		<b>Material:</b> Policy Analysis <b>Bibliography:</b> <i>Hamdi, Muchlis. 2013. Public Policy: Process, Analysis, and Participation. Ghalia Indonesia. Bogor.</i>	5%
15	Prepare policy recommendations in accordance with policy studies and the results of relevant policy analysis in the form of policy briefs	Students are able to actively discuss.	<b>Criteria:</b> Analytical Rubric Form:Not a Test  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	3 X 50 Semester Final Exam		<b>Material:</b> Policy Brief <b>Bibliography:</b> <i>Birkland, Thomas. 2011. An Introduction to the Policy Process. M.E. Sharpe</i>  <b>Material:</b> Policy Brief <b>Bibliography:</b> <i>Weimer, David, L. 2011. Policy Analysis. Longman.</i>	7%
16	Able to answer policy study final semester exam questions and relevant policy analysis results in the form of policy briefs	Students are able to do the UAS well.	<b>Criteria:</b> Analytical Rubric Form:Not a Test  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment, Test	Final Exam Semester 2 X 50	Final Exam Semester 2 X 50	<b>Material:</b> Material 9-10 <b>References:</b> <i>Weimer, David, L. 2011. Policy Analysis. Longman.</i>	10%

#### Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	20%
2.	Project Results Assessment / Product Assessment	55%
3.	Practice / Performance	10%
4.	Test	15%
		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.

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.