



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																																																			
State Administration System	6320103105	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	1	July 20, 2023																																																			
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator																																																				
	Dr. Tjitjik Rahaju, M.Si		Indah Prabawati, S.Sos., M.Si			Eva Hany Fanida, S.AP., M.AP.																																																				
Learning model	Project Based Learning																																																									
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																									
	PLO-8	Mastering theoretical concepts of administration and public policy.																																																								
	PLO-11	Contribute to improving the quality of life in society and the state.																																																								
	Program Objectives (PO)																																																									
	PO - 1	Able to master the theoretical concepts of policy and public administration																																																								
	PLO-PO Matrix																																																									
		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">P.O</td> <td style="padding: 5px;">PLO-8</td> <td style="padding: 5px;">PLO-11</td> <td colspan="4"></td> </tr> <tr> <td style="padding: 5px;">PO-1</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td colspan="4"></td> </tr> </table>						P.O	PLO-8	PLO-11					PO-1																																											
	P.O	PLO-8	PLO-11																																																							
	PO-1																																																									
	PO Matrix at the end of each learning stage (Sub-PO)																																																									
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td></td> <td style="padding: 5px;">1</td><td style="padding: 5px;">2</td><td style="padding: 5px;">3</td><td style="padding: 5px;">4</td><td style="padding: 5px;">5</td><td style="padding: 5px;">6</td><td style="padding: 5px;">7</td><td style="padding: 5px;">8</td><td style="padding: 5px;">9</td><td style="padding: 5px;">10</td><td style="padding: 5px;">11</td><td style="padding: 5px;">12</td><td style="padding: 5px;">13</td><td style="padding: 5px;">14</td><td style="padding: 5px;">15</td><td style="padding: 5px;">16</td> </tr> <tr> <td style="padding: 5px;">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><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																	
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PO-1																																																										
Short Course Description	Mastering concepts and theories about designing and managing public sector organizations, implementing public policies, managing services, and development administration																																																									
References	Main :																																																									
	<ol style="list-style-type: none"> 1. Asshiddiqie, Jimly. 2010. Perkembangan dan Konsolidasi Lembaga Negara Pasca Reformasi . Jakarta: Sinar Grafika 2. Sobirin, Malian. 2011. Perkembangan Lembaga-lembaga Negara di Indonesia . Yogyakarta: Total Media 3. Syafie, Inu Kencana. 2011. Sistem Administrasi Negara Republik Indonesia . Bumi Aksara 4. Lembaga Administrasi Negara. 2003. Sistem Administrasi Negara Kesatuan Republik Indonesia (SANKRI), Buku I dan II1 Prinsip-prinsip Penyelenggaraan Negara . Jakarta: Lembaga Administrasi Negara 5. Riggs, Fred W. Administrasi Negara-Negara Berkembang: Teori Masyarakat Prismatic. Yayasan Solidaritas Gadjah Mada. 6. Ingraham, Patricia W.2010, New Porodigms for Government: Issues far the Changing Public Service. Jossey-Bass Publishers, San Francisco 7. Gaffar, Afan, dkk. 2010 Otonomi Daeroh dalam Negara Kesatuan. Pustaka Pelajar, Yogyakarta 8. Pamudji, S, 2009, Ekologi Administrasi Negaro. Bumi Aksara, 																																																									
	Supporters:																																																									

Supporting lecturer		Dra. Meirinawati, M.AP. Dr. Tjitjik Rahaju, M.Si. Indah Prabawati, S.Sos., M.Si. Muhammad Farid Ma'ruf, S.Sos., M.AP. Tauran, S.Sos., M.Soc.Sc. Dr. Suci Megawati, S.IP., M.Si. Badrudin Kurniawan, S.AP., M.AP. Trenda Aktiva Oktariyanda, S.AP., M.AP. Melda Fadiyah Hidayat, M.P.A. M. Noer Falaq Al Amin, SIP., M.KP.					
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 understand the concept of the State Administration System	Students can explain the concept and meaning of the State Administration System	Criteria: 1.1. Students' clarity in explaining the state administration system 2.2. accuracy in describing the state administration system Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	- Pulpit lecture - Question and answer. - Discussion 3 X 50	- Pulpit lecture - Question and answer. - Discussion 3 X 50	Material: State Administration System Concepts References: <i>Asshiddiqie, Jimly. 2010. Development and Consolidation of Post-Reformation State Institutions. Jakarta: Sinar Graphics</i>	4%
2	Students are able to understand the concept of the State Administration System	Students can explain the Indonesian constitutional system	Criteria: 1. Clarity in explaining the Indonesian constitutional system 2. Accuracy in explaining Indonesia's political administration system Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	- Pulpit lecture - Question and answer. - Discussion 3 X 50	- Pulpit lecture - Question and answer. - Discussion 3 X 50	Material: State Administration System References: <i>Syafie, Inu Kencana. 2011. State Administration System of the Republic of Indonesia. Literary Earth</i>	4%
3	Able to describe and apply a systemic mindset in analyzing the Scope and Elements of the State Administration System	1. Explain the scope of the Indonesian constitutional system 2. Explain the elements of the Indonesian constitutional system	Criteria: Holistic, Rubric Form of Assessment : Participatory Activities	- Pulpit lecture - Question and answer. - Discussion 3 X 50	- Pulpit lecture - Question and answer. - Discussion 3 X 50	Material: Scope of the state administration system References: <i>Syafie, Inu Kencana. 2011. State Administration System of the Republic of Indonesia. Literary Earth</i>	4%

4	Able to collect data, process data and collect information as well as describe information, understand the development of the State Administration System, the ecology of state administration by utilizing data literacy skills to analyze its systematization	<p>1.1. Students can describe the development of the Admin System. Country</p> <p>2.2. Students can understand the importance of studying the environment in state administration</p> <p>3.3. Students can identify various approaches in administrative ecology</p>	<p>Criteria: -Holistic, -Rubric</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	- Pulpit lecture - Question and answer. - Discussion 3 X 50	- Pulpit lecture - Question and answer. - Discussion 3 X 50	<p>Material: Development of the State Administration System</p> <p>References: <i>Syafie, Inu Kencana. 2011. State Administration System of the Republic of Indonesia. Literary Earth</i></p>	4%
5	Able to collect data, process data and collect information as well as describe information, understand the development of the State Administration System, the ecology of state administration by utilizing data literacy skills to analyze its systematization	<p>1.1. Students can describe the development of the Admin System. Country</p> <p>2.2. Students can understand the importance of studying the environment in state administration</p> <p>3.3. Students can identify various approaches in administrative ecology</p>	<p>Criteria: -Holistic, -Rubric</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	- Pulpit lecture - Question and answer. - Discussion 3 X 50	- Pulpit lecture - Question and answer. - Discussion 3 X 50	<p>Material: Development of the State Administration System and its Ecology</p> <p>References: <i>Syafie, Inu Kencana. 2011. State Administration System of the Republic of Indonesia. Literary Earth</i></p>	4%
6	Able to apply and describe the State Administration System Model which is based on analysis of the results of systematic and innovative thinking. Students can identify various State Administration System Models	Students are able to describe the State Administration System Model which is based on analysis of the results of systematic and innovative thinking. Students can identify various State Administration System Models	<p>Criteria: Analytical Rubric</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	- Pulpit lecture - Question and answer. - Discussion 3 X 50		<p>Material: State Administration System Model</p> <p>Reference: <i>State Administration Institutions. 2003. Administrative System of the Unitary State of the Republic of Indonesia (SANKRI), Books I and II Principles of State Administration. Jakarta: State Administration Institute</i></p>	5%
7	Able to apply and describe the State Administration System Model which is based on analysis of the results of systematic and innovative thinking. Students can identify various State Administration System Models	Students are able to describe the State Administration System Model which is based on analysis of the results of systematic and innovative thinking	<p>Criteria: Analytical Rubric</p> <p>Form of Assessment : Participatory Activities</p>	- Pulpit lecture - Question and answer. - Discussion 3 X 50		<p>Material: State Administration System Model</p> <p>References: <i>Riggs, Fred W. Administration of Developing Countries: Prismatic Society Theory. Gadjah Mada Solidarity Foundation.</i></p>	5%

8	Able to apply and describe the State Administration System Model which is based on analysis of the results of systematic and innovative thinking. Students can identify various State Administration System Models	Students are able to do the questions well	Criteria: accuracy in explaining the answers to the UAS questions Form of Assessment : Test	3 X 50 test	Test	Material: Meeting material 1-7 References: <i>Pamudji, S, 2009, Negara Administrative Ecology. Earth of Letters,</i>	15%
9	Able to identify and explain the administration of state government using a systemic approach and guided by human values	Able to identify and explain the administration of state government using a systemic approach and guided by human values	Criteria: Analytical Rubric Form of Assessment : Participatory Activities	3 X 50		Material: state government administration Reference: <i>Riggs, Fred W. Administration of Developing Countries: Prismatic Society Theory. Gadjah Mada Solidarity Foundation.</i>	8%
10	Able to explain and develop government organizational structures using the concept of public service state organizations and good governance	Students can develop a government organizational structure using the concept of public service state organizations and good governance	Criteria: Holistic Rubric Form of Assessment : Participatory Activities	3 X 50		Material: government organizational structure Reference: <i>Gaffar, Afan, et al. 2010 Regional Autonomy in a Unitary State. Student Library, Yogyakarta</i>	4%
11	Able to explain and develop government organizational structures using the concept of public service state organizations and good governance	Students can develop a government organizational structure using the concept of public service state organizations and good governance	Criteria: Analytical Rubric Form of Assessment : Participatory Activities	3 X 50		Material: government organizational structure Reference: <i>Ingraham, Patricia W. 2010, New Porodigms for Government: issues far the Changing Public Service. Jossey-Bass Publishers, San Francisco</i>	4%
12	Able to explain, design and implement forms of administrative reform and systemic good governance, innovative approaches, value construction, foundations of the state administration system	1. Able to explain administrative reform 2. Able to explain good governance	Criteria: Analytical Rubric Form of Assessment : Participatory Activities	3 X 50		Material: forms of administrative reform and government governance Reader: <i>Asshiddiqie, Jimly. 2010. Development and Consolidation of Post-Reformation State Institutions. Jakarta: Sinar Graphics</i>	4%

13	Able to explain, design and implement forms of administrative reform and systemic good governance, innovative approaches, value construction, foundations of the state administration system	1. Explain administrative reform 2. Explain good governance	Criteria: Analytical Rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	3 X 50		Material: forms of administrative reform and government governance Reader: Asshiddiqie, Jimly. 2010. <i>Development and Consolidation of Post-Reformation State Institutions.</i> Jakarta: Sinar Graphics	8%
14	compiling (planning to evaluation) in the form of a report on the results of State Administration System activities based on PLK location	1. Describe the constitutional system based on PLK location 2. Present the results of the PLK report	Criteria: Analytical Rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	3 X 50		Material: form of report on the results of Constitutional System activities. Library: Ingraham, Patricia W. 2010, <i>New Paradigms for Government: issues far the Changing Public Service.</i> Jossey-Bass Publishers, San Francisco	8%
15	compiling (planning to evaluation) in the form of a report on the results of State Administration System activities based on PLK location	1. Describe the constitutional system based on PLK location 2. Present the results of the PLK report	Criteria: Analytical Rubric Form of Assessment : Participatory Activities	3 X 50		Material: form of report on the results of Constitutional System activities. Library: Ingraham, Patricia W. 2010, <i>New Paradigms for Government: issues far the Changing Public Service.</i> Jossey-Bass Publishers, San Francisco	4%
16	compiling (planning to evaluation) in the form of a report on the results of State Administration System activities based on PLK location	1. Describe the constitutional system based on PLK location 2. Present the results of the PLK report	Criteria: Accuracy in answering UAS questions Form of Assessment : Test	3 X 50 test	Test	Material: Meeting material 9-15 References: Pamudji, S, 2009, <i>Negara Administrative Ecology.</i> Earth of Letters,	15%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	51.5%
2.	Project Results Assessment / Product Assessment	18.5%
3.	Test	30%
		100%

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** 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.
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.