



**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 |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------|-----|-----------|-------------------------------|------------------|
| Public Administration Seminar | 6320102637                                                                                                              | Compulsory Study Program Subjects | T=2                        | P=0 | ECTS=3.18 | 7                             | January 30, 2024 |
| AUTHORIZATION                 | SP Developer                                                                                                            |                                   | Course Cluster Coordinator |     |           | Study Program Coordinator     |                  |
|                               | Dr. Tjitjik Rahaju, M.Si.; Dra. Meirinawati, M.AP.; Indah Prabawati, S.Sos., M.Si.; Muhammad Farid Ma'ruf, S.Sos., M.AP |                                   | Dr. Tjitjik Rahaju, 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-10                                           | Mastering qualitative and quantitative analysis methods and techniques for administration.        |      |        |        |        |   |   |   |   |   |    |    |    |    |    |    |    |
|                                                      | PLO-11                                           | Contribute to improving the quality of life in society and the state.                             |      |        |        |        |   |   |   |   |   |    |    |    |    |    |    |    |
|                                                      | PLO-14                                           | Able to make decisions in solving problems based on the results of information and data analysis. |      |        |        |        |   |   |   |   |   |    |    |    |    |    |    |    |
|                                                      | Program Objectives (PO)                          |                                                                                                   |      |        |        |        |   |   |   |   |   |    |    |    |    |    |    |    |
|                                                      | PO - 1                                           | Compile research background in the field of public administration                                 |      |        |        |        |   |   |   |   |   |    |    |    |    |    |    |    |
|                                                      | PO - 2                                           | Develop a theoretical basis for public administration that is relevant to research                |      |        |        |        |   |   |   |   |   |    |    |    |    |    |    |    |
|                                                      | PO - 3                                           | Develop a relevant public administration research method design                                   |      |        |        |        |   |   |   |   |   |    |    |    |    |    |    |    |
|                                                      | PO - 4                                           | Present research proposals in seminars                                                            |      |        |        |        |   |   |   |   |   |    |    |    |    |    |    |    |
|                                                      | PLO-PO Matrix                                    |                                                                                                   |      |        |        |        |   |   |   |   |   |    |    |    |    |    |    |    |
|                                                      |                                                  |                                                                                                   | P.O  | PLO-10 | PLO-11 | PLO-14 |   |   |   |   |   |    |    |    |    |    |    |    |
|                                                      |                                                  |                                                                                                   | 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                                                                                              |      |        |        |        |   |   |   |   |   |    |    |    |    |    |    |    |

**Short Course Description** The State Administration Seminar course provides students with strengthening skills and abilities in understanding public problems around them, turning them into ideas for developing State Administration science and developing them in the form of research proposals that are presented.

**References**

**Main :**

- Cresswell, John W. 2017. Research Design : Pendekatan Kualitatif, Kuantitatif dan Mixed (Edisi Ketiga). Yogyakarta : Pustaka Pelajar
- Miles, Matthew B, A. Michael Huberman and Johnny Saldana. 2014. Qualitative Data Analysis : A Methods Sourcebook. Edition 3. United States of America: SAGE Publication, Inc
- Moleong, Lexy J. 2017. Metodologi Penelitian Kualitatif. Bandung : Remaja Rosdakarya
- Neuman, W. Lawrence. 2013. Metodologi Penelitian Sosial : Pendekatan Kualitatif dan Kuantitatif. Jakarta : Indeks

**Supporters:**

- Putra, Nusa dan Hendarman. 2012. Metodologi Penelitian Kebijakan. Bandung : Remajarosdakarya
- Sugiyono. 2011. Metode Penelitian Kuantitatif , Kualitatif, dan R&D. Cetakan ke-14. Bandung: Alfabeta

| Supporting lecturer |                                                                                                                                                          | Dra. Meirinawati, M.AP.<br>Dr. Tjitjik Rahaju, M.Si.<br>Indah Prabawati, S.Sos., M.Si.<br>Muhammad Farid Ma ruf, S.Sos., M.AP.<br>Eva Hary Fanida, S.AP., M.AP.<br>Dr. Suci Megawati, S.IP., M.Si.                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                         |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 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                   | Independently prepare a description of the research title analysis that is clear, complete, precise and in accordance with public administration science | <ol style="list-style-type: none"> <li>Suitability of the topic to the field of public administration</li> <li>Clarity of title description</li> <li>The urgency of the research title</li> <li>The attractiveness of the research title</li> <li>Completeness of the description of the selection of research title</li> </ol> | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>The selected topic is in accordance with the science of public administration</li> <li>The selected topic has urgency in solving problems in state administration science</li> <li>The title of the research has the urgency of a public administration scientific problem</li> <li>The research title is interesting to research</li> <li>The description of the research title is analyzed completely</li> </ol> <p><b>Form of Assessment :</b><br/>Participatory Activities, Practice/Performance</p> | Responsiveness<br>3 X 50                                                | Respond           | <p><b>Material:</b><br/>Research Design: Introduction, Importance of Introduction, Introduction in Quantitative, Qualitative and Mixed Methods<br/><b>Research References:</b><br/><i>Cresswell, John W. 2017. Research Design: Qualitative, Quantitative and Mixed Approaches (Third Edition). Yogyakarta: Student Library</i></p> <p><b>Material:</b> Why Do<br/><b>Library Research:</b><br/><i>Neuman, W. Lawrence. 2013. Social Research Methodology: Qualitative and Quantitative Approaches. Jakarta : Index</i></p> <p><b>Material:</b><br/>Problems, Variables and Research Paradigms<br/><b>Library:</b><br/><i>Sugiyono. 2011. Quantitative, Qualitative and R&amp;D Research Methods. 14th printing. Bandung: Alfabeta</i></p> | 5%                    |

|   |                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                            |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |
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| 2 | Prepare a description of the results of the gap analysis in public administration theory and empirical problems in a clear, complete, precise and in accordance with public administration science | <ol style="list-style-type: none"> <li>1. Clarity of theoretical gaps</li> <li>2. The accuracy of the description of theoretical gaps</li> <li>3. Completeness of the description of theoretical gaps</li> <li>4. Compatibility of gaps in empirical problems in research with public administration scholarship</li> <li>5. Clarity of the empirical research problem under study</li> <li>6. Completeness of data supporting empirical research problems</li> </ol> | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1. There is a clear description of the theoretical gaps in the background</li> <li>2. The theoretical gaps are described appropriately</li> <li>3. Theoretical gaps are outlined with complete analysis results</li> <li>4. There is a gap in empirical problems in research with public administration science</li> <li>5. Empirical problem gaps in research are clearly outlined</li> <li>6. The gap in empirical research problems is supported by complete supporting data</li> </ol> <p><b>Form of Assessment :</b><br/>Project Results Assessment / Product Assessment</p> | Respond to 3 X 50 Research Proposal Projects               | Respond to Research Proposal Projects           | <p><b>Material:</b><br/>Literature Review: Use of <b>Literature</b></p> <p><b>References:</b><br/><i>Cresswell, John W. 2017. Research Design: Qualitative, Quantitative and Mixed Approaches (Third Edition). Yogyakarta: Student Library</i></p> <hr/> <p><b>Material:</b> How to Review Literature and Conduct Ethical Studies</p> <p><b>References:</b><br/><i>Neuman, W. Lawrence. 2013. Social Research Methodology: Qualitative and Quantitative Approaches. Jakarta : Index</i></p> <hr/> <p><b>Material:</b><br/>Theoretical Foundations, Framework for Thinking and Proposing Hypotheses</p> <p><b>Reader:</b><br/><i>Sugiyono. 2011. Quantitative, Qualitative and R&amp;D Research Methods. 14th printing. Bandung: Alfabeta</i></p> | 5% |
| 3 | able to review national and international journals related to state administration studies.                                                                                                        | <ol style="list-style-type: none"> <li>1. The accuracy of the research problem formulation</li> <li>2. Clarity of the research problem formulation</li> <li>3. Suitability of the formulation of research objectives with the formulation of research problems</li> <li>4. Clarity of description of research objectives</li> <li>5. Accuracy of description of research benefits</li> </ol>                                                                          | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1. The research problem is formulated precisely and clearly</li> <li>2. The research objectives are stated clearly, precisely and in accordance with the research problem area</li> <li>3. The theoretical benefits and practical benefits of research are explained clearly, precisely and in accordance with public administration science</li> </ol> <p><b>Form of Assessment :</b><br/>Project Results Assessment / Product Assessment</p>                                                                                                                                    | Respond to the 3 X 50 Research Proposal Project Assessment | Respond to Research Proposal Project Assessment | <p><b>Material:</b><br/>Significance and meaning of research objectives</p> <p><b>References:</b><br/><i>Cresswell, John W. 2017. Research Design: Qualitative, Quantitative and Mixed Approaches (Third Edition). Yogyakarta: Student Library</i></p> <hr/> <p><b>Material:</b><br/>Problems, Variables and Research Paradigms</p> <p><b>Library:</b><br/><i>Sugiyono. 2011. Quantitative, Qualitative and R&amp;D Research Methods. 14th printing. Bandung: Alfabeta</i></p>                                                                                                                                                                                                                                                                   | 5% |

|   |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                              |                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |
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| 4 | Prepare a comparative description of relevant public administration research                                       | <ol style="list-style-type: none"> <li>1.The relationship between previous research maps and the research carried out</li> <li>2.Up-to-date previous research that supports public administration scientific research</li> <li>3.Clarity of comparative descriptions of previous research that supports public administration scientific research</li> <li>4.Completeness of comparative descriptions of previous research that supports public administration scientific research</li> <li>5.The accuracy of the comparative description of previous research that supports public administration scientific research</li> </ol> | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.Previous research mapped is related to the research conducted</li> <li>2.Previous research that supports the latest public administration scientific research</li> <li>3.A comparison of previous research that supports public administration scientific research is clearly explained</li> <li>4.A comparison of previous research that supports public administration scientific research is described in full</li> <li>5.A comparison of previous research that supports public administration scientific research is described appropriately</li> </ol> <p><b>Form of Assessment :</b><br/>Project Results Assessment / Product Assessment</p> | Respond to 3 X 50 proposals                                                                                                  | Respond to proposals                                                                                              | <p><b>Material:</b><br/>Literature Review<br/>References : <i>Cresswell, John W. 2017. Research Design: Qualitative, Quantitative and Mixed Approaches (Third Edition). Yogyakarta: Student Library</i></p> <p><b>Material:</b> How to review literature in conducting ethical studies<br/><b>References:</b> <i>Neuman, W. Lawrence. 2013. Social Research Methodology: Qualitative and Quantitative Approaches. Jakarta : Index</i></p> <p><b>Material:</b> Theoretical Foundations, Framework for Thinking and Proposing Hypotheses<br/><b>Reader:</b> <i>Sugiyono. 2011. Quantitative, Qualitative and R&amp;D Research Methods. 14th printing. Bandung: Alfabeta</i></p> | 7% |
| 5 | Prepare a description of relevant theoretical arguments in public administration and a research thinking framework | <ol style="list-style-type: none"> <li>1.The relevance of the theory used in research to public administration scholarship</li> <li>2.Clarity of the description of the theory used in the research</li> <li>3.Completeness of the description of the theory used in the research</li> <li>4.The accuracy of the theoretical description used in the research</li> <li>5.Depth of description of the theory used in research</li> <li>6.The accuracy of the structure of the research thinking framework</li> </ol>                                                                                                               | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.The theory used is relevant to public administration science</li> <li>2.The theory used in the research is explained clearly</li> <li>3.The theory used in the research is described in full</li> <li>4.The theory used in the research is described precisely</li> <li>5.The theory used in research has depth of description</li> <li>6.The research framework is structured appropriately</li> </ol> <p><b>Form of Assessment :</b><br/>Project Results Assessment / Product Assessment</p>                                                                                                                                                      | Respond to the description of the theoretical basis of the 3 X 50 public administration scientific research proposal project | Respond to a description of the theoretical basis of a public administration scientific research proposal project | <p><b>Material:</b><br/>Research Framework<br/><b>Literature:</b> <i>Neuman, W. Lawrence. 2013. Social Research Methodology: Qualitative and Quantitative Approaches. Jakarta : Index</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 8% |

|   |                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                   |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |
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| 6 | Prepare a description of the research method design that is relevant to the public administration research that will be carried out | <ol style="list-style-type: none"> <li>1.</li> <li>2.Relevance, accuracy and clarity of the description of the research approach used</li> <li>3.Relevance, accuracy and clarity of description of the type of research used</li> <li>4.Relevance, accuracy and clarity of the description of the reasons for selecting the research location</li> <li>5.Relevance, accuracy and clarity of focus/operationalization of research variables</li> <li>6.Relevance, accuracy and clarity of the research data sources used</li> <li>7.Relevance, accuracy and clarity of the research data collection techniques used</li> <li>8.Relevance, accuracy and clarity of the research data analysis techniques used</li> </ol> | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.The research approach described is relevant, clear and precise</li> <li>2.The type of research described is relevant, clear and precise</li> <li>3.The reasons for selecting the research location are explained clearly, precisely and relevantly</li> <li>4.The description of the research focus/concept is operationalized clearly, precisely and systematically measurable for quantitative research</li> <li>5.Research data sources are described as relevant, clear and precise</li> <li>6.The research data collection techniques described are relevant, clear and precise</li> <li>7.The research data analysis techniques described are relevant, clear and precise</li> </ol> <p><b>Form of Assessment :</b><br/>Project Results Assessment / Product Assessment</p> | Research method design project response<br>6 X 50 | Research method design project response | <p><b>Material:</b><br/>Writing a Proposal<br/><b>Bibliography:</b><br/><i>Cresswell, John W. 2017. Research Design: Qualitative, Quantitative and Mixed Approaches (Third Edition). Yogyakarta: Student Library</i></p> <hr/> <p><b>Material:</b><br/>Methods of Exploring<br/><b>Library:</b> Miles, Matthew B, A. Michael Huberman and Johnny Saldana. 2014. <i>Qualitative Data Analysis: A Methods Sourcebook. Edition 3. United States of America: SAGE Publications, Inc</i></p> <hr/> <p><b>Material:</b><br/>Research Proposal or Design<br/><b>References:</b><br/><i>Moleong, Lexy J. 2017. Qualitative Research Methodology. Bandung: Rosdakarya Youth</i></p> <hr/> <p><b>Material:</b><br/>Planning and Preparation<br/><b>Bibliography:</b><br/><i>Neuman, W. Lawrence. 2013. Social Research Methodology: Qualitative and Quantitative Approaches. Jakarta : Index</i></p> | 12% |
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| 7 | Develop instruments according to the administrative research methods to be carried out | <ol style="list-style-type: none"> <li>1. Accuracy of the composition of research instruments</li> <li>2. Clarity of description of research instruments</li> <li>3. Measurability of research instruments</li> <li>4. Research Validity Test for quantitative research methods</li> <li>5. Research Reliability</li> </ol>                                            | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1. Appropriately structured research instruments</li> <li>2. The research instruments are clearly described</li> <li>3. Measurable research instruments according to the method used</li> <li>4. The research instrument was tested for validity</li> <li>5. The research instrument has been tested for reliability</li> </ol> <p><b>Form of Assessment :</b><br/>Project Results Assessment / Product Assessment</p> | Respond to the results of the 6 X 50 research instrument design | Respond to the results of preparing the research instrument design | <p><b>Material:</b><br/>Components in Experimental Research, Data Analysis and Validation Processes<br/><b>Literature:</b><br/><i>Cresswell, John W. 2017. Research Design: Qualitative, Quantitative and Mixed Approaches (Third Edition). Yogyakarta: Student Library</i></p> <p><b>Material:</b><br/>Instrumentation<br/><b>Bibliography:</b><br/><i>Miles, Matthew B, A. Michael Huberman and Johnny Saldana. 2014. Qualitative Data Analysis: A Methods Sourcebook. Edition 3. United States of America: SAGE Publications, Inc</i></p> <p><b>Material:</b><br/>Criteria and Techniques for Checking the Validity of Data<br/><b>References:</b><br/><i>Moleong, Lexy J. 2017. Qualitative Research Methodology. Bandung: Rosdakarya Youth</i></p> <p><b>Material:</b><br/>Measurement Scales and Research Instruments, Data Collection Instruments and Techniques, Validity and Reliability of Qualitative Research<br/><b>Reader:</b><br/><i>Sugiyono. 2011. Quantitative, Qualitative and R&amp;D Research Methods. 14th printing. Bandung: Alfabeta</i></p> | 3% |
| 8 | UTS                                                                                    | <ol style="list-style-type: none"> <li>1. The accuracy of the description of the answers to the midterm exam questions</li> <li>2. Clarity of descriptions of answers to midterm exam questions</li> <li>3. Complete description of answers to midterm exam questions</li> <li>4. Depth of analysis of the description of answers to midterm exam questions</li> </ol> | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1. Answers are explained appropriately</li> <li>2. Answers are explained clearly</li> <li>3. Answers are explained in full</li> <li>4. Answers are analyzed in depth</li> </ol> <p><b>Form of Assessment :</b><br/>Test</p>                                                                                                                                                                                            | Written Test<br>3 X 50                                          | Writing test                                                       | <p><b>Material:</b> Able to answer various material questions 1-7<br/><b>References:</b><br/><i>Cresswell, John W. 2017. Research Design: Qualitative, Quantitative and Mixed Approaches (Third Edition). Yogyakarta: Student Library</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 6% |

|    |                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |         |                                                                                                                                                                                                                                     |    |
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| 9  | Present and argue research proposals in public administration seminars | <ol style="list-style-type: none"> <li>1. Completeness and accuracy of presentation materials</li> <li>2. The seminar presentation was very well organized</li> <li>3. Seminar presentations are presented in a structured manner</li> <li>4. Clarity and attractiveness of presentation material delivery</li> <li>5. Argumentation ability to answer questions correctly, accurately, in accordance with theoretical grounds</li> </ol> | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1. Research presentation materials are presented completely and accurately</li> <li>2. The seminar presentation material was very well organized</li> <li>3. Presentation material is presented in a structured manner</li> <li>4. Presentation material is presented clearly and interestingly</li> <li>5. Questions in the seminar are answered correctly, accurately and in accordance with theory</li> </ol> <p><b>Forms of Assessment :</b><br/>Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance</p> | Seminar | Seminar | <p><b>Material:</b><br/>argumentative research in literature:<br/><i>Putra, Nusa and Hendarman. 2012. Policy Research Methodology. Bandung: Teenrosdakarya</i></p>                                                                  | 6% |
| 10 | Present and argue research proposals in public administration seminars | <ol style="list-style-type: none"> <li>1. Completeness and accuracy of presentation materials</li> <li>2. The seminar presentation was very well organized</li> <li>3. Seminar presentations are presented in a structured manner</li> <li>4. Clarity and attractiveness of presentation material delivery</li> <li>5. Argumentation ability to answer questions correctly, accurately, in accordance with theoretical grounds</li> </ol> | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1. Research presentation materials are presented completely and accurately</li> <li>2. The seminar presentation material was very well organized</li> <li>3. Presentation material is presented in a structured manner</li> <li>4. Presentation material is presented clearly and interestingly</li> </ol> <p><b>Forms of Assessment :</b><br/>Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance</p>                                                                                                       | Seminar | Seminar | <p><b>Material:</b><br/>arguments in research proposals<br/><b>References:</b><br/><i>Cresswell, John W. 2017. Research Design: Qualitative, Quantitative and Mixed Approaches (Third Edition). Yogyakarta: Student Library</i></p> | 6% |
| 11 | Present and argue research proposals in public administration seminars | <ol style="list-style-type: none"> <li>1. Completeness and accuracy of presentation materials</li> <li>2. The seminar presentation was very well organized</li> <li>3. Seminar presentations are presented in a structured manner</li> <li>4. Clarity and attractiveness of presentation material delivery</li> <li>5. Argumentation ability to answer questions correctly, accurately, in accordance with theoretical grounds</li> </ol> | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1. Research presentation materials are presented completely and accurately</li> <li>2. The seminar presentation material was very well organized</li> <li>3. Presentation material is presented in a structured manner</li> <li>4. Presentation material is presented clearly and interestingly</li> <li>5. Questions in the seminar are answered correctly, accurately and in accordance with theory</li> </ol> <p><b>Forms of Assessment :</b><br/>Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance</p> | Seminar | Seminar | <p><b>Material:</b><br/>arguments in research proposals<br/><b>Reader:</b> <i>Putra, Nusa and Hendarman. 2012. Policy Research Methodology. Bandung: Teenrosdakarya</i></p>                                                         | 6% |

|    |                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |                 |                                                                                                                                                                                                                                                                     |    |
|----|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 12 | Present and argue research proposals in public administration seminars      | <ol style="list-style-type: none"> <li>1. Completeness and accuracy of presentation materials</li> <li>2. The seminar presentation was very well organized</li> <li>3. Seminar presentations are presented in a structured manner</li> <li>4. Clarity and attractiveness of presentation material delivery</li> <li>5. Argumentation ability to answer questions correctly, accurately, in accordance with theoretical grounds</li> </ol> | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1. Research presentation materials are presented completely and accurately</li> <li>2. The seminar presentation material was very well organized</li> <li>3. Presentation material is presented in a structured manner</li> <li>4. Presentation material is presented clearly and interestingly</li> <li>5. Questions in the seminar are answered correctly, accurately and in accordance with theory</li> </ol> <p><b>Forms of Assessment :</b><br/>Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance</p> | Seminar | Online seminars | <p><b>Material:</b> arguments in research proposals<br/><b>Reader:</b> Sugiyono. 2011. <i>Quantitative, Qualitative and R&amp;D Research Methods. 14th printing.</i> Bandung: Alfabeta</p>                                                                          | 6% |
| 13 | Present research proposals and argue them in public administration seminars | <ol style="list-style-type: none"> <li>1. Completeness and accuracy of presentation materials</li> <li>2. The seminar presentation was very well organized</li> <li>3. Seminar presentations are presented in a structured manner</li> <li>4. Clarity and attractiveness of presentation material delivery</li> <li>5. Argumentation ability to answer questions correctly, accurately, in accordance with theoretical grounds</li> </ol> | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1. Research presentation materials are presented completely and accurately</li> <li>2. The seminar presentation material was very well organized</li> <li>3. Presentation material is presented in a structured manner</li> <li>4. Presentation material is presented clearly and interestingly</li> <li>5. Questions in the seminar are answered correctly, accurately and in accordance with theory</li> </ol> <p><b>Forms of Assessment :</b><br/>Participatory Activities, Project Results Assessment / Product Assessment, Portfolio Assessment</p>    | Seminar | Online seminars | <p><b>Material:</b> research proposal presentation<br/><b>Bibliography:</b> Miles, Matthew B, A. Michael Huberman and Johnny Saldana. 2014. <i>Qualitative Data Analysis: A Methods Sourcebook. Edition 3.</i> United States of America: SAGE Publications, Inc</p> | 6% |



|    |                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |                 |                                                                                                                                                                                                                                                                     |    |
|----|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 14 | Present research proposals and argue them in public administration seminars | <ol style="list-style-type: none"> <li>1.Completeness and accuracy of presentation materials</li> <li>2.The seminar presentation was very well organized</li> <li>3.Seminar presentations are presented in a structured manner</li> <li>4.Clarity and attractiveness of presentation material delivery</li> <li>5.Argumentation ability to answer questions correctly, accurately, in accordance with theoretical grounds</li> </ol> | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.Research presentation materials are presented completely and accurately</li> <li>2.The seminar presentation material was very well organized</li> <li>3.Presentation material is presented in a structured manner</li> <li>4.Presentation material is presented clearly and interestingly</li> <li>5.Questions in the seminar are answered correctly, accurately and in accordance with theory</li> </ol> <p><b>Forms of Assessment :</b><br/>Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance</p> | Seminar      | Online seminars | <p><b>Material:</b> research proposal presentation<br/><b>Bibliography:</b> Miles, Matthew B. A. Michael Huberman and Johnny Saldana. 2014. <i>Qualitative Data Analysis: A Methods Sourcebook. Edition 3. United States of America: SAGE Publications, Inc</i></p> | 6% |
| 15 | Present research proposals and argue them in public administration seminars | <ol style="list-style-type: none"> <li>1.Completeness and accuracy of presentation materials</li> <li>2.The seminar presentation was very well organized</li> <li>3.Seminar presentations are presented in a structured manner</li> <li>4.Clarity and attractiveness of presentation material delivery</li> <li>5.Argumentation ability to answer questions correctly, accurately, in accordance with theoretical grounds</li> </ol> | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.Research presentation materials are presented completely and accurately</li> <li>2.The seminar presentation material was very well organized</li> <li>3.Presentation material is presented in a structured manner</li> <li>4.Presentation material is presented clearly and interestingly</li> </ol> <p><b>Forms of Assessment :</b><br/>Participatory Activities, Project Results Assessment / Product Assessment, Portfolio Assessment, Practice / Performance</p>                                                                                 | Seminar      | Online Seminars | <p><b>Material:</b> research proposal presentation<br/><b>Bibliography:</b> Neuman, W. Lawrence. 2013. <i>Social Research Methodology: Qualitative and Quantitative Approaches. Jakarta : Index</i></p>                                                             | 6% |
| 16 | Final exams                                                                 | <ol style="list-style-type: none"> <li>1.The accuracy of the description of the answers to the final semester exam questions</li> <li>2.Clarity of answers to final semester exam questions</li> <li>3.Completeness of the description of the answers to the semester essay exam questions</li> <li>4.Depth of analysis of the description of answers to final semester exam questions</li> </ol>                                    | <p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.Answers are explained appropriately</li> <li>2.Answers are explained clearly</li> <li>3.Answers are explained in full</li> <li>4.Answers are analyzed in depth</li> </ol> <p><b>Form of Assessment :</b><br/>Test</p>                                                                                                                                                                                                                                                                                                                                | Writing test | Writing test    | <p><b>Material:</b> Able to answer various questions on material 1-15<br/><b>References:</b> Neuman, W. Lawrence. 2013. <i>Social Research Methodology: Qualitative and Quantitative Approaches. Jakarta : Index</i></p>                                            | 7% |

#### Evaluation Percentage Recap: Project Based Learning

| No | Evaluation                                      | Percentage |
|----|-------------------------------------------------|------------|
| 1. | Participatory Activities                        | 16%        |
| 2. | Project Results Assessment / Product Assessment | 53.5%      |
| 3. | Portfolio Assessment                            | 3.5%       |
| 4. | Practice / Performance                          | 14%        |
| 5. | Test                                            | 13%        |
|    |                                                 | 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** 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.