



**Universitas Negeri Surabaya
Faculty of Vocational Studies
D4 Public Administration Study Program**

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date																																												
Employee Workload Analysis	6330103048		T=1 P=2 ECTS=4.77	2	July 17, 2024																																												
AUTHORIZATION	SP Developer		Course Cluster Coordinator		Study Program Coordinator																																												
		Dr. Weni Rosdiana, S.Sos., M.AP.																																												
Learning model	Project Based Learning																																																
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																
	Program Objectives (PO)																																																
	PLO-PO Matrix																																																
		P.O																																															
	PO Matrix at the end of each learning stage (Sub-PO)																																																
	P.O	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td colspan="16" style="text-align: center; border-bottom: 1px solid black;">Week</td> </tr> <tr> <td style="border-right: 1px solid black;"></td> <td style="border-right: 1px solid black; text-align: center;">1</td> <td style="border-right: 1px solid black; text-align: center;">2</td> <td style="border-right: 1px solid black; text-align: center;">3</td> <td style="border-right: 1px solid black; text-align: center;">4</td> <td style="border-right: 1px solid black; text-align: center;">5</td> <td style="border-right: 1px solid black; text-align: center;">6</td> <td style="border-right: 1px solid black; text-align: center;">7</td> <td style="border-right: 1px solid black; text-align: center;">8</td> <td style="border-right: 1px solid black; text-align: center;">9</td> <td style="border-right: 1px solid black; text-align: center;">10</td> <td style="border-right: 1px solid black; text-align: center;">11</td> <td style="border-right: 1px solid black; text-align: center;">12</td> <td style="border-right: 1px solid black; text-align: center;">13</td> <td style="border-right: 1px solid black; text-align: center;">14</td> <td style="border-right: 1px solid black; text-align: center;">15</td> <td style="border-right: 1px solid black; text-align: center;">16</td> </tr> </table>															Week																	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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Short Course Description	This course contains material about the basic concepts of preparing job maps and workload analysis, mechanisms for preparing employee needs, workload analysis methods, workload analysis approaches, job efficiency levels, filling out employee workload forms. This lecture is conducted for one semester. The learning methods include: lecturer presentations, student presentations, discussions, assignments both individually and in groups, up to students doing calculation practice. The assessment system also looks at student activity, written tests, and student performance.																																																
References	Main :																																																
	<ol style="list-style-type: none"> 1. Badan KepegawaianNegara. 2014. 1CPenyusunan Peta Jabatan dan Analisis Beban Kerja 1D.Handoutpada Diklat Kepegawaian bagi DosenD3 Administrasi Publik bekerja sama dengan BKN Kanreg II Jawa Timur. 2. Badan KepegawaianNegara. 2014. 1CRekapitulasi Analisis Beban Kerja 1D.Handoutpada Diklat Kepegawaian bagi Dosen D3 Administrasi Publikbekerja sama dengan BKN Kanreg II Jawa Timur. 3. Thoha, Miftah. 2014. 1CManajemen Kepegawaian Sipil di Indonesia 1D. Edisi 4. Pranada Media Group. Jakarta. 4. Moekijat, 2009. 1CAdministrasi Kepegawaian NegaraIndonesia 1D. Mandar Maju. Bandung. 																																																
	Supporters:																																																
Supporting lecturer	Dr. Weni Rosdiana, S.Sos., M.AP. Dr. Haryo Kunto Wibisono, S.AP., M.AP. Gading Gamaputra, S.AP., MPA. Noviyanti, S.AP., M.AP.																																																
Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)																																										
		Indicator	Criteria & Form	Offline (offline)	Online (online)																																												
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)																																										

1	Students are able to understand the meaning and importance of workload analysis	Explain the meaning and importance of workload analysis		- Pulpit lecture - Question and answer. - Discussion 3 X 50			0%
2	Students are able to understand the relationship between workload analysis and ASN	- explains the relationship between workload analysis and ASN, and the legal basis		- Pulpit lecture - Question and answer. - Discussion 3 X 50			0%
3	Students are able to understand the purpose and use of workload analysis	-Explain the purpose and use of workload analysis		- Pulpit lecture - Question and answer - Discussion 3 X 50			0%
4	Students are able to understand the mechanisms for preparing employee needs	Explain the mechanism for preparing employee needs		- Pulpit lecture - Question and answer - Discussion 3 X 50			0%
5	Students are able to understand workload analysis methods	- explains the workload analysis method		- Pulpit lecture - Question and answer - Discussion 3 X 50			0%
6	Students are able to understand the workload analysis approach	Explain the various approaches to workload analysis		- Pulpit lecture - Question and answer - Simulation - Discussion 3 X 50			0%
7	Students are able to understand the workload analysis approach	Explain the various approaches to workload analysis	Form of Assessment : Portfolio Assessment	- Question and answer - Simulation - Discussion 3 X 50			10%
8	MIDTERM EXAM			2 X 30			0%
9	Students are able to understand the concept of calculating workload assignment by assignment	Calculate effective daily, weekly, monthly and annual working time		- Pulpit lecture - Question and answer - Simulation - Discussion 3 X 50			0%
10	Students are able to understand the concept of calculating workload assignment by assignment	Calculate effective daily, weekly, monthly and annual working time		- Pulpit lecture - Question and answer - Simulation - Discussion 3 X 50			0%
11	Students are able to understand the concept of calculating workload assignment by assignment	Calculating the level of job efficiency		- Pulpit lecture - Question and answer - Discussion 3 X 50			0%
12	Students are able to understand the concept of calculating workload assignment by assignment	Calculating the level of job efficiency		- Pulpit lecture - Question and answer - Discussion 3 X 50			0%
13	Students are able to understand the concept of calculating workload assignment by assignment	Calculating the level of job efficiency		- Pulpit lecture - Question and answer - Discussion 3 X 50			0%

14	Students are able to carry out workload analysis	- Applying the results of workload calculations - Analyzing employee needs		- Lecture - Discussion - Demonstration - Performance 3 X 50			0%
15	Students are able to carry out workload analysis	- Applying the results of workload calculations - Analyzing employee needs		- Lecture - Discussion - Demonstration - Performance 3 X 50			0%
16	FINAL EXAMS			2 X 45			0%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Portfolio Assessment	10%
		10%

Notes

- Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
- The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
- Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
- Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
- Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
- Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
- Forms of assessment:** test and non-test.
- Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
- Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.