SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Organization and Management	6330103032	administrative science	**T=2**	**P=0**	**ECTS=3.18**	1	July 4, 2022

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	Dr. Haryo Kunto Wibisono, S.AP, M.AP, Gading Gamaputra, S.AP,MPA,	Gading Gamaputra, S.AP, MPA	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**	
	PLO-10	Able to carry out the formulation, implementation and evaluation of public sector policies
	PLO-14	Mastering knowledge about the concepts and practices of organizations, management and public sector policies
	Program Objectives (PO)	
	PO - 1	Mastering the basic theoretical concepts of public administration, which include public sector organization and management, public policy, public services, ethics and integrity. 2. Able to identify organizational and management problems in the public sector based on theories in public administration.
	PLO-PO Matrix	

P.O	PLO-10	PLO-14
PO-1		

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																

Short Course Description	Understand the position of Organization and Management in Administrative Science, the importance of Organization and Management in life, the meaning of Organization, Organizational Structure and Process, Planning and decision making, organizing, mobilizing and supervising.

References	**Main :**
	1. Denhart, Robert B. 2011. Theories of Public Organization. Wadsworth 2. Kusdi. 2010. Teori Organisasi dan Administrasi. Jakarta: Penerbit Salemba Humanika. 3. Rainery, Hal G. 2010. Understanding and Managing Public Organizations. Jossey Bass
	Supporters:
	1. Hardiyansyah, 2017, MANAJEMEN PELAYANAN DAN PENGEMBANGAN ORGANISASI PUBLIK, Yogyakarta, GAVA MEDIA 2. PERATURAN PEMERINTAH REPUBLIK INDONESIA NOMOR 11 TAHUN 2017 TENTANG MANAJEMEN PEGAWAI NEGERI SIPIL 3. Prastyawan, 2019, Pengambilan Keputusan, Unesa Press 4. prastyawan dkk, 2022, Women's Participation in Election in Jombang District, JKMP (Jurnal Kebijakan dan Manajemen Publik) 8 April 2022	Volume 10	Issue 1 5. Wibisono dkk, 2023, OPTIMALISASI POKDARWIS DALAM PENGEMBANGAN WISATA DI DESA TLEMANG, KECAMATAN NGIMBANG, KABUPATEN LAMONGAN

Supporting lecturer	Dr. Prasetyo Isbandono, S.Sos., M.Si. Dr. Agus Prastyawan, S.Sos., M.Si. Dian Arlupi Utami, S.Sos., M.AP. Dr. Abdul Hafidz, S.Pd., M.Pd. Dr. Haryo Kunto Wibisono, S.AP., M.AP. Gading Gamaputra, S.AP., MPA. Ruri Nurul Aeni Wulandari, S.Pd., M.Pd.

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	1. Understand the scope of administration 2. Be able to compare public administration with business administration		**Form of Assessment** : Participatory Activities	Pulpit lecture Question and answer Discussion 3 X 50		**Material:** Comparison of public administration with business administration **Reference:** *Rainery, Hal G. 2010. Understanding and Managing Public Organizations. Jossey Bass*	5%
2	Able to analyze organizational development and formulate organizational goals.	1.Identify developments 2.Able to formulate organizational goals	**Form of Assessment** : Participatory Activities	Pulpit lecture Questions and answers Discussion 3 X 50		**Material:** Organizational development and formulation of organizational goals. **Reference:** *Kusdi. 2010. Organizational and Administrative Theory. Jakarta: Salemba Humanika Publishers.*	5%
3	Able to analyze organizational development and formulate organizational goals.	1.Identify developments 2.Able to formulate organizational goals	**Form of Assessment** : Participatory Activities		Pulpit lecture Questions and answers Discussion 3 X 50		5%
4	Able to analyze traditional organizations and modern organizations	1.Identify the historical development of organizational theory 2.Identify the development of modern organizational theory	**Criteria:** The presence and activeness of students during the lecture process **Form of Assessment** : Participatory Activities	attendance and activeness during lectures	Pulpit lecture Questions and answers Discussion 3 X 50	**Material:** analysis of traditional organizations and modern organizations **References:** --------------------- **Material:** 1. History of the development of classical organization theory 2. Thoughts on classical theory 3. Originators and adherents of classical theory **Reader:** *Kusdi. 2010. Organizational and Administrative Theory. Jakarta: Salemba Humanika Publishers.* --------------------- **Material:** Formulation of organizational goals **References:** *Wibisono et al, 2023, OPTIMIZATION OF POKDARWIS IN TOURISM DEVELOPMENT IN TLEMANG VILLAGE, NGIMBANG DISTRICT, LAMONGAN DISTRICT*	10%

| 5 | Able to analyze the components that form organizational structures and their influence on employee behavior. | 1. Identify the six important elements that form an organizational structure 2. Describe a simple structure 3. Explain the characteristics of bureaucracy 4. Describes a matrix organization 5. Explain the characteristics of virtual organizations 6. Explain managers' reasons for creating boundaryless organizations 7. Mention the factors that determine organizational structure 8. Explain the behavioral implications of different organizational structures | **Criteria:** identify the six important elements that form organizational structures, describing organizational design, simple structures, bureaucracy and matrix structures

 Form of Assessment : Participatory Activities | Attendance and activeness during lectures. | 3 X 50 | **Material:** components that form organizational structures and their influence on employee behavior **Reference:** *Denhart, Robert B. 2011. Theories of Public Organization. Wadsworth*

 Material: 1. Definition of organizational structure 2. 6 important elements of organizational structure design 3. General organizational design 4. Virtual organization 5. Organization without boundaries 6. Factors forming organizational types **References:** | 5% |
| 6 | Analyze the stages of formal organization development and their steps. | 1. Identify the steps in the process of building a formal organization 2. Mention the patterns used to form departmentation 3. Explain why delegation of authority needs to be implemented in organizations and the obstacles 4. State the sources of a person's authority 5. Raises problems within the range of supervision and explains guidelines for determining the breadth or narrowness that will be applied in the organization 6. Explain the importance of coordination in organizations | **Form of Assessment** : Participatory Activities, Portfolio Assessment | Online lecture Questions and answers Discussion 3 X 50 | | **Material:** preparation of a formal organization and its steps. **References:** *Hardiyansyah, 2017, SERVICE MANAGEMENT AND PUBLIC ORGANIZATION DEVELOPMENT, Yogyakarta, GAVA MEDIA*

 Material: 1. The process of creating a formal organization. 2. Factors forming organizational types. 3. Delegation of authority. **References:** | 5% |

			Form of Assessment			Material/References	
7	Analyze group dynamics in organizations, the causes of group conflicts and how to resolve them and be able to explain ways to improve individual negotiation skills	1. Identify the characteristics of groups in organizations 2. Factors that encourage people to join groups. 3. Group behavior in organizations 4. The causes of conflict between groups 5. Forms of group dependence 6. Distinguish between traditional, humanitarian relations and interactionist views of conflict 7. Distinguish between functional conflict and dysfunctional conflict. 8. Describe the 5 conflict resolution orientations 9. Distinguish between distributive bargaining and integrative bargaining 10. Identify decision biases that hinder effective negotiation.	**Form of Assessment** : Participatory Activities, Portfolio Assessment	Online lecture Discussion Questions and answers 3 X 50		**Material:** 1. Students can explain the meaning of group and the factors that form groups. 2. Students can explain group norms and behavior. 3. Explain the factors that cause conflict. 4. Identify forms of group dependency. 5. Explain the conflict process. 6. Distinguish between traditional, human relations and interactionist views on conflict. 7. Distinguish between functional conflict and dysfunctional conflict. 8. Describe the 5 conflict resolution orientations 9. Distinguish between distributive bargaining and integrative bargaining 10. Identify decision biases that hinder effective negotiation. **Reference:** *Kusdi. 2010. Organizational and Administrative Theory. Jakarta: Salemba Humanika Publishers.* <hr> **Material:** Group norms and behavior **References:** *Prastyawan et al, 2022, Women's Participation in Elections in Jombang District, JKMP (Journal of Public Policy and Management) 8 April 2022	Volume 10	Issue 1*	10%
8	Understand the position of Organization and Management in Administrative Science, the importance of Organization and Management in life, the meaning of Organization, Organizational Structure and Process, Planning and decision making, organizing, mobilizing and supervising.	Students are able to answer questions from the material that has been provided previously	**Form of Assessment** : Participatory Activities, Tests	Written Test 3 X 50		**Material:** Meeting material 1-7 **Reader:** *Kusdi. 2010. Organizational and Administrative Theory. Jakarta: Salemba Humanika Publishers.* <hr> **Material:** Midterm Exam **Literature:** <hr> **Material:** decision making strategy **Reference:** *Prastyawan, 2019, Decision Making, Unesa Press*	15%

9	Analyze group dynamics in organizations, the causes of group conflicts and how to resolve them and be able to explain ways to improve individual negotiation skills	1. Identify the characteristics of groups in organizations 2. Factors that encourage people to join groups. 3. Group behavior in organizations 4. The causes of conflict between groups 5. Forms of group dependence 6. Distinguish between traditional, humanitarian relations and interactionist views of conflict 7. Distinguish between functional conflict and dysfunctional conflict. 8. Describe the 5 conflict resolution orientations 9. Distinguish between distributive bargaining and integrative bargaining 10. Identify decision biases that hinder effective negotiation.	**Criteria:** The presence and activeness of students during the lecture process **Form of Assessment** : Participatory Activities, Portfolio Assessment	Face to face	Online lecture Discussion Questions and answers 3 X 50	**Material:** analysis of group dynamics in organizations, causes of group conflicts and how to resolve them and being able to explain ways to improve negotiation skills in individuals. **Reference:** *Hardiyansyah, 2017, SERVICE MANAGEMENT AND PUBLIC ORGANIZATION DEVELOPMENT, Yogyakarta, GAVA MEDIA* **Material:** 1. Definition of groups and factors in group formation 2. Norms and group behavior. 3. Factors causing conflict 4. Forms of group dependency. **Library:**	5%
10	Analyze group dynamics in organizations, the causes of group conflicts and how to resolve them and be able to explain ways to improve individual negotiation skills	1. Identify the characteristics of groups in organizations 2. Factors that encourage people to join groups. 3. Group behavior in organizations 4. The causes of conflict between groups 5. Forms of group dependence 6. Distinguish between traditional, humanitarian relations and interactionist views of conflict 7. Distinguish between functional conflict and dysfunctional conflict. 8. Describe the 5 conflict resolution orientations 9. Distinguish between distributive bargaining and integrative bargaining 10. Identify decision biases that hinder effective negotiation.	**Form of Assessment** : Participatory Activities, Portfolio Assessment	Online lecture Discussion Questions and answers 3 X 50		**Material:** analysis of group dynamics in organizations, causes of group conflicts and how to resolve them and being able to explain ways to improve negotiation skills in individuals. **Reference:** *Hardiyansyah, 2017, SERVICE MANAGEMENT AND PUBLIC ORGANIZATION DEVELOPMENT, Yogyakarta, GAVA MEDIA* **Material:** analysis of group dynamics in organizations, causes of group conflict and how to resolve it and being able to explain ways to improve negotiation skills in individuals **Library:** *Kusdi. 2010. Organizational and Administrative Theory. Jakarta: Salemba Humanika Publishers.*	5%

11	Analyze group dynamics in organizations, the causes of group conflicts and how to resolve them and be able to explain ways to improve individual negotiation skills	1.Identify the characteristics of groups in organizations 2.Factors that encourage people to join groups. 3.Group behavior in organizations 4.The causes of conflict between groups 5.Forms of group dependence 6.Distinguish between traditional, humanitarian relations and interactionist views of conflict 7.Distinguish between functional conflict and dysfunctional conflict. 8.Describe the 5 conflict resolution orientations 9.Distinguish between distributive bargaining and integrative bargaining 10.Identify decision biases that hinder effective negotiation.	**Criteria:** The presence and activeness of students during the lecture process **Form of Assessment** : Participatory Activities, Portfolio Assessment	Online lecture Discussion Questions and answers 3 X 50		**Material:** analysis of group dynamics in organizations, causes of group conflicts and how to resolve them and being able to explain ways to improve negotiation skills in individuals. **Reference:** *Hardiyansyah, 2017, SERVICE MANAGEMENT AND PUBLIC ORGANIZATION DEVELOPMENT, Yogyakarta, GAVA MEDIA*	5%
12	Able to explain the Goals, Fields and Schools of Management	1.Explain the various schools of thought that exist 2.Explain the weaknesses and strengths of the various schools of thought.	**Criteria:** The presence and activeness of students during the lecture process **Form of Assessment** : Participatory Activities, Portfolio Assessment	Online lectures 3 X 50 discussion assignments		**Material:** Objectives, Fields and Schools of Management **Library:** *Hardiyansyah, 2017, SERVICE MANAGEMENT AND PUBLIC ORGANIZATION DEVELOPMENT, Yogyakarta, GAVA MEDIA*	5%
13	Able to explain the Goals, Fields and Schools of Management	1.Explain the various schools of thought that exist 2.Explain the weaknesses and strengths of the various schools of thought.	**Criteria:** The presence and activeness of students during the lecture process **Form of Assessment** : Participatory Activities, Portfolio Assessment	Online lectures 3 X 50 discussion assignments		**Material:** Objectives, Fields and Schools of Management **Library:** *Hardiyansyah, 2017, SERVICE MANAGEMENT AND PUBLIC ORGANIZATION DEVELOPMENT, Yogyakarta, GAVA MEDIA*	5%
14	Students are able to explain the functions of management	1.Explain each management function appropriately. 2.Explain each of these functions in various public organizations and private organizations.	**Form of Assessment** : Participatory Activities, Portfolio Assessment		Online lecture 3 X 50 Assignment Discussion	**Material:** Objectives, Fields and Schools of Management **Library:** *Hardiyansyah, 2017, SERVICE MANAGEMENT AND PUBLIC ORGANIZATION DEVELOPMENT, Yogyakarta, GAVA MEDIA*	5%

15	Students are able to explain the functions of management	1. Explain each management function appropriately. 2. Explain each of these functions in various public organizations and private organizations.	**Criteria:** The presence and activeness of students during the lecture process **Form of Assessment** : Participatory Activities	Face to face	Online lecture 3 X 50 Assignment Discussion	**Material:** Management Functions **Library:** *Hardiyansyah, 2017, SERVICE MANAGEMENT AND PUBLIC ORGANIZATION DEVELOPMENT, Yogyakarta, GAVA MEDIA*	5%
16	1. Sub-CPMK 1: Understand the scope of administration, be able to compare public administration with business administration 2. Sub-CPMK 2: Able to analyze organizational development and formulate organizational goals. 3. Sub-CPMK 4: Able to analyze traditional organizations and modern organizations 4. Sub-CPMK 5: Able to analyze the components that make up organizational structure and their influence on employee behavior. 5. Sub-CPMK 6: Analyzing the stages of formal organization preparation and their steps. 6. Sub-CPMK 7: Analyze group dynamics in organizations, the causes of group conflict and how to resolve it and be able to explain ways to improve individual negotiation skills 7. Sub-CPMK 8: Understanding the position of Organization and Management in Administrative Science, the importance of Organization and Management in life, understanding Organization, Organizational Structure and Process, Planning and decision making, organizing, mobilizing and supervising. 8. Sub-CPMK 9: Analyze group		**Criteria:** 1. Question number 1 score: 25 2. Question number 2 score: 25 3. Question number 3 score: 25 4. Question number 4 score: 25	Written 3 x 50		**Material:** All material provided by **the Library:**	40%

| | dynamics in organizations, the causes of group conflict and how to resolve it and be able to explain ways to improve negotiation skills in individuals
9. Sub-CPMK 10: Able to explain Management's point of view and organizational relationships
10. Sub-CPMK 11: Able to explain Management's point of view and organizational relationships
11. Sub-CPMK 12: Able to explain the Goals, Fields and Schools of Management
12. Sub-CPMK 14: Students are able to explain Management Functions | | | | | | | |

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	65%
2.	Portfolio Assessment	22.5%
3.	Test	7.5%
		95%

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.