	Universitas Negeri Surabaya Faculty of Engineering, Building Engineering Education Undergraduate Study Program	Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Workshop/Laboratory Management	8320502089		T=2	P=0	ECTS=3.18	5	July 17, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	.....	.....	Dr. Gde Agus Yudha Prawira Adistana, S.T., M.T.

Learning model	**Case Studies**
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	Week															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Short Course Description	This course provides understanding and mastery of the definition of a work shop and laboratory, minimum room standards, minimum equipment standards, materials management, maintenance management, loan management, laboratory characteristics, and room utilities. Students' ability to apply study theory regarding equipment and material needs is very important in this course. Lectures are held through a cooperative approach using the lecture method, question and answer followed by discussion and reflection activities as well as group assignments, which are equipped with the use of LCDs, OHPs, and a task analysis approach, namely completing assignments in the form of projects.
References	**Main :**

1. Robert D, Brown. 1979. Industrial Education Facilities. Sydney: Allyn and Bacon Inc.
2. George Storm. 1995. Managing The Occupational Education Laboratory. Michigan: Prakken Publication Inc.
3. _____. 2005. Peraturan Pemerintah Nomor 19 Tahun 2005 tentang Standar Nasional Pendidikan. Jakarta: Depdikbud
4. _____. 2008. Permendiknas Nomor 40 Tahun 2008 tentang Standar Sarana dan Prasarana Sekolah Menengah Kejuruan / Madrasah Aliyah Kejuruan (SMK/ MAK). Jakarta: Depdiknas

Supporters:	
Supporting lecturer	Dr. Ir. H. Soeparno, M.T. Wahyu Dwi Mulyono, 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	Introduction and explanation of GBRP	Students can understand the main material of assignments and the assessment system for 1 semester.		Lectures 2 X 50			0%
2	Explain the meaning and function of a vocational education laboratory	1. Students can: Explain the meaning of a vocational education laboratory 2. Explain the function of a vocational education laboratory	**Criteria:** Full marks are obtained if you do all the questions correctly with a weight of 50 questions with a total score of 100.	Question and answer discussion lecture and presentation 2 X 50			0%
3	Explain the meaning of workshop management	Students can explain workshop management	**Criteria:** Full marks are obtained if you do all the questions correctly with a weight of 50 questions with a total score of 100.	Question and answer discussion lecture 2 X 50			0%
4	Explain the organizational structure of the workshop and personnel authority	Students can: - Explain the organizational structure of the workshop - Explain personnel authority	**Criteria:** Full marks are obtained if you do all the questions correctly with a weight of 50 questions with a total score of 100.	Question and answer discussion lecture and presentation 2 X 50			0%
5	Identify types of vocational education laboratories	Students can identify types of vocational education laboratories	**Criteria:** Full marks are obtained if you do all the questions correctly with a weight of 50 questions with a total score of 100.	Question and answer discussion lecture and presentation 2 X 50			0%
6	Understand the characteristics of vocational education laboratories.	Students can explain the characteristics of vocational education laboratories	**Criteria:** Full marks are obtained if you do all the questions correctly with a weight of 50 questions with a total score of 100.	Question and answer discussion lecture and presentation 2 X 50			0%
7	Understand the standards of laboratory facilities and infrastructure.	Students can explain facilities and infrastructure standards	**Criteria:** 1. Full marks are obtained if the paper: 2. 1. Precise analysis 3. 2. Details 4. 3. Correct format 5. 4. Neat	Question and answer discussion lecture 2 X 50			0%
8	Understand minimum room standards and room utilities	Students can explain the minimum room standards and room utilities	**Criteria:** 1. Full marks are obtained if the paper: 2. 1. Precise analysis 3. 2. Details 4. 3. Correct format 5. 4. Neat	Question and answer discussion lecture and presentation 2 X 50			0%
9	UTS	UTS	**Criteria:** Full marks for answering all questions correctly	Test 2 X 50			0%

10	Explain the rules for using the laboratory	Students can explain the rules for using the laboratory	**Criteria:** 1. Full marks are obtained if the paper: 2. 1. Precise analysis 3. 2. Details 4. 3. Correct format 5. 4. Neat	Question and answer discussion lecture 2 X 50			0%
11	Explain K3 and PPE in the workshop	Students can explain K3 and PPE in workshops	**Criteria:** 1. Full marks are obtained if the paper: 2. 1. Precise analysis 3. 2. Details 4. 3. Correct format 5. 4. Neat	Question and answer discussion lecture and presentation 2 X 50			0%
12	Explain the management of tools and materials	Students can explain the management of tools and materials	**Criteria:** 1. Full marks are obtained if the paper: 2. 1. Precise analysis 3. 2. Details 4. 3. Correct format 5. 4. Neat	Question and answer discussion lecture and presentation 2 X 50			0%
13	Understand care and maintenance management	Students can explain care and maintenance	**Criteria:** 1. Full marks are obtained if the paper: 2. 1. Precise analysis 3. 2. Details 4. 3. Correct format 5. 4. Neat	Question and answer discussion lecture and presentation 2 X 50			0%
14	Understand workshop usage management	Students can explain the management of workshop use	**Criteria:** 1. Full marks are obtained if the paper: 2. 1. Precise analysis 3. 2. Details 4. 3. Correct format 5. 4. Neat	Question and answer discussion lecture 2 X 50			0%
15	Understand the planning and development of vocational education laboratories.	Students can: Explain the planning of a vocational education laboratory. Explains the development of vocational education laboratories.	**Criteria:** 1. Full marks are obtained if the paper: 2. 1. Precise analysis 3. 2. Details 4. 3. Correct format 5. 4. Neat	Question and answer discussion lecture and presentation 2 X 50			0%
16							0%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
		0%

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.