



Universitas Negeri Surabaya
Faculty of Economics and Business
Bachelor of Commerce Education Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date
Human Resource Management	8721103093		T=3 P=0 ECTS=4.77	3	July 19, 2024
AUTHORIZATION	SP Developer		Course Cluster Coordinator	Study Program Coordinator	
	Dr. Tri Sudarwanto, S.Pd., MSM.	

Learning model	Project Based Learning
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Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																																																																					
	Program Objectives (PO)																																																																																																					
	PO - 1	Students are able to show a responsible attitude towards their work as leaders or managers (PLO 4)																																																																																																				
	PO - 2	Students are able to explain the theory and substance of HR management correctly (PLO 7)																																																																																																				
	PO - 3	Students are able to make the right decisions in solving problems in HR management starting from needs analysis to terminating HR employment (PLO 9)																																																																																																				
	PO - 4	Students are able to operate information technology in the field of HR management appropriately (PLO 12)																																																																																																				
	PLO-PO Matrix																																																																																																					
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PO Matrix at the end of each learning stage (Sub-PO)																																																																																																						
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Short Course Description	This course discusses the concept and substance of HR management activities carried out in an organization which includes the concept and evolution of HR, job analysis, HR planning and procurement, HR recruitment and selection process, HR orientation and placement process, HR training and career development, career planning and development. HR, HR performance assessment, HR compensation, industrial relations, work productivity and termination of HR employment, HR audit. Lectures are carried out using a system of lectures, discussions and assignments. Course Description This course discusses the concept and substance of HR management activities carried out in an organization which includes HR concepts and evolution, job analysis, HR planning and procurement, HR recruitment and selection processes, HR orientation and placement processes, HR career training and development, career planning and development. HR, HR performance assessment, HR compensation, industrial relations, work productivity and HR termination, HR audit. Lectures are carried out with a system of lectures, discussions, and assignments.
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References	Main :
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1. A. A. Anwar Prabu Mangkunegara. Perencanaan dan Pengembangan SDM. 2006. Bandung: PT Refika Aditama
2. A. A. Anwar Prabu Mangkunegara. Evaluasi Kinerja SDM. 2005. Bandung: PT Refika Aditama
3. A. A. Anwar Prabu Mangkunegara. Manajemen Sumber Daya Manusia Perusahaan. 2009. Bandung: PT Remaja Rosdakarya
4. Emron Edison. Pengembangan Sumber Daya Manusia. 2010. Bandung: Alfabeta
5. Raymond A. Noe, et al. Manajemen Sumber Daya Manusia: Mencapai Keunggulan Bersaing. 2011. New York: McGraw Hill
6. Suhariadi, Fendy. Manajemen Sumber Daya Manusia. 2013. Surabaya: Airlangga University Press
9. Samsudin, Sadili. Manajemen Sumber Daya Manusia. 2006. Bandung: Pustaka Setia
10. Suwatno, Priansa J Donni. Manajemen SDM dalam Organisasi Publik dan Bisnis. Bandung: Alfabeta

Supporters:

Supporting lecturer Novi Marlana, S.Pd., M.Si.
Septyan Budy Cahya, 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	able to understand the concept and evolution of HRM (Human Resource Management)	1. Able to define HRM 2. Able to analyze the differences between HRM and personnel management 3. Able to explain HRM functions, 4. Able to explain the evolution and activities of HRM in developed and developing countries	Criteria: Assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	lectures, discussions, assignments 3 X 50	-	Material: concept and evolution of HRM (Human Resource Management) References: 1. Greenberg, Jerald and Baron, Robert A. 2003. Behavior in Organizations. New Jersey: Prentice-Hall, Inc.	5%
2	Can understand various HRM approaches	1. Able to explain the mechanical approach 2. Able to explain the HRM approach 3. Able to explain HRM challenges	Criteria: assessment rubric Form of Assessment : Participatory Activities	lectures, discussions, assignments 2 X 50	discussion	Material: HRM approach Bibliography: 4. Shaun Tyson. 2012. Essentials of Human Resource Management. Routledge	5%
3	Can understand the concept of planning and predicting HR needs	1. Able to define HR planning 2. Able to analyze HR demand 3. Able to analyze types of HR planning 4. Able to explain the HR planning process 5. Able to explain the relationship between HR strategy and company strategy Able to explain forecasting techniques and calculating HR needs	Criteria: assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Project Based Learning 3 X 50		Material: HR needs References: 1. Mathis, Robert L., and Jackson, John H. 2000. Personnel/Human Resource Management. St. Paul: West Publishing Company	5%
4	Can understand job analysis	1. Able to explain the definition of job analysis 2. Able to explain the stages of job analysis and job descriptions 3. Able to describe the usefulness of job analysis	Criteria: assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Project Based Learning 3 X 50		Material: job analysis Bibliography: 2. Nankervis, Alan R., Compton, Robert L., Mc Carthy, Terence E. 1996. Strategic Human Resource Management. Melbourne: International Thomas Publishing Company.	5%

5	Can understand the concept of selection (recruitment) and HR orientation	1. Able to define the definition of selection and selection objectives 2. Able to explain selection challenges 3. Able to explain the types of acceptance tests 4. Able to explain the source of selection 5. Able to understand the HR orientation program 6. Able to explain aspects of the orientation program	Criteria: assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Project Based Learning 3 X 50		Material: HR orientation References: 5. Pucik, Vladimir. et al. 2017. <i>Global Challenges: International Human Resource Management - Third Edition</i> . Chicago: Chicago Business Press.	5%
6	Can understand the needs, types, methods and evaluation of HR development	1. Able to define HR development 2. Able to identify HR needs 3. Able to explain types and methods as well as evaluation of HR development, HR development problems	Criteria: assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	3 X 50 based learning project		Material: HR development References: 4. Noe, Raymond A. 2017. <i>Employee training and development- Seventh edition</i> . United States : McGraw-Hill.	5%
7	Can understand career management	1. Able to define career planning 2. Able to explain the benefits of career planning 3. Able to explain the implementation of career development 4. Able to explain career patterns and stages.	Criteria: assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Project Based Learning 3 X 50		Material: career management References: 7. Greer, CR 2021. <i>Strategic human resource management</i> . Pearson Custom Publishing.	5%
8	UTS	UTS	Criteria: assessment rubric Form of Assessment : Test	Test 2 X 50		Material: UTS Bibliography: 3. Paritosh Mishra, Balvinder Shukla, R Sujatha. 2021. <i>Human Resource Management and the Implementation of Change</i> . Routledge Material: UTS Bibliography: 2. Mick Marchington, Adrian Wilkinson, Rory Donnelly, Anastasia Kynighou. 2020. <i>Human Resource Management at Work: The Definitive Guide. Seventh Edition</i> . Kogan Page	15%
9	Can understand the needs, types, methods and evaluation of HR development	1. Able to define HR development 2. Able to identify HR needs 3. Able to explain types and methods and evaluation of HR development, HR development issues	Criteria: assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Reading literature and listening to students' explanations Discussion and question and answer with colleagues 3 X 50		Material: HR needs References: 1. Mathis, Robert L., and Jackson, John H. 2000. <i>Personnel/Human Resource Management. St. Paul: West Publishing Company</i>	5%

10	Can understand the meaning, benefits, implementation of career planning and development	1. Able to define career planning 2. Able to explain the implementation of career planning 3. Able to explain career development	Criteria: assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Reading literature and listening to students' explanations Discussion and question and answer with colleagues 3 X 50		Material: career development References: 4. Noe, Raymond A. 2017. <i>Employee training and development- Seventh edition. United States : McGraw-Hill.</i>	5%
11	Can understand payroll concepts and identify compensation components	1. Able to define compensation 2. Able to identify financial and non-financial components of compensation 3. Able to explain compensation management issues	Criteria: assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Reading literature and listening to students' explanations Discussion and question and answer with colleagues 6 X 50		Material: compensation References: 6. Das, PK, Chhetri, M., & Tamang, MR 2021. <i>Compensation Management. Ashok Yakkaldevi.</i>	5%
12	Can understand payroll concepts and identify compensation components	1. Able to define compensation 2. Able to identify financial and non-financial components of compensation 3. Able to explain compensation management issues	Criteria: assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Reading literature and listening to students' explanations Discussion and question and answer with colleagues 6 X 50		Material: compensation References: 6. Das, PK, Chhetri, M., & Tamang, MR 2021. <i>Compensation Management. Ashok Yakkaldevi.</i>	5%
13	Can describe activities and resolve internal employee conflicts	1. Able to define internal employee hubs 2. Able to explain the activities of industrial hubs, labor unions, employment agreements, KKB	Criteria: assessment rubric Form of Assessment : Participatory Activities	Reading literature and listening to students' explanations Discussion and question and answer with colleagues 3 X 50		Material: conflict management References: 8. Rees, G., & Smith, P. (Eds.). 2021. <i>Strategic human resource management: An international perspective. Sage.</i>	5%
14	Can understand the K3 program	1. Able to explain the meaning of the K3 program 2. Able to describe the causes of work accidents 3. Able to explain efforts to prevent work accidents	Criteria: assessment rubric Form of Assessment : Participatory Activities	Reading literature and listening to students' explanations Discussion and question and answer with colleagues 3 X 50		Material: K3 Bibliography: 2. Mick Marchington, Adrian Wilkinson, Rory Donnelly, Anastasia Kynighou. 2020. <i>Human Resource Management at Work: The Definitive Guide. Seventh Edition. Kogan Page</i>	5%
15	Can understand the concept of layoffs (PHK)	1. Be able to define layoffs 2. Able to explain the reasons for layoffs 3. Able to explain the legal basis and causes of dismissal of civil servants	Criteria: assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	lectures, discussions, case studies 2 X 50		Material: Layoffs References: 1. Mathis, Robert L., and Jackson, John H. 2000. <i>Personnel/Human Resource Management. St. Paul: West Publishing Company</i>	5%
16	UAS	UAS	Criteria: assessment rubric Form of Assessment : Test	test, project results 3 X 50		Material: UAS References: 7. Greer, CR 2021. <i>Strategic human resource management. Pearson Custom Publishing.</i>	15%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	30%
2.	Project Results Assessment / Product Assessment	40%
3.	Test	30%

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.