



Universitas Negeri Surabaya
Faculty of Mathematics and Natural Sciences
Undergraduate Chemistry Education Study Program

Document
Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date													
School Management	8420402180	Study Program Elective Courses	T=2 P=0 ECTS=3.18	6	July 1, 2022													
AUTHORIZATION	SP Developer		Course Cluster Coordinator		Study Program Coordinator													
	Prof. Dr. Achmad Lutfi, M.Pd.		Prof. Dr. Suyono, M.Pd.		Prof. Dr. Utiya Azizah, M.Pd.													
Learning model	Project Based Learning																	
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																	
	PLO-6	Able to adapt to various developments in chemical science, continue to develop and learn throughout life to continue education, both formal and informal (CPL 8)																
	PLO-9	Mastering the principles of K3 (Work Safety and Security), managing the laboratory and using its equipment as well as how to operate chemical instruments (CPL 3)																
	PLO-12	Able to demonstrate chemical pedagogical knowledge about designing, implementing and evaluating chemistry learning (CPL 2)																
	Program Objectives (PO)																	
	PO - 1	Utilize learning resources and ICT to describe and analyze school management.																
	PO - 2	Have knowledge about; General management processes, School Based Management Principles, quality assurance, school branding, SWOT Analysis, school accreditation, and innovation in schools.																
	PO - 3	Make decisions in analyzing various activities related to school management.																
	PO - 4	Have a responsible attitude in completing school management lecture assignments in the form of preparing papers on School-Based Management, SWOT Analysis, quality assurance, school branding, and school accreditation																
	PLO-PO Matrix																	
		P.O	PLO-6	PLO-9	PLO-12													
		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	Study of general management processes (planning, organizing, directing and controlling), principles of school-based management (SBM) including: improving quality, bottom up planning and decision making, transparent management, and community empowerment, SWOT analysis of training schools, and aspects -aspects of school accreditation in discussion forums, seminars and reflections.																	
References	Main :																	
	1. Lutfi, A. & Hidayah, R. 2018. Manajemen Sekolah . Surabaya: University Press.																	
	Supporters:																	

1. Rangkuti, Freddy. 2006. Analisis SWOT. Teknik Membedah Kasus Bisnis. Jakarta:PT Gramedia Pustaka Utama
2. Supriadi, Dedi. 2004. Satuan Biaya Pendidikan Dasar dan Menengah. Bandung: PT Remaja Rosda Karya.
3. Griffin, R. 2006. Business, 8th Edition. NJ: Prentice Hall
4. Robbins Stephen dan Mary Coulter. 2007. Management, 8th Edition. NJ:Prentice Hall

Supporting lecturer
 Prof. Dr. Achmad Lutfi, M.Pd.
 Dr.Hj. Rinaningsih, S.Pd., M.Pd.
 Dian Novita, S.T., M.Pd.
 Rusly Hidayah, S.Si., 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	Explain the management process in general	Explain several processes in the management system	Criteria: 1. Assessment is carried out on aspects: 2.1. Participation during lectures, carried out through observation (weight 2) 3.2. The Mid-Semester Examination (UTS) is carried out assessing all relevant indicators through a written exam, with a weighting of (2) 4.3. The Final Semester Examination (UAS) is carried out assessing all relevant indicators through a written examination, with a weight of (3) 5.4. Product assessment Report/paper, as an assignment, with weight (3) 6.5. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10 Form of Assessment : Participatory Activities	Discussion 2 X 50		Material: Introduction Bibliography: <i>Lutfi, A. & Hidayah, R. 2018. School Management. Surabaya: University Press.</i>	5%

2	Explain the management process in general	Explain several processes in the management system	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment is carried out on aspects: 2.1. Participation during lectures, carried out through observation (weight 2) 3.2. The Mid-Semester Examination (UTS) is carried out assessing all relevant indicators through a written examination, with a weighting of (2) 4.3. The Final Semester Examination (UAS) is carried out assessing all relevant indicators through a written examination, with a weight of (3) 5.4. Report/paper product assessment, as an assignment, with weight (3) 6.5. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10 <p>Form of Assessment : Participatory Activities, Portfolio Assessment</p>	Discussion 2 X 50		<p>Material: processes in management systems</p> <p>References: <i>Lutfi, A. & Hidayah, R. 2018. School Management. Surabaya: University Press.</i></p>	10%
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3	Presentation of the training school management system for field practice	Informing the training school management system where field practice takes place	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment is carried out on aspects: 2.1. Participation during lectures, carried out through observation (weight 2) 3.2. The Mid-Semester Examination (UTS) is carried out assessing all relevant indicators through a written exam, with a weighting of (2) 4.3. The Final Semester Examination (UAS) is carried out assessing all relevant indicators through a written examination, with a weight of (3) 5.4. Report/paper product assessment, as an assignment, with weight (3) 6.5. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10 <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Discussion Presentation 2 X 50		<p>Material: training school management system for field practice. Reference: <i>Lutfi, A. & Hidayah, R. 2018. School Management. Surabaya: University Press.</i></p>	5%
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4	Presentation of the training school management system for field practice	Informing the training school management system where field practice takes place	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment is carried out on aspects: 2.1. Participation during lectures, carried out through observation (weight 2) 3.2. The Mid-Semester Examination (UTS) is carried out assessing all relevant indicators through a written exam, with a weighting of (2) 4.3. The Final Semester Examination (UAS) is carried out assessing all relevant indicators through a written examination, with a weight of (3) 5.4. Report/paper product assessment, as an assignment, with weight (3) 6.5. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10 <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Discussion Presentation 2 X 50		<p>Material: training school management system for field practice. Reference: <i>Lutfi, A. & Hidayah, R. 2018. School Management. Surabaya: University Press.</i></p>	5%
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5	Explain the principles of School Based Management (SBM)	Explain the benefits of implementing School Based Management (MBS) according to the educational unit curriculum	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment is carried out on aspects: <ol style="list-style-type: none"> 2.1. Participation during lectures, carried out through observation (weight 2) 3.2. The Mid-Semester Examination (UTS) is carried out assessing all relevant indicators through a written exam, with a weighting of (2) 4.3. The Final Semester Examination (UAS) is carried out assessing all relevant indicators through a written examination, with a weight of (3) 5.4. Product assessment Report/paper, as an assignment, with weight (3) 6.5. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) (UAS value (3) divided by 10) <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Discussion Presentation 2 X 50		<p>Material: principles of School-Based Management (MBS)</p> <p>Reference: <i>Lutfi, A. & Hidayah, R. 2018. School Management. Surabaya: University Press.</i></p>	5%
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6	Explain the principles of School Based Management (SBM)	Explain the benefits of implementing School Based Management (MBS) according to the educational unit curriculum	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment is carried out on aspects: <ol style="list-style-type: none"> 2.1. Participation during lectures, carried out through observation (weight 2) 3.2. The Mid-Semester Examination (UTS) is carried out assessing all relevant indicators through a written exam, with a weighting of (2) 4.3. The Final Semester Examination (UAS) is carried out assessing all relevant indicators through a written examination, with a weight of (3) 5.4. Product assessment Report/paper, as an assignment, with weight (3) 6.5. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) (UAS value (3) divided by 10) <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Discussion Presentation 2 X 50		<p>Material: principles of School-Based Management (MBS)</p> <p>Reference: <i>Lutfi, A. & Hidayah, R. 2018. School Management. Surabaya: University Press.</i></p>	5%
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7	Explain the principles of School Based Management (SBM)	Explain the benefits of implementing School Based Management (MBS) according to the educational unit curriculum	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment is carried out on aspects: <ol style="list-style-type: none"> 2.1. Participation during lectures, carried out through observation (weight 2) 3.2. The Mid-Semester Examination (UTS) is carried out assessing all relevant indicators through a written exam, with a weighting of (2) 4.3. The Final Semester Examination (UAS) is carried out assessing all relevant indicators through a written examination, with a weight of (3) 5.4. Product assessment Report/paper, as an assignment, with weight (3) 6.5. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) (UAS value (3) divided by 10) <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Discussion Presentation 2 X 50		<p>Material: implementation of School-Based Management (MBS) according to educational unit curriculum.</p> <p>Reference: <i>Lutfi, A. & Hidayah, R. 2018. School Management. Surabaya: University Press.</i></p>	5%
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8	Midterm exam	Midterm exam	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment is carried out on aspects: 2.1. Participation during lectures, carried out through observation (weight 2) 3.2. The Mid-Semester Examination (UTS) is carried out assessing all relevant indicators through a written exam, with a weighting of (2) 4.3. The Final Semester Examination (UAS) is carried out assessing all relevant indicators through a written examination, with a weight of (3) 5.4. Product assessment Report/paper, as an assignment, with weight (3) 6.5. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10 <p>Form of Assessment : Test</p>	Midterm Exam 2 X 50		<p>Material: school management Reference: <i>Lutfi, A. & Hidayah, R. 2018. School Management. Surabaya: University Press.</i></p>	5%
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9	Explaining SWOT Analysis	Understand the use of SWOT analysis results to develop school/educational institution development plans	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment is carried out on aspects: 2.1. Participation during lectures, carried out through observation (weight 2) 3.2. The Mid-Semester Examination (UTS) is carried out assessing all relevant indicators through a written exam, with a weighting of (2) 4.3. The Final Semester Examination (UAS) is carried out assessing all relevant indicators through a written examination, with a weight of (3) 5.4. Product assessment Report/paper, as an assignment, with weight (3) 6.5. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10 <p>Form of Assessment : Participatory Activities</p>	Discussion Presentation 2 X 50		<p>Material: results of SWOT analysis to prepare school/educational institution development plans</p> <p>Reference: <i>Lutfi, A. & Hidayah, R. 2018. School Management. Surabaya: University Press.</i></p>	5%
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10	Explaining SWOT Analysis	Understand the use of SWOT analysis results to develop school/educational institution development plans	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment is carried out on aspects: 2.1. Participation during lectures, carried out through observation (weight 2) 3.2. The Mid-Semester Examination (UTS) is carried out assessing all relevant indicators through a written exam, with a weighting of (2) 4.3. The Final Semester Examination (UAS) is carried out assessing all relevant indicators through a written examination, with a weight of (3) 5.4. Product assessment Report/paper, as an assignment, with weight (3) 6.5. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10 <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Discussion Presentation 2 X 50		<p>Material: results of SWOT analysis to prepare school/educational institution development plans</p> <p>Reference: <i>Lutfi, A. & Hidayah, R. 2018. School Management. Surabaya: University Press.</i></p>	5%
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11	Explaining SWOT Analysis	Understand the use of SWOT analysis results to develop school/educational institution development plans	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment is carried out on aspects: 2.1. Participation during lectures, carried out through observation (weight 2) 3.2. The Mid-Semester Examination (UTS) is carried out assessing all relevant indicators through a written exam, with a weighting of (2) 4.3. The Final Semester Examination (UAS) is carried out assessing all relevant indicators through a written examination, with a weight of (3) 5.4. Product assessment Report/paper, as an assignment, with weight (3) 6.5. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10 <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Discussion Presentation 2 X 50		<p>Material: SWOT Analysis References: <i>Lutfi, A. & Hidayah, R. 2018. School Management. Surabaya: University Press.</i></p>	5%
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12	Explaining SWOT Analysis	Understand the use of SWOT analysis results to develop school/educational institution development plans	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment is carried out on aspects: 2.1. Participation during lectures, carried out through observation (weight 2) 3.2. The Mid-Semester Examination (UTS) is carried out assessing all relevant indicators through a written exam, with a weighting of (2) 4.3. The Final Semester Examination (UAS) is carried out assessing all relevant indicators through a written examination, with a weight of (3) 5.4. Product assessment Report/paper, as an assignment, with weight (3) 6.5. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10 <p>Form of Assessment : Participatory Activities</p>	Discussion Presentation 2 X 50		<p>Material: SWOT Analysis References: <i>Lutfi, A. & Hidayah, R. 2018. School Management. Surabaya: University Press.</i></p>	5%
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13	Explain the school accreditation system	Can predict the accreditation achievements of training schools where field practice takes place	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment is carried out on aspects: 2.1. Participation during lectures, carried out through observation (weight 2) 3.2. The Mid-Semester Examination (UTS) is carried out assessing all relevant indicators through a written exam, with a weighting of (2) 4.3. The Final Semester Examination (UAS) is carried out assessing all relevant indicators through a written examination, with a weight of (3) 5.4. Product assessment Report/paper, as an assignment, with weight (3) 6.5. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10 <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Discussion Presentation 2 X 50		<p>Material: school accreditation system Reference: <i>Lutfi, A. & Hidayah, R. 2018. School Management. Surabaya: University Press.</i></p>	10%
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14	Explain the school accreditation system	Can predict the accreditation achievements of training schools where field practice takes place	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment is carried out on aspects: <ol style="list-style-type: none"> 2.1. Participation during lectures, carried out through observation (weight 2) 3.2. The Mid-Semester Examination (UTS) is carried out assessing all relevant indicators through a written exam, with a weighting of (2) 4.3. The Final Semester Examination (UAS) is carried out assessing all relevant indicators through a written examination, with a weight of (3) 5.4. Product assessment Report/paper, as an assignment, with weight (3) 6.5. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10 <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Discussion Presentation 2 X 50		<p>Material: school accreditation system Reference: Lutfi, A. & Hidayah, R. 2018. <i>School Management</i>. Surabaya: University Press.</p>	5%
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15	Explain the school accreditation system	Can predict the accreditation achievements of training schools where field practice takes place	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment is carried out on aspects: <ol style="list-style-type: none"> 2.1. Participation during lectures, carried out through observation (weight 2) 3.2. The Mid-Semester Examination (UTS) is carried out assessing all relevant indicators through a written examination, with a weighting of (2) 4.3. The Final Semester Examination (UAS) is carried out assessing all relevant indicators through a written examination, with a weight of (3) 5.4. Product assessment Report/paper, as an assignment, with weight (3) 6.5. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10 <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Discussion Presentation 2 X 50		<p>Material: school accreditation system Reference: Lutfi, A. & Hidayah, R. 2018. <i>School Management</i>. Surabaya: University Press.</p>	10%
16	According to the final ability in the 9-15 meeting	According to indicators at meeting 9-15	<p>Criteria: Final exams</p> <p>Form of Assessment : Test</p>	Final Exam Semester 2 X 50		<p>Material: school accreditation system Reference: Lutfi, A. & Hidayah, R. 2018. <i>School Management</i>. Surabaya: University Press.</p>	10%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	22.5%
2.	Project Results Assessment / Product Assessment	57.5%
3.	Portfolio Assessment	5%
4.	Test	15%
		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** 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.