



Universitas Negeri Surabaya
Faculty of Economics and Business,
Bachelor of Science in Office Administration Education Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Entrepreneurship Practice	8721002108		T=2	P=0	ECTS=3.18	4	July 17, 2024
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
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Learning model	Project Based Learning
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Program Learning Outcomes (PLO)	PLO study program which is charged to the course					
	Program Objectives (PO)					
PO - 1	Able to apply academic values, norms and ethics in carrying out entrepreneurial practices					
PO - 2	Able to demonstrate a responsible attitude towards work in the field of entrepreneurial practice in the office administration study program independently and in groups					
PO - 3	Able to manage and demonstrate learning performance independently of the entrepreneurial practice group under their responsibility					
PO - 4	Able to evaluate the learning performance independently of the entrepreneurial practice group under their responsibility					
	PLO-PO Matrix					
	<table border="1" style="margin: auto;"> <tr><td>P.O</td></tr> <tr><td>PO-1</td></tr> <tr><td>PO-2</td></tr> <tr><td>PO-3</td></tr> <tr><td>PO-4</td></tr> </table>	P.O	PO-1	PO-2	PO-3	PO-4
P.O						
PO-1						
PO-2						
PO-3						
PO-4						

	PO Matrix at the end of each learning stage (Sub-PO)																																																																																																					
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Short Course Description	This course contains concepts and implementing business plans that have been created by referring to the concepts of Business Starting Strategy, Salesmanship, Business Performance Measurement, and Business Plans. The learning methods used in entrepreneurship practice courses are discussions, assignments, direct learning, simulations, cooperative learning, group investigations, integrated work learning (Co-op), and entrepreneurial practices.
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References	<p>Main :</p> <ol style="list-style-type: none"> 1. Tim Kewirausahaan Unesa. 2016. Kewirausahaan. UNIPRESS. Surabaya 2. Tim Kewirausahaan FE Unesa 2015. Kewirausahaan. UNIPRESS. Surabaya 3. Kaplan, Robert S. 2010. Conceptual Foundation of The Balance Scorecard Working Paper. Harvard Business School. Harvard University :10-0744. 4. David, Fred R. 2011. Manajemen Strategik: Konsep. Jakarta: Salemba Empat 5. Robinson & Pearce. 2008. Manajemen Strategik Edisi 10. Jakarta : Salemba Empat 6. Cravens, David W & Nigel F Pearcy. 2006. Strategic Marketing, 8 th edition. McGraw-Hill. <p>Supporters:</p>
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Supporting lecturer		Lifa Farida Panduwinata, S.Pd., M.Pd. Novi Trisnawati, 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	Formulate a Strategy for Starting a Business	<ol style="list-style-type: none"> 1. Differentiate between forms of business 2. Identify the advantages and disadvantages of business forms 3. Formulate techniques and strategies for starting a business 	<p>Criteria: assessment rubric</p> <p>Form of Assessment : Participatory Activities</p>	Discussion and Assignment 2 X 50	Discussion and Assignment 2 X 50	<p>Material: strategies for starting a business</p> <p>Reference: <i>Unesa Entrepreneurship Team. 2016. Entrepreneurship. UNIPRESS. Surabaya</i></p>	3%
2	Salesmanship	<ol style="list-style-type: none"> 1. Describe the concepts and elements in selling 2. Mention the character of the seller's requirements 3. Mention the types of buyers 4. Review the sales process 	<p>Criteria: assessment rubric</p> <p>Form of Assessment : Participatory Activities</p>	Direct Learning Model and 2 X 50 Simulation	Direct Learning Model and 2 X 50 Simulation	<p>Material: Salesmanship</p> <p>Bibliography: <i>Cravens, David W & Nigel F Percy. 2006. Strategic Marketing, 8 th edition. McGraw-Hill.</i></p>	3%
3	Evaluation of Business Performance Measurements	<ol style="list-style-type: none"> 1. Analyze financial reports 2. Analyzing break even point analysis 3. Analyze cash flow 	<p>Criteria: assessment rubric</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Project Based Method 2 X 50	Project Based Method 2 X 50	<p>Material: Evaluation of Business Performance Measurements</p> <p>References: <i>Cravens, David W & Nigel F Percy. 2006. Strategic Marketing, 8 th edition. McGraw-Hill.</i></p>	3%
4	Analyze business plans	<ol style="list-style-type: none"> 1. Able to formulate a business plan 2. Able to prepare marketing plans 3. Able to prepare HR plans 4. Able to prepare operational plans 5. Able to draw up a financial plan 	<p>Criteria: assessment rubric</p> <p>Form of Assessment : Participatory Activities</p>	discussion and project 2 X 50	discussion and project 2 X 50	<p>Material: business plan</p> <p>Reference: <i>Unesa Entrepreneurship Team. 2016. Entrepreneurship. UNIPRESS. Surabaya</i></p>	3%
5	Learn to work integrated (internship) in MSMEs	Exploring business practices in MSMEs	<p>Criteria: assessment rubric</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Project Based Method 2 X 50		<p>Material: internship</p> <p>Reference: <i>Unesa FE Entrepreneurship Team 2015. Entrepreneurship. UNIPRESS. Surabaya</i></p>	3%

6	Learn to work integrated (internship) in MSMEs	Exploring business practices in MSMEs	Criteria: assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Project Based Method 2 X 50		Material: internship Reference: <i>Unesa FE Entrepreneurship Team 2015. Entrepreneurship. UNIPRESS. Surabaya</i>	3%
7	Learn to work integrated (internship) in MSMEs	Exploring business practices in MSMEs	Criteria: assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Project Based Method 2 X 50		Material: internship Reference: <i>Unesa FE Entrepreneurship Team 2015. Entrepreneurship. UNIPRESS. Surabaya</i>	4%
8	Final Semester Examination (UAS)	business plan	Criteria: assessment rubric Form of Assessment : Test	Midterm Exam (UTS) 2 X 50	Midterm Exam (UTS) 2 X 50	Material: business plan Reference: <i>Unesa Entrepreneurship Team. 2016. Entrepreneurship. UNIPRESS. Surabaya</i>	20%
9	Carrying out Field Practice	1.Prepare sponsorship proposals 2.Identify business problems 3.Planning an entrepreneurial event	Criteria: assessment rubric Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Out Class 2 X 50		Material: business competition Reference: <i>Unesa Entrepreneurship Team. 2016. Entrepreneurship. UNIPRESS. Surabaya</i>	4%
10	Carrying out Field Practice	1.Prepare sponsorship proposals 2.Identify business problems 3.Planning an entrepreneurial event	Criteria: assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Out Class and project based learning 2 X 50	Out Class and project based learning 2 X 50	Material: business competition Reference: <i>Unesa Entrepreneurship Team. 2016. Entrepreneurship. UNIPRESS. Surabaya</i>	4%
11	Carrying out Field Practice	1.Prepare sponsorship proposals 2.Identify business problems 3.Planning an entrepreneurial event	Criteria: assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Out Class and project based learning 2 X 50	Out Class and project based learning 2 X 50	Material: business competition Reference: <i>Unesa Entrepreneurship Team. 2016. Entrepreneurship. UNIPRESS. Surabaya</i>	4%
12	Carrying out Field Practice	1.Prepare sponsorship proposals 2.Identify business problems 3.Planning an entrepreneurial event	Criteria: assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Out Class and project based learning 2 X 50	Out Class and project based learning 2 X 50	Material: business competition Reference: <i>Unesa Entrepreneurship Team. 2016. Entrepreneurship. UNIPRESS. Surabaya</i>	4%
13	Carrying out Field Practice	1.Prepare sponsorship proposals 2.Identify business problems 3.Planning an entrepreneurial event	Criteria: assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Out Class and project based learning 2 X 50	Out Class and project based learning 2 X 50	Material: business competition Reference: <i>Unesa Entrepreneurship Team. 2016. Entrepreneurship. UNIPRESS. Surabaya</i>	4%

14	Carrying out Field Practice	1.Prepare sponsorship proposals 2.Identify business problems 3.Planning an entrepreneurial event	Criteria: assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Out Class and project based learning 2 X 50	Out Class and project based learning 2 X 50	Material: business competition Reference: <i>Unesa Entrepreneurship Team. 2016. Entrepreneurship. UNIPRESS. Surabaya</i>	4%
15	Learn to work integrated (internship) in MSMEs	Exploring business practices in MSMEs	Criteria: assessment rubric Form of Assessment : Project Results Assessment / Product Assessment	Group Investigation 2 X 50 learning model		Material: business competition Reference: <i>Unesa Entrepreneurship Team. 2016. Entrepreneurship. UNIPRESS. Surabaya</i>	4%
16	FINAL SEMESTER EXAMINATION (UAS)	business activity reports	Criteria: assessment rubric Form of Assessment : Test	FINAL SEMESTER EXAMINATION (UAS) 2 X 50	FINAL SEMESTER EXAMINATION (UAS)	Material: business report Reference: <i>Unesa Entrepreneurship Team. 2016. Entrepreneurship. UNIPRESS. Surabaya</i>	30%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	16%
2.	Project Results Assessment / Product Assessment	34%
3.	Test	50%
		100%

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** 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.
- 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.