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

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Human Resource Management	8721002136	Compulsory Study Program Subjects	**T=2**	**P=0**	**ECTS=3.18**	2	May 1, 2023

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
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Learning model	Case Studies

Program Learning Outcomes (PLO)	**PLO study program that is charged to the course**	
	Program Objectives (PO)	
	PO - 1	Students are able to demonstrate 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	

P.O
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	The Human Resources Management (HR) course studies the function of HR management in organizations starting from the process of planning, organizing, actualizing and controlling HR in organizations. This course examines the HR process starting from the HR process which includes job analysis, selection, recruitment, placement, training and development, to the post-employment process. The learning method used is a discussion and Project Based Learning approach so that students are more active in the learning process. HRM discusses HR processes that are carried out holistically by an organization because HRM is a stage that cannot be separated. The learning output is that students can carry out all stages of HR procurement starting from the needs analysis process to terminating HR employment (post-employment process).

References	**Main :**

1. 1. Greenberg, Jerald and Baron, Robert A. 2003. Behavior In Organizations. New Jersey: Prentice-Hall, Inc.
2. 2. Mick Marchington, Adrian Wilkinson, Rory Donnelly, Anastasia Kynighou. 2020. Human Resource Management at Work: The Definitive Guide. Seventh Edition. Kogan Page
3. 3. Paritosh Mishra, Balvinder Shukla, R Sujatha. 2021. Human Resource Management and the Implementation of Change. Routledge
4. 4. Shaun Tyson. 2012. Essentials of Human Resource Management. Routledge
5. 5. Werner, J. M. 2021. Human Resource Development: Talent Development. Cengage Learning.

	Supporters:	
	1. 1. Mathis, Robert L., and Jackson, John H. 2000. Personnel/Human Resource Management. St Paul: West Publishing Company 2. 2. Nankervis, Alan R., Compton, Robert L., Mc Carthy, Terence E. 1996. Strategic Human Resource Management. Melbourne: International Thomas Publishing Company. 3. 3. Soetjipto, Budi W., et al. 2002. Paradigma Baru MSDM. Jakarta: Amara Books 4. 4. Noe, Raymond A. 2017. Pelatihan dan pengembangan karyawan- Edisi ketujuh. Amerika Serikat : McGraw-Hill. 5. 5. Pucik, Vladimir. dkk. 2017.Tantangan Global: Manajemen Sumber Daya Manusia Internasional - Edisi Ketiga. Chicago: Chicago Business Press. 6. 6. Das, P. K., Chhetri, M., & Tamang, M. R. 2021. Compensation Management. Ashok Yakkaldevi. 7. 7. Greer, C. R. 2021. Strategic human resource management. Pearson Custom Publishing. 8. 8. Rees, G., & Smith, P. (Eds.). 2021. Strategic human resource management: An international perspective. Sage.	

Supporting lecturer	Dr. Meylia Elizabeth Ranu, S.Pd., M.S.M. Durinda Puspasari, S.Pd., M.Pd. Durinta Puspasari, S.Pd., M.Pd. Brillian Rosy, S.Pd., M.Pd. 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	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 2 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.*	3%
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*	3%
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** : Participatory Activities, 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*	3%
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 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%

			Criteria: assessment rubric **Form of Assessment :** Participatory Activities	Project Based Learning 3 X 50		**Material:** HR orientation **References:** *5. Pucik, Vladimir. et al. 2017.Global Challenges: International Human Resource Management - Third Edition. Chicago: Chicago Business Press.*	5%
5	Can understand the concept of selection (recruitment) and HR orientation	1. Able to define the definition of selection and selection objectives2. 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 program6. Able to explain aspects of the orientation program					
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 :** Participatory Activities, Project Results Assessment / Product Assessment	3 X 50 based learning project		**Material:** HR development **References:** *4. Noe, Raymond A. 2017. Employee training and development- Seventh edition. United States : McGraw-Hill.*	3%
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	Project Based Learning 3 X 50		**Material:** career management **References:** *7. Greer, CR 2021. Strategic human resource management. Pearson Custom Publishing.*	7%
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. Human Resource Management and the Implementation of Change. Routledge* **Material:** UTS **Bibliography:** *2. Mick Marchington, Adrian Wilkinson, Rory Donnelly, Anastasia Kynighou. 2020. Human Resource Management at Work: The Definitive Guide. Seventh Edition. Kogan Page*	10%
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 as well as evaluation of HR development, HR development issues	**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:** HR needs **References:** *1. Mathis, Robert L., and Jackson, John H. 2000. Personnel/Human Resource Management. St. Paul: West Publishing Company*	5%

			Criteria/Form of Assessment	Learning Method		Material/References	%
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	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. Employee training and development-Seventh edition. United States : McGraw-Hill.*	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** : Participatory Activities, 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. Compensation Management. Ashok Yakkaldevi.*	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** : Participatory Activities, 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. Compensation Management. Ashok Yakkaldevi.*	5%
13	Can describe activities and resolve internal employee conflicts	1. Able to define internal employee hubs 2. Able to explain industrial hub activities, 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. Strategic human resource management: An international perspective. Sage.*	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. Human Resource Management at Work: The Definitive Guide. Seventh Edition. Kogan Page*	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	lectures, discussions, case studies 2 X 50		**Material:** Layoffs **References:** *1. Mathis, Robert L., and Jackson, John H. 2000. Personnel/Human Resource Management. St. Paul: West Publishing Company*	5%
16	UAS	UAS	**Criteria:** assessment rubric **Form of Assessment** : Project Results Assessment / Product Assessment	test, project results 3 X 50		**Material:** UAS **References:** *7. Greer, CR 2021. Strategic human resource management. Pearson Custom Publishing.*	30%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	47.5%
2.	Project Results Assessment / Product Assessment	39.5%

3.	Test	10%
		97%

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.