



**Universitas Negeri Surabaya  
Faculty of Educational Sciences  
Bachelor of Education Management Study Program**

**Document Code**

## SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Capita Selecta Education Management	8620402160	Study Program Elective Courses	T=2	P=0	ECTS=3.18	6	May 13, 2022
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
	Syunu Trihantoyo, M.Pd.		Syunu Trihantoyo, M.Pd.			Syunu Trihantoyo, S.Pd., M.Pd.	

<b>Learning model</b>	Case Studies																																																	
<b>Program Learning Outcomes (PLO)</b>	<b>PLO study program that is charged to the course</b>																																																	
	<b>PLO-5</b>   Able to master the concepts, structure and scientific material of educational management at the managerial and technical levels in educational institutions																																																	
	<b>PLO-6</b>   Able to master educational management functions at strategic, tactical and operational levels																																																	
	<b>Program Objectives (PO)</b>																																																	
	<b>PO - 1</b>   Able to apply educational management expertise and utilize science and technology in solving problems related to educational management both theoretically and practically and able to adapt to situations faced related to educational management issues.																																																	
	<b>PLO-PO Matrix</b>																																																	
	<table border="1"> <tr> <td>P.O</td> <td>PLO-5</td> <td>PLO-6</td> </tr> <tr> <td>PO-1</td> <td></td> <td style="text-align: center;">✓</td> </tr> </table>	P.O	PLO-5	PLO-6	PO-1		✓																																											
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<b>PO Matrix at the end of each learning stage (Sub-PO)</b>																																																		
<table border="1"> <tr> <td rowspan="2">P.O</td> <td colspan="16">Week</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>PO-1</td> <td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td> </tr> </table>	P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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PO-1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																																		

**Short Course Description** | Study of the basis for implementing educational management, management functions, models, approaches, methods and service procedures in educational institutions related to government policies in the field of education. Lectures are carried out using a system of clarification, lectures, questions and answers, assignments, student presentations in groups, class discussions, independent development of material from observations, and product values.

**References**

**Main :**

1. Syafrudin, Ateng, 2006. Kapita Selekta. Yogyakarta: Citra Media
2. Tim Dosen Administrasi Pendidikan, UPI, 2011. Manajemen Pendidikan. Bandung: Alfa Beta
3. Fattah, Nanang, 1997. Landasan Manajemen Pendidikan. Bandung: Remaja Rosdakarya.
4. Pidarta, Made. 2004. Manajemen Pendidikan Indonesia. Jakarta: Rineka Cipta

**Supporters:**

1. 2. Tim Dosen Administrasi Pendidikan, UPI, 2011. Manajemen Pendidikan. Bandung: Alfa Beta
3. Fattah, Nanang, 1997. Landasan Manajemen Pendidikan. Bandung: Remaja Rosdakarya.
4. Pidarta, Made. 2004. Manajemen Pendidikan Indonesia. Jakarta: Rineka Cipta
5. Flippo B. Edwin. 2012. Manajemen Personalia. Jilid 2 Jakarta Erlangga.
6. Kartono, Kartini. 2003. Pemimpin dan Kepemimpinan. Jakarta: PT Raja Grafindo Persada.
7. Permendiknas No 12 Tahun 2007 Tentang Standart Kepala Sekolah
8. Permendiknas No 13 Tahun 2007 Tentang Standart Pengawas Sekolah
9. Permendiknas No 24 Tahun 2008 Tentang Standart Tenaga Administrasi Sekolah

**Supporting lecturer** | Dr. Karwanto, S.Ag., M.Pd.  
Dr. Ima Widiyanah, M.Pd.  
Syunu Trihantoyo, 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	Understanding the concept and theory of Capita Selecta educational management	Students are able to understand the concept and theory of Capita Selecta educational management	<b>Criteria:</b> Oral Test & Performance Test  <b>Form of Assessment :</b> Participatory Activities	Lectures and discussions 2 X 50		<b>Material:</b> Lecture contracts and a glance at Capita Selecta Management <b>Library:</b> <i>Fattah, Nanang, 1997. Foundations of Educational Management. Bandung: Rosdakarya Youth.</i>	5%
2	Understanding the concept and theory of Capita Selecta educational management	Students are able to understand the concept and theory of Capita Selecta educational management	<b>Criteria:</b> Oral Test & Performance Test  <b>Form of Assessment :</b> Participatory Activities	Lectures and discussions 2 X 50		<b>Material:</b> Understanding selective capita management. <b>Reference:</b> <i>Pidarta, Made. 2004. Indonesian Education Management. Jakarta: Rineka Cipta</i>	5%
3	Understanding the concept and theory of Capita Selecta educational management	Students are able to understand the concept and theory of Capita Selecta educational management	<b>Criteria:</b> Oral Test & Performance Test  <b>Form of Assessment :</b> Participatory Activities	Lectures and discussions 2 X 50		<b>Material:</b> The concept of the macro system of educational management and the position of macro educational management in the implementation of education. <b>Reference:</b> <i>Fattah, Nanang, 1997. Foundations of Educational Management. Bandung: Rosdakarya Youth.</i>	5%
4	Understanding the Differences in Government Administration Systems	Students are able to understand the differences in government administration systems	<b>Criteria:</b> Oral Test & Performance Test  <b>Form of Assessment :</b> Participatory Activities	Group discussion 2 X 50		<b>Material:</b> The role of central and regional governments in implementing centralized and decentralized education. <b>Reference:</b> <i>Fattah, Nanang, 1997. Foundations of Education Management. Bandung: Rosdakarya Youth.</i>	5%

5	Understanding the Differences in Government Administration Systems	Students are able to understand the differences in government administration systems	<b>Criteria:</b> Oral Test & Performance Test  <b>Form of Assessment :</b> Practice / Performance	Group discussion 2 X 50		<b>Material:</b> The concept of educational centralization and the concept of educational decentralization and autonomy. <b>Reference:</b> <i>Fattah, Nanang, 1997. Foundations of Educational Management. Bandung: Rosdakarya Youth.</i>	5%
6	Understanding Decentralization in Education Management	Students are able to understand decentralization in education management	<b>Criteria:</b> Oral Test & Performance Test  <b>Form of Assessment :</b> Practice / Performance	Discussion 2 X 50		<b>Material:</b> Macro educational management issues <b>Reference:</b> <i>Fattah, Nanang, 1997. Foundations of Educational Management. Bandung: Rosdakarya Youth.</i>	5%
7	Understanding Decentralization in Education Management	Students are able to understand decentralization in education management	<b>Criteria:</b> Oral Test & Performance Test  <b>Form of Assessment :</b> Practice / Performance	Discussion 2 X 50		<b>Material:</b> Micro education management issues <b>Reference:</b> <i>Fattah, Nanang, 1997. Foundations of Educational Management. Bandung: Rosdakarya Youth.</i>	5%
8	Week 1-7 material	Students are able to understand week 1-7 material	<b>Criteria:</b> Test  <b>Form of Assessment :</b> Practice / Performance	2 X 50	Online	<b>Material:</b> UTS <b>Library:</b> <i>Fattah, Nanang, 1997. Foundations of Educational Management. Bandung: Rosdakarya Youth.</i>	15%
9	Students are able to explain the meaning of educational organizations	Students are able to explain the scope of educational organizations	<b>Criteria:</b> Oral Test & Performance Test  <b>Form of Assessment :</b> Practice / Performance	Offline		<b>Material:</b> Educational organizations <b>Reference:</b> <i>Educational Administration Lecturer Team, UPI, 2011. Educational Management. Bandung: Alpha Beta</i>	5%
10	2. Students understand the role of educational leadership in educational organizations	Students are able to explain the meaning of educational leadership	<b>Criteria:</b> Oral and performance tests  <b>Form of Assessment :</b> Portfolio Assessment	Offline		<b>Material:</b> Educational leadership <b>Reference:</b> <i>Educational Administration Lecturer Team, UPI, 2011. Educational Management. Bandung: Alpha Beta</i>	5%

11	Students understand the position of educational leadership in classroom management	4. Students are able to explain the meaning of classroom management	<b>Criteria:</b> Oral and performance tests <b>Form of Assessment :</b> Portfolio Assessment		Online	<b>Material:</b> organizational culture <b>Reference:</b> <i>Fattah, Nanang, 1997. Foundations of Educational Management. Bandung: Rosdakarya Youth.</i>	5%
12	Students understand the basic concepts of organizational culture.	Students are able to understand organizational culture	<b>Criteria:</b> Oral test <b>Form of Assessment :</b> Portfolio Assessment		Offline	<b>Material:</b> Organizational culture <b>Reference:</b> <i>Fattah, Nanang, 1997. Foundations of Educational Management. Bandung: Rosdakarya Youth.</i>	5%
13	Students understand the basic concepts of change management	Students are able to understand the concept of organizational culture	<b>Criteria:</b> Oral and performance tests <b>Form of Assessment :</b> Portfolio Assessment		Offline	<b>Material:</b> Change management <b>Reference:</b> <i>Fattah, Nanang, 1997. Foundations of Educational Management. Bandung: Rosdakarya Youth.</i>	5%
14	Students understand the concept of School Based Management (MBS)	Students can understand the study of lecture material which must be mastered well.	<b>Criteria:</b> Oral Test & Performance Test <b>Form of Assessment :</b> Portfolio Assessment		Online	<b>Material:</b> School-based management <b>Reference:</b> <i>Fattah, Nanang, 1997. Foundations of Educational Management. Bandung: Rosdakarya Youth.</i>	5%
15	Students understand the basic concepts of educational supervision	Students are able to understand the basic concepts of educational supervision	<b>Criteria:</b> Oral test <b>Form of Assessment :</b> Portfolio Assessment		Online	<b>Material:</b> Educational supervision <b>Reference:</b> <i>Fattah, Nanang, 1997. Foundations of Educational Management. Bandung: Rosdakarya Youth.</i>	5%
16	4. Responsible for one's own learning performance, responsibility for improving one's performance as a developer of knowledge in society, especially the school community	Students are able to do the written test well	<b>Criteria:</b> written test <b>Form of Assessment :</b> Practice / Performance		Online	<b>Material:</b> UAS <b>Library:</b> <i>Syafrudin, Ateng, 2006. Capita Selekt. Yogyakarta: Citra Media</i>	15%

#### Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	20%
2.	Portfolio Assessment	30%
3.	Practice / Performance	50%
		100%

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.