



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
FACILITIES AND INFRASTRUCTURE MANAGEMENT	8620403136	Compulsory Curriculum	T=3	P=0	ECTS=4.77	2	July 5, 2023
AUTHORIZATION	SP Developer		Institutional		Course Cluster Coordinator	Study Program Coordinator	
	Dr. Kaniati Amalia, M.Pd., Aditya Chandra Setiawan, S.Pd., M.Pd				Dr. Nunuk Hariyati, M.Pd	Syunu Trihantoyo, S.Pd., M.Pd.	

Learning model	Project Based Learning
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Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																																																																					
	PLO-5	Able to master the concepts, structure and scientific material of educational management at the managerial and technical levels in educational institutions																																																																																																				
	PLO-6	Able to master educational management functions at strategic, tactical and operational levels																																																																																																				
	PLO-11	Able to demonstrate a responsible attitude and collaborate in accordance with professional norms and ethics																																																																																																				
	Program Objectives (PO)																																																																																																					
	PO - 1	Utilize learning resources and information technology to apply expertise in facilities and infrastructure management from planning to evaluation.																																																																																																				
	PO - 2	Mastering theoretical concepts regarding facilities and infrastructure management in relation to school management.																																																																																																				
	PO - 3	Make decisions about the types of infrastructure that are relevant to support the achievement of organizational goals effectively and efficiently.																																																																																																				
	PO - 4	Responsible for individual performance, agreements with group colleagues, and in the use of infrastructure by applying relevant infrastructure management techniques.																																																																																																				
	PLO-PO Matrix																																																																																																					
	<table border="1" style="margin-left: 40px;"> <tr> <th>P.O</th> <th>PLO-5</th> <th>PLO-6</th> <th>PLO-11</th> </tr> <tr> <td>PO-1</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>PO-2</td> <td></td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>PO-3</td> <td></td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>PO-4</td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </table>	P.O	PLO-5	PLO-6	PLO-11	PO-1	✓			PO-2		✓		PO-3		✓		PO-4			✓																																																																																	
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PO Matrix at the end of each learning stage (Sub-PO)																																																																																																						
	<table border="1" style="margin-left: 40px;"> <tr> <th rowspan="2">P.O</th> <th colspan="16">Week</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th> </tr> <tr> <td>PO-1</td> <td style="text-align: center;">✓</td><td></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></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></td><td></td><td></td> </tr> <tr> <td>PO-2</td> <td></td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>PO-3</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td> </tr> <tr> <td>PO-4</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></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	✓		✓	✓	✓	✓	✓		✓	✓	✓	✓	✓				PO-2		✓															PO-3															✓		PO-4								✓								✓
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Short Course Description	Study of the basic concepts of infrastructure management, types of school equipment, the process of procurement and distribution of infrastructure, use of infrastructure, inventory and elimination of infrastructure. Lectures are carried out using a system of lectures, presentations, providing information, discussions, case analysis, field observations, and project assignments as well as joint reflection.
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References	Main :	
		1. B. Suryosubroto. 2010. Manajemen pendidikan di sekolah. Jakarta: Rineka Cipta.
	Supporters:	

<ol style="list-style-type: none"> Barnawi & M.Arifin. 2014. Manajemen sarana dan prasarana sekolah. Yogyakarta: Ar- Ruzz Media. Depdikbud. 1983. Pedoman Pembakuan Pembangunan Sekolah. Jakarta: Ditjen Dikdasmen Depdikbud. Depdikbud. 1983.. Petunjuk Pelaksanaan Penyimpanan dan Pergudangan. Jakarta: Ditjen Dikdasmen Depdikbud. Depdikbud. 1993. Petunjuk Pelaksanaan Inventarisasi. Jakarta: Ditjen Dikdasmen Depdikbud. Depdikbud. 1993. Petunjuk Pelaksanaan Penghapusan Barang Inventaris. Jakarta: Ditjen Dikdasmen Depdikbud. Finchum, R.N. 1961. School Plant Management Administering The Custodial Program.Washington: United States Government Printing Office. Indrawan, I. 2015. Pengantar Manajemen Sarana dan Prasarana Sekolah. Yogyakarta: Deepublish Matin & Fuad, N. 2016. Manajemen Sarana dan Prasarana Pendidikan: Konsep dan Aplikasinya. Jakarta: PT Rajagrafindo Persada. Ahmad C. W & M Syahidul Haq. 2021. Optimalisasi Sarana Prasarana Berbasis It Sebagai Penunjang Pembelajaran Dalam Jaringan. Jurnal Inspirasi Manajemen Pendidikan Volume 09 Nomor 01 Tahun 2021, 240-255 tersedia online di https://ejournal.unesa.ac.id/index.php/inspirasi-manajemen-pendidikan/article/view/38779 PP Nomor 57 Tahun 2021 Tentang Standar Nasional Pendidikan Peraturan Presiden Nomor 54 Tahun 2010 tentang Pengadaan Barang/Jasa Pemerintah Permendiknas Nomor 24 Tahun 2007 tentang Standar Sarana dan Prasarana untuk Sekolah Dasar/Madrasah Ibtidaiyah (SD/MI) Permendiknas Nomor 40 Tahun 2008 tentang Standar Sarana dan Prasarana untuk Sekolah Menengah Kejuruan/Madrasah Aliyah Kejuruan(SMK/MAK) Permendiknas Nomor 33 Tahun 2008 tentang Standar Sarana Dan Prasarana untuk Sekolah Dasar Luar Biasa (SDLB), 							
Supporting lecturer		Dr. Erny Roesminingsih, M.Si. Dr. Nuphanudin, S.IP., M.Pd. Supriyanto, S.Pd., M.Pd. Dr. Kaniati Amalia, M.Pd. Dr. Ayu Wulandari, S.Pd., M.Pd. Shelly Andari, S.Pd., M.Pd. Aditya Chandra Setiawan, S.Pd., M.Pd. Rezki Nurma Fitria, 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	Students can understand the basic concepts of Facilities and Infrastructure Management	<ol style="list-style-type: none"> Students learn about the Study Contract in one semester of study Students know the RPS for one semester Students know the meaning, objectives, principles of management of facilities and infrastructure 	Criteria: <ol style="list-style-type: none"> Value Criteria: 100; Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 Form of Assessment : Participatory Activities	Lectures and Questions and Answers 3 X 50		Material: Lecture Contract & Basic Concepts of Facilities and Infrastructure Management Library: B. Suryosubroto. 2010. Educational management in schools. Jakarta: Rineka Cipta.	5%
2	Students can understand the basic concepts of Facilities and Infrastructure Management	<ol style="list-style-type: none"> Students learn about the Study Contract in one semester of study Students know the RPS for one semester Students know the meaning, objectives, principles of management of facilities and infrastructure 	Criteria: <ol style="list-style-type: none"> Value Criteria: 100; Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 Form of Assessment : Participatory Activities	Lectures and Questions and Answers 3 X 50		Material: Lecture Contract & Basic Concepts of Facilities and Infrastructure Management Library: Indrawan, I. 2015. Introduction to School Facilities and Infrastructure Management. Yogyakarta: Deepublish.	5%
3	Students can understand Facilities and Infrastructure Planning	<ol style="list-style-type: none"> Students are able to understand the concept of Facilities and Infrastructure Planning Problematics (min 1 case study/case example) 	Criteria: <ol style="list-style-type: none"> Value Criteria: 100; Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 Form of Assessment : Participatory Activities	Lectures and Questions and Answers 3 X 50		Material: Facilities and Infrastructure Planning Library: Department of Education and Culture. 1983. Guidelines for Standardizing School Construction. Jakarta: Directorate General of Basic Education, Ministry of Education and Culture.	5%
4	Students can understand the Organization of Facilities and Infrastructure	<ol style="list-style-type: none"> Students are able to understand the concept of Organizing Facilities and Infrastructure Problematics (min 1 case study/case example) 	Criteria: <ol style="list-style-type: none"> Value Criteria: 100; Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 Form of Assessment : Participatory Activities	Lectures and Questions and Answers 3 X 50		Material: Organizing Facilities and Infrastructure Reference: Finchum, RN 1961. School Plant Management Administering The Custodial Program. Washington: United States Government Printing Office.	5%

5	Students can understand the Procurement of Facilities and Infrastructure	<p>1.Students are able to understand the concept of Procurement of Facilities and Infrastructure</p> <p>2.Problematics (min 1 case study/case example)</p>	<p>Criteria:</p> <p>1.Value Criteria: 2.Special: 90-100; 3.Very Good: 76-89; 4.Fair: 56-75; 5.Less: 0-55</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Lectures and Questions and Answers 3 X 50		<p>Material: Procurement of Facilities and Infrastructure Library: Ahmad C. W & M Syahidul Haq. 2021. <i>Optimizing IT-Based Infrastructure to Support Online Learning. Inspirational Journal of Educational Management</i> Volume 09 Number 01 of 2021, 240-255 available online at https://ejournal.unesa.ac.id/...</p>	5%
6	Students can understand the Inventory of Facilities and Infrastructure	<p>1.Students are able to understand the concept of Inventory of Facilities and Infrastructure</p> <p>2.Problematics (min 1 case study/case example)</p>	<p>Criteria:</p> <p>1.Value Criteria: 2.Special: 90-100; 3.Very Good: 76-89; 4.Fair: 56-75; 5.Less: 0-55</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Lectures and Questions and Answers 3 X 50		<p>Material: Inventory of Facilities and Infrastructure Library: Department of Education and Culture. 1993. <i>Inventory Implementation Guidelines. Jakarta: Directorate General of Basic Education, Ministry of Education and Culture.</i></p>	5%
7	Students can understand the Maintenance and Distribution of Facilities and Infrastructure	<p>1.Students are able to understand the concept of Maintenance and Distribution of Facilities and Infrastructure</p> <p>2.Problematics (min 1 case study/case example)</p>	<p>Criteria:</p> <p>1.Value Criteria: 2.Special: 90-100; 3.Very Good: 76-89; 4.Fair: 56-75; 5.Less: 0-55</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Lectures and Questions and Answers 3 X 50		<p>Material: Maintenance and Distribution of Facilities and Infrastructure Library: Department of Education and Culture. 1983.. <i>Instructions for Implementing Storage and Warehousing. Jakarta: Directorate General of Basic Education, Ministry of Education and Culture.</i></p>	5%
8	UTS	Meeting Materials 1-7	<p>Criteria:</p> <p>1.Value Criteria: 2.Special: 90-100; 3.Very Good: 76-89; 4.Fair: 56-75; 5.Less: 0-55</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	3 X 50		<p>Material: UTS Library: PP Number 57 of 2021 concerning National Education Standards</p>	15%
9	Students can understand the Elimination of Facilities and Infrastructure	<p>1.Students are able to understand the concept of Elimination of Facilities and Infrastructure</p> <p>2.Problematics (min 1 case study/case example)</p>	<p>Criteria:</p> <p>1.Value Criteria: 2.Special: 90-100; 3.Very Good: 76-89; 4.Fair: 56-75; 5.Less: 0-55</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Lectures and Questions and Answers 3 X 50		<p>Material: Elimination of Facilities and Infrastructure Library: Department of Education and Culture. 1993. <i>Guidelines for Implementing the Write-Off of Inventory Items. Jakarta: Directorate General of Basic Education, Ministry of Education and Culture.</i></p>	5%

10	Students can understand the Facilities and Infrastructure Standards SD/MI	<ol style="list-style-type: none"> Students are able to understand the concept of SD/MI Facilities and Infrastructure Standards Minister of National Education Regulation Number 24 of 2007 concerning Facilities and Infrastructure Standards for Primary Schools/Madrasah Ibtidaiyah (SD/MI), Junior High Schools/Madrasah Tsanawiyah (SMP/MTs), and Senior High Schools/Madrasah Aliyah (SMA/MA) Problems at SD/MI level (min 1 case study/case example) 	<p>Criteria:</p> <ol style="list-style-type: none"> Value Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 <p>Form of Assessment : Portfolio Assessment</p>	Lectures and Questions and Answers 3 X 50		<p>Material: Facilities and Infrastructure Standards for SD/MI Reference: Minister of National Education Regulation Number 24 of 2007 concerning Facilities and Infrastructure Standards for Primary Schools/Madrasah Ibtidaiyah (SD/MI)</p>	5%
11	Students can understand the Standards for Facilities and Infrastructure for SMP/MTs	<ol style="list-style-type: none"> Students are able to understand the concept of SMP/MTs Facilities and Infrastructure Standards Minister of National Education Regulation Number 24 of 2007 concerning Facilities and Infrastructure Standards for Primary Schools/Madrasah Ibtidaiyah (SD/MI), Junior High Schools/Madrasah Tsanawiyah (SMP/MTs), and Senior High Schools/Madrasah Aliyah (SMA/MA) Problems at SMP/MTs level (min 1 case study/case example) 	<p>Criteria:</p> <ol style="list-style-type: none"> Value Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 <p>Form of Assessment : Portfolio Assessment</p>	Lectures and Questions and Answers 3 X 50		<p>Material: Facilities and Infrastructure Standards for SMP/MTs Library: PP Number 57 of 2021 concerning National Education Standards</p>	5%
12	Students can understand the SMA/MA Facilities and Infrastructure Standards	<ol style="list-style-type: none"> Students are able to understand the concept of SMA/MA Facilities and Infrastructure Standards Minister of National Education Regulation Number 24 of 2007 concerning Facilities and Infrastructure Standards for Primary Schools/Madrasah Ibtidaiyah (SD/MI), Junior High Schools/Madrasah Tsanawiyah (SMP/MTs), and Senior High Schools/Madrasah Aliyah (SMA/MA) Problems at SMA/MA level (min 1 case study/case example) 	<p>Criteria:</p> <ol style="list-style-type: none"> Value Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 <p>Form of Assessment : Portfolio Assessment</p>	Lectures and Questions and Answers 3 X 50		<p>Material: Facilities and Infrastructure Standards for Vocational Schools/MAK Library: Minister of National Education Regulation Number 40 of 2008 concerning Facilities and Infrastructure Standards for Vocational High Schools/Vocational Madrasah Aliyah (SMK/MAK)</p>	5%
13	Students can understand the SMK/MAK Facilities and Infrastructure Standards	<ol style="list-style-type: none"> Students are able to understand the concept of SMK/MAK Facilities and Infrastructure Standards Minister of National Education Regulation Number 40 of 2008 concerning Facilities and Infrastructure Standards for Vocational High Schools/Vocational Madrasah Aliyah (SMK/MAK) Problems at SMK/MAK level (min 1 case study/case example) 	<p>Criteria:</p> <ol style="list-style-type: none"> Value Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 <p>Form of Assessment : Portfolio Assessment</p>	Lectures and Questions and Answers 3 X 50		<p>Material: Facilities and Infrastructure Standards for Vocational Schools/MAK Library: Minister of National Education Regulation Number 40 of 2008 concerning Facilities and Infrastructure Standards for Vocational High Schools/Vocational Madrasah Aliyah (SMK/MAK)</p>	5%

14	Students can understand the SDLB/SMPLB/SMALB Facilities and Infrastructure Standards	<p>1. Students are able to understand the concept of SDLB/SMPLB/SMALB Facilities and Infrastructure Standards</p> <p>2. Minister of National Education Regulation Number 33 of 2008 concerning Facilities and Infrastructure Standards for Extraordinary Primary Schools (SDLB), Extraordinary Junior High Schools (SMPLB), and Extraordinary Senior High Schools (SMALB)</p> <p>3. Problems at SDLB/SMPLB/SMALB level (min 1 case study/case example)</p>	<p>Criteria:</p> <p>1. Value Criteria: 100; 2. Special: 90-100; 3. Very Good: 76-89; 4. Fair: 56-75; 5. Less: 0-55</p> <p>Form of Assessment : Portfolio Assessment</p>	Lectures and Questions and Answers 3 X 50		<p>Material: Facilities and Infrastructure Standards for SDLB/SMPLB/SMALB Reference: Minister of National Education Regulation Number 33 of 2008 concerning Facilities and Infrastructure Standards for Special Elementary Schools (SDLB),</p>	5%
15	Students can understand the material or concepts of Facilities and Infrastructure Management at the Primary and Secondary Education levels	Students are able to understand the material or concepts of Facilities and Infrastructure Management at the Primary and Secondary Education levels	<p>Criteria:</p> <p>1. Value Criteria: 100; 2. Special: 90-100; 3. Very Good: 76-89; 4. Fair: 56-75; 5. Less: 0-55</p> <p>Form of Assessment : Portfolio Assessment</p>	Lectures and Questions and Answers 3 X 50		<p>Material: Review of Library Material: PP Number 57 of 2021 concerning National Education Standards</p>	5%
16	UAS		<p>Criteria:</p> <p>1. Value Criteria: 100; 2. Special: 90-100; 3. Very Good: 76-89; 4. Fair: 56-75; 5. Less: 0-55</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	3 X 50		<p>Material: UAS Reference: Matin & Fuad, N. 2016. Management of Educational Facilities and Infrastructure: Concepts and Applications. Jakarta: PT Rajagrafindo Persada.</p>	15%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	20%
2.	Project Results Assessment / Product Assessment	50%
3.	Portfolio Assessment	30%
		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.

