



Universitas Negeri Surabaya
Faculty of Education,
Educational Technology Undergraduate Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Management and Utilization of Learning Resources	8620302181		T=2	P=0	ECTS=3.18	2	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	Mastering the concepts, principles, components and foundations of learning resource management				
	PO - 2	Demonstrate a critical and innovative attitude in managing and utilizing learning resources				
	PO - 3	Mastering the management and use of learning resources				
	PO - 4	Mastering the concept of learning resource management in accordance with the educational technology domain				
	PLO-PO Matrix					
	<table border="1" style="margin-left: 20px;"> <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)																																																																																																					
	<table border="1" style="margin-left: 20px;"> <thead> <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> </thead> <tbody> <tr><td>PO-1</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></td><td></td></tr> <tr><td>PO-2</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></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></td><td></td></tr> <tr><td>PO-4</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></td><td></td></tr> </tbody> </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	This course discusses the application of concepts, principles, procedures for managing learning resources in school institutions, and producing learning resource designs through project and collaborative learning.
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References	Main :
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1. Craver, Kathleen W. 2002. *Creating Cyber Libraries: An Instructional Guide for School Library Media Specialists*. USA: Librarie Unlimited.
2. Edward, Brian.2002. *Librarian and Learning Resource Centres*. Ed. ke-2. UK: Elseiver.
3. Sadiman, S Arief. 2014. *Media Pendidikan, Pengertian, Pengembangan dan Pemanfaatannya*. Jakarta: Rajawali.
4. Hokanson, Brad & Gibbons, Andrew. 2014. *Design in Educational Technology: Design Thinking, Design Process, and the Design Studio*. Switzerland; Springer
5. Sitepu, B.P. 2014. *Pengembangan Sumber Belajar* . Jakarta: Rajawali Grafindo
6. Sulistiowati, dkk. 2020. *Handout Pengelolaan Sumber Belajar Masyarakat* . Surabaya: Teknologi Pendidikan FIP Unesa

Supporters:

Supporting lecturer

Dr. Fajar Arianto, S.Pd., M.Pd.
Citra Fitri Kholidya, 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	Examining the basic concepts of learning resources	1.Explain the concept of learning resources 2.Mention various learning resources	Criteria: 1.conformity with the concept 2.ability to answer questions 3.ability in group discussions Form of Assessment : Participatory Activities	Lectures, discussions and questions and answers 2 X 50	--	Material: Learning Resources Library: <i>Sulistiowati, et al. 2020. Handout for Management of Community Learning Resources. Surabaya: Unesa FIP Educational Technology</i>	5%
2	Examining the basic concepts of learning resources	1.Explain the concept of learning resources 2.Mention various learning resources	Criteria: 1.conformity with the concept 2.ability to answer questions 3.ability in group discussions Form of Assessment : Participatory Activities	Lectures, discussions and questions and answers 2 X 50	Asynchronous	Material: Learning Resources Library: <i>Sulistiowati, et al. 2020. Handout for Management of Community Learning Resources. Surabaya: Unesa FIP Educational Technology</i> Material: learning resources Library: <i>Edward, Brian.2002. Librarian and Learning Resource Centers. Ed. 2nd. UK: Elseiver.</i>	5%
3	Examining the principles of management and development of learning resources	1.Identifying learning resource management 2.Review procedures for developing learning resources	Criteria: 1.conformity with the concept 2.ability to answer questions 3.ability in group discussions Form of Assessment : Participatory Activities	Lectures, discussions and questions and answers 2 X 50	--	Material: principles of learning resource management Reference: <i>Sulistiowati, et al. 2020. Handout for Management of Community Learning Resources. Surabaya: Unesa FIP Educational Technology</i>	5%

4	Examining the principles of management and development of learning resources	<ol style="list-style-type: none"> 1. Identifying learning resource management 2. Review procedures for developing learning resources 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. conformity with the concept 2. ability to answer questions 3. ability in group discussions <p>Form of Assessment : Participatory Activities, Tests</p>	Lectures, discussions and questions and answers 2 X 50	--	<p>Material: learning resource management Reference: <i>Sitepu, BP 2014. Learning Resource Development. Jakarta: Rajawali Grafindo</i></p>	5%
5	Examining the principles of management and development of learning resources	<ol style="list-style-type: none"> 1. Analyzing library management 2. Analyze the management of audio visual space 3. Analyze AV production management 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. conformity with the concept 2. ability to answer questions 3. ability in group discussions <p>Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Problem Based Learning, Lectures, discussions and questions and answers 2 X 50	--	<p>Material: function of learning resources Reference: <i>Edward, Brian. 2002. Librarian and Learning Resource Centers. Ed. 2nd. UK: Elsevier.</i></p>	10%
6	Formulate learning resource management procedures	<ol style="list-style-type: none"> 1. Describes the elements of management 2. Identify learning resource services 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. conformity with the concept 2. ability to answer questions 3. ability in group discussions <p>Form of Assessment : Test</p>	Problem Based Learning, Lectures, discussions and questions and answers 2 X 50	--	<p>Material: management of learning resources References: <i>Edward, Brian. 2002. Librarian and Learning Resource Centers. Ed. 2nd. UK: Elsevier.</i></p>	5%
7	Analyze the relationship between learning resources and the Educational Technology area	Identifying components of the Learning Technology Area. Analyzing the relationship between SDP and the Learning Technology Area	<p>Criteria:</p> <ol style="list-style-type: none"> 1. conformity with the concept 2. ability to answer questions 3. ability in group discussions <p>Form of Assessment : Test</p>	Lectures, discussions and questions and answers 2 X 50		<p>Material: learning resources Library: <i>Sadiman, S Arief. 2014. Educational Media, Definition, Development and Use. Jakarta: Rajawali.</i></p>	10%
8	Midterm exam	Students are able to analyze the relationship between learning resources and the Educational Technology area	<p>Criteria: A = 86 - 100 (3.8 - 4.00) A- = 80 - 85 (3.7 - 3.79) B = 75 - 79 (3.6 - 3.69) B = 70 - 74 (3.5 - 3.59) B- = 65 - 69 (3.4 - 3.49) C = 50 - 64 (3.00 - 3.39) D = 25 - 50 (2.00 - 2.99) E = < 25 (0 - 1.99)</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Project Based Learning 2 X 50	- -	<p>Material: Analyzing the relationship between learning resources and the Educational Technology area. Library: <i>Sulistiowati, et al. 2020. Handout for Management of Community Learning Resources. Surabaya: Unesa FIP Educational Technology</i></p>	2%

9	Analyze the relationship between learning resources and the Educational Technology area	<ol style="list-style-type: none"> 1. Identify the components of the Learning Technology Area 2. Analyzing the relationship between SDP and the Learning Technology Area 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. conformity with the concept 2. ability to answer questions 3. ability in group discussions <p>Form of Assessment : Test</p>	Lectures, discussions and questions and answers 2 X 50		<p>Material: function of learning resources Reference: <i>Edward, Brian. 2002. Librarian and Learning Resource Centers. Ed. 2nd. UK: Elseiver.</i></p>	3%
10	Designing learning resources in an institution which includes vision and mission, design and management	Determine the Vision and Mission of the PPSDP that will be developed Design the structure of the PPSDP that will be developed Describe the functions of PPSDP management	<p>Criteria:</p> <ol style="list-style-type: none"> 1. conformity with the concept 2. ability to answer questions 3. ability in group discussions <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Case study 2 X 50		<p>Material: digital library design Reader: <i>Craver, Kathleen W. 2002. Creating Cyber Libraries: An Instructional Guide for School Library Media Specialists. USA: Libraries Unlimited.</i></p>	10%
11	Designing learning resources in an institution which includes vision and mission, design and management	<ol style="list-style-type: none"> 1. Determine the Vision and Mission of the learning resources to be developed 2. Designing learning resources that will be developed 3. Describes the functions of learning resource management 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. conformity with the concept of learning resources 2. creativity in the design of learning resources 3. authenticity of learning resource design <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Project based learning 2 X 50		<p>Material: digital library design Reader: <i>Craver, Kathleen W. 2002. Creating Cyber Libraries: An Instructional Guide for School Library Media Specialists. USA: Libraries Unlimited.</i></p>	10%
12	Designing learning resources in an institution which includes vision and mission, design and management	<ol style="list-style-type: none"> 1. Determine the Vision and Mission of the learning resources to be developed 2. Designing learning resources that will be developed 3. Describes the functions of learning resource management 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. conformity with the concept of learning resources 2. creativity in the design of learning resources 3. authenticity of learning resource design <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Project based learning 2 X 50		<p>Material: digital library design Reader: <i>Craver, Kathleen W. 2002. Creating Cyber Libraries: An Instructional Guide for School Library Media Specialists. USA: Libraries Unlimited.</i></p>	8%

13	Designing learning resources in an institution which includes vision and mission, design and management	<ol style="list-style-type: none"> Determine the Vision and Mission of the learning resources to be developed Designing learning resources that will be developed Describes the functions of learning resource management 	<p>Criteria:</p> <ol style="list-style-type: none"> conformity with the concept of learning resources creativity in the design of learning resources authenticity of learning resource design <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Project based learning 2 X 50		<p>Material: digital library design Reader: <i>Craver, Kathleen W. 2002. Creating Cyber Libraries: An Instructional Guide for School Library Media Specialists. USA: Libraries Unlimited.</i></p>	10%
14	Designing learning resources in an institution which includes vision and mission, design and management	<ol style="list-style-type: none"> Determine the Vision and Mission of the learning resources to be developed Designing learning resources that will be developed Describes the functions of learning resource management 	<p>Criteria:</p> <ol style="list-style-type: none"> conformity with the concept of learning resources creativity in the design of learning resources authenticity of learning resource design <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Project based learning 2 X 50		<p>Material: digital library design Reader: <i>Craver, Kathleen W. 2002. Creating Cyber Libraries: An Instructional Guide for School Library Media Specialists. USA: Libraries Unlimited.</i></p>	5%
15	Designing learning resources in an institution which includes vision and mission, design and management	<ol style="list-style-type: none"> Determine the Vision and Mission of the learning resources to be developed Designing learning resources that will be developed Describes the functions of learning resource management 	<p>Criteria:</p> <ol style="list-style-type: none"> conformity with the concept of learning resources creativity in the design of learning resources authenticity of learning resource design <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Project based learning 2 X 50		<p>Material: digital library design Reader: <i>Craver, Kathleen W. 2002. Creating Cyber Libraries: An Instructional Guide for School Library Media Specialists. USA: Libraries Unlimited.</i></p>	5%
16	Final exams	Able to design learning resources in an institution which includes vision and mission, design and management	<p>Criteria:</p> <p>A = 86 - 100 (3.8 - 4.00) A- = 80 - 85 (3.7 - 3.79) B = 75 - 79 (3.6 - 3.69) B = 70 - 74 (3.5 - 3.59) B- = 65 - 69 (3.4 - 3.49) C = 50 - 64 (3.00 - 3.39) D = 25 - 50 (2.00 - 2.99) E = < 25 (0 - 1.99)</p> <p>Form of Assessment : Project Results Assessment / Product Assessment, Test</p>	Project Based Learning 2 X 50	- -	<p>Material: Learning resources in an institution which includes vision and mission, design and management. Library: <i>Sulistiowati, et al. 2020. Handout for Management of Community Learning Resources. Surabaya: Unesa FIP Educational Technology</i></p>	2%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	22.5%

2.	Project Results Assessment / Product Assessment	56%
3.	Test	21.5%
		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.