



**Universitas Negeri Surabaya
Faculty of Education,
Undergraduate Study Program in Out-of-School Education**

**Document
Code**

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Human Resource Development	8620503147	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	5	August 2, 2023
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
	Rivo Nugroho, S.Pd., M.Pd. ; Desika Putri Mardiani, M.Pd		Rivo Nugroho, S.Pd., M.Pd.			Rivo Nugroho, S.Pd., M.Pd.	

Learning model	Case Studies
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Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																																																																																				
	PLO-5	Mastering the basic concepts of out-of-school education to be able to manage non-formal education programs																																																																																																																			
	PLO-8	Able to design and implement Andragogy-based learning in Non-Formal Education and Community Education																																																																																																																			
	PLO-9	Able to empower the community and apply social entrepreneurship in the management of non-formal education unit institutions																																																																																																																			
	PLO-12	Able to demonstrate a responsible attitude and work together in accordance with professional norms and ethics																																																																																																																			
	Program Objectives (PO)																																																																																																																				
	PO - 1	Understand and master the theories and concepts regarding Human Resource Development (PSDM) in Non-formal Education programs completely and contextually as the actualization of innovative, creative and quality lifelong learning principles.																																																																																																																			
	PO - 2	Able to make appropriate decisions in the context of problem solving through scientific development of Non-formal Education based on the results of information and data analysis.																																																																																																																			
	PO - 3	Mastering the concepts and procedures of community development through a non-formal education approach that is critical, creative, cooperative, communicative, information technology (IT) literate, and has integrity and character.																																																																																																																			
	PO - 4	Able to manage Non-formal Education programs that are based on devotion, independence and social entrepreneurship.																																																																																																																			
	PLO-PO Matrix																																																																																																																				
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	<table border="1" style="width: 100%; text-align: center;"> <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 includes material on the definition, scope of HR, education and training in organizations, principles of organizational development, HR planning, HR recruitment, work motivation and behavior, work assessment and compensation, health services at work, personal and career development, as well as developing emotional intelligence in the work environment
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References	Main :
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1. Jerry W Gilley; Steven A Egglard; 1989, Principles of Human Resource Development, Addison Wesley Publishing Company, INC.
2. Soekidjo Notoatmodjo, Prof.Dr, 2009, Pengembangan Sumber Daya Manusia, Rineka Cipta.
3. Anwar Prabu Mangkunegara AA, Dr, 2006, Perencanaan dan Pengembangan Sumber Daya Manusia, Refika Aditama.

Supporters:

Supporting lecturer

Drs. Heru Siswanto, M.Si.
Rivo Nugroho, S.Pd., M.Pd.
Desika Putri Mardiani, 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	Understand the meaning, terms and scope of HR development	<ol style="list-style-type: none"> 1.Understand the meaning of PSDM 2.Get to know various terms related to PSDM 3.Understand the scope of PSDM 	<p>Criteria: Students are declared successful if 75% of the material presented and discussed can be answered comprehensively</p> <p>Form of Assessment : Participatory Activities</p>	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	<p>Material: Introduction to HR management</p> <p>Reference: <i>Anwar Prabu Mangkunegara AA, Dr, 2006, Human Resource Planning and Development, Refika Aditama.</i></p>	4%
2	Understand the meaning, terms and scope of HR development	<ol style="list-style-type: none"> 1.Understand the meaning of PSDM 2.Get to know various terms related to PSDM 3.Understand the scope of PSDM 	<p>Criteria: Students are declared successful if 75% of the material presented and discussed can be answered comprehensively</p> <p>Form of Assessment : Participatory Activities</p>	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	<p>Material: Human Resource Management Strategy and Analysis</p> <p>References: <i>Anwar Prabu Mangkunegara AA, Dr, 2006, Human Resource Planning and Development, Refika Aditama.</i></p>	3%
3	Understand the concept of HR Development (macro and micro concepts)	Students can understand and differentiate macro and micro concepts of HR development.	<p>Criteria: Students are declared successful if 75% of the material presented and discussed can be answered comprehensively</p> <p>Form of Assessment : Participatory Activities</p>	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	<p>Material: HR Development Concepts (macro and micro concepts)</p> <p>References: <i>Soekidjo Notoatmodjo, Prof. Dr, 2009, Human Resource Development, Rineka Cipta.</i></p>	3%
4	Understand the concept of HR Development	Students can understand and differentiate macro and micro concepts of HR development.	<p>Criteria: Students are declared successful if 75% of the material presented and discussed can be answered comprehensively</p> <p>Form of Assessment : Participatory Activities</p>	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	<p>Material: Differentiate between macro and micro concepts of HR development.</p> <p>References: <i>Soekidjo Notoatmodjo, Prof.Dr, 2009, Human Resources Development, Rineka Cipta.</i></p>	3%

5	Understanding Education & Training as a HR Development activity	Students can explain: 1. The limitations and importance of training. 2. Training Objectives and Curriculum 3. Training Methods and Tools 4. Training Evaluation 5. Human Resource Development Institutions	<p>Criteria: Students are declared successful if 75% of the material presented and discussed can be answered comprehensively</p> <p>Form of Assessment : Participatory Activities</p>	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	<p>Material: The concept of education & training as a human resource development activity. Reference: <i>Soekidjo Notoatmodjo, Prof.Dr, 2009, Human Resource Development, Rineka Cipta.</i></p>	3%
6	Understanding Education & Training as a HR Development activity	Students can explain: 1. The limitations and importance of training. 2. Training Objectives and Curriculum 3. Training Methods and Tools 4. Training Evaluation 5. Human Resource Development Institutions	<p>Criteria: Students are declared successful if 75% of the material presented and discussed can be answered comprehensively</p> <p>Form of Assessment : Participatory Activities</p>	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	<p>Material: The concept of education & training as a human resource development activity. Reference: <i>Soekidjo Notoatmodjo, Prof.Dr, 2009, Human Resource Development, Rineka Cipta.</i></p>	3%
7	Understand the principles of HR Management	Students can explain: 1. Definition and Objectives of HR Management 2. Functions of HR Management 3. HR Management Model 5. HR Management Organization.	<p>Criteria: Students are declared successful if 75% of the material presented and discussed can be answered comprehensively</p> <p>Form of Assessment : Participatory Activities</p>	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	<p>Material: Principles of HR Management Reader: <i>Jerry W Gilley; Steven A Eggland; 1989, Principles of Human Resource Development, Addison Wesley Publishing Company, INC.</i></p>	3%

8	UTS	UTS	<p>Criteria: WORKING ON ANALYTICAL QUESTIONS</p> <p>Form of Assessment : Test</p>	WRITTEN TEST 3 X 50		<p>Material: Principles of HR Management Reader: Jerry W Gilley; Steven A Eggland; 1989, Principles of Human Resource Development, Addison Wesley Publishing Company, INC.</p> <p>Material: Concept of Human Resource Development Reference: Soekidjo Notoatmodjo, Prof.Dr, 2009, Human Resource Development, Rineka Cipta.</p> <p>Material: Human Resource Management Strategy and Analysis References: Anwar Prabu Mangkunegara AA, Dr, 2006, Human Resource Planning and Development, Refika Aditama.</p>	20%
9	Understanding HR Planning	Students can explain: - Limits of understanding HR planning - HR demand - HR procurement (supply) - HR planning system	<p>Criteria: Students are declared successful if 75% of the material presented and discussed can be answered comprehensively</p> <p>Form of Assessment : Participatory Activities</p>	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	<p>Material: HR Planning Reader: Jerry W Gilley; Steven A Eggland; 1989, Principles of Human Resource Development, Addison Wesley Publishing Company, INC.</p>	3%
10	Understanding HR recruitment and selection	Students can mention the steps for HR recruitment and selection.	<p>Criteria: Students are declared successful if 75% of the material presented and discussed can be answered comprehensively</p> <p>Form of Assessment : Participatory Activities</p>	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Lecture Discussion Presentation Question and answer Lecturer's exposition	<p>Material: HR planning and recruitment Reference: Anwar Prabu Mangkunegara AA, Dr, 2006, Human Resource Planning and Development, Refika Aditama.</p>	4%
11	Understanding Work Motivation and Behavior	1.Students can explain: Work motivation 2.Work behavior	<p>Criteria: Students are declared successful if 75% of the material presented and discussed can be answered comprehensively</p> <p>Form of Assessment : Participatory Activities</p>	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	<p>Material: Motivation and work behavior Reference: Soekidjo Notoatmodjo, Prof.Dr, 2009, Human Resources Development, Rineka Cipta.</p>	4%

12	Understand the Job Evaluation and Compensation System.	1.Students can explain: Job appraisal system 2. Compensation system.	Criteria: Students are declared successful if 75% of the material presented and discussed can be answered comprehensively Form of Assessment : Participatory Activities	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Lecture Discussion Presentation Question and answer Lecturer's exposition	Material: Job Evaluation and Compensation System. References: <i>Soekidjo Notoatmodjo, Prof.Dr, 2009, Human Resources Development, Rineka Cipta.</i>	4%
13	Understanding Occupational Health and Safety Services	1.Students can explain: Health services 2.Work safety.	Criteria: Students are declared successful if 75% of the material presented and discussed can be answered comprehensively Form of Assessment : Participatory Activities	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Material: Occupational Health and Safety Services Reader: <i>Jerry W Gilley; Steven A Eggland; 1989, Principles of Human Resource Development, Addison Wesley Publishing Company, INC.</i>	5%
14	Understanding Personal Development and Career Development.	1.Students can explain: Self-development 2.Career development	Criteria: Students are declared successful if 75% of the material presented and discussed can be answered comprehensively Form of Assessment : Participatory Activities	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Material: Understanding Personal Development and Career Development. Reader: <i>Jerry W Gilley; Steven A Eggland; 1989, Principles of Human Resource Development, Addison Wesley Publishing Company, INC.</i>	4%
15	Understanding the Development of Emotional Intelligence in the Work Environment.	Students can explain the development of emotional intelligence in the work environment.	Criteria: Students are declared successful if 75% of the material presented and discussed can be answered comprehensively Form of Assessment : Participatory Activities	Lecture Discussion Presentation Questions and Answers Lecturer Exposition 3 X 50	Lecture Discussion Presentation Question and answer Lecturer's exposition	Material: Understanding the Development of Emotional Intelligence in the Work Environment. References: <i>Anwar Prabu Mangkunegara AA, Dr, 2006, Human Resources Planning and Development, Refika Aditama.</i>	4%

16			Form of Assessment : Test	Written test 3 X 50	Written test 3 X 50	Material: Human Resource Management Strategy and Analysis References: <i>Anwar Prabu Mangkunegara AA, Dr, 2006, Human Resource Planning and Development, Refika Aditama.</i> Material: The concept of education & training as a human resource development activity. Reference: <i>Soekidjo Notoatmodjo, Prof.Dr, 2009, Human Resource Development, Rineka Cipta.</i> Material: Principles of HR Management Reader: <i>Jerry W Gilley; Steven A Eggland; 1989, Principles of Human Resource Development, Addison Wesley Publishing Company, INC.</i>	30%
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Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	50%
2.	Test	50%
		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** 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.