	Universitas Negeri Surabaya Faculty of Engineering, Cosmetology Education Undergraduate Study Program	Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Lab Management. Study Bid	8321302080		T=2	P=0	ECTS=3.18	5	July 17, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	.....	.....	Nia Kusstianti, S.Pd., M.Pd.

Learning model	**Project Based Learning**	
Program Learning Outcomes (PLO)	**PLO study program which is charged to the course**	
	PLO-5	Applying a professional attitude as an educator and practitioner in the field of cosmetology which includes discipline, honesty, responsibility, ethics, ability to collaborate and communicate effectively
	PLO-7	Able to apply skills in the field of cosmetology that support the field of cosmetology education
	PLO-8	Creation of competency skills in the field of make-up including: Skin make-up, hair make-up, bridal make-up, and entrepreneurial insight
	PLO-11	Able to explain basic knowledge in the field of cosmetology
	Program Objectives (PO)	
	PO - 1	Students have knowledge of the concept of laboratory management in the Cosmetology study field
	PO - 2	Students have the ability to apply laboratory components in laboratory design in the Cosmetology study area at schools that are oriented towards assessment standards by utilizing learning resources and ICT
	PO - 3	Students have the skills to create cosmetology laboratory designs
	PO - 4	Students have a responsible attitude in developing knowledge in laboratory management in the field of study in accordance with National Education Standards, especially assessment standards
	PLO-PO Matrix	

P.O	PLO-5	PLO-7	PLO-8	PLO-11
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 concept of management and planning skills for a laboratory design in the field of study consisting of: 1) rational laboratory management whose discussion includes educational program accountability, vocational school curriculum themes, process skills approach, as well as practice and practicum; 2) learning resources and laboratories/lab work; 3) Laboratory study area which includes analysis of space requirements, analysis of equipment requirements, laboratory space design, 4) laboratory maintenance and administration as well as work safety in the laboratory.
References	**Main :**

1. Astriati Winarn i. 1992. Laboratorium Bidang studi PKK . Surabaya : Unip ress
2. Bustanul Akhir . Praktek dan Praktikum SMK .
3. Maryono Sutarno . Dasar-dasar Pengelolaan Laboratorium .

Supporters:

1. Hadiyat . 1984. Pedoman Pengelolaan Laboratorium IPA. Jakarta : CV. Sinar Pengetahuan
2. Albert J Pauther . 1971. Teaching Shop and Laboratorium Subject . Colombus Charles E Merril Publishing

Supporting lecturer	Sri Usodoningtyas, S.Pd., M.Pd. Nia Kusstianti, S.Pd., M.Pd. Novia Restu Windayani, 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	Students are able to understand the rationale for laboratory management in the field of study.	- Explain the rationale for managing the Study Field Laboratory and its description	**Criteria:** 1. The assessment criteria are carried out by looking at aspects: 2. 1. Participation: carried out by observing student activities (weight 2) 3. 2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4. 3. UAS: carried out every semester to measure all indicators (weight 3) 5. 4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Value (2)%2 Assignment Value (3)%2 UTS Value **Form of Assessment** : Participatory Activities	Group discussion and reflection 2 X 50		**Material:** Rational Laboratory Management Field of Study **Literature:** *Maryono Sutarno. Basics of Laboratory Management.*	0%
2	Students are able to understand the accountability of educational programs	1. Describe the basis and demands of educational program accountability 2. Explain indicators of educational program accountability	**Criteria:** 1. The assessment criteria are carried out by looking at aspects: 2. 1. Participation: carried out by observing student activities (weight 2) 3. 2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4. 3. UAS: carried out every semester to measure all indicators (weight 3) 5. 4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2)%2 Assignment Score (3)%2 UTS Score (2)%2 UAS Score (3) divided by 10. **Form of Assessment** : Participatory Activities	Discussion, group presentation and reflection 2 X 50		**Material:** Accountability of educational programs **Reference:** *Astriati Winarn i. 1992. PKK Study Field Laboratory. Surabaya: Unip ress*	0%

3	Students are able to understand the themes of the vocational school curriculum	- Explaining the objectives of SMK - Explaining the curriculum organization - Identifying the themes of the SMK curriculum	**Criteria:** 1. The assessment criteria are carried out by looking at aspects: 2. 1. Participation: carried out by observing student activities (weight 2) 3. 2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4. 3. UAS: carried out every semester to measure all indicators (weight 3) 5. 4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2)%2 Assignment Score (3)%2 UTS Score (2)%2 UAS Score (3) divided by 10.	Approach: Scientific Method: Lecture, discussion, group presentation, question and answer and reflection Model: Direct Learning 2 X 50			0%
4	Students are able to understand the Process Skills Approach	1. Describe the concept of the process skills approach 2. Explain the importance of the process skills approach 3. Describe the components in the process skills approach	**Criteria:** 1. The assessment criteria are carried out by looking at aspects: 2. 1. Participation: carried out by observing student activities (weight 2) 3. 2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4. 3. UAS: carried out every semester to measure all indicators (weight 3) 5. 4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2)%2 Assignment Score (3)%2 UTS Score (2)%2 UAS Score (3) divided by 10. **Form of Assessment** : Participatory Activities	Approach: Scientific Method: Lecture, discussion, presentation, question and answer and assignment Model: direct learning 2 X 50		**Material:** Process Skills Approach **Reader:** *Maryono Sutarno. Basics of Laboratory Management.*	0%

5	Students are able to understand practice and practicum	1. Describe the concept of practice and practicum in vocational schools 2. Distinguish between practical and practicum learning outcomes	**Criteria:** 1. The assessment criteria are carried out by looking at aspects: 2. 1. Participation: carried out by observing student activities (weight 2) 3. 2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4. 3. UAS: carried out every semester to measure all indicators (weight 3) 5. 4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2)%2 Assignment Score (3)%2 UTS Score (2)%2 UAS Score (3) divided by 10. **Form of Assessment** : Participatory Activities	Approach: Scientific Method: Lecture, discussion, presentation, question and answer and assignment Model: Direct learning 2 X 50		**Material:** Practice and Practicum **Literature:** *Bustanul Akhir . Vocational School Practice and Practicum.*	0%
6	Students understand the rationale for IKK in the field of expertise as a science	1. Explain the rationale for the concept of IKK in the field of expertise as a science 2. Analyze the field of cosmetology studies as a science		Approach: Scientific Method: Lectures, presentations, discussions, questions and answers and assignments Model: Direct learning 2 X 50		**Material:** IKK field of study as science **Library:** *Astriati Winarn i. 1992. PKK Study Field Laboratory. Surabaya: Unip ress*	0%
7	Students understand about learning resources and the Learning Resource Center	1. Explain the meaning of learning resources and learning resource centers 2. Explain the function of learning resources and learning resource centers 3. Identify types of learning resources 4. Explain the principles of using PSB	**Criteria:** 1. The assessment criteria are carried out by looking at aspects: 2. 1. Participation: carried out by observing student activities (weight 2) 3. 2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4. 3. UAS: carried out every semester to measure all indicators (weight 3) 5. 4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2)%2 Assignment Score (3)%2 UTS Score (2)%2 UAS Score (3) divided by 10. **Form of Assessment** : Participatory Activities	Approach: Scientific Method: Lecture, discussion, presentation, question and answer and assignment Model: Direct learning 2 X 50		**Material:** Learning Resources and Learning Resource Center **Library:** *Astriati Winarn i. 1992. PKK Study Field Laboratory. Surabaya: Unip ress*	0%

8	Midterm exam			2 X 50			0%
9	Students understand about laboratories/lab work	- Describe the concept of laboratory/lab work - Explain the types of lab work - Explain the steps in using lab work	**Criteria:** 1. The assessment criteria are carried out by looking at aspects: 2. 1. Participation: carried out by observing student activities (weight 2) 3. 2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4. 3. UAS: carried out every semester to measure all indicators (weight 3) 5. 4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2)%2 Assignment Score (3)%2 UTS Score (2)%2 UAS Score (3) divided by 10. **Form of Assessment** : Participatory Activities	Approach: scientific Method: Lectures, discussions, presentations, questions and answers and assignments, laboratory visits Model: direct learning 2 X 50		**Material:** Laboratory/lab work **Library:** *Astriati Winarn i. 1992. PKK Study Field Laboratory. Surabaya: Unip ress*	0%
10	Students are able to understand laboratory teaching strategies/alternatives	1. Describe laboratory teaching operations. 2. Describe variables related to teaching 3. Explain alternative laboratory teaching	**Criteria:** 1. The assessment criteria are carried out by looking at aspects: 2. 1. Participation: carried out by observing student activities (weight 2) 3. 2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4. 3. UAS: carried out every semester to measure all indicators (weight 3) 5. 4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2)%2 Assignment Score (3)%2 UTS Score (2)%2 UAS Score (3) divided by 10. **Form of Assessment** : Participatory Activities	Approach: scientific Method: discussion, presentation, question and answer and assignment Model: Direct Learning 2 X 50		**Material:** Laboratory teaching strategies/alternatives **Reference:** *Astriati Winarn i. 1992. PKK Study Field Laboratory. Surabaya: Unip ress*	0%

11	Students are able to understand the proportions of laboratory buildings	1. Identify laboratory activities. 2. Explain general laboratory requirements 3. Identify the types of space in the laboratory	**Criteria:** 1. The assessment criteria are carried out by looking at aspects: 2. 1. Participation: carried out by observing student activities (weight 2) 3. 2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4. 3. UAS: carried out every semester to measure all indicators (weight 3) 5. 4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2)%2 Assignment Score (3)%2 UTS Score (2)%2 UAS Score (3) divided by 10. **Form of Assessment** : Participatory Activities	Approach: SantifikMethod: Lecture, presentation, discussion, question and answer, reflection and assignment 2 X 50		**Material:** Proportions of laboratory buildings **Reference:** *Astriati Winarn i. 1992. PKK Study Field Laboratory. Surabaya: Unip ress*	0%
12	Students are able to understand the need for laboratory space equipment.	1. Describe space equipment needs. 2. Describe the steps for calculating laboratory space 3. planning laboratory space equipment needs	**Criteria:** 1. The assessment criteria are carried out by looking at aspects: 2. 1. Participation: carried out by observing student activities (weight 2) 3. 2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4. 3. UAS: carried out every semester to measure all indicators (weight 3) 5. 4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2)%2 Assignment Score (3)%2 UTS Score (2)%2 UAS Score (3) divided by 10. **Form of Assessment** : Participatory Activities	Approach: scientific Method: Lecture, discussion, presentation, question and answer, reflection and assignment 2 X 50		**Material:** Laboratory space equipment needs **Reference:** *Astriati Winarn i. 1992. PKK Study Field Laboratory. Surabaya: Unip ress*	0%

13	Students are able to understand the need for laboratory equipment.	1. Classify the types of equipment. 2. Explain the things that must be considered when procuring equipment. 3. Explain the basic criteria in equipment planning. 4. Explain how to calculate equipment requirements.	**Criteria:** 1. The assessment criteria are carried out by looking at aspects: 2. 1. Participation: carried out by observing student activities (weight 2) 3. 2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4. 3. UAS: carried out every semester to measure all indicators (weight 3) 5. 4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2)%2 Assignment Score (3)%2 UTS Score (2)%2 UAS Score (3) divided by 10. **Form of Assessment** : Participatory Activities	Approach: Scientific Method: Lecture, presentation, discussion, question and answer, reflection and assignment 2 X 50		**Material:** laboratory equipment needs **Reader:** *Astriati Winarn i. 1992. PKK Study Field Laboratory. Surabaya: Unip ress*	0%
14	Students are able to understand the design/lay out of the laboratory	1. Explain the meaning of layout 2. Explain the purpose of creating a layout 3. Describe the principles of arranging furniture/equipment 4. Describe the steps in designing a laboratory	**Criteria:** 1. The assessment criteria are carried out by looking at aspects: 2. 1. Participation: carried out by observing student activities (weight 2) 3. 2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4. 3. UAS: carried out every semester to measure all indicators (weight 3) 5. 4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2)%2 Assignment Score (3)%2 UTS Score (2)%2 UAS Score (3) divided by 10. **Form of Assessment** : Participatory Activities	Approach: scientific Method: lecture, presentation, question and answer, discussion, reflection and assignment Model: direct learning 2 X 50		**Material:** Laboratory Layout Design **Library:** *Astriati Winarn i. 1992. PKK Study Field Laboratory. Surabaya: Unip ress*	0%

15	Students are able to understand the technicalities of laboratory management	1. Identify laboratory personnel 2. Identify the duties of each manager 3. Administering laboratory equipment 4. Explain the criteria for evaluating laboratory equipment 5. Explain the value considerations for purchasing laboratory equipment 6. Classifying laboratory equipment 7. Explain how to store equipment 8. Identify how to store equipment	**Criteria:** 1. The assessment criteria are carried out by looking at aspects: 2. 1. Participation: carried out by observing student activities (weight 2) 3. 2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4. 3. UAS: carried out every semester to measure all indicators (weight 3) 5. 4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2)%2 Assignment Score (3)%2 UTS Score (2)%2 UAS Score (3) divided by 10. **Form of Assessment** : Participatory Activities	Approach: Scientific Method: Lecture, presentation, discussion, question and answer, reflection and assignment 2 X 50		**Material:** Laboratory Management Techniques **Library:** *Astriati Winarn i. 1992. PKK Study Field Laboratory. Surabaya: Unip ress*	0%
16	Final exams			2 X 50			0%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
		0%

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.