



**Universitas Negeri Surabaya
Faculty of Economics and Business
Bachelor of Management Study Program**

Document
Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date
K3 Management	6120103055	Study Program Elective Courses	T=3 P=0 ECTS=4.77	7	July 18, 2024
AUTHORIZATION	SP Developer		Course Cluster Coordinator	Study Program Coordinator	
	Zainur Rahman, SE., M.Sc.		Dwiarko Nugrohoseno, S.Psi., MM.	Yuyun Isbanah, S.E., M.SM.	

Learning model	Case Studies
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Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																																																																					
	PLO-14	(PLO 1) Graduates are able to master management theory as a whole																																																																																																				
	Program Objectives (PO)																																																																																																					
	PO - 1	P5. Able to use ICT to search for information and learning resources in the field of occupational health and safety management.																																																																																																				
	PO - 2	C2. Able to categorize occupational health and safety concepts and K3 regulations in Indonesia.																																																																																																				
	PO - 3	P5. Able to plan and design occupational health and safety programs at the company.																																																																																																				
	PO - 4	A5. Demonstrate responsible attitudes and behavior, be critical in reviewing K3 practices in the company																																																																																																				
	PLO-PO Matrix																																																																																																					
		<table border="1" style="margin: auto;"> <tr> <td>P.O</td> <td>PLO-14</td> </tr> <tr> <td>PO-1</td> <td></td> </tr> <tr> <td>PO-2</td> <td></td> </tr> <tr> <td>PO-3</td> <td></td> </tr> <tr> <td>PO-4</td> <td></td> </tr> </table>	P.O	PLO-14	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: auto;"> <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></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> </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 provides an overview of physical and financial protection for workers, social security, welfare services, health insurance, the Occupational Safety and Health Act (OSHA), and occupational health and safety regulations in Indonesia. The learning method is implemented using a system of case study analysis, presentations and discussions, project assignments, and reflection.
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References	<p>Main :</p> <ol style="list-style-type: none"> 1. Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition . London: Kogan Page. 2. Monday and Noe. 2009. Human Resources Managemen . Singapore: Thomson South Western. 3. 3. John Ridley. 2009. Kesehatan dan Keselamatan Kerja Edisi Ketiga. Jakarta: Penerbit Erlangga. 4. Buku Pedoman Pelaksanaan Keselamatan dan Kesehatan Kerja. 2017. Sudirman Central Business District. www.scbd.com. <p>Supporters:</p>
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Supporting lecturer		Dwiarko Nugrohoseno, S.Psi., M.M. Hafid Kholidi Hadi, S.E., M.SM. Khoirur Rozaq, S.E.Sy., M.M.					
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 physical and financial protection for workers	1. Able to understand the meaning and objectives of physical and financial protection for workers 1. Able to understand aspects of physical and financial protection for workers 2. Able to understand the implementation of physical and financial protection for workers in a company/organization	Criteria: holistic rubric Form of Assessment : Participatory Activities	Reading literature and listening to students' explanations Reading literature and peer discussions Reading literature and peer discussions 3 X 50		Material: physical and financial protection for workers Reader: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i> Material: physical and financial protection for workers Reference: <i>Guidebook for Implementing Occupational Safety and Health. 2017. Sudirman Central Business District. www.scbd.com.</i>	4%
2	Understand physical and financial protection for workers	1. Able to understand the meaning and objectives of physical and financial protection for workers 1. Able to understand aspects of physical and financial protection for workers 2. Able to understand the implementation of physical and financial protection for workers in a company/organization	Criteria: holistic rubric Form of Assessment : Participatory Activities	Reading literature and listening to students' explanations Reading literature and peer discussions Reading literature and peer discussions 3 X 50		Material: physical and financial protection for workers Reader: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i> Material: physical and financial protection for workers Reference: <i>Guidebook for Implementing Occupational Safety and Health. 2017. Sudirman Central Business District. www.scbd.com.</i>	4%

3	Understand physical and financial protection for workers	<p>1. Able to understand the meaning and objectives of physical and financial protection for workers</p> <p>1. Able to understand aspects of physical and financial protection for workers</p> <p>2. Able to understand the implementation of physical and financial protection for workers in a company/organization</p>	<p>Criteria: holistic rubric</p> <p>Form of Assessment : Participatory Activities</p>	<p>Reading literature and listening to students' explanations</p> <p>Reading literature and peer discussions</p> <p>Reading literature and peer discussions</p> <p>3 X 50</p>		<p>Material: physical and financial protection for workers</p> <p>Reader: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i></p> <hr/> <p>Material: physical and financial protection for workers</p> <p>Reference: <i>Guidebook for Implementing Occupational Safety and Health. 2017. Sudirman Central Business District. www.scbd.com.</i></p>	4%
4	Able to understand social security	<p>1. Social security</p> <p>2. Implementation of social security in a company/organization</p>	<p>Criteria: holistic rubric</p> <p>Form of Assessment : Participatory Activities</p>	<p>Reading literature and discussions with peers</p> <p>Reading literature and discussions with peers</p> <p>3 X 50</p>		<p>Material: social security</p> <p>Reader: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i></p> <hr/> <p>Material: social security</p> <p>Reader: <i>Monday and Noe. 2009. Human Resources Management. Singapore: Thomson South Western.</i></p> <hr/> <p>Material: social security</p> <p>Bibliography: <i>3. John Ridley. 2009. Occupational Health and Safety Third Edition. Jakarta: Erlangga Publishers.</i></p>	4%

5	Able to understand social security	1. Social security 2. Implementation of social security in a company/organization	Criteria: holistic rubric Form of Assessment : Participatory Activities	Reading literature and discussions with peers Reading literature and discussions with peers 3 X 50		Material: social security Reader: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i> <hr/> Material: social security Reader: <i>Monday and Noe. 2009. Human Resources Management. Singapore: Thomson South Western.</i> <hr/> Material: social security Bibliography: 3. <i>John Ridley. 2009. Occupational Health and Safety Third Edition. Jakarta: Erlangga Publishers.</i>	4%
6	Able to understand welfare services	1. Able to explain welfare services 2. Able to understand and explain the implementation of welfare services in a company/organization	Criteria: holistic rubric Form of Assessment : Participatory Activities	Reading literature and discussions with colleagues 3 X 50		Material: welfare service Reader: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i> <hr/> Material: welfare service Reader: <i>Monday and Noe. 2009. Human Resources Management. Singapore: Thomson South Western.</i> <hr/> Material: welfare service Bibliography: 3. <i>John Ridley. 2009. Occupational Health and Safety Third Edition. Jakarta: Erlangga Publishers.</i>	5%

7	Able to understand welfare services	1. Able to explain welfare services 2. Able to understand and explain the implementation of welfare services in a company/organization	Criteria: holistic rubric Form of Assessment : Participatory Activities	Reading literature and discussions with colleagues 3 X 50		Material: welfare service Reader: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i> <hr/> Material: welfare service Reader: <i>Monday and Noe. 2009. Human Resources Management. Singapore: Thomson South Western.</i> <hr/> Material: welfare service Bibliography: <i>3. John Ridley. 2009. Occupational Health and Safety Third Edition. Jakarta: Erlangga Publishers.</i>	5%
8	UTS		Form of Assessment : Test	3 X 50			20%
9	Able to understand health insurance	1. Able to explain the importance of health insurance for workers 2. Able to understand aspects related to health insurance for workers 3. Able to understand the implementation of health insurance for workers in a company/organization	Criteria: holistic rubric Form of Assessment : Participatory Activities	Reading literature and discussions with colleagues 3 X 50		Material: Health insurance Reference: <i>Guidebook for the Implementation of Occupational Safety and Health. 2017. Sudirman Central Business District. www.scbd.com.</i> <hr/> Material: health insurance Bibliography: <i>3. John Ridley. 2009. Occupational Health and Safety Third Edition. Jakarta: Erlangga Publishers.</i>	3%

10	Able to understand health insurance	1. Able to explain the importance of health insurance for workers 2. Able to understand aspects related to health insurance for workers 3. Able to understand the implementation of health insurance for workers in a company/organization	Criteria: holistic rubric Form of Assessment : Participatory Activities	Reading literature and discussions with colleagues 3 X 50		Material: Health insurance Reference: <i>Guidebook for the Implementation of Occupational Safety and Health. 2017. Sudirman Central Business District. www.scbd.com.</i> Material: health insurance Bibliography: 3. John Ridley. 2009. <i>Occupational Health and Safety Third Edition. Jakarta: Erlangga Publishers.</i>	3%
11	Able to understand health insurance	1. Able to explain the importance of health insurance for workers 2. Able to understand aspects related to health insurance for workers 3. Able to understand the implementation of health insurance for workers in a company/organization	Criteria: holistic rubric Form of Assessment : Participatory Activities	Reading literature and discussions with colleagues 3 X 50		Material: Health insurance Reference: <i>Guidebook for the Implementation of Occupational Safety and Health. 2017. Sudirman Central Business District. www.scbd.com.</i> Material: health insurance Bibliography: 3. John Ridley. 2009. <i>Occupational Health and Safety Third Edition. Jakarta: Erlangga Publishers.</i>	3%

12	Able to understand the Occupational Safety and Health Act (OSHA)	1. Able to explain the concept of the Occupational Safety and Health Act (OSHA) 2. Able to understand aspects related to the Occupational Safety and Health Act (OSHA) 3. Able to understand the implementation of the Occupational Safety and Health Act (OSHA) in a company / organization	Criteria: holistic rubric Form of Assessment : Participatory Activities	Reading literature and discussions with colleagues 3 X 50		Material: Occupational Safety and Health Act (OSHA) Reference: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i> <hr/> Material: Occupational Safety and Health Act (OSHA) References: <i>Monday and Noe. 2009. Human Resources Management. Singapore: Thomson South Western.</i> <hr/> Material: Occupational Safety and Health Act (OSHA) References: 3. <i>John Ridley. 2009. Occupational Health and Safety Third Edition. Jakarta: Erlangga Publishers.</i>	2%
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13	Able to understand the Occupational Safety and Health Act (OSHA)	1. Able to explain the concept of the Occupational Safety and Health Act (OSHA) 2. Able to understand aspects related to the Occupational Safety and Health Act (OSHA) 3. Able to understand the implementation of the Occupational Safety and Health Act (OSHA) in a company / organization	Criteria: holistic rubric Form of Assessment : Participatory Activities	Reading literature and discussions with colleagues 3 X 50		Material: Occupational Safety and Health Act (OSHA) Reference: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i> <hr/> Material: Occupational Safety and Health Act (OSHA) References: <i>Monday and Noe. 2009. Human Resources Management. Singapore: Thomson South Western.</i> <hr/> Material: Occupational Safety and Health Act (OSHA) References: 3. <i>John Ridley. 2009. Occupational Health and Safety Third Edition. Jakarta: Erlangga Publishers.</i>	2%
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14	Able to understand the Occupational Safety and Health Act (OSHA)	1. Able to explain the concept of the Occupational Safety and Health Act (OSHA) 2. Able to understand aspects related to the Occupational Safety and Health Act (OSHA) 3. Able to understand the implementation of the Occupational Safety and Health Act (OSHA) in a company / organization	Criteria: holistic rubric Form of Assessment : Participatory Activities	Reading literature and discussions with colleagues 3 X 50		Material: Occupational Safety and Health Act (OSHA) Reference: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i> Material: Occupational Safety and Health Act (OSHA) References: <i>Monday and Noe. 2009. Human Resources Management. Singapore: Thomson South Western.</i> Material: Occupational Safety and Health Act (OSHA) References: 3. <i>John Ridley. 2009. Occupational Health and Safety Third Edition. Jakarta: Erlangga Publishers.</i>	2%
15	Able to understand occupational health and safety regulations in Indonesia	Able to explain occupational health and safety regulations in Indonesia. Able to understand the implementation of occupational health and safety regulations in Indonesia	Criteria: holistic rubric Form of Assessment : Participatory Activities	Learning Resources: [1], [2], [3], [4] Media: Powerpoint and LCD 3 X 50		Material: occupational health and safety regulations in Indonesia Reference: <i>Guidebook for the Implementation of Occupational Safety and Health. 2017. Sudirman Central Business District. www.scbd.com.</i>	5%
16			Criteria: structured tests Form of Assessment : Test				30%

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.