



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 KKN	6120103191	HR Management	T=3	P=0	ECTS=4.77	5 June 14, 2022																																																																																																								
AUTHORIZATION	SP Developer		Course Cluster Coordinator		Study Program Coordinator																																																																																																									
	Khoirur Rozaq, SE.Sy., MM.		Dwiarko Nugrohoseno, S.Psi., MM.		Yuyun Isbanah, S.E., M.SM.																																																																																																									
Learning model	Project Based Learning																																																																																																													
Program Learning Outcomes (PLO)	PLO study program which 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 style="padding: 5px;">P.O</td> <td colspan="5" style="padding: 5px;">PLO-14</td> </tr> <tr> <td style="padding: 5px;">PO-1</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> <tr> <td style="padding: 5px;">PO-2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">PO-3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">PO-4</td> <td></td> <td></td> <td></td> <td></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> <td rowspan="2" style="padding: 5px;">P.O</td> <td colspan="16" style="padding: 5px;">Week</td> </tr> <tr> <td style="padding: 5px;">1</td> <td style="padding: 5px;">2</td> <td style="padding: 5px;">3</td> <td style="padding: 5px;">4</td> <td style="padding: 5px;">5</td> <td style="padding: 5px;">6</td> <td style="padding: 5px;">7</td> <td style="padding: 5px;">8</td> <td style="padding: 5px;">9</td> <td style="padding: 5px;">10</td> <td style="padding: 5px;">11</td> <td style="padding: 5px;">12</td> <td style="padding: 5px;">13</td> <td style="padding: 5px;">14</td> <td style="padding: 5px;">15</td> <td style="padding: 5px;">16</td> </tr> <tr> <td style="padding: 5px;">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><td></td> </tr> <tr> <td style="padding: 5px;">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><td></td> </tr> <tr> <td style="padding: 5px;">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><td></td> </tr> <tr> <td style="padding: 5px;">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><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.																																																																																																													
References	Main :																																																																																																													
	<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. 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. 																																																																																																													
	Supporters:																																																																																																													
<ol style="list-style-type: none"> 1. UU No. 1 Tahun 1970 tentang Keselamatan Kerja 2. Buku Pedoman Pelaksanaan Keselamatan dan Kesehatan Kerja 																																																																																																														
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	<p>1.1. 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>2.2. Able to understand the implementation of physical and financial protection for workers in a company/organization</p> <p>3.3. Able to understand the implementation of physical and financial protection for workers in a company/organization</p>	<p>Criteria:</p> <p>1.Holistic Rubric</p> <p>2.Non-test form: Summarizes aspects, objectives, and implementation of physical and financial protection for workers</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</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>	5%
2	Understand physical and financial protection for workers	<p>1.1. Able to understand the meaning and objectives of physical and financial protection for workers</p> <p>2.2. Able to understand aspects of physical and financial protection for workers</p> <p>3.3. Able to understand the implementation of physical and financial protection for workers in a company/organization</p>	<p>Criteria:</p> <p>1.Holistic Rubric</p> <p>2.Non-test form: Summarizes aspects, objectives, and implementation of physical and financial protection for workers</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</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>	5%
3	Understand physical and financial protection for workers	<p>1.1. Able to understand the meaning and objectives of physical and financial protection for workers</p> <p>2.2. Able to understand aspects of physical and financial protection for workers</p> <p>3.3. Able to understand the implementation of physical and financial protection for workers in a company/organization</p>	<p>Criteria:</p> <p>1.Holistic Rubric</p> <p>2.Non-test form: Summarizes aspects, objectives, and implementation of physical and financial protection for workers</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</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>	3%
4	Able to understand social security	<p>1.1. Social security</p> <p>2.2. Implementation of social security in a company/organization</p>	<p>Criteria:</p> <p>1.Holistic Rubric</p> <p>2.Non-test form: Summarizes the implementation of social security in a company/organization</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</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>Monday and Noe. 2009. Human Resources Management. Singapore: Thomson South Western.</i></p>	4%
5	Able to understand social security	<p>1.1. Social security</p> <p>2.2. Implementation of social security in a company/organization</p>	<p>Criteria:</p> <p>1.Holistic Rubric</p> <p>2.Non-test form: Summarizes the implementation of social security in a company/organization</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>Monday and Noe. 2009. Human Resources Management. Singapore: Thomson South Western.</i></p>	4%

6	Able to understand welfare services	<p>1.1. Able to explain welfare services</p> <p>2.2. Able to understand and explain the implementation of welfare services in a company/organization</p>	<p>Criteria:</p> <p>1.Holistic Rubric</p> <p>2.Non-test form: Summarize aspects, objectives, and . Implementation of welfare services in a company/organization</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Reading literature and discussions with colleagues 3 X 50		<p>Material: welfare service Reader: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i></p> <p>Material: implementation of welfare services in a company/organization Reference: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i></p>	4%
7	Able to understand welfare services	<p>1.1. Able to explain welfare services</p> <p>2.2. Able to understand and explain the implementation of welfare services in a company/organization</p>	<p>Criteria:</p> <p>1.Holistic Rubric</p> <p>2.Non-test form: Summarize aspects, objectives, and . Implementation of welfare services in a company/organization</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Reading literature and discussions with colleagues 3 X 50		<p>Material: welfare service Reader: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i></p> <p>Material: implementation of welfare services in a company/organization Reference: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i></p>	4%
8	UTS		<p>Form of Assessment : Participatory Activities</p>	3 X 50			20%
9	Able to understand health insurance	<p>1.1. Able to explain the importance of health insurance for workers</p> <p>2.2. Able to understand aspects related to health insurance for workers</p> <p>3.3. Able to understand the implementation of health insurance for workers in a company/organization</p>	<p>Criteria:</p> <p>1.Holistic Rubric</p> <p>2.Non-test form: Summarizes aspects, objectives and implementation of health insurance for workers</p> <p>Forms of Assessment : Participatory Activities, Portfolio Assessment, Tests</p>	Reading literature and discussions with colleagues 3 X 50		<p>Material: Health insurance for workers Reference: <i>Monday and Noe. 2009. Human Resources Management. Singapore: Thomson South Western.</i></p> <p>Material: aspects related to health insurance for workers Reader: <i>John Ridley. 2009. Occupational Health and Safety Third Edition. Jakarta: Erlangga Publishers.</i></p> <p>Material: implementation of health insurance for workers in a company/organization Reference: <i>Guidebook for Implementing Occupational Safety and Health</i></p>	3%

10	Able to understand health insurance	<p>1.1. Able to explain the importance of health insurance for workers</p> <p>2.2. Able to understand aspects related to health insurance for workers</p> <p>3.3. Able to understand the implementation of health insurance for workers in a company/organization</p>	<p>Criteria:</p> <p>1.Holistic Rubric</p> <p>2.Non-test form: Summarizes aspects, objectives and implementation of health insurance for workers</p>	Reading literature and discussions with colleagues 3 X 50		<p>Material: Health insurance for workers Reference: <i>Monday and Noe. 2009. Human Resources Management. Singapore: Thomson South Western.</i></p> <hr/> <p>Material: aspects related to health insurance for workers Reader: <i>John Ridley. 2009. Occupational Health and Safety Third Edition. Jakarta: Erlangga Publishers.</i></p> <hr/> <p>Material: Implementation of health insurance for workers in a company/organization Reference: <i>Guidebook for Implementing Occupational Safety and Health</i></p>	3%
11	Able to understand health insurance	<p>1.1. Able to explain the importance of health insurance for workers</p> <p>2.2. Able to understand aspects related to health insurance for workers</p> <p>3.3. Able to understand the implementation of health insurance for workers in a company/organization</p>	<p>Criteria:</p> <p>1.Holistic Rubric</p> <p>2.Non-test form: Summarizes aspects, objectives and implementation of health insurance for workers</p>	Reading literature and discussions with colleagues 3 X 50		<p>Material: Health insurance for workers Reference: <i>Monday and Noe. 2009. Human Resources Management. Singapore: Thomson South Western.</i></p> <hr/> <p>Material: aspects related to health insurance for workers Reader: <i>John Ridley. 2009. Occupational Health and Safety Third Edition. Jakarta: Erlangga Publishers.</i></p> <hr/> <p>Material: Implementation of health insurance for workers in a company/organization Reference: <i>Guidebook for Implementing Occupational Safety and Health</i></p>	3%
12	Able to understand the Occupational Safety and Health Act (OSHA)	<p>1.1. Able to explain the concept of the Occupational Safety and Health Act (OSHA)</p> <p>2.2. Able to understand aspects related to the Occupational Safety and Health Act (OSHA)</p> <p>3.3. Able to understand the implementation of the Occupational Safety and Health Act (OSHA) in a company/organization</p>	<p>Criteria:</p> <p>1.Holistic Rubric</p> <p>2.Non-test form: Summarizes Occupational Safety and Health Act (OSHA) concepts</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Reading literature and discussions with colleagues 3 X 50		<p>Material: Occupational Safety and Health Act (OSHA) concepts Reader: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i></p>	6%
13	Able to understand the Occupational Safety and Health Act (OSHA)	<p>1.1. Able to explain the concept of the Occupational Safety and Health Act (OSHA)</p> <p>2.2. Able to understand aspects related to the Occupational Safety and Health Act (OSHA)</p> <p>3.3. Able to understand the implementation of the Occupational Safety and Health Act (OSHA) in a company/organization</p>	<p>Criteria:</p> <p>1.Holistic Rubric</p> <p>2.Non-test form: Summarizes Occupational Safety and Health Act (OSHA) concepts</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Reading literature and discussions with colleagues 3 X 50		<p>Material: Aspects related to the Occupational Safety and Health Act (OSHA) Reader: <i>Michael Armstrong. 2012. A Handbook of Human Resources Management Practice 11Th Edition. London: Kogan Page.</i></p>	6%

14	Able to understand the Occupational Safety and Health Act (OSHA)	<p>1.1. Able to explain the concept of the Occupational Safety and Health Act (OSHA)</p> <p>2.2. Able to understand aspects related to the Occupational Safety and Health Act (OSHA)</p> <p>3.3. Able to understand the implementation of the Occupational Safety and Health Act (OSHA) in a company/organization</p>	<p>Criteria:</p> <p>1.Holistic Rubric</p> <p>2.Non-test form: Summarizes Occupational Safety and Health Act (OSHA) concepts</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Reading literature and discussions with colleagues 3 X 50		<p>Material: implementation of the Occupational Safety and Health Act (OSHA) in a company/organization</p> <p>Reader: Michael Armstrong. 2012. <i>A Handbook of Human Resources Management Practice 11Th Edition.</i> London: Kogan Page.</p>	5%
15	Able to understand occupational health and safety regulations in Indonesia	<p>1.Able to explain occupational health and safety regulations in Indonesia</p> <p>2.Able to understand the implementation of occupational health and safety regulations in Indonesia</p>	<p>Criteria:</p> <p>1.Holistic Rubric</p> <p>2.Non-test form: Summarizes the implementation of occupational health and safety regulations in Indonesia</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Learning Resources: [1], [2], [3], [4] Media: Powerpoint and LCD 3 X 50		<p>Material: K3 Law</p> <p>Reference: Law no. 1 of 1970 concerning Work Safety</p>	5%
16	UAS		<p>Form of Assessment : Project Results Assessment / Product Assessment, Test</p>				20%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	43.5%
2.	Project Results Assessment / Product Assessment	38.5%
3.	Portfolio Assessment	1%
4.	Test	11%
		94%

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** 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.
- 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.