	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
HR Planning	6120103119	Human Resource Management	**T=3**	**P=0**	**ECTS=4.77**	7	June 15, 2020

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	Nurul Indawati., SE., MM.	Dwiarko Nugrohoseno S.Psi. M.M	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	C2. Students are able to explain HR planning theory correctly
	PO - 2	P5. Students are able to use Information Technology in the field of HR Planning effectively
	PO - 3	P5. Students are able to design strategic decisions in the field of HR planning based on analysis of the internal & external environment and HR information systems.
	PO - 4	A5. Students are able to act according to the character of Faith, intelligent, independent, honest, caring and tough (Idaman Jelita) in HR Planning learning activities.
	PLO-PO Matrix	

P.O	PLO-14
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	This course provides an understanding of HR Planning, Organizational Strategy, and HR as core competencies; Organizational Culture, HR Strategy, and Organizational Life Cycle; HR Planning Models; External Environmental Analysis (Government Influence and Macroeconomic Conditions, Population & Competition Issues and Employment Market Composition & Work Patterns), HR Audit (Employment and Skills); Organizational inventory capabilities, HR Information Systems (SISDM); HR demand forecasting; HR supply forecasting; Managing HR Surplus & Deficit. The learning methods used are case study analysis, HR planning practices in the HR Lab, discussions, project assignments, and reflections that are oriented towards making wise decisions as an entrepreneur.

References	**Main :**	
	1. Monday, R Wayne and Robert M Noe. 2005. Human Resources Management . New York: Allyn and Bacon. 2. Casio, F Wayne. 2012. Managing Human Resources . New York: McGraw-Hill International. 3. Robert L Mathis and John H Jackson. 2011. Human Resources Management Terjemahan . Jakarta: Penerbit Salemba Empat 4. Mangkunegara, Anwar Prabu. 2011. Perencanaan dan Pengembangan Sumber Daya Manusia . Jakarta: PT Refika Aditama	
	Supporters:	

Supporting lecturer	Dwiarko Nugrohoseno, S.Psi., M.M. Prof. Dr. Anang Kistyanto, S.Sos., M.Si. Agus Frianto, S.T., S.E., M.M. Khoirur Rozaq, S.E.Sy., M.M. Zainur Rahman, S.E., M.Sc. Bima Yatna Anugerah Ramadhani, B.Ba., 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 HR Planning, Organizational Strategy, and HR as core competencies	1.1. Explain HR Planning (smart). 2. Explain the Organizational Strategy (intelligent, tough, independent). 3. Explain HR as a core competency (smart, independent). 2.Explain HR Planning	**Criteria:** holistic **Form of Assessment** : Participatory Activities	1. Discussion, Project Based Learning 2. Reading literature and discussing HR planning 3 X 50	1. Discussion, Project Based Learning 2. Reading literature and discussing HR planning 3x50	**Material:** Understanding HR Planning, Organizational Strategy, and HR as core competencies **References:** *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.* **Material:** Understanding HR Planning, Organizational Strategy, and HR as core competencies **References:** *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.* **Material:** Understanding HR Planning, Organizational Strategy, and HR as core competencies **References:** *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers*	4%

| 2 | Understand HR Planning, Organizational Strategy, and HR as core competencies | 1.1. Explain HR Planning (smart). 2. Explain the Organizational Strategy (intelligent, tough, independent). 3. Explain HR as a core competency (smart, independent). 2.Explaining Organizational Strategy | **Criteria:** holistic

 Form of Assessment : Participatory Activities | 1. Discussion, Project Based Learning 2. Reading literature and discussing 3X 50 Organizational Strategy | 1. Discussion, Project Based Learning 2. Reading literature and discussing Organizational Strategy 3x50 | **Material:** Understanding HR Planning, Organizational Strategy, and HR as core competencies **References:** *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.*

 Material: Understanding HR Planning, Organizational Strategy, and HR as core competencies **References:** *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.*

 Material: Understanding HR Planning, Organizational Strategy, and HR as core competencies **References:** *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers* | 10% |

| 3 | Understand HR Planning, Organizational Strategy, and HR as core competencies | 1. Explain HR Planning (smart). 2. Explain the Organizational Strategy (intelligent, tough, independent). 3. Explain HR as a core competency (smart, independent). | **Criteria:** holistic

 Form of Assessment : Participatory Activities | 1. Discussion, Project Based Learning 2. Reading literature and discussing Organizational Strategy 3 X 50 | 1. Discussion, Project Based Learning 2. Reading literature and discussing Organizational Strategy 3x50 | **Material:** Understanding HR Planning, Organizational Strategy, and HR as core competencies **References:** *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.*

 Material: Understanding HR Planning, Organizational Strategy, and HR as core competencies **References:** *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.*

 Material: Understanding HR Planning, Organizational Strategy, and HR as core competencies **References:** *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers* | 10% |

| 4 | Understand motivation theories and apply them in organizational life | 1.1. Can define motivation and explain the motivation process 2. Can explain Maslow's hierarchy of needs, distinguish Theory various current issues about motivation 2.Explaining Organizational Culture | **Criteria:** holistic

Form of Assessment : Participatory Activities | 1. Discussion, project-based learning 2. Reading literature and discussing Organizational Culture based on 3X 50 | 1. Discussion, project-based learning 2. Reading literature and discussing Organizational Culture based on 3x50 | **Material:** Able to understand Organizational Culture, Strategy **Library:** *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.*

Material: Able to understand Organizational Culture, Strategy **Library:** *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.*

Material: Able to understand Organizational Culture, Strategy **Library:** *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers* | 10% |

| 5 | 1. Understand motivation theories and apply them in organizational life
2. Able to understand Organizational Culture, HR Strategy and Life Cycle | 1.1. Can define motivation and explain the motivation process 2. Can explain Maslow's hierarchy of needs, distinguish Theory various current issues about motivation
2.3. Explain HR Strategy | **Criteria:**
holistic

Form of Assessment : Participatory Activities | 1. Discussion, Project Based Learning
2. Reading literature and discussing HR Strategy
3 X 50 | 1. Discussion, Project Based Learning
2. Reading literature and discussing HR Strategy
3x50 | **Material:** Explaining HR Strategy
Reference: *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.*

Material: Explaining HR Strategy
References: *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.*

Material: Explaining HR Strategy
Reader: *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers*

Material: Explaining HR Strategy
Reader: *Mangkunegara, Anwar Prabu. 2011. Human Resources Planning and Development. Jakarta: PT Refika Aditama* | 0% |

| 6 | Understand HR Planning | 1. Explain HR Planning (smart). 2. Explain the Organizational Strategy (intelligent, tough, independent). 3. Explain HR as a core competency (smart, independent). | **Criteria:** holistic **Forms of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment | 1. Discussion, Project Based Learning 2. Reading literature and discussing the 3 X 50 Organizational Law Cycle | 1. Discussion, Project Based Learning 2. Reading literature and discussing the 3x50 Organizational Law Cycle | **Material:** Able to understand Organizational Culture, HR Strategy and Life Cycle **Reader:** *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.* **Material:** Able to understand Organizational Culture, HR Strategy and Life Cycle **Literature:** *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.* **Material:** Able to understand Organizational Culture, HR Strategy and Life Cycle **Reader:** *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers* **Material:** Able to understand Organizational Culture, HR Strategy and Life Cycle **Reader:** *Mangkunegara, Anwar Prabu. 2011. Human Resources Planning and Development. Jakarta: PT Refika Aditama* | 5% |

| 7 | Able to understand HR Planning Models | Explains HR Planning Models | **Criteria:** Holistic

Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment | 1. Discussion, Project Based Learning 2. Reading literature and discussing 3x50 HR planning models | 1. Discussion, Project Based Learning 2. Reading literature and discussing 3x50 HR planning models | **Material:** Able to understand HR Planning Models **References:** *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.*

Material: Able to understand HR Planning Models **Library:** *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.*

Material: Able to understand HR Planning Models **Reader:** *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers*

Material: Able to understand HR Planning Models **Library:** *Mangkunegara, Anwar Prabu. 2011. Human Resources Planning and Development. Jakarta: PT Refika Aditama* | 5% |

8	midterm exam	midterm exam	**Criteria:** midterm exam **Form of Assessment** : Project Results Assessment / Product Assessment	midterm exam 2x50	midterm exam 2x50	**Material:** Understanding HR Planning, Organizational Strategy, and HR as core competencies **References:** *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.* **Material:** Able to understand Organizational Culture, HR Strategy and Life Cycle **Literature:** *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.* **Material:** Able to understand HR Planning Models **Reader:** *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers* **Material:** Understanding HR Planning, Organizational Strategy and HR as core competencies **Reader:** *Mangkunegara, Anwar Prabu. 2011. Human Resources Planning and Development. Jakarta: PT Refika Aditama*	20%
9	Able to understand External Environmental Analysis (Government Influence and Macroeconomic Conditions, Population & Competition Issues, Labor Market Composition & Work Patterns)	Explaining External Environmental Analysis (Government Influence and Macroeconomic Conditions, Population & Competition Issues, Labor Market Composition & Work Patterns)	**Criteria:** Holistic **Forms of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment	1. Discussion, Project Based Learning 2. Reading literature and discussing External Environmental Analysis 3x50	1. Discussion, Project Based Learning 2. Reading literature and discussing External Environmental Analysis 3x50	**Material:** Able to understand External Environmental Analysis (Government Influence and Macroeconomic Conditions, Population & Competition Issues, Employment Market Composition & Work Patterns) **References:** *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.* **Material:** Able	10%

						to understand External Environmental Analysis (Government Influence and Macroeconomic Conditions, Population & Competition Issues, Employment Market Composition & Work Patterns) **References:** *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.*	
						Material: Able to understand External Environmental Analysis (Government Influence and Macroeconomic Conditions, Population & Competition Issues, Employment Market Composition & Work Patterns) **References:** *Mangkunegara, Anwar Prabu. 2011. Human Resources Planning and Development. Jakarta: PT Refika Aditama*	
						Material: Able to understand External Environmental Analysis (Government Influence and Macroeconomic Conditions, Population & Competition Problems, Employment Market Composition & Work Patterns) **Library:** *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers*	

| 10 | Able to understand and act as an HR Auditor (Job and Skills) | Explain and Act intelligently and honestly in HR Audits (Employment and Skills) | **Criteria:** Holistic

Form of Assessment : Participatory Activities | 1. Discussion, Project Based Learning
2. Reading literature and discussing HR Audit
3x50 | 1. Discussion, Project Based Learning
2. Reading literature and discussing HR Audit
3x50 | **Material:** Able to understand and act as an HR Auditor (Work and Skills)
Reference: *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.*

Material: Able to understand and act as an HR Auditor (Job and Skills)
References: *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.*

Material: Able to understand and act as an HR Auditor (Job and Skills)
Reference: *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers*

Material: Able to understand and act as an HR Auditor (Employment and Skills)
Reference: *Mangkunegara, Anwar Prabu. 2011. Human Resources Planning and Development. Jakarta: PT Refika Aditama* | 10% |

| 11 | Able to understand organizational inventory capabilities and use HR Information Systems (SISDM) | Explain the organization's inventory capabilities and use technology that supports HR Information Systems | **Criteria:** Holistic

Form of Assessment : Participatory Activities | 1. Discussion, Project Based Learning 2. Reading literature and discussing organizational inventory capabilities 3x50 | 1. Discussion, Project Based Learning 2. Reading literature and discussing organizational inventory capabilities 3x50 | **Material:** Able to understand organizational inventory capabilities and use HR Information Systems (SISDM) **References:** *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.*

Material: Able to understand organizational inventory capabilities and use HR Information Systems (SISDM) **References:** *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.*

Material: Able to understand organizational inventory capabilities and use HR Information Systems (SISDM) **Reader:** *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers*

Material: Able to understand organizational inventory capabilities and use HR Information Systems (SISDM) **Reader:** *Mangkunegara, Anwar Prabu. 2011. Human Resources Planning and Development. Jakarta: PT Refika Aditama* | 0% |

| 12 | Able to understand organizational inventory capabilities and use HR Information Systems (SISDM) | Explaining HR Information Systems (SISDM) | **Criteria:** Holistic

Form of Assessment : Participatory Activities | 1. Discussion, Project Based Learning
2. Reading literature and discussing SISDM
3x50 | 1. Discussion, Project Based Learning
2. Reading literature and discussing SISDM
3x50 | **Material:** Able to understand organizational inventory capabilities and use HR Information Systems (SISDM) **References:** *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.*

Material: Able to understand organizational inventory capabilities and use HR Information Systems (SISDM) **References:** *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.*

Material: Able to understand organizational inventory capabilities and use HR Information Systems (SISDM) **Reader:** *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers*

Material: Able to understand organizational inventory capabilities and use HR Information Systems (SISDM) **Reader:** *Mangkunegara, Anwar Prabu. 2011. Human Resources Planning and Development. Jakarta: PT Refika Aditama* | 10% |

| 13 | Able to understand HR demand forecasting | Explain HR demand forecasting Design HR demand forecasting | **Criteria:** Holistic

 Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment | 1. Discussion, Project Based Learning 2. Reading literature, discussion, and demonstrating HR demand forecasting 3x50 | 1. Discussion, Project Based Learning 2. Reading literature, discussion, and demonstrating HR demand forecasting 3x50 | **Material:** Able to understand HR demand forecasting. **Reference:** *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.*

 Material: Able to understand HR demand forecasting. **References:** *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.*

 Material: Able to understand HR demand forecasting **Reader:** *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers*

 Material: Able to understand HR demand forecasting **Reader:** *Mangkunegara, Anwar Prabu. 2011. Human Resources Planning and Development. Jakarta: PT Refika Aditama* | 5% |

14	Able to understand HR supply forecasting	Explain HR supply forecasting	**Criteria:** Holistic	1. Discussion, Project Based Learning 2. Reading literature, discussions, and demonstrating HR supply forecasting based on 3x50	1. Discussion, Project Based Learning 2. Reading literature, discussions, and demonstrating HR supply forecasting based on 3x50	**Material:** Able to understand HR supply forecasting. **Reference:** *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.*	5%
						Material: Able to understand HR supply forecasting. **References:** *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.*	
						Material: Able to understand HR supply forecasting. **Reader:** *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers*	
						Material: Able to understand HR supply forecasting **Reader:** *Mangkunegara, Anwar Prabu. 2011. Human Resources Planning and Development. Jakarta: PT Refika Aditama*	

| 15 | Able to understand Managing HR Surplus & Deficit | Explains about Managing HR Surplus & Deficit | **Criteria:** Holistic

Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment | 1. Discussion, Project Based Learning 2, Holding a discussion on Managing HR Surplus & Deficit 3x50 | 1. Discussion, Project Based Learning 2. Holding a discussion about Managing HR Surplus & Deficit 3x50 | **Material:** Able to understand Managing HR Surplus & Deficit **Reference:** *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.*

Material: Able to understand Managing HR Surplus & Deficit **References:** *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.*

Material: Able to understand Managing HR Surplus & Deficit **Reader:** *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers*

Material: Able to understand Managing HR Surplus & Deficit **Reader:** *Mangkunegara, Anwar Prabu. 2011. Human Resources Planning and Development. Jakarta: PT Refika Aditama* | 10% |

16	final semester exam	final semester exam	**Criteria:** final semester exam **Form of Assessment** : Test	final semester exam 2x50	final semester exam 2x50	**Material:** Able to understand External Environmental Analysis (Government Influence and Macroeconomic Conditions, Population & Competition Issues, Employment Market Composition & Work Patterns) **References:** *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.*	30%
						Material: Able to understand and act as an HR Auditor (Job and Skills) **References:** *Casio, F Wayne. 2012. Managing Human Resources. New York: McGraw-Hill International.*	
						Material: Able to understand organizational inventory capabilities and use HR Information Systems (SISDM) **Reader:** *Robert L Mathis and John H Jackson. 2011. Human Resources Management Translation. Jakarta: Salemba Empat Publishers*	
						Material: Able to understand HR demand forecasting **Reader:** *Mangkunegara, Anwar Prabu. 2011. Human Resources Planning and Development. Jakarta: PT Refika Aditama*	
						Material: Able to understand HR supply forecasting. **Reference:** *Monday, R Wayne and Robert M Noe. 2005. Human Resources Management. New York: Allyn and Bacon.*	

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	71.5%
2.	Project Results Assessment / Product Assessment	37.5%
3.	Test	30%
		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.