



Universitas Negeri Surabaya
Faculty of Social and Legal Sciences,
Bachelor of State Administration Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date																																																																																			
Public Administration Ethics	6320103627	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	3	July 17, 2023																																																																																			
AUTHORIZATION		SP Developer	Course Cluster Coordinator			Study Program Coordinator																																																																																				
		Dra. Meirinawati, M.AP., Eva Hany Fanida, S.AP., M.AP	Dra. Meirinawati, M.AP			Eva Hany Fanida, S.AP., M.AP.																																																																																				
Learning model	Case Studies																																																																																									
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																																																									
	PLO-9	Master the theoretical concepts of public sector management to realize the values of good governance.																																																																																								
	PLO-12	Collaborate and have concern for society and the environment.																																																																																								
	PLO-13	Able to communicate verbally and in writing in organizations and society.																																																																																								
	Program Objectives (PO)																																																																																									
	PO - 1	Able to master ethical concepts in public administration studies																																																																																								
	PO - 2	Have an ethical attitude, integrity, participation and responsibility in writing and verbally in the organizational community																																																																																								
	PO - 3	Able to apply ethical principles of state administration in decision making																																																																																								
	PLO-PO Matrix																																																																																									
		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>P.O</td> <td>PLO-9</td> <td>PLO-12</td> <td>PLO-13</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PO-1</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> </tr> <tr> <td>PO-3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						P.O	PLO-9	PLO-12	PLO-13				PO-1							PO-2							PO-3																																																													
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PO Matrix at the end of each learning stage (Sub-PO)																																																																																										
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Short Course Description	This course provides an understanding and study of ethical, moral and ethical aspects. In deeper learning, we will discuss the importance of ethics in administering government to realize public values: efficiency, effectiveness, fairness and democracy. Discussion about the urgency of values, morals, ethics and legitimacy of power. Apart from that, in this course students are also invited to study public service ethics, public policy ethics and ethical dilemmas. This includes discussing opportunities for implementing ethical teachings in public bureaucracy to reduce bureaucratic ills, especially collusion, corruption and nepotism.																																																																																									
References	Main :																																																																																									
	<ol style="list-style-type: none"> 1. Kumorotomo, Wahyudi. 1999. Etika Administrasi Negara. Jakarta: PT. Raja Grafindo Persada. 2. Martinez, J. Michael. 2009. Public Administration Ethics. Praeger 3. W.J.C. Huberts, Leo. 2008. Ethics and Integrity of Governance. Edwar Elgar 4. Yasin, Mahmudin. 2013. Membangun Organisasi Berbudaya. Expose 5. Graham, Gordon. 2014. Teori-Teori Etika. Nusamedia: Bandung. 6. Svava, James. 2014. The Ethics Primer for Public Administrators in Government and Nonprofit Organizations. Sudbury, MA: Jones and Bartlett Publishers 7. Bauman, Z. 2014. Postmodern Ethics (Translated: Alev Türker). Detay Publications: Istanbul 8. Rukmana, Nana. 2013. Etika dan Integritas. Sarana Bhakti Media. Publishing: Jakarta 9. Haryatmoko. 2013. Etika Publik untuk Integritas Pejabat Publik dan Politisi. Jakarta: PT. Gramedia Pustaka Utama 																																																																																									
	Supporters:																																																																																									

Supporting lecturer		Dra. Meirinawati, M.AP. Tauran, S.Sos., M.Soc.Sc. Eva Hany Fanida, S.AP., M.AP. Melda Fadiyah Hidayat, M.P.A. M. Noer Falaq Al Amin, SIP., M.KP.					
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 have an understanding of the basic concepts of ethics and concepts related to ethics	1.Able to explain basic ethical, moral and ethical concepts 2.Able to explain the importance of ethics in life	Criteria: ability to understand ethical concepts (weight: 15) Form of Assessment : Participatory Activities	pulpit lecture and question and answer 3 X 50		Material: Basic Concepts of Ethics Literature: <i>Kumorotomo, Wahyudi. 1999. Ethics of State Administration. Jakarta: PT. Raja Grafindo Persada.</i>	5%
2	Students understand the concepts of ethics, values and morals.	1.Able to explain the basic foundations of ethics 2.Able to explain various types of values 3.Able to explain the stages of moral consideration 4.Able to explain the relationship between ethics, values and morals	Criteria: ability to describe basic ethical concepts and other concepts related to ethics Form of Assessment : Participatory Activities	lecture and question and answer 3 X 50		Material: Concepts of Ethics, Values and Morals. Bibliography: <i>Martinez, J. Michael. 2009. Public Administration Ethics. Praeger</i>	5%
3	Students understand the currents that develop in Ethics	1.Students have the ability to understand theories and schools in ethics 2.Able to explain various schools of ethics	Criteria: Answers are explained appropriately. Form of Assessment : Participatory Activities	lecture and literature review 3 X 50		Material: School of Ethics Literature: <i>WJC Huberts, Leo. 2008. Ethics and Integrity of Governance. Edward Elgar</i>	5%
4	Students understand the concepts, roles and aspects of ethics in Public Administration	1.Able to understand various ethical aspects in Public administration 2.Able to explain ethical studies in Public Administration 3.Able to explain the urgency of ethics in public administration	Criteria: Answers are explained appropriately. Form of Assessment : Participatory Activities, Portfolio Assessment	lectures and discussions 3 X 50		Material: Concepts, Roles and Aspects of Ethics in Public Administration Reference: <i>Yasin, Mahmudin. 2013. Building a Cultural Organization. Expose</i>	7%
5	Students understand the ethical approach in Public Administration	1.Able to understand various ethical approaches in public administration 2.Able to explain the differences and development of ethical approaches in public administration	Criteria: Answers are explained appropriately. Form of Assessment : Participatory Activities	lectures and discussions 3 X 50		Material: Ethical Approaches in Public Administration References: <i>Graham, Gordon. 2014. Ethical Theories. Nusamedia: Bandung.</i>	5%
6	Students are able to analyze bureaucratic and societal ethics from a democratic perspective	Able to analyze bureaucratic and societal behavior from the perspective of bureaucratic ethics and ethics in democracy	Criteria: Answers are explained appropriately. Form of Assessment : Participatory Activities	lectures and discussions 3 X 50		Material: Bureaucratic Ethics and Society References: <i>Bauman, Z. 2014. Postmodern Ethics (Translated: Alev Türker). Detay Publications: Istanbul</i>	5%

7	Students are able to analyze bureaucratic and societal ethics from a Public Administration perspective	Able to analyze bureaucratic and community behavior from the perspective of bureaucratic ethics and ethics	<p>Criteria: ability to describe ethical aspects in state administration, ability to analyze cases of ethical violations</p> <p>Form of Assessment : Participatory Activities, Portfolio Assessment</p>	group discussion 3 X 50		<p>Material: Ethics in Bureaucracy Analysis of Ethical Practices in Public Administration Library: <i>Kumorotomo, Wahyudi. 1999. Ethics of State Administration. Jakarta: PT. Raja Grafindo Persada.</i></p>	8%
8	have an understanding of basic ethical concepts, be able to explain ethics from a public administration perspective, be able to identify cases of ethical violations	<ol style="list-style-type: none"> 1. have the ability to understand basic ethical concepts 2. able to explain ethics from a public administration perspective 3. able to identify cases of ethical violations 	<p>Criteria: 1. Each question has a different value weight: 2. Question number 1 = 30 Question number 2 = 35 Question number 3 = 35</p> <p>Form of Assessment : Test</p>	written test 3 X 50		<p>Material: Material 1-8 Reference: <i>Yasin, Mahmudin. 2013. Building a Cultural Organization. Expose</i></p>	10%
9	Students are able to understand the moral consequences of public policy	- Able to explain welfare state, social justice and community participation in public policy	<p>Criteria: Answers are explained appropriately.</p> <p>Form of Assessment : Participatory Activities</p>	Small Group Discussion 3 credits x 50 minutes = 150 minutes	Small Group Discussion 3 credits x 50 minutes = 150 minutes	<p>Material: Ethical Aspects in Public Administration Studies References: <i>Kumorotomo, Wahyudi. 1999. Ethics of State Administration. Jakarta: PT. Raja Grafindo Persada.</i></p>	5%
10	Students are able to understand patterns of corrupt behavior in society and state apparatus	- Able to explain the meaning of corruption, corruption in state administration practices, causes and prevention of corruption	<p>Criteria: Answers are explained appropriately.</p> <p>Form of Assessment : Participatory Activities</p>	Small Group Discussion 3 credits x 50 minutes = 150 minutes	Small Group Discussion 3 credits x 50 minutes = 150 minutes	<p>Material: Understanding the Importance of Ethics Studies in Public Administration References: <i>Kumorotomo, Wahyudi. 1999. Ethics of State Administration. Jakarta: PT. Raja Grafindo Persada.</i></p>	5%
11	Students are able to understand the rules of transparency and public interest	- Able to explain theories about transparency, public interest and public services	<p>Criteria: Answers are explained appropriately</p> <p>Form of Assessment : Participatory Activities</p>	Small Group Discussion 3 credits x 50 minutes = 150 minutes	Small Group Discussion 3 credits x 50 minutes = 150 minutes	<p>Material: Study of Moral and Ethical Understanding in the process of formulating Public Policy References: <i>Graham, Gordon. 2014. Ethical Theories. Nusamedia: Bandung.</i></p> <hr/> <p>Material: Study of Moral and Ethical Understanding in the process of preparing Public Policy References: <i>Bauman, Z. 2014. Postmodern Ethics (Translated: Alev Türker). Detay Publications: Istanbul</i></p>	5%

12	Students are able to understand accountability in public bureaucracy	- Able to explain the accountability system normatively - Able to explain the accountability of public bureaucracy	Criteria: Answers are explained appropriately. Form of Assessment : Participatory Activities	Small Group Discussion 3 credits x 50 minutes = 150 minutes	Small Group Discussion 3 credits x 50 minutes = 150 minutes	Material: Moral and Ethical Problems in the process of formulating Public Policy References: <i>Rukmana, Nana. 2013. Ethics and Integrity. Sarana Bhakti Media. Publishing: Jakarta</i> <hr/> Material: Moral and Ethical Problems in the process of preparing Public Policy References: <i>Bauman, Z. 2014. Postmodern Ethics (Translated: Alev Türker). Detay Publications: Istanbul</i>	7%
13	Students are able to understand the relevance of moral education in Indonesia	- Able to explain the concept of moral education and its application	Criteria: Answers are explained appropriately Form of Assessment : Participatory Activities	Small Group Discussion 3 credits x 50 minutes = 150 minutes	Small Group Discussion 3 credits x 50 minutes = 150 minutes	Material: Study of Morals and Ethics in the implementation of services. Reference: <i>Haryatmoko. 2013. Public Ethics for the Integrity of Public Officials and Politicians. Jakarta: PT. Gramedia Pustaka Utama</i> <hr/> Material: Study of Morals and Ethics in the implementation of services References: <i>Kumorotomo, Wahyudi. 1999. Ethics of State Administration. Jakarta: PT. Raja Grafindo Persada.</i>	5%
14	Students are able to analyze ethics in public policy	- Able to analyze policy issues in Indonesia from the perspective of state administration ethics	Criteria: 1.Holistic Rubric 2.Non Test Form of Assessment : Participatory Activities	Small Group Discussion 3 credits x 50 minutes = 150 minutes	Small Group Discussion 3 credits x 50 minutes = 150 minutes	Material: Morals and ethics and obstacles in public services Reader: <i>Rukmana, Nana. 2013. Ethics and Integrity. Sarana Bhakti Media. Publishing: Jakarta</i> <hr/> Material: Morals and ethics and obstacles in public services Reader: <i>Yasin, Mahmudin. 2013. Building a Cultural Organization. Expose</i>	5%

15	1. Able to understand Ethics and maladministration 2. Able to explain ethical violations in maladministration	1. Accurate understanding of Ethics and Mal-administration 2. Accuracy in explaining ethical violations in maladministration	Criteria: 1. Holistic Rubric 2. Non Test Form of Assessment : Assessment of Project Results / Product Assessment, Practices / Performance	Small Group Discussion 3 credits x 50 minutes = 150 minutes	Small Group Discussion 3 credits x 50 minutes = 150 minutes	Material: Ethical violations in maladministration Reference: Martinez, J. Michael. 2009. <i>Public Administration Ethics</i> . Praeger Material: Ethics and Mal-administration Reference: Svava, James. 2014. <i>The Ethics Primer for Public Administrators in Government and Nonprofit Organizations</i> . Sudbury, MA: Jones and Bartlett Publishers	8%
16	UAS	Students are able to do the UAS well.	Criteria: Answers are explained appropriately Form of Assessment : Test	Written Test 2 x 50 minutes = 100 minutes	Written Test 2 x 50 minutes = 100 minutes	Material: Ethics in Bureaucracy Analysis of Ethical Practices in Public Administration References: Bauman, Z. 2014. <i>Postmodern Ethics</i> (Translated: Alev Türker). Detay Publications: Istanbul Material: Material 9-15 Reference: Rukmana, Nana. 2013. <i>Ethics and Integrity</i> . Sarana Bhakti Media. Publishing: Jakarta	10%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	64.5%
2.	Project Results Assessment / Product Assessment	4%
3.	Portfolio Assessment	7.5%
4.	Practice / Performance	4%
5.	Test	20%
		100%

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** abilities in the process and student learning outcomes are specific and measurable statements that identify the abilities 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.

