



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																																																	
Administrative Research Methods	6320104636		T=4	P=0	ECTS=6.36	4	January 30, 2024																																																	
AUTHORIZATION		SP Developer	Course Cluster Coordinator			Study Program Coordinator																																																		
		Dr. Tjitjik Rahaju, M.Si; Tauran, S.Sos., M.Soc.Sc.; Ahmad Nizar Hilmi, S.AP., MPA.; Dr. Firre An Suprpto, S.AP., M.Pd	Dr. Tjitjik Rahaju, M.Si			Eva Hany Fanida, S.AP., M.AP.																																																		
Learning model	Project Based Learning																																																							
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																							
	PLO-10	Mastering qualitative and quantitative analysis methods and techniques for administration.																																																						
	PLO-11	Contribute to improving the quality of life in society and the state.																																																						
	PLO-14	Able to make decisions in solving problems based on the results of information and data analysis.																																																						
	Program Objectives (PO)																																																							
	PO - 1	Sub-CPMK1 Understanding of Research Methods from a Public Administration Perspective																																																						
	PLO-PO Matrix																																																							
		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>P.O</td> <td>PLO-10</td> <td>PLO-11</td> <td>PLO-14</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> </table>						P.O	PLO-10	PLO-11	PLO-14				PO-1																																									
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	PO-1																																																							
PO Matrix at the end of each learning stage (Sub-PO)																																																								
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td rowspan="2">P.O</td> <td colspan="16">Week</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </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> </table>						P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1																
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Short Course Description	This course provides students with the ability to apply quantitative research designs and qualitative research designs for alternative problem solving in the field of public administration.																																																							
References	Main :																																																							
	<ol style="list-style-type: none"> 1. Emzir, 2010. Metodologi Penelitian Kualitatif : Analisis Data, Jakarta : Rajawali pers 2. Meier, Kenneth J, Applied Statistic for Public Admistration, California: Brooks Cole Publishing. 3. Moleong, Metode Penelitian Kualitatif edisi revisi, 2011. Bandung: Remaja Rosda Karya 4. Putra, Nusa dan Hendarman. 2012, Metodologi Penelitian Kebijakan, Bandung : Remaja Rosda Karya 5. Sugiyono, 2010. Metode Penelitian Administrasi, Bandung : Alfabeta 6. Yin, Robert K. 2011 edisi revisi Studi Kasus : Desain dan Metode, Jakarta : Rajawali Pers 																																																							
	Supporters:																																																							
Supporting lecturer	Dra. Meirinawati, M.AP. Dr. Tjitjik Rahaju, M.Si. Muhammad Farid Ma'ruf, S.Sos., M.AP. Tauran, S.Sos., M.Soc.Sc. Dr. Firre An Suprpto, S.AP., M.Pd. Galih Wahyu Pradana, S.A.P., M.Si. Ahmad Nizar Hilmi, S.AP., MPA.																																																							
Week-	Final abilities of each learning	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)																																																	

	stage (Sub-PO)	Indicator	Criteria & Form	Offline (offline)	Online (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Understanding of Research Methods from a Public Administration Perspective	Students are able to understand various types of research approaches and methods from a Public Administration perspective	Criteria: Rubric: Holistic Form of Assessment : Participatory Activities	Face to Face Lecture, Question and Answer 4 X 50 minutes		Material: Understanding Qualitative Research Reference: <i>Emzir, 2010. Qualitative Research Methodology: Data Analyst, Jakarta:Rajawali press</i> Material: Statistical Approaches in Public Administration Bibliography: <i>Meier, Kenneth J, Applied Statistics for Public Administration, California: Brooks Cole Publishing.</i>	5%
2	Types of Research	Students are able to describe several types of research	Criteria: Rubric: Holistic Form of Assessment : Participatory Activities	Face to face lecture, discussion and question and answer 4 x 50 minutes		Material: Types of Library Research: <i>Putra, Nusa and Hendarman. 2012, Policy Research Methodology, Bandung: Teen Rosda Karya</i>	5%
3	Students are able to formulate problems in research	Students are able to formulate research problems	Criteria: Rubric: Analytics Form of Assessment : Participatory Activities	Face to face lecture, discussion and question and answer 4 x 50 minutes		Material: Determining research problems Reference: <i>Sugiyono, 2010. Administrative Research Methods, Bandung: Alfabeta</i>	5%
4	Students are able to create a background to the problem in a research	1.Suitability of Title to Research Background 2.Background writing is done in a structured manner and applies the inverted pyramid principle	Criteria: Rubric: Holistic Form of Assessment : Participatory Activities, Practice/Performance	Face to face lecture, discussion and question and answer 4 x 50 minutes		Material: Research background Library: <i>Sugiyono, 2010. Administrative Research Methods, Bandung: Alfabeta</i>	5%
5	Students are able to identify the characteristics of studies in public administration	Accuracy in identifying characteristics of public administration studies	Criteria: Rubric: Holistic Form of Assessment : Participatory Activities	Face to face lecture, discussion and question and answer 4 x 50 minutes		Material: Characteristics of Public Administration Studies Literature: <i>Putra, Nusa and Hendarman. 2012, Policy Research Methodology, Bandung: Teen Rosda Karya</i>	5%
6	Students are able to explain concepts and theories in research	Accuracy in explaining theoretical concepts in research	Criteria: Rubric: Performance Form of Assessment : Participatory Activities	Face to face lecture, discussion and question and answer 4 x 50 minutes		Material: Concepts and Theories in Research Library: <i>Sugiyono, 2010. Administrative Research Methods, Bandung: Alfabeta</i>	5%

7	Students are able to explain the function of theory in research	Accuracy in explaining the function of theory in research	Criteria: Rubric: Holistic Form of Assessment : Participatory Activities, Practice/Performance	Face to face lecture, discussion and question and answer 4 x 50 minutes		Material: The Function of Theory in Research Library: <i>Sugiyono, 2010. Administrative Research Methods, Bandung: Alfabeta</i>	5%
8	Students are able to work on questions originating from material sources from meetings 1 to 7	Suitability of answers	Criteria: Answers are explained appropriately. Form of Assessment : Test	Written test 2 x 50 minutes		Material: Type of research (Qualitative) Reference: <i>Emzir, 2010. Qualitative Research Methodology: Data Analyst, Jakarta:Rajawali press</i> Material: Type of Research (Quantitative) Bibliography: <i>Meier, Kenneth J, Applied Statistics for Public Admnsitration, California: Brooks Cole Publishing.</i> Material: Qualitative Research Library: <i>Moleong, Qualitative Research Methods revised edition, 2011. Bandung: Teen Rosda Karya</i> Material: Characteristics of Public Administration Research Library: <i>Sugiyono, 2010. Administrative Research Methods, Bandung: Alfabeta</i>	15%
9	Students are able to understand citation techniques	1.Accuracy in making literature reviews 2.Accuracy in conducting citations	Criteria: Rubric: Performance Form of Assessment : Participatory Activities	Face to face lecture, discussion and question and answer 4 x 50 minutes		Material: Literature Review Literature: <i>Putra, Nusa and Hendarman. 2012, Policy Research Methodology, Bandung: Teen Rosda Karya</i>	5%
10	Students are able to prepare a Draft Research Proposal according to the chosen field of study	1.Accuracy in Compiling Research Background 2.Accuracy in Compiling a Literature Review	Criteria: Answers are explained appropriately Form of Assessment : Participatory Activities	Face to face lecture, discussion and question and answer 4 x 50 minutes		Material: Research Framework Literature: <i>Sugiyono, 2010. Administrative Research Methods, Bandung: Alfabeta</i>	5%
11	Students are able to formulate research problems based on a research approach (Qualitative)	1.Accuracy in preparing problem formulation 2.Accuracy in connecting the theory used with problem identification	Criteria: Rubric: Analytics Form of Assessment : Participatory Activities	Face to face lecture, discussion and question and answer 4 x 50 minutes		Material: Library Research Problem : <i>Putra, Nusa and Hendarman. 2012, Policy Research Methodology, Bandung: Teen Rosda Karya</i>	5%

12	Students are able to connect research problems with theory/research focus (quantitative research)	Accuracy in connecting theory and research problems in a quantitative approach	Criteria: Rubric: Analytics Form of Assessment : Practice / Performance	Face to face lecture, discussion and question and answer 4 x 50 minutes		Material: Operational Definitions Bibliography: <i>Meier, Kenneth J, Applied Statistics for Public Adminsitration, California: Brooks Cole Publishing.</i>	5%
13	Students are able to develop research focus in operationalizing concepts	Accuracy in preparing concept operationalization	Criteria: Answers are explained appropriately. Form of Assessment : Participatory Activities, Practice/Performance	Face to face lecture, discussion and question and answer 4 x 50 minutes		Material: Operationalization of Concepts Library: <i>Moleong, Qualitative Research Methods revised edition, 2011. Bandung: Teen Rosda Karya</i>	5%
14	Students are able to determine appropriate data analysis techniques according to their research approach	Accuracy in determining data analysis techniques	Criteria: Rubric: Holistic Form of Assessment : Participatory Activities	Face to face lecture, discussion and question and answer 4 x 50 minutes		Material: Data Analysis Techniques Literature: <i>Sugiyono, 2010. Administrative Research Methods, Bandung: Alfabeta</i>	5%
15	Students are able to develop interview guidelines based on research focus	1.Accuracy in compiling interview guidelines 2.Accuracy in breaking down each indicator in the research focus	Criteria: Rubric: Holistic Form of Assessment : Practice / Performance	Face to face lecture, discussion and question and answer 4 x 50 minutes		Material: Developing Interview Guidelines Literature: <i>Sugiyono, 2010. Administrative Research Methods, Bandung: Alfabeta</i>	5%
16	Students are able to work on questions from meeting material 1 to 15	1.Accuracy in working on questions 2.Students' analytical skills regarding questions	Criteria: Answers are explained appropriately. Form of Assessment : Test	Written Test 2 X 50 Minutes		Material: Research Framework Literature: <i>Sugiyono, 2010. Administrative Research Methods, Bandung: Alfabeta</i>	15%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	52.5%
2.	Practice / Performance	17.5%
3.	Test	30%
		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** 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.

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.