



**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
Regional Government Administration	6320102632	Compulsory Study Program Subjects	T=2	P=0	ECTS=3.18	2	August 14, 2023
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
	Debby Febrian Epprilanto, S.Sos.,MPA		Muhammad Farid Ma'ruf, S.Sos.,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																																																																																																				
	<b>PLO-9</b> Master the theoretical concepts of public sector management to realize the values of good governance.																																																																																																				
	<b>PLO-12</b> Collaborate and have concern for society and the environment.																																																																																																				
	<b>PLO-14</b> Able to make decisions in solving problems based on the results of information and data analysis.																																																																																																				
	Program Objectives (PO)																																																																																																				
	<b>PO - 1</b> Able to show a responsible attitude as a Government Administrator in the region																																																																																																				
	<b>PO - 2</b> Able to explain theoretical concepts in the context of Local Government Politics																																																																																																				
	<b>PO - 3</b> Able to analyze interactions between actors in policy formulation and public management in the region																																																																																																				
	<b>PO - 4</b> Able to analyze political theory and interactions between actors in a logical, critical, systematic and innovative way based on humanist science and technology																																																																																																				
	PLO-PO Matrix																																																																																																				
	<table border="1" style="margin-left: 40px;"> <tr> <th>P.O</th> <th>PLO-9</th> <th>PLO-12</th> <th>PLO-14</th> </tr> <tr> <td>PO-1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PO-2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PO-3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PO-4</td> <td></td> <td></td> <td></td> </tr> </table>	P.O	PLO-9	PLO-12	PLO-14	PO-1				PO-2				PO-3				PO-4																																																																																			
	P.O	PLO-9	PLO-12	PLO-14																																																																																																	
	PO-1																																																																																																				
	PO-2																																																																																																				
PO-3																																																																																																					
PO-4																																																																																																					
PO Matrix at the end of each learning stage (Sub-PO)																																																																																																					
<table border="1" style="margin-left: 40px;"> <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																
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 overview and explanation of the basic concepts of regional government, the principles of regional government administration, patterns of relations between central and regional government, division of authority and the concept of local government. After attending this lecture, students are expected to understand the basic concepts and principles of regional government administration and are also able to analyze the differences between the authority of the central government and regional government.

**References** **Main :**

1. Aiffudin. 2014. Administrasi Pemerintahan Daerah . Graha Ilmu
2. Mahmudi. 2012. Analisis Laporan Keuangan Pemerintahan Daerah. UPP STIM YKPN
3. Adisasmita, Rahardjo. 2011. Manajemen Pemerintahan Daerah. Graha Ilmu
4. Smith, Kevin B. 2014. Governing States and Localities. SAGE Publication Ltd.
5. Smith, Kevin B. 2014. State and Local Government. SAGE Publica Lions (Asia Pasifik)

		<b>Supporters:</b>					
				1. Artikel Jurnal 2. Peraturan (UU, PP, Perda dan lain lain)			
<b>Supporting lecturer</b>		Muhammad Farid Ma'ruf, S.Sos., M.AP. Galih Wahyu Pradana, S.A.P., M.Si. 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 are able to explain the basic concepts of Regional Government Administration	1. Students are able to explain the meaning of administration, government and regional government 2. Students are able to characterize Unitarian and federal governments	<b>Criteria:</b> 1. Accurate understanding of Administrative concepts 2. Accuracy in explaining the concepts of state government and regional government  <b>Form of Assessment :</b> Participatory Activities	Pulpit Lecture, Question and Answer, FGD 2 X 50	Offline	<b>Material:</b> Basic Concepts of Regional Government Administration <b>Reference:</b> Afiffudin. 2014. <i>Regional Government Administration. Science House</i>	5%
2	Students are able to explain the history of Regional Government in Indonesia	1. Students are able to explain the implementation of regional government in Indonesia from time to time 2. Students are able to differentiate the implementation of regional government in Indonesia from before independence to post-reformation	<b>Criteria:</b> Assessment sheet 2 is used to observe student responsibilities in carrying out/completing each task given and observing and analyzing the area by exploring the potential of the area  <b>Form of Assessment :</b> Participatory Activities	Face to Face Lectures 2 X 50		<b>Material:</b> Political Concepts in Regional Government <b>Reference:</b> Smith, Kevin B. 2014. <i>State and Local Government. SAGE Publica Lions (Asia Pacific)</i>	5%
3	Students are able to explain the history of Regional Government in Indonesia	1. Students are able to explain the implementation of regional government in Indonesia from time to time 2. Students are able to differentiate the implementation of regional government in Indonesia from before independence to post-reformation	<b>Criteria:</b> 1. accuracy in describing the history of the development of administrative practices in Indonesia 2. clarity in describing regional government administration practices in Indonesia from time to time 3. completeness in conveying data and studies of regional government administration practices in Indonesia from time to time  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	Face to Face Lectures 2 X 50		<b>Material:</b> Political Concepts in Regional Government <b>Reference:</b> Smith, Kevin B. 2014. <i>State and Local Government. SAGE Publica Lions (Asia Pacific)</i>	5%

4	Students analyze the Regional Government Implementation System in Indonesia and in several other countries	<ol style="list-style-type: none"> <li>1.Accuracy in identifying actors in regional policy formulation</li> <li>2.The accuracy of describing the relationships between actors in the preparation of public policy in the region</li> </ol>	<p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.accuracy in explaining actors in policy formulation</li> <li>2.Clarity in explaining the role of actors in regional policy formulation</li> </ol> <p><b>Form of Assessment :</b> Participatory Activities</p>	Face to Face Lectures 2 X 50		<p><b>Material:</b> Local Government Actors <b>Reference:</b> <i>Smith, Kevin B. 2014. Governing States and Localities. SAGE Publications Ltd.</i></p> <hr/> <p><b>Material:</b> Regional Government Structure <b>Reference:</b> <i>Adisasmita, Rahardjo. 2011. Regional Government Management. Science House</i></p>	5%
5	Students analyze the Regional Government Implementation System in Indonesia and in several other countries	<ol style="list-style-type: none"> <li>1.Accuracy in identifying actors in regional policy formulation</li> <li>2.The accuracy of describing the relationships between actors in the preparation of public policy in the region</li> </ol>	<p><b>Criteria:</b> accuracy of describing relationships between actors in policy formulation in regional government</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Face to Face Lectures 2 X 50		<p><b>Material:</b> Local Government Actors <b>Reference:</b> <i>Smith, Kevin B. 2014. Governing States and Localities. SAGE Publications Ltd.</i></p> <hr/> <p><b>Material:</b> Regional Government Structure <b>Reference:</b> <i>Adisasmita, Rahardjo. 2011. Regional Government Management. Science House</i></p>	5%
6	Students are able to explain several functions and duties of regional government administrators.	<ol style="list-style-type: none"> <li>1.Students are able to detail the regional government administration organs</li> <li>2.Students are able to explain the TUPOKSI of regional government administration organs</li> </ol>	<p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.Accuracy in explaining the organizational structure of regional government administrators</li> <li>2.Clarity in describing the tasks and functions of regional apparatus organizations</li> </ol> <p><b>Form of Assessment :</b> Participatory Activities</p>	Pulpit Lecture Questions and Answers 2 X 50		<p><b>Material:</b> Regional Government Administration System <b>Reference:</b> <i>Adisasmita, Rahardjo. 2011. Regional Government Management. Science House</i></p>	5%

7	Students are able to explain several functions and duties of regional government administrators.	<ol style="list-style-type: none"> <li>1. Students are able to detail the regional government administration organs</li> <li>2. Students are able to explain the TUPOKSI of regional government administration organs</li> </ol>	<p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1. Clarity in describing relationships between regional government administrators</li> <li>2. Accuracy in describing the relationship between regional government administrators and regional apparatus organizations</li> </ol> <p><b>Form of Assessment :</b> Participatory Activities, Practice/Performance</p>	Pulpit Lecture Questions and Answers 2 X 50		<p><b>Material:</b> Relationships between Actors <b>Reader:</b> <i>Affudin. 2014. Regional Government Administration. Science House</i></p>	5%
8	MIDDLE SEMESTER EXAMINATION (UTS)	Students master the material from the first to seventh meetings	<p><b>Criteria:</b> Total score per question item</p> <p><b>Form of Assessment :</b> Test</p>	Written Exam 3 X 50		<p><b>Material:</b> Concept of Regional Government <b>Reference:</b> <i>Affudin. 2014. Regional Government Administration. Science House</i></p> <hr/> <p><b>Material:</b> Local Politics <b>Reference:</b> <i>Smith, Kevin B. 2014. State and Local Government. SAGE Publica Lions (Asia Pacific)</i></p>	15%
9	Able to explain innovative thinking based on science and technology in the administration of regional government	<ol style="list-style-type: none"> <li>1. The accuracy of analyzing the pattern of division and authority between the central government and regional governments.</li> <li>2. clarity in explaining the differences between central and regional government affairs</li> </ol>	<p><b>Criteria:</b> Rubric: Holistic</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Face to Face Lectures 2 X 50		<p><b>Material:</b> Patterns of Distribution of Authority <b>Library:</b> <i>Affudin. 2014. Regional Government Administration. Science House</i></p>	5%
10	Able to explain innovative thinking based on science and technology in the administration of regional government	Accuracy of analyzing the application of science and technology in regional government administration	<p><b>Criteria:</b> Rubric: Holistic</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Face to Face Lectures 2 X 50		<p><b>Material:</b> Application of Science and Technology in the administration of Regional Government <b>Reference:</b> <i>Smith, Kevin B. 2014. Governing States and Localities. SAGE Publications Ltd.</i></p>	5%

11	Able to explain innovative thinking based on science and technology in the administration of regional government	Accuracy of analyzing the application of science and technology in regional government administration	<p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1. clarity in identifying various innovations in science and technology and Egov in regional government</li> <li>2. Accuracy in analyzing innovation in regional government administration</li> </ol> <p><b>Form of Assessment :</b> Participatory Activities</p>	Face to Face Lectures 2 X 50		<p><b>Material:</b> Application of Science and Technology in the administration of Regional Government <b>Reference:</b> Smith, Kevin B. 2014. <i>Governing States and Localities</i>. SAGE Publications Ltd.</p> <p><b>Material:</b> Local E-Government <b>Reference:</b> Smith, Kevin B. 2014. <i>State and Local Government</i>. SAGE Publications Ltd. (Asia Pacific)</p>	5%
12	Students are able to describe the role of Regional Government Personnel	Accuracy of analyzing the role of HR in regional government administration	<p><b>Criteria:</b> Rubric: Performance</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Pulpit lecture Question and answer 2 X 50		<p><b>Material:</b> Local E-Government <b>Reference:</b> Smith, Kevin B. 2014. <i>State and Local Government</i>. SAGE Publications Ltd. (Asia Pacific)</p>	5%
13	Students are able to describe the role of Regional Government Personnel	Accuracy of analyzing HR competencies in regional government administration	<p><b>Criteria:</b> accuracy of analyzing HR competencies in regional government</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Pulpit lecture Question and answer 2 X 50		<p><b>Material:</b> Local E-Government <b>Reference:</b> Smith, Kevin B. 2014. <i>State and Local Government</i>. SAGE Publications Ltd. (Asia Pacific)</p>	5%
14	Students are able to describe the role of Regional Government Personnel	Accuracy of analyzing HR competencies in regional government administration	<p><b>Criteria:</b> accuracy of analyzing HR competencies in regional government</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Pulpit lecture Question and answer 2 X 50		<p><b>Material:</b> Local E-Government <b>Reference:</b> Smith, Kevin B. 2014. <i>State and Local Government</i>. SAGE Publications Ltd. (Asia Pacific)</p>	5%
15	Students are able to describe the role of Regional Government Personnel	Accuracy of analyzing HR competencies in regional government administration	<p><b>Criteria:</b> accuracy of analyzing HR competencies in regional government</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Pulpit lecture Question and answer 2 X 50		<p><b>Material:</b> Local E-Government <b>Reference:</b> Smith, Kevin B. 2014. <i>State and Local Government</i>. SAGE Publications Ltd. (Asia Pacific)</p>	5%
16	Students are able to describe the role of Regional Government Personnel	Accuracy of analyzing HR competencies in regional government administration	<p><b>Criteria:</b> accuracy of analyzing HR competencies in regional government</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Pulpit lecture Question and answer 2 X 50		<p><b>Material:</b> Local E-Government <b>Reference:</b> Smith, Kevin B. 2014. <i>State and Local Government</i>. SAGE Publications Ltd. (Asia Pacific)</p>	15%

No	Evaluation	Percentage
1.	Participatory Activities	77.5%
2.	Project Results Assessment / Product Assessment	5%
3.	Practice / Performance	2.5%
4.	Test	15%
		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.