



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

Document Code

**SEMESTER LEARNING PLAN**

<b>Courses</b>	<b>CODE</b>	<b>Course Family</b>	<b>Credit Weight</b>			<b>SEMESTER</b>	<b>Compilation Date</b>																																																																																																								
Introduction to Public Administration	6320103076		T=3	P=0	ECTS=4.77	1	July 21, 2023																																																																																																								
<b>AUTHORIZATION</b>	<b>SP Developer</b>		<b>Course Cluster Coordinator</b>			<b>Study Program Coordinator</b>																																																																																																									
	Dr. Tjitjik Rahaju, M.Si		Dr. Tjitjik Rahaju, M.Si			Eva Hany Fanida, S.AP., M.AP.																																																																																																									
<b>Learning model</b>	Case Studies																																																																																																														
<b>Program Learning Outcomes (PLO)</b>	<b>PLO study program which is charged to the course</b>																																																																																																														
	<b>PLO-8</b>	Mastering theoretical concepts of administration and public policy.																																																																																																													
	<b>PLO-11</b>	Contribute to improving the quality of life in society and the state.																																																																																																													
	<b>PLO-14</b>	Able to make decisions in solving problems based on the results of information and data analysis.																																																																																																													
	<b>Program Objectives (PO)</b>																																																																																																														
	<b>PO - 1</b>	Contribute to improving the quality of public administration services in society																																																																																																													
	<b>PO - 2</b>	Able to master theoretical concepts of public administration																																																																																																													
	<b>PO - 3</b>	Able to make decisions in solving problems based on information and data from public administration theory																																																																																																													
	<b>PO - 4</b>	Able to carry out the application of public administration knowledge in organizations and society																																																																																																													
	<b>PLO-PO Matrix</b>																																																																																																														
		<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>P.O</th> <th>PLO-8</th> <th>PLO-11</th> <th colspan="4">PLO-14</th> </tr> </thead> <tbody> <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> <tr> <td>PO-4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						P.O	PLO-8	PLO-11	PLO-14				PO-1							PO-2							PO-3							PO-4																																																																											
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<b>Short Course Description</b>	This course provides an understanding of the basic concepts of public administration, historical development, paradigms, prospects and challenges of public administration																																																																																																														
<b>References</b>	<b>Main :</b>																																																																																																														
	<ol style="list-style-type: none"> <li>1. Peters, B. Guy dkk. 2012. Buku Pegangan Administrasi Publik . SAGE</li> <li>2. Indradi, Sjamsiar S.. 2016. Dasar-Dasar dan Teori Administrasi Publik . Malang: Intrans Publishing.</li> </ol>																																																																																																														
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Supporting lecturer		Dr. Tjitjik Rahaju, M.Si. Muhammad Farid Ma'ruf, S.Sos., M.AP. Tauran, S.Sos., M.Soc.Sc. Badrudin Kurniawan, S.AP., M.AP. Galih Wahyu Pradana, S.A.P., M.Si. Melda Fadiyah Hidayat, M.P.A. Revienda Anita Fitri, S.I.P., M.P.A.					
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 understand the scope and objectives of Introduction to Public Administration	1.Explain the scope of Introduction to Public Administration Science 2.Explain the objectives of Introduction to Public Administration Science 3.Outlines the objectives of Introduction to Public Administration 4.Main criteria for Public Administration	<b>Criteria:</b> Assess understanding of the scope of public administration  <b>Form of Assessment :</b> Participatory Activities	Pulpit lectures, discussions and questions and answers 3 X 50		<b>Material:</b> Understanding the Scope of Public Administration <b>References:</b> <i>Peters, B. Guy et al. 2012. The Handbook of Public Administration. SAGE</i>  <b>Material:</b> Understanding the Scope of Public Administration <b>Reference:</b> <i>Indradi, Sjamsiar S.. 2016. Basics and Theory of Public Administration. Malang: Intrans Publishing.</i>  <b>Material:</b> Understanding the Scope of Public Administration <b>References:</b> <i>Thoha, Miftah. 2014 . Contemporary Public State Administration Science. Jakarta: Kencana Prenamedia Group</i>	5%
2	Students are able to explain the basic science of state administration	1.Explain the meaning of Introduction 2.Explain the meaning of Knowledge 3.Explain the meaning of Science 4.Explain the meaning of Art 5.Explain the meaning of Administration	<b>Criteria:</b> Through reviewing the history of the growth of state administration, students can distinguish the differences between ancient and modern state administration  <b>Form of Assessment :</b> Participatory Activities	Pulpit lectures, discussions and questions and answers 3 X 50		<b>Material:</b> Foundations of public administration science <b>References:</b> <i>Peters, B. Guy et al. 2012. Public Administration Handbook. SAGE</i>  <b>Material:</b> Foundations of public administration science <b>Reference:</b> <i>Indradi, Sjamsiar S.. 2016. Basics and Theory of Public Administration. Malang: Intrans Publishing.</i>	5%

3	Students are able to describe the relationship between state/public administration and political science, economics, sociology, anthropology, law, psychology	<ol style="list-style-type: none"> <li>1.Explain the relationship between State Administration and Political Science</li> <li>2.Explain the relationship between State Administration and Economics</li> <li>3.Explain the relationship between State Administration and Psychology and Social Psychology</li> <li>4.Explain the relationship between State Administration and Sociology</li> <li>5.Explain the relationship between State Administration and Anthropology</li> <li>6.Explain the relationship between State Administration and Legal Science</li> </ol>	<p><b>Criteria:</b> Assess understanding of the relationship between state/public administration and political science, economics, sociology, anthropology, law, psychology</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Pulpit lectures, discussions and questions and answers 3 X 50		<p><b>Material:</b> Relationship between Public Administration and other sciences</p> <p><b>References:</b> <i>Thoha, Miftah. 2010. Prime Diminctions of Public Administration Science. Jakarta; CV Rajawali.</i></p>	5%
4	Students are able to explain the principles of State Administration	<ol style="list-style-type: none"> <li>1.Explain what is meant by the principles of state administration</li> <li>2.Explain the dimensions of state administration</li> <li>3.explain the relationship between dimensions in public administration</li> </ol>	<p><b>Criteria:</b> Assess understanding of the principles of state administration</p> <p><b>Form of Assessment :</b> Portfolio Assessment</p>	Pulpit lecture/Q&A, 3 X 50 Literature Review		<p><b>Material:</b> Principles of <b>Library Administration:</b> <i>Henry, Nicholas. 2013. Public Administration and Public Affairs.</i></p>	5%
5	Students are able to explain various State Administration Theories	<ol style="list-style-type: none"> <li>1.Be able to state what is meant by theory</li> <li>2.Able to explain the function of theory in Public Administration</li> <li>3.Able to mention various Public Administration theories</li> <li>4.Able to provide a general description of various Public Administration Theories</li> </ol>	<p><b>Criteria:</b> Accuracy in mentioning various theories of Public Administration. Clarity in providing descriptions of various theories of Public Administration</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Pulpit lecture/Q&A, 3 X 50 Literature Review		<p><b>Material:</b> Public Administration Theories</p> <p><b>References:</b> <i>Frederickson, HG, Smith KB, 2012. The Public Administration Theory Primer. Westview Press</i></p>	5%

6	Students are able to explain various theories of public administration	<ol style="list-style-type: none"> <li>1.Be able to state what is meant by theory</li> <li>2.Able to explain the function of theory in Public Administration</li> <li>3.Able to mention various Public Administration theories</li> <li>4.Able to provide a general description of various Public Administration Theories</li> </ol>	<b>Criteria:</b> Analytical Rubric  <b>Form of Assessment :</b> Participatory Activities	Pulpit Lecture, Discussion 3 X 50		<b>Material:</b> various theories of public administration <b>Bibliography:</b> Henry, Nicholas. 2013. <i>Public Administration and Public Affairs</i> .	5%
7	Students explain the theory of state administration	<ol style="list-style-type: none"> <li>1.Be able to state what is meant by theory</li> <li>2.Able to explain the function of theory in Public Administration</li> <li>3.Able to mention various Public Administration theories</li> <li>4.Able to provide a general description of various Public Administration Theories</li> </ol>	<b>Criteria:</b> Analytical Rubric  <b>Form of Assessment :</b> Portfolio Assessment	Pulpit Lecture, Discussion 3 X 50	3 X 50	<b>Material:</b> state administration theory <b>References:</b> Frederickson, HG, Smith KB, 2012. <i>The Public Administration Theory Primer</i> . Westview Press	7%
8	Mastery of student knowledge about the meaning, scope, history of development, paradigm, relationship between public administration and other sciences, principles and theories of state administration	Mastering the material from meetings 1 to 7	<b>Criteria:</b> Test  <b>Form of Assessment :</b> Test	3 X 50 test		<b>Material:</b> Able to answer various questions on material 1-7 <b>References:</b> Thoha, Miftah. 2010. <i>Prime Dimensions of Public Administration Science</i> . Jakarta; CV Rajawali.	10%
9	Students are able to explain the types/types of public sector resources Students are able to explain the principles of managing public sector resources Students are able to explain methods of managing public resources	<ol style="list-style-type: none"> <li>1.Clarity in explaining what is meant by public sector resources</li> <li>2.Accuracy in mentioning public sector resources</li> <li>3.Clarity in outlining public sector resourcing principles</li> <li>4.Clarity in describing public sector resource management methods</li> </ol>	<b>Criteria:</b> Analytical rubric (non-test)  <b>Form of Assessment :</b> Participatory Activities	Lectures, Discussions, Questions and Answers 3 X 50	3 X 50	<b>Material:</b> types/types of public sector resources <b>References:</b> Thoha, Miftah. 2010. <i>Prime Dimensions of Public Administration Science</i> . Jakarta; CV Rajawali.	5%

10	Students are able to explain the concept of public policy Students are able to explain the public policy process Students are able to name public policy instruments Students are able to explain the meaning of participation in public policy	Clarity in outlining policy concepts Clarity in outlining the policy process Accuracy in mentioning policy instruments Clarity in outlining participation in policy	<b>Criteria:</b> Analytical rubric (non-test)  <b>Form of Assessment :</b> Participatory Activities	Face-to-face lectures, Discussion/Individual Assignments 3 X 50		<b>Material:</b> public policy concepts <b>References:</b> <i>Peters, B. Guy et al. 2012. The Handbook of Public Administration. SAGE</i>	5%
11	Students are able to name the types and characteristics of bureaucracy Students are able to explain the character and models of public service Students are able to explain the function and role of bureaucracy in public services	1.Accuracy in mentioning 2.Clarity in describing the character of bureaucracy 3.Clarity in outlining the public service model	<b>Criteria:</b> Analytical rubric (non-test)  <b>Form of Assessment :</b> Participatory Activities	Pulpit Lectures, Discussions, Questions and Answers 3 X 50		<b>Material:</b> types and characteristics of bureaucracy <b>Reference:</b> <i>Caiden, GC 2010. Public Administration. California: Palisades Publishers.</i>	5%
12	Students are able to name the types and characteristics of bureaucracy Students are able to explain the character and models of public service Students are able to explain the function and role of bureaucracy in public services	1.Accuracy in mentioning 2.Clarity in describing the character of bureaucracy 3.Clarity in outlining the public service model	<b>Criteria:</b> Analytical Rubric  <b>Form of Assessment :</b> Participatory Activities, Portfolio Assessment	Pulpit Lectures, Discussions, Questions and Answers 3 X 50		<b>Material:</b> types and characteristics of bureaucracy <b>References:</b> <i>Thoha, Miftah. 2010. Prime Dimensions of Public Administration Science. Jakarta; CV Rajawali.</i>	7%
13	Students are able to explain the importance of ethics, ethical principles in public administration Students are able to explain the importance of accountability in the public administration process Students are able to explain the meaning of administrative discretion	1.Clarity in explaining the importance of ethics 2.Clarity in explaining the importance of accountability	<b>Criteria:</b> Analytical rubric (non-test)  <b>Form of Assessment :</b> Participatory Activities, Portfolio Assessment	Pulpit lectures, discussions and questions and answers 3 X 50		<b>Material:</b> the importance of ethics, ethical principles in public administration <b>Reference:</b> <i>Frederickson, HG, 1997. The Spirit of Public Administration. San Francisco: Josey-Bass Publishers.</i>	7%
14	Students are able to explain the importance of ethics, ethical principles in public administration Students are able to explain the importance of accountability in the public administration process Students are able to explain the meaning of administrative discretion	1.Clarity in explaining the importance of ethics 2.Clarity in explaining the importance of accountability	<b>Criteria:</b> Analytical Rubric  <b>Form of Assessment :</b> Participatory Activities	Pulpit lectures, discussions and questions and answers 3 X 50		<b>Material:</b> the importance of ethics, ethical principles in public administration. <b>Reference:</b> <i>Henry, Nicholas. 2013. Public Administration and Public Affairs.</i>	7%
15	Students are able to explain the prospects of public administration. Students are able to mention the challenges of public administration	1.Clarity in outlining the prospects of public administration 2.Accuracy in mentioning public administration challenges	<b>Criteria:</b> Analytical rubric (non-test)  <b>Form of Assessment :</b> Participatory Activities, Portfolio Assessment	Pulpit lectures, discussions and questions and answers 3 X 50		<b>Material:</b> prospects for public administration <b>Reference:</b> <i>Frederickson, HG, 1997. The Spirit of Public Administration. San Francisco: Josey-Bass Publishers.</i>	7%
16	Students are able to explain the prospects of public administration. Students are able to mention the challenges of public administration	1.Clarity in outlining the prospects of public administration 2.Accuracy in mentioning public administration challenges	<b>Criteria:</b> Answers are explained appropriately  <b>Form of Assessment :</b> Test	3 X 50 test	Test	<b>Material:</b> Able to answer various questions on material 1-15 <b>References:</b> <i>Henry, Nicholas. 2013. Public Administration and Public Affairs.</i>	10%

### Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	57.5%
2.	Portfolio Assessment	22.5%
3.	Test	20%
		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.