



## **Universitas Negeri Surabaya Vocational Faculty D4 Culinary Management Study Program**

	SEMESTER LEARNING PLAN																		
Courses		CODE			C	ourse	Family	/			Cre	edit We	ight		SEMES	ΓER		ompilati ate	on
Management	Basics	623050206	63		E	intrepre	eneursh	nip			T=2	2 P=0	ECTS:	=3.18		1		oril 28, 023	
AUTHORIZA <sup>*</sup>	TION	SP Develo	per						Cou	rse Clu	ıster C	Coordin	ator		Study P	rogram	Coord	inator	
		Drs.Ec. Me	in Kha	rnolis,	M.SM				Prof.	Dr. Ma	arniati,	ММ			Lilis	Suland	ari, S.P	t., M.P.	
Learning model	Case Studies																		
Program	PLO study prog	jram which is ch	arged	to the	cours	se													
Learning Outcomes	Program Object	tives (PO)																	
(PLO)	PO - 1	CPMK 1 Able to u	ndersta	nd the	conce	pt and	meanir	ng of or	ganizat	tion, or	ganiza	tional p	rinciples	s, orgai	nizationa	l charac	teristics		
	PO - 2	CPMK 2 Able to u	ndersta	nd the	meani	ng, too	ls or co	mpone	ents and	d princi	ples of	fmana	gement						
	ndersta	nd the	meani	ng of n	nanage	r and le	eader, a	as well	as the	ir skills	indepen	dently	and resp	onsibly					
	PO - 4	CPMK 4 Able to understand the organization's external and internal environment as well as the organization's social responsibility towards the environment and society independently and responsibly																	
	PO - 5	CPMK 5 Able to understand and make plans correctly (measurable) and responsibly.																	
	PO - 6	CPMK 6 Able to understand how to make a decision correctly (measurably) and responsibly.																	
	PLO-PO Matrix																		
	PO Matrix at the	P.O PO-1 PO-2 PO-3 PO-4 PO-5 PO-6 PO-0 PO-1	rning	stage	(Sub-	PO) 4	5	6	7	8	Week 9	10	11	12	13	14	15	16	
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	I I	PO-2	1	ı	l	ı	1	ı					1	1	1	ı	ı	ı	

# Short Course Description

This course provides an understanding and study of the role of organization and management, as well as its application in the field of culinary arts. The discussion begins with the concepts of management, organization, management and managers, the organizational environment which is deepened by discussing managerial functions consisting of Planning, Organizing, Mobilizing and Supervising in an organization. The learning experience in this course is carried out with efforts to improve reasoning skills through solving problems/cases, communicating through activities in preparing reports, presentations and discussions, being independent, disciplined and responsible. The learning activity ended with each student providing practice in applying management functions in the work organization in the BPGA field through group discussions

### References

### Main:

PO-3 PO-4 PO-5 PO-6

- George R. Terry, Lislie W. Rue, 2013, Dasar-Dasar Manajemen, alih bahasa GA. Ticoalu. Jakarta: Bumi Aksara,
- Handoko, Hani T. Manajemen, Edisi2, BPFE, Yogjakarta, 2013. 3. George R. Terry, Prinsip-PrinsipManajemen, alih bahasa J. Smith, D. E. M. Bumi Aksara , Jakarta, 2012. James AF Stonner, R Edward F,Daniel R Gilbert JR, Manajemen, Sixth Edition, Printice Hall, Inc. USA, 1996.
- 4. Harold Koontz, C O 19Donnell, HeinzW, Manajemen, Alih Bahasa D Susilaradeya, Airlangga, 1986.

#### Supporters:

- Manullang. M, Dasar-Dasar Manajemen, Gadjah Mada University Press, 2012.
- Robbins, Stephen P, Couler Mary, Manajemen, Jilid 1 & 2, Edisi 7, Alih Bahasa T, Hermaya, Harry Slamet, PT. Indeks Group Gramedia, Jakarta , 2004.
- James AF Stonner, R Edward F,Daniel R Gilbert JR, Manajemen, Sixth Edition, Printice Hall, Inc. USA, 1996.
   Dessler, Gary. 2010. Manajemen Sumber Daya Manusia, Jilid 1. Edisi13. Ahlibahasa: Eli Tanya. Jakarta: PT. Indeks Kelompok Gramedia.
   Handoko, T. Hani.. 2011. Manajemen Personalia dan Sumber Daya Manusia, Edisi 2. Yogyakarta: BPFE.
- 6. [5] Rivai, Veithzal. 2011. Manajemen Sumber Daya Manusia Untuk Perusahaan : dari Teori ke Praktik. Jakarta: PT. Raja Grafindo Persada

Supporting lecturer

Prof. Dr. Any Sutiadiningsih, M.Si. Drs. Ec. Mein Kharnolis, M.SM.

Week-	Final abilities of each learning stage	Eval	uation	Help Lea Learning n Student Ass [ Estimate	nethods, ignments,	Learning materials [ References ]	Assessment Weight (%)
	(Sub-PO)	Indicator	Criteria & Form	Offline ( offline )	Online ( online )		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	1.Sub CPMK 1.1 Students are able to study and communicate the meaning of organization in their own words independently and responsibly after reading at least 3 different sources (C2C3A5) 2.Sub CPMK 1.2 Explain the principles of the organization in your own words independently and responsibly after reading at least 3 different sources (C2C3A5)	1.Sub CPMK 1.1.1 Able to examine or clarify the meaning of the organization (in writing) based on at least 3 different sources in your own words and correctly and on time (responsibility) 2.Sub CPMK 1.1.2 Able to communicate (orally) the results of their work (organizational understanding) quickly and confidently (responsibility) 3.Sub CPMK 2.1.1 Able to review or clarify organizational principles based on at least 3 different sources in your own words and correctly and on time (responsibility) 4.Sub CPMK 2.1.2 Able to communicate (orally) the results of their work (organizational principles) quickly and confidently (responsibility)	Criteria:  1. The assessment criteria are carried out by looking at aspects:  2.1. Participation: carried out by observing student activities (weight 2)  3.2. UTS: carried out with an assessment during the middle of the semester (weight 2)  4.3. UAS: carried out every semester to measure all indicators (weight 3)  5.4. Task: carried out on each indicator (weight 3)  6. Student Final Grade:  7. Participation Score (2) x Lever Score (3) x UTS Score (3) divided by 10.  Form of Assessment: Participatory Activities, Tests	Individually, students explore material from at least 3 different sources and find relevant material (initial information can be seen through the RPS). Review and conclude the material found. Present/communicate the results in front of fellow classmates, provide responses by other students and lecturers, and carry out follow-up actions ( correct notes by completing the sources). The results are written to a file (paperless) and uploaded with a set time limit of 2 X 50	Oral delivery of material and discussion of the material presented through 2 x 50 questions and answers	Material: ORGANIZATION Bibliography: James AF Stonner, R Edward F, Daniel R Gilbert JR, Management, Sixth Edition, Printice Hall, Inc. USA, 1996.	5%

2	1.Sub CPMK 2.1 Conclude and express the meaning of management in your own words independently and responsibly (C2C3A5) 2.Sub CPMK 2.2 Conclude and present management tools (components) in your own words independently and responsibly (C2C3A5) 3.Sub CPMK 2.3 Summarize and express management principles in your own words independently and responsibly (C2C3A5)	1.Sub CPMK 2.1.1 Conclude and express the meaning of management in your own words independently and responsibly (C2C3A5) 2.Sub CPMK 2.1.2 Able to communicate (orally) the results of their work (organizational understanding) quickly and confidently (responsibility) (C2C3A5) 3.Sub CPMK 2.2.1 Conclude and present management tools (components) in your own words independently and responsibly (C2C3A5) 4.Sub CPMK 2.2.2 Able to communicate (verbally) the results of their work (organizational understanding) quickly and confidently (responsibility) (C2C3A5) 5.Sub CPMK 2.3 Summarize and express management principles in your own words independently and responsibly	Criteria:  1. The assessment criteria are carried out by looking at aspects:  2.1. Participation: carried out by observing student activities (weight 2)  3.2. UTS: carried out with an assessment during the middle of the semester (weight 2)  4.3. UAS: carried out every semester to measure all indicators (weight 3)  5.4. Task: carried out on each indicator (weight 3)  6. Student Final Grade:  7. Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10.  Form of Assessment: Participatory Activities, Tests	Reviewing and concluding the material found (done at home/before lectures). Presenting/communicating the results in front of fellow classmates, providing responses by other students and lecturers, and carrying out follow-up actions (correcting notes by completing the sources). 2 X 50	Oral delivery of material and guided discussions in accordance with the material presented 2 X 50	Material: MANAGEMENT Bibliography: Robbins, Stephen P, Couler Mary, Management, Volume 1 & 2, Edition 7, Translated by T, Hermaya, Harry Slamet, PT. Gramedia Group Index, Jakarta, 2004.	5%

3	1.Students are	1.Sub CPMK	Criteria:	Examining and concluding	Oral delivery of	Material:	5%
	able to	3.1.1 Analyze,	1.The assessment	the material found	material and guided discussions in	MANAGEMENT	
	understand the	summarize and	criteria are	(exploring the material		and MANAGERS	
	differences	communicate	carried out by	and discussion) Presenting/communicating	accordance with the material presented	Bibliography: Robbins, Stephen	
	between	the differences	looking at	the results in front of	2 x 50	P, Couler Mary,	
	management	between	aspects:	fellow classmates,	2 X 30	Management,	
	and managers	management,	2.1. Participation:	providing responses by		Volume 1 & 2,	
	as well as the	managers and	carried out by	other students and		Edition 7,	
	skills that a	leadership in	observing	lecturers, and carrying out		Translated by T,	
	manager must	your own words	student activities	follow-up (correcting notes		Hermaya, Harry	
	have	independently	(weight 2)	by completing the		Slamet, PT.	
	2.Sub CPMK 3.1	and responsibly	3.2. UTS: carried	sources)		Gramedia Group	
	Analyze,	(C4C5A5)	out with an	2 X 50		Index, Jakarta,	
	summarize and	2.Sub CPMK 3.2	assessment			2004.	
	communicate	Find, clarify and	during the middle				
	the differences	express the	of the semester				
	between	levels of	(weight 2)				
	management,	managers in	4.3. UAS: carried				
	managers and	their own words	out every				
	leadership in	and be	semester to				
	your own words	responsible	measure all				
	independently	(C4C6C3A5)	indicators				
	and responsibly	3.Sub CPMK 3.3	(weight 3)				
	(C4C5A5)	Find, clarify and	5.4. Task: carried				
	3.Sub CPMK 3.2	communicate	out on each				
	Find, clarify and	managerial	indicator (weight				
	express the	skills in your	3) 6.Student Final				
	levels of	own words and					
	managers in	be responsible	Grade:				
	their own words	(C4C6C3A5) 4.Sub CPMK 3.4	7.Participation Score (2) x Lever			1	
	and be		Score (2) x Lever Score (3) x UTS			1	
	responsible	Find, clarify and	Score (2) x UAS				
	(C4C6C3A5) 4.Sub CPMK 3.3	communicate Leadership	Score (3) divided			1	
		skills in your	by 10.			1	
	Find, clarify and communicate	own words and	Бу 10.				
	managerial	be responsible	Form of Assessment				
	skills in your	(C4C6C3A5)	:				
	own words and	5.Sub CPMK 3.5	Participatory				
	be responsible	Find, clarify and	Activities, Tests				
	(C4C6C3A5)	communicate					
	5.Sub CPMK 3.4	the manager's					
	Find, clarify and	activities in his					
	communicate	own words and					
	Leadership	be responsible				1	
	skills in your	(C4C6C3A5)				1	
	own words and	, ,					
	be responsible					1	
	(C4C6C3A5)					1	
	6.Sub CPMK 3.5					1	
	Find, clarify and						
	communicate						
	the manager's						
	activities in his						
	own words and						
	be responsible						
	(C4C6C3A5)						
	7.Sub CPMK 3.6						
	Find, clarify and						
	communicate					1	
	Leader activities					1	
	in your own					1	
	words, correctly					1	
	and responsibly					1	
	(C4C6C3A5)					1	

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4	1.CPMK 4.1 Able	1.CPMK 4.1 Able	Criteria:	Examining and concluding	Oral delivery of	Material:	5%
	to examine,	to examine,	1.The assessment	the material found	material and discussion	ORGANIZATIONAL	
	conclude and	conclude and	criteria are	(exploring the material	of the material	ENVIRONMENT	
	express the	express the	carried out by	and discussion)	presented through	Reference:	
	characteristics	characteristics	looking at	Presenting/communicating the results in front of	2 x 50 questions and	Manullang. M, Basics of	
	of the	of the	aspects:	fellow classmates.	answers	Management,	
	organization's	organization's	2.1. Participation:	providing responses by		Gadjah Mada	
	external	external	carried out by	other students and		University Press,	
	environment in	environment in	observing	lecturers, and carrying out		2012.	
	one's own	one's own	student activities	follow-up (correcting notes		2012.	
	words, correctly	words, correctly	(weight 2)	by completing the			
	and responsibly	and responsibly	3.2. UTS: carried	sources)			
	(C4C3A5)	(C4C3A5)	out with an	2 X 50			
	2.CPMK 4.2 Able	2.CPMK 4.2 Able	assessment				
	to examine,	to examine,	during the middle				
	conclude and	conclude and	of the semester				
	express the	express the	(weight 2)				
	characteristics	characteristics	4.3. UAS: carried				
	of the	of the	out every				
	organization's	organization's	semester to				
	internal	internal	measure all				
	environment in	environment in	indicators				
	one's own	one's own	_ (weight 3)				
	words, correctly	words, correctly	5.4. Task: carried				
	and responsibly	and responsibly	out on each				
	(C4C3A5)	(C4C3A5)	indicator (weight				
	3.CPMK 4.3 Able	3.CPMK 4.3 Able	3)				
	to examine,	to examine,	6.Student Final				
	conclude and	conclude and	Grade:				
	express the	express the	7.Participation				
	organization's	organization's	Score (2) x Lever				
	social	social	Score (3) x UTS				
	responsibility	responsibility	Score (2) x UAS				
	towards the	towards the	Score (3) divided				
	environment	environment	by 10.				
	and society in	and society in	F				
	one's own	one's own	Form of Assessment				
	words, correctly	words, correctly	: Participatory				
	and responsibly	and responsibly	Activities, Tests				
	(C4C3A5)	(C4C3A5)	Activities, 18818				

5	1.CPMK 5.1 Able	1.CPMK 5.1 Able	Criteria:	Examining and concluding		Material:	5%
	to examine,	to examine,	<ol><li>The assessment</li></ol>	the material found	2 x 50	PLANNING	
	conclude the	summarize the	criteria are	(exploring the material		Bibliography:	
	meaning of	meaning of	carried out by	and discussion)		Manullang. M,	
	planning in your	planning in your	looking at	Presenting/communicating the results in front of		Basics of	
	own words,	own words,	aspects:	fellow classmates,		Management, Gadjah Mada	
	measurable and	measurable and	2.1. Participation:	providing responses by		University Press,	
	responsible	responsible	carried out by	other students and		2012.	
	(C4C3A5)	(C4C3A5).	observing	lecturers, and carrying out			
	2.CPMK 5.2 Able	2.CPMK 5.2 Able	student activities	follow-up (correcting notes			
	to clarify the	to clarify the	(weight 2)	by completing the			
	stages of	stages of	3.2. UTS: carried	sources)			
	planning, and	planning, and	out with an	2 X 50			
	compose	compose	assessment				
	examples in	examples in	during the middle				
	your own	your own	of the semester (weight 2)				
	words,	words,	4.3. UAS: carried				
	measurable and responsible	measurable and responsible	out every				
	(C4C3A5)	(C4C3A5)	semester to				
	3.CPMK 5.3 Able	3.CPMK 5.3 Able	measure all				
	to explain the	to explain the	indicators				
	characteristics	characteristics	(weight 3)				
	of good	of good	5.4. Task: carried				
	planning	planning	out on each				
	following	following	indicator (weight				
	examples in	examples in	3)				
	your own	your own	6.Student Final				
	words,	words,	Grade:				
	measurable and	measurable and	7.Participation				
	responsible	responsible	Score (2) x Lever				
	(C4C3A5)	(C4C3A5)	Score (3) x UTS				
	4.CPMK 5.4 Able	4.CPMK 5.4 Able	Score (2) x UAS				
	to explain the	to explain the	Score (3) divided				
	benefits of good	benefits of good	by 10.				
	planning in your	planning in your	Form of Assessment				
	own words,	own words,	Form of Assessment				
	measurable and	measurable and	Participatory				
	responsible	responsible	Activities, Tests				
	(C4C3A5) 5.CPMK 5.5 Able	(C4C3A5) 5.CPMK 5.5 Able					
	to explain the	to explain the					
	good, bad, good	good, bad, good					
	planning in your	planning in your					
	own words,	own words,					
	measurable and	measurable and					
	responsible	responsible					
	(C4C3A5)	(C4C3A5)					
	6.CPMK 5.6 Able	6.CPMK 5.6 Able					
	to explain the	to explain the					
	factors that	factors that					
	cause failure of	cause failure of					
	a plan in your	a plan in your					
	own words,	own words,					
	measurable and	measurable and					
	responsible	responsible					
	(C4C3A5)	(C4C3A5)					

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6	1.Sub CPMK 6.1 Able to clarify, summarize the meaning of decisions in your own words, measurable and responsible (C4C5A5) 2.Sub CPMK 6.2 Able to clarify, summarize the decision making process in your own words, measurable and responsible (C4C5A5) 3.Sub CPMK 6.3 Able to clarify, summarize decision making techniques in your own words, measurable and responsible (C4C5A5) 4.Sub CPMK 6.4 Able to clarify, distinguish symptoms and problems in your own words, measurable and responsible (C4C3A5) 5.Sub CPMK 6.5 Able to explain the differences in types of decisions in your own words, measurable and responsible (C4C5A5)	1.Sub CPMK 6.1 Able to clarify, summarize the meaning of decisions in your own words, measurable and responsible (C4C5A5) 2.Sub CPMK 6.2 Able to clarify, summarize the decision making process in your own words, measurable and responsible (C4C5A5) 3.Sub CPMK 6.3 Able to clarify, summarize decision making techniques in your own words, measurable and responsible (C4C5A5) 4.Sub CPMK 6.4 Able to clarify, distinguish symptoms and problems in your own words, measurable and responsible (C4C5A5) 5.Sub CPMK 6.5 Able to explain the differences in types of decisions in your own words, measurable and responsible (C4C5A5) 5.sub CPMK 6.5 Able to explain the differences in types of decisions in your own words, measurable and responsible (C4C5A5)	4.3. UAS: carried out every semester to measure all indicators (weight 3) 5.4. Task: carried out on each indicator (weight	Examining and concluding the material found (exploring the material and discussion) Presenting/communicating the results in front of fellow classmates, providing responses by other students and lecturers, and carrying out follow-up (correcting notes by completing the sources) 2 X 50	Oral delivery of material and guided discussions in accordance with the material presented 2 X 50	Material: DECISION MAKING Bibliography: Robbins, Stephen P, Couler Mary, Management, Volumes 1 & 2, Edition 7, Translated by T, Hermaya, Harry Slamet, PT. Gramedia Group Index, Jakarta, 2004.	5%
7	Students are able to understand communication, communication goals, communication functions and how to overcome communication barriers.	- Explain the meaning of communication - Explain good communication techniques Explain the flow of communication in the organization Explain the inhibiting factors in communication Explain ways to overcome barriers in communication.	Criteria:  1. The assessment criteria are carried out by looking at aspects:  2.1. Participation: carried out by observing student activities (weight 2)  3.2. UTS: carried out with an assessment during the middle of the semester (weight 2)  4.3. UAS: carried out every semester to measure all indicators (weight 3)  5.4. Task: carried out on each indicator (weight 3)  6. Student Final Grade:  7. Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10.	Group discussion presentation 2 X 50		Material: COMMUNICATION Reader: Manullang. M, Basics of Management, Gadjah Mada University Press, 2012.	5%

9	MIDTERM EXAM	Students can answer the questions on the test	Criteria:  1. The assessment criteria are carried out by looking at aspects:  2.1. Participation: carried out by observing student activities (weight 2)  3.2. UTS: carried out with an assessment during the middle of the semester (weight 2)  4.3. UAS: carried out every semester to measure all indicators (weight 3)  5.4. Task: carried out on each indicator (weight 3)  6. Student Final Grade: 7. Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10.  Form of Assessment: Participatory Activities, Tests	Oral delivery of	Material: MIDDLE SEMESTER EXAMINATION Bibliography: James AF Stonner, R Edward F, Daniel R Gilbert JR, Management, Sixth Edition, Printice Hall, Inc. USA, 1996.	15%
9	Students are able to understand organizing and creating an organizational structure for dividing work.	- Explain the meaning of organizing Explain the division of work in the organization Explain departmentalization - Explain the parts in the organizational structure	Criteria:  1. The assessment criteria are carried out by looking at aspects: 2.1. Participation: carried out by observing student activities (weight 2) 3.2. UTS: carried out with an assessment during the middle of the semester (weight 2) 4.3. UAS: carried out every semester to measure all indicators (weight 3) 5.4. Task: carried out on each indicator (weight 3) 6. Student Final Grade: 7. Participation Score (2) x Lever Score (3) x UTS Score (3) divided by 10.  Form of Assessment:	Oral delivery of material and discussion of the material presented through 2 x 50 questions and answers	Material: ORGANIZATION Bibliography: Handoko, Hani T. Management, Edition 2, BPFE, Yogjakarta, 2013. 3. George R. Terry, Principles of Management, translated by J. Smith, DEM Bumi Aksara, Jakarta, 2012.	5%

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10	Students are able to understand Authority and Power	- Explaining Authority - Explaining Power - Explaining the manager's authority and influence	Criteria:  1. The assessment criteria are carried out by looking at aspects:  2.1. Participation: carried out by observing student activities (weight 2)  3.2. UTS: carried out with an assessment during the middle of the semester (weight 2)  4.3. UAS: carried out every semester to measure all indicators (weight 3)  5.4. Task: carried out on each indicator (weight 3)  6. Student Final Grade:  7. Participation Score (2) x Lever Score (3) x UTS Score (3) divided by 10.  Form of Assessment: Participatory Activities, Tests	Presentation and group discussion 2 X 50		Material: AUTHORITY AND POWER Bibliography: James AF Stonner, R Edward F, Daniel R Gilbert JR, Management, Sixth Edition, Printice Hall, Inc. USA, 1996.	5%
11	Students are able to understand how Human Resources selection organizes promotion and transfer training staff	- Explain the methods of HR selection - Explain the sources of labor Explain how to organize staff Explain how to train new and old employees Explain promotions and transfers	looking at	Presentation and group discussion 2 X 50	Oral delivery of material and discussion of the material presented through 2 x 50 questions and answers	Material: HUMAN RESOURCE MANAGEMENT Bibliography: James AF Stonner, R Edward F, Daniel R Gilbert JR, Management, Sixth Edition, Printice Hall, Inc. USA, 1996.	0%

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12	Students are able to understand how to motivate employees	- Explain motivation theories Explain about compensation Explaining rewards and bonuses.	Criteria:  1. The assessment criteria are carried out by looking at aspects:  2.1. Participation: carried out by observing student activities (weight 2)  3.2. UTS: carried out with an assessment during the middle of the semester (weight 2)  4.3. UAS: carried out every semester to measure all indicators (weight 3)  5.4. Task: carried out on each indicator (weight 3)  6. Student Final Grade:  7. Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10.  Form of Assessment: Participatory Activities, Tests			Material: MOTIVATION Bibliography: Robbins, Stephen P, Couler Mary, Management, Volume 1 & 2, Edition 7, Translated by T, Hermaya, Harry Slamet, PT. Gramedia Group Index, Jakarta, 2004.	5%
13	Students are able to understand how to lead	- Explain the definition of leadership Explain theories about leadership.	Criteria:  1. The assessment criteria are carried out by looking at aspects:  2.1. Participation: carried out by observing student activities (weight 2)  3.2. UTS: carried out with an assessment during the middle of the semester (weight 2)  4.3. UAS: carried out every semester to measure all indicators (weight 3)  5.4. Task: carried out on each indicator (weight 3)  6. Student Final Grade:  7. Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10.  Form of Assessment:  Participatory Activities, Tests		Oral delivery of material and discussion of the material presented through 2 x 50 questions and answers	Material: LEADERSHIP Bibliography: James AF Stonner, R Edward F, Daniel R Gilbert JR, Management, Sixth Edition, Printice Hall, Inc. USA, 1996.	5%

14	Students are able to understand various leadership styles and the characteristics of a leader	- Explain the various leadership styles Explain the various characteristics of leaders	Criteria:  1. The assessment criteria are carried out by looking at aspects:  2.1. Participation: carried out by observing student activities (weight 2)  3.2. UTS: carried out with an assessment during the middle of the semester (weight 2)  4.3. UAS: carried out every semester to measure all indicators (weight 3)  5.4. Task: carried out on each indicator (weight 3)  6. Student Final Grade: 7. Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10.  Form of Assessment: Participatory Activities, Tests	Presentation and group discussion 2 X 50		Material: LEADERSHIP Bibliography: James AF Stonner, R Edward F, Daniel R Gilbert JR, Management, Sixth Edition, Printice Hall, Inc. USA, 1996.	5%
15	Students are able to understand how to supervise activities within an organization. Able to explain monitoring techniques -	Explain the definition of supervision Explain the monitoring process Explain the types of supervision techniques Explain supervision standards Explain the relationship between the monitoring function and planning.	Criteria:  1. The assessment criteria are carried out by looking at aspects:  2.1. Participation: carried out by observing student activities (weight 2)  3.2. UTS: carried out with an assessment during the middle of the semester (weight 2)  4.3. UAS: carried out every semester to measure all indicators (weight 3)  5.4. Task: carried out on each indicator (weight 3)  6. Student Final Grade:  7. Participation Score (2) x Lever Score (3) x UTS Score (2) x UAS Score (3) divided by 10.  Form of Assessment: Participatory Activities, Tests	Practice discussion and reflection 2 X 50		Material: SUPERVISION Bibliography: James AF Stonner, R Edward F, Daniel R Gilbert JR, Management, Sixth Edition, Printice Hall, Inc. USA, 1996.	5%
16			Form of Assessment: Project Results	2 X 50	2 x 50		20%
			Assessment / Product Assessment, Test				

## **Evaluation Percentage Recap: Case Study**

No	Evaluation	Percentage
1.	Participatory Activities	37.5%
2.	Project Results Assessment / Product Assessment	10%
3.	Test	47.5%
		95%

#### 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
- 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.

  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.