	Universitas Negeri Surabaya Faculty of Vocational Studies D4 Public Administration Study Program	Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Job Analysis	6330103041		T=1	P=0	ECTS=1.59	2	July 17, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
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Learning model	**Project Based Learning**

Program Learning Outcomes (PLO)	**PLO study program that is charged to the course**	
	PLO-7	demonstrate a responsible attitude towards work in their field of expertise independently
	PLO-14	Mastering knowledge about the concepts and practices of organizations, management and public sector policies
	Program Objectives (PO)	
	PO - 1	Mastering knowledge about the concepts and practices of job analysis
	PO - 2	Able to carry out job analysis and produce job information documents
	PO - 3	Able to carry out job analysis and produce job information documents
	PLO-PO Matrix	

P.O	PLO-7	PLO-14
PO-1		
PO-2		
PO-3		

PO Matrix at the end of each learning stage (Sub-PO)

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																

Short Course Description	This course contains a study of the meaning of job analysis, the importance of job analysis, the scope of job analysis, job analysis methods and job information items. practicum instructions in learning job analysis which is oriented towards student activity/activity; Learning activities include practical/simulation activities that measure the achievement of learning competencies using a project based learning approach with inquiry, discussion, question and answer, assignment methods. Assessment is carried out by performance, written tests and job information portfolios
References	**Main :**

		1. Moekijat.1998.Analisis Jabatan.Mandar Maju 2. Badan KepegawaianNegara. 2014. Handoutpada Diklat Kepegawaian bagi DosenD3 Administrasi Publik bekerja sama dengan BKN Kanreg II Jawa Timur 3. Thoha, Miftah. 2014. 1CManajemen Kepegawaian Sipil di Indonesia 1D . Edisi 4. Pranada Media Group. Jakarta. 4. Moekijat, 2009. 1CAdministrasi Kepegawaian NegaraIndonesia 1D . Mandar Maju 5. Erich P. Prien, Leonard D. Goodstein, Jeanette Goodstein, and Louis G. Gamble, Jr. 2009, A PRACTICAL GUIDE TO JOB ANALYSIS. Pfeiffer, San Fransisco				

Supporters:

1. Pemenpan No. 1 Tahun 2020 tentang Analisis Jabatan dan Analisis Beban Kerja
2. Human Resource Management for Vocational Programs Based on Recruitment and Selection Patterns

Supporting lecturer	Dr. Prasetyo Isbandono, S.Sos., M.Si. Dr. Weni Rosdiana, S.Sos., M.AP. Dr. Haryo Kunto Wibisono, S.AP., M.AP. Gading Gamaputra, S.AP., MPA. Noviyanti, S.AP., M.AP.

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			**Form of Assessment** : Participatory Activities	- Pulpit lecture - Question and answer. Discussion 3 X 50			5%
2	Students are able to understand the purpose and use of job analysis	explain the purpose and use of job analysis		- Pulpit lecture - Question and answer. - Discussion 3 X 50			0%
3	Students are able to understand the scope of anjab	Explain the scope of anjab		- Pulpit lecture - Question and answer discussion 3 X 50			0%
4	Students are able to understand the types of job analysis	Explain the types of anjab		- Pulpit lecture - Question and answer discussion 3 X 50			0%
5	Students are able to understand the principles and procedures of job analysis	explain the principles of anjab - explain the anjab procedure		Pulpit lecture - questions and answers - Discussion 3 X 50			0%
6	Students are able to understand job analysis methods	-explain the job analysis method		Pulpit lecture - questions and answers - Discussion 3 X 50			0%
7	Students are able to understand job analysis methods	-explain the job analysis method		Pulpit lecture - questions and answers - Discussion 3 X 50			0%
8	Students understand the material in meetings 1-7	Able to explain meeting material 1-7		Written exam (UTS) 1 X 50			0%
9	Students are able to understand job identity	- Explaining job identities. Practice developing job identities		- Lecture - Discussion - Demonstration 3 X 50			0%
10	Students are able to understand the job description	- Explaining job descriptions - Practice preparing job descriptions		- Lecture - Discussion - Performance Demonstration 3 X 50			0%

No							
11	Students are able to understand the job description	- - Explaining job descriptions - Practice preparing job descriptions		- Lecture - Discussion - Performance Demonstration 3 X 50			0%
12	Students are able to understand the job requirements	explaining job requirements - the practice of drafting job requirements		- Pulpit lecture - Question and answer discussion 3 X 50			0%
13	Students are able to understand the job requirements	explaining job requirements - the practice of drafting job requirements		- Pulpit lecture - Question and answer discussion 3 X 50			0%
14	Students are able to compile job information	- Apply job analysis methods. Prepare job information presentations		- 3 X 50 Performance Demonstration			0%
15	Students are able to compile job information	- Apply job analysis methods. Prepare job information presentations		- 3 X 50 Performance Demonstration			0%
16	FINAL EXAMS			3 X 50			0%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	5%
		5%

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** 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.
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.