



**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																																																																																																				
Introduction to Public Administration Science	xx63401030845	Compulsory Study Program Subjects	T=0	P=0	ECTS=0	1	August 31, 2023																																																																																																				
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator																																																																																																					
	Dr. Haryo Kunto Wibisono, S.AP, M.AP		Noviyanti, S.AP, M.AP			Dr. Weni Rosdiana, S.Sos., M.AP.																																																																																																					
Learning model	Case Studies																																																																																																										
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																																																																										
	Program Objectives (PO)																																																																																																										
	PO - 1	Demonstrate a responsible attitude towards work in their field of expertise independently																																																																																																									
	PO - 2	Mastering knowledge about the concepts and practices of organizations, management and public sector policies																																																																																																									
	PO - 3	Able to carry out the formulation, implementation and evaluation of policies in the field of public sector personnel.																																																																																																									
	PO - 4	Able to apply logical, critical, innovative, quality and measurable thinking in carrying out specific work in accordance with applicable competency standards.																																																																																																									
	PLO-PO Matrix																																																																																																										
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PO Matrix at the end of each learning stage (Sub-PO)																																																																																																											
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Short Course Description	This course is an introduction to the basic concepts of state administration and its application to the substance and scope of state administration through identifying the characteristics of state administration, the relationship between administration and various scientific disciplines, the scope of state administration, comparing state administration and commercial administration, state administration paradigms, history thinking and development of state administration, schools of state administration, and their development in state life.																																																																																																										
References	Main :																																																																																																										
	<ol style="list-style-type: none"> 1. Sukidin dan Damai Damadi. 2011. Administrasi Publik. Yogyakarta: Laksbang Press Indo 2. Syahfri, H. Wirman. 2012. Studi tentang Administrasi Publik. Jakarta: Erlangga 3. Pasolong, Harbani. 2011. Teori Administrasi Publik. Bandung: Alfabeta 4. Ibrahim, H. Amin. 2008. Pokok-Pokok Administrasi Publikdan Implementasinya. Bandung: Refika Aditama 5. Keban, Yermias T. 2004. Enam Dimensi Strategis Administrasi Publik: Konsep, Teori, dan Isu.Yogayakarta: Gava Media 6. Zauhar, Soesilo. 1996. Administrasi Publik. Malang: IKIP Malang 7. Jurnal Ilmu Administrasi Publik 8. Modul ajar PIAN 																																																																																																										
	Supporters:																																																																																																										

Supporting lecturer		Dr. Prasetyo Isbandono, S.Sos., M.Si. Dian Arlupi Utami, S.Sos., M.AP. Dr. Weni Rosdiana, S.Sos., M.AP. Yuni Lestari, S.AP., M.AP. Dr. Haryo Kunto Wibisono, S.AP., M.AP. 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	Understand basic administration concepts	Students can: 1. Explain the importance of administration narrowly and broadly, administration critically and responsibly. 2. Explain administration as an art or science and the important aspects of administration as an object of study in Administrative Science. 3. Describe orally and in writing the processes, elements and principles of administration. 4. Identify the differences between the terms, scope and functions of administration and management creatively and reflectively.	Form of Assessment : Participatory Activities	Pulpit lecture, and questions and answers 3 X 50			5%
2	Understand basic administration concepts	Students can: 1. Explain the importance of administration narrowly and broadly, administration critically and responsibly. 2. Explain administration as an art or science and the important aspects of administration as an object of study in Administrative Science. 3. Describe orally and in writing the processes, elements and principles of administration. 4. Identify the differences between the terms, scope and functions of administration and management creatively and reflectively.	Form of Assessment : Participatory Activities	Pulpit lecture, and questions and answers 3 X 50			5%
3	Understand the importance and basic concepts of state/public administration	Students can: 1. State the importance of the state critically and responsibly. 2. Explain the shift in meaning from state to public. 3. Explore the importance of state/public administration. 4. Explain the functions, principles and dimensions of state administration.	Form of Assessment : Participatory Activities	Pulpit lecture, and questions and answers 3 X 50			5%
4	Understand the relationship between state administration and other scientific disciplines.	Students can: 1. Explain the relationship between state administration and other scientific disciplines. Explain the role of state administration	Form of Assessment : Participatory Activities	Pulpit lecture and questions and answers 3 X 50			4%

5	Understand the scope of state/public administration and its application	Students can: 1. Explain the meaning and analyze the application of public services. 2. Explain the meaning and analyze the application of public organizations. 3. Explain the meaning and analyze the application of public management. Explain the meaning and analyze the implementation of public policy.	Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment, Practice / Performance, Tests	Pulpit lecture and questions and answers 3 X 50			5%
6	Comparing state/public administration and commercial/private administration	1. Students can: Identify the uniqueness of state/public administration critically and responsibly. 2. Identify the uniqueness of commercial/private administration critically and responsibly. 3. Identifying similarities between public administration and private administration creatively and reflectively. 4. Identify the differences between state administration and commercial administration.	Form of Assessment : Participatory Activities	3 X 50			5%
7	Understand the state administration paradigm	Students can: 1. Explain the meaning of paradigm 2. Explain the focus and locus of state administration. 3. Describe the state administration paradigm according to Nicholas Henry.	Forms of Assessment : Participatory Activities, Practice/Performance, Tests	Pulpit lectures, presentations and group discussions 3 X 50			0%
8	MIDTERM EXAM		Form of Assessment : Test	2 X 38			20%
9	Understand the state administration paradigm	Students can: 1. Describe the state administration paradigm according to Frederickson. 2. Shift in the paradigm of public administration.	Form of Assessment : Participatory Activities	Presentation and group discussion 3 X 50			5%
10	Understand the history of thought and development of state administration	Students can: 1. Explain the OPA paradigm 2. Explain the NPM paradigm 3. Explain the NPS paradigm 4. Explain the Governance paradigm		Presentations and group discussions, pulpit lectures 3 X 50			5%
11	Understand the history of thought and development of state administration	Students can: 1. Explain the OPA paradigm 2. Explain the NPM paradigm 3. Explain the NPS paradigm 4. Explain the Governance paradigm	Form of Assessment : Participatory Activities	Presentations and group discussions, pulpit lectures 3 X 50			5%
12	Understand the history of thought and development of state administration	Students can: 1. Explain the OPA paradigm 2. Explain the NPM paradigm 3. Explain the NPS paradigm 4. Explain the Governance paradigm	Form of Assessment : Participatory Activities	Presentations and group discussions, pulpit lectures 3 X 50			0%
13	Understand the school of state administration	Students can: 1. Describe the school of state administration according to CL. Sharma. 2. Describe the school of state administration according to Gerald Caiden.	Form of Assessment : Participatory Activities	Pulpit lecture and questions and answers, 3 X 50 discussions			5%

14	Understand the school of state administration	Students can: 1. Describe the school of state administration according to CL. Sharma. 2. Describe the school of state administration according to Gerald Caiden.	Form of Assessment : Participatory Activities	Pulpit lecture and questions and answers, 3 X 50 discussions			0%
15	Analyzing the development of state/public administration in national and state life	Students can: 1. Identify the development of state administration paradigms in national and state life critically and responsibly. 2. Critically analyze its application creatively and reflectively.	Form of Assessment : Participatory Activities	Group discussion 3 X 50			5%
16	FINAL EXAMS		Form of Assessment : Test	2 X 45			30%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	45.25%
2.	Project Results Assessment / Product Assessment	1.25%
3.	Practice / Performance	1.25%
4.	Test	51.25%
		99%

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.**