



**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																																																		
Public Sector HRM	6330102033		T=1	P=0	ECTS=1.59	1	July 4, 2022																																																		
AUTHORIZATION		SP Developer	Course Cluster Coordinator			Study Program Coordinator																																																			
		Agus Prastyawan	Prasetyo Isbandono			Dr. Weni Rosdiana, S.Sos., M.AP.																																																			
Learning model	Case Studies																																																								
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																								
	PLO-5	Have devotion to God Almighty and be able to show a religious attitude																																																							
	Program Objectives (PO)																																																								
	PO - 1	Sub-CPMK1: Students are able to explain HRM as a science.																																																							
	PLO-PO Matrix																																																								
		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">P.O</td> <td colspan="6" style="padding: 5px;">PLO-5</td> </tr> <tr> <td style="padding: 5px;">PO-1</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </table>						P.O	PLO-5						PO-1																																										
P.O	PLO-5																																																								
PO-1																																																									
PO Matrix at the end of each learning stage (Sub-PO)																																																									
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">P.O</td> <td colspan="16" style="padding: 5px;">Week</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">1</td> <td style="padding: 5px;">2</td> <td style="padding: 5px;">3</td> <td style="padding: 5px;">4</td> <td style="padding: 5px;">5</td> <td style="padding: 5px;">6</td> <td style="padding: 5px;">7</td> <td style="padding: 5px;">8</td> <td style="padding: 5px;">9</td> <td style="padding: 5px;">10</td> <td style="padding: 5px;">11</td> <td style="padding: 5px;">12</td> <td style="padding: 5px;">13</td> <td style="padding: 5px;">14</td> <td style="padding: 5px;">15</td> <td style="padding: 5px;">16</td> </tr> <tr> <td style="padding: 5px;">PO-1</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </table>						P.O	Week																	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1																
P.O	Week																																																								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																																									
PO-1																																																									
Short Course Description	This course provides comprehensive knowledge about Human Resources Management as well as the main points in the field of human resources. In this way, it is hoped that students will gain an understanding of various basic concepts and applications of HRM as preparation for entering the world of work																																																								
References	Main :																																																								
	<ol style="list-style-type: none"> 1. Anggara, Sahya. 2016. Administrasi Kepegawaian Negara. Bandung: Pustaka Setia 2. UU No. 5 Tahun 2014 tentang Aparatur Sipil Negara 3. PERATURAN PEMERINTAH REPUBLIK INDONESIA NOMOR 11 TAHUN 2017 TENTANG MANAJEMEN PEGAWAI NEGERI SIPIL 																																																								
	Supporters:																																																								
	<ol style="list-style-type: none"> 1. Zainal, Veithzal Rivai dkk, 2015, Manajemen Sumber Daya Manusia untuk Perusahaan : Dari Teori ke Praktik, RajaGrafindo Persada 																																																								
Supporting lecturer	Dr. Prasetyo Isbandono, S.Sos., M.Si. Dr. Agus Prastyawan, S.Sos., M.Si. Lena Citra Manggalasari,, M.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 are able to explain HRM as a science	able to understand the relationship between HR and public sector organizations	Form of Assessment : Participatory Activities	- Pulpit lecture - Question and answer. - Discussion 2 X 50		Material: - Understanding public sector organizations - the role of HR in public sector organizations - HR from an HRM (Human Resource Management) perspective - HR from an HCM (Human Capital Management) perspective - The role of HR in public sector organizations (Indonesian case) References: <i>Law no. 5 of 2014 concerning State Civil Apparatus</i>	5%
2	Students are able to explain the scope of HRM	explain the scope of HRM	Form of Assessment : Participatory Activities	- Pulpit lecture - Question and answer. - Discussion 2 X 50		Material: - Definition and function of HRM - HRM of public sector organizations - Classification of public sector HR References: <i>GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 11 OF 2017 CONCERNING CIVIL SERVANT MANAGEMENT</i>	5%
3	Students are able to explain competitive advantages through HRM.	understand the approach in public sector HRM in Indonesia	Form of Assessment : Participatory Activities		Lecture pulpit Discussion Simulation 2 X 50		5%
4	Students are able to explain competitive advantages through HRM.	understand the approach in public sector HRM in Indonesia	Form of Assessment : Participatory Activities		Lecture pulpit Discussion Simulation 2 X 50		5%
5	Students are able to make personnel plans	understand and explain HR needs, HR formation and HR recruitment and selection	Criteria: Arrange human resources requirements Form of Assessment : Participatory Activities, Practice/Performance	Lecture pulpit Discussion Simulation 2 X 50		Material: personnel planning Reference: <i>Law no. 5 of 2014 concerning State Civil Apparatus</i> Material: - HR needs analysis - HR formation - HR recruitment - HR selection processes and methods - HR recruitment and selection (cases in Indonesia) References:	5%

6	Students are able to make personnel plans	understand and explain HR needs, HR formation and HR recruitment and selection	Criteria: Arrange human resources requirements Form of Assessment : Participatory Activities, Practice/Performance	Lecture pulpit Discussion Simulation 2 X 50		Material: personnel planning Reference: <i>Law no. 5 of 2014 concerning State Civil Apparatus</i> Material: - HR needs analysis - HR formation - HR recruitment - HR selection processes and methods - HR recruitment and selection (cases in Indonesia) References:	5%
7	Students are able to understand employee orientation/placement	understand and explain the principles, stages of HR appointment and HR placement	Form of Assessment : Participatory Activities	Lecture pulpit Discussion 2 X 50		Material: - Appointment of HR as CPNS and PNS - Appointment in structural and functional positions - Requirements for appointing civil servants in positions - HR Orientation - Principles of HR placement Reference: <i>GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 11 OF 2017 CONCERNING CIVIL SERVANT MANAGEMENT</i>	5%
8			Criteria: 1.Question number 1 score: 25 2.Question number 2 score: 25 3.Question number 3 score: 25 4.Question number 4 score: 25 Form of Assessment : Test	Written Test 2 x 50		Material: Able to formulate human resource management plans Reference: <i>GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 11 OF 2017 CONCERNING CIVIL SERVANT MANAGEMENT</i>	15%

9	Students are able to explain and develop HR development programs	understand and explain HR development targets, types of HR development and HR development methods	Form of Assessment : Participatory Activities	Pulpit lecture Questions and answers Discussion 2 x 50		Material: - Development concepts and targets - types of HR development - development of HR potential - HR career development - development of HR Ethics - HR development methods - HR development (Case in Indonesia) References: <i>Zainal, Veithzal Rivai et al, 2015, Resource Management People for Companies: From Theory to Practice, RajaGrafindo Persada</i>	5%
10	Students are able to understand the concept of HR performance assessment, HR assessment methods and the development of public sector HR performance indicators	Able to understand & explain the concept of HR performance assessment, HR assessment methods and development of public sector HR performance indicators	Form of Assessment : Participatory Activities	Lecture pulpit Discussion 2 X 50		Material: - Concepts and indicators for HR performance assessment - HR performance assessment methods - Development of public sector HR performance indicators References: <i>GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 11 OF 2017 CONCERNING CIVIL SERVANT MANAGEMENT</i>	5%
11	Students are able to understand HR development which includes corps spirit development and the HR code of ethics as well as career development and systems	understand and explain coaching and career systems. Understand & explain the concept of rank, types of promotions and conditions for promotion	Form of Assessment : Participatory Activities	Pulpit lecture Questions and answers Discussion Simulation 2 x 50		Material: - HR Discipline - Development of esprit de corps and code of ethics for HR - Development and career system Reference: <i>GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 11 OF 2017 CONCERNING CIVIL SERVANT MANAGEMENT</i>	5%

12	Students are able to understand the concept of rank, the types of promotion and the requirements for promotion	Understand & explain the concept of rank, various types of promotion and conditions for promotion	Form of Assessment : Participatory Activities	Pulpit lecture Question and answer Discussion Simulation 2 X 50		Material: promotions and transfers References: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 11 OF 2017 CONCERNING CIVIL SERVANT MANAGEMENT <hr/> Material: promotion and transfer Reference: Law no. 5 of 2014 concerning State Civil Apparatus	5%
13	Students are able to understand the concept of rank, the types of promotion and the requirements for promotion	Understand & explain the concept of rank, various types of promotion and conditions for promotion	Form of Assessment : Participatory Activities	Pulpit lecture Question and answer Discussion Simulation 2 X 50		Material: promotions and transfers References: GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 11 OF 2017 CONCERNING CIVIL SERVANT MANAGEMENT <hr/> Material: promotion and transfer Reference: Law no. 5 of 2014 concerning State Civil Apparatus	5%

14	Students are able to understand the concept of HR motivation and compensation	Understand & explain the concept of HR motivation and compensation	Form of Assessment : Participatory Activities, Portfolio Assessment	Presentation, Discussion 2 X 50		<p>Material: - HR motivation concept - HR motivation system - Concept and types of compensation - Compensation principles - Basics of compensation - Compensation system in HR</p> <p>Reference: <i>GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 11 OF 2017 CONCERNING CIVIL SERVANT MANAGEMENT</i></p> <hr/> <p>Material: - HR motivation concept - HR motivation system - Concept and types of compensation - Compensation principles - Basics of compensation - Compensation system in HR</p> <p>Reference: <i>Zainal, Veithzal Rivai et al, 2015, Human Resource Management for Companies: From Theory to Practice, RajaGrafindo Persada</i></p>	5%
15	Students are able to understand the system for dismissal (retirement) for HR	understand and explain the system for dismissal (retirement) for HR	Form of Assessment : Participatory Activities, Portfolio Assessment	Presentation, Discussion 2 X 50		<p>Material: - The concept of dismissal - the basics of dismissal / employment regulations - types, types and causes of HR dismissal</p> <p>Reference: <i>Law no. 5 of 2014 concerning State Civil Apparatus</i></p> <hr/> <p>Material: - The concept of dismissal - the basics of dismissal / employment regulations - types, types and causes of HR dismissal</p> <p>Reference: <i>GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 11 OF 2017 CONCERNING CIVIL SERVANT MANAGEMENT</i></p>	5%

16	<p>1.Sub-CPMK 2: Students are able to explain the development of HRM and identify the development of HRM</p> <p>2.Sub-CPMK 4: Students are able to explain competitive advantages through HRM.</p> <p>3.Sub-CPMK 5: Students are able to make personnel plans</p> <p>4.Sub-CPMK 6: Students are able to understand employee orientation/placement</p> <p>5.Sub-CPMK 9: Students are able to explain and develop HR development programs</p> <p>6.Sub-CPMK 10: Describes the various reward systems received by employees</p> <p>7.Sub-CPMK 11: Students are able to understand promotions and transfers</p> <p>8.Sub-CPMK 13: Students are able to explain maintaining relationships with employees through providing motivation</p> <p>9.Sub-CPMK 14: Students are able to explain the basis, purpose and process of dismissing employees.</p>		<p>Criteria:</p> <p>1.Question number 1 score: 25</p> <p>2.Question number 2 score: 25</p> <p>3.Question number 3 score: 25</p> <p>4.Question number 4 score: 25</p> <p>Form of Assessment : Test</p>	Written Test 2 x 50		<p>Material: All the material that has been provided</p> <p>Reader: <i>Anggara, Sahya. 2016. State Civil Service Administration. Bandung: Pustaka Setia</i></p> <hr/> <p>Material: all material that has been provided</p> <p>Reference: <i>Law no. 5 of 2014 concerning State Civil Apparatus</i></p> <hr/> <p>Material: all material that has been provided</p> <p>References: <i>GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA NUMBER 11 OF 2017 CONCERNING CIVIL SERVANT MANAGEMENT</i></p>	15%
----	---	--	---	------------------------	--	--	-----

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	60%
2.	Portfolio Assessment	5%
3.	Practice / Performance	5%
4.	Test	30%
		100%

Notes

- 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.
- 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.
- 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.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- 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.