



**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
State Administration System	99996340106031		T=3 P=0 ECTS=4.77	2	March 19, 2024
AUTHORIZATION	SP Developer		Course Cluster Coordinator	Study Program Coordinator	
	Dr. Haryo Kunto Wibisono, S.AP, M.AP		Dr. Prasetyo Isbandono	Dr. Weni Rosdiana, S.Sos., M.AP.	

Learning model	Project Based Learning
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Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																																																																					
PLO-7	demonstrate a responsible attitude towards work in their field of expertise independently																																																																																																					
PLO-8	Able to apply logical, critical, innovative, quality and measurable thinking in carrying out specific work in the field of management and public sector policy																																																																																																					
PLO-10	Able to carry out the formulation, implementation and evaluation of public sector policies																																																																																																					
PLO-14	Mastering knowledge about the concepts and practices of organizations, management and public sector policies																																																																																																					
	Program Objectives (PO)																																																																																																					
PO - 1	Students can understand the systems theory approach and the relationships between various state administration subsystems.																																																																																																					
PO - 2	Students can understand and explain the strategic environment both internal and external to the Indonesian administrative system																																																																																																					
PO - 3	Students can understand the principles of organizing state institutions																																																																																																					
PO - 4	Students can understand and explain the hierarchy of state institutions and the functions inherent in these state institutions																																																																																																					
	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 contains a study of the basic concepts of SAN, the scope of the Administrative System of the Unitary State of the Republic of Indonesia (SANKRI), and becoming a prospective administrator who masters various elements and dimensions of values in SANKRI, forms and systems of state government, bureaucracy and government management, government administration systems central and regional, as well as community empowerment systems
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References	<p>Main :</p> <ol style="list-style-type: none"> 1. Lembaga Administrasi Negara. 2014. Sistem Administrasi Negara Kesatuan Republik Indonesia . Jakarta: Lembaga Administrasi Negara. 2. Syafie, Inu Kencana. 2011. Sistem Administrasi Negara Republik Indonesia . Jakarta: Bumi Aksara. 3. Undang Undang Dasar Republik Indonesia 1945. 4. Keban, Yeremias T. 2014. Enam Dimensi Strategis Administrasi Publik: Konsep, Teori & Isu. <p>Supporters:</p>
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1. Sakti, F. T. (2020). Sistem Administrasi Negara Indonesia.
2. Muhammad Syukri (2022): Indonesia's New Developmental State: Interrogating Participatory Village Governance, Journal of Contemporary Asia
3. Bachtiar, P., A. Kurniawan, G. Sedyadi, R. Diningrat, Ruhmaniyati 2019. "Studi Implementasi Undang-Undang No. 6 Tahun 2014 tentang Desa - Laporan Endline" (A Study on the Implementation of Law No. 6/2014 on Village-Endline Reporting). Jakarta: SMERU Research Institute Research Report. Accessed 2 December 2019, <https://smeru.or.id/id/publication-id/studi-implementasi-undang-undangno-6-tahun-2014-tentang-desa-laporan-endline>.
4. A canvas model for planning and development strategy of rural sustainable tourism H. K. Wibisono, A. Prastyawan, W. R. Noviyanti, A. Badi'ah, K. Klemens (forthcoming) 2024

Supporting lecturer
 Dr. Prasetyo Isbandono, S.Sos., M.Si.
 Dr. Agus Prastyawan, S.Sos., M.Si.
 Dr. Suci Megawati, S.IP., M.Si.
 Dr. Haryo Kunto Wibisono, 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	Students can understand the basic concepts of public administration and the importance of SAN	1. Explain the importance of state administration and the state administration system. 2. Explain the scope of administration critically and responsibly. 3. Explain the dimensions of state administration within the scope of all national life.	Form of Assessment : Practice / Performance	- Lecturer presentation - Discussion 3 X 50		Material: Sakti, FT (2020). Indonesian State Administration System. References:	10%
2	Students can understand the basic concepts of SAN	The basic concept of SAN includes 3 elements, namely: 1. Explaining the elements of value responsibly. 2. Explain the structural elements responsibly. 3. Explain the elements of the process responsibly.		- Lecturer presentation - Discussion 3 X 50		Material: Sakti, FT (2020). Indonesian State Administration System. References:	15%
3	Students can understand and explain the form of state and government	1. Explain the various forms and systems of government. 2. Explain the form of the Indonesian state responsibly. 3. Explain the Indonesian government system which includes a unitary state, a legal state and a democratic state critically and responsibly.	Form of Assessment : Practice / Performance	- Lectures - Group discussions - Group presentations 3 X 50			20%
4	Students can understand and explain bureaucracy and government management	1. Explain the basic concepts of bureaucracy and government management. 2. Explain the values in state administration. 3. Explain the state philosophy which includes Pancasila and the actualization of Pancasila in administering the state critically and responsibly. 4. Explain the challenges of the Indonesian nation in realizing the country's ideals and goals critically and responsibly.	Form of Assessment : Participatory Activities	- Case discussion - 3 X 50 group presentations		Material: Syafie, Inu Kencana. 2011. State Administration System of the Republic of Indonesia. Jakarta: Bumi Literacy. References:	5%

5	Students can understand and explain state organizations and state and central government organizations	1. Explain and describe the structure, duties and authority of state organizations which include the executive, legislative and judiciary critically and responsibly. 2. Explain and describe the structure, main tasks and functions, as well as the authority of state government organizations which include the DPD, BPK, Supreme Court, Constitutional Court, Judicial Commission and Central Bank critically and responsibly. 3. Explain and describe the structure, main tasks and functions, as well as the authority of central government organizations which include ministries, non-departmental institutions and other central organizations in a critical and responsible manner.	Form of Assessment : Participatory Activities	- Lecturer presentation - Discussion - Group assignment - 3 X 50 group presentations			5%
6	Students can understand and explain state organizations and state and central government organizations	1. Explain and describe the structure, duties and authority of state organizations which include the executive, legislative and judiciary critically and responsibly. 2. Explain and describe the structure, main tasks and functions, as well as the authority of state government organizations which include the DPD, BPK, Supreme Court, Constitutional Court, Judicial Commission and Central Bank critically and responsibly. 3. Explain and describe the structure, main tasks and functions, as well as the authority of central government organizations which include ministries, non-departmental institutions and other central organizations in a critical and responsible manner.	Form of Assessment : Participatory Activities	- Lecturer presentation - Discussion - Group assignment - 3 X 50 group presentations		Material: State Administration Institutions. 2014. Administrative System of the Unitary State of the Republic of Indonesia. Jakarta: State Administration Institute. References:	5%

7	Students can understand and explain state organizations and state and central government organizations	1. Explain and describe the structure, duties and authority of state organizations which include the executive, legislative and judiciary critically and responsibly. 2. Explain and describe the structure, main tasks and functions, as well as the authority of state government organizations which include the DPD, BPK, Supreme Court, Constitutional Court, Judicial Commission and Central Bank critically and responsibly. 3. Explain and describe the structure, main tasks and functions, as well as the authority of central government organizations which include ministries, non-departmental institutions and other central organizations in a critical and responsible manner.	Form of Assessment : Participatory Activities	- Lecturer presentation - Discussion - Group assignment - 3 X 50 group presentations			5%
8	Midterm Exam (UTS)	Midterm Exam (UTS)	Form of Assessment : Participatory Activities	Written exam 3 X 50		Material: Material 1-7 Library:	5%
9	Students can understand and explain the local government administration system	1. Explain the structure of regional government critically and responsibly. 2. Explain and describe the structure, main tasks and functions, as well as the authority of the provincial regional apparatus which includes the regional secretariat, provincial services and regional technical institutions in a critical and responsible manner. 3. Explain and describe the structure, main tasks and functions, as well as the authority of city/district regional apparatus which includes the regional secretariat, district/city services, and regional technical institutions in a critical and responsible manner. 4. Explain and describe the structure, main tasks and functions, and authority of the sub-district government critically and responsibly.		- Discussion 3 X 50		Material: Keban, Yeremias T. 2014. Six Strategic Dimensions of Public Administration: Concepts, Theories & Issues. References:	5%

10	Students can understand and explain the village government system	1. Explain the village government system 2. Explain the administrative elements in village government, including: organization, management, communication, personnel, finance, supplies, administration, and community relations		- Discussion - Group assignment - Group presentation 3 X 50		Material: Muhammad Syukri (2022): Indonesia's New Developmental State: Interrogating Participatory Village Governance, Journal of Contemporary Asia References:	5%
11	Students can understand and explain the village government system	1. Explain the village government system 2. Explain the administrative elements in village government, including: organization, management, communication, personnel, finance, supplies, administration, and community relations	Form of Assessment : Participatory Activities	- Discussions on the progress of the 3 X 50 project		Material: Muhammad Syukri (2022): Indonesia's New Developmental State: Interrogating Participatory Village Governance, Journal of Contemporary Asia References:	5%
12	Students can understand and explain the village government system and village community participation	1. Explain the village government system. 2. Explain the administrative elements in village government, including: organization, management, communication, personnel, finance, supplies, administration and community relations.	Form of Assessment : Participatory Activities	- Discussion - Group assignment - Group presentation 3 X 50		Material: Bachtiar, P., A. Kurniawan, G. Sedyadi, R. Diningrat, Ruhmaniyati 2019. "Study of Implementation of Law no. 6 of 2014 concerning Villages - Endline Reporting" (A Study on the Implementation of Law No. 6/2014 on Village-Endline Reporting). Jakarta: SMERU Research Institute Research Report. Accessed 2 December 2019, https://smeru.or.id/id/publication-id/studi-implementasi-undang-undangno-6-tahun-2014-tangan-desareport-endline . References:	5%
13	Students can understand and explain the sub-district government system	1. Explain the village government system. 2. Explain the administrative elements in village government, including: organization, management, communication, personnel, finance, supplies, administration and community relations.	Form of Assessment : Participatory Activities	- Discussion - Group assignment - Group presentation 3 X 50			5%
14	Students can understand and explain the community service system	Explain the community service system that exists in village and sub-district governments	Form of Assessment : Participatory Activities	- Discussion - Group assignment - Group presentation 3 X 50		Material: Sakti, FT (2020). Indonesian State Administration System. References:	5%
15	Students can understand and explain the community empowerment system	Explain the community empowerment system that exists in village and sub-district governments	Form of Assessment : Participatory Activities	- Discussion - Group assignment - Group presentation 3 X 50		Material: Sakti, FT (2020). Indonesian State Administration System. References:	5%
16	Final Semester Examination (UAS)	Final Semester Examination (UAS)	Form of Assessment : Test	Written exam 3 X 50		Material: Sakti, FT (2020). Indonesian State Administration System. References:	20%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	50%
2.	Practice / Performance	30%
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.