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| logo-kop.jpg | **Universitas Negeri Surabaya**  **Faculty of Economics**  **Bachelor Degree of Management Study Program** | | | | | | | | | | **Documen Code** |
| **SEMESTER LESSON PLAN** | | | | | | | | | | | |
| **COURSE** | | | **CODE** | **CLUSTER** | | | | **WEIGHT (credits)** | | **SEMESTER** | **Compilation Date** |
| **Human Resource Management** | | |  | Management | | | | **T=3** | **P=0** | 4 | On Dec, 24th 2020 |
| **AUTHORIZATION** | | | **Developer** | | **Coordinator** | | | | | **Head of the Study Program** | |
| **Hafid Kholidi Hadi, SE., M.SM.** | | **Dwiarko Nugrohoseno, S.Psi., M.M.** | | | | | **Dr. Ulil Hartono, S.E., M.Si.** | |
| **Program Learning Outcome (PLO)** | **PLO charged in this course** | | | |  | | | | | | |
| PLO1 | Graduates can master the theory of management as a whole. | | | | | | | | | |
| PLO2 | Graduates can implement management theory in managing organizations effectively. | | | | | | | | | |
| PLO4 | Graduates can apply information technology in managing financial, marketing, and HR data appropriately. | | | | | | | | | |
| **Course Learning Outcome (CLO)** | | | |  | | | | | | |
| CLO1 | C2. Students can explain the theory and substance of HR management appropriately. | | | | | | | | | |
| CLO2 | C4. Students can examine HR management activities in an organization clearly. | | | | | | | | | |
| CLO3 | A5. Students can show smart, independent, honest, caring and tough characters in HR management learning activities. | | | | | | | | | |
| CLO4 | P5. Students can operate information technology in the field of HR management appropriately. | | | | | | | | | |
| **Expected ability of each learning stage (Sub-CLO)** | | | | |  | | | | | |
| Sub-CLO1 | Can understand the concept and evolution of HRM | | | | | | | | | |
| Sub-CLO1 | Can examine various HRM challenges | | | | | | | | | |
| Sub-CLO3 | Can understand job analysis | | | | | | | | | |
| Sub-CLO4 | Can understand the concept of planning and predict HR needs | | | | | | | | | |
| Sub-CLO5 | Can understand recruitment concepts and describe the selection process | | | | | | | | | |
| Sub-CLO6 | Be able to understand program orientation and placement decisions | | | | | | | | | |
| Sub-CLO7 | Can understand the concepts and techniques of performance appraisal | | | | | | | | | |
| Sub-CLO8 | Can understand the needs, types, methods and evaluation of HR development | | | | | | | | | |
| Sub-CLO9 | Can understand the meaning, benefits, implementation of career planning and development | | | | | | | | | |
| Sub-CLO10 | Can understand the concept of payroll and identify compensation components | | | | | | | | | |
| Sub-CLO11 | Can describe activities and resolution of internal employee conflicts | | | | | | | | | |
| Sub-CLO12 | Can understand the K3 program | | | | | | | | | |
| Sub-CLO13 | Can understand the concepts and activities carried out in an HR audit | | | | | | | | | |
| **Correlation of CLO to Sub-CLO** | | | | | |  | | | | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | Sub-CLO1 | Sub-CLO1 | Sub-CLO3 | Sub-CLO4 | Sub-CLO5 | Sub-CLO6 | Sub-CLO7 | Sub-CLO8 | Sub-CLO9 | Sub-CLO10 | Sub-CLO11 | Sub-CLO12 | | CLO1 | √ | √ |  | √ |  | √ | √ | √ |  |  |  |  | | CLO2 |  | √ | √ | √ | √ |  |  | √ | √ | √ |  |  | | CLO3 |  |  |  |  |  |  | √ |  |  |  | √ | √ | | CLO4 |  |  |  |  |  |  | √ |  |  |  | √ | √ | | | | | | | | | | | |
| **Brief description of the course** | Human Resource Management (HRM) course discusses the management function of Human Resources within the organization from the process of planning, organizing, actualizing, and controlling HR within the organization. This course examines the HR process from the HR process which includes job analysis, selection, recruitment, placement, training and development, to the after-work process. The learning method used is by using a discussion approach to make students more active in the learning process. HRM discusses the HR process that is holistically implemented by an organization because HRM is an inseparable stage. The learning output is that students can make HR procurement stages from the needs analysis process to retirement. | | | | | | | | | | |
| **Learning Materials** | 1. Definition of HRM  2. The evolution and activities of HRM  3. HRM issues and trends y.a.d  4. Internal challenges and external challenges  5. Job analysis  6. Techniques in job analysis  7. Results of job analysis  8. HR planning in the company  9. HR forecasting techniques and models  10. Forecasting the availability of human resources outside  11. Definition of recruitment  12. Sources and recruitment process  13. Definition of selection  14. Constraints in the selection process  15. The stages of selection  16. Definition of orientation  17. Type of orientation program  18. Employee placement decisions  19. Definition of job appraisal  20. Techniques and approaches in conducting job assessments  21. Definition of HR development  22. Identification of HR needs  23. Methods and evaluation in HR development  24. Definition of career planning  25. Implementation of career planning in a company  26. Career development  27. Definition of compensation  28. Financial and non-financial compensation components  29. Issues in compensation management  30. Definition of internal relationships within the company  31. Definition of a conflict between employees  32. The role of individuals in a trade union  33. Definition of K3  34. K3 programs in a company  35. The cause of K3  36. K3 prevention efforts  37. Definition of an HR audit  38. The scope of the HR audit  39. Duties of the HR audit team  40. HR audit reports | | | | | | | | | | |
| **References** | **Primary:** | |  | | | | | | | | |
| 1. Noe, Raymond A. *Employee training and development- Seventh edition*. 2017. United States of America : McGraw-Hill. 2. Pucik, Vladimir. et al. *The Global Challenge: International Human Resource Management- Third Edition*. 2017. Chicago: Chicago Business Press. 3. Robbins, Stephen P. & Timothy A. Judge. *Essentials of Organizational Behavior Global Edition-Fourteenth Edition.* 2018. England: Pearson Education Limited. 4. Robbins, Stephen P. & Timothy A. Judge. *Organizational Behavior 17th edition.* 2016. England: Pearson Education Limited. 5. Mathis, Robert L., & Jackson, John H. Personnel/Human Resource Management. 2000. St. Paul : West Publishing Company. | | | | | | | | | | |
| **Supplement:** | |  | | | | | | | | |
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| **Lecturers** | Hafid Kholidi Hadi, SE., M.SM.  Prof. Dr. Dewie Tri Wijayati Wardoyo  Dwiarko Nugrohoseno, S.Psi., M.M.  Agus Frianto, S.E., S.T., M.M.  Drs. Ec. Budiono, M.Si.  Nurul Indawati., SE., MM.  Fandi Fatoni., SPd., M.SM. | | | | | | | | | | |
| **Requirements course** | have taken the course introduction to business and introduction to management. | | | | | | | | | | |

| **Week** | **Expected ability of each learning stage (Sub-CLO)** | **Assessment** | | **Learning Form,**  **Learning Methods,**  **Student Assignment,**  **[ Estimated time]** | | **Learning materials [References]** | **rating weight** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Indicators** | **Criteria & Technic** | **Luring (*offline*)** | **Daring (*online*)** |  |  |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** |
| **1** | Can understand the concept and evolution of HRM | 1. Capable of Defining HRM 2. Able to explain the evolution and activities of HRM 3. Able to describe current and future HRM | Criteria:  Holistic Rubric  Non-test form:  Summarize the scope and development of HRM | - | Google Classroom  (discussion)  Google Meet  (lecture)  **Task 1:**  Compile a summary in the form of a paper on the scope of HRM.  **[PB: 1x(3x50”)]**  **[PT+KM: (1+1)x(3x60”)]** | 1,2 | 5 |
| **2** | Can examine various HRM challenges | 1. Able to explain internal challenges and external challenges 2. Able to explain the challenges of global competition | Criteria:  Holistic Rubric  Non-test form:  Summarize the lecture material | - | Google Classroom  (discussion)  Google Meet  (lecture)  **Task 2:**  Formulating external challenges within the scope of HRM.  **[PB: 1x(3x50”)]**  **[PT+KM: (1+1)x(3x60”)]** | 1,2 | 5 |
| **3** | Can understand job analysis | 1. Able to define job analysis 2. Able to explain the aspects of the position analyzed 3. Explain job analysis techniques 4. 4. Explain the results of the job analysis | Criteria:  Holistic Rubric  Non-test form:  Prepare job analysis results in the form of job descriptions and job specifications | - | Google Classroom  (discussion)  Google Meet  (lecture)  **Task 3:**  Prepare a job analysis.  **[PB: 1x(3x50”)]**  **[PT+KM: (1+1)x(3x60”)]** | 1,2 | 10 |
| **4** | Can understand the concept of planning and predict HR needs | 1. Able to define HR planning 2. Able to explain forecasting techniques and models 3. Able to explain the forecast needs for forecasting availability | Criteria:  Holistic Rubric  Non-test form:  Summarize the forecasting model course material | - | Google Classroom (discussion)  Google Meet  (lecture)  **Task 4:**  Prepare a summary in the form of an HR planning paper.  **[PB: 1x(3x50”)]**  **[PT+KM: (1+1)x(3x60”)]** | 1,2 | 10 |
| **5** | Can understand recruitment concepts and describe the selection process | 1. Able to define recruitment 2. Able to explain, source and recruitment process 3. Be able to define selection 4. Be able to explain selection constraints 5. Able to explain the stages of selection | Criteria:  Holistic Rubric  Non-test form:  Summarize the recruitment and selection process materials | - | Google Classroom  (discussion)  Google Meet  (lecture)  **Task 5:**  Arrange the stages of recruitment and selection, Prepare job descriptions.  **[PB: 1x(3x50”)]**  **[PT+KM: (1+1)x(3x60”)]** | 1,2 | 10 |
| **6** | Be able to understand orientation program and placement decisions | 1. Able to define orientation 2. Able to explain orientation program material 3. Be able to explain placement decisions | Criteria:  Holistic Rubric  Non-test form:  Summarize the lecture material | - | Google Classroom  (discussion)  Google Meet (lecture)  **Task 6:**  Prepare orientation program materials;  Prepare an orientation program needs analysis.  **[PB: 1x(3x50”)]**  **[PT+KM: (1+1)x(3x60”)]** | 1,2,3 | 5 |
| **7** | Can understand the concepts and techniques of performance appraisal | 1. Be able to define performance appraisals, technical elements and approaches | Criteria:  Holistic Rubric  Non-test form:  Summarize the performance appraisal material | - | Google Classroom  (discussion)  Google Meet  (lecture)  **Task 7:**  Develop performance appraisal techniques and approaches.  **[PB: 1x(3x50”)]**  **[PT+KM: (1+1)x(3x60”)]** | 1,2,3 | 5 |
| **8** | **Midterm Exam** | | | | | |  |
| **9** | Can understand the needs, types, methods, and evaluation of HR development | 1. Able to define HR development 2. Able to identify HR needs 3. Able to explain types and methods as well as evaluation of HR development, HR development issues | Criteria:  Holistic Rubric  Non-test form:  Summarize HR development methods | - | Google Classroom  (discussion)  Google Meet  (lecture)  **Task 8:**  Identifying HR development needs;  Developing human resource development evaluation methods.  **[PB: 1x(3x50”)]**  **[PT+KM: (1+1)x(3x60”)]** | 3,4,5 | 10 |
| **10** | Can understand the meaning, benefits, implementation of career planning and development | 1. Able to define career planning 2. Able to explain the implementation of career planning 3. Able to explain career development | Criteria:  Holistic Rubric  Non-test form:  Describe the importance of career development from both the company and the employee's perspective | - | Google Classroom  (discussion)  Google Meet  (lecture)  **Task 9:**  Develop individual employee career development plans.  **[PB: 1x(3x50”)]**  **[PT+KM: (1+1)x(3x60”)]** | 3,4,5 | 10 |
| **11-12** | Can understand the concept of payroll and identify compensation components | 1. Able to define compensation 2. Able to identify financial and non-financial compensation components 3. Be able to explain compensation management issues | Criteria:  Holistic Rubric  Non-test form:  Prepare financial and non-financial compensation | - | Google Classroom  (discussion)  Google Meet  (lecture)  **Task 10:**  Identify the components of the compensation.  **[PB: 1x(3x50”)]**  **[PT+KM: (1+1)x(3x60”)]** | 3,4,5 | 5 |
| **13** | Can describe activities and resolution of internal employee conflicts | 1. Able to define internal relationships of Employment 2. Able to explain industrial relations activities, work unions, work agreements, collective labor agreements | Criteria:  Holistic Rubric  Non-test form:  Summarize industrial relations activities | - | Google Classroom  (discussion)  Google Meet  (lecture)  **Task 11:**  Develop employee conflict resolution methods from case studies.  **[PB: 1x(3x50”)]**  **[PT+KM: (1+1)x(3x60”)]** | 3,4,5 | 10 |
| **14** | Able to understand the Occupational safety and health program | 1. Able to explain the meaning of Occupational safety and health program 2. Able to describe the causes of work accidents 3. Able to explain efforts to prevent work accidents | Criteria: Holistic Rubric  Non-test form: Summarize the material Occupational safety and health program in the company | - | Google Classroom  (discussion)  Google Meet  (lecture)  **Tugas 12:**  Identify occupational safety and health factors in the company from case studies.  **[PB: 1x(3x50”)]**  **[PT+KM: (1+1)x(3x60”)]** | 3,4,5 | 5 |
| **15** | Can understand the concepts and activities carried out in an HR audit | 1. Able to define HRM audit 2. Able to explain the scope of the HRM audit 3. Able to explain job descriptions of HRM audit team 4. Able to explain the HRM audit approach 5. Able to explain HRM audit report | Criteria:  Holistic Rubric  Non-test form:  Summarize the approach and scope of the HR audit | - | Google Classroom  (discussion)  Google Meet  (lecture)  **Task 13:**  Prepare a summary of the HR audit report.  **[PB: 1x(3x50”)]**  **[PT+KM: (1+1)x(3x60”)]** | 3,4,5 | 10 |
| **16** | **Final Semester Examination** | | | | | |  |