UNESA Universitas Negeri Surabaya	**Surabaya State University Faculty of Social Sciences and Law Undergraduate of Public Administration Sciences**	**Document Code**

Lesson Plan

COURSE	Code	Cluster	Credits	Semester	Compilation Date
Law of Public Administration (Administrative Law)	6320103031	Organization Theory, Organization Behavior, Human Resources Management in Public Sector	3	2	15 February 2023

AUTHORIZATION	Lesson Plan Developer	Coordinator	Head of Study Program
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Learning Program Outcome (PLO)	**PLO**	
	PLO2	Able to master the theoretical concepts of public sector management to realize the values of good governance
	PLO5	Able to make decisions in solving problems based on the results of information and data analysis
	PLO8	Able to organize activities in implementing public policies and improving public service performance
	PLO9	Able to analyze public problems and formulate policy recommendations
	Course Learning Outcome (CLO)	
	CLO2	Able to work together and have the concern to contribute to various problems that arise related to office administration in the community and in various organizational environments
	CLO3	Able to master the theoretical concepts of office administration to realize the values of *good governance*
	CLO8	Able to utilize information technology in managing office administration in the organization
	CLO9	Able to formulate alternative solutions to various problems that occur in the administration of office in various case studies in Indonesia through various innovations

Course Description	This course provides students with an understanding of the meaning of office administration, the scope and objectives of office administration, activities in the office, office procedures, office layout, office equipment management, archiving administration and correspondence.	
Learning Materials/ Topics	1. Definition, scope, and objectives of office administration 2. Kinds of office activities, office procedures, principles of office procedures, and methods of writing office procedures 3. Process data into information, information functions, criteria for good information, and types of information systems in office administration 4. The purpose of office layout, form of office layout, principles in office layout, and factors that influence office layout 5. Equipment in the office, procedures for recording inventory, how to receive and issue goods, maintenance of goods, and removal of goods in the office 6. Communication functions, characteristics of effective messages, forms of communication in offices, factors that affect information and communication processes in offices 7. Types of archives, techniques in archiving, archival maintenance, and 5Rs in archiving 8. Format of the letter, use of logos, state symbols, and official seals, forms of delegation of authority in signing letters, and forms of correspondence in office administration 9. Types of office administration activities	
References	**Primary**	1. Syahrizal, Darda. 2013. Hukum Administrasi Negara & Pengadilan Tata Usaha Negara. Yogyakarta: Medpress Digital 2. Sari, Elidar. 2013. Hukum Administrasi Negara. Lhokseumawe: CV. BieNa Edukasi
	Supplementary	**Utama :** 1. Latif, Abdul. 2014. Dasar-Dasar Ilmu Hukum Administrasi Negara . Jakarta: Sinar Grafika 2. Dewi, D. A. S. (2014). Analisis Yuridis Pelayanan Publik Yang Baik Sebagai Sarana Mewujudkan Good Governance Dalam Konsep Welfare State. *Negara Hukum:*, *5*(2), 169–188. 3. Muhlizi, A. F. (2012). Reformulasi Diskresi Dalam Penataan Hukum Administrasi. *Jurnal Rechts Vinding: Media Pembinaan Hukum Nasional*, *1*(1), 93. https://doi.org/10.33331/rechtsvinding.v1i1.108 4. Ridwan. 2014. Hukum Administrasi Negara . Rajawali Press 5. Sukardja, H. Ahmad. 2014. Hukum Tata Negara & Hukum Administrasi Negara . Sinar Grafika 6. Widodo, Hananto. 2012. Modul Hukum Administrasi Negara . Surabaya: Unesa University Press
Lecturer(s)	1. Dr. Suci Megawati, S.IP.,M.Si 2. Trenda Oktariyanda, S.AP., M.AP. 3. M. Noer Falaq Al Amin, S.IP., M.KP	
Prerequisite		

Week	Learning Objectives	Assessment	Learning Activities and Time Allocation	Learning Sources	Scoring

		Indicators	Criteria/Form/ Type	Offline	On line		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Understand and explain the definition of law Administration, Terms of Administrative Law, Basis of Administrative Law and Relations of Administrative Law with Other Laws	1. Explaining the meaning of Administrative Law, Legal terminology, Administrative Law Basis. 2. Distinguish and explain the relationship between Administrative Law and other Laws.	**Criteria:** Holistic Rubric **Form :** Non Test	- **Learning Form:** Face-to-face Lecture - **Method : Learning** *Discovery Learning* through Group Discussion **Student Assignment :** Discuss the definition, basis and legal relationship Administration	**Form of Learning**: Lectures through vinesa/ gc/meet **-Discovery Learning Learning Method ,Student Assignment Group Discussion:** Discuss the Definition, basis and relationship of Administrative Law	1. The concept of Administrative Law 2. Relations between HAN and Constitutional Law	15%
2	Understand and explain the definition of law Administration, Terms of Administrative Law, Basis of Administrative Law and Relations of Administrative Law with Other Laws	1. Explaining the meaning of Administrative Law, Legal terminology, Administrative Law Basis. 2. Distinguish and explain the relationship between Administrative Law and other Laws	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Method:** *Discovery Learning* - **Student Assignments:** Discuss the definition, basis and legal relationship Administration	**- Form of Learning:** Lectures through vinesa/ gc/meet **- Discovery Learning** Learning Method ,Group Discussion and Presentation **- Student assignments:** **- Tracing identify** Discuss the Definition, basis and relationship of Administrative Law	1. The concept of Administrative Law 2. Relations between HAN and Constitutional Law	15%
3	Able to understand and explain the concepts and sources of state administrative law	1. Students are able to understand the concept of state administrative law 2. Students are able to identify sources of state administrative law	**Criteria:** Analytic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Method:** *Discovery Learning* , through Group Discussion - **Student Assignments:** Tracing, identifying 1. Concepts and Sources of Administrative Law	**- Form of Learning:** Lectures through vinesa/ gc/meet **- Problem-based** Learning Methods, Student Assignment **Group Discussions:** - Tracing to identify Concept Sources and Administrative Law Sources	1. Concepts and Sources of Administrative Law	15%

4-5	Able to use the principles of state administrative law and used to analyze cases of violations of state administrative law	1. Students are able to browse articles and PTUN decisions regarding state administrative law 2. Students are able to explain the contents of the articles being searched 3. Students are able to find problems in the articles being searched 4. Students are able to use the results of researched articles to reinforce the application of legal principles contained in PTUN decisions	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Method:** - **Method : Learning** *Problem-based Learning* - **Student Assignments:** Review articles related to HAN and Assignment, Identify cases of HAN violations and prove them objectively, critically, systematically based on articles/sources traced and PTUN Decisions	- **Form of Learning:** Lectures through vinesa/ gc/meet - **Learning Method:** *Problem Based Learning* - **Assignment:** Group Discussion - **Student assignments:** Review articles related to HAN and - Assignment, Identify cases of HAN violations and prove them objectively, critically, systematically based on traced articles/sources	1. Administrative Court decision	15%
6-7	Able to use the principles of state administrative law and used to analyze cases of violations of state administrative law	1. Students are able to browse articles and PTUN decisions regarding state administrative law 2. Students are able to explain the contents of the articles being searched 3. Students are able to find problems in the articles being searched 4. Students are able to use the results of researched articles to reinforce the application of legal principles contained in PTUN decisions	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Method:** *Problem Based Learning* - **Student Assignments:** Review articles related to HAN and Assignment, Identify cases of HAN violations and prove them objectively, critically, systematically based on articles/sources traced and PTUN Decisions	**Form of Learning:** Lectures through vinesa/ gc/meet **Problem Based Learning** *Learning Method* **Assignment of Student Assignments**: - Assignment, Identify cases of HAN violations and prove them objectively, critically, systematically based on traced articles/sources	1. Administrative Court decision	15%
8	**Mid-Semester Evaluation / Mid-Semester Exam**						
9	Students are able to explain the General Principles of Good Governance (AUPB)	1. Students are able to identify the General Principles of Good Governance (AUPB) Welfare State 2. Students are able to explain the General	**Criteria:** Holistic Rubric **Form :**	**Learning Form:** Face-to-face Lecture - **Methods:**	**Form of Learning:** Lectures through vinesa/ gc/meet **Method: Problem**	Read textbooks General Principles of Good	15%

	Welfare State	Principles of Good Governance (AUPB)	Non Test	*Problem Based Learning* - **Student Assignment:** Read the textbook General Principles of Good Governance (AUPB) Welfare State	**Based** Learning **Assignments Student Assignments:** Read textbooks General Principles of Good Governance (AUPB) Welfare State	Governance (AUPB) Welfare State	
10-11	Students are able to explain the development of the AUPB paradigm and the legal basis of AUPB	1. Students are able to identify the development of the AUPB paradigm and AUPB legal basis 2. Students are able to explain the development of the AUPB paradigm and the legal basis of AUPB	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture Methods: *Problem Based Learning* **Student Assignments:** Explaining/socializing the development of the AUPB paradigm and The legal basis of AUPB in the classroom and social media	- **Form of Learning:** Lectures through vinesa/ gc/meet - **Problem Based** Explaining/socializing the development of the AUPB paradigm and - The legal basis of AUPB on social media	1. The development of the AUPB paradigm and the legal basis for AUPB	10%
12-13	Students are able to explain the General Principles of Good Governance (Mal-Administration)	1. Students are able to explain the General Principles of Good Governance (Mal-Administration) 2. Students are able to explain the General Principles of Good Governance (Mal-Administration))	**Criteria:** Analytic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Method:** Problem Based Learning - **Student Assignments:** Explaining/socializing General Principles of Good Governance (Maladministration) in class and social media	- **Form of Learning:** Lectures through vinesa/ gc/meet - **Problem Based** Learning Learning Method **Student Assignment:** Explaining/socializing the General Principles of Good Governance (Mal-Administration) in class and social media	General Principles of Good Governance Maladministration	20%
14-15	Students are able to explain the General Principles of Good Governance (Sanctions-Administration)	Students are able to explain the General Principles of Good Governance (sanctions-Administration) 2. Students are able to explain the General Principles of Good Governance (sanctions-Administration)	**Criteria:** Analytic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Methods:** PBL - **Student Assignments:** Explaining/socializing the General Principles of Good Governance (Sanctions-Administration) in class and social media	- **Form of Learning:** Lectures through vinesa/ gc/meet - PBL Learning Method **Student Assignment:** Explaining/socializing the General Principles of Good Governance (sanctions-Administration) in class and	General Principles of Good Governance (Sanctions-Administration)	10%

					social media		
16	**End of Semester Evaluation / End of Semester Exam**						