

Description of Course Unit
according to the ECTS User's Guide 2015

Course unit title	Public Administration
Course unit code	SAP6302
Type of course unit (compulsory, optional)	Compulsory
Level of course unit (according to EQF: first cycle Bachelor, second cycle Master)	Bachelor
Year of study when the course unit is delivered (if applicable)	2021/2022
Semester/trimester when the course unit is delivered	Semester
Number of ECTS credits allocated	
Name of lecturer(s)	Titis Dewi Anggalini, MPA
Learning outcomes of the course unit	CLO 1. Students are able to apply academic ethics, professionalism, and integrity in the field of public administration. CLO 2. Students are able to understand the concept of public administration CLO 3. Students are able to understand the relationship of public administration with other legal sciences CLO 4. Student are able to understand the sources of law and the legal principles of public administration and public administrative actions
Mode of delivery (face-to-face, distance learning)	Blended Learning
Prerequisites and co-requisites (if applicable)	-
Course content	1. Concepts, history, and principles of public administration 2. The position of public administration in the science of law 3. Relationship of public administration with constitutional law, civil law, and criminal law 4. Freies ermesen in public administration 5. Acts of public administration 6. Law enforcement 7. Legal protection and public administrative justice
Recommended or required reading and other learning resources/tools	Book: Victor Situmorang. (1989). <i>Dasar-Dasar Hukum Administrasi Negara</i> . Jakarta: Bina Aksara. Prajudi Atmosudirdjo. (1983). <i>Hukum Administrasi Negara</i> . Jakarta. Ghalia Indonesia.

	Bachsan Mustafa. (1979). Pokok-Pokok Hukum Administrasi Negara Indonesia. Bandung. IKAPI. Prins & Kosim Adisapoetra. (1987). Pengantar Ilmu Hukum Administrasi Negara. Jakarta. Pradnya Paramita. Be-Smart UNY https://besmart.uny.ac.id/
Planned learning activities and teaching methods	Lecture. Team/Group Work. Project-Based Learning Quiz Report Preparation and/or Presentation
Language of instruction	Indonesian
Assessment methods and criteria	There are Assignments, Midterms, Final Examination, and Term-Project Presentation.

Assessment criteria

No	Assessment componen	Weight (%)
1	Participation and Presentation	10%
2	Independent/group assignments	20%
3	Midterm	30%
4	Final examination	40%
	Total	100%

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Assessment Guide

1. Assessment is carried out to measure all learning outcomes, namely learning achievement attitudes (CLO 1), general skills (CLO 2, CLO 3), knowledge (CLO 2, CLO 3, CLO 4), and special skills (CLO 3, CLO 4)
2. Attitude assessment is carried out at each meeting using observation and/or self-assessment techniques using the assumption that basically every student has a good attitude. The student is given a very good or bad attitude if it shows a very good or bad attitude compared to the attitude of students in general. The results of the attitude assessment do not become a component of the student's final grade, but as one of the graduation requirements. Students will graduate from this course if at least they have a good attitude
3. The final score includes the results of the assessment of knowledge, general skills, and special skills obtained from individual assignments, group assignments, presentations, quizzes, Mid-Term Exams, and Final Exams with the following guidelines.

N o	CLO	Assessment Object	Assessment Technique	Rate
1	CLO 1, CLO 2, CLO 3, CLO 4	Report Preparation/Presentations	Observation	10%
2	CLO 2, CLO 3, CLO 4	a. Individual Assignments a. Quiz b. Mid-Term Exams c. Final Exams	Written	10% 10% 20% 25%
3	CLO 1, CLO 2, CLO 3, CLO 4	Group Assignments	Written	25%
Total				100 %