



UNIVERSITAS NEGERI PADANG
 FACULTY OF MATHEMATICS AND NATURAL SCIENCES
 MATHEMATICS DEPARTMENT, MATHEMATICS EDUCATION STUDY PROGRAM
 Main Campus Universitas Negeri Padang.
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Bachelor of Education in All Departments

MODULE HANDBOOK

Module name:	Administration and Educational Supervision
Module level, if applicable:	Bachelor
Code:	UNP1.61.2102
Sub-heading, if applicable:	-
Classes, if applicable:	Administration and Educational Supervision
Semester:	2 nd (second)
Module coordinator:	Tia Ayu Ningrum, S.Pd. M.Pd.
Lecturer(s):	Tia Ayu Ningrum, S.Pd. M.Pd., and Team
Language:	Bahasa Indonesia
Classification within the curriculum:	University Compulsory Course
Teaching format / class hours per week during the semester:	<p>Teaching format:</p> <ul style="list-style-type: none"> • Lectures (face to face activity: expository, group discussion, Inquiry) • Structured assignment • Independent activities <p>2 x 170 minutes = 340 minutes = 5.67 hours</p>
Workload:	<p>16 weeks per semester include Midterm exam and final exam consist of:</p> <ul style="list-style-type: none"> • 1.67 hours lectures (2 x 50 minutes) per week, • 2 hours structured assignments (2 x 60 minutes) per week • 2 hours dependent activities (2 x 60 minutes) per week, <p>Total workload:</p> <p>16 x 2 x 170 minutes = 5440 minutes = 90.67 hours = 3.02 ECTS</p>
Credit points:	2 SKS (3.02 ECTS)
Prerequisite's course(s):	-
Course outcomes:	<p>After taking this course the students have ability to:</p> <p>CO 1: Understand the concepts of the teaching profession, the concepts, processes, and scope of education administration and supervision, as well as educational leadership</p> <p>CO 2: Apply it in carrying out their duties as educators and education personnel professionally.</p>

	CO 3: Show responsibility attitude towards works by self and by team works.
Content:	<p>This course discusses:</p> <ol style="list-style-type: none"> 1. Education Administration and Supervision; 2. Basic concepts, 3. Processes and scope of educational administration; 4. curriculum administration process; 5. student administration process; 6. processes, rights and obligations of Educators and Education Personnel (PTK) (adjust to the latest regulations of the State Civil Apparatus (ASN)); 7. processes, rights and obligations of Educators and Education Personnel (PTK) (adjust to the latest regulations, ASN); 8. administrative processes of facilities and infrastructure (Associate with PP regarding School Facilities); 9. financial administration processes and auditing and reporting of financial administration processes and auditing and reporting; principles, techniques and administrative processes of husemas; 10. administrative processes in various fields of special services; 11. school administration processes; 12. basic concepts, principles and the role of educational supervision, supervision processes and techniques, as well as the function and style of leadership education
Study/exam achievements:	<p>Total Score= (30% x Midterm Exam Score) + (35% x Final Exam Score) + (20% x Assignment: paper, group task, individual task) + (15% x Affective Score (Responsibility, class attendance))</p> <p>The initial cut - off points for grades A, A-, B+, B, B-, C+, C, C-, and D should not be less than 85, 80, 75, 70, 65, 60, 55, 50, and 40 out of 100 respectively.</p> <p>Explanation:</p> <ol style="list-style-type: none"> 1. Midterm Exam <ul style="list-style-type: none"> ✓ Midterm Exam will be conducted in the 9th meeting . ✓ Midterm Exam is in the form of a written test (essay) and will be conducted in the classroom. ✓ The time allocation is 120 minutes according to the module schedule. 2. Final Exam <ul style="list-style-type: none"> ✓ Final Exam will be conducted in the 16th meeting. ✓ Final Exam is in the form of a written test (essay) and will be conducted in the classroom. ✓ The time allocation is 120 minutes which follows the Final Exam schedule. 3. Assignment <ul style="list-style-type: none"> ✓ Presentations: the participants of the module will be divided into several small groups. Each of the groups will assign to particular topic related to the learning content of Basic Social Culture. The students should discuss the topic, prepare the paper and conduct a class presentation. ✓ Report: Students summarize the learning content and write a report.

	<p>4. Affective Assessment</p> <ul style="list-style-type: none"> ✓ Affective assessment is held in every meeting by observing students' attitude in the classroom. ✓ The assessment is based on the observation sheet by using the given scoring rubrics.
Forms of media:	E-book, e-learning Moodle, and video
Literature:	<ol style="list-style-type: none"> 1. Wiyono, B.B., Burhanuddin., & Maisyaroh. (2020). <i>Comparative Effect of the Supervision of the Principal and Quality of Organizational Management in School Education. Utopía Y Praxis Latino americana</i>, 25 (1), 368-380. 2. Zepeda, S. J. (2017). <i>Instructional Supervision: Applying Tools and Concepts</i>. New York and London: Routledg. 3. Maisyaroh., Bambang, B.B., Burhanuddin., & Rasyad, A. (2017). The Relation of Educational Supervision and Teacher's Teaching Skills. <i>Proceedings of the 2nd International Conference on Educational AQAS e.g. - module description Management and Administration (CoEMA)</i>. (2017), 300-303. 4. Glickman, C. D., Gordon, S. P., & Ross-Gordon, J. M. (2016). <i>Supervision and Instructional Leadership: A Developmental Approach</i>. Boston: Ally and Bacon, Inc. 5. Merriam, S. B, Bierema, L. L. (2014). <i>Adult Learning: Linking Theory and Practice</i>. San Francisco: JoseyBass. 6. Mantja, W. (2010.) <i>Profesionalisasi Tenaga Kependidikan: Manajemen Pendidikan dan Supervisi Pengajaran</i>. Malang: Elang Mas. 7. Arikunto, Suharsimi, & Lia Yuliana, (2008), <i>Manajemen Pendidikan</i>, Yogyakarta: Aditya Media & FIP UNY. 8. Mulyasa, (2007), <i>Standar Kompetensi Dan Sertifikasi Guru</i>, Bandung : RemajaRosdaKarya 9. -----, (2007), <i>Menjadi Guru Profesional</i>, Bandung: Remaja Rosda Karya 10. -----, (2011), <i>Menjadi Kepala Sekolah Profesional</i>, Bandung: Remaja Rosda Karya 11. -----, (2007), <i>Standar Kompetensi Dan Sertifikasi Guru</i>, Bandung: Remaja Rosda Karya 12. Puskur Diknas (2006). <i>Panduan Pengembangan Diri untuk Satuan Pendidikan Dasar dan Menengah</i> 13. Sutisna Oteng (2004). <i>Administrasi Pendidikan Dasar Teori dan Praktik Profesional</i>. Bandung: Andi

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PLO and CO mapping

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11
CO1					✓						
CO2					✓					✓	