

1. Course Identity

Course Name	Self-Management		
Faculty	Business and Economics	Study Program	Management
Code	SEM530	Credit Weight	3 Credits
Group	Study Program	Type of Course	Compulsory
Semester	5	Availability	Limited to Study Program
Learning Method	Classroom Session	Media	Blended
Course Cluster	Technical Course (MKT)	Prerequisite	Financial Management, HR Management, Operations Management, Marketing Management

2. Course Description

This is a debriefing course for students who will take a final project in the form of an internship. This course addresses two main aspects, namely the soft skills needed by a professional worker in a company and the techniques of writing a good, effective, and correct internship proposal. This course provides students with the following soft skills: communication skills, being a good listener, teamwork, decision making, conflict management, negotiation, leadership skills, initiative and creative thinking, respecting diversity, and effective change techniques. For the writing of technical report, students are provided a guide book for writing internship reports and for writing internship proposals according to the format based on the final project of the courses.

3. Learning Outcomes




CPL Codes	Formulation of Graduate Learning Outcomes (CPL)	CPMK Codes	Formulation of Course Learning Outcomes (CPMK)
S1	To be devoted to God the Almighty and develop a virtuous noble character	CPMK01	To prepare for internships by paying attention to appropriate research methods and identifying problems occurring in the selected company. (PP4, KU3)
S3	To internalize values, norms and ethics that prioritize integrity, honesty, responsibility and trust in carrying out profession	CPMK02	To prepare for internships by paying attention to religious values, noble characters, and being responsible for work, including the way to solve problems creatively and effectively. (S1, S3, KK4)
S7	To abide by the law and discipline in the life of the society and the state	CPMK03	To write draft and systematics of internship proposals by considering the impact of internship activities on the benefit of the company and communicating them effectively through oral and written form. (PP2, PP3, KK5)
PP2	To master the rules, principles and techniques of communication across functional, organizational and cultural levels for effective communication across functional and organizational levels	CPMK04	To prepare for a final internship proposal by considering the impact of internship activities on the benefit of the company and communicating it effectively through oral and written form. (S7, KU6)
PP3	To profess at least one of the international languages		
PP4	To master the concept of research methods, including case studies, historical, surveys, simulations, and experiments in qualitative and		

	quantitative scope, exploratory, descriptive and verification and able to implement at least 1 research method		
KU3	To identify managerial issues and organizational functions at the operational level, as well as take appropriate action based on developed alternatives, by applying entrepreneurial principles rooted in local wisdom		
KU6	To develop and maintain a professional networking with mentors, colleagues, peers both inside and outside the institution		
KK4	To think "out of the box" by implementing the values of perfection in accordance with the Islamic treatise by approaching and reasoning to solve problems based on management science		
KK5	To think like a visionary, and to be open, communicative, creative, responsive to change and adaptive to the scientific and technological advancement in the scope of management science		

4. Learning Materials and Main References

Learning Materials	<ol style="list-style-type: none"> 1. Overview: Self-concept, timing, and goal setting 2. Overview: Understanding the responsibilities, expectations, good interpersonal skills (communication, teamwork, problem solving) 3. Overview: Understanding the diversity, the context of effective change, and social responsibility issues 4. Practice I: Self and time management 5. Practice II: Sharpening interpersonal soft skills 6. Practice III: Case studies and FGDs on issues of diversity, organizational change, and the ethics of social responsibility 7. Systematics of internship proposals according to standard and scientific rules 8. Explanation of the final internship guidebook 9. Project assignment I: preparation of internship proposal 10. Project Task II: preparation of posters and presentation media 11. Presentation of internship proposals and infographic posters 12. Review and feedback on student activities and reporting projects
Main References	<ol style="list-style-type: none"> 1. Covey, S.R. 2004. <i>The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change</i>. Free Press: New York. 2. Covey, S.R. 2013. <i>The 8th Habit: From Effectiveness to Greatness</i>. Simon & Schuster: UK. 3. Goleman, D. 2011. <i>HBR's 10 Must Reads on Managing People</i>. Harvard Business Review Press: USA. 4. Adair, J.E. 2007. <i>Decision Making & Problem Solving Strategies</i>. Kogan Page Publishers: United Kingdom. 5. Gabbaro, J.J., & Kotter, J.P. 1993. <i>HBR Classic: Managing Your Boss</i>. Harvard Business Review, pg. 150-157. 6. Creswell, J.W. 2013. <i>Qualitative Inquiry and Research Design: Choosing</i>

	<p><i>among five approaches.</i> Sage Publications: US.</p> <p>7. <i>Buku Panduan Tugas Akhir Magang.</i> 2020. Prodi Manajemen FBE UII: Yogyakarta</p>
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Date: February 10, 2021	Date: February 04, 2021	Date: February 01, 2021
Approved by the Dean	Examined by the Head of the Study Program	Prepared by:
		
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