

Universitas Negeri Surabaya Fakultas Bahasa dan Seni Program Studi S1 Sastra Inggris (Kampus Kabupaten Magetan)

Kode Dokumen

MATA KULIAH	(MK)		KODE				I	Rump	un M	к	E	вово	OT (sk	5)		SEME	STER	Tg Pe	l nyusuna
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																			S., M.Pd.
Model Pembelajaran	Project Based	Learnin	g																
Capaian	CPL-PRODI y	/ang dib	ebankan p	ada I	ИK														
Pembelajaran (CP)	Capaian Perr	belajara	an Mata Ku	ıliah (СРМ	K)													
	CPMK - 1	Being	able to proc	duce p	ersor	nal an	d prof	fessio	nal bı	isine	ss pro	file a	nd doc	ument	S.				
	СРМК - 2	Being orally	able to app	oly the	prino	ciples	of ap	propr	iate la	angua	age a	nd ef	fective	busine	ess co	mmun	cation	both v	vritten an
	СРМК - 3		able to sho gement.	ow pro	blem	solvi	ing, e	thical	decis	ion r	nakin	g, or	risk ta	king in	thoug	jht, ex	pressio	n, or i	intellectua
	Matrik CPL -	СРМК																	
			CPMK																
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				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
		CF	PMK-1																
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		CF	PMK-3																
Deskripsi Singkat MK	This course air (Decent Work) in interviews, a media use for confidence pre business docu strong foundati and sustainable	, 10 (Red and comp career ac esenting ments, co ion in bus	luced Inequa posing emai dvancement. themselves ompany prof	alities) ils. Th . Throi and t file pre	, and le cur ugh in heir i senta	17 (P riculu iterac deas. ations,	artnei im ex tive a . Asse , and	rships plores ctivitie essme simul). Stu s pers es, su ent fo ated p	dents onal ch as cuses oress	s hone brane s role- s on relea	e writt ding, playi pract ses.	en and public ng, dis ical ap By the	l oral a relatio cussion plication end of	bilities n prac ns, and on, wi the co	in cra ctices, d prese th proj ourse,	fting re and re entatior jects of studen	sumes spons ns, stu rganize its will	s, excelling ible socia dents gain ed around possess a
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	1. 1. jour 2. 2. new 3. 3. vide	spaper/m	nagazines ar	rticles															
Dosen Pengampu																			

Mg Ke-	Kemampuan akhir tiap tahapan belajar	Penila	ian	Metod Penug	ık Pembelajaran, le Pembelajaran, asan Mahasiswa, <mark>stimasi Waktu]</mark>	Materi Pembelajaran	Bobot Penilaian
	(Sub-CPMK)	Indikator	Kriteria & Bentuk	Luring (<i>offline</i>)	Daring (<i>online</i>)	– [Pustaka]	(%)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	 Being able to understand the purpose and importance of personal and professional business profiles and documents in various contexts Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully 	 To be able to identify the different types and channels of business communication, including written, oral, and digital. To be able to develop appropriate communication skills and strategies for different communication types and channels To be able to identify the steps in the job search process To be able to identify and describe interests and skills To be able to identify and describe interests and skills To be able to identify the steps in the job search process and skills To be able to identify and describe interests and skills To be able to read job ads and select job that is the best fit for interests and skills To be able to plan personal profile for job application 	Kriteria: Spoken and Written Bentuk Penilaian : Aktifitas Partisipasif, Praktik / Unjuk Kerja	Lecturing, small group discussion 3 X 50		Materi: Features of business communication Pustaka : 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge. Materi: Features of business communication Pustaka : 2. Chesebro, J. L. (2014). Professional Communication at Work: Interpersonal Strategies for Career Success. Taylor & Francis.	5%
2	 Being able to understand the purpose and importance of personal and professional business profiles and documents in various contexts Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully 	 To be able to identify the steps in the job search process To be able to identify and describe interests and skills To be able to read job ads and select job that is the best fit for interests and skills To be able to plan personal profile for job application 	Kriteria: Written Bentuk Penilaian : Aktifitas Partisipasif	Lecturing, small group discussion 3 X 50		Materi: Entering Job Market Pustaka: 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge. Materi: Entering Job Market Pustaka: 2. Chesebro, J. L. (2014). Professional Communication at Work: Interpersonal Strategies for Career Success. Taylor & Francis.	5%
3	 Being able to understand the purpose and importance of personal and professional business profiles and documents in various contexts Being able to identify the key components of a well -written personal and professional business profile 	 To be able to develop a comprehensive job application kit that includes a professional LinkedIn profile, portfolio, CV, and cover letter. To be able to identify the key elements that make a successful LinkedIn profile, including a 	Kriteria: Written Bentuk Penilaian : Penilaian Hasil Project / Penilaian Produk, Praktik / Unjuk Kerja	Lecturing, small group discussion, individual project assignment 3 X 50		Materi: Job application kit (personal professional profile, portfolio, cv, and cover letter) Pustaka: 1. <i>Chan, M.</i> (2020). English for Business Communication (1st ed.). Routledge.	6%

3.Being able to prepare an effective personal and professional business profile that showcases your skills. experience, and achievements 4.Being able to compose compelling and persuasive resumes, cover letters, portfolios. presentations, and business documents that effectively communicate your qualifications and value proposition to potential employers or clients 5.Being able to apply different formatting and design elements to enhance the visual appeal and readability of your personal and professional business profiles and documents. 6.Being able to actively listen and respond to feedback and questions in a professional and respectful manner 7.Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully 8.Being able to recognize the importance of nonverbal communication and learn how to use it to enhance the effectiveness of written and oral communication 9.Being able to develop effective proofreading and editing skills to ensure that your personal and professional business profiles and documents are error-free and professionally polished 10.Being be able to apply the principles of effective business communication in using new technology and social media. developing social media strategy, and/or managing reputation

professional headshot, a well written summary, and relevant skills and experience.

- 3.To be able to understand how to effectively showcase their skills and accomplishments through a professional portfolio, including selectina appropriate samples and presenting them in a visually appealing and organized manner. 4.To be able to develop a compelling CV that highlights their relevant education, work experience, skills, and achievements, and tailors it to the specific job they are applying for 5.To be able to understand the purpose and structure of a cover letter, and how to craft one
- cover letter, and how to craft one that effectively communicates their interest in the job, relevant qualifications, and value they can bring to the organization. 6.To be able to use
- appropriate language and tone in all elements of their job application kit, demonstrating professionalism and attention to detail.
- 7.To be able to understand the importance of tailoring their job application materials to the specific job and company they are applying to, and be able to do so effectively.
- 8.To be able to utilize strategies for managing and organizing their job search, including keeping track of applications. following up with potential employers, and managing job offers and negotiations. 9.To be able to develop a strong personal and

professional profile that aligns

Materi: Job application kit (personal professional profile, portfolio, cv, and cover letter) Pustaka: 2. Chesebro, J. L. (2014). Professional Communication at Work: Interpersonal Strategies for Career Success. Taylor & Francis.

		with their career goals and effectively communicates their unique skills and strengths. 10 . To be able to reflect on their own learning and development throughout the course, identifying areas for improvement and setting goals for ongoing personal and professional growth				
4	 Being able to understand the purpose and importance of personal and professional business profiles and documents in various contexts Being able to identify the key components of a well -written personal and professional business profile Being able to prepare an effective personal and professional business profile that showcases your skills, experience, and achievements Being able to compose compelling and persuasive resumes, cover letters, portfolios, presentations, and business documents that effectively communicate your qualifications and value proposition to potential employers or clients Being able to apply different formatting and design elements to enhance the visual appeal and respead and respond to feedback and questions in a professional business profiles and documents. Being able to actively listen and respond to feedback and questions in a professional and respectful manner Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully 	 To be able to develop a comprehensive job application kit that includes a professional LinkedIn profile, portfolio, CV, and cover letter. To be able to identify the key elements that make a successful LinkedIn profile, including a professional headshot, a well - written summary, and relevant skills and experience. To be able to understand how to effectively showcase their skills and accomplishments through a professional portfolio, including selecting appropriate samples and presenting them in a visually appealing and organized manner. To be able to develop a compelling CV that highlights their relevant education, work experience, skills, and tailors it to the specific job they are applying for. To be able to understand the purpose and structure of a cover letter, and how to craft one that effectively communicates their interest in the job, relevant qualifications, and value they can bring to the organization. To be able to use appropriate language and tone in all elements of their 	Kriteria: Written Bentuk Penilaian : Project / Penilaian Produk, Praktik / Unjuk Kerja	Lecturing, small group discussion, individual project assignment 3 X 50	Materi: Job application kit (personal profiessional profile, portfolio, cv, and cover letter) Pustaka: 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge. Materi: Job application kit (personal profile, portfolio, cv, and cover letter) Pustaka: 2. Chesebro, J. L. (2014). Professional Communication at Work: Interpersonal Strategies for Career Success. Taylor & Francis.	6%

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	communication and learn how to use it to enhance the effectiveness of written and oral communication 9. Being able to develop effective proofreading and editing skills to ensure that your personal and professional business profiles and documents are error-free and professionally polished 10. Being be able to apply the principles of effective business communication in using new technology and social media, developing social media strategy, and/or managing reputation	job application kit, demonstrating professionalism and attention to detail. 7. To be able to understand the importance of tailoring their job application materials to the specific job and company they are applying to, and be able to do so effectively. 8. To be able to utilize strategies for managing and organizing their job search, including keeping track of applications, following up with potential employers, and managing job offers and negotiations. 9. To be able to develop a strong personal and professional profile that aligns with their career goals and effectively communicates their unique skills and strengths. 10. To be able to reflect on their own learning and development throughout the course, identifying areas for improvement and setting goals for ongoing personal and professional growth				
5	 Being able to understand the purpose and importance of personal and professional business profiles and documents in various contexts Being able to identify the key components of a well -written personal and professional business profile Being able to prepare an effective personal and professional business profile that showcases your skills, experience, and achievements Being able to compose compelling and persuasive resumes, cover letters, portfolios, presentations, and business documents that 	 To be able to develop a comprehensive job application kit that includes a professional LinkedIn profile, portfolio, CV, and cover letter. To be able to identify the key elements that make a successful LinkedIn profile, including a professional headshot, a well - written summary, and relevant skills and experience. To be able to understand how to effectively showcase their skills and accomplishments through a professional portfolio, including selecting appropriate samples and presenting them 	Kriteria: Written Bentuk Penilaian : Penilaian Hasil Project / Penilaian Produk, Praktik / Unjuk Kerja	Lecturing, small group discussion, individual project assignment 3 X 50	Materi: Job application kit (personal professional profile, portfolio, cv, and cover letter) Pustaka: 1. <i>Chan, M.</i> (2020). English for Business Communication (1st ed.). Routledge. Materi: Job application kit (personal profile, portfolio, cv, and cover letter) Pustaka: 2. <i>Chesebro, J. L.</i> (2014). Professional Communication at Work: Interpersonal Strategies for	6%

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professionally polished 10.Being be able to apply the principles of effective business communication in using new technology and social media, developing social media strategy, and/or managing reputation

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purpose and structure of a cover letter, and how to craft one that effectively communicates their interest in the job, relevant qualifications, and value they can bring to the organization. 6.To be able to use appropriate language and tone in all elements of their job application kit, demonstrating professionalism and attention to detail. 7.To be able to understand the importance of tailoring their job application materials to the specific job and company they are applying to, and be able to do so effectively. 8.To be able to utilize strategies for managing and organizing their job search, including keeping track of applications, following up with potential employers, and managing job offers and negotiations. 9.To be able to

and strengths. 10.To be able to reflect on their own learning and development throughout the course, identifying areas for improvement and setting goals for ongoing personal and professional

develop a strong personal and professional profile that aligns with their career goals and effectively communicates their unique skills

Career Success. Taylor & Francis.

7%

Materi: Job

Lecturing,

6

1.Being able to understand the	1.To be able to develop a	Written	small group	application kit (personal
purpose and	comprehensive	Bentuk Penilaian :	discussion,	professional
importance of	job application kit	Penilaian Hasil	individual	profile,
personal and	that includes a	Project / Penilaian	project	portfolio, cv,
professional	professional	Produk, Praktik /	assignment	and cover
business profiles	LinkedIn profile,	Unjuk Kerja	3 X 50	letter)
and documents in	portfolio, CV, and			Pustaka: 1.
various contexts	cover letter.			Chan, M.
2.Being able to	2.To be able to			(2020). Englis
identify the key	identify the key			for Business
components of a	elements that			
well -written	make a			Communicatio
personal and	successful			(1st ed.).
professional	LinkedIn profile,			Routledge.
business profile	including a			
3.Being able to	professional			Materi: Job
prepare an	headshot, a well -			application kit
effective personal	written summary,			(personal
and professional	and relevant skills			professional
business profile	and experience.			profile,
that showcases	To be able to			portfolio, cv,
your skills,	understand how			and cover
experience, and	to effectively			letter)
achievements	showcase their			Pustaka: 2.
Being able to	skills and			Chesebro, J.
compose	accomplishments			(2014).
compelling and	through a			Professional
persuasive	professional			Communicatio
resumes, cover	portfolio, including			at Work:
letters, portfolios,	selecting			
presentations, and	appropriate			Interpersonal
business	samples and			Strategies for
documents that	presenting them			Career
effectively	in a visually			Success.
communicate your	appealing and			Taylor &
qualifications and	organized			Francis.
value proposition	manner.			
to potential	4.To be able to			
employers or	develop a			
clients	compelling CV			
5.Being able to	that highlights			
apply different formatting and	their relevant education, work			
0	,			
design elements to enhance the	experience, skills, and			
	achievements,			
visual appeal and	,			
readability of your personal and	and tailors it to			
professional	the specific job			
•	they are applying			
business profiles and documents.	for. 5.To be able to			
6.Being able to	understand the			
actively listen and	purpose and			
respond to	structure of a			
feedback and	cover letter, and			
questions in a	how to craft one			
professional and	that effectively			
respectful manner	communicates			
7.Being able to use	their interest in			
appropriate	the job, relevant			
language and tone	qualifications, and			
to convey	value they can			
messages clearly,	bring to the			
professionally,	organization.			
and respectfully	6.To be able to use			
8.Being able to	appropriate			
recognize the	language and			
importance of	tone in all			
nonverbal	elements of their			
communication	job application kit,			
and learn how to	demonstrating			
use it to enhance	professionalism			
the effectiveness	and attention to			
of written and oral	detail.			
communication	7.To be able to			
9.Being able to	understand the			
develop effective	importance of			
proofreading and	tailoring their job			
editing skills to	application			
ensure that your	materials to the			
personal and	specific job and			
professional	company they are			
business profiles	applying to, and			
and documents	be able to do so			
are error-free and	effectively.			
professionally	8.To be able to			
polished	utilize strategies			
10.Being be able to	for managing and			
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apply the principles of effective business communication in using new technology and social media, developing social media strategy, and/or managing reputation	organizing their job search, including keeping track of applications, following up with potential employers, and managing job offers and negotiations. 9.To be able to develop a strong personal and professional			
	profile that aligns with their career			
	goals and effectively			
	communicates their unique skills			
	and strengths. 10.To be able to reflect on their			
	own learning and development			
	throughout the course, identifying			
	areas for improvement and			
	setting goals for ongoing personal			
	and professional growth			

7 1.Being able to actively listen and respond to feedback and questions in an professional and respectif lumaner impressional and to convey 1.To be able to understand the impressions and develop strategies Kriteria: Soken Lecturing, solution Materi: Job Interview, group Materi: Job Interview, professional and develop strategies 2.Being able to use appropriate language and tone to convey apropriate professional and develop strategies Friteria: magnetic Kriteria: Bentuk Penliain : Praktik / Unjuk Kerja Lecturing, Bentuk Penliain : Praktik / Unjuk Kerja Materi: Job Interview 3.Being able to recognize the importance of nonverbal communication To be able to use appropriate interview, demonstrating nonverbal communication Kriteria: Soken Lecturing, Bentuk Penliain : Praktik / Unjuk Kerja Materi: Job Interview Materi: Job Interview 3.Being able to recognize the importance of nonverbal communication and empathy. So the able to develop To be able to develop Materi: Job Interview, demonstrating and legah how to and empathy. Materi: Job Interview, demonstrating and legah how to and empathy. Interviews appropriate during the job interview, during the job interview, including eye contact. body language, and tore of voice. Friancis.	
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respond to neuronal importance of first feedback and questions in a professional and respectful manner 2.Being able to use appropriate to convey messages clearly, professionally, and respectfully and respectfully and respectfully and respectfully and respectfully and respectfully and respectfully and respectfully and respectfully to neuronal communication and learn how to use it to enhance the effectiveness of written and oral communication and egnations about salary, benefits, and job mervice. S. To be able to use develop the develop trategies for projecting appropriate and respectfully to neuronal communication and learn how to use it to enhance the effectiveness of written and oral communication and mentary, and respectfully to be later is develop the first develop the fi	
feedback and questions in a professional and respectful mannerimpressions and body language during the job interview, and develop strategies for projecting a professional and confident image.Betuk / Penilaina : discussion, matki / Unjuk KrijaChan, M. (2020). English for Business Communication (1st ed.).2.Being able to use appropriate language and tone to convey2. To be able to use appropriate language and confident image.3. SoChan, M. (2020). English torBusiness Communication (1st ed.).3.Being able to recognize the importance of nonverbal communicationCombe during the pointerview, and empathy. and empathy.Materi: Job Interviews4. To be able to use stary, be develop strategies for communication skills to address questions about salary, benefits, and job responsibilities during the job interview, 4. To be able to useCommunication at Work: Interpersonal Strategies for Career Success: Taylor & Francis.4. To be able to use of written and oral communicationSite address questions about salary, benefits, and job responsibilities during the job interview, including eye contact, body language, and tore of voice.Site to use5. To be able to useSite to useSite to use	
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Automatical and respectful manner during the job interview, and develop strategies for projecting a professional and confident image. 3 X 50 (2220). English for Business Communication (151 ed.). 2. Being able to use appropriate importance of nonverbal communication and learn how to use it to enhance the effectiveness of written and oral communication skills to address questions about salary, benefits, and job responsibilities during the job interview, including eye contact, body language, and tore of nonverbal communication Water: Job 0 Water is to use appropriate language and tone during the job interview, develop strategies for contact, body language, and job Pustaka: 2. 0 Communication and exploration and plant dow in the professional shout salary, benefits, and job Professional manner is the manner is the professional manner is the	
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and learn how to active listening, at Work: use it to enhance 3. To be able to Interpersonal the effectiveness develop Strategies for of written and oral communication Career communication and negotiation Success. skills to address questions about Francis. and job responsibilities during the job responsibilities during the job interview. 4. To be able to understand the importance of nonverbal communication during virtual job interviews, including eye contact, body language, and language, and b b torice. 5. To be able to use language.	
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including eye contact, body language, and tone of voice. 5.To be able to use	
contact, body language, and tone of voice. 5.To be able to use	
language, and tone of voice. 5.To be able to use	
tone of voice. 5.To be able to use	
5.To be able to use	
reflective practice	
to analyze and	
evaluate the	
outcomes of the	
job interview,	
identifying	
strengths and	
areas for	
improvement in	
their own	
performance	
6.To be able to use	
reflective practice	
to analyze and	
evaluate the	
outcomes of the	
job interview,	
identifying	
strengths and	
areas for	
improvement in	
their own	
performance	

8	1.Being able to	1.To be able to	Kriteria:	Lecturing,	Materi: Job	8%
	actively listen and	understand the	Spoken	small	Interviews	
	respond to	importance of first		group	Pustaka: 1.	
	feedback and	impressions and	Bentuk Penilaian :	discussion,	Chan, M.	
	questions in a	body language	Praktik / Unjuk	interview	(2020). English	
	professional and	during the job	Kerja	practice	for Business	
	respectful manner	interview, and		3 X 50	Communication	
	2.Being able to use	develop strategies				
	appropriate	for projecting a			(1st ed.).	
	language and tone	professional and			Routledge.	
	to convey	confident image.			pr	
	messages clearly,	2.To be able to use			Materi: Job	
	professionally,	appropriate			Interviews	
	and respectfully	language and			Pustaka: 2.	
	3.Being able to	tone during the			Chesebro, J. L.	
	recognize the	job interview,			(2014).	
	importance of	demonstrating			Professional	
	nonverbal	professionalism,				
	communication	active listening,			Communication	
	and learn how to	and empathy.			at Work:	
	use it to enhance	3.To be able to			Interpersonal	
	the effectiveness	develop			Strategies for	
	of written and oral	communication			Career	
	communication	and negotiation			Success.	
		skills to address			Taylor &	
		questions about			Francis.	
		salary, benefits,			Francis.	
		and job				
		responsibilities				
		during the job				
		interview.				
		4.To be able to				
		understand the				
		importance of				
		nonverbal				
		communication				
		during virtual job				
		interviews,				
		including eye				
		contact, body				
		language, and				
		tone of voice.				
		5.To be able to use				
		reflective practice				
		to analyze and				
		evaluate the				
		outcomes of the				
		job interview,				
		identifying				
		strengths and				
		areas for				
		improvement in				
		their own				
		performance				
		To be able to use				
		reflective practice				
		to analyze and				
		evaluate the				
		outcomes of the				
		job interview,				
		identifying				
		strengths and				
		areas for				
		improvement in				
		their own				
		performance				
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9	 Being able to 	1.To be able to	Kriteria:	Project		Materi:	7%
	understand the	identify the	Product	based		Company	
	purpose and	essential	assessment	3 X 50		profile	
	importance of	components of a		0 / 00		Pustaka: 1.	
	personal and	•	Bentuk Penilaian :				
		company profile,	Penilaian Hasil			Chan, M.	
	professional	including history,	Project / Penilaian			(2020). English	
	business profiles	mission, values,	Produk			for Business	
	and documents in	products/services,	TTOULK			Communication	
	various contexts	and competitive					
	2.Being able to	advantage.				(1st ed.).	
	identify the key	2.To be able to				Routledge.	
	components of a	research and					
	well-written					Materi:	
		analyze the					
	personal and	organization to				Company	
	professional	gather relevant				profile	
	business profile	information for the				Pustaka: 2.	
	Being able to	company profile.				Chesebro, J. L.	
	organize and	media campaigns				(2014).	
	structure written	3.To be able to					
	communication for	develop a clear				Professional	
	maximum impact	and concise draft				Communication	
1						at Work:	
	and readability,	of the company					
	including business	profile that				Interpersonal	
	documents, social	effectively				Strategies for	
	media posts, and	communicates				Career	
	presentations	the organization's				Success.	
	4.Being able to	message and					
	apply different	personality.				Taylor &	
	formatting and	4.To be able to use				Francis.	
	design elements	appropriate					
	to enhance the	language and					
	visual appeal and	tone to convey					
	readability of your	the organization's					
	personal and	brand image and					
	professional	values in the					
	business profiles	company profile.					
	and documents.	5.To be able to					
	5.Being able to	revise the					
	actively listen and	company profile					
	respond to	based on					
	feedback and	feedback from					
	questions in a	stakeholders to					
	professional and	ensure it meets					
	respectful manner	the					
	6.Being able to use	communication					
	•						
	appropriate	objectives.					
	language and tone	6.To be able to edit					
	to convey	and proofread the					
	messages clearly,	company profile					
	professionally,	for grammar,					
	and respectfully	spelling, and					
	7.Being able to	formatting errors.					
	develop effective	7.To be able to					
	proofreading and	present the					
	editing skills to	company profile					
	ensure that your	to stakeholders					
	personal and	using various					
	professional	communication					
	business profiles	channels, such as					
	and documents	the organization's					
	are error-free and	website, social					
	professionally	media, and					
	polished	marketing					
	8.Being be able to	materials.					
	apply the						
	principles of						
	effective business						
	communication in						
	using new						
	technology and						
	social media,						
	developing social						
	media strategy,						
	and/or managing						
	reputation						
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10	1.Being able to	1.To be able to	Kriteria:	Project		Materi:	8%
	understand the	identify the	Product	based		Company	
1	purpose and	essential	assessment	3 X 50		profile	
	importance of	components of a				Pustaka: 1.	
	personal and	company profile,	Bentuk Penilaian :				
	professional	including history,	Penilaian Hasil			Chan, M.	
			Project / Penilaian			(2020). English	
	business profiles	mission, values,	Produk			for Business	
	and documents in	products/services,				Communication	
	various contexts	and competitive					
	2.Being able to	advantage.				(1st ed.).	
	identify the key	To be able to				Routledge.	
	components of a	research and					
	well-written	analyze the				Materi:	
	personal and	organization to				Company	
	professional	gather relevant				profile	
						•	
	business profile	information for the				Pustaka: 2.	
	3.Being able to	company profile.				Chesebro, J. L.	
	organize and	media campaigns				(2014).	
	structure written	To be able to				Professional	
	communication for	develop a clear					
	maximum impact	and concise draft				Communication	
	and readability,	of the company				at Work:	
	including business	profile that				Interpersonal	
	documents, social	effectively				Strategies for	
1	media posts, and	communicates				-	
1						Career	
1	presentations	the organization's				Success.	
1	4.Being able to	message and				Taylor &	
	apply different	personality.				Francis.	
	formatting and	To be able to use				Trancis.	
	design elements	appropriate					
	to enhance the	language and					
	visual appeal and	tone to convey					
	readability of your	the organization's					
	personal and	brand image and					
		•					
	professional	values in the					
	business profiles	company profile.					
	_ and documents.	5.To be able to					
	5.Being able to	revise the					
	actively listen and	company profile					
	respond to	based on					
	feedback and	feedback from					
	questions in a	stakeholders to					
	professional and	ensure it meets					
	respectful manner	the					
	6.Being able to use	communication					
	appropriate	objectives.					
	language and tone	To be able to edit					
	to convey	and proofread the					
	messages clearly,	company profile					
1	professionally,	for grammar,					
1	and respectfully	spelling, and					
	7.Being able to	formatting errors.					
1	develop effective	7.To be able to					
1	proofreading and	present the					
1							
1	editing skills to	company profile					
1	ensure that your	to stakeholders					
1	personal and	using various					
1	professional	communication					
1	business profiles	channels, such as					
1	and documents	the organization's					
1	are error-free and	website, social					
1	professionally	media, and					
1							
1	polished	marketing					
1	8.Being be able to	materials.					
	apply the						
1	principles of						
1	effective business						
1	communication in						
1	using new						
1	technology and						
1	social media,						
1							
1	developing social						
1	media strategy,						
	and/or managing						
1	reputation						
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11	1.Being able to	1.To be able to	Kriteria:	Project	Materi: Public	7%
	understand the	understand the	Product	based	Relation and	
	purpose and	role of public	assessment	3 x 50	Social Media	
	importance of	relations in			Pustaka: 1.	
	personal and	business	Bentuk Penilaian :			
		communication	Penilaian Hasil		Chan, M.	
	professional		Project / Penilaian		(2020). English	
	business profiles	and the	Produk		for Business	
	and documents in	importance of			Communication	
	various contexts	social media in			(1st ed.).	
	2.Being able to	supporting public			· /	
	organize and	relations goals.			Routledge.	
	structure written	To be able to				
	communication for	identify the key			Materi: Public	
	maximum impact	elements of a			Relation and	
	and readability,	successful social			Social Media	
	including business	media strategy.			Pustaka: 2.	
	documents, social	3.To be able to			Chesebro, J. L.	
	media posts, and	analyze trends in				
	presentations	social media			(2014).	
	3.Being able to	usage and their			Professional	
	apply different				Communication	
		impact on public			at Work:	
	formatting and	relations			Interpersonal	
	design elements	4.To be able to				
	to enhance the	create a social			Strategies for	
	visual appeal and	media plan that			Career	
	readability of your	supports the			Success.	
	personal and	organization's			Taylor &	
	professional	public relations			Francis.	
	business profiles	goals.			1 101013.	
	and documents.					
	4.Being able to					
	actively listen and					
	respond to					
	feedback and					
	questions in a					
	professional and					
	respectful manner					
	5.Being able to use					
	appropriate					
	language and tone					
	to convey					
	messages clearly,					
	professionally,					
	and respectfully					
	Being able to					
	develop effective					
	speaking and					
	presentation skills,					
	including planning					
	and organizing					
	presentations,					
	using visual aids,					
	and handling					
	questions and					
	feedback					
	7.Being able to					
	develop effective					
	proofreading and					
	editing skills to					
	ensure that your					
	personal and					
	professional					
	business profiles					
	and documents					
	are error -free and					
	professionally					
	polished					
	8.Being be able to					
	apply the					
	principles of					
	effective business					
	communication in					
	using new					
	technology and					
	social media,					
	developing social					
	media strategy.					
	and/or managing					
	reputation.					
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12	1.Being able to	1.To be able to	Kriteria:	Project		Materi: Public	8%
	understand the	understand the	Product	based		Relation and	
	purpose and	role of public	assessment	3 x 50		Social Media	
	importance of	relations in	Bentuk Penilaian :			Pustaka: 1.	
	personal and	business	Penilaian Hasil			Chan, M.	
	professional	communication	Project / Penilaian			(2020). English	
	business profiles	and the	Produk			for Business	
	and documents in various contexts	importance of social media in				Communication	
	2.Being able to	supporting public				(1st ed.).	
	organize and	relations goals.				Routledge.	
	structure written	2.To be able to					
	communication for	identify the key				Materi: Public	
	maximum impact	elements of a				Relation and	
	and readability,	successful social				Social Media	
	including business	media strategy.				Pustaka: 2.	
	documents, social	3.To be able to				Chesebro, J. L.	
	media posts, and	analyze trends in social media				(2014).	
	presentations 3.Being able to	usage and their				Professional	
	apply different	impact on public				Communication	
	formatting and	relations				at Work:	
	design elements	4.To be able to				Interpersonal	
	to enhance the	create a social				Strategies for	
	visual appeal and	media plan that				Career	
	readability of your	supports the				Success.	
	personal and	organization's				Taylor &	
	professional	public relations				Francis.	
	business profiles	goals.					
	and documents. 4.Being able to						
	actively listen and						
	respond to						
	feedback and						
	questions in a						
	professional and						
	respectful manner						
	5.Being able to use						
	appropriate						
	language and tone						
	to convey						
	messages clearly, professionally,						
	and respectfully						
	6.Being able to						
	develop effective						
	speaking and						
	presentation skills,						
	including planning						
	and organizing						
	presentations,						
	using visual aids,						
	and handling						
	questions and feedback						
	7.Being able to						
	develop effective						
	proofreading and						
	editing skills to						
	ensure that your						
	personal and						
	professional						
	business profiles						
	and documents are error -free and						
	professionally						
	polished						
	8.Being be able to						
	apply the						
	principles of						
	effective business						
	communication in						
	using new						
	technology and social media,						
	developing social						
	media strategy.						
	and/or managing						
	reputation.						
13	1.Being able to	1.To be able to	Kriteria:	Project		Materi:	5%
	understand the	develop an	Product	based		Business	
	purpose and	effective	assessment	3 x 50		Presentations	
	importance of	presentation	Bentuk Penilaian :			Pustaka: 1.	
				1		Chan, M.	
	personal and	strategy, including				Ghan, wi.	
	professional	planning,	Penilaian Hasil			(2020). English	
	professional business profiles	planning, preparation, and				-	
	professional	planning,	Penilaian Hasil Project / Penilaian			(2020). English	

	 2.Being able to organize and structure written communication for maximum impact and readability, including business documents, social media posts, and presentations 3.Being able to apply different formatting and design elements to enhance the visual appeal and readability of your personal and professional business profiles and documents. 4.Being able to actively listen and respond to feedback and questions in a professional and professional and respectful manner 5.Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully 6.Being able to develop effective speaking and presentations, using visual aids, and handling questions and feedback 7.Being able to recognize the importance of nonverbal communication and learn how to use it to enhance the effectiveness of written and oral communication 8.Being able to recognize the importance of nonverbal communication and learn how to use it to enhance the effectiveness of written and oral communication 8.Being able to recognize the importance of nonverbal communication and learn how to use it to enhance the effectiveness of written and oral communication 8.Being able to recognize the importance of nonverbal communication 8.Being able to recognize the importance of nonverbal communication 8.Being able to recognize the importance of nonverbal communication 8.Being able to recognize the importance of nonverbal communication 8.Being able to actively perfective proofreading and editing skills to ensure that your personal and professional will business profiles and documents are error -free and professional guestions and editing skills to ensure that your personal and professional and professionally and professionally polished 9.Being be able to apply the principles of effective business communication in using new technology and social media, develop iffective business communication in using new technology	effective presentation skills, such as voice projection, eye contact, and body language, to engage the audience. 3. To be able to compose engaging presentation objectives. 4. To be able to adapt presentation style and content to suit different audiences and contexts. 5. To be able to use appropriate technology and tools to enhance the presentation			(1st ed.). Routledge. Materi: Business Presentations Pustaka: 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge.	
14	1.Being able to understand the purpose and importance of personal and professional business profiles	1.To be able to develop an effective presentation strategy, including planning,	Kriteria: Product assessment Bentuk Penilaian : Penilaian Hasil Project / Penilaian Produk	Project based 3 x 50	Materi: Business Presentations Pustaka: 1. <i>Chan, M.</i> (2020). English for Business	5%

	and documents in various contexts 2.Being able to organize and structure written communication for maximum impact and readability, including business documents, social media posts, and presentations 3.Being able to apply different formatting and design elements to enhance the visual appeal and readability of your personal and professional business profiles and documents. 4.Being able to actively listen and respond to feedback and questions in a professional and respectful manner 5.Being able to use appropriate language and tone to convey messages clearly, professionally, and respectfully 6.Being able to develop effective speaking and presentations, using visual aids, and handling questions and feedback 7.Being able to develop effective speaking and presentations, using visual aids, and handling questions and feedback 7.Being able to recognize the importance of nonverbal communication and learn how to use it to enhance the effectiveness of written and oral communication 8.Being able to develop effective proofreading and editing skills to ensure that your personal and professional business profiles and documents are error -free and professional business profiles and documents are develop and social modia comunication in using new technology and social media, developing social media strategy, and/or managing reputation	preparation, and delivery. 2. To be able to use effective presentation skills, such as voice projection, eye contact, and body language, to engage the audience. 3. To be able to compose engaging presentation content, including visual aids, to support the presentation objectives. 4. To be able to adapt presentation style and content to suit different audiences and contexts. 5. To be able to use appropriate technology and tools to enhance the presentation			Communication (1st ed.). Routledge. Materi: Business Presentations Pustaka: 1. Chan, M. (2020). English for Business Communication (1st ed.). Routledge.	
15	1.Being able to understand the purpose and importance of personal and professional business profiles	1.To be able to develop an effective presentation strategy, including planning,	Kriteria: Product assessment Bentuk Penilaian : Penilaian Hasil Project / Penilaian	Project based 3 x 50	Materi: Business Presentations Pustaka: 1. Chan, M. (2020). English for Business	5%

1	and documents in	preparation, and	Produk	1	1	Communication	· · ·
	various contexts		TIOUUN				
		delivery.				(1st ed.).	
	2.Being able to	2.To be able to use				Routledge.	
	organize and	effective					
	structure written	presentation				Materi:	
	communication for	skills, such as				Business	
	maximum impact	voice projection,				Presentations	
	and readability,	eye contact, and				Pustaka: 1.	
	including business	body language, to					
	documents, social	engage the				Chan, M.	
	media posts, and	audience.				(2020). English	
	presentations	To be able to				for Business	
	Being able to	compose				Communication	
	apply different	engaging				(1st ed.).	
	formatting and	presentation				Routledge.	
	design elements	content, including				noulleuge.	
	to enhance the	visual aids, to					
	visual appeal and	support the					
	readability of your	presentation					
	personal and	objectives.					
	professional	4.To be able to					
	business profiles	adapt					
	and documents.	presentation style					
	4.Being able to						
	0	and content to					
	actively listen and	suit different					
	respond to	audiences and					
	feedback and	contexts.					
	questions in a	5.To be able to use					
	professional and	appropriate					
	_ respectful manner	technology and					
	Being able to use	tools to enhance					
	appropriate	the presentation					
	language and tone						
	to convey						
	messages clearly,						
	professionally,						
	and respectfully						
	6.Being able to						
	develop effective						
	speaking and						
	presentation skills,						
	including planning						
	and organizing						
	presentations,						
	using visual aids,						
	and handling						
	questions and						
	_ feedback						
	Being able to						
	recognize the						
	importance of						
	nonverbal						
	communication						
	and learn how to						
	use it to enhance						
	the effectiveness						
	of written and oral						
	communication						
	8.Being able to						
	develop effective						
	proofreading and						
	editing skills to						
	ensure that your						
	personal and						
	professional						
	business profiles						
	and documents						
	are error -free and						
	professionally						
	polished 9 Roing ho oblo to						
	9.Being be able to						
	apply the						
	principles of						
	effective business						
	communication in						
	using new						
	technology and						
	social media,						
	developing social						
	media strategy,						
	and/or managing						
	reputation						
	-						

16	Being able to apply reflective practice to enhance their communication skills and strategies in various business contexts	 Develop the ability to reflect on past communication experiences and identify areas for improvement Use feedback to identify areas for improvement and adjust communication strategies accordingly. To be able to create a plan for ongoing reflective practice that includes setting goals, monitoring progress, and adjusting strategies as needed. 	Kriteria: Written Bentuk Penilaian : Tes	Reflective practice 3 x 50		Materi: Wrap up reflective Pustaka: 1. journals	5%
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Rekap Persentase Evaluasi : Project Based Learning

No	Evaluasi	Persentase
1.	Aktifitas Partisipasif	7.5%
2.	Penilaian Hasil Project / Penilaian Produk	57.5%
3.	Praktik / Unjuk Kerja	30%
4.	Tes	5%
		100%

Catatan

- 1. Capaian Pembelajaran Lulusan Prodi (CPL Prodi) adalah kemampuan yang dimiliki oleh setiap lulusan prodi yang merupakan internalisasi dari sikap, penguasaan pengetahuan dan ketrampilan sesuai dengan jenjang prodinya yang diperoleh melalui proses pembelajaran.
- 2. CPL yang dibebankan pada mata kuliah adalah beberapa capaian pembelajaran lulusan program studi (CPL-Prodi) yang digunakan untuk pembentukan/pengembangan sebuah mata kuliah yang terdiri dari aspek sikap, ketrampulan umum, ketrampilan khusus dan pengetahuan.
- CP Mata kuliah (CPMK) adalah kemampuan yang dijabarkan secara spesifik dari CPL yang dibebankan pada mata kuliah, dan bersifat spesifik terhadap bahan kajian atau materi pembelajaran mata kuliah tersebut.
- 4. Sub-CPMK Mata kuliah (Sub-CPMK) adalah kemampuan yang dijabarkan secara spesifik dari CPMK yang dapat diukur atau diamati dan merupakan kemampuan akhir yang direncanakan pada tiap tahap pembelajaran, dan bersifat spesifik terhadap materi pembelajaran mata kuliah tersebut.
- 5. Indikator penilaian kemampuan dalam proses maupun hasil belajar mahasiswa adalah pernyataan spesifik dan terukur yang mengidentifikasi kemampuan atau kinerja hasil belajar mahasiswa yang disertai bukti-bukti.
- 6. Kreteria Penilaian adalah patokan yang digunakan sebagai ukuran atau tolok ukur ketercapaian pembelajaran dalam penilaian berdasarkan indikator-indikator yang telah ditetapkan. Kreteria penilaian merupakan pedoman bagi penilai agar penilaian konsisten dan tidak bias. Kreteria dapat berupa kuantitatif ataupun kualitatif.
- 7. Bentuk penilaian: tes dan non-tes.
- 8. Bentuk pembelajaran: Kuliah, Responsi, Tutorial, Seminar atau yang setara, Praktikum, Praktik Studio, Praktik Bengkel, Praktik Lapangan, Penelitian, Pengabdian Kepada Masyarakat dan/atau bentuk pembelajaran lain yang setara.
- 9. Metode Pembelajaran: Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning,
- Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, dan metode lainnya yg setara. 10. Materi Pembelajaran adalah rincian atau uraian dari bahan kajian yg dapat disajikan dalam bentuk beberapa pokok dan subpokok bahasan.
- 11. Bobot penilaian adalah prosentasi penilaian terhadap setiap pencapaian sub-CPMK yang besarnya proposional dengan tingkat kesulitan pencapaian sub-CPMK tsb., dan totalnya 100%.
- 12. TM=Tatap Muka, PT=Penugasan terstruktur, BM=Belajar mandiri.

RPS ini telah divalidasi pada tanggal 15 Oktober 2024

