



Universitas Negeri Surabaya
Faculty of Economics and Business,
Bachelor of Science in Office Administration Education Study
Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date		
Communication Ethics	8721002016		T=2 P=0 ECTS=3.18	4	July 18, 2024		
AUTHORIZATION	SP Developer		Course Cluster Coordinator	Study Program Coordinator			
	Brillian Rosy, S.Pd., M.Pd.			
Learning model	Case Studies						
Program Learning Outcomes (PLO)	PLO study program that is charged to the course						
	Program Objectives (PO)						
	PLO-PO Matrix						
		<table border="1" style="margin: auto;"> <tr><td style="width: 50px; height: 20px;">P.O</td></tr> </table>					P.O
P.O							
Short Course Description	This course discusses humans as personal creatures, humans as social creatures, communication, ethics, effective speaking, public speaking, group communication.						
References	Main :						
	1. Fiske, John. 2012. <i>Pengantar Ilmu Komunikasi</i> . Jakarta: PT RajaGrafindo Persada. 2. Naim, Ngainun. 2011. <i>Dasar-dasar Komunikasi Pendidikan</i> . Jogjakarta: Ar-Ruzz Media. 3. Rosmawaty. 2010. <i>Mengenal Ilmu Komunikasi</i> . Bandung: Widya Padjadjaran. 4. Suranto. 2011. <i>Komunikasi Interpersonal</i> . Yogyakarta: Graha Ilmu.						
	Supporters:						
Supporting lecturer	Dr. Meylia Elizabeth Ranu, S.Pd., M.S.M.						
Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)
		Indicator	Criteria & Form	Offline (offline)	Online (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

1	Analyzing humans as personal creatures	1. Explain the meaning of personality 2. Explain the personality scheme 3. Analyze human development theory 4. Analyze the causes of personal conflicts in children	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the presentation assessment sheet you will get: 1. Score 4 if done very well 2. Score 3 if done well 3. Score 2 if done quite well 4. Score 1 if done poorly	- Reading assignments - Lectures - Discussions 2 X 50			0%
2	Analyzing humans as social creatures	1. Analyze the classification of human needs 2. Analyze human obligations	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the presentation assessment sheet you will get: 1. Score 4 if done very well 2. Score 3 if done well 3. Score 2 if done quite well 4. Score 1 if done poorly	- Reading assignments - Lectures - Discussions 4 X 50			0%
3	Analyzing humans as social creatures	1. Analyze the classification of human needs 2. Analyze human obligations	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the presentation assessment sheet you will get: 1. Score 4 if done very well 2. Score 3 if done well 3. Score 2 if done quite well 4. Score 1 if done poorly	- Reading assignments - Lectures - Discussions 4 X 50			0%
4	Analyzing communications	1. Explain the meaning of communication 2. Explain the role of communication in human relationships 3. Explain the components of communication 4. Explain the communication process 5. Analyze the types of communication 6. Analyze barriers in communication	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the presentation assessment sheet you will get: 1. Score 4 if done very well 2. Score 3 if done well 3. Score 2 if done quite well 4. Score 1 if done poorly	- Reading assignments - Lectures - Discussions 2 X 50			0%
5	Analyzing communications	1. Explain the meaning of communication 2. Explain the role of communication in human relationships 3. Explain the components of communication 4. Explain the communication process 5. Analyze the types of communication 6. Analyze barriers in communication	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the presentation assessment sheet you will get: 1. Score 4 if done very well 2. Score 3 if done well 3. Score 2 if done quite well 4. Score 1 if done poorly	- Reading assignments - Lectures - Discussions 2 X 50			0%
6	Apply ethics	1. Explain the role of ethics 2. Explain the role of ethics in regulating individual behavior 3. Applying social etiquette at home 4. Applying social ethics in the workplace	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	4 X 50			0%

7	Apply ethics	1. Explain the role of ethics 2. Explain the role of ethics in regulating individual behavior 3. Applying social etiquette at home 4. Applying social ethics in the workplace	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	4 X 50			0%
8	UTS	UTS	Criteria: UTS	UTS 2 X 50			0%
9	Implement effective speaking	1. Explain the meaning of speaking 2. Explain the principles of effective speaking 3. Explain the benefits of effective speaking 4. Analyzing arranging effective speaking sequences 5. Apply effective speaking techniques	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the presentation assessment sheet you will get: 1. Score 4 if done very well 2. Score 3 if done well 3. Score 2 if done quite well 4. Score 1 if done poorly - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Discussions - Practice 4 X 50			0%
10	Implement effective speaking	1. Explain the meaning of speaking 2. Explain the principles of effective speaking 3. Explain the benefits of effective speaking 4. Analyzing arranging effective speaking sequences 5. Apply effective speaking techniques	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the presentation assessment sheet you will get: 1. Score 4 if done very well 2. Score 3 if done well 3. Score 2 if done quite well 4. Score 1 if done poorly - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Discussions - Practice 4 X 50			0%
11	Applying public speaking (speeches)	1. Explain the meaning of making a speech 2. Explain the principles of speech 3. Analyze the speech framework 4. Applying speech techniques 5. Applying a speech style 6. Apply speech etiquette	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the presentation assessment sheet you will get: 1. Score 4 if done very well 2. Score 3 if done well 3. Score 2 if done quite well 4. Score 1 if done poorly - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments- Lectures- Discussions- Practices 6 X 50			0%

12	Applying public speaking (speeches)	1. Explain the meaning of making a speech 2. Explain the principles of speech 3. Analyze the speech framework 4. Applying speech techniques 5. Applying a speech style 6. Apply speech etiquette	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the presentation assessment sheet you will get: 1. Score 4 if done very well 2. Score 3 if done well 3. Score 2 if done quite well 4. Score 1 if done poorly - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments- Lectures- Discussions- Practices 6 X 50			0%
13	Applying public speaking (speeches)	1. Explain the meaning of making a speech 2. Explain the principles of speech 3. Analyze the speech framework 4. Applying speech techniques 5. Applying a speech style 6. Apply speech etiquette	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the presentation assessment sheet you will get: 1. Score 4 if done very well 2. Score 3 if done well 3. Score 2 if done quite well 4. Score 1 if done poorly - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments- Lectures- Discussions- Practices 6 X 50			0%
14	Analyzing formal group communication	1. Explain the principles of formal speaking 2. Explain the meaning of meeting 3. Explain the various types of meetings 4. Explain the terms and conditions of a good meeting 5. Explain the types of meeting participants 6. Analyze the function of the meeting/discussion leader 7. Analyzing the function of meeting/discussion participants 8. Analyze the physical settings of various group discussions 9. Analyzing various types of group discussions 10. Analyze good group discussions	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the presentation assessment sheet you will get: 1. Score 4 if done very well 2. Score 3 if done well 3. Score 2 if done quite well 4. Score 1 if done poorly	- Reading assignments - Lectures - Discussions 4 X 50			0%

15	Analyzing formal group communication	1. Explain the principles of formal speaking 2. Explain the meaning of meeting 3. Explain the various types of meetings 4. Explain the terms and conditions of a good meeting 5. Explain the types of meeting participants 6. Analyze the function of the meeting/discussion leader 7. Analyzing the function of meeting/discussion participants 8. Analyze the physical settings of various group discussions 9. Analyzing various types of group discussions 10. Analyze good group discussions	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the presentation assessment sheet you will get: 1. Score 4 if done very well 2. Score 3 if done well 3. Score 2 if done quite well 4. Score 1 if done poorly	- Reading assignments - Lectures - Discussions 4 X 50			0%
16	UAS	UAS	Criteria: UAS	UAS 2 X 50			0%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
		0%

Notes

- Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
- The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
- Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
- Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
- Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
- Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
- Forms of assessment:** test and non-test.
- Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
- Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.