



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 Studies	8721002021		T=2	P=0	ECTS=3.18	3	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-left: auto; margin-right: auto;"> <tr> <td style="width: 10%; text-align: center;">P.O</td> <td colspan="16"></td> </tr> </table>						P.O																																										
P.O																																																		
	PO Matrix at the end of each learning stage (Sub-PO)																																																	
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 10%; text-align: center;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> <td style="text-align: center;">16</td> </tr> </table>																P.O	Week																	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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Short Course Description	This course discusses the basic concepts of communication science including understanding communication science, barriers to communication, nonverbal and verbal communication, interpersonal communication, group communication, mass communication, and communication in education. Learning is carried out by implementing a collaborative approach																																																	
References	Main :																																																	
	<ol style="list-style-type: none"> 1. Fiske, John. 2012. Pengantar Ilmu Komunikasi. Jakarta: PT RajaGrafindo Persada. 2. Naim, Ngainun. 2011. Dasar-dasar Komunikasi Pendidikan. Jogjakarta: Ar-Ruzz Media. 3. Rosmawaty. 2010. Mengenal Ilmu Komunikasi. Bandung: Widya Padjadjaran. 4. Suranto. 2011. Komunikasi Interpersonal. Yogyakarta: Graha Ilmu. 																																																	
	Supporters:																																																	
Supporting lecturer	Dr. Siti Sri Wulandari, S.Pd., M.Pd. Puspita Sari Sukardani, S.T., M.Med.Kom. Durinta Puspasari, S.Pd., M.Pd.																																																	
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	Understand the basic concepts of communication science	1. Explain the meaning of communication 2. Explain the communication process 3. Analyzing communication components 4. Analyze communication models	Criteria: 1.- For the essay test, if you answer correctly you will get a score of 100 2.- For the presentation assessment sheet you will get: 3.1. Score 4 if done very well 4.2. Score 3 if done well 5.3. Score 2 if done quite well 6.4. Score 1 if done poorly	- Reading assignments - Lectures - Discussions 4 X 50			0%
2							0%
3	Analyze barriers in communication	1. Explain hearing and listening 2. Explain responding with empathy 3. Analyze communication barriers	Criteria: 1.- For the essay test, if you answer correctly you will get a score of 100 2.- For the presentation assessment sheet you will get: 3.1. Score 4 if done very well 4.2. Score 3 if done well 5.3. Score 2 if done quite well 6.4. Score 1 if done poorly	- Reading assignments - Lectures - Discussions 4 X 50			0%
4							0%
5	Apply nonverbal and verbal communication	1. Apply non-verbal communication 2. Apply verbal communication	Criteria: 1.- For the essay test, if you answer correctly you will get a score of 100 2.- For the practical assessment sheet you will get: 3.1. Score 1: not good 4.2. Score 2: quite good 5.3. Score 3: good 6.4. Score 4: very good	- Reading assignment- 4 X 50 practice			0%
6							0%

7	Applying interpersonal communication	<p>1. Explain the meaning of interpersonal communication</p> <p>2. Explain the principles of interpersonal communication</p> <p>3. Explain the characteristics of interpersonal communication</p> <p>4. Explain the purpose of interpersonal communication</p> <p>5. Analyzing types of interpersonal communication</p> <p>6. Apply interpersonal communication ethics</p>	<p>Criteria:</p> <p>1.- For the essay test, if you answer correctly you will get a score of 100</p> <p>2.- For the presentation assessment sheet you will get:</p> <p>3.1. Score 4 if done very well</p> <p>4.2. Score 3 if done well</p> <p>5.3. Score 2 if done quite well</p> <p>6.4. Score 1 if done poorly</p> <p>7.- For the practical assessment sheet you will get:</p> <p>8.1. Score 1: not good</p> <p>9.2. Score 2: quite good</p> <p>10.3. Score 3: good</p> <p>11.4. Score 4: very good</p>	<p>- Reading assignments</p> <p>- Lectures - Discussions</p> <p>- Practice</p> <p>2 X 50</p>		0%
8	UTS	UTS	<p>Criteria:</p> <p>UTS</p>	<p>UTS</p> <p>2 X 50</p>		0%
9	Applying group communication	<p>1. Explain the characteristics of the group</p> <p>2. Applying small group communication</p> <p>3. Applying large group communication</p>	<p>Criteria:</p> <p>1.- For the essay test, if you answer correctly you will get a score of 100</p> <p>2.- For the practical assessment sheet you will get:</p> <p>3.1. Score 1: not good</p> <p>4.2. Score 2: quite good</p> <p>5.3. Score 3: good</p> <p>6.4. Score 4: very good</p>	<p>- Reading assignments</p> <p>- Lectures - Practice</p> <p>4 X 50</p>		0%
10						0%

11	Understand mass communication	1. Explain mass communication2. Recognizing the masses 3. Explain the function of mass media 4. Choosing mass media 5. Using electronic print and audio visual media	Criteria: 1.- For the essay test, if you answer correctly you will get a score of 100 2.- For the presentation assessment sheet you will get: 3.1. Score 4 if done very well 4.2. Score 3 if done well 5.3. Score 2 if done quite well 6.4. Score 1 if done poorly 7.- For the practical assessment sheet you will get: 8.1. Score 1: not good 9.2. Score 2: quite good 10.3. Score 3: good 11.4. Score 4: very good	- Reading assignments - Lectures - Discussions - Practice 4 X 50			0%
12							0%
13	Applying communication in education	1. Explaining the lesson 2. Explain teachers and learning theories3. Applying effective communication in education	Criteria: 1.- For the essay test, if you answer correctly you will get a score of 100 2.- For the practice assessment sheet you will get a score: 3.1. Score 1: not good 4.2. Score 2: quite good 5.3. Score 3: good 6.4. Score 4: very good	- Reading assignments - Lectures - Practice 6 X 50			0%
14							0%
15							0%
16	UAS	UAS	Criteria: UAS	UAS 2 X 50			0%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
		0%

Notes

- 1. 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.
- 2. 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.
- 3. 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.
- 4. 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.

5. **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.
6. **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.
7. **Forms of assessment:** test and non-test.
8. **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.
9. **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.
10. **Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
11. **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%.
12. TM=Face to face, PT=Structured assignments, BM=Independent study.