

Universitas Negeri Surabaya Faculty of Education, Undergraduate Study Program in Out-of-School Education

Document Code

SEMESTER LEARNING PLAN

| Courses | | CODE | Course Family | Credit Weight | | SEMESTER | Compilation Date | | |
|---------------|--------------|--|--------------------------------------|---------------|--------------------------|----------|------------------|---------------------------|--------------------|
| Professional | English | 8620502020 | Compulsory Study Program Subjects | | T=2 | P=0 | ECTS=3.18 | 3 | January 1, 2023 |
| AUTHORIZATION | | SP Developer | | Cour | ırse Cluster Coordinator | | | Study Program Coordinator | |
| | | Dr. Soedjarwo, M.S. ; [Mardiani, M.Pd. | Desika Putri | Dr. So | oedjar | wo, M | .S. | Rivo Nugroho, | S.Pd., M.Pd. |
| Learning | Case Studies | | | • | | | | | |

| Program Learning Outcomes |
|---------------------------------|
| (PLO) |

PLO study program which is charged to the course

PLO-10 Able to communicate both in writing and orally in accordance with academic values, norms and ethics
PLO-11 Able to utilize technology and information in efforts to solve problems in accordance with their field of expertise
PLO-12 Able to demonstrate a responsible attitude and work together in accordance with professional norms and ethics

Program Objectives (PO)

PO - 1 Able to appreciate the diversity of cultures, views, religions and beliefs as well as other people's original opinions or findings

PO - 2 Have knowledge in accordance with learning outcomes

PO - 3 Have skills in mastering English material and practice

PO - 4 Able to apply the use of English into the PNF program

PLO-PO Matrix

| P.O | PLO-10 | PLO-11 | PLO-12 |
|------|--------|--------|----------|
| PO-1 | 1 | | |
| PO-2 | | 1 | 1 |
| PO-3 | 1 | 1 | |
| PO-4 | 1 | | * |

PO Matrix at the end of each learning stage (Sub-PO)

| P.O | | Week | | | | | | | | | | | | | | |
|------|---|------|---|---|---|---|---|---|---|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| PO-1 | | | | | | | | | | | | | | | | |
| PO-2 | 1 | | | 1 | | | | 1 | 1 | | | 1 | | | 1 | |
| PO-3 | | 1 | | | | | 1 | | | 1 | 1 | | | 1 | | 1 |
| PO-4 | | | 1 | | 1 | 1 | | | | | | | | | | |

Short Course Description

The development of the world of work, which is increasingly complex and full of global competition, requires additional skills that are useful to support the performance of non-formal education graduates. This course aims to provide English learning experiences that can be used in the world of work and everyday environments. The distribution of material in this lecture is multi-purpose, namely various professional work needs such as English for educational purposes, business purposes and presentations. The scope of discussion is building relationships, culture and entertainment, Preparing telephone calls, Making agreements, Presentation techniques, Image - impact and making an impression, Types of negotiations, Negotiation, Bargaining and making concessions. Lectures are carried out by means of lectures, group discussions, presentations and conversation practice. This course functions to provide students with basic skills in listening, speaking, reading and writing. Training on the application of English in daily conversations and improving vocabulary with general topics related to basic English used in daily conversations. Indicators of success in this course are that students are expected to be able to use English correctly, both in spoken and written form, students are able to create assignment projects in the form of videos or writing about conversations, interviews, descriptions, and so on.

References 1. Azar, B. S. 2002. Understanding and using English grammar: with answer key (Third ed). White Plains, NY: Pearson Education. 2. Gear, Jolene and Robert Gear. 1996. Cambridge Preparation for the Toefl Test. Cambridge: Cambridge University Press 3. Sharpe, Pamela. J. 2005 Barron 19s How to Prepare for the TOEFL 11th Edition. Indonesia: Binarupa Aksara.

Supporters:

Supporting lecturer

Dr. Soedjarwo, M.S. Desika Putri Mardiani, M.Pd.

| Week- | Final abilities of each learning stage | | | | delp Learning, urning methods, ent Assignments, Estimated time] | Learning materials [References] | Assessment Weight (%) |
|-------|---|---|---|--|--|---|--------------------------|
| | (Sub-PO) | Indicator | Criteria & Form | Offline (offline) | Online (online) | [References] | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 1 | Listening: Understand the contents of short conversations (dialogues) about problems in detail, idiomatic expressions, suggestions and assumptions given in listening comprehension Part A Structure and written expression: Understand various formal sentence structure patterns Listening: Understand the contents of short conversations (dialogues) on various topics given in listening comprehension | 1. Choose a response to the dialogue about Problems on Details 2. Choose a response to the dialogue about Problems on Idiomatic 3. Choose a response to the dialogue about Problems on Suggestions 4. Choose a response to the dialogue about Problems on Assumptions | Criteria: with a minimum criteria of 425 Form of Assessment : Participatory Activities | 1. Lecture 2. Discussion 3. Question and answer 2 X 50 | Lectures and Introductions 2 X 50 | Material: Explain the relationship between the knowledge and skills of the English courses they have studied and the material in the Professional English courses. Reader: Azar, BS 2002. Understanding and using English grammar: with answer key (Third ed). White Plains, NY: Pearson Education. | 5% |
| 2 | Listening: Understand the contents of short conversations (dialogues) about problems in detail, idiomatic expressions, suggestions and assumptions given in listening comprehension Part A Structure and written expression: Understand various formal sentence structure patterns Listening: Understand the contents of short conversations (dialogues) on various topics given in listening comprehension | 1. Choose a response to the dialogue about Problems on Details 2. Choose a response to the dialogue about Problems on Idiomatic 3. Choose a response to the dialogue about Problems on Suggestions 4. Choose a response to the dialogue about Problems on Assumptions | Criteria: with a minimum criteria of 425 Form of Assessment : Participatory Activities | 1. Lecture 2. Discussion 3. Question and answer 2 X 50 | Lectures and Questions and Answers 2 x 50 | Material: write simple sentences. References: Azar, BS 2002. Understanding and using English grammar: with answer key (Third ed). White Plains, NY: Pearson Education. | 5% |

| 3 | Listening: Understand the contents of short conversations (dialogues) about problems in detail, idiomatic expressions, suggestions and assumptions given in listening comprehension Part A Structure and written expression: Understand various formal sentence structure patterns Listening: Understand the contents of short conversations (dialogues) on various topics given in listening comprehension | 1. Choose a response to the dialogue about Problems on Details 2. Choose a response to the dialogue about Problems on Idiomatic 3. Choose a response to the dialogue about Problems on Suggestions 4. Choose a response to the dialogue about Problems on Assumptions | Criteria: with a minimum criteria of 425 Form of Assessment : Participatory Activities | 1. Lecture 2. Discussion 3. Question and answer 2 X 50 | Discussion and Questions and Answers 2 X 50 | Material: Understanding the content of short conversations (dialogues) about problems in detail, idiUnderstanding various formal sentence structure patterns. Reference: Azar, BS 2002. Understanding and using English grammar: with answer key (Third ed). White Plains, NY: Pearson Education. | 4% |
|---|---|---|---|---|---|--|----|
| 4 | Listening: Understand the contents of short conversations (dialogues) about problems in detail, idiomatic expressions, suggestions and assumptions given in listening comprehension Part A Structure and written expression: Understand various formal sentence structure patterns Listening: Understand the contents of short conversations (dialogues) on various topics given in listening comprehension | 1. Choose a response to the dialogue about Problems on Details 2. Choose a response to the dialogue about Problems on Idiomatic 3. Choose a response to the dialogue about Problems on Suggestions 4. Choose a response to the dialogue about Problems on Assumptions | Criteria: with a minimum criteria of 425 Form of Assessment: Participatory Activities | 1. Lecture 2. Discussion 3. Question and answer 2 X 50 | Discussion and Questions and Answers 2 X 50 | Material: Applying adjectives and adverbs according to their function in sentences. Reference: Azar, BS 2002. Understanding and using English grammar: with answer key (Third ed). White Plains, NY: Pearson Education. | 4% |
| 5 | Listening: Understand the contents of short conversations (dialogues) about problems in detail, idiomatic expressions, suggestions and assumptions given in listening comprehension Part A Structure and written expression: Understand various formal sentence structure patterns Listening: Understand the contents of short conversations (dialogues) on various topics given in listening comprehension | 1. Choose a response to the dialogue about Problems on Details 2. Choose a response to the dialogue about Problems on Idiomatic 3. Choose a response to the dialogue about Problems on Suggestions 4. Choose a response to the dialogue about Problems on Assumptions | Criteria: with a minimum criteria of 425 Form of Assessment : Participatory Activities, Practice/Performance | 1. Lecture 2. Discussion 3. Question and answer 2 X 50 | Discussion and questions and answers 2 X 50 | Material: Understanding the content of short conversations (dialogues) in various topics given in listening comprehension. Reference: Azar, BS 2002. Understanding and using English grammar: with answer key (Third ed). White Plains, NY: Pearson Education. | 4% |

| 6 | Listening: Understand the contents of short conversations (dialogues) about problems in detail, idiomatic expressions, suggestions and assumptions given in listening comprehension Part A Structure and written expression: Understand various formal sentence structure patterns Listening: Understand the contents of short conversations (dialogues) on various topics given in listening comprehension | 1. Choose a response to the dialogue about Problems on Details 2. Choose a response to the dialogue about Problems on Idiomatic 3. Choose a response to the dialogue about Problems on Suggestions 4. Choose a response to the dialogue about Problems on Assumptions | Criteria: with a minimum criteria of 425 Form of Assessment: Practice / Performance | 1. Lecture 2. Discussion 3. Question and answer 2 X 50 | Discussion and Questions and Answers 2 X 50 | Material: Understand the contents of short conversations (dialogues) in various topics given in listening comprehension. Reader: Gear, Jolene and Robert Gear. 1996. Cambridge Preparation for the Toefl Test. Cambridge University Press | 3% |
|---|---|---|---|---|---|---|-----|
| 7 | Listening: Understand the contents of short conversations (dialogues) about problems in detail, idiomatic expressions, suggestions and assumptions given in listening comprehension Part A Structure and written expression: Understand various formal sentence structure patterns Listening: Understand the contents of short conversations (dialogues) on various topics given in listening comprehension | 1. Choose a response to the dialogue about Problems on Details 2. Choose a response to the dialogue about Problems on Idiomatic 3. Choose a response to the dialogue about Problems on Suggestions 4. Choose a response to the dialogue about Problems on Assumptions | Criteria: with a minimum criteria of 425 Form of Assessment : Practice / Performance | 1. Lecture 2. Discussion 3. Question and answer 2 X 50 | Discussion and Questions and Answers 2 X 50 | Material: Demonstrating listening and speaking skills in job interviews References: Sharpe, Pamela. J. 2005 Barron 19s How to Prepare for the TOEFL 11th Edition. Indonesia: Binarupa Aksara. | 3% |
| 8 | Listening: Understand the contents of short conversations (dialogues) about problems in detail, idiomatic expressions, suggestions and assumptions given in listening comprehension Part A Structure and written expression: Understand various formal sentence structure patterns Listening: Understand the contents of short conversations (dialogues) on various topics given in listening comprehension | 1. Choose a response to the dialogue about Problems on Details 2. Choose a response to the dialogue about Problems on Idiomatic 3. Choose a response to the dialogue about Problems on Suggestions 4. Choose a response to the dialogue about Problems on Assumptions | Criteria: with a minimum criteria of 425 Form of Assessment: Project Results Assessment / Product Assessment | UTS 2 X 50 | UTS 2 X 50 | Material: UTS Reader: Azar, BS 2002. Understanding and using English grammar: with answer key (Third ed). White Plains, NY: Pearson Education. | 20% |

| 9 | Listening: Understand the contents of short | 1. Choose a response to the dialogue | Criteria: with a minimum criteria of 425 | 1. Lecture 2. | Discussion and Questions and Answers | Material: Carrying out | 3% |
|----|---|---|---|---|---|--|----|
| | contents of short conversations (dialogues) about problems in detail, idiomatic expressions, suggestions and assumptions given in listening comprehension Part A Structure and written expression: Understand various formal sentence structure patterns Listening: Understand the contents of short conversations (dialogues) on various topics given in listening comprehension | about Problems on Details 2. Choose a response to the dialogue about Problems on Idiomatic 3. Choose a response to the dialogue about Problems on Suggestions 4. Choose a response to the dialogue about Problems on Assumptions | Form of Assessment : Practice / Performance | Discussion 3. Question and answer 2 X 50 | 2 X 50 | questionnaire creation by consulting with lecturers. References: Azar, BS 2002. Understanding and using English grammar: with answer key (Third ed). White Plains, NY: Pearson Education. Material: Able to study and use material about presentations. Bibliography: Gear, Jolene and Robert Gear. 1996. Cambridge Preparation for the Toefl Test. Cambridge: | |
| 10 | Listening: Understand the contents of short conversations (dialogues) about problems in detail, idiomatic expressions, suggestions and assumptions given in listening comprehension Part A Structure and written expression: Understand various formal sentence structure patterns Listening: Understand the contents of short conversations (dialogues) on various topics given in listening comprehension | 1. Choose a response to the dialogue about Problems on Details 2. Choose a response to the dialogue about Problems on Idiomatic 3. Choose a response to the dialogue about Problems on Suggestions 4. Choose a response to the dialogue about Problems on Assumptions | Criteria: with a minimum criteria of 425 Form of Assessment: Practice / Performance | 1. Lecture 2. Discussion 3. Question and answer 2 X 50 | Discussion and Questions and Answers 2 X 50 | Cambridge University Press Material: Studying and writing argumentative essays References: Sharpe, Pamela. J. 2005 Barron 19s How to Prepare for the TOEFL 11th Edition. Indonesia: Binarupa Literacy. | 3% |
| 11 | Listening: Understand the contents of short conversations (dialogues) about problems in detail, idiomatic expressions, suggestions and assumptions given in listening comprehension Part A Structure and written expression: Understand various formal sentence structure patterns Listening: Understand the contents of short conversations (dialogues) on various topics given in listening comprehension | 1. Choose a response to the dialogue about Problems on Details 2. Choose a response to the dialogue about Problems on Idiomatic 3. Choose a response to the dialogue about Problems on Suggestions 4. Choose a response to the dialogue about Problems on Assumptions | Criteria: with a minimum criteria of 425 Form of Assessment : Practice / Performance | 1. Lecture 2. Discussion 3. Question and answer 2 X 50 | Discussion and Questions and Answers 2 X 50 | Material: Study and use material about presentations. Based on journal articles and books, able to write quotations and bibliography. Bibliography: Sharpe, Pamela. J. 2005 Barron 19s How to Prepare for the TOEFL 11th Edition. Indonesia: Binarupa Literacy. | 3% |

| 12 | Listening: Understand the contents of short conversations (dialogues) about problems in detail, idiomatic expressions, suggestions and assumptions given in listening comprehension Part A Structure and written expression: Understand various formal sentence structure patterns Listening: Understand the contents of short conversations (dialogues) on various topics given in listening comprehension | 1. Choose a response to the dialogue about Problems on Details 2. Choose a response to the dialogue about Problems on Idiomatic 3. Choose a response to the dialogue about Problems on Suggestions 4. Choose a response to the dialogue about Problems on Assumptions | Criteria: with a minimum criteria of 425 Form of Assessment: Practice / Performance | 1. Lecture 2. Discussion 3. Question and answer 2 X 50 | Discussion and Questions and Answers 2 X 50 | Material: Applying the use of sentences according to their function Reference: Azar, BS 2002. Understanding and using English grammar: with answer key (Third ed). White Plains, NY: Pearson Education. | 3% |
|----|---|---|---|---|---|---|----|
| 13 | Listening: Understand the contents of short conversations (dialogues) about problems in detail, idiomatic expressions, suggestions and assumptions given in listening comprehension Part A Structure and written expression: Understand various formal sentence structure patterns Listening: Understand the contents of short conversations (dialogues) on various topics given in listening comprehension | 1. Choose a response to the dialogue about Problems on Details 2. Choose a response to the dialogue about Problems on Idiomatic 3. Choose a response to the dialogue about Problems on Suggestions 4. Choose a response to the dialogue about Problems on Assumptions | Criteria: with a minimum criteria of 425 Form of Assessment : Practice / Performance | 1. Lecture 2. Discussion 3. Question and answer 2 X 50 | Discussion and Questions and Answers 2 X 50 | Material: Looking for examples of sentences that include run-on sentences to be analyzed and corrected. Library: Gear, Jolene and Robert Gear. 1996. Cambridge Preparation for the Toefl Test. Cambridge University Press | 4% |
| 14 | Listening: Understand the contents of short conversations (dialogues) about problems in detail, idiomatic expressions, suggestions and assumptions given in listening comprehension Part A Structure and written expression: Understand various formal sentence structure patterns Listening: Understand the contents of short conversations (dialogues) on various topics given in listening comprehension | 1. Choose a response to the dialogue about Problems on Details 2. Choose a response to the dialogue about Problems on Idiomatic 3. Choose a response to the dialogue about Problems on Suggestions 4. Choose a response to the dialogue about Problems on Assumptions | Criteria: with a minimum criteria of 425 Form of Assessment: Practice / Performance | 1. Lecture 2. Discussion 3. Question and answer 2 X 50 | Discussion and Questions and Answers 2 X 50 | Material: Compiling a complete UAS Project References: Sharpe, Pamela. J. 2005 Barron 19s How to Prepare for the TOEFL 11th Edition. Indonesia: Binarupa Literacy. | 3% |

| 15 | Listening: Understand the contents of short conversations (dialogues) about problems in detail, idiomatic expressions, suggestions and assumptions given in listening comprehension Part A Structure and written expression: Understand various formal sentence structure patterns Listening: Understand the contents of short conversations (dialogues) on various topics given in listening comprehension | 1. Choose a response to the dialogue about Problems on Details 2. Choose a response to the dialogue about Problems on Idiomatic 3. Choose a response to the dialogue about Problems on Suggestions 4. Choose a response to the dialogue about Problems on Assumptions | Criteria: with a minimum criteria of 425 Form of Assessment : Practice / Performance | 1. Lecture 2. Discussion 3. Question and answer 2 X 50 | Discussion and Questions and Answers 2 X 50 | Material: Able to make a bibliography for UAS Project Library: Azar, BS 2002. Understanding and using English grammar: with answer key (Third ed). White Plains, NY: Pearson Education. | 3% |
|----|---|---|---|--|---|--|-----|
| 16 | | Students are able to answer questions optimally | Criteria: Understanding from student insight Form of Assessment: Project Results Assessment / Product Assessment | Test 2 X 50 | Test 2 X 50 | Material: Reviewing what was learned during the lecture. Reference: Azar, BS 2002. Understanding and using English grammar: with answer key (Third ed). White Plains, NY: Pearson Education. Material: Reviewing what was learned during the lecture. Reference: Gear, Jolene and Robert Gear. 1996. Cambridge Preparation for the Toefl Test. Cambridge: Cambridge: Cambridge: University Press Material: Reviewing what was learned during the lecture. Reference: Sharpe, Pamela. J. 2005 Barron 19s How to Prepare for the TOEFL 11th Edition. Indonesia: Binarupa Literacy. | 30% |

Evaluation Percentage Recap: Case Study

| No | Evaluation | Percentage | | | | | | |
|----|---|------------|--|--|--|--|--|--|
| 1. | Participatory Activities | 20% | | | | | | |
| 2. | Project Results Assessment / Product Assessment | 50% | | | | | | |
| 3. | Practice / Performance | 30% | | | | | | |
| | | 100% | | | | | | |

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.
- 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** abilities in the process and student learning outcomes are specific and measurable statements that identify the abilities 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.
- 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.
- 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.