



**Universitas Negeri Surabaya
Faculty of Languages and Arts
German Literature Undergraduate Study Program**

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date																																
Manuscript Editing	7920602125		T=2	P=0	ECTS=3.18	5	July 18, 2024																																
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator																																	
			Dr. Wisma Kurniawati, M.Pd.																																	
Learning model	Project Based Learning																																						
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																						
	Program Objectives (PO)																																						
	PLO-PO Matrix																																						
		P.O																																					
Short Course Description	Manuscript editing is one of the elective courses included in the translation specialization package. The focus of learning lies in editing German-Indonesian and Indonesian-German translation texts. The lecture discusses: manuscripts and manuscript editing; word concepts in Indonesian and German; sentence concepts in Indonesian and German; paragraphs and their development, articles and papers; manuscript editing techniques; citations and reference lists, and editing theory. The methods used are lectures, discussions and case studies.																																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 10%; text-align: center;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 5%; text-align: center;">1</td> <td style="width: 5%; text-align: center;">2</td> <td style="width: 5%; text-align: center;">3</td> <td style="width: 5%; text-align: center;">4</td> <td style="width: 5%; text-align: center;">5</td> <td style="width: 5%; text-align: center;">6</td> <td style="width: 5%; text-align: center;">7</td> <td style="width: 5%; text-align: center;">8</td> <td style="width: 5%; text-align: center;">9</td> <td style="width: 5%; text-align: center;">10</td> <td style="width: 5%; text-align: center;">11</td> <td style="width: 5%; text-align: center;">12</td> <td style="width: 5%; text-align: center;">13</td> <td style="width: 5%; text-align: center;">14</td> <td style="width: 5%; text-align: center;">15</td> <td style="width: 5%; 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
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Supporting lecturer	Ajeng Dianing Kartika, S.S., M.Hum.																																						
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 text and editing	<ol style="list-style-type: none"> 1.Able to explain the nature of text and editing 2.Be able to explain the difference between editing and rewriting 3.Able to explain the purpose and benefits of editing 		Lecture Discussion Independent/group work 2 X 50			0%
2	Understand the concept of manuscript editing	<ol style="list-style-type: none"> 1.Able to explain the essence of the manuscript and editing 2.Be able to explain the difference between editing and rewriting 3.Able to explain the purpose and benefits of editing 		Lecture Discussion Independent/group work 4 X 50			0%
3	Understand editing categories based on editing fields and editing materials	<ol style="list-style-type: none"> 1.Explains editing categories based on editing fields 2.Explains editing categories based on edited material 		Lecture Discussion Independent/group work 4 X 50			0%
4	Understand the selection of editing materials. Understand the organization of editing materials. Be able to apply the selection and organization of editing materials	<ol style="list-style-type: none"> 1.Explains the process of selecting editing materials 2.Explains the process of organizing edited materials 3.Apply selection and organization of editing materials 		Lecture Discussion Independent/group work 4 X 50			0%
5	Understand the concept of sentences in Indonesian	<ol style="list-style-type: none"> 1.Explain the types of sentences in Indonesian 2.Explain the function of Indonesian sentences 		Lecture Discussion Independent/group work 4 X 50			0%
6	Understand paragraphs and their development	<ol style="list-style-type: none"> 1.Explain the meaning of a paragraph 2.Explain the elements of a paragraph 3.Explain the essay paragraph 4.Explain the development of the essay 		Lecture Discussion Independent/group work 4 X 50			0%

7	Understand paragraphs and their development	1.Explain the meaning of a paragraph 2.Explain the elements of a paragraph 3.Explain the essay paragraph 4.Explain the development of the essay		Lecture Discussion Independent/group work 4 X 50			0%
8	Midterm exam			2 X 50			0%
9				2 X 50			0%
10				2 X 50			0%
11				2 X 50			0%
12				2 X 50			0%
13				2 X 50			0%
14				2 X 50			0%
15				2 X 50			0%
16							0%

Evaluation Percentage Recap: Project Based Learning

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.

