



Universitas Negeri Surabaya
Faculty of Languages and Arts
Undergraduate Study Program in Indonesian Language and Literature
Education

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date																																																																																																					
Correspondence	8820104214	Compulsory Study Program Subjects	T=4	P=0	ECTS=6.36	6	February 1, 2024																																																																																																					
AUTHORIZATION		SP Developer	Course Cluster Coordinator			Study Program Coordinator																																																																																																						
		Dr. Riki Nasrullah, M.Hum.	Dr. Riki Nasrullah, M.Hum.			Prof. Dr. Anas Ahmadi, S.Pd., M.Pd.																																																																																																						
Learning model	Project Based Learning																																																																																																											
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																																																																											
	PLO-7	Responsible for each work in the field of Indonesian language and literature education independently by internalizing religious values, norms and academic ethics with a spirit of struggle and entrepreneurship																																																																																																										
	PLO-8	Mastering basic concepts of language, literature, language and literature skills, language and literature research; Mastering the basic concepts and learning of language and literature, research in the field of language and literature education; Mastering theoretical concepts of the development of Indonesian language and literature learning, both for native speakers, foreign speakers, and children with special needs; Mastering the principles and management of entrepreneurship and learning Indonesian language and literature																																																																																																										
	Program Objectives (PO)																																																																																																											
	PO - 1	Utilizing science and technology as a tool to help solve problems and communicate ideas through preparing papers and writing various types of letters																																																																																																										
	PO - 2	Mastering the concept of correspondence, the function and purpose of correspondence, types of letters, parts of letters, letter forms, basic principles and techniques for making letters, as well as good and correct letter language																																																																																																										
	PO - 3	Make strategic decisions in planning and collecting materials for preparing various types of letters																																																																																																										
	PO - 4	Responsible for completing assignments, quizzes and tests related to the concept of correspondence, function and purpose of correspondence, types of letters, parts of letters, forms of letters, basic principles and techniques for making letters																																																																																																										
	PLO-PO Matrix																																																																																																											
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	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;">P.O</td> <td colspan="16">Week</td> </tr> <tr> <td></td> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>PO-1</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>PO-2</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>PO-3</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>PO-4</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>						P.O	Week																	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1																	PO-2																	PO-3																	PO-4																
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Short Course Description	Mastering and practicing the concept of correspondence, function and purpose of correspondence, types of letters, parts of letters, letter forms, basic principles and techniques for making letters through class meetings, presentations, observations in order to prepare various types of official letters, commercial letters (business), and electronic letters to be presented in class discussions and recorded.																																																																																																											
References	Main :																																																																																																											

<p>1. Dewi, Irra Chrisyanti. 2011. Korespondensi Bahasa Indonesia (Surat Dinas Pemerintah & Surat Bisnis). Surabaya: STMIK STIKOM Surabaya.</p> <p>2. Rahardi, Kunjana. 2008. Surat Menyurat Dinas. Yogyakarta: Pustaka Book Publisher</p> <p>3. Setyaningrum, Afra Tien. 2008. Korespondensi Bahasa Indonesia: Dasar, Teori, dan Aplikasi. Yogyakarta: Amara Books</p> <p>4. Soedjito. 2010. Terampil Menulis Surat Resmi Bahasa Indonesia. Jakarta: Prestasi Pustakaraya</p>							
Supporters:							
<p>1. Dewi, Irra Chrisyanti dan Widie Restu Mitayani. 2011. Mahir Korespondensi Indonesia untuk SMK, Perguruan Tinggi & Umum. Jakarta: PT Prestasi Pustakaraya.</p> <p>2. Finoza, Lamudin. 2011. Korespondensi Bahasa Indonesia (Surat Dinas Pemerintah & Surat Bisnis). Surabaya: STMIK STIKOM Surabaya</p>							
Supporting lecturer		Dr. Budinuryanta Yohanes, M.Pd. Dr. Yuniseffendri, S.Pd., M.Pd. Dr. Riki Nasrullah, 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	Mastering the concept, function and purpose of correspondence, as well as types of letters	<p>1. Explain the concept, function and purpose of correspondence, as well as types of letters</p> <p>2. Identify the purpose and types of letters</p>	<p>Criteria:</p> <p>1.4: correct description</p> <p>2.3: the description is generally correct, there is one aspect where the explanation is incorrect</p> <p>3.2: the description is generally correct, there is more than one aspect where the explanation is incorrect</p> <p>4.1: the description is wrong</p> <p>Forms of Assessment :</p> <p>Participatory Activities, Project Results Assessment / Product Assessment</p>	Explanation, Discussion and Assignment 4 X 50		<p>Material: Concept, function and purpose of correspondence</p> <p>Reader: Setyaningrum, Afra Tien. 2008. Indonesian Correspondence: Basics, Theory and Applications. Yogyakarta: Amara Books</p> <hr/> <p>Material: Purpose and types of letters</p> <p>Reader: Soedjito. 2010. Skilled in Writing Official Indonesian Letters. Jakarta: Pustakaraya Achievement</p> <hr/> <p>Material: Official Indonesian correspondence</p> <p>Reader: Rahardi, Kunjana. 2008. Official Correspondence. Yogyakarta: Pustaka Book Publisher</p>	5%
2	Analyze the parts of a letter and the form of a letter	<p>1. Understand the parts of a letter and the form of a letter</p> <p>2. Analyze letters based on their parts and shapes</p>	<p>Criteria:</p> <p>1.4: correct description</p> <p>2.3: the description is generally correct, there is one aspect where the explanation is incorrect</p> <p>3.2: the description is generally correct, there is more than one aspect where the explanation is incorrect</p> <p>4.1: the description is wrong</p> <p>Forms of Assessment :</p> <p>Participatory Activities, Project Results Assessment / Product Assessment</p>	Discussion and Assignment 4 X 50		<p>Material: Parts and forms of letters</p> <p>Reader: Soedjito. 2010. Skilled in Writing Official Indonesian Letters. Jakarta: Pustakaraya Achievement</p> <hr/> <p>Material: Parts of official Indonesian letters</p> <p>Reader: Rahardi, Kunjana. 2008. Official Correspondence. Yogyakarta: Pustaka Book Publisher</p>	5%

3	Understand and master the basic principles and techniques of writing letters.	<p>1. Understand the basic principles and techniques of writing letters.</p> <p>2. Write letters according to good and correct principles and techniques</p>	<p>Criteria:</p> <p>1.4: Errors in parts and writing methods have been found, corrections are correct and complete</p> <p>2.3: Errors in parts and writing methods have been found, the correction is correct, but incomplete</p> <p>3.2: Errors in parts and writing methods have been found, but the corrections are inaccurate and incomplete</p> <p>4.1: Errors in parts and writing methods have been found, but the correction is incorrect and incomplete.</p> <p>Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Discussion and Assignment 4 X 50		<p>Material: Basic principles of letter writing Reader: Dewi, Irra Chrisyanti. 2011. <i>Indonesian Correspondence (Government Service Letters & Business Letters)</i>. Surabaya: STMIK STIKOM Surabaya.</p> <p>Material: Letter writing techniques Reference: Setyaningrum, Afra Tien. 2008. <i>Indonesian Correspondence: Basics, Theory and Applications</i>. Yogyakarta: Amara Books</p> <p>Material: Techniques for writing good and correct official letters Reader: Dewi, Irra Chrisyanti and Widie Restu Mitayani. 2011. <i>Advanced Indonesian Correspondence for Vocational Schools, Universities & General Affairs</i>. Jakarta: PT Selamat Pustakaraya.</p>	5%
4	Use good and correct Indonesian when writing letters	<p>1. Understanding letter language includes: EYD, diction, effective sentences, and paragraph development</p> <p>2. Able to use good and correct Indonesian when writing letters</p>	<p>Criteria:</p> <p>1.4: Form and language errors have been found, corrections are correct and complete</p> <p>2.3: Form and language errors have been found, the correction is correct, but incomplete</p> <p>3.2: Form and language errors have been found, but the corrections are inaccurate and incomplete</p> <p>4.1: Form and language errors have been found, but the correction is incorrect and incomplete.</p> <p>Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Discussion and Assignment 4 X 50		<p>Material: Indonesian in official correspondence Reader: Soedjito. 2010. <i>Skilled in Writing Official Indonesian Letters</i>. Jakarta: Pustakaraya Achievement</p> <p>Material: Good and correct Indonesian in official letters Reader: Rahardi, Kunjana. 2008. <i>Official Correspondence</i>. Yogyakarta: Pustaka Book Publisher</p> <p>Material: Use of Indonesian in writing official letters Reader: Dewi, Irra Chrisyanti and Widie Restu Mitayani. 2011. <i>Advanced Indonesian Correspondence for Vocational Schools, Universities & General Affairs</i>. Jakarta: PT Selamat Pustakaraya.</p>	5%

5	Write and edit various types of official letters (notification letters, announcement letters, and circulars)	<ol style="list-style-type: none"> 1.Explain the characteristics and parts of a Notification Letter, Announcement Letter, and Circular Letter 2.Make Notification Letters, Announcement Letters and Circulars in good and correct language 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Authenticity (the result of one's own thoughts) 2.Appropriateness of the type, content and purpose of the letter 3.Language used 4.Completeness of the parts of the letter 5.Neatness <p>Forms of Assessment :</p> Participatory Activities, Project Results Assessment / Product Assessment	Discussion, Assignments, and Practice 4 X 50		<p>Material: Various types of official letters</p> <p>Reference: <i>Setyaningrum, Afra Tien. 2008. Indonesian Correspondence: Basics, Theory and Applications. Yogyakarta: Amara Books</i></p> <hr/> <p>Material: Notification Letter, Announcement Letter and Circular Letter Reader : <i>Rahardi, Kunjana. 2008. Official Correspondence. Yogyakarta: Pustaka Book Publisher</i></p> <hr/> <p>Material: Techniques for writing official letters Reader: <i>Dewi, Irra Chrisyanti and Widie Restu Mitayani. 2011. Advanced Indonesian Correspondence for Vocational Schools, Universities & General Affairs. Jakarta: PT Selamat Pustakaraya.</i></p>	10%
6	Write and edit various types of official letters (application letters and invitation letters)	<ol style="list-style-type: none"> 1.Explain the characteristics and parts of the Application Letter and Invitation Letter 2.Make application letters and invitation letters in good and correct language 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Authenticity (the result of one's own thoughts) 2.Appropriateness of the type, content and purpose of the letter 3.Language used 4.Completeness of the parts of the letter 5.Neatness <p>Forms of Assessment :</p> Participatory Activities, Project Results Assessment / Product Assessment	Discussion, Assignments, and Practice 4 X 50		<p>Material: Various types of official letters</p> <p>Reference: <i>Setyaningrum, Afra Tien. 2008. Indonesian Correspondence: Basics, Theory and Applications. Yogyakarta: Amara Books</i></p> <hr/> <p>Material: Techniques for writing official letters Reader: <i>Dewi, Irra Chrisyanti and Widie Restu Mitayani. 2011. Advanced Indonesian Correspondence for Vocational Schools, Universities & General Affairs. Jakarta: PT Selamat Pustakaraya.</i></p> <hr/> <p>Material: Application letter and invitation letter Reader: <i>Rahardi, Kunjana. 2008. Official Correspondence. Yogyakarta: Pustaka Book Publisher</i></p>	10%

7	Write and edit various types of official letters (certificates and statements)	<p>1.Explain the characteristics and parts of a Certificate and Statement Letter</p> <p>2.Make certificates and statements in good and correct language</p>	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Authenticity (the result of one's own thoughts) 2.Appropriateness of the type, content and purpose of the letter 3.Language used 4.Completeness of the parts of the letter 5.Neatness <p>Forms of Assessment :</p> <p>Participatory Activities, Project Results Assessment / Product Assessment</p>	Discussion, Assignments, and Practice 4 X 50		<p>Material: Various types of official letters</p> <p>Reference: <i>Setyaningrum, Afra Tien. 2008. Indonesian Correspondence: Basics, Theory and Applications. Yogyakarta: Amara Books</i></p> <hr/> <p>Material: Techniques for writing official letters</p> <p>Reader: <i>Dewi, Irra Chrisyanti and Widie Restu Mitayani. 2011. Advanced Indonesian Correspondence for Vocational Schools, Universities & General Affairs. Jakarta: PT Selamat Pustakaraya.</i></p> <hr/> <p>Material: Certificate and Declaration Letter</p> <p>Reference: <i>Rahardi, Kunjana. 2008. Official Correspondence. Yogyakarta: Pustaka Book Publisher</i></p>	10%
8	Do UTS questions well and correctly		<p>Criteria:</p> <ol style="list-style-type: none"> 1.Question No. 1: maximum score 15 2.Question No. 2: maximum score 15 3.Question No. 3: maximum score 25 4.Question No. 4: maximum score 20 5.Question No. 5: maximum score 25 <p>Form of Assessment :</p> <p>Project Results Assessment / Product Assessment</p>	Written Description Test 2 X 50		<p>Material: Techniques for writing official letters</p> <p>Reader: <i>Dewi, Irra Chrisyanti and Widie Restu Mitayani. 2011. Advanced Indonesian Correspondence for Vocational Schools, Universities & General Affairs. Jakarta: PT Selamat Pustakaraya.</i></p> <hr/> <p>Material: Certificate and Declaration Letter</p> <p>Reference: <i>Rahardi, Kunjana. 2008. Official Correspondence. Yogyakarta: Pustaka Book Publisher</i></p>	0%

9	Write and edit various types of official letters (cover letters and minutes)	<ol style="list-style-type: none"> 1.Explain the characteristics and parts of the Cover Letter and Minutes 2.Create a Cover Letter and Minutes in good and correct language 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Authenticity (the result of one's own thoughts) 2.Appropriateness of the type, content and purpose of the letter 3.Language used 4.Completeness of the parts of the letter 5.Neatness <p>Forms of Assessment :</p> <p>Participatory Activities, Project Results Assessment / Product Assessment</p>	Discussion, Assignments, and Practice 4 X 50	<p>Material: Various types of official letters Reference: Setyaningrum, Afra Tien. 2008. <i>Indonesian Correspondence: Basics, Theory and Applications.</i> Yogyakarta: Amara Books</p> <hr/> <p>Material: Techniques for writing official letters Reader: Dewi, Irra Chrisyanti and Widie Restu Mitayani. 2011. <i>Advanced Indonesian Correspondence for Vocational Schools, Universities & General Affairs.</i> Jakarta: PT Selamat Pustakaraya.</p> <hr/> <p>Material: Cover Letter and Minutes Bibliography : Rahardi, Kunjana. 2008. <i>Official Correspondence.</i> Yogyakarta: Pustaka Book Publisher</p>	5%
10	Write and edit various types of official letters (permit letters and dispensation letters)	<ol style="list-style-type: none"> 1.Explain the characteristics and parts of a Permit Letter and Dispensation Letter 2.Make Permit and Dispensation Letters in good and correct language 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Authenticity (the result of one's own thoughts) 2.Appropriateness of the type, content and purpose of the letter 3.Language used 4.Completeness of the parts of the letter 5.Neatness <p>Forms of Assessment :</p> <p>Participatory Activities, Project Results Assessment / Product Assessment</p>	Discussion, Assignments, and Practice 4 X 50	<p>Material: Various types of official letters Reference: Setyaningrum, Afra Tien. 2008. <i>Indonesian Correspondence: Basics, Theory and Applications.</i> Yogyakarta: Amara Books</p> <hr/> <p>Material: Techniques for writing official letters Reader: Dewi, Irra Chrisyanti and Widie Restu Mitayani. 2011. <i>Advanced Indonesian Correspondence for Vocational Schools, Universities & General Affairs.</i> Jakarta: PT Selamat Pustakaraya.</p> <hr/> <p>Material: Permit Letter and Dispensation Letter Reference: Rahardi, Kunjana. 2008. <i>Official Correspondence.</i> Yogyakarta: Pustaka Book Publisher</p>	5%

11	Write and edit various types of official letters (job application letters and curriculum vitae)	<ol style="list-style-type: none"> 1.Explain the characteristics and parts of a Job Application Letter and Curriculum Vitae (CV) 2.Make a Job Application Letter and Curriculum Vitae (CV) in good and correct language 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Authenticity (the result of one's own thoughts) 2.Appropriateness of the type, content and purpose of the letter 3.Language used 4.Completeness of the parts of the letter 5.Neatness <p>Forms of Assessment :</p> <p>Participatory Activities, Project Results Assessment / Product Assessment</p>	Discussion, Assignments, and Practice 4 X 50		<p>Material: Various types of official letters</p> <p>Reference: <i>Setyaningrum, Afra Tien. 2008. Indonesian Correspondence: Basics, Theory and Applications. Yogyakarta: Amara Books</i></p> <hr/> <p>Material: Techniques for writing official letters</p> <p>Reader: <i>Dewi, Irra Chrisyanti and Widie Restu Mitayani. 2011. Advanced Indonesian Correspondence for Vocational Schools, Universities & General Affairs. Jakarta: PT Selamat Pustakaraya.</i></p> <hr/> <p>Material: Job Application Letter and Curriculum Vitae (CV)</p> <p>References: <i>Rahardi, Kunjana. 2008. Official Correspondence. Yogyakarta: Pustaka Book Publisher</i></p>	10%
12	Understand the concept and be able to create various types of business letters (offer letters and order letters)	<ol style="list-style-type: none"> 1.Explain the characteristics and parts of an Offer Letter and Order Letter 2.Make offer letters and order letters in good and correct language 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Authenticity (the result of one's own thoughts) 2.Appropriateness of the type, content and purpose of the letter 3.Language used 4.Completeness of the parts of the letter 5.Neatness <p>Forms of Assessment :</p> <p>Participatory Activities, Project Results Assessment / Product Assessment</p>	Discussion, Assignments, and Practice 4 X 50		<p>Material: Types of business letters</p> <p>Reader: <i>Dewi, Irra Chrisyanti. 2011. Indonesian Correspondence (Government Service Letters & Business Letters). Surabaya: STMIK STIKOM Surabaya.</i></p> <hr/> <p>Material: Techniques for writing business letters</p> <p>References: <i>Finoza, Lamudin. 2011. Indonesian Correspondence (Government Service Letters & Business Letters). Surabaya: STMIK STIKOM Surabaya</i></p> <hr/> <p>Material: Parts of a business letter</p> <p>Reference: <i>Setyaningrum, Afra Tien. 2008. Indonesian Correspondence: Basics, Theory and Applications. Yogyakarta: Amara Books</i></p>	5%

13	Understand the concept and be able to create various types of business letters (letter of delivery and letter of demand)	<p>1.Explain the characteristics and parts of the Letter of Delivery and Letter of Demand (claim)</p> <p>2.Make Delivery Letters and Demand Letters (claims) in good and correct language</p>	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Authenticity (the result of one's own thoughts) 2.Appropriateness of the type, content and purpose of the letter 3.Language used 4.Completeness of the parts of the letter 5.Neatness <p>Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Discussion, Assignments, and Practice 4 X 50		<p>Material: Types of business letters Reader: Dewi, Irra Chrisyanti. 2011. <i>Indonesian Correspondence (Government Service Letters & Business Letters)</i>. Surabaya: STMIK STIKOM Surabaya.</p> <hr/> <p>Material: Techniques for writing business letters References: Finoza, Lamudin. 2011. <i>Indonesian Correspondence (Government Service Letters & Business Letters)</i>. Surabaya: STMIK STIKOM Surabaya</p> <hr/> <p>Material: Parts of a business letter Reference: Setyaningrum, Afra Tien. 2008. <i>Indonesian Correspondence: Basics, Theory and Applications</i>. Yogyakarta: Amara Books</p>	5%
14	Understand the concept and be able to make various types of statutory letters (decree letters and assignment letters)	<p>1.Explain the characteristics and parts of the Decree and Letter of Assignment</p> <p>2.Make decision letters and assignment letters in good and correct language</p>	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Authenticity (the result of one's own thoughts) 2.Appropriateness of the type, content and purpose of the letter 3.Language used 4.Completeness of the parts of the letter 5.Neatness <p>Form of Assessment : Assessment of Project Results / Product Assessment, Practices / Performance</p>	Discussion, Assignments, and Practice 4 X 50		<p>Material: Types of statutory letters Reader: Dewi, Irra Chrisyanti. 2011. <i>Indonesian Correspondence (Government Service Letters & Business Letters)</i>. Surabaya: STMIK STIKOM Surabaya.</p> <hr/> <p>Material: Statutory correspondence Bibliography: Finoza, Lamudin. 2011. <i>Indonesian Correspondence (Government Service Letters & Business Letters)</i>. Surabaya: STMIK STIKOM Surabaya</p> <hr/> <p>Material: Indonesian in statutory letters Reader: Soedjito. 2010. <i>Skilled in Writing Official Indonesian Letters</i>. Jakarta: Pustakaraya Achievement</p>	10%

15	Understand the concept and be able to make various types of statutory letters (warrants and letters of instruction)	1.Explain the characteristics and parts of an Order and Instruction Letter 2.Make Orders and Instruction Letters in good and correct language	Criteria: 1.Authenticity (the result of one's own thoughts) 2.Appropriateness of the type, content and purpose of the letter 3.Language used 4.Completeness of the parts of the letter 5.Neatness Form of Assessment : Assessment of Project Results / Product Assessment, Practices / Performance	Discussion, Assignments, and Practice 4 X 50		Material: Types of statutory letters Reader: Dewi, Irra Chrisyanti. 2011. <i>Indonesian Correspondence (Government Service Letters & Business Letters)</i> . Surabaya: STMIK STIKOM Surabaya. Material: Statutory correspondence Bibliography: Finoza, Lamudin. 2011. <i>Indonesian Correspondence (Government Service Letters & Business Letters)</i> . Surabaya: STMIK STIKOM Surabaya Material: Indonesian in statutory letters Reader: Soedjito. 2010. <i>Skilled in Writing Official Indonesian Letters</i> . Jakarta: Pustakaraya Achievement	10%
16	Carry out UAS replacement duties properly and correctly	Make a Job Application Letter and Curriculum Vitae (CV) in good and correct language	Criteria: 1.Completeness and accuracy of the description of each aspect of the letter: maximum score 20 2.Number and accuracy of letter analysis: maximum score 30 3.Accuracy, completeness and appropriateness of language use: maximum score 35 4.completeness and variety of analyzed letters: maximum score 10 5.Timeliness of collection: maximum score 5 Form of Assessment : Project Results Assessment / Product Assessment	4 X 50 Performance and Product Tests			0%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	40%
2.	Project Results Assessment / Product Assessment	50%
3.	Practice / Performance	10%
		100%

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** 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.
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.