



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													
Editing	8820104212	Compulsory Curriculum Subjects - National	T=4 P=0 ECTS=6.36	6	July 25, 2022													
AUTHORIZATION		SP Developer	Course Cluster Coordinator	Study Program Coordinator														
		Dr. Riki Nasrullah, M.Hum.	Dr. Fafi Inayatillah, M.Pd.	Prof. Dr. Anas Ahmadi, S.Pd., M.Pd.														
Learning model	Case Studies																	
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																	
	Program Objectives (PO)																	
	PO - 1	Students are skilled at editing																
	PLO-PO Matrix																	
		P.O																
	PO-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																	
Short Course Description	Developing the ability to analyze, synthesize, evaluate and revise various writings through various techniques in accordance with editing rules and grammatical rules in order to produce writing that complies with linguistic rules for presentation in class discussions and exhibitions/department works.																	
References	Main :																	
	1. Endarmoko, Eko. 2007. Tesaurus Bahasa Indonesia . Jakarta: Gramedia. 2. Erneste, Pamusuk. 1995. Buku Pintar Penyuntingan Naskah . Jakarta: Obor. 3. Hartono, Bambang. 2003. Pengembangan Kemampuan Menyunting . Jakarta: Dir PLP, Dirjen PDM, Depdiknas. 4. Helmi, Rahmi Lestari, dkk. 2018 . Pedoman Penerbitan Buku LIPI . Jakarta: LIPI Press. 5. Pusat Bahasa. 2014. Kamus Besar Bahasa Indonesia . Jakarta: Gramedia. 6. Rifai, Amin. 1994 . Pegangan Gaya Penulisan Penyuntingan dan Penerbitan Karya Ilmiah . Jakarta: Ditbinlitabmas. 7. Rohmadi, Muhammad. 2012. Belajar Menyunting: Naskah Buku dan Media Cetak . Yogyakarta: Media Perkasa. 8. Stovall, James G. 2006. Writing for the Mass Media . Longmann: Boston. 9. Sugihastuti. 2011. Editor Bahasa. Yogyakarta: Pustaka Pelajar. 10. Sugono, Dandy. 2007 . Buku Praktis Bahasa Indonesia 1 dan 2 . Jakarta: Pusat bahasa Depdiknas. 11. Trims, Bambang. 2020. Mengedit dengan Markah. Cimahi: Kubuku. 12. Zaenal Arifin dan Amran Tasai. 2009. Cermat Berbahasa Indonesia . Jakarta Akademika Pressindo																	
	Supporters:																	
Supporting lecturer	Yermia Nugroho Agung Wibowo, S.Pd., M.Pd. Dr. Fafi Inayatillah, 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	<p>- Understand the nature, objectives, rights, obligations and code of ethics of editing - Apply the basic rights, obligations and code of ethics of editing</p>	<p>- Explain the nature, objectives, rights, obligations and code of ethics for editing - Explain the rights, obligations and code of ethics for editing</p>	<p>Criteria: 1.4: correct description 2.3: the description is generally correct, there is one aspect where the explanation is incorrect 3.2: the description is generally correct, there is more than one aspect where the explanation is incorrect 4.1: the description is wrong</p> <p>Form of Assessment : Participatory Activities</p>	<p>Questions and answers Discussion 4 X 50</p>		<p>Material: - Bibliography: Erneste, Pamusuk. 1995. <i>Smart Book on Manuscript Editing</i>. Jakarta: Torch.</p>	5%
2	<p>· Utilizing science and technology as a tool to help understand signs, strategies, and several other terms in editing · Applying signs and strategies in editing Making strategic decisions to choose the right signs and strategies in editing</p>	<p>· Explain signs, strategies, and several other terms in editing · Utilize the internet to find sources of editing data · Analyze data from the internet using signs and editing strategies</p>	<p>Criteria: 1.4: correct edits and complete fix 2.3: correct edit, but incomplete fix 3.2: the edits are not correct and the fixes are incomplete 4.1: the edit is not correct and 4: the edit is correct and the fix is complete</p> <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	<p>4 X 50 Discussion</p>		<p>Material: - Bibliography: Erneste, Pamusuk. 1995. <i>Smart Book on Manuscript Editing</i>. Jakarta: Torch.</p>	5%
3	<p>· Utilize science and technology as a tool to help understand the requirements, duties and scope of work of editors · Apply the basics of editing in accordance with the terms and scope of work of editors</p>	<p>· Explain the terms, duties and scope of the editor's work. Explain the duties and scope of the editor's work</p>	<p>Criteria: 1.4: correct description 2.3: the description is generally correct, there is one aspect where the explanation is incorrect 3.2: the description is generally correct, there is more than one aspect where the explanation is incorrect 4.1: the description is wrong</p> <p>Form of Assessment : Practice / Performance</p>	<p>4 X 50 Discussion</p>		<p>Material: - Bibliography: Erneste, Pamusuk. 1995. <i>Smart Book on Manuscript Editing</i>. Jakarta: Torch.</p>	5%

4	<ul style="list-style-type: none"> · Utilizing science and technology as a tool to help understand the stages and editing process. · Implement good and correct stages in the editing process. Make strategic decisions to edit through the stages in the editing process 	<ul style="list-style-type: none"> · Explain the stages and editing process · Edit the manuscript according to the stages in the editing process 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.4: correct description 2.3: the description is generally correct, there is one aspect where the explanation is incorrect 3.2: the description is generally correct, there is more than one aspect where the explanation is incorrect 4.1: the description is wrong 5.4: correct edits and complete fix 6.3: correct edit, but incomplete fix 7.2: the edits are not correct and the fixes are incomplete 8.1: the edit is not correct and 4: the edit is correct and the fix is complete <p>Form of Assessment : Participatory Activities</p>	4 X 50 Discussion		<p>Material: - Bibliography: <i>Erneste, Pamusuk. 1995. Smart Book on Manuscript Editing. Jakarta: Torch.</i></p>	5%
5	<ul style="list-style-type: none"> · Utilizing science and technology as a tool to help understand language editing · Mastering good and correct Indonesian language concepts · Able to be responsible for carrying out language editing independently/in a group 	<ul style="list-style-type: none"> · Explain the concept of language editing including spelling, diction, sentences and paragraphs · Edit spelling, diction, sentences and paragraphs according to Indonesian grammar rules 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.4: correct description 2.3: the description is generally correct, there is one aspect where the explanation is incorrect 3.2: the description is generally correct, there is more than one aspect where the explanation is incorrect 4.1: the description is wrong 5.4: correct edits and complete fix 6.3: correct edit, but incomplete fix 7.2: the edits are not correct and the fixes are incomplete 8.1: the edit is not correct and 4: the edit is correct and the fix is complete <p>Form of Assessment : Practice / Performance</p>	Discussion Mentoring 6 X 50		<p>Material: - Bibliography: <i>Erneste, Pamusuk. 1995. Smart Book on Manuscript Editing. Jakarta: Torch.</i></p>	2%

6	<p>· Utilizing science and technology as a tool to help understand language editing · Mastering good and correct Indonesian language concepts Able to be responsible for carrying out language editing independently/in a group</p>	<p>· Explain the concept of language editing including spelling, diction, sentences and paragraphs Edit spelling, diction, sentences and paragraphs according to Indonesian grammar rules</p>	<p>Criteria: 1.4: correct description 2.3: the description is generally correct, there is one aspect where the explanation is incorrect 3.2: the description is generally correct, there is more than one aspect where the explanation is incorrect 4.1: the description is wrong 5.4: correct edits and complete fix 6.3: correct edit, but incomplete fix 7.2: the edits are not correct and the fixes are incomplete 8.1: the edit is not correct and 4: the edit is correct and the fix is complete</p> <p>Form of Assessment : Assessment of Project Results / Product Assessment, Practices / Performance</p>	Discussion Mentoring 6 X 50		<p>Material: - Bibliography: Erneste, Pamusuk. 1995. <i>Smart Book on Manuscript Editing</i>. Jakarta: Torch.</p>	5%
7	<p>· Utilizing science and technology as a tool to help understand language editing · Mastering good and correct Indonesian language concepts Able to be responsible for carrying out language editing independently/in a group</p>	<p>· Explain the concept of language editing including spelling, diction, sentences and paragraphs Edit spelling, diction, sentences and paragraphs according to Indonesian grammar rules</p>	<p>Criteria: 1.4: correct description 2.3: the description is generally correct, there is one aspect where the explanation is incorrect 3.2: the description is generally correct, there is more than one aspect where the explanation is incorrect 4.1: the description is wrong 5.4: correct edits and complete fix 6.3: correct edit, but incomplete fix 7.2: the edits are not correct and the fixes are incomplete 8.1: the edit is not correct and 4: the edit is correct and the fix is complete</p> <p>Form of Assessment : Participatory Activities</p>	Discussion Mentoring 6 X 50		<p>Material: - Bibliography: Erneste, Pamusuk. 1995. <i>Smart Book on Manuscript Editing</i>. Jakarta: Torch.</p>	5%
8	UTS	Editing text	<p>Criteria: 1.4: correct edits and complete fix 2.3: correct edit, but incomplete fix 3.2: the edits are not correct and the fixes are incomplete 4.1: the edit is not correct and 4: the edit is correct and the fix is complete</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Individual assignments 2 X 50		<p>Material: - Bibliography: Erneste, Pamusuk. 1995. <i>Smart Book on Manuscript Editing</i>. Jakarta: Torch.</p>	10%

9	<ul style="list-style-type: none"> Utilizing science and technology as a tool to help understand the concept of editing one's own writing: Making strategic decisions in editing one's own writing through the stages of the editing process. Able to be responsible for editing one's own writing according to Indonesian language rules. 	<ul style="list-style-type: none"> Editing your own writing according to Indonesian grammar rules. Rewriting your own writing according to Indonesian language rules 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.4: correct edits and complete fix 2.3: correct edit, but incomplete fix 3.2: the edits are not correct and the fixes are incomplete 4.1: the edit is not correct and 4: the edit is correct and the fix is complete <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	DiscussionAssignment 2 X 50		<p>Material: - References: <i>Rifai, Amin. 1994 . Handbook of Writing Styles for Editing and Publishing Scientific Works. Jakarta: Ditbinlitabmas.</i></p>	5%
10	<ul style="list-style-type: none"> Utilizing science and technology as a tool to help understand the concept of editing one's own writing: Making strategic decisions in editing one's own writing through the stages of the editing process. Able to be responsible for editing one's own writing according to Indonesian language rules. 	<ul style="list-style-type: none"> Editing your own writing according to Indonesian grammar rules. Rewriting your own writing according to Indonesian language rules 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.4: correct edits and complete fix 2.3: correct edit, but incomplete fix 3.2: the edits are not correct and the fixes are incomplete 4.1: the edit is not correct and 4: the edit is correct and the fix is complete <p>Form of Assessment : Practice / Performance</p>	DiscussionAssignment 2 X 50		<p>Material: - References: <i>Thanks, Bambang. 2020. Editing with Markups. Cimahi: Kubuku.</i></p>	2%
11	<ul style="list-style-type: none"> Utilize science and technology as a tool to help understand the concept of editing other people's writing Make strategic decisions in editing other people's writing through the stages of the editing process. Able to be responsible for editing other people's writing according to Indonesian language rules independently/in a group 	<ul style="list-style-type: none"> Edit other people's writing in terms of spelling, diction, sentences and paragraphs Rewrite other people's writing according to Indonesian language rules 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.4: correct edits and complete fix 2.3: correct edit, but incomplete fix 3.2: the edits are not correct and the fixes are incomplete 4.1: the edit is not correct and there is no improvement <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Discussion 10 X 50 Assignment		<p>Material: - References: <i>Thanks, Bambang. 2020. Editing with Markups. Cimahi: Kubuku.</i></p>	5%
12	<ul style="list-style-type: none"> Utilize science and technology as a tool to help understand the concept of editing other people's writing Make strategic decisions in editing other people's writing through the stages of the editing process. Able to be responsible for editing other people's writing according to Indonesian language rules independently/in a group 	<ul style="list-style-type: none"> Edit other people's writing in terms of spelling, diction, sentences and paragraphs Rewrite other people's writing according to Indonesian language rules 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.4: correct edits and complete fix 2.3: correct edit, but incomplete fix 3.2: the edits are not correct and the fixes are incomplete 4.1: the edit is not correct and there is no improvement <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Discussion 10 X 50 Assignment		<p>Material: - References: <i>Thanks, Bambang. 2020. Editing with Markups. Cimahi: Kubuku.</i></p>	5%
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14	<ul style="list-style-type: none"> Utilize science and technology as a tool to help understand the concept of editing other people's writing Make strategic decisions in editing other people's writing through the stages of the editing process. Able to be responsible for editing other people's writing according to Indonesian language rules independently/in a group 	<ul style="list-style-type: none"> Edit other people's writing in terms of spelling, diction, sentences and paragraphs Rewrite other people's writing according to Indonesian language rules 	<p>Criteria:</p> <p>1.4: correct edits and complete fix</p> <p>2.3: correct edit, but incomplete fix</p> <p>3.2: the edits are not correct and the fixes are incomplete</p> <p>4.1: the edit is not correct and there is no improvement</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Discussion 10 X 50 Assignment		<p>Material: - Literature: <i>Rohmadi, Muhammad. 2012. Learning to Edit: Book Manuscripts and Print Media. Yogyakarta: Media Perkasa.</i></p>	10%
15	<ul style="list-style-type: none"> Utilize science and technology as a tool to help understand the concept of editing other people's writing Make strategic decisions in editing other people's writing through the stages of the editing process. Able to be responsible for editing other people's writing according to Indonesian language rules independently/in a group 	<ul style="list-style-type: none"> Edit other people's writing in terms of spelling, diction, sentences and paragraphs Rewrite other people's writing according to Indonesian language rules 	<p>Criteria:</p> <p>1.4: correct edits and complete fix</p> <p>2.3: correct edit, but incomplete fix</p> <p>3.2: the edits are not correct and the fixes are incomplete</p> <p>4.1: the edit is not correct and there is no improvement</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Discussion 10 X 50 Assignment		<p>Material: - References: <i>Rifai, Amin. 1994. Handbook of Writing Styles for Editing and Publishing Scientific Works. Jakarta: Ditbinlitabmas.</i></p>	10%
16	UAS	Editing linguistic and mechanical aspects of the text	<p>Criteria:</p> <p>1.4: correct edits and complete fix</p> <p>2.3: correct edit, but incomplete fix</p> <p>3.2: the edits are not correct and the fixes are incomplete</p> <p>4.1: the edit is not correct and there is no improvement</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Assignment 2 X 50		<p>Material: - Bibliography: <i>Erneste, Pamusuk. 1995. Smart Book on Manuscript Editing. Jakarta: Torch.</i></p>	16%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	17.5%
2.	Project Results Assessment / Product Assessment	68.5%
3.	Practice / Performance	14%
		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.
- 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** 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.
- 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.

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.