	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
Indonesian Correspondence	8820102066		**T=2** **P=0** **ECTS=3.18**	0	July 18, 2024

AUTHORIZATION	**SP Developer**	**Course Cluster Coordinator**	**Study Program Coordinator**
	....	....	Prof. Dr. Anas Ahmadi, 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

	P.O

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

Short Course Description	Mastering 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 meeting activities, presentations, observations in order to compose various types of letters to be presented in class discussions, recorded , and entered the competition.

References	**Main :**	

1. Arifin, E. Zainal. 1987. Penggunaan Bahasa Indonesia dalam Surat Dinas. Jakarta: Medyatama Sarana Perkasa.
2. Finoza, Lamuddin. 2000. Aneka Surat Statuta, Notula, dan Laporan. Jakarta: Insan Mulia.
3. Michael Muckian dan John Woods. 2006. Buku Pintar Surat-surat Bisnis, Panduan Lengkap, Praktis, dan Terkini. (Alih Bahasa: Imam Khoiri). Jogjakarta: Penerbit Think.
4. O. Setiawan, Dj., Suherli, Teddy SK. 2001. Surat-menyurat Serbaguna. Panduan Korespondensi Bahasa Indonesia. Bandung: Yrama Widya.
5. Pratama, Bagas. 1996. Pedoman Menulis Surat Lamaran Pekerjaan. Bandung: CV Pustaka Setia.
6. Rahardi, Kunjana. 2008. Surat Menyurat Dinas. Yogyakarta: Pustaka Book Publisher.
7. Setyaningrum, Afra Tien.2008. Korespondensi Bahasa Indonesia: Dasar, Teori, dan Aplikasi. Yogyakarta: Amara Books.
8. Soedjito. 2010. Terampil Menulis Surat Resmi Bahasa Indonesia. Jakarta: Prestasi Pustakaraya.
9. Sudarsa, Caca, dkk. 1991. Seri Penyuluhan 2: Surat-menyurat dalam Bahasa Indonesia. Jakarta: Pusat Pembinaan dan Pengembangan Bahasa.

Supporters:	

Supporting lecturer	Dra. Trinil Dwi Turistiani, 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 (%)

(1)	(2)	Indicator (3)	Criteria & Form (4)	Offline (*offline*) (5)	Online (*online*) (6)	(7)	(8)
1	Understand and master the concept, function and purpose of correspondence, as well as types of letters	1. Explain the concept, function and purpose of correspondence, as well as types of letters 2. Identify the purpose and types of letters	**Criteria:** null	Explanations, questions and answers, discussions and assignments 2 X 50			0%
2	Understand and analyze the parts of a letter and the form of a letter	1. Understand the parts of a letter and the form of a letter. 2. Analyze a letter based on its parts and form	**Criteria:** null	Explanations, questions and answers, discussions and assignments 2 X 50			0%
3	Understand and master the basic principles and techniques of writing letters	1. Understand the basic principles and techniques of writing letters 2. Write letters according to good and correct principles and techniques	**Criteria:** null	Explanations, questions and answers, discussions and assignments 2 X 50			0%
4	Understand and master the concept of good and correct Indonesian in writing letters	1. Understand the language of letters including: EYD, diction, effective sentences, and paragraph development. Able to use good and correct Indonesian when writing letters	**Criteria:** null	Explanations, questions and answers, discussions and assignments 2 X 50			0%
5	Understand concepts and can create various types of letters. service	1. Explain the characteristics and parts of various types of official letters 2. Create various types of official letters in good and correct language	**Criteria:** null	Discussion and assignment 6 X 50			0%
6							0%
7							0%
8	UTS	null	**Criteria:** null	Written Test 2 X 50			0%
9	Understand concepts and can create various types of letters. service	1. Explain the characteristics and parts of various types of official letters. 2. Make various types of official letters in good and correct language		Discussion and assignment 6 X 50			0%
10							0%
11							0%
12	Understand concepts and be able to create various types of letters. business	1. Explain the characteristics and parts of various types of business letters 2. Create various types of business letters with good and correct language		Explanations, questions and answers, discussions and assignments 4 X 50			0%
13							0%

14	Understand concepts and be able to write various types of letters. statute	1. Explain the characteristics and parts of various types of statutory letters 2. Write various types of statutory letters in good and correct language		Explanations, questions and answers, discussions and assignments 4 X 50			0%
15							0%
16	UAS			Written Test 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.