



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

Document Code

**SEMESTER LEARNING PLAN**

<b>Courses</b>	<b>CODE</b>	<b>Course Family</b>	<b>Credit Weight</b>	<b>SEMESTER</b>	<b>Compilation Date</b>		
Correspondence	7920102060		T=2 P=0 ECTS=3.18	5	July 18, 2024		
<b>AUTHORIZATION</b>	<b>SP Developer</b>		<b>Course Cluster Coordinator</b>		<b>Study Program Coordinator</b>		
	.....		.....		Drs. Parmin, M.Hum.		
<b>Learning model</b>	Project Based Learning						
<b>Program Learning Outcomes (PLO)</b>	PLO study program that is charged to the course						
	Program Objectives (PO)						
	PLO-PO Matrix						
		P.O					
<b>Short Course Description</b>	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.						
	<p><b>References</b> <b>Main :</b></p> <ol style="list-style-type: none"> <li>1. Arifin, E. Zainal. 1987. Penggunaan Bahasa Indonesia dalam Surat Dinas. Jakarta: Medyatama Sarana Perkasa.</li> <li>2. Finoza, Lamuddin. 2000. Aneka Surat Statuta, Notula, dan Laporan. Jakarta: Insan Mulia.</li> <li>3. Michael Muckian dan John Woods. 2006. Buku Pintar Surat-surat Bisnis, Panduan Lengkap, Praktis, dan Terkini. (Alih Bahasa: Imam Khoiri). Jogjakarta: Penerbit Think.</li> <li>4. O. Setiawan, Dj., Suherli, Teddy SK. 2001. Surat-menyurat Serbaguna. Panduan Korespondensi Bahasa Indonesia. Bandung: Yrama Widya.</li> <li>5. Pratama, Bagas. 1996. Pedoman Menulis Surat Lamaran Pekerjaan. Bandung: CV Pustaka Setia.</li> <li>6. Rahardi, Kunjana. 2008. Surat Menyurat Dinas. Yogyakarta: Pustaka Book Publisher.</li> <li>7. Setyaningrum, Afra Tien. 2008. Korespondensi Bahasa Indonesia: Dasar, Teori, dan Aplikasi. Yogyakarta: Amara Books.</li> <li>8. Soedjito. 2010. Terampil Menulis Surat Resmi Bahasa Indonesia. Jakarta: Prestasi Pustakaraya.</li> <li>9. Sudarsa, Caca, dkk. 1991. Seri Penyuluhan 2: Surat-menyurat dalam Bahasa Indonesia. Jakarta: Pusat Pembinaan dan Pengembangan Bahasa.</li> </ol> <p><b>Supporters:</b></p>						
<b>Supporting lecturer</b>	Mukhzamilah, S.S., S.Pd., M.Ed.						
<b>Week-</b>	<b>Final abilities of each learning stage (Sub-PO)</b>	<b>Evaluation</b>		<b>Help Learning, Learning methods, Student Assignments, [ Estimated time]</b>		<b>Learning materials [ References ]</b>	<b>Assessment Weight (%)</b>
		<b>Indicator</b>	<b>Criteria &amp; Form</b>	<b>Offline ( offline )</b>	<b>Online ( online )</b>		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

1	Understand and master the concept, function and purpose of correspondence, as well as types of letters	<ol style="list-style-type: none"> <li>1.Explain the concept, function and purpose of correspondence, as well as types of letters</li> <li>2.Identify the purpose and types of letters</li> </ol>	<b>Criteria:</b> <ol style="list-style-type: none"> <li>1.Scores used:</li> <li>2.4: correct description</li> <li>3.3: the description is generally correct, there is one aspect where the explanation is incorrect</li> <li>4.2: the description is generally correct, there is more than one aspect where the explanation is incorrect</li> <li>5.1: the description is wrong</li> </ol>	Explanation Questions and answers Discussion of the 2 X 50 Assignment			0%
2	Understand and analyze the parts of a letter and the form of a letter	<ol style="list-style-type: none"> <li>1.Understand the parts of a letter and the form of a letter</li> <li>2.Analyze letters based on their parts and shapes</li> </ol>	<b>Criteria:</b> <ol style="list-style-type: none"> <li>1.Scores used:</li> <li>2.4: Errors in parts and writing methods have been found, corrections are correct and complete</li> <li>3.3: Errors in parts and writing methods have been found, the correction is correct, but incomplete</li> <li>4.2: Errors in parts and writing methods have been found, but the corrections are inaccurate and incomplete</li> <li>5.1: Errors in parts and writing methods have been found, but the correction is incorrect and incomplete.</li> </ol>	Explanation Questions and answers Discussion Assignment 2 X 50			0%
3	Understand and master the basic principles and techniques of writing letters.	<ol style="list-style-type: none"> <li>1.Understand the basic principles and techniques of writing letters.</li> <li>2.Write letters according to good and correct principles and techniques</li> </ol>	<b>Criteria:</b> <ol style="list-style-type: none"> <li>1.Number 1 has a maximum score of 30</li> <li>2.Number 2 has a maximum score of 70</li> </ol>	Explanation Questions and answers Discussion Assignment 2 X 50			0%
4	Understand and master the concept of good and correct Indonesian in writing letters	<ol style="list-style-type: none"> <li>1.Understanding letter language includes: EYD, diction, effective sentences, and paragraph development</li> <li>2.Able to use good and correct Indonesian when writing letters</li> </ol>	<b>Criteria:</b> <ol style="list-style-type: none"> <li>1.Scores used:</li> <li>2.4: Form and language errors have been found, corrections are correct and complete</li> <li>3.3: Form and language errors have been found, the correction is correct, but incomplete</li> <li>4.2: Form and language errors have been found, but the corrections are inaccurate and incomplete</li> <li>5.1: Form and language errors have been found, but the correction is incorrect and incomplete.</li> </ol>	Discussion and Assignment 2 X 50			0%

5	Understand concepts and can create various types of letters. service	1.Explain the characteristics and parts of a Notification Letter, Announcement Letter, and Circular Letter 2.Make Notification Letters, Announcement Letters and Circular Letters in good and correct language	<b>Criteria:</b> Authenticity (the result of one's own thoughts) Suitability of the type, content and purpose of the letter Language used Completeness of the parts of the letter Neatness	Scientific Approach 2 X 50			0%
6	Understand concepts and can create various types of letters. service	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	<b>Criteria:</b> Authenticity (the result of one's own thoughts) Suitability of the type, content and purpose of the letter Language used Completeness of the parts of the letter Neatness	Scientific Approach 2 X 50			0%
7	Understand concepts and can create various types of letters. service	1.Explain the characteristics and parts of a Certificate and Statement Letter 2.Make certificates and statements in good and correct language	<b>Criteria:</b> Authenticity (the result of one's own thoughts) Suitability of the type, content and purpose of the letter Language used Completeness of the parts of the letter Neatness	Scientific Approach 2 X 50			0%
8	UTS			2 X 50			0%
9	Understand concepts and can create various types of letters. service	1.Explain the characteristics and parts of the Cover Letter and Minutes 2.Create a Cover Letter and Minutes in good and correct language	<b>Criteria:</b> Authenticity (the result of one's own thoughts) Suitability of the type, content and purpose of the letter Language used Completeness of the parts of the letter Neatness	2 X 50 Process Skills Approach			0%
10	Understand concepts and can create various types of letters. service	1.Explain the characteristics and parts of a Permit Letter and Dispensation Letter 2.Make Permit and Dispensation Letters in good and correct language	<b>Criteria:</b> Authenticity (the result of one's own thoughts) Suitability of the type, content and purpose of the letter Language used Completeness of the parts of the letter Neatness	2 X 50 Process Skills Approach			0%
11	Understand concepts and can create various types of letters. service	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	<b>Criteria:</b> Authenticity (the result of one's own thoughts) Suitability of the type, content and purpose of the letter Language used Completeness of the parts of the letter Neatness	Scientific Approach 2 X 50			0%
12	Understand concepts and be able to create various types of letters. business	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	<b>Criteria:</b> Authenticity (the result of one's own thoughts) Suitability of the type, content and purpose of the letter Language used Completeness of the parts of the letter Neatness	2 X 50 Process Skills Approach			0%

13	Understand concepts and be able to create various types of letters. business	1.Explain the characteristics and parts of the Letter of Delivery and Letter of Demand (claim) 2.Make Delivery Letters and Demand Letters (claims) in good and correct language	<b>Criteria:</b> Authenticity (the result of one's own thoughts) Suitability of the type, content and purpose of the letter Language used Completeness of the parts of the letter Neatness	Scientific Approach 2 X 50			0%
14	Understand concepts and be able to write various types of letters. statute	1.Explain the characteristics and parts of the Decree and Letter of Assignment 2.Write decision letters and assignment letters in good and correct language	<b>Criteria:</b> Authenticity (the result of one's own thoughts) Suitability of the type, content and purpose of the letter Language used Completeness of the parts of the letter Neatness	Scientific Approach 2 X 50			0%
15	Understand concepts and be able to write various types of letters. statute	1.Explain the characteristics and parts of an Order and Instruction Letter 2.Write Warrants and Instruction Letters in good and correct language	<b>Criteria:</b> Authenticity (the result of one's own thoughts) Suitability of the type, content and purpose of the letter Language used Completeness of the parts of the letter Neatness	2 X 50 Process Skills Approach			0%
16	UAS			2 X 50			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.