



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

Document
Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Language Editing	7920102100	Study Program Elective Courses	T=2	P=0	ECTS=3.18	4	July 16, 2024
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
	Dr. Suhartono, Andik Yulianto, M.Si., Arie Yuanita, M.Si.		Dr. Kisyani, M.Hum.			Drs. Parmin, M.Hum.	

Learning model	Project Based Learning																																																																																																					
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																																																																					
	PLO-6	Mastering the basic knowledge to be creative in the field of Indonesian language and literature; as well as research methods in Indonesian language and literature																																																																																																				
	PLO-14	Able to document, store, secure and recover data to ensure validity and prevent plagiarism, as well as compiling descriptions of scientific study results in the form of a thesis, and uploading them on the Unesa page																																																																																																				
	Program Objectives (PO)																																																																																																					
	PO - 1	Utilizing science and technology as a tool to help analyze various writings according to Indonesian grammar rules.																																																																																																				
	PO - 2	Mastering the synthesis of various writings with Indonesian grammar editing rules																																																																																																				
	PO - 3	Make strategic decisions in using evaluation and revision of various writings based on rules																																																																																																				
	PO - 4	Responsible for completing assignments, quizzes and tests related to editing and Indonesian grammar rules and their application																																																																																																				
	PLO-PO Matrix																																																																																																					
		<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>P.O</th> <th>PLO-6</th> <th>PLO-14</th> </tr> </thead> <tbody> <tr> <td>PO-1</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>PO-2</td> <td></td> <td></td> </tr> <tr> <td>PO-3</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>PO-4</td> <td></td> <td></td> </tr> </tbody> </table>	P.O	PLO-6	PLO-14	PO-1	✓		PO-2			PO-3		✓	PO-4																																																																																							
P.O	PLO-6	PLO-14																																																																																																				
PO-1	✓																																																																																																					
PO-2																																																																																																						
PO-3		✓																																																																																																				
PO-4																																																																																																						
PO Matrix at the end of each learning stage (Sub-PO)																																																																																																						
	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2">P.O</th> <th colspan="16">Week</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th> </tr> </thead> <tbody> <tr> <td>PO-1</td> <td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</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 style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</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 style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td> </tr> <tr> <td>PO-4</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td> </tr> </tbody> </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								✓								✓
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								✓								✓																																																																																						
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 work exhibitions																																																																																																					
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. Pusat Bahasa. 2014. Kamus Besar Bahasa Indonesia . Jakarta: Gramedia.
5. Rifai, Amin. 1994 . Pegangan Gaya Penulisan Penyuntingan dan Penerbitan Karya Ilmiah . Jakarta: Ditbinlitabmas.
6. Rohmadi, Muhammad. 2012. Belajar Menyunting: Naskah Buku dan Media Cetak . Yogyakarta: Media Perkasa.
7. Stovall, James G. 2006. Writing for the Mass Media . Longmann: Boston.
8. Sugono, Dandy. 2007 . Buku Praktis Bahasa Indonesia 1 dan 2 . Jakarta: Pusat bahasa Depdiknas.
9. Zaenal Arifin dan Amran Tasai. 2009. Cermat Berbahasa Indonesia . Jakarta Akademika Pressindo.

Supporters:

Supporting lecturer
 Dr. Suhartono, M.Pd.
 Andik Yuliyanto, S.S., M.Si.
 Arie Yuanita, S.S., M.Si.

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 the nature, objectives, rights, obligations and code of ethics for editing. Apply the basic rights, obligations and code of ethics for editing	· Explain the nature, objectives, rights, obligations and code of ethics for editing	<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>Form of Assessment : Participatory Activities, Tests</p>	Lectures, discussions and questions and answers 2 X 50	Lectures, discussions and questions and answers 2X50	<p>Material: essence, objectives, rights, obligations, and code of ethics for editing</p> <p>Reader: <i>Erneste, Pamusuk. 1995. Smart Book on Manuscript Editing. Jakarta: Torch.</i></p>	5%
2	· 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	· 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>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 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 2 X 50	Discussion 2 X 50	<p>Material: Signs, strategies, and several other terms in</p> <p>library editing: <i>Hartono, Bambang. 2003. Development of Editing Skills. Jakarta: Director of PLP, Director General of PDM, Ministry of National Education.</i></p>	5%

3	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - Explain the terms, duties and scope of the editor's work. - Explain the duties and scope of the editor's work 	<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 <p>Form of Assessment :</p> <p>Test</p>	Discussion 2 X 50	Discussion 2 X 50	<p>Material: terms, duties and scope of work of the</p> <p>Library editor: <i>Ernesto, Pamusuk. 1995. Smart Book on Manuscript Editing. Jakarta: Torch.</i></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 :</p> <p>Project Results Assessment / Product Assessment</p>	Discussion 2 X 50	Discussion 2 X 50	<p>Material: Stages and editing process</p> <p>Reader: <i>Rifai, Amin. 1994. Handbook of Writing Styles for Editing and Publishing Scientific Works. Jakarta: Ditbinlitabmas.</i></p>	5%

5	<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 the rules of Indonesian grammar</p>	<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 : Project Results Assessment / Product Assessment</p>	Mentoring Discussion 6 X 50	Mentoring Discussion 6 X 50	<p>Material: Concepts of good and correct Indonesian Reference: <i>Sugono, Dandy. 2007 . Practical Indonesian Books 1 and 2. Jakarta: Ministry of National Education language center.</i></p>	5%
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 the rules of Indonesian grammar</p>	<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 : Project Results Assessment / Product Assessment</p>	Mentoring Discussion 6 X 50	Mentoring Discussion 6 X 50	<p>Material: Doing language editing independently/in a group Reader: <i>Rohmadi, Muhammad. 2012. Learning to Edit: Book Manuscripts and Print Media. Yogyakarta: Media Perkasa.</i></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 the rules of Indonesian grammar</p>	<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 : Project Results Assessment / Product Assessment</p>	<p>Mentoring Discussion 6 X 50</p>	<p>Mentoring Discussion 6 X 50</p>	<p>Material: Doing language editing independently/in a group References: Rifai, Amin. 1994 . <i>Handbook of Writing Styles for Editing and Publishing Scientific Works.</i> Jakarta: Ditbinlitabmas.</p>	<p>5%</p>
8	<p>UTS</p>	<p>Editing text</p>	<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 : Test</p>	<p>Individual assignments 2 X 50</p>	<p>Individual assignments 2 X 50</p>	<p>Material: UTS Reader: Erneste, Pamusuk. 1995. <i>Smart Book on Manuscript Editing.</i> Jakarta: Torch.</p>	<p>10%</p>
9	<p>· 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.</p>	<p>· Editing your own writing according to Indonesian grammar rules. Rewriting your own writing according to Indonesian language rules</p>	<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 : Participatory Activities</p>	<p>2 X 50 Assignment Discussion</p>	<p>2 X 50 Assignment Discussion</p>	<p>Material: Concept of editing one's own writing Reader: Hartono, Bambang. 2003. <i>Development of Editing Skills.</i> Jakarta: Director of PLP, Director General of PDM, Ministry of National Education.</p>	<p>5%</p>

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: <ul style="list-style-type: none"> 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>	2 X 50 Assignment Discussion	2 X 50 Assignment Discussion	<p>Material: Editing your own writing through the stages in the editing process Reader: Hartono, Bambang. 2003. <i>Development of Editing Skills</i>. Jakarta: Director of PLP, Director General of PDM, Ministry of National Education.</p>	5%
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 <ul style="list-style-type: none"> 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"> Editing other people's writing in terms of spelling, diction, sentences and paragraphs <ul style="list-style-type: none"> Rewriting 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 edits are not correct and there are no improvements <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	10 X 50 Assignment Discussion	10 X 50 Assignment Discussion	<p>Material: Understanding the concept of editing other people's writing Reader: Hartono, Bambang. 2003. <i>Development of Editing Skills</i>. Jakarta: Director of PLP, Director General of PDM, Ministry of National Education.</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 <ul style="list-style-type: none"> 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"> Editing other people's writing in terms of spelling, diction, sentences and paragraphs <ul style="list-style-type: none"> Rewriting 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 edits are not correct and there are no improvements <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	10 X 50 Assignment Discussion	10 X 50 Assignment Discussion	<p>Material: Editing other people's writing through the stages in the editing process Reader: Hartono, Bambang. 2003. <i>Development of Editing Skills</i>. Jakarta: Director of PLP, Director General of PDM, Ministry of National Education.</p>	5%
13	<ul style="list-style-type: none"> Utilize science and technology as a tool to help understand the concept of editing other people's writing <ul style="list-style-type: none"> 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"> Editing other people's writing in terms of spelling, diction, sentences and paragraphs <ul style="list-style-type: none"> Rewriting 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 edits are not correct and there are no improvements <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	10 X 50 Assignment Discussion	10 X 50 Assignment Discussion	<p>Material: Editing other people's writing according to Indonesian language rules independently/group Reader: Rohmadi, Muhammad. 2012. <i>Learning to Edit: Book Manuscripts and Print Media</i>. Yogyakarta: Media Perkasa.</p>	5%

14	· 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	· Editing other people's writing in terms of spelling, diction, sentences and paragraphs · Rewriting 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 edits are not correct and there are no improvements</p> <p>Form of Assessment :</p> <p>Project Results Assessment / Product Assessment</p>	10 X 50 Assignment Discussion	10 X 50 Assignment Discussion	<p>Material: editing other people's writing according to Indonesian language rules independently/in a group.</p> <p>Readers: <i>Zaenal Arifin and Amran Tasai. 2009. Carefully Speak Indonesian. Jakarta Akademika Pressindo.</i></p>	5%
15	· 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	· Editing other people's writing in terms of spelling, diction, sentences and paragraphs · Rewriting 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 edits are not correct and there are no improvements</p> <p>Form of Assessment :</p> <p>Project Results Assessment / Product Assessment</p>	10 X 50 Assignment Discussion	10 X 50 Assignment Discussion	<p>Material: editing other people's writing according to Indonesian language rules independently/in a group.</p> <p>Library: <i>Language Center. 2014. Big Indonesian Dictionary. Jakarta: Gramedia.</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 edits are not correct and there are no improvements</p> <p>Form of Assessment :</p> <p>Test</p>	Assignment 2 X 50	Assignment 2 X 50	<p>Material: UAS</p> <p>Literature: <i>Hartono, Bambang. 2003. Development of Editing Skills. Jakarta: Director of PLP, Director General of PDM, Ministry of National Education.</i></p>	15%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	7.5%
2.	Project Results Assessment / Product Assessment	57.5%
3.	Practice / Performance	2.5%
4.	Test	32.5%
		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** 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.

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.