



**Universitas Negeri Surabaya**  
**Faculty of Languages and Arts**  
**Bachelor of Javanese Language and Literature Education 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>																																
Teaching Skills and Microlearning	8820202190	Compulsory Study Program Subjects	T=2	P=0	ECTS=3.18	4	July 17, 2024																																
<b>AUTHORIZATION</b>	<b>SP Developer</b>		<b>Course Cluster Coordinator</b>			<b>Study Program Coordinator</b>																																	
	Latif Nur Hasan, S.Pd., M.Pd.		Prof. Dr. Udjang Pairin, M.Pd.			Latif Nur Hasan, S.Pd., M.Pd.																																	
<b>Learning model</b>	Project Based Learning																																						
<b>Program Learning Outcomes (PLO)</b>	<b>PLO study program that is charged to the course</b>																																						
	<b>PLO-3</b>	Develop logical, critical, systematic and creative thinking in carrying out specific work in their field of expertise and in accordance with work competency standards in the field concerned																																					
	<b>PLO-6</b>	Mastering the theoretical concepts of learning Javanese by utilizing information technology;																																					
	<b>PLO-11</b>	Able to apply Javanese language learning theory by utilizing information technology;																																					
	<b>Program Objectives (PO)</b>																																						
	<b>PLO-PO Matrix</b>																																						
		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>P.O</td> <td>PLO-3</td> <td>PLO-6</td> <td>PLO-11</td> </tr> </table>						P.O	PLO-3	PLO-6	PLO-11																												
	P.O	PLO-3	PLO-6	PLO-11																																			
<b>PO Matrix at the end of each learning stage (Sub-PO)</b>																																							
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td rowspan="2">P.O</td> <td colspan="16">Week</td> </tr> <tr> <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> </table>						P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
P.O	Week																																						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																							
<b>Short Course Description</b>	Understanding and Steps Regarding Observation and Micro-Learning, Questioning Skills, Reinforcement Skills, Variation Skills, Explaining Skills, Opening and Closing Skills, Small Group Discussion Guiding Skills, Class Management Skills, Small Group and Individual Teaching Skills																																						
<b>References</b>	<b>Main :</b>																																						
	<ol style="list-style-type: none"> <li>1. Abimanyu. 1984. Keterampilan Membuka dan Menutup Pelajaran . Jakarta</li> <li>2. Hasibuan, JJ Ibrahim. 1988. Proses Belajar Mengajar Keterampilan Dasar Mikro . Bandung: Remaja Karya</li> <li>3. Dimiyati, dkk. 1994. Belajar dan Pembelajaran . Jakarta: Dirjen Dikti.</li> <li>4. Wardani IGAK. 1985. Keterampilan Membimbing Kelompok Kecil . Jakarta: P2LPTK Ditjen Dikti</li> <li>5. Rafli Kosasi. 1985. Keterampilan Menjelaskan . Ditjen Dikti. Depdikbud</li> <li>6. Sugeng Pranoto dkk. 1980. Micro Teaching . Jakarta: Departemen Pendidikan dan Kebudayaan</li> <li>7. Sanjaya, Wina. 2009. Perencanaan dan Desain Sistem Pembelajaran. Jakarta: Kencana Prenada Media Grup</li> <li>8. Suparman, Atwi. 2001. Desain Instruksional . Jakarta: Pusat Antar Universitas untuk Peningkatan.</li> <li>9. Usman, User. 2001. Menjadi Guru dalam Proses belajar Mengajar . Bandung: Rosdakarya</li> <li>10. Wijaya, Cece. 1991. Kemampuan Guru dalam Proses Belajar mengajar . Bandung: Rosdakarya</li> </ol>																																						
	<b>Supporters:</b>																																						
<b>Supporting lecturer</b>	Drs. Sukarman, M.Si. Prof. Dr. Surana, S.S., M.Hum. Yohan Susilo, S.Pd., M.Pd. Latif Nur Hasan, S.Pd., M.Pd. Dr. Octo Dendy Andriyanto, S.Pd., M.Pd. Respati Retno Utami, S.Pd., M.Pd. Danang Wijoyanto, S.Pd., 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 (%)
		Indicator	Criteria & Form	Offline ( offline )	Online ( online )		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Understand and have understanding and insight into Teaching Skills and Micro Learning	Students are able to understand and have understanding and insight into Teaching Skills and Micro Learning	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Participatory Activities</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  Introduction to Teaching and Microlearning Skills  Reference : <i>Abimanyu. 1984. Skills for Opening and Closing Lessons. Jakarta</i></p> <p><b>Material:</b>  Methods for leading small discussions  <b>Reader:</b>  <i>Abimanyu. 1984. Skills for Opening and Closing Lessons. Jakarta</i></p>	5%
2	Explain the nature of basic skills in leading small discussions	Students are able to explain the nature of basic skills in leading small discussions	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Participatory Activities</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  basic skills in performing variations and explaining  <b>References:</b>  <i>Hasibuan, JJ Ibrahim. 1988. Teaching and Learning Process of Micro Basic Skills. Bandung: Youth Works</i></p>	5%
3	Explaining the nature of the basic skill of making variations and explaining it in learning. Explaining the nature of the basic skill of explaining and explaining it in learning	<p>1. Students are able to explain the nature of basic skills in performing variations and explain them in learning.</p> <p>2. Students are able to explain the nature of basic explaining skills and explain them in learning</p>	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Portfolio Assessment</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  basic opening and closing skills and guiding small group discussions  <b>Reader:</b>  <i>Hasibuan, JJ Ibrahim. 1988. Teaching and Learning Process of Micro Basic Skills. Bandung: Youth Works</i></p>	5%

4	Explaining the essence of the basic skills of opening and closing and explaining in learning Explaining the nature of the basic skills of guiding small group discussions and explaining in learning	1.Students are able to explain the nature of basic opening and closing skills and explain in learning 2.Students are able to explain the nature of basic skills in guiding small group discussions and explaining learning	<b>Criteria:</b> 1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40  <b>Form of Assessment :</b> Participatory Activities	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<b>Material:</b> Basic skills for managing classes, teaching small groups and individuals <b>References:</b> <i>Dimiyati, et al. 1994.</i> <i>Learning and Learning.</i> <i>Jakarta:</i> <i>Director General of Higher Education.</i>	5%
5	Explaining the nature of basic skills for managing a class and explaining in learning Explaining the nature of basic skills for teaching small groups and individuals and explaining in learning	1.Students are able to explain the nature of basic classroom management skills and explain learning 2.Students are able to explain the nature of basic small group and individual teaching skills and explain learning	<b>Criteria:</b> 1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<b>Material:</b> Basic skills for managing classes, teaching small groups and individuals <b>References:</b> <i>Dimiyati, et al. 1994.</i> <i>Learning and Learning.</i> <i>Jakarta:</i> <i>Director General of Higher Education.</i>	5%
6	Explaining the nature of basic skills for managing a class and explaining in learning Explaining the nature of basic skills for teaching small groups and individuals and explaining in learning	1.Students are able to explain the nature of basic classroom management skills and explain learning 2.Students are able to explain the nature of basic small group and individual teaching skills and explain learning	<b>Criteria:</b> 1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40  <b>Form of Assessment :</b> Portfolio Assessment	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<b>Material:</b> Basic skills of asking questions and providing reinforcement <b>Reader:</b> <i>Wardani IGAK. 1985.</i> <i>Small Group Guiding Skills.</i> <i>Jakarta:</i> <i>P2LPTK Directorate General of Higher Education</i>	5%
7	Demonstrate basic questioning skills	Students are able to demonstrate basic questioning skills	<b>Criteria:</b> 1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40  <b>Form of Assessment :</b> Assessment of Project Results / Product Assessment, Practices / Performance	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<b>Material:</b> Basic skills of asking questions and providing reinforcement <b>Reader:</b> <i>Wardani IGAK. 1985.</i> <i>Small Group Guiding Skills.</i> <i>Jakarta:</i> <i>P2LPTK Directorate General of Higher Education</i>	10%

8	Midterm exam	Midterm exam	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Practice /  Performance</p>	- 2 X 50		<p><b>Material:</b>  UTS  <b>Reader:</b> Rafli Kosasi. 1985. <i>Explaining Skills.</i> Directorate General of Higher Education. Department of Education and Culture</p>	5%
9	Demonstrating basic skills provides reinforcement	Students are able to demonstrate basic skills in providing reinforcement	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Practice /  Performance</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  RPP  <b>Library:</b> Rafli Kosasi. 1985. <i>Explaining Skills.</i> Directorate General of Higher Education. Department of Education and Culture</p>	5%
10	Understand the application of aspects in the learning process	Students understand the application of aspects in the learning process	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Practice /  Performance</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  RPP  <b>Library:</b> Rafli Kosasi. 1985. <i>Explaining Skills.</i> Directorate General of Higher Education. Department of Education and Culture</p>	10%
11	Demonstrate basic opening and closing skills	Students are able to demonstrate basic opening and closing skills	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Project Results Assessment /  Product Assessment</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  RPP  <b>Library:</b> Sugeng Pranoto et al. 1980. <i>Micro Teaching.</i> Jakarta: Department of Education and Culture</p>	10%

12	Practicing Learning Process Design	Students are able to practice the Learning Process Design	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Project Results Assessment / Product Assessment</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  RPP  <b>Library:</b>  Sugeng Pranoto et al. 1980. <i>Micro Teaching</i>. Jakarta: Department of Education and Culture</p> <p><b>Material:</b>  Micro teaching practices and review results.  <b>Literature:</b>  Sanjaya, Vienna. 2009. <i>Learning System Planning and Design</i>. Jakarta: Kencana Prenada Media Group</p>	5%
13	Analyzing Learning Process Design	Students are able to analyze the Learning Process Design	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Project Results Assessment / Product Assessment</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  Micro teaching practices and review results.  <b>Literature:</b>  Sanjaya, Vienna. 2009. <i>Learning System Planning and Design</i>. Jakarta: Kencana Prenada Media Group</p>	5%
14	Developing a Learning Process Plan	Students are able to prepare a Learning Process Plan	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Project Results Assessment / Product Assessment</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  Micro teaching practices and review results.  <b>Literature:</b>  Suparman, Atwi. 2001. <i>Instructional Design</i>. Jakarta: Inter-University Center for Improvement.</p>	5%
15	Analyze the questions given with previously built knowledge	Students are able to analyze the questions given with previously built knowledge	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Project Results Assessment / Product Assessment</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  Micro teaching practices and review results.  <b>Literature:</b>  Usman, User. 2001. <i>Becoming a Teacher in the Teaching and Learning Process</i>. Bandung: Rosdakarya</p>	5%

16	UAS	Mastering meeting material 1-15	<b>Criteria:</b> Mastering meeting material 1-15 well  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	Offline 2 X 50		<b>Material:</b> UAS <b>Reader:</b> <i>Wijaya, Cece. 1991. Teacher Ability in the Teaching and Learning Process. Bandung: Rosdakarya</i>	10%
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#### Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	15%
2.	Project Results Assessment / Product Assessment	50%
3.	Portfolio Assessment	10%
4.	Practice / Performance	25%
		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.
- 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.