



**Universitas Negeri Surabaya**  
**Faculty of Social and Legal Sciences,**  
**Bachelor of Laws Study Program**

Document Code

## SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date
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Negotiation Techniques	7420102228	Study Program Elective Courses	T=2 P=0 ECTS=3.18	7	July 18, 2024
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AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	Budi Hermono, S.H., M.H. ; Astrid Amidiaputri Hasyiyati, SH., M.Kn.	Budi Hermono, S.H., M.H.	Vita Mahardhika, S.H., M.H.

Learning model	Case Studies
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Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																			
	Program Objectives (PO)																																																			
PO - 1	After studying this course, students are able to understand the material to prepare students as speakers who are able to present their ideas well and effectively, and are able to carry out the best negotiation activities in their future world of work.																																																			
	PLO-PO Matrix																																																			
	<table border="1" style="margin: auto;"> <tr><td style="width: 50px; height: 20px;">P.O</td></tr> <tr><td style="width: 50px; height: 20px;">PO-1</td></tr> </table>		P.O	PO-1																																																
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PO-1																																																				
	PO Matrix at the end of each learning stage (Sub-PO)																																																			
	<table border="1" style="margin: auto;"> <tr> <td rowspan="2" style="width: 50px; height: 20px;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 15px;">1</td><td style="width: 15px;">2</td><td style="width: 15px;">3</td><td style="width: 15px;">4</td><td style="width: 15px;">5</td><td style="width: 15px;">6</td><td style="width: 15px;">7</td><td style="width: 15px;">8</td><td style="width: 15px;">9</td><td style="width: 15px;">10</td><td style="width: 15px;">11</td><td style="width: 15px;">12</td><td style="width: 15px;">13</td><td style="width: 15px;">14</td><td style="width: 15px;">15</td><td style="width: 15px;">16</td> </tr> <tr> <td style="width: 50px; height: 20px;">PO-1</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><td></td><td></td><td></td><td></td> </tr> </table>		P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1																
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PO-1																																																				

Short Course Description	This course discusses material to prepare students as speakers who are able to present their ideas well and effectively, and are able to carry out the best negotiation activities in their future world of work.
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References	<b>Main :</b>
	<b>Supporters:</b>

Supporting lecturer	Budi Hermono, S.H., M.H. Astrid Amidiaputri Hasyiyati, SH., M.Kn.
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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	Able to understand communication in presentations and understand and master how to get to know the audience and convince the audience by showing a responsible attitude in their field of expertise	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Form of Assessment :</b> Participatory Activities	Offline		<b>Material:</b> Able to understand communication in presentations and understand and master how to get to know the audience and convince the audience by showing a responsible attitude in their field of expertise. <b>References:</b>	5%
2	Able to understand communication in presentations and understand and master how to get to know the audience and convince the audience by showing a responsible attitude in their field of expertise	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	Lectures, questions and answers, discussions		<b>Material:</b> Able to understand communication in presentations and understand and master how to get to know the audience and convince the audience by showing a responsible attitude in their field of expertise. <b>References:</b>	5%
3	Able to understand communication in presentations and understand and master how to get to know the audience and convince the audience by showing a responsible attitude in their field of expertise	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	Lectures, questions and answers, discussions		<b>Material:</b> Able to understand communication in presentations and understand and master how to get to know the audience and convince the audience by showing a responsible attitude in their field of expertise. <b>References:</b>	5%

4	Able to understand communication in presentations and understand and master how to get to know the audience and convince the audience by showing a responsible attitude in their field of expertise	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Forms of Assessment :</b> Participatory Activities, Project Results Assessment / Product Assessment, Portfolio Assessment	Lectures, questions and answers, discussions		<b>Material:</b> Able to understand communication in presentations and understand and master how to get to know the audience and convince the audience by showing a responsible attitude in their field of expertise. <b>References:</b>	5%
5	Able to design presentations and identify topics, presentation objectives and understand how to open and close presentations with a variety of effective presentation methods	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Form of Assessment :</b> Participatory Activities	Lectures, questions and answers, discussions		<b>Material:</b> Able to design presentations and identify topics, presentation objectives and understand how to open and close presentations using a variety of effective presentation methods. <b>Literature:</b>	5%
6	Able to design presentations and identify topics, presentation objectives and understand how to open and close presentations with a variety of effective presentation methods	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Form of Assessment :</b> Participatory Activities	Lectures, questions and answers, discussions		<b>Material:</b> Able to design presentations and identify topics, presentation objectives and understand how to open and close presentations using a variety of effective presentation methods. <b>Literature:</b>	5%

7	Able to design presentations and identify topics, presentation objectives and understand how to open and close presentations with a variety of effective presentation methods	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Form of Assessment :</b> Participatory Activities	Lectures, questions and answers, discussions		<b>Material:</b> Able to design presentations and identify topics, presentation objectives and understand how to open and close presentations using a variety of effective presentation methods. <b>Literature:</b>	5%
8	UTS	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Form of Assessment :</b> Participatory Activities, Tests	Open		<b>Material:</b> UTS <b>Library:</b>	15%
9	Able to understand question and answer techniques effectively to build relationships with clients and increase advertising business	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Form of Assessment :</b> Participatory Activities	Lectures, questions and answers, discussions		<b>Material:</b> Able to understand question and answer techniques effectively to build relationships with clients and improve advertising business <b>Reader:</b>	5%
10	Able to understand question and answer techniques effectively to build relationships with clients and increase advertising business	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Form of Assessment :</b> Participatory Activities	Lectures, questions and answers, discussions		<b>Material:</b> Able to understand question and answer techniques effectively to build relationships with clients and improve advertising business <b>Reader:</b>	5%

11	Able to understand question and answer techniques effectively to build relationships with clients and increase advertising business	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Form of Assessment :</b> Participatory Activities	Lectures, questions and answers, discussions		<b>Material:</b> Able to understand question and answer techniques effectively to build relationships with clients and improve advertising business <b>. Reader:</b>	5%
12	Able to understand question and answer techniques effectively to build relationships with clients and increase advertising business	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Form of Assessment :</b> Participatory Activities, Project Results Assessment / Product Assessment	Lectures, questions and answers, discussions		<b>Material:</b> Able to understand question and answer techniques effectively to build relationships with clients and improve advertising business <b>. Reader:</b>	5%
13	Able to design presentation slide material to clients that is interesting and stunning according to Indonesian and English grammar effectively both orally and in writing by internalizing the spirit of independence and demonstrating independent performance	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Form of Assessment :</b> Participatory Activities	Lectures, questions and answers, discussions		<b>Material:</b> Able to design presentation slide material to clients that is interesting and stunning according to Indonesian and English grammar effectively both orally and in writing by internalizing the spirit of independence and showing independent performance. <b>Library:</b>	5%

14	Able to design presentation slide material to clients that is interesting and stunning according to Indonesian and English grammar effectively both orally and in writing by internalizing the spirit of independence and demonstrating independent performance	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Form of Assessment :</b> Participatory Activities, Portfolio Assessment	Lectures, questions and answers, discussions		<b>Material:</b> Able to design presentation slide material to clients that is interesting and stunning according to Indonesian and English grammar effectively both orally and in writing by internalizing the spirit of independence and showing independent performance. <b>Library:</b>	5%
15	Able to make presentations using presentation methods and techniques, and able to explain his ideas and opinions in public using presentation props, so that he is able to compile report results and collaboration processes accurately and effectively by showing a responsible attitude towards work in his field of expertise independently	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Form of Assessment :</b> Portfolio Assessment	Lectures, questions and answers, discussions		<b>Material:</b> Able to make presentations using presentation methods and techniques, and able to explain their ideas and opinions in public using presentation props, so that they are able to compile report results and collaboration processes accurately and effectively by showing an attitude of responsibility for work in their field of expertise independently. <b>Library:</b>	5%
16	UAS	1.Good 2. Enough 3.Not enough	<b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly  <b>Form of Assessment :</b> Participatory Activities	Open		<b>Material:</b> UAS <b>Literature:</b>	15%

#### Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	69.17%
2.	Project Results Assessment / Product Assessment	14.17%
3.	Portfolio Assessment	9.17%
4.	Test	7.5%
		100%

## 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.