



**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																																																		
PLKH 4 (Civil Justice Practice)	7420101177	Compulsory Study Program Subjects	T=1	P=0	ECTS=1.59	5	July 17, 2024																																																		
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator																																																			
	Elisabeth Septin Puspoayu, S.H., M.H		Tamsil, S.H., M.H			Vita Mahardhika, S.H., M.H.																																																			
Learning model	Case Studies																																																								
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																								
	PLO-8	Able to be fair, ethical, law-abiding, and care about the social environment in designing and implementing sports laws and law in general.																																																							
	PLO-20	Act as a citizen who is proud and loves the country by obeying the law and being disciplined in social and state life;																																																							
	Program Objectives (PO)																																																								
	PO - 1	Able to be fair, ethical, law-abiding, and care about the social environment in designing and implementing civil law in court proceedings																																																							
	PLO-PO Matrix																																																								
		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">P.O</td> <td style="padding: 5px;">PLO-8</td> <td style="padding: 5px;">PLO-20</td> <td colspan="4"></td> </tr> <tr> <td style="padding: 5px;">PO-1</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td colspan="4"></td> </tr> </table>						P.O	PLO-8	PLO-20					PO-1																																										
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PO-1																																																									
PO Matrix at the end of each learning stage (Sub-PO)																																																									
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td rowspan="2" style="padding: 5px;">P.O</td> <td colspan="16" style="padding: 5px;">Week</td> </tr> <tr> <td style="padding: 5px;">1</td> <td style="padding: 5px;">2</td> <td style="padding: 5px;">3</td> <td style="padding: 5px;">4</td> <td style="padding: 5px;">5</td> <td style="padding: 5px;">6</td> <td style="padding: 5px;">7</td> <td style="padding: 5px;">8</td> <td style="padding: 5px;">9</td> <td style="padding: 5px;">10</td> <td style="padding: 5px;">11</td> <td style="padding: 5px;">12</td> <td style="padding: 5px;">13</td> <td style="padding: 5px;">14</td> <td style="padding: 5px;">15</td> <td style="padding: 5px;">16</td> </tr> <tr> <td style="padding: 5px;">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> <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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	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																																									
PO-1																																																									
Short Course Description	The Civil Clinical PLKH course is a course that not only provides expertise and skills in handling civil cases, but also encourages students to behave professionally and ethically. Students will be given the opportunity to deal directly with clients to find solutions to the legal problems they face. Furthermore, students, under the guidance and supervision of teachers and practitioners, provide legal assistance and accompany clients in court proceedings and assistance outside of court.																																																								
References	Main :																																																								
	<ol style="list-style-type: none"> 1. Harahap, M., Yahya,- 2005, Hukum Acara Perdata Indonesia, Sinar Grafika, Jakarta. -----, Ruang Lingkup Permasalahan Eksekusi Bidang Perdata, Edisi kedua, Sinar Grafika, Jakarta Mertokusumo, Sudikno, 2007, Penemuan Hukum, Cetakan Kelima, Liberty, Yogyakarta -----, 2006, Hukum Acara Perdata Indonesia, Edisi ketujuh, Cetakan Pertama, Liberty, Yogyakarta Mulyadi, Lilik, 2009, Putusan Hakim Dalam Hukum Acara Perdata Indonesia: Teori, Praktik, Teknik Membuat dan Permasalahannya, Citra Aditya Bakti, Bandung Pontier, J.A., 2008, Penemuan Hukum, diterjemahkan oleh B.Arief Sidharta dari judul original "Rechtsvinding", cetakan kesatu, Jendela Mas Pustaka, Bandung 2. Ny. Retnowulan Sutantio, S.H., Iskandar Oeripkartawinata, S.H. Hukum Acara Perdata dalam Teori dan Praktik 3. Dr. Solehoddin, S.H., M.H. Praktik Peradilan Perdata Pegangan Untuk Pengadilan Semu 4. H.I.R 																																																								
	Supporters:																																																								
	<ol style="list-style-type: none"> 1. M Yahya Harahap, S.H. Ruang Lingkup Permasalahan Eksekusi Bidang Perdata 2. M. Yahya Harahap, S.H., Hukum Acara Perdata tentang Gugatan, Persidangan, Penyitaan, Pembuktian, dan Putusan Pengadilan 3. HIR RBG 																																																								
Supporting lecturer	Tamsil, S.H., M.H. Indri Fogar Susilowati, S.H., M.H. Budi Hermono, S.H., M.H. Elisabeth Septin Puspoayu, S.H., M.H.																																																								

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	Students are able to explain the pre-prosecution flow	able to create an interview guide and master it	Criteria: 1.It's good if you can answer all the questions correctly 2.It is enough if you are able to answer most of the questions correctly 3.Less if you are able to answer a small number of questions correctly Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Presentation by lecturer/clinical coordinator 2 X 50		Material: Law Library: HIR	2%
2	Students are able to explain the pre-prosecution flow	able to create pre-prosecution guidelines	Criteria: 1.It's good if you can answer all the questions correctly 2.It is enough if you are able to answer most of the questions correctly 3.Less if you are able to answer a small number of questions correctly Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	2 X 50 pre-prosecution roleplay		Material: Law Library: HIR Material: books Library: Dr. Solehoddin, SH, MH Civil Justice Practice Guide for Moot Courts	3%

3	counseling techniques and legal counseling when resolving disputes outside of court	<p>Role and position of Legal Counselor; b. Environment and body language that supports counseling; c. Empathy technique. Reflexology technique. Exploration Techniques (feelings, thoughts and experiences) f. Paraphrasing and Interpretation Techniques (capturing and concluding messages) g. Directing Techniques: Negotiation concepts and objectives; b. Negotiation preparation; Negotiation strategy preparation; d. Aligning perceptions and goals; e. Determining and conveying standing position; f. Capturing the opponent's standing position; g. Post-negotiation.</p>	<p>Criteria:</p> <ol style="list-style-type: none"> 1.It's good if you can answer all the questions correctly 2.It is enough if you are able to answer most of the questions correctly 3.Less if you are able to answer a small number of questions correctly <p>Form of Assessment : Participatory Activities</p>	preparing 5 X 50 counseling guidelines		<p>Material: books Library: Dr. Solehoddin, SH, MH Civil Justice Practice Guide for Moot Courts</p> <p>Material: book Reference: Harahap, M., Yahya,- 2005, Indonesian Civil Procedure Law, Sinar Graphics, Jakarta. -----</p> <p>---, Scope of Execution Issues in the Civil Sector, Second Edition, Sinar Graphics, Jakarta Mertokusumo, Sudikno, 2007, The Discovery of Law, Fifth Printing, Liberty, Yogyakarta -----</p> <p>, 2006, Indonesian Civil Procedure Law, Seventh Edition, First Printing, Liberty, Yogyakarta Mulyadi, Lilik, 2009, Judge's Decisions in Indonesian Civil Procedure Law: Theory, Practice, Making Techniques and Problems, Citra Aditya Bakti, Bandung Pontier, JA, 2008 , The Discovery of Law, translated by B.Arief Sidharta from the original title "Rechtsvinding", first printing, Window Mas Pustaka, Bandung</p> <p>Material: book Library: M Yahya Harahap, SH Scope of Execution Issues in the Civil Sector</p>	3%
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4	counseling techniques and legal counseling when resolving disputes outside of court	<p>Role and position of Legal Counselor; b. Environment and body language that supports counseling; c. Empathy technique. Reflexology technique. Exploration Techniques (feelings, thoughts and experiences) f. Paraphrasing and Interpretation Techniques (capturing and concluding messages) g. Directing Techniques: Negotiation concepts and objectives; b. Negotiation preparation; Negotiation strategy preparation; d. Aligning perceptions and goals; e. Determining and conveying standing position; f. Capturing the opponent's standing position; g. Post-negotiation.</p>	<p>Criteria:</p> <ol style="list-style-type: none"> 1.It's good if you can answer all the questions correctly 2.It is enough if you are able to answer most of the questions correctly 3.Less if you are able to answer a small number of questions correctly <p>Form of Assessment : Portfolio Assessment</p>	preparing 5 X 50 counseling guidelines		<p>Material: books Library: Dr. Solehoddin, SH, MH Civil Justice Practice Guide for Moot Courts</p> <p>Material: book Reference: Harahap, M., Yahya,- 2005, Indonesian Civil Procedure Law, Sinar Graphics, Jakarta. -----</p> <p>---, Scope of Execution Issues in the Civil Sector, Second Edition, Sinar Graphics, Jakarta Mertokusumo, Sudikno, 2007, The Discovery of Law, Fifth Printing, Liberty, Yogyakarta -----</p> <p>, 2006, Indonesian Civil Procedure Law, Seventh Edition, First Printing, Liberty, Yogyakarta Mulyadi, Lilik, 2009, Judge's Decisions in Indonesian Civil Procedure Law: Theory, Practice, Making Techniques and Problems, Citra Aditya Bakti, Bandung Pontier, JA, 2008 , The Discovery of Law, translated by B.Arief Sidharta from the original title "Rechtsvinding", first printing, Window Mas Pustaka, Bandung</p> <p>Material: book Library: M Yahya Harahap, SH Scope of Execution Issues in the Civil Sector</p>	2%
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5	counseling techniques and legal counseling when resolving disputes outside of court	Role and position of Legal Counselor; b. Environment and body language that supports counseling; c. Empathy technique. Reflexology technique. Exploration Techniques (feelings, thoughts and experiences) f. Paraphrasing and Interpretation Techniques (capturing and concluding messages) g. Directing Techniques: Negotiation concepts and objectives; b. Negotiation preparation; Negotiation strategy preparation; d. Aligning perceptions and goals; e. Determining and conveying standing position; f. Capturing the opponent's standing position; g. Post-negotiation.	Criteria: 1.It's good if you can answer all the questions correctly 2.It is enough if you are able to answer most of the questions correctly 3.Less if you are able to answer a small number of questions correctly Form of Assessment : Assessment of Project Results / Product Assessment, Practices / Performance	role play group 1 & 2 5 X 50		Material: Law Library: HIR	13%
6	counseling techniques and legal counseling when resolving disputes outside of court	Role and position of Legal Counselor; b. Environment and body language that supports counseling; c. Empathy technique. Reflexology technique. Exploration Techniques (feelings, thoughts and experiences) f. Paraphrasing and Interpretation Techniques (capturing and concluding messages) g. Directing Techniques: Negotiation concepts and objectives; b. Negotiation preparation; Negotiation strategy preparation; d. Aligning perceptions and goals; e. Determining and conveying standing position; f. Capturing the opponent's standing position; g. Post-negotiation.	Criteria: 1.observing students in class discussions 2.It's good if you can answer all the questions correctly 3.It is enough if you are able to answer most of the questions correctly 4.Less if you are able to answer a small number of questions correctly Form of Assessment : Portfolio Assessment	role play groups 3 & 4 5 X 50		Material: Law Library: HIR	2%

7	counseling techniques and legal counseling when resolving disputes outside of court	<p>Role and position of Legal Counselor; b. Environment and body language that supports counseling; c. Empathy technique. Reflexology technique. Exploration Techniques (feelings, thoughts and experiences) f. Paraphrasing and Interpretation Techniques (capturing and concluding messages) g. Directing Techniques: Negotiation concepts and objectives; b. Negotiation preparation; Negotiation strategy preparation; d. Aligning perceptions and goals; e. Determining and conveying standing position; f. Capturing the opponent's standing position; g. Post-negotiation.</p>	<p>Criteria:</p> <ol style="list-style-type: none"> 1. observing students in class discussions 2. It's good if you can answer all the questions correctly 3. It is enough if you are able to answer most of the questions correctly 4. Less if you are able to answer a small number of questions correctly <p>Form of Assessment : Assessment of Project Results / Product Assessment, Practices / Performance</p>	role play groups 3 & 4 5 X 50		Material: Law Library: HIR	13%
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8	SUB SUMATIVE EXAMINATION	Sub-summative exam with material from meetings one to seven	<p>Criteria:</p> <ol style="list-style-type: none"> 1.It's good if you can answer all the questions correctly 2.It is enough if you are able to answer most of the questions correctly 3.Less if you are able to answer a small number of questions correctly <p>Form of Assessment : Test</p>	APS file assessment 1 X 50		<p>Material: book Reference: <i>Harahap, M., Yahya,- 2005, Indonesian Civil Procedure Law, Sinar Graphics, Jakarta. -----</i></p> <p><i>---, Scope of Execution Issues in the Civil Sector, Second Edition, Sinar Graphics, Jakarta Mertokusumo, Sudikno, 2007, The Discovery of Law, Fifth Printing, Liberty, Yogyakarta -----</i></p> <p><i>, 2006, Indonesian Civil Procedure Law, Seventh Edition, First Printing, Liberty, Yogyakarta Mulyadi, Lilik, 2009, Judge's Decisions in Indonesian Civil Procedure Law: Theory, Practice, Making Techniques and Problems, Citra Aditya Bakti, Bandung Pontier, JA, 2008 , The Discovery of Law, translated by B.Arief Sidharta from the original title "Rechtsvinding", first printing, Window Mas Pustaka, Bandung</i></p> <p>Material: books Reader: Mrs. Retnowulan Sutantio, SH, Iskandar Oeripkartawinata, SH Civil Procedure Law in Theory and Practice</p> <p>Material: books Library: Dr. Solehoddin, SH, MH Civil Justice Practice Guide for Moot Courts</p>	14%
9	civil trial	able to carry out civil trial practice	<p>Criteria:</p> <ol style="list-style-type: none"> 1.It's good if you can answer all the questions correctly 2.It is enough if you are able to answer most of the questions correctly 3.Less if you are able to answer a small number of questions correctly <p>Form of Assessment : Participatory Activities</p>	practicum, role play 7 X 50		<p>Material: Law Library: HIR</p>	3%

10	civil trial	able to carry out civil trial practice	<p>Criteria:</p> <ol style="list-style-type: none"> 1.It's good if you can answer all the questions correctly 2.It is enough if you are able to answer most of the questions correctly 3.Less if you are able to answer a small number of questions correctly <p>Form of Assessment : Practice / Performance</p>	<p>practicum, role play 7 X 50</p>		<p>Material: Law Library: HIR</p>	2%
11	civil trial	able to carry out civil trial practice	<p>Criteria:</p> <ol style="list-style-type: none"> 1.It's good if you can answer all the questions correctly 2.It is enough if you are able to answer most of the questions correctly 3.Less if you are able to answer a small number of questions correctly <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	<p>practicum, role play 7 X 50</p>		<p>Material: Law Library: HIR</p>	1%
12	civil trial	able to carry out civil trial practice	<p>Criteria:</p> <ol style="list-style-type: none"> 1.It's good if you can answer all the questions correctly 2.It is enough if you are able to answer most of the questions correctly 3.Less if you are able to answer a small number of questions correctly <p>Form of Assessment : Portfolio Assessment</p>	<p>practicum, role play 7 X 50</p>		<p>Material: Law Library: HIR</p> <hr/> <p>Material: Law Library: HIR</p>	2%
13	civil trial	able to carry out civil trial practice	<p>Criteria:</p> <ol style="list-style-type: none"> 1.It's good if you can answer all the questions correctly 2.It is enough if you are able to answer most of the questions correctly 3.Less if you are able to answer a small number of questions correctly <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	<p>practicum, role play 7 X 50</p>		<p>Material: Law Library: HIR</p> <hr/> <p>Material: Law Library: HIR</p> <hr/> <p>Material: Law Library: HIR</p>	12%
14	civil trial	able to carry out civil trial practice	<p>Criteria:</p> <ol style="list-style-type: none"> 1.It's good if you can answer all the questions correctly 2.It is enough if you are able to answer most of the questions correctly 3.Less if you are able to answer a small number of questions correctly <p>Form of Assessment : Portfolio Assessment</p>	<p>practicum, role play 7 X 50</p>		<p>Material: Law Library: HIR</p> <hr/> <p>Material: Law Library: HIR</p> <hr/> <p>Material: Law Library: HIR</p> <hr/> <p>Material: Law Library: HIR</p>	2%

15	civil trial	able to carry out civil trial practice	Criteria: 1.It's good if you can answer all the questions correctly 2.It is enough if you are able to answer most of the questions correctly 3.Less if you are able to answer a small number of questions correctly Form of Assessment : Project Results Assessment / Product Assessment	practicum, role play 7 X 50		Material: Law Library: HIR Material: Law Library: HIR Material: Law Library: HIR	12%
16	SUMATIVE EXAMINATION	Sub-submanive exam material from meetings one to seven and nine to fifteen	Criteria: 1.It's good if you can answer all the questions correctly 2.It is enough if you are able to answer most of the questions correctly 3.Less if you are able to answer a small number of questions correctly Forms of Assessment : Portfolio Assessment, Practical Assessment, Practice/Performance, Test	1 X 50		Material: Law Library: HIR	14%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	14.5%
2.	Project Results Assessment / Product Assessment	34.5%
3.	Portfolio Assessment	11.5%
4.	Practical Assessment	3.5%
5.	Practice / Performance	18.5%
6.	Test	17.5%
		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.
- 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.

