SEMESTER LEARNING PLAN

Courses		CODE		Course Family	Credit Weight			SEMESTER	Compilation Date
Ethics and Communication		99999440603061		Compulsory Study Program Subjects	T=2	P=0	ECTS=3.18	3	July 17, 2024
AUTHORIZATION		**SP Developer**			**Course Cluster Coordinator**			**Study Program Coordinator**	
		....			....			Lilis Sulandari, S.Pt., M.P.	

Learning model	Case Studies
Program Learning Outcomes (PLO)	**PLO study program which is charged to the course**
	Program Objectives (PO)
	PLO-PO Matrix
	P.O
	PO Matrix at the end of each learning stage (Sub-PO)

P.O	Week															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Short Course Description	This course provides an understanding of ethics and aesthetics in the interaction system in the workplace with the scope of discussing the meaning of ethics and aesthetics, basic morals, professional ethics in general, professional ethics and aesthetics in the field of tourism & hospitality, as well as in the field of catering services, measures of attitude and good/bad actions (ethical norms), company culture, efforts to have and develop an attractive personality,

References	Main :

1. 1. Frans Magnis Suseno (1989) . Etika Dasar . Kanisius: Yogyakarta
2. 2. Dwiantoro, L. & Rumsari. (2006). Etiket di Tempat Kerja . Kanisius: Yogyakarta.
3. 3. Fernanda, D. (2003). Etika Organisasi Pemerintah . Lembaga Administrasi Negara: Jakarta.
4. 4. Rosidah & Ambar (2000). Menjadi Sekertaris Profesional . Graha Ilmu: Yogjakarta
5. 5. Santoso, R, dkk. (1990). Secretaries in Action . Asmi Extension: Jakarta.
6. 7. Supriyadi, G. & Guno, Tri. (2003). Budaya Kerja Organisasi Pemerintahan . Lembaga Administrasi Negara: Jakarta.
7. 8. Alamsjah. (2000). Keprotokolan . Lembaga Administrasi Negara: Jakarta.
8. 9. La Rose (2003). Top Secretary . Erlangga:Jakarta

Supporters:

Supporting lecturer	Prof. Dr. Any Sutiadiningsih, M.Si. Mutiah, S.Sos., M.I.Kom. Ila Huda Puspita Dewi, S.Pd., MM.Par.

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	RPS orientation and assignments and learning contracts Explain the concepts of ethics, aesthetics and morals.	1.Explain the concepts of ethics and aesthetics. 2.Explain moral concepts. 3.Describe the importance of ethics, aesthetics, and morals		Discovery learning 2 X 50			0%
2	Explain the concept of profession and professionalism.	1.Explain the concept of profession. 2.Explain the concept of professionalism. 3.Identify the type of profession		Discovery 2 X 50			0%
3	Explain the concept and importance of a professional code of ethics.	1.Explain the concept of a professional code of ethics. 2.Describe the importance of a professional code of ethics.		Discovery 2 X 50			0%
4	Describe the concepts of goodness, virtue, and happiness.	1.Explain the concept of kindness. 2.Explain the concept of virtue. 3.Explain the concept of happiness. 4.Have an attitude of kindness. 5.Have a benevolent attitude.		Cooperative Learning Jigsaw type 2 X 50			0%
5	Identify the characteristics of work professionalism.	1.Explain the concept of work professionalism. 2.Identify the characteristics of work professionalism. 3.Demonstrate a professional attitude.		Inquiry 2 X 50			0%
6	Describe the culinary profession	1.Explain the concept of the culinary profession. 2.Identify the characteristics of the culinary profession. 3.Have a positive attitude towards the culinary profession		Inquiry 2 X 50			0%
7	Explain the dress etiquette of a chef/demi chef	1.Describe the concept of ethics and aesthetics of clothing. 2.Identify the ethics and aesthetics of good dressing. 3.Demonstrate good dressing ethics and aesthetics.		Experiential Learning 2 X 50			0%
8	MIDTERM EXAM			2 X 50			0%

9	Explain the etiquette of communicating by telephone. correct ethics.	1. Explain the concept of etiquette for communicating over the telephone. 2. Identify good telephone communication etiquette. 3. Apply good telephone communication etiquette.		Experiential Learning 2 X 50			0%
10	Explain eating etiquette.	1. Explain the concept of eating etiquette. 2. Identify good eating etiquette. 3. Apply good eating etiquette.		Experiential Learning 2 X 50			0%
11	Explain the correct etiquette for receiving guests.	1. Explain the concept of etiquette for receiving guests. 2. Identify the etiquette of receiving guests. 3. Apply good guest reception etiquette.		Experiential Learning 2 X 50			0%
12	Explain protocol ethics	1. Explain the concept of protocol ethics. 2. Identify protocol ethics. 3. Implement good protocol ethics.		Experiential Learning 2 X 50			0%
13	Explain the concept of work culture	1. Explain the concept of work culture. 2. Identify the characteristics of work culture. 3. Realizing the importance of a good work culture.		Creative, Innovative, Productive 2 X 50			0%
14	Explain the principles of implementing a good work culture.	1. Describe the principles of implementing work culture. 2. Demonstrate a good work culture.		Creative, Innovative, Productive 2 X 50			0%
15	Explain the concept of work ethic in learning.	1. Explain the concept of work ethic. 2. Describe the characteristics of work ethic. 3. Demonstrates a good work ethic.		Creative, Innovative, Productive 2 X 50			0%
16	Final exams			2 X 50			0%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
		0%

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.