



**Universitas Negeri Surabaya
Faculty of Vocational Studies
D4 Public Administration Study Program**

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date																																											
Record management	6330103037		T=1 P=0 ECTS=1.59	4	July 17, 2024																																											
AUTHORIZATION		SP Developer	Course Cluster Coordinator	Study Program Coordinator																																												
		Dr. Weni Rosdiana, S.Sos., M.AP.																																												
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)																																															
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td colspan="15" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 10%;"></td> <td style="width: 5%;">1</td><td style="width: 5%;">2</td><td style="width: 5%;">3</td><td style="width: 5%;">4</td><td style="width: 5%;">5</td><td style="width: 5%;">6</td><td style="width: 5%;">7</td><td style="width: 5%;">8</td><td style="width: 5%;">9</td><td style="width: 5%;">10</td><td style="width: 5%;">11</td><td style="width: 5%;">12</td><td style="width: 5%;">13</td><td style="width: 5%;">14</td><td style="width: 5%;">15</td><td style="width: 5%;">16</td> </tr> </table>															Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Week																																															
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Short Course Description	Course Description This course contains a study of the scope of archives, archival procedures, storage systems, supervision and destruction of archives																																															
References	Main :																																															
	1. Referensi Referensi 1.Sugiarto, dkk. 2014.Manajemen Kearsipan Elektronik.Gava Media: Jogjakarta 2.Rokhmatun,Dwi,Burhanudin.2013.ProfesiKearsipan:Memahami profesiKearsipan,Karakteristik&syaratketrampilan,pengetahuan ,kompetensi dan kode etik Arsiparis. SekolahVokasi-UGM: Jogjakarta 3.TriWahyuWidodo, 201.Manajemen Kearsipan. Modul Ajar-PoliteknikNegeri Malang 4.WalkerCallean, 2011.Office Administration. Macmilia Business for CSEC Examinations 5. BasirBarthos. ManajemenKearsipan, 2003.Bumi Akasara :Jakarta 6. Sedarmayanti.2008.Tata Kearsipan.MandarMaju : Bandung 7.Amsyah Zulkifli.2010. Manajemen Kearsipan.Gramedia Pustaka Utama:Jakarta 8. PusdiklasArsipNasionalRepublik Indonesia.2012.Modul Ajar PelatihanKearsipan.PusdiklatANRI :Bogor.																																															
	Supporters:																																															
Supporting lecturer	Dian Arlupi Utami, S.Sos., M.AP. Lena Citra Manggalasari,, M.A. Yuni Lestari, S.AP., M.AP.																																															
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	<p>1st Meeting Final Skills: Discuss the meaning of archives, the importance of archives and the scope of archives: - Explain the meaning of archives - Explain the importance of archives - Explain the scope of archives: - Definition of archives - The importance of archives Scope of archives: - Lecture on the pulpit - Questions and answers . - Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Learning Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria for the 2nd Meeting Final Ability: Students are able to understand the organization of archives: -explain the organization of archives: - Centralistic archives Decentralized archives: - Lecture on the pulpit - Questions and answers. - Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment of the 3rd Meeting Final Ability: Students are able to understand the archive storage system: Explain the archive storage system: chronological system - alphabetical system - number system: - Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 50: Discuss chronological, alphabetical, number, geographic and subject systems: : : Indicators Study Materials Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment Strategy Form of Assessment Assessment Instrument Assessment Criteria 4th Meeting Final Ability: Students are able understanding archive storage systems: Explaining archive storage systems: chronological system - geographic system: - Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archive management, Gramedia, Jakarta: 3 X 50: Discussing chronological, alphabetical, number, geographical and subject : : : Indicators Study Materials Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 5th Meeting Final Ability: Students are able to understand the archive storage system Indicator: Explain the archive storage system: system subject: - Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Learning Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 6th Meeting Final Ability: Students are able to understand archive supervision: Explain archive supervision: Archive supervision:- Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 6 Form of Assessment Instrument Assessment Criteria for Assessment of the 7th Meeting Final Ability: Students are able to understand the transfer and destruction of archives: explain the transfer of archives -explain the destruction of archives: transfer of archives -destruction of archives: Lecture on the pulpit -question and answer - Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 understanding meeting material 1-7: explaining meeting material 1-7: meeting material 1-7: Written Test (UTS): Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 1 X 50: evaluation/assessment of understanding of meeting material 1- 7 : : : Indicators Study Materials Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment</p>			3 X 50			0%

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Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria Study Material Indicators Learning

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	<p>Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria</p>					
5	<p>Meeting Final Skills: Discuss the meaning of archives, the importance of archives and the scope of archives: - Explain the meaning of archives - Explain the importance of archives - Explain the scope of archives: - Definition of archives - The importance of archives Scope of archives: - Lecture on the pulpit - Questions and answers . - Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Learning Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria for the 2nd Meeting Final Ability: Students are able to understand the organization of archives: -explain the organization of archives: - Centralistic archives Decentralized archives: - Lecture on the pulpit - Questions and answers. - Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment of the 3rd Meeting Final Ability: Students are able to understand the archive storage system: Explain the archive storage system: chronological system - alphabetical system - number system: - Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 50: Discuss chronological, alphabetical, number, geographic and subject systems: : :: Indicators Study Materials Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment Strategy Form of Assessment Assessment Instrument Assessment Criteria 4th Meeting Final Ability: Students are able understanding archive storage systems: Explaining archive storage systems: chronological system - geographic system: - Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archive management, Gramedia, Jakarta: 3 X 50: Discussing chronological, alphabetical, number, geographical and subject : : : Indicators Study Materials Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 5th Meeting Final Ability: Students are able to understand the archive storage system Indicator: Explain the archive storage system: system subject: - Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Learning Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 6th Meeting Final Ability: Students are able to understand archive supervision: Explain archive supervision: Archive supervision:- Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 6 Form of Assessment Instrument Assessment Criteria for Assessment of the 7th Meeting Final Ability: Students are able to understand the transfer and destruction of archives: explain the transfer of archives -explain the destruction of archives: transfer of archives -destruction of archives: Lecture on the pulpit -question and answer - Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 understanding meeting material 1-7: explaining meeting material 1-7: meeting material 1-7: Written Test (UTS): Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 1 X 50: evaluation/assessment of understanding of meeting material 1- 7 : : : Indicators Study Materials Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment</p>			3 X 50		0%

Instrument Assessment Criteria 9th Meeting Final Ability: Students are able to understand the concept of indexing: Explain the concept of indexing: Concept of indexing: - Lecture - Discussion - Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 : : Assessment Instrument Assessment Criteria for the 10th Meeting Final Ability : Students are able to understand and simulate archival procedures : - Explain archival procedures - Practice recording and distributing archives : - Recording and distribution procedures : - Discussion - Work Performance Demonstration : Amsyah Zulkifli, 2001, management archives, Gramedia, Jakarta: 3 Final Ability: Students are able to understand and simulate archival procedures: - Explain archival procedures: Alphabet storage procedures: - Performance Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: - Simulate alphabet storage procedures: : : Indicators Study Materials Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 12th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: chronological system: - discussion - performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: number systems: -performance - demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems,: : : Study Material Indicators Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria Study Material Indicators Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographical systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance - demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: practice of archive storage systems: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment

	<p>Strategies Assessment Forms Assessment Instruments Assessment Criteria Study Material Indicators Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance - demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: archive storage system practice: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria</p>					
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Instrument Assessment Criteria 9th Meeting Final Ability: Students are able to understand the concept of indexing: Explain the concept of indexing: Concept of indexing: - Lecture - Discussion - Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 : : Assessment Instrument Assessment Criteria for the 10th Meeting Final Ability : Students are able to understand and simulate archival procedures : - Explain archival procedures - Practice recording and distributing archives : - Recording and distribution procedures : - Discussion - Work Performance Demonstration : Amsyah Zulkifli, 2001, management archives, Gramedia, Jakarta: 3 Final Ability: Students are able to understand and simulate archival procedures: - Explain archival procedures: Alphabet storage procedures: - Performance Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: - Simulate alphabet storage procedures: : : Indicators Study Materials Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 12th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: chronological system: - discussion - performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: number systems: -performance - demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems,: : : Study Material Indicators Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria Study Material Indicators Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographical systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance - demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: practice of archive storage systems: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment

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	<p>Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria Study Material Indicators Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance - demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: archive storage system practice: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria</p>					
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Archive supervision:- Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 6 Form of Assessment Instrument Assessment Criteria for Assessment of the 7th Meeting Final Ability: Students are able to understand the transfer and destruction of archives: explain the transfer of archives -explain the destruction of archives: transfer of archives -destruction of archives: Lecture on the pulpit -question and answer - Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 understanding meeting material 1-7: explaining meeting material 1-7: meeting material 1-7: Written Test (UTS): Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 1 X 50: evaluation/assessment of understanding of meeting material 1- 7 : : : Indicators Study Materials Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 9th Meeting Final Ability: Students are able to understand the concept of indexing: Explain the concept of indexing: Concept of indexing: - Lecture - Discussion - Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 : : Assessment Instrument Assessment Criteria for the 10th Meeting Final Ability : Students are able to understand and simulate archival procedures : - Explain archival procedures - Practice recording and distributing archives : - Recording and distribution procedures : - Discussion - Work Performance Demonstration : Amsyah Zulkifli, 2001, management archives, Gramedia, Jakarta: 3 Final Ability: Students are able to understand and simulate archival procedures: - Explain archival procedures: Alphabet storage procedures: - Performance Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: - Simulate alphabet storage procedures: : : Indicators Study Materials Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 12th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: chronological system: - discussion - performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: number systems: -performance - demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems.: : : Study Material Indicators Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system: : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment

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	<p>Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria Study Material Indicators Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographical systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance - demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: practice of archive storage systems: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria Study Material Indicators Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance - demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: archive storage system practice: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria</p>					
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Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria							
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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** abilities in the process and student learning outcomes are specific and measurable statements that identify the abilities 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.**