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

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Public Relations and Protocol	6330103050	administrative science	T=1	P=2	ECTS=4.77	5	April 28, 2022

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	Dr. Haryo Kunto Wibisono, S.AP, M.AP, Gading Gamaputra, S.AP,MPA, Dr. Prasetyo Isbandono, S.sos, M.sI	Dr. Prasetyo isbandono	Dr. Weni Rosdiana, S.Sos., M.AP.

Learning model	**Project Based Learning**

Program Learning Outcomes (PLO)	**PLO study program which is charged to the course**	
	Program Objectives (PO)	
	PO - 1	Contribute to improving the quality of life in society, nation and state and the progress of civilization based on Pancasila
	PO - 2	Mastering knowledge about the concepts and practices of information management, information technology system-based services and scientific writing
	PO - 3	Able to carry out public relations and state protocols
	PO - 4	Able to be responsible for the achievement of group work results and supervise and evaluate the completion of work assigned to workers under his/her responsibility
	PLO-PO Matrix	

P.O
PO-1
PO-2
PO-3
PO-4

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
PO-1																
PO-2																
PO-3																
PO-4																

Short Course Description	This course contains a study of history, practical methods, activities, media and the role of communication, ethics and forms of public relations practice and the application of public relations and protocol.

References	**Main :**

1. Butterick, Keith. 2012. Pengantar Public Relations : Teori dan Praktik. Jakarta: PT.Raja Grafindo Persada
2. Nova, Firsan. 2011. Crisis Public Relations : Strategi PR Menghadapi Krisis, Mengelola Isu, Membangun Citra, Dan Reputasi Perusahaan. Jakarta: PT.Raja Grafindo Persada
3. Rosmawati H.P. 2010. Mengenal Ilmu Komunikasi : Metacommunication Ubiquitous. Bandung: Widya Padjadjaran
4. Assumpta, Sr. Maria. 2002. Dasar-Dasar HUMAS. Jakarta: PT. Grasindo
5. Ruslan, Rosady. 2006. Manajemen HUMAS dan Media Komunikasi. Jakarta: PT. Raja Grafindo Persada

Supporters:

1. Taufik, Wildan. 2015. Peran Protokoler Sekretariat Daerah Dalam Menunjang Kegiatan Seremonial Gubernur Kalimantan Timur. http://ejournals.unmul.ac.id/index.php/Jparadigma/article/view/413. Diunduh 08 Oktober 2018.
2. Undang-undang Republik Indonesia Nomor 09 Tahun 2010, tentang Keprotokolan.
3. Peraturan Pemerintah Republik Indonesia Nomor 62 tahun 1990, tentang ketentuan Keprotokolan mengenai tata tempat, tata upacara dan tatapenghormatan
4. Alamianti, D., Yudhakusuma, D., & Mukhlisiana, L. 2019.

Supporting lecturer	Dr. Prasetyo Isbandono, S.Sos., M.Si. Dr. Haryo Kunto Wibisono, S.AP., M.AP. Gading Gamaputra, S.AP., MPA.

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	This course provides students with an understanding that public relations has dimensions of adaptation, ethics, the ability to hear and understand the interlocutor using public relations abilities or skills.	Students can know and understand the importance of studying public relations.	**Criteria:** 1. Ability to answer questions 2. Completeness in answering questions. **Forms of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance	Lecture Discovery Learning Small Group Discussion 3 X 50	Vlearning http://vlearning.unesa.ac.id	**Material:** public realtion **Reader:** *Nova, Firsan. 2011. Crisis Public Relations: PR Strategy for Facing Crisis, Managing Issues, Building Image and Company Reputation. Jakarta: PT. Raja Grafindo Persada* **Material:** public relations **Reader:** *Ruslan, Rosady. 2006. Public Relations Management and Communication Media. Jakarta: PT. Raja Grafindo Persada*	5%
2	This course provides students with an understanding that public relations has dimensions of adaptation, ethics, the ability to hear and understand the interlocutor using public relations abilities or skills.	Students can know and understand the importance of studying public relations.	**Criteria:** 1. Ability to answer questions 2. Completeness in answering questions. **Forms of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance	Lecture Discovery Learning Small Group Discussion 3 X 50	Vlearning http://vlearning.unesa.ac.id	**Material:** public realtion **Reader:** *Nova, Firsan. 2011. Crisis Public Relations: PR Strategy for Facing Crisis, Managing Issues, Building Image and Company Reputation. Jakarta: PT. Raja Grafindo Persada*	5%

3	Understand the purpose of public relations	Students can know and understand the relationship between homework and communication and interaction	**Criteria:** accuracy in answering questions **Form of Assessment** : Participatory Activities, Tests	Discovery Learning Small Group Discussion 3x50 3 X 50	Vlearning http://vlearning.unesa.ac.id	**Material:** public realtion **Reader:** *Nova, Firsan. 2011. Crisis Public Relations: PR Strategy for Facing Crisis, Managing Issues, Building Image and Company Reputation. Jakarta: PT. Raja Grafindo Persada*	5%
4	Understand the purpose of public relations	Students can know and understand the relationship between homework and communication and interaction	**Criteria:** accuracy in answering questions **Form of Assessment** : Participatory Activities, Tests	Discovery Learning Small Group Discussion 3x50 3 X 50	Vlearning http://vlearning.unesa.ac.id		5%
5	Know and understand the code of ethics and public relations publication media	Students know and understand the media publication process and the public relations code of ethics	**Criteria:** 1.Active during lectures 2.Accuracy of answering questions **Form of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment	Lecture method by explaining publications and the 3 X 50 public relations/PR code of ethics	http://vlearning.unesa.ac.id	**Material:** Communication **Literature:** *Nova, Firsan. 2011. Crisis Public Relations: PR Strategy for Facing Crisis, Managing Issues, Building Image and Company Reputation. Jakarta: PT. Raja Grafindo Persada* **Material:** building an image **References:** *Nova, Firsan. 2011. Crisis Public Relations: PR Strategy for Facing Crisis, Managing Issues, Building Image and Company Reputation. Jakarta: PT. Raja Grafindo Persada*	5%

6	Know and understand the code of ethics and public relations publication media	Students know and understand the media publication process and the public relations code of ethics	**Criteria:** 1.Active during lectures 2.Accuracy of answering questions **Form of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment	Lecture method by explaining publications and the 3 X 50 public relations/PR code of ethics	http://vlearning.unesa.ac.id	**Material:** Communication **Literature:** *Nova, Firsan. 2011. Crisis Public Relations: PR Strategy for Facing Crisis, Managing Issues, Building Image and Company Reputation. Jakarta: PT. Raja Grafindo Persada* **Material:** building an image **References:** *Nova, Firsan. 2011. Crisis Public Relations: PR Strategy for Facing Crisis, Managing Issues, Building Image and Company Reputation. Jakarta: PT. Raja Grafindo Persada*	5%
7	Know and understand the code of ethics and public relations publication media	Students know and understand the media publication process and the public relations code of ethics	**Criteria:** 1.Active during lectures 2.Accuracy of answering questions **Form of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment	Lecture method by explaining publications and the 3 X 50 public relations/PR code of ethics	http://vlearning.unesa.ac.id	**Material:** Communication **Literature:** *Nova, Firsan. 2011. Crisis Public Relations: PR Strategy for Facing Crisis, Managing Issues, Building Image and Company Reputation. Jakarta: PT. Raja Grafindo Persada* **Material:** building an image **References:** *Nova, Firsan. 2011. Crisis Public Relations: PR Strategy for Facing Crisis, Managing Issues, Building Image and Company Reputation. Jakarta: PT. Raja Grafindo Persada*	5%
8							40%
9			**Forms of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance	Project base Learning Activity: Practice protocol layout (3x50 minutes)	v-learning		10%

10			**Forms of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance	Project base Learning Activity: Practice protocol layout (3x50 minutes)	v-learning		10%
11			**Forms of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance	Lecture Practicum Project base Learning Activity: Practicing protocol ceremonies (3x50 minutes)	Vlearning http://vlearning.unesa.ac.id	**Material:** protocol **Bibliography:** *Law of the Republic of Indonesia Number 09 of 2010, concerning Protocol.* **Material:** protocol **Bibliography:** *Government Regulation of the Republic of Indonesia Number 62 of 1990, concerning protocol provisions regarding venue layout, ceremonial procedures and respect*	10%
12			**Forms of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance	Lecture Practicum Project base Learning Activity: Practicing protocol ceremonies (3x50 minutes)	Vlearning http://vlearning.unesa.ac.id	**Material:** protocol **Bibliography:** *Law of the Republic of Indonesia Number 09 of 2010, concerning Protocol.* **Material:** protocol **Bibliography:** *Government Regulation of the Republic of Indonesia Number 62 of 1990, concerning protocol provisions regarding venue layout, ceremonial procedures and respect*	10%

13			**Forms of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance	Lecture Practicum Project base Learning Activity: Practicing protocol ceremonies (3x50 minutes)	Vlearning http://vlearning.unesa.ac.id	**Material:** protocol **Bibliography:** *Law of the Republic of Indonesia Number 09 of 2010, concerning Protocol.* **Material:** protocol **Bibliography:** *Government Regulation of the Republic of Indonesia Number 62 of 1990, concerning protocol provisions regarding venue layout, ceremonial procedures and respect*	5%
14			**Forms of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance	Lecture Practicum Project base Learning Activity: Practicing protocol ceremonies (3x50 minutes)	Vlearning http://vlearning.unesa.ac.id	**Material:** protocol **Bibliography:** *Law of the Republic of Indonesia Number 09 of 2010, concerning Protocol.* **Material:** protocol **Bibliography:** *Government Regulation of the Republic of Indonesia Number 62 of 1990, concerning protocol provisions regarding venue layout, ceremonial procedures and respect*	10%
15			**Forms of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance	Lecture Practicum Project base Learning Activity: Practicing protocol ceremonies (3x50 minutes)	Vlearning http://vlearning.unesa.ac.id	**Material:** protocol **Bibliography:** *Law of the Republic of Indonesia Number 09 of 2010, concerning Protocol.* **Material:** protocol **Bibliography:** *Government Regulation of the Republic of Indonesia Number 62 of 1990, concerning protocol provisions regarding venue layout, ceremonial procedures and respect*	10%
16			**Form of Assessment** : Test	Final exams			60%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	37.49%
2.	Project Results Assessment / Product Assessment	32.49%
3.	Practice / Performance	24.99%
4.	Test	65%
		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.