



Universitas Negeri Surabaya
Fakultas Ekonomika dan Bisnis
Program Studi S1 Pendidikan Administrasi Perkantoran

Kode Dokumen

RENCANA PEMBELAJARAN SEMESTER

MATA KULIAH (MK)	KODE	Rumpun MK	BOBOT (sks)			SEMESTER	Tgl Penyusunan																																																																																																																																																																																																												
Bahasa Indonesia	1000002003		T=2	P=0	ECTS=3.18	3	8 April 2025																																																																																																																																																																																																												
OTORISASI	Pengembang RPS		Koordinator RMK			Koordinator Program Studi																																																																																																																																																																																																													
	TIM MKWU		TIM MKWU			Brilliant Rosy, S.Pd., M.Pd.																																																																																																																																																																																																													
Model Pembelajaran	Case Study																																																																																																																																																																																																																		
Capaian Pembelajaran (CP)	CPL-PRODI yang dibebankan pada MK																																																																																																																																																																																																																		
	Capaian Pembelajaran Mata Kuliah (CPMK)																																																																																																																																																																																																																		
CPMK - 1	Menjelaskan Sejarah, Kedudukan, dan Fungsi Bahasa Indonesia dalam bentuk karya																																																																																																																																																																																																																		
CPMK - 2	Mampu membaca membaca kritis dan menjelaskan fungsi dan teknik membaca kritis dalam bentuk produk																																																																																																																																																																																																																		
CPMK - 3	Memahami karakteristik bahasa Indonesia Ilmiah																																																																																																																																																																																																																		
CPMK - 4	Memahami ejaan, pilihan kata, kalimat, dan paragraf dalam penggunaan bahasa Indonesia ilmiah																																																																																																																																																																																																																		
CPMK - 5	Menjelaskan etika, dan plagiasi dalam karya ilmiah dalam bentuk produk																																																																																																																																																																																																																		
CPMK - 6	Memahami penulisan proposal, laporan, dan artikel																																																																																																																																																																																																																		
CPMK - 7	Mampu melakukan keterampilan akademis: perujukan dan pengutipan																																																																																																																																																																																																																		
CPMK - 8	Mampu menyunting tulisan karya ilmiah																																																																																																																																																																																																																		
CPMK - 9	Mampu menghasilkan karya ilmiah populer dan resmi																																																																																																																																																																																																																		
CPMK - 10	Mampu menerapkan teknik presentasi yang baik																																																																																																																																																																																																																		
	Matrik CPL - CPMK																																																																																																																																																																																																																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">CPMK</td></tr> <tr><td style="text-align: center;">CPMK-1</td></tr> <tr><td style="text-align: center;">CPMK-2</td></tr> <tr><td style="text-align: center;">CPMK-3</td></tr> <tr><td style="text-align: center;">CPMK-4</td></tr> <tr><td style="text-align: center;">CPMK-5</td></tr> <tr><td style="text-align: center;">CPMK-6</td></tr> <tr><td style="text-align: center;">CPMK-7</td></tr> <tr><td style="text-align: center;">CPMK-8</td></tr> <tr><td style="text-align: center;">CPMK-9</td></tr> <tr><td style="text-align: center;">CPMK-10</td></tr> </table>							CPMK	CPMK-1	CPMK-2	CPMK-3	CPMK-4	CPMK-5	CPMK-6	CPMK-7	CPMK-8	CPMK-9	CPMK-10																																																																																																																																																																																																	
CPMK																																																																																																																																																																																																																			
CPMK-1																																																																																																																																																																																																																			
CPMK-2																																																																																																																																																																																																																			
CPMK-3																																																																																																																																																																																																																			
CPMK-4																																																																																																																																																																																																																			
CPMK-5																																																																																																																																																																																																																			
CPMK-6																																																																																																																																																																																																																			
CPMK-7																																																																																																																																																																																																																			
CPMK-8																																																																																																																																																																																																																			
CPMK-9																																																																																																																																																																																																																			
CPMK-10																																																																																																																																																																																																																			
	Matrik CPMK pada Kemampuan akhir tiap tahapan belajar (Sub-CPMK)																																																																																																																																																																																																																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">CPMK</th> <th colspan="16">Minggu Ke</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th> </tr> </thead> <tbody> <tr><td>CPMK-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> <tr><td>CPMK-2</td><td></td><td style="text-align: center;">✓</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> <tr><td>CPMK-3</td><td></td><td></td><td style="text-align: center;">✓</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> <tr><td>CPMK-4</td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>CPMK-5</td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>CPMK-6</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>CPMK-7</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td><td></td><td></td></tr> <tr><td>CPMK-8</td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>CPMK-9</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> <tr><td>CPMK-10</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 style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td></tr> </tbody> </table>							CPMK	Minggu Ke																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	CPMK-1																	CPMK-2		✓															CPMK-3			✓														CPMK-4				✓		✓	✓										CPMK-5					✓												CPMK-6											✓						CPMK-7												✓	✓				CPMK-8	✓									✓	✓						CPMK-9																	CPMK-10															✓	✓	✓
CPMK	Minggu Ke																																																																																																																																																																																																																		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																																																																																																																																																																																																			
CPMK-1																																																																																																																																																																																																																			
CPMK-2		✓																																																																																																																																																																																																																	
CPMK-3			✓																																																																																																																																																																																																																
CPMK-4				✓		✓	✓																																																																																																																																																																																																												
CPMK-5					✓																																																																																																																																																																																																														
CPMK-6											✓																																																																																																																																																																																																								
CPMK-7												✓	✓																																																																																																																																																																																																						
CPMK-8	✓									✓	✓																																																																																																																																																																																																								
CPMK-9																																																																																																																																																																																																																			
CPMK-10															✓	✓	✓																																																																																																																																																																																																		
Deskripsi Singkat MK	The Indonesian language course discusses (1) the history, position, and function of the Indonesian language; (2) critical reading; (3) the characteristics of scientific Indonesian; (4) improved spelling; (5) scientific work; (6) writing proposals; (7) articles and papers; (8) editing; (9) quotations and reference lists, and (10) presentations. This course aims to improve students' ability to speak good and correct Indonesian, both orally and in writing, in accordance with linguistic rules and formal situations. Some of the main objectives of this course include: Understanding of Grammar, Scientific Writing Skills, Development of Speaking Skills, Use of Indonesian in Professional Contexts, Literacy and Literary Appreciation. Through this course, students are expected to be able to develop Indonesian language skills that support academic, professional, and effective communication needs. Learning activities are conducted through lectures, collaborative learning, and case studies. The assessment techniques of this courses are by participation and test.																																																																																																																																																																																																																		
Pustaka	Utama : 1. Ahmadi, Anas. 2015. Psikologi Menulis. Yogyakarta: Ombak. 2. Alwi, Hasan, dkk. 2014. Tata Bahasa Baku Bahasa Indonesia (Edisi 3). Jakarta: Balai Pustaka. 3. Arifin, Zaenal dan Amran Tasai. 2004. Cermat Berbahasa. Jakarta: Akademika Pressindo. 4. Axelrod, R.B. & Cooper, C.R. 2010. Guide to Writing. Benfork: Boston. 5. Badan Bahasa. 2015. Kamus Besar Bahasa Indonesia (daring). www.kbbidaring.kemendikbud																																																																																																																																																																																																																		
	Pendukung :																																																																																																																																																																																																																		

		<ol style="list-style-type: none"> 1. Badan Bahasa. 2015. Kamus Besar Bahasa Indonesia (daring). www.kbbidaring.kemendikbud 2. Dalman. 2014. Keterampilan Menulis. Jakarta: Raja Grafindo Persada. 3. Depdiknas. 2015. Ejaan Bahasa Indonesia. Jakarta: Depdiknas. (Peraturan Pemerintah No.50 Tahun 2015) 4. Depdiknas. 2020. Ejaan Yang Disempurnakan. Jakarta: Depdiknas. 5. Sugono, Dendy, dkk. 2003a. Pengindonesiaan Istilah Asing dalam Bahasa Indonesia. Jakarta: PB. 6. Suhertuti, dkk. 2011. Bahasa Indonesia sebagai Sarana Komunikasi Ilmiah. Bogor: Irham Publishing. 7. Wijayanti, Sri Hapsari, dkk. 2013. Bahasa Indonesia: Penulisan dan Penyajian Karya Ilmiah. Jakarta: Rajawali Pers. 					
Dosen Pengampu	Andik Yuliyanto, S.S., M.Si. Dr. Prima Vidya Asteria, S.Pd., M.Pd. Hespi Septiana, S.Pd., M.Pd. Dr. Resdianto Permata Raharjo, M.Pd. Abdul Aziz Khoiri, S.Pd., M.Pd. Dr. Riki Nasrullah, M.Hum Muhammad Erwan Saing, M.A.						
Mg Ke-	Kemampuan akhir tiap tahapan belajar (Sub-CPMK)	Penilaian		Bantuan Pembelajaran, Metode Pembelajaran, Penugasan Mahasiswa, [Estimasi Waktu]		Materi Pembelajaran [Pustaka]	Bobot Penilaian (%)
		Indikator	Kriteria & Bentuk	Luring (offline)	Daring (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Explaining the History, Position and Function of the Indonesian Language in the form of works/products	a. explain the history of the Indonesian language b. explain the position of Indonesian c. explain the function of Indonesian d. produces products about the history, position and function of the Indonesian language	Kriteria: Special: 90 to 100; Very good: 76 to 89; Average: 56 to 75; Below average: 0 to 55 Bentuk Penilaian : Aktifitas Partisipatif	a. observation and collection of data about the history, function and position of the Indonesian language 2x50 menit	a. Students discuss to determine basic questions (problems) about the history, function and position of the Indonesian language. b. Students Prepare project plans based on problems (projects in the form of simple research). c. Prepare a predetermined project implementation schedule. d. Monitor the progress of student projects by presenting project progress and the results that have been obtained. e. Project product assessment in the form of reporting the results of analysis of the history, function and position of the Indonesian language in the form of scientific works: popular articles, journal articles, proceeding articles, scientific posters, video documentaries/demonstrations/socialization. 2x50 menit	Materi: Sejarah, Kedudukan, dan Fungsi Bahasa Indonesia Pustaka: Tim. 2015. Menulis Ilmiah: Buku Ajar MPK Bahasa Indonesia. Surabaya: Unesa Press.	2%
2	Able to read critically and explain the functions and techniques of critical reading in product form	a. explain the types of critical reading b. conclude and assess information from the text read critically. c. Produce products about critical reading	Kriteria: Special: 90 to 100; Very good: 76 to 89; Average: 56 to 75; Below average: 0 to 55 Bentuk Penilaian : Aktifitas Partisipatif, Penilaian Portofolio	Submit the results of the assessment of the text that was read critically Submit work/products about critical reading 2x50 menit	a. Students read the text critically and discuss it. b. Students discuss the results of the assessment of the texts they read. 2x50 menit	Materi: History, Position and Function of the Indonesian Language Pustaka: Badan Bahasa. 2015. Kamus Besar Bahasa Indonesia (daring). www.kbbidaring.kemendikbud	2%
3	Understanding the Characteristics of Scientific Indonesian	a. explain the characteristics of scientific Indonesian b. determine errors in scientific Indonesian language in popular and official works	Kriteria: Score criteria: Special: 90 to 100; Very good: 76 to 89; Average: 56 to 75; Below average: 0 to 55 Bentuk Penilaian : Aktifitas Partisipatif, Penilaian Portofolio	Submit the results of the analysis of the characteristics of scientific Indonesian 2x50 menit	a. students conduct questions and answers and discuss the characteristics of scientific Indonesian. b. Students analyze the Indonesian language in examples of scientific work c. Students present the results of the analysis 2x50 menit	Materi: characteristics of scientific Indonesian Pustaka: Wijayanti, Sri Hapsari, dkk. 2013. Bahasa Indonesia: Penulisan dan Penyajian Karya Ilmiah. Jakarta: Rajawali Pers. Materi: characteristics of scientific Indonesian Pustaka: Suhertuti, dkk. 2011. Bahasa Indonesia sebagai Sarana Komunikasi Ilmiah. Bogor: Irham Publishing. Materi: Indonesian grammar in formal and scientific varieties Pustaka: Alwi, Hasan, dkk. 2014. Tata Bahasa Baku Bahasa Indonesia (Edisi 3). Jakarta: Balai Pustaka.	2%
4	Produce an analysis of the use of spelling, word choice, sentences and paragraphs in Indonesian which is presented in the form of products: Spelling (4) Effective sentences (5) Paragraphs (6)	a. Understand correct and incorrect spelling in the use of Indonesian b. Understand standard and non-standard vocabulary in Indonesian c. Composing effective sentences in a variety of scientific Indonesian. d. Compile and develop paragraphs in a variety of scientific Indonesian	Kriteria: Score criteria: Special: 90 to 100; Very good: 76 to 89; Average: 56 to 75; Below average: 0 to 55 Bentuk Penilaian : Aktifitas Partisipatif, Penilaian Portofolio	Submit analysis results and products regarding spelling, standard vocabulary, sentences and paragraphs in the public space 2x50 menit	a. Students discuss to determine basic questions (problems) regarding the use of Indonesian (spelling, sentences, paragraphs) in public spaces/scientific works b. Students Prepare a project plan based on the problem of using Indonesian in public spaces (project in the form of simple research). c. Prepare a predetermined project implementation schedule. d. Monitor the progress of student projects by presenting project progress and the results that have been obtained. e. Project product assessment in the form of reporting the results of analysis of Indonesian language errors in the public space in the form of scientific works: popular articles, journal articles, proceeding articles, scientific posters, video documentaries/demonstrations/socialization. 2x50 menit	Materi: ejaan bahasa Indonesia Pustaka: Depdiknas. 2020. Ejaan Yang Disempurnakan. Jakarta: Depdiknas. Materi: standard and non-standard vocabulary Pustaka: Badan Bahasa. 2015. Kamus Besar Bahasa Indonesia (daring). www.kbbidaring.kemendikbud Materi: Indonesian spelling Pustaka: Depdiknas. 2020. Ejaan Yang Disempurnakan. Jakarta: Depdiknas.	5%

5	Produce an analysis of the use of spelling, word choice, sentences and paragraphs in Indonesian which is presented in the form of products: Spelling (4) Effective sentences (5) Paragraphs (6)	a. Understand correct and incorrect spelling in the use of Indonesian b. Understand standard and non-standard vocabulary in Indonesian c. Composing effective sentences in a variety of scientific Indonesian. d. Compile and develop paragraphs in a variety of scientific Indonesian	Kriteria: Score criteria: Special: 90 to 100; Very good: 76 to 89; Average: 56 to 75; Below average: 0 to 55 Bentuk Penilaian : Aktifitas Partisipatif	Submit analysis results and products regarding spelling, standard vocabulary, sentences and paragraphs in the public space 2x50 menit	a. Students discuss to determine basic questions (problems) regarding the use of Indonesian (spelling, sentences, paragraphs) in public spaces/scientific works b. Students Prepare a project plan based on the problem of using Indonesian in public spaces (project in the form of simple research). c. Prepare a predetermined project implementation schedule. d. Monitor the progress of student projects by presenting project progress and the results that have been obtained. e. Project product assessment in the form of reporting the results of analysis of Indonesian language errors in the public space in the form of scientific works: popular articles, journal articles, proceeding articles, scientific posters, video documentaries/demonstrations/socialization. 2x50 menit	Materi: kalimat efektif Pustaka: Arifin, Zaenal dan Amran Tasai. 2004. <i>Cermat Berbahasa</i> . Jakarta: Akademika Pressindo. Materi: Indonesian grammar Pustaka: Alwi, Hasan, dkk. 2014. <i>Tata Bahasa Baku Bahasa Indonesia (Edisi 3)</i> . Jakarta: Balai Pustaka. Materi: effective sentence Pustaka: Arifin, Zaenal dan Amran Tasai. 2004. <i>Cermat Berbahasa</i> . Jakarta: Akademika Pressindo.	3%
6	Produce an analysis of the use of spelling, word choice, sentences and paragraphs in Indonesian which is presented in the form of products: Spelling (4) Effective sentences (5) Paragraphs (6)	a. Understand correct and incorrect spelling in the use of Indonesian b. Understand standard and non-standard vocabulary in Indonesian c. Composing effective sentences in a variety of scientific Indonesian. d. Compile and develop paragraphs in a variety of scientific Indonesian	Kriteria: Score criteria: Special: 90 to 100; Very good: 76 to 89; Average: 56 to 75; Below average: 0 to 55 Bentuk Penilaian : Aktifitas Partisipatif	Submit analysis results and products regarding spelling, standard vocabulary, sentences and paragraphs in the public space 2x50 menit	a. Students discuss to determine basic questions (problems) regarding the use of Indonesian (spelling, sentences, paragraphs) in public spaces/scientific works b. Students Prepare a project plan based on the problem of using Indonesian in public spaces (project in the form of simple research). c. Prepare a predetermined project implementation schedule. d. Monitor the progress of student projects by presenting project progress and the results that have been obtained. e. Project product assessment in the form of reporting the results of analysis of Indonesian language errors in the public space in the form of scientific works: popular articles, journal articles, proceeding articles, scientific posters, video documentaries/demonstrations/socialization. 2x50 menit	Materi: paragraph Pustaka: Axelrod, R.B. & Cooper, C.R. 2010. <i>Guide to Writing</i> . Benfork: Boston. Materi: paragraph Pustaka: Wijayanti, Sri Hapsari, dkk. 2013. <i>Bahasa Indonesia: Penulisan dan Penyajian Karya Ilmiah</i> . Jakarta: Rajawali Pers.	5%
7	Produce an analysis of the use of spelling, word choice, sentences and paragraphs in Indonesian which is presented in the form of products: Spelling (4) Effective sentences (5) Paragraphs (6)	a. Understand correct and incorrect spelling in the use of Indonesian b. Understand standard and non-standard vocabulary in Indonesian c. Composing effective sentences in a variety of scientific Indonesian. d. Compile and develop paragraphs in a variety of scientific Indonesian	Kriteria: Score criteria: Special: 90 to 100; Very good: 76 to 89; Average: 56 to 75; Below average: 0 to 55 Bentuk Penilaian : Aktifitas Partisipatif, Penilaian Portofolio	Submit analysis results and products regarding spelling, standard vocabulary, sentences and paragraphs in the public space 2x50 menit	a. Students discuss to determine basic questions (problems) regarding the use of Indonesian (spelling, sentences, paragraphs) in public spaces/scientific works b. Students Prepare a project plan based on the problem of using Indonesian in public spaces (project in the form of simple research). c. Prepare a predetermined project implementation schedule. d. Monitor the progress of student projects by presenting project progress and the results that have been obtained. e. Project product assessment in the form of reporting the results of analysis of Indonesian language errors in the public space in the form of scientific works: popular articles, journal articles, proceeding articles, scientific posters, video documentaries/demonstrations/socialization. 2x50 menit	Materi: paragraf Pustaka: Wijayanti, Sri Hapsari, dkk. 2013. <i>Bahasa Indonesia: Penulisan dan Penyajian Karya Ilmiah</i> . Jakarta: Rajawali Pers. Materi: paragraph Pustaka: Axelrod, R.B. & Cooper, C.R. 2010. <i>Guide to Writing</i> . Benfork: Boston. Materi: paragraph Pustaka: Wijayanti, Sri Hapsari, dkk. 2013. <i>Bahasa Indonesia: Penulisan dan Penyajian Karya Ilmiah</i> . Jakarta: Rajawali Pers.	4%
8	midterm exam	carry out project stages correctly: project stage 70%	Kriteria: midterm exam Bentuk Penilaian : Tes		stage 1 project assessment 2 x 50	Materi: scientific Indonesian Pustaka: Alwi, Hasan, dkk. 2014. <i>Tata Bahasa Baku Bahasa Indonesia (Edisi 3)</i> . Jakarta: Balai Pustaka. Materi: characteristics of scientific Indonesian Pustaka: Arifin, Zaenal dan Amran Tasai. 2004. <i>Cermat Berbahasa</i> . Jakarta: Akademika Pressindo. Materi: standard and non-standard vocabulary Pustaka: Badan Bahasa. 2015. <i>Kamus Besar Bahasa Indonesia (daring)</i> . www.kbbidaring.kemendikbud Materi: Indonesian spelling Pustaka: Depdiknas. 2020. <i>Ejaan Yang Disempurnakan</i> . Jakarta: Depdiknas.	20%

9	Understand the meaning and types of scientific work	a. explain the meaning and types of scientific work b. explain the systematics of scientific work c. explain the steps in writing a scientific paper	<p>Kriteria: Score criteria: Special: 90 to 100; Very good: 76 to 89; Average: 56 to 75; Below average: 0 to 55</p> <p>Bentuk Penilaian : Aktifitas Partisipatif</p>	Submit the results of discussions about scientific work 2x50 menit	a. students conduct questions and answers and discuss the meaning and types of scientific work b. Students discuss the preparation of a scientific work framework 2x50 menit	<p>Materi: karya ilmiah Pustaka: <i>Suhertuti, dkk. 2011. Bahasa Indonesia sebagai Sarana Komunikasi Ilmiah. Bogor: Irtam Publishing.</i></p> <p>Materi: scientific work Pustaka: <i>Wijayanti, Sri Hapsari, dkk. 2013. Bahasa Indonesia: Penulisan dan Penyajian Karya Ilmiah. Jakarta: Rajawali Pers.</i></p> <p>Materi: scientific work Pustaka: <i>Suhertuti, dkk. 2011. Bahasa Indonesia sebagai Sarana Komunikasi Ilmiah. Bogor: Irtam Publishing.</i></p>	2%
10	Understanding Ethics and Plagiarism in Scientific Work	a. able to understand the meaning of ethics, plagiarism/plagiarism; plagiarist b. able to understand the ethical principles of writing scientific papers; c. able to understand the writer's code of ethics and forms of violations of writing ethics; d. able to understand types of plagiarism/plagiarism; e. able to understand strategies to avoid plagiarism/plagiarism; a. able to understand the law and sanctions for plagiarism/plagiarism	<p>Kriteria: Score criteria: Special: 90 to 100; Very good: 76 to 89; Average: 56 to 75; Below average: 0 to 55</p> <p>Bentuk Penilaian : Aktifitas Partisipatif</p>	Submit the results of discussions about scientific work and the code of ethics (ethics and plagiarism) of scientific work. 2x50 menit	a. students conduct questions and answers and discuss the meaning and types of scientific work b. Students discuss codes of ethics (ethics and plagiarism) in scientific work c. Students present the results of the discussion. 2x50 menit	<p>Materi: writing ethics and plagiarisim Pustaka: <i>Arifin, Zaenal dan Amran Tasai. 2004. Cermat Berbahasa. Jakarta: Akademika Pressindo.</i></p> <p>Materi: writing ethics and plagiarisim Pustaka: <i>Ahmadi, Anas. 2015. Psikologi Menulis. Yogyakarta: Ombak.</i></p>	2%
11	Understand writing proposals, reports and articles	a. Understand writing proposals and research reports b. Understand journal article writing and proceedings c. Determine language and systematic errors contained in proposals, reports, journal articles and proceedings	<p>Kriteria: Score criteria: Special: 90 to 100; Very good: 76 to 89; Average: 56 to 75; Below average: 0 to 55</p> <p>Bentuk Penilaian : Aktifitas Partisipatif, Penilaian Portofolio</p>	Submit the results of the discussion regarding the results of the analysis of language errors in writing reports/proposals/articles 2x50 menit	a. questions and answers and discussions about writing proposals and research reports b. questions and answers and discussions about writing journal articles and proceedings. c. Analysis of language and systematic errors in examples of articles/proposals/reports 2x50 menit	<p>Materi: proposals, reports, articles Pustaka: <i>Axelrod, R.B. & Cooper, C.R. 2010. Guide to Writing. Benfork: Boston.</i></p> <p>Materi: proposals, reports, articles Pustaka: <i>Wijayanti, Sri Hapsari, dkk. 2013. Bahasa Indonesia: Penulisan dan Penyajian Karya Ilmiah. Jakarta: Rajawali Pers.</i></p> <p>Materi: articles Pustaka: <i>Dalman. 2014. Keterampilan Menulis. Jakarta: Raja Grafindo Persada.</i></p>	2%
12	Able to compile reference lists and citation techniques	a. Understand citation techniques and reference lists b. Determine and write quotations correctly c. Compile and write a list of references appropriately.	<p>Kriteria: Score criteria: Special: 90 to 100; Very good: 76 to 89; Average: 56 to 75; Below average: 0 to 55</p> <p>Bentuk Penilaian : Aktifitas Partisipatif, Penilaian Portofolio</p>	a. questions and answers and discussions about citing and referencing techniques b. Analysis of language and systematic errors in examples of articles/proposals/reports. c. Compile a list of references and citations based on the sources provided. 2x50 menit	a. presentations, questions and answers, and discussions about citation and referencing techniques 2x50 menit	<p>Materi: citations and references Pustaka: <i>Dalman. 2014. Keterampilan Menulis. Jakarta: Raja Grafindo Persada.</i></p> <p>Materi: citations and references Pustaka: <i>Wijayanti, Sri Hapsari, dkk. 2013. Bahasa Indonesia: Penulisan dan Penyajian Karya Ilmiah. Jakarta: Rajawali Pers.</i></p>	5%
13	Able to compile reference lists and citation techniques	a. Understand citation techniques and reference lists b. Determine and write quotations correctly c. Compile and write a list of references appropriately.	<p>Kriteria: Score criteria: Special: 90 to 100; Very good: 76 to 89; Average: 56 to 75; Below average: 0 to 55</p> <p>Bentuk Penilaian : Aktifitas Partisipatif</p>	a. questions and answers and discussions about citing and referencing techniques b. Analysis of language and systematic errors in examples of articles/proposals/reports. c. Compile a list of references and citations based on the sources provided. 2x50 menit	a. presentations, questions and answers, and discussions about citation and referencing techniques 2x50 menit	<p>Materi: citations and references Pustaka: <i>Dalman. 2014. Keterampilan Menulis. Jakarta: Raja Grafindo Persada.</i></p> <p>Materi: citations and references Pustaka: <i>Wijayanti, Sri Hapsari, dkk. 2013. Bahasa Indonesia: Penulisan dan Penyajian Karya Ilmiah. Jakarta: Rajawali Pers.</i></p>	6%
14	Able to edit language in a scientific variety and disseminate it	a. Editing words, sentences, spelling, paragraphs in scientific articles b. Editing citations and references in scientific articles. c. Determine the problems of scientific writing in Indonesian and the techniques for citing/referencing contained in scientific articles	<p>Kriteria: Score criteria: Special: 90 to 100; Very good: 76 to 89; Average: 56 to 75; Below average: 0 to 55</p> <p>Bentuk Penilaian : Aktifitas Partisipatif</p>	data collection; data analysis; make products 2x50 menit	a. Problem orientation for students regarding the use of Indonesian in scientific terms. b. Organizing students to be able to understand Indonesian language errors contained in the scientific variety. c. Guide group investigations to collect information about Indonesian language errors in scientific articles and discuss them critically. d. Develop and present work in the form of reporting the results of analysis of Indonesian language errors and citing/referencing techniques in scientific articles; reporting in the form of video presentations, learning videos, or scientific posters. 2x50 menit	<p>Materi: editing Pustaka: <i>Arifin, Zaenal dan Amran Tasai. 2004. Cermat Berbahasa. Jakarta: Akademika Pressindo.</i></p> <p>Materi: editing Pustaka: <i>Sugono, Dendy, dkk. 2003a. Pengindonesiaan Istilah Asing dalam Bahasa Indonesia. Jakarta: PB.</i></p> <p>Materi: editing Pustaka: <i>Depdiknas. 2020. Ejaan Yang Disempurnakan. Jakarta: Depdiknas.</i></p>	5%

15	Able to apply scientific presentations	a. compiling scientific presentation media b. practicing scientific presentations c. assess scientific presentations	Kriteria: Score criteria: Special: 90 to 100; Very good: 76 to 89; Average: 56 to 75; Below average: 0 to 55 Bentuk Penilaian : Aktifitas Partisipatif	data collection; Students submit analysis results 2x50 menit	a. Problem orientation for students regarding scientific presentations. b. Organizing students to be able to assess scientific presentations. c. Guide group investigations to gather information about scientific presentation errors and discuss them critically. d. Develop and present analysis results in the form of popular articles. 2x50 menit	Materi: scientific presentation Pustaka: <i>Arifin, Zaenal dan Amran Tasai. 2004. Cermat Berbahasa. Jakarta: Akademika Pressindo.</i> Materi: scientific presentation Pustaka: <i>Suhertuti, dkk. 2011. Bahasa Indonesia sebagai Sarana Komunikasi Ilmiah. Bogor: Irham Publishing.</i>	5%
16	Final exams	answer the question correctly	Kriteria: according to the assessment rubric/answer key Bentuk Penilaian : Tes	There isn't any	Final Exams 60 menit	Materi: Materials 1- 15 Pustaka:	30%

Rekap Persentase Evaluasi : Case Study

No	Evaluasi	Persentase
1.	Aktifitas Partisipatif	40%
2.	Penilaian Portofolio	10%
3.	Tes	50%
		100%

Catatan

- Capaian Pembelajaran Lulusan Prodi (CPL - Prodi)** adalah kemampuan yang dimiliki oleh setiap lulusan prodi yang merupakan internalisasi dari sikap, penguasaan pengetahuan dan ketrampilan sesuai dengan jenjang prodinya yang diperoleh melalui proses pembelajaran.
- CPL yang dibebankan pada mata kuliah** adalah beberapa capaian pembelajaran lulusan program studi (CPL-Prodi) yang digunakan untuk pembentukan/pengembangan sebuah mata kuliah yang terdiri dari aspek sikap, ketrampilan umum, ketrampilan khusus dan pengetahuan.
- CP Mata kuliah (CPMK)** adalah kemampuan yang dijabarkan secara spesifik dari CPL yang dibebankan pada mata kuliah, dan bersifat spesifik terhadap bahan kajian atau materi pembelajaran mata kuliah tersebut.
- Sub-CPMK Mata kuliah (Sub-CPMK)** adalah kemampuan yang dijabarkan secara spesifik dari CPMK yang dapat diukur atau diamati dan merupakan kemampuan akhir yang direncanakan pada tiap tahap pembelajaran, dan bersifat spesifik terhadap materi pembelajaran mata kuliah tersebut.
- Indikator penilaian** kemampuan dalam proses maupun hasil belajar mahasiswa adalah pernyataan spesifik dan terukur yang mengidentifikasi kemampuan atau kinerja hasil belajar mahasiswa yang disertai bukti-bukti.
- Kreteria Penilaian** adalah patokan yang digunakan sebagai ukuran atau tolok ukur ketercapaian pembelajaran dalam penilaian berdasarkan indikator-indikator yang telah ditetapkan. Kreteria penilaian merupakan pedoman bagi penilai agar penilaian konsisten dan tidak bias. Kreteria dapat berupa kuantitatif ataupun kualitatif.
- Bentuk penilaian:** tes dan non-tes.
- Bentuk pembelajaran:** Kuliah, Responsi, Tutorial, Seminar atau yang setara, Praktikum, Praktik Studio, Praktik Bengkel, Praktik Lapangan, Penelitian, Pengabdian Kepada Masyarakat dan/atau bentuk pembelajaran lain yang setara.
- Metode Pembelajaran:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, dan metode lainnya yg setara.
- Materi Pembelajaran** adalah rincian atau uraian dari bahan kajian yg dapat disajikan dalam bentuk beberapa pokok dan sub-pokok bahasan.
- Bobot penilaian** adalah prosentasi penilaian terhadap setiap pencapaian sub-CPMK yang besarnya proposional dengan tingkat kesulitan pencapaian sub-CPMK tsb., dan totalnya 100%.
- TM=Tatap Muka, PT=Penugasan terstruktur, BM=Belajar mandiri.