



**Universitas Negeri Surabaya  
Faculty of Education,  
Psychology Undergraduate Study Program**

**Document  
Code**

**SEMESTER LEARNING PLAN**

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
INTERVIEW	7320102160	Compulsory Study Program Subjects	T=2	P=0	ECTS=3.18	3	February 20, 2023
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
	Meita Santi Budiani, M.Psi.,Psikolog		Dr. Damajanti Kusuma Dewi, S.Psi.,M.Si			Yohana Wuri Satwika, S.Psi., M.Psi.	

<b>Learning model</b>	<b>Project Based Learning</b>
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<b>Program Learning Outcomes (PLO)</b>	<b>PLO study program that is charged to the course</b>																																																																
	<b>Program Objectives (PO)</b>																																																																
	<b>PO - 1</b>	Know and understand the meaning, purpose and function of interviews																																																															
	<b>PLO-PO Matrix</b>																																																																
		<table border="1" style="margin-left: 40px;"> <tr> <td>P.O</td> <td colspan="15"></td> </tr> <tr> <td>PO-1</td> <td colspan="15"></td> </tr> </table>															P.O																PO-1																																
	P.O																																																																
PO-1																																																																	
<b>PO Matrix at the end of each learning stage (Sub-PO)</b>																																																																	
	<table border="1" style="margin-left: 40px;"> <tr> <td rowspan="2">P.O</td> <td colspan="16">Week</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>PO-1</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>															P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1																
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PO-1																																																																	

<b>Short Course Description</b>	This course discusses the meaning of interviews, advantages and disadvantages of interviews, types of interviews, interviewer requirements, rapport, interview process, basic interview skills, interview preparation, types of questions in interviews, job interviews, interview reports. Lectures are carried out using a system of project assignments, interview practice, presentations and discussions, as well as reflection.
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<b>References</b>	<b>Main :</b>	
		<ol style="list-style-type: none"> <li>Cash Jr. , William B. , Stewart, J. Charles 2011.Interviewing:Principles and Practices, New York Mc. Graw Hill</li> <li>Tri Rahayu, lin&amp;Ardi Ardiani,Tri. 2004.Observasi dan Wawancara. Malang: Bayumedia</li> </ol>
	<b>Supporters:</b>	
		<ol style="list-style-type: none"> <li>Tri Rahayu, lin&amp;Ardi Ardiani,Tri. 2004.Observasi dan Wawancara. Malang: Bayumedia</li> </ol>

<b>Supporting lecturer</b>	Meita Santi Budiani, S.Psi., M.Psi. Onny Fransinata Anggara, S.Psi., M.Psi., Psikolog
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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	Know and understand the meaning, purpose and function of interviews	1.Explain the meaning of interview 2.Explain the purpose of the interview 3.Explain the function of the interview	<b>Criteria:</b> 1.A. Contents 2.1. Accuracy of concept/material 3.2. Accuracy of supporting examples for the concept/material 4.3. Completeness of material coverage 5.4. Sequence and discussion of material 6.5. Depth in elaborating the material 7.B. Writing 8.6. Correct use of language 9.7. Conformity with the specified systematics 10.8. Neatness of layout  <b>Form of Assessment :</b> Participatory Activities	Lectures 2 X 50	Lectures 2 X 50	<b>Material:</b> Definition, purpose and function of interviews <b>Reader:</b> Cash Jr. , William B. , Stewart, J. Charles 2011. <i>Interviewing: Principles and Practices</i> , New York Mc. Graw Hill  <b>Material:</b> Introduction to Interview <b>Reader:</b> Tri Rahayu, lin&Ardi Ardiani, Tri. 2004. <i>Observations and Interviews</i> . Malang: Bayumedia	2%
2	Know and understand the types, classification of interviews and the position of interviews in behavioral diagnostics	Know and understand the types, classification of interviews and the position of interviews in behavioral diagnostics	<b>Criteria:</b> 1.A. Contents 2.1. Accuracy of concept/material 3.2. Accuracy of supporting examples for the concept/material 4.3. Completeness of material coverage 5.4. Sequence and discussion of material 6.5. Depth in elaborating the material 7.B. Writing 8.6. Correct use of language 9.7. Conformity with the specified systematics 10.8. Neatness of layout  <b>Form of Assessment :</b> Participatory Activities	· Lectures and discussions 2 X 50	· Lectures and discussions 2 X 50	<b>Material:</b> Types, classification of interviews and the position of interviews in behavioral diagnostics <b>Reader:</b> Cash Jr. , William B. , Stewart, J. Charles 2011. <i>Interviewing: Principles and Practices</i> , New York Mc. Graw Hill	2%
3	Know and understand the effectiveness of interviews and interview skills (interview skills)	1.Explain the effectiveness of interviews 2.Explain interview skills	<b>Criteria:</b> 1.A. Contents 2.1. Accuracy of concept/material 3.2. Accuracy of supporting examples for the concept/material 4.3. Completeness of material coverage 5.4. Sequence and discussion of material 6.5. Depth in elaborating the material 7.B. Writing 8.6. Correct use of language 9.7. Conformity with the specified systematics 10.8. Neatness of layout  <b>Form of Assessment :</b> Participatory Activities	Lecture, discussion and role play 2 X 50	Lecture, discussion and role play 2 X 50	<b>Material:</b> Effectiveness of interviews and interview skills (interview skills) <b>Reference:</b> Tri Rahayu, lin&Ardi Ardiani, Tri. 2004. <i>Observations and Interviews</i> . Malang: Bayumedia	2%

4	Know and understand the interview process	Explain the interview process Able to develop interview guidelines	<p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.A. Contents</li> <li>2.1. Accuracy of concept/material</li> <li>3.2. Accuracy of supporting examples for the concept/material</li> <li>4.3. Completeness of material coverage</li> <li>5.4. Sequence and discussion of material</li> <li>6.5. Depth in elaborating the material</li> <li>7.B. Writing</li> <li>8.6. Correct use of language</li> <li>9.7. Conformity with the specified systematics</li> <li>10.8. Neatness of layout</li> </ol> <p><b>Form of Assessment :</b> Participatory Activities</p>	Discussion lectures and exercises, independent interview practice and screening of the 2 X 50 interview process CD	Discussion lectures and exercises, independent interview practice and screening of the 2 X 50 interview process CD	<p><b>Material:</b> Interview process <b>References:</b> <i>Tri Rahayu, lin&amp;Ardi Ardiani, Tri. 2004. Observations and Interviews. Malang: Bayumedia</i></p> <p><b>Material:</b> interview process <b>Reader:</b> <i>Cash Jr. , William B. , Stewart, J. Charles 2011. Interviewing: Principles and Practices, New York Mc. Graw Hill</i></p>	2%
5	Know and understand the interview process	Explain the interview process Able to develop interview guidelines	<p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.A. Contents</li> <li>2.1. Accuracy of concept/material</li> <li>3.2. Accuracy of supporting examples for the concept/material</li> <li>4.3. Completeness of material coverage</li> <li>5.4. Sequence and discussion of material</li> <li>6.5. Depth in elaborating the material</li> <li>7.B. Writing</li> <li>8.6. Correct use of language</li> <li>9.7. Conformity with the specified systematics</li> <li>10.8. Neatness of layout</li> </ol> <p><b>Form of Assessment :</b> Participatory Activities</p>	Discussion lectures and exercises, independent interview practice and screening of interview process CDs, Role Play, Team Based Learning 2 X 50	Discussion lectures and exercises, independent interview practice and screening of interview process CDs, Role Play, Team Based Learning 2 X 50	<p><b>Material:</b> Interview process Able to develop interview guidelines <b>Reader:</b> <i>Cash Jr. , William B. , Stewart, J. Charles 2011. Interviewing: Principles and Practices, New York Mc. Graw Hill</i></p>	2%
6	Know and understand the Competencies Based Interview (CBI) and anamnesis interview	Explaining Competencies Based Interview (CBI) and anamnesis interview	<p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.A. Contents</li> <li>2.1. Accuracy of concept/material</li> <li>3.2. Accuracy of supporting examples for the concept/material</li> <li>4.3. Completeness of material coverage</li> <li>5.4. Sequence and discussion of material</li> <li>6.5. Depth in elaborating the material</li> <li>7.B. Writing</li> <li>8.6. Correct use of language</li> <li>9.7. Conformity with the specified systematics</li> <li>10.8. Neatness of layout</li> </ol> <p><b>Form of Assessment :</b> Participatory Activities</p>	Simulation lecture and role play 2 X 50	Simulation lecture and role play 2 X 50	<p><b>Material:</b> Competencies Based Interview (CBI) and anamnesis interview <b>Reference:</b> <i>Cash Jr. , William B. , Stewart, J. Charles 2011. Interviewing: Principles and Practices, New York Mc. Graw Hill</i></p> <p><b>Material:</b> CBI <b>Library:</b> <i>Tri Rahayu, lin&amp;Ardi Ardiani, Tri. 2004. Observations and Interviews. Malang: Bayumedia</i></p>	2%

7	Understand and be able to compose statements in interviews	1.Able to compose statements in interviews 2.Systematic statements in interviews	<b>Criteria:</b> 1.A. Contents 2.1. Accuracy of concept/material 3.2. Accuracy of supporting examples for the concept/material 4.3. Completeness of material coverage 5.4. Confusion in discussing the material 6.5. Depth in elaborating the material 7.B. Writing 8.6. Correct use of language 9.7. Conformity with the specified systematics 10.8. Neatness of layout  <b>Form of Assessment :</b> Participatory Activities	Project Based Learning 2 X 50	Lecture, Team Based Learning 2 X 50	<b>Material:</b> compiling statements in interviews <b>Reader:</b> <i>Tri Rahayu, lin&amp;Ardi Ardiani, Tri. 2004. Observations and Interviews. Malang: Bayumedia</i>	2%
8	Students take the Mid-Semester Exam (UTS)	Correctness Concept Completeness of ideas Systematic Grammar	<b>Criteria:</b> Correctness Concept Completeness of ideas Systematic Grammar  <b>Form of Assessment :</b> Test	Test 2 X 50	Test	<b>Material:</b> material review <b>Bibliography:</b> <i>Cash Jr. , William B. , Stewart, J. Charles 2011. Interviewing: Principles and Practices, New York Mc. Graw Hill</i>	20%
9	Know and understand the application of interviews in various settings.	Explain the application of interviews in various settings.	<b>Criteria:</b> 1.A. Contents 2.1. Accuracy of concept/material 3.2. Accuracy of supporting examples for the concept/material 4.3. Completeness of material coverage 5.4. Sequence and discussion of material 6.5. Depth in elaborating the material 7.B. Writing 8.6. Correct use of language 9.7. Conformity with the specified systematics 10.8. Neatness of layout  <b>Form of Assessment :</b> Practice / Performance	Lectures and discussions 2 X 50	Lectures and discussions 2 X 50	<b>Material:</b> application of interviews in various settings. <b>Bibliography:</b> <i>Tri Rahayu, lin &amp; Ardi Ardiani, Tri. 2004. Observations and Interviews. Malang: Bayumedia</i>	2%

10	Know and understand how to conduct interviews correctly (interview procedures)	Conducting the interview correctly (interview procedure)	<p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.A. Contents</li> <li>2.1. Accuracy of concept/material</li> <li>3.2. Accuracy of supporting examples for the concept/material</li> <li>4.3. Completeness of material coverage</li> <li>5.4. Sequence and discussion of material</li> <li>6.5. Depth in elaborating the material</li> <li>7.B. Writing</li> <li>8.6. Correct use of language</li> <li>9.7. Conformity with the specified systematics</li> <li>10.8. Neatness of layout</li> </ol> <p><b>Form of Assessment :</b> Participatory Activities</p>	Role play lecture and 2 X 50 simulation	Role play and simulation lectures	<p><b>Material:</b> interview procedure <b>Reference:</b> Cash Jr. , William B. , Stewart, J. Charles 2011. <i>Interviewing: Principles and Practices,</i> New York Mc. Graw Hill</p>	2%
11	Understand conducting interviews correctly in various settings	Conduct the interview correctly	<p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.A. Contents</li> <li>2.1. Accuracy of concept/material</li> <li>3.2. Accuracy of supporting examples for the concept/material</li> <li>4.3. Completeness of material coverage</li> <li>5.4. Sequence and discussion of material</li> <li>6.5. Depth in elaborating the material</li> <li>7.B. Writing</li> <li>8.6. Correct use of language</li> <li>9.7. Conformity with the specified systematics</li> <li>10.8. Neatness of layout</li> </ol> <p><b>Form of Assessment :</b> Practical Assessment, Practice/Performance</p>	Project Based Learning 2 X 50	Project Based Learning 2 X 50	<p><b>Material:</b> interview procedure <b>Reference:</b> Cash Jr. , William B. , Stewart, J. Charles 2011. <i>Interviewing: Principles and Practices,</i> New York Mc. Graw Hill</p>	2%
12	Understand conducting interviews correctly in various settings	Conduct the interview correctly	<p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.A. Contents</li> <li>2.1. Accuracy of concept/material</li> <li>3.2. Accuracy of supporting examples for the concept/material</li> <li>4.3. Completeness of material coverage</li> <li>5.4. Sequence and discussion of material</li> <li>6.5. Depth in elaborating the material</li> <li>7.B. Writing</li> <li>8.6. Correct use of language</li> <li>9.7. Conformity with the specified systematics</li> <li>10.8. Neatness of layout</li> </ol> <p><b>Form of Assessment :</b> Practice / Performance</p>	Project Based Learning 2 X 50	Project Based Learning 2 X 50	<p><b>Material:</b> interview procedure <b>Reference:</b> Cash Jr. , William B. , Stewart, J. Charles 2011. <i>Interviewing: Principles and Practices,</i> New York Mc. Graw Hill</p>	4%

13	Understand conducting interviews correctly in various settings	Conduct the interview correctly	<p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.A. Contents</li> <li>2.1. Accuracy of concept/material</li> <li>3.2. Accuracy of supporting examples for the concept/material</li> <li>4.3. Completeness of material coverage</li> <li>5.4. Sequence and discussion of material</li> <li>6.5. Depth in elaborating the material</li> <li>7.B. Writing</li> <li>8.6. Correct use of language</li> <li>9.7. Conformity with the specified systematics</li> <li>10.8. Neatness of layout</li> </ol> <p><b>Form of Assessment :</b> Portfolio Assessment, Practice / Performance</p>	Project Based Learning preparing a 2 X 50 plan	Project Based Learning preparing a 2 X 50 plan	<p><b>Material:</b> interview procedure <b>Reference:</b> <i>Cash Jr. , William B. , Stewart, J. Charles 2011. Interviewing: Principles and Practices, New York Mc. Graw Hill</i></p>	4%
14	Understand the preparation of interview report books	Preparing interview reports	<p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.A. Contents</li> <li>2.1. Accuracy of concept/material</li> <li>3.2. Accuracy of supporting examples for the concept/material</li> <li>4.3. Completeness of material coverage</li> <li>5.4. Sequence and discussion of material</li> <li>6.5. Depth in elaborating the material</li> <li>7.B. Writing</li> <li>8.6. Correct use of language</li> <li>9.7. Conformity with the specified systematics</li> <li>10.8. Neatness of layout</li> </ol> <p><b>Forms of Assessment :</b> Project Results Assessment / Product Assessment, Practical Assessment</p>	Project Based Learning: Preparing and Guiding the preparation of 2 X 50 interview reports	Project Based Learning: Preparing and Guiding the preparation of 2 X 50 interview reports	<p><b>Material:</b> interview procedure <b>Reference:</b> <i>Cash Jr. , William B. , Stewart, J. Charles 2011. Interviewing: Principles and Practices, New York Mc. Graw Hill</i></p>	2%
15	Review all materials	Correctness Concept Completeness of ideas Systematic Grammar	<p><b>Criteria:</b> Correctness Concept Completeness of ideas Systematic Grammar</p> <p><b>Form of Assessment :</b> Project Results Assessment / Product Assessment</p>	Project Based Learning: Preparing and Guiding analysis of 2 X 50 interview activities	Project Based Learning: Preparing and Guiding analysis of 2 X 50 interview activities	<p><b>Material:</b> interview procedure <b>Reference:</b> <i>Cash Jr. , William B. , Stewart, J. Charles 2011. Interviewing: Principles and Practices, New York Mc. Graw Hill</i></p>	20%

16	Understand the preparation of interview report books	Correctness Concept Completeness of ideas Systematic Grammar	<b>Criteria:</b> Correctness Concept Completeness of ideas Systematic Grammar  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	Project Based Learning 2 X 50	Project Based Learning	<b>Material:</b> interview procedure <b>Reference:</b> <i>Cash Jr. , William B. , Stewart, J. Charles 2011. Interviewing: Principles and Practices, New York Mc. Graw Hill</i>  <b>Material:</b> interview procedures <b>References:</b> <i>Tri Rahayu, lin&amp;Ardi Ardiani, Tri. 2004. Observations and Interviews. Malang: Bayumedia</i>	30%
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#### Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	16%
2.	Project Results Assessment / Product Assessment	51%
3.	Portfolio Assessment	2%
4.	Practical Assessment	2%
5.	Practice / Performance	9%
6.	Test	20%
		100%

#### Notes

- Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
- The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
- Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
- Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
- Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
- Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
- Forms of assessment:** test and non-test.
- Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
- Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.