



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

**Document Code**

**SEMESTER LEARNING PLAN**

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
TEACHING AND MICRO LEARNING SKILLS	8620202387		T=1	P=0	ECTS=1.59	5	July 17, 2024
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
	Dr. Endang Pudjiastuti Sartinah, M.Pd;		.....			Dr. H. Pamuji, M.Kes.	

<b>Learning model</b>	<b>Project Based Learning</b>																																																																
<b>Program Learning Outcomes (PLO)</b>	<b>PLO study program which is charged to the course</b>																																																																
	<b>PLO-5</b>	Skilled at working independently, working together in collaborative teams, being responsible for both individual and team tasks, as well as communicating ideas, opinions and arguments orally/in writing																																																															
	<b>PLO-8</b>	Applying special education science based on technology and local wisdom by prioritizing inclusive education																																																															
	<b>PLO-10</b>	Designs special education curriculum and service programs.																																																															
	<b>Program Objectives (PO)</b>																																																																
	<b>PO - 1</b>	Implementing an inclusive culture in carrying out duties as GDPK educators and entrepreneurs based on religion, morals and ethics																																																															
	<b>PLO-PO Matrix</b>																																																																
		<table border="1" style="width: 100%; text-align: center;"> <tr> <td>P.O</td> <td>PLO-5</td> <td>PLO-8</td> <td>PLO-10</td> </tr> <tr> <td>PO-1</td> <td></td> <td></td> <td></td> </tr> </table>				P.O	PLO-5	PLO-8	PLO-10	PO-1																																																							
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	PO-1																																																																
<b>PO Matrix at the end of each learning stage (Sub-PO)</b>																																																																	
	<table border="1" style="width: 100%; text-align: center;"> <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>	Understanding and Steps Regarding Observation and Micro-Learning, Questioning Skills, Reinforcement Skills, Variation Skills, Explaining Skills, Opening and Closing Skills, Small Group Discussion Guiding Skills, Class Management Skills, Small Group and Individual Teaching Skills																																																																
<b>References</b>	<b>Main :</b>																																																																
	<ol style="list-style-type: none"> <li>1. Abimanyu. 1984. Keterampilan Membuka dan Menutup Pelajaran . Jakarta</li> <li>2. Hasibuan, JJ Ibrahim. 1988. Proses Belajar Mengajar Keterampilan Dasar Mikro . Bandung: Remaja Karya</li> <li>3. Dimiyati, dkk. 1994. Belajar dan Pembelajaran . Jakarta: Dirjen Dikti.</li> <li>4. Wardani IGAK. 1985. Keterampilan Membimbing Kelompok Kecil . Jakarta: P2LPTK Ditjen Dikti</li> <li>5. Rafli Kosasi. 1985. Keterampilan Menjelaskan . Ditjen Dikti. Depdikbud</li> <li>6. Sugeng Pranoto dkk. 1980. Micro Teaching . Jakarta: Departemen Pendidikan dan Kebudayaan</li> <li>7. Sanjaya, Wina. 2009. Perencanaan dan Desain Sistem Pembelajaran. Jakarta: Kencana Prenada Media Grup</li> <li>8. Suparman, Atwi. 2001. Desain Instruksional . Jakarta: Pusat Antar Universitas untuk Peningkatan.</li> <li>9. Usman, User. 2001. Menjadi Guru dalam Proses belajar Mengajar . Bandung: Rosdakarya</li> <li>10. Wijaya, Cece. 1991. Kemampuan Guru dalam Proses Belajar mengajar . Bandung: Rosdakarya</li> </ol>																																																																
	<b>Supporters:</b>																																																																

Supporting lecturer		Dr. Endang Purbaningrum, M.Kes. Prof. Dr. Endang Pudjiastuti Sartinah, M.Pd. Dr. Hj. Siti Mahmudah, M.Kes. Dr. H. Pamuji, M.Kes. Ima Kurrotun Ainin, S.Pd., M.Pd. Muhammad Nurul Ashar, S.Pd., M.Ed.					
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	Understand and have understanding and insight into Teaching Skills and Micro Learning	Students are able to understand and have understanding and insight into Teaching Skills and Micro Learning	<b>Criteria:</b> 1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40  <b>Form of Assessment :</b> Participatory Activities	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<b>Material:</b> Material 1 <b>Reference:</b> Dimiyati, et al. 1994. <i>Learning and Learning.</i> Jakarta: Director General of Higher Education.	3%
2	Explain the nature of basic skills in leading small discussions	Students are able to explain the nature of basic skills in leading small discussions	<b>Criteria:</b> 1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40  <b>Form of Assessment :</b> Participatory Activities	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<b>Material:</b> Material 2 <b>Reference:</b> Abimanyu. 1984. <i>Skills for Opening and Closing Lessons.</i> Jakarta	2%
3	Explaining the nature of the basic skill of making variations and explaining it in learning. Explaining the nature of the basic skill of explaining and explaining it in learning	1. Students are able to explain the nature of basic skills in performing variations and explain them in learning. 2. Students are able to explain the nature of basic explaining skills and explain them in learning	<b>Criteria:</b> 1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40  <b>Form of Assessment :</b> Participatory Activities	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<b>Material:</b> Material 3 <b>Reference:</b> Abimanyu. 1984. <i>Skills for Opening and Closing Lessons.</i> Jakarta	2%
4	Explaining the essence of the basic skills of opening and closing and explaining in learning Explaining the nature of the basic skills of guiding small group discussions and explaining in learning	1. Students are able to explain the nature of basic opening and closing skills and explain in learning 2. Students are able to explain the nature of basic skills in guiding small group discussions and explaining learning	<b>Criteria:</b> 1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40  <b>Form of Assessment :</b> Participatory Activities, Portfolio Assessment	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<b>Material:</b> Material 4 <b>References:</b> Dimiyati, et al. 1994. <i>Learning and Learning.</i> Jakarta: Director General of Higher Education.	2%

5	Explaining the nature of basic skills for managing a class and explaining in learning Explaining the nature of basic skills for teaching small groups and individuals and explaining in learning	1.Students are able to explain the nature of basic classroom management skills and explain learning 2.Students are able to explain the nature of basic small group and individual teaching skills and explain learning	<b>Criteria:</b> 1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40  <b>Form of Assessment :</b> Participatory Activities, Portfolio Assessment	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<b>Material:</b> Material 5 <b>Reference:</b> <i>Abimanyu. 1984. Skills for Opening and Closing Lessons. Jakarta</i>	2%
6	Explaining the nature of basic skills for managing a class and explaining in learning Explaining the nature of basic skills for teaching small groups and individuals and explaining in learning	1.Students are able to explain the nature of basic classroom management skills and explain learning 2.Students are able to explain the nature of basic small group and individual teaching skills and explain learning	<b>Criteria:</b> 1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40  <b>Form of Assessment :</b> Participatory Activities, Portfolio Assessment	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<b>Material:</b> Material 6 <b>References:</b> <i>Hasibuan, JJ Ibrahim. 1988. Teaching and Learning Process of Micro Basic Skills. Bandung: Youth Works</i>	2%
7	Demonstrate basic questioning skills	Students are able to demonstrate basic questioning skills	<b>Criteria:</b> 1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40  <b>Form of Assessment :</b> Participatory Activities, Portfolio Assessment	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<b>Material:</b> Material 7 <b>References:</b> <i>Hasibuan, JJ Ibrahim. 1988. Teaching and Learning Process of Micro Basic Skills. Bandung: Youth Works</i>	2%
8	Midterm exam	Midterm exam	<b>Criteria:</b> 1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40  <b>Form of Assessment :</b> Test	- 2 X 50		<b>Material:</b> Materials 1-7 <b>References:</b> <i>Dimiyati, et al. 1994. Learning and Learning. Jakarta: Director General of Higher Education.</i>	10%

9	Demonstrating basic skills provides reinforcement	Students are able to demonstrate basic skills in providing reinforcement	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Project Results Assessment / Product Assessment</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  Material 9  <b>Reference:</b>  Rafli Kosasi. 1985. <i>Explaining Skills</i>. Directorate General of Higher Education. Department of Education and Culture</p>	5%
10	Understand the application of aspects in the learning process	Students understand the application of aspects in the learning process	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Project Results Assessment / Product Assessment</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  Material 10  <b>References:</b>  Dimiyati, et al. 1994. <i>Learning and Learning</i>. Jakarta: Director General of Higher Education.</p>	5%
11	Demonstrate basic opening and closing skills	Students are able to demonstrate basic opening and closing skills	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Project Results Assessment / Product Assessment</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  Material 11  <b>References:</b>  Sugeng Pranoto et al. 1980. <i>Micro Teaching</i>. Jakarta: Department of Education and Culture</p>	10%
12	Practicing Learning Process Design	Students are able to practice the Learning Process Design	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Project Results Assessment / Product Assessment</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  Material 12  <b>References:</b>  Sugeng Pranoto et al. 1980. <i>Micro Teaching</i>. Jakarta: Department of Education and Culture</p>	10%

13	Analyzing Learning Process Design	Students are able to analyze the Learning Process Design	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Project Results Assessment / Product Assessment</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  Material 13</p> <p><b>Bibliography:</b>  Sanjaya, Vienna. 2009. <i>Learning System Planning and Design</i>. Jakarta: Kencana Prenada Media Group</p>	10%
14	Developing a Learning Process Plan	Students are able to prepare a Learning Process Plan	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Project Results Assessment / Product Assessment</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  Material 14</p> <p><b>References:</b>  Sugeng Pranoto et al. 1980. <i>Micro Teaching</i>. Jakarta: Department of Education and Culture</p>	10%
15	Analyze the questions given with previously built knowledge	Students are able to analyze the questions given with previously built knowledge	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Project Results Assessment / Product Assessment</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  Material 15</p> <p><b>References:</b>  Suparman, Atwi. 2001. <i>Instructional Design</i>. Jakarta: Inter-University Center for Improvement.</p>	10%
16	Analyze the questions given with previously built knowledge	Students are able to analyze the questions given with previously built knowledge	<p><b>Criteria:</b></p> <p>1.85 &lt; A &lt; 100  2.80 &lt; A- &lt; 85  3.75 &lt; B &lt; 80  4.70 &lt; B &lt; 75  5.65 &lt; B- &lt; 70  6.60 &lt; C &lt; 65  7.55 &lt; C &lt; 60  8.40 &lt; D &lt; 55  9.0 &lt; E &lt; 40</p> <p><b>Form of Assessment :</b>  Test</p>	Lectures, Discussions, Sharing information (sharing), PBL (Problem Based Learning) 2 X 50		<p><b>Material:</b>  Material 1 to the end</p> <p><b>Reader:</b>  Wijaya, Cece. 1991. <i>Teacher Ability in the Teaching and Learning Process</i>. Bandung: Rosdakarya</p>	15%

#### Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	11%
2.	Project Results Assessment / Product Assessment	60%
3.	Portfolio Assessment	4%
4.	Test	25%
		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** 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.