



UNIVERSITY OF NORTH SUMATRA (USU)
FACULTY OF AGRICULTURE
Animal Husbandry Study Program

**Docume
Code**
(to follow)

SEMESTER LEARNING PLAN (RPS)

COURSE (MK)	CODE	MK family	WEIGHT (credits)	SEMESTER	Date of Preparation	
Farm Business Communication	PTN3226	Social	3	VI	February 5, 20	
AUTHORIZATION/ATTESTATION	RPS Developer Lecturer		Approved Head of Study Program		Knowing Chairman of LINKUP USU	
	Ir. R. Edhy Mirwandhono, M.Si., MP., IPM., ASEAN. Eng Galih Ari Wirawan Siregar, S.Pt., M.Si Ir. Armyn Hakim Daulay, MBA		Dr. Ir. Ma'ruf Tafsin, M.Si., IPM.		Prof. Dr. Dwi Suryanto M.Sc.	
Learning Outcomes	SLO-PRODI Charged to MK					
	CPL02	Able to apply the concept of leadership and teamwork, communicate, motivate oneself and innovate in completing work in the livestock sector				
	CPL06	Conduct supervision and evaluation of the completion of assigned work and be able to manage lifelong learning independently				
	CPL10	Able to plan, evaluate and manage livestock businesses with agribusiness principles				
	CPL13	Understanding the concept of identification, security with a multidisciplinary approach in the field of animal husbandry science				
	CPL14	Able to communicate effectively both verbally and in writing to the public while respecting cultural diversity, values and opinions nationally and globally				
	Course Learning Outcomes (CPMK)					CPMK Weight
	CPMK0211: Able to apply innovation in livestock business communication techniques					31.57%
	CPMK0628: Able to explain the functions and objectives of extension and communication, master the basics of communication skills as an extension worker, understand several models of extension and communication activities in society and understand livestock extension institutions					21.05%

	CPMK1009: Able to explain the functions and objectives of extension and communication, master the basics of communication skills as an extension worker, understand several models of extension and communication activities in society and understand livestock extension institutions	15.79%																																													
	CPMK1318: Able to explain the functions and objectives of extension and communication, master the basics of communication skills as an extension worker, understand several models of extension and communication activities in society and understand livestock extension institutions	21.05%																																													
	CPMK1414: Able to explain the functions and objectives of extension and communication, master the basics of communication skills as an extension worker, understand several models of extension and communication activities in society and understand livestock extension institutions	10.52																																													
End Capability of Each Learning Stage (Sub-CPMK)																																															
Sub-CPMK1	After taking this lecture, students will be able to explain the business communication																																														
Sub-CPMK2	After taking this lecture, students will be able to explain the communication success in organizations																																														
Sub-CPMK3	After taking this lecture, students will be able to explain the planning business messages																																														
Sub-CPMK4	After taking this lecture, students will be able to explain the organizing business messages																																														
Sub-CPMK5	After taking this course, students will be able to explain the revision of business messages																																														
Sub-CPMK6	After taking this lecture, students will be able to explain how to write a Direct Request																																														
Sub-CPMK7	After taking this course, students will be able to explain writing positive messages and organizational approaches																																														
Sub-CPMK8	After taking this course, students will be able to explain the classification of various forms of business reports in organization																																														
Sub-CPMK9	After taking this lecture, students will be able to explain the classification of various forms of short reports in organization																																														
Sub-CPMK10	After taking this lecture, students will be able to explain the classification of various forms of formal reports in organization																																														
Sub-CPMK11	After taking this course, students will be able to explain the resume writing process																																														
Sub-CPMK12	After taking this course, students will be able to explain the process of writing a good job application																																														
Sub-CPMK13	After taking this course, students will be able to explain job interviews																																														
Sub-CPMK14	After taking this course, students will be able to give examples of business presentations																																														
	<table border="1"> <thead> <tr> <th></th> <th>Sub-CP MK1</th> <th>Sub-CP MK2</th> <th>Sub-CP MK3</th> <th>Sub-CP MK4</th> <th>Sub-CP MK5</th> <th>Sub-CP MK6</th> <th>Sub-CP MK7</th> <th>Sub-CP MK8</th> <th>Sub-CP MK9</th> <th>Sub-CP MK10</th> <th>Sub-CP MK11</th> <th>Sub-CP MK12</th> <th>Sub-CP MK13</th> <th>Sub-CP MK14</th> </tr> </thead> <tbody> <tr> <td>CPMK0211</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>CPMK0628</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> </tbody> </table>		Sub-CP MK1	Sub-CP MK2	Sub-CP MK3	Sub-CP MK4	Sub-CP MK5	Sub-CP MK6	Sub-CP MK7	Sub-CP MK8	Sub-CP MK9	Sub-CP MK10	Sub-CP MK11	Sub-CP MK12	Sub-CP MK13	Sub-CP MK14	CPMK0211	√	√		√	√		√						√		CPMK0628		√				√				√			√		
	Sub-CP MK1	Sub-CP MK2	Sub-CP MK3	Sub-CP MK4	Sub-CP MK5	Sub-CP MK6	Sub-CP MK7	Sub-CP MK8	Sub-CP MK9	Sub-CP MK10	Sub-CP MK11	Sub-CP MK12	Sub-CP MK13	Sub-CP MK14																																	
CPMK0211	√	√		√	√		√						√																																		
CPMK0628		√				√				√			√																																		

	CPMK1009			√			√			√				
	CPMK1318				√			√				√		√
	CPMK1414					√			√					
Brief Course Description	After completing the Animal Product Processing Technology course, fifth semester students of the Animal Husbandry Study Program, Faculty of Agriculture, University of North Sumatra are expected to be able to explain and skillfully apply the correct processing techniques for various livestock commodities, so that after taking this course, students are expected to have skills in processing livestock products.													
Study Material: Learning Materials	BK05 Social Sciences and Economics of Animal Husbandry BK06 Literacy, communication, dissemination at national and global levels 1. Business communication 2. Communication success in organizations 3. Planning business messages 4. Organizing business messages 5. Revise business messages 6. Direct Request Writing 7. Positive message writing and organizational approach 8. Classification of various forms of business reports in organizations 9. Classification of various forms of short reports in organizations 10. Classification of various forms of formal reports in organizations 11. Resume writing process 12. The process of writing a good job application 13. Job interview 14. Business presentation													
Library	Main: 1. Susilo A, Rosyidi D, Jaya F, Aprilliyani MA. 2018. Dasar Teknologi Hasil Ternak. UB Press, Malang Soekarto ST. 2018. Teknologi Hasil Ternak. IPB Press, Bogor													
	Supporters: 1. Peni Patriani, Harapin Hafid, Edhy Mirwandhono, Tri Hesti Wahyuni. 2020. Teknologi Pengolahan Daging. Pangeran Press : Medan													

	<ol style="list-style-type: none"> 2. N.G.A Mulyantini. 2010. Ilmu Manajemen Ternak Unggas. Gajah Mada University Press 3. Ensminger, M.E. 1980. Poultry Science (Animal Agriculture Series). Edition 2nd. The Interstate Printers and Publishers Danville, Illionis. 4. Fadilah, R. 2004. Panduan Mengelola Peternakan Ayam Broiler Komersial. Agromedia Pustaka, Bogor. 5. Priyatno, M. A. 1999. Mendirikan Usaha Pematangan Ayam. PT. Penebar Swadaya. Jakarta 6. Rasyaf, M. 1992. Pengelolaan Usaha Ayam Kampung. Kanisius, Yogyakarta. 7. Rasyaf, M. 1995. Manajemen Peternakan Ayam Broiler. Cetakan ke 5. Penebar Swadaya, Jakarta. 8. Rasyaf, M. 2007. Pengelolaan Pedaging. Gramedia Pustaka Utama, Jakarta. 9. Suprijatna, E., dan R. Kartasudjana. 2006. Manajemen Ternak Unggas. Penebar Swadaya. Jakarata. 10. Suryana dan A. Hasbianto. 2008. Usaha Tani Ayam Buras di Indonesia, Permasalahan dan Tantangan. Jurnal Litbang Pertanian. 						
Lecturer							
Conditional Subjects	-						
	End ability of each learning stage (Sub-CPMK)	Assessment		Form of Learning; Learning Methods; Student Assignment; [Estimated Time]		Study Material (Learning Material)	Asses t We (%)
		Indicator	Criteria and Techniques	Asynchronous (5)	Synchronous (6)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Sub-CPMK1: After taking this course, students will be able to explain business communication	Accuracy in explaining the meaning of communication in supporting knowledge in the world of work, business and enterprise	Criteria: Essay and multiple choice assessment rubric Techniques: <i>Non-Test</i>	Independent Activities (KM) + Structured Assignments (PT) (1 week x 3 credits x 120 minutes) Learning Methods: <i>Self-Paced Learning</i> Activities: 1. Attendance 2. Download and read the Syllabus (RPS), Learning	Face to face (TM) (1 week x 2 credits x 50 minutes) Learning Methods: 1. Lecture 2. Discussion Activities: 1. Online/offline learning 2. Class discussion 3. Take notes on learning materials	Subject: 1. Lecture Contract 2. Definition of business communication	This CPMK assessed mid semester Examination (UT) (CPMK

				<p>Implementation Plan (SAP), Course Agreement, and Learning Materials</p> <p>Moda (Learning Management System): class.usu.ac.id</p>	<p>Media:</p> <ol style="list-style-type: none"> 1. Slides/ ppt 2. Zoom meeting / LCD 3. Text book 	
2	<p>Sub-CPMK 2:</p> <p>After taking this course, students will be able to explain successful communication in organizations</p>	<ol style="list-style-type: none"> 1. Accuracy in explaining the meaning of successful communication in an organization 2. Accuracy in explaining the purpose of successful communication in an organization 	<p>Criteria: Essay assessment rubric</p> <p>Techniques: <i>Test:</i> Quiz</p>	<p>Independent Activities (KM) + Structured Assignments (PT) (1 week x 3 credits x 120 minutes)</p> <p>Learning Methods: <i>Self-Paced Learning</i></p> <p>Activities:</p> <ol style="list-style-type: none"> 1. Recording attendance 2. Completing quiz <p>Quiz: Quiz to measure student understanding of meat characteristic.</p> <p>Moda (Learning Management System): class.usu.ac.id</p>	<p>Face to face (TM) (1 week x 2 credits x 50 minutes)</p> <p>Learning Methods:</p> <ol style="list-style-type: none"> 1. Lecture 2. Discussion <p>Activities:</p> <ol style="list-style-type: none"> 1. Online/offline learning 2. Class discussion 3. Take notes on learning materials <p>Media:</p> <ol style="list-style-type: none"> 1. Slides/ ppt 2. Zoom meeting / LCD 3. Text book 	<p>Subject matter:</p> <ol style="list-style-type: none"> 1. Understanding the success of communication in an organization 2. The purpose of successful communication in an organization
3	<p>Sub-CPMK 3:</p> <p>After taking this course, students will be able to</p>	<ol style="list-style-type: none"> 1. Accuracy in explaining the concept of business 	<p>Criteria: Paper assessment rubric</p>	<p>Independent Activities (KM) + Structured Assignments (PT) (1</p>	<p>Face to face (TM) (1 week x 2 credits x 50 minutes)</p>	<p>Subject matter:</p> <ol style="list-style-type: none"> 1. Understanding business

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	explain the planning of business messages	<p>message planning</p> <p>2.Accuracy in explaining the concept of business message categories</p> <p>3.Accuracy in explaining the importance of business message planning</p>	<p>Techniques: <i>Non-test:</i></p>	<p>week x 3 credits x 120 minutes)</p> <p>Learning Methods: <i>Self-Paced Learning</i></p> <p>Activities: 1. <i>Recording attendance</i> 2. <i>Completing assignment</i> 3. <i>Responding to the opening question</i></p> <p>Moda (Learning Management System): class.usu.ac.id</p>	<p>Learning Methods: 1. Lecture 2. Discussion</p> <p>Activities: 1. Online/offline learning 2. Class discussion 3. Take notes on learning materials</p> <p>Media: 1. Slides/ ppt 2. Zoom meeting / LCD 3. Text book</p>	<p>message planning</p> <p>2. Categories of business messages</p> <p>3. Importance of business message planning</p>	Examini (UT (CPMK
4	<p>Sub-CPMK4:</p> <p>After taking this course, students will be able to explain the organization of business messages</p>	<p>1.Accuracy in explaining the concept of organizing business messages</p> <p>2.Accuracy in explaining the parts of organizing business messages</p>	<p>Criteria: Paper assessment rubric</p> <p>Techniques: <i>Test:</i> <i>Problem Based Learning</i></p>	<p>Independent Activities (KM) + Structured Assignments (PT) (1 week x 3 credits x 120 minutes)</p> <p>Learning Methods: <i>Self-Paced Learning</i></p> <p>Activities: 1. <i>Recording attendance</i> 2. <i>Completing quiz messages.</i></p> <p>Problem based learning:</p>	<p>Face to face (TM) (1 week x 2 credits x 50 minutes)</p> <p>Learning Methods: 1. Lecture 2. Discussion</p> <p>Activities: 1. Online/offline learning 2. Class discussion 3. Take notes on learning materials</p> <p>Media: 1. Slides/ ppt 2. Zoom meeting / LCD</p>	<p>Subject matter: 1. Understanding business message organization 2. Parts of business message organization</p>	PBL: (CPMK CPMK

				<p>a. Divide the group evenly (lecturer divides)</p> <p>b. Make a paper on organization of business messages, maximum 15 pages from table of contents to bibliography TNR font size 12 spacing 1.5 sent in pdf form</p> <p>c. Presentation</p> <p>Moda (Learning Management System): class.usu.ac.id</p>	3. Text book	
5	<p>Sub-CPMK5:</p> <p>After taking this course, students will be able to explain the revision of business messages</p>	<p>1. Accuracy in explaining the meaning of revising business messages</p> <p>2. Accuracy in explaining the importance of revising business messages</p>	<p>Criteria: Paper assessment rubric</p> <p>Techniques: <i>Non-test:</i></p>	<p>Independent Activities (KM) + Structured Assignments (PT) (1 week x 3 credits x 120 minutes)</p> <p>Learning Methods: <i>Self-Paced Learning</i></p> <p>Activities:</p> <ol style="list-style-type: none"> Recording attendance Completing assignment 	<p>Face to face (TM) (1 week x 2 credits x 50 minutes)</p> <p>Learning Methods:</p> <ol style="list-style-type: none"> Lecture Discussion <p>Activities:</p> <ol style="list-style-type: none"> Online/offline learning Class discussion Take notes on learning materials <p>Media:</p>	<p>Subject matter:</p> <ol style="list-style-type: none"> Understanding business message revision The importance of business message revision

This CPMK is assessed mid semester Examination (UT) (CPMK) CPMK

				3. <i>Responding to the opening question</i> Moda (Learning Management System): class.usu.ac.id	1. Slides/ ppt 2. Zoom meeting / LCD 3. Text book	
6	Sub-CPMK6: After taking this course, students will be able to explain how to write a direct request	1.Accuracy in explaining the meaning of writing direct requests 2.Accuracy in explaining the criteria for writing direct requests	Criteria: Essay and multiple choice assessment rubric Techniques: <i>Test:</i> <i>Assignment</i>	Independent Activities (KM) + Structured Assignments (PT) (1 week x 3 credits x 120 minutes) Learning Methods: <i>Self-Paced Learning</i> Activities: 1. <i>Recording attendance</i> 2. <i>Completing quiz</i> Assignment: Resume a journal about give examples of business presentations Moda (Learning Management System): class.usu.ac.id	Face to face (TM) (1 week x 2 credits x 50 minutes) Learning Methods: 1. Lecture 2. Discussion Activities: 1. Online/offline learning 2. Class discussion 3. Take notes on learning materials Media: 1. Slides/ ppt 2. Zoom meeting / LCD 3. Text book	Subject matter: 1. Definition of writing direct requests 2. Criteria for writing direct requests
7	Sub-CPMK7: After taking this course, students will be able to explain writing positive	1.Accuracy in explaining the meaning of writing positive messages and	Criteria: Essay and multiple choice assessment rubric	Independent Activities (KM) + Structured Assignments (PT) (1 week x 3 credits x 120 minutes)	Face to face (TM) (1 week x 2 credits x 50 minutes) Learning Methods: 1. Lecture	Subject matter: 1. Definition of writing positive messages and

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	messages and organizational approaches	organizational approaches 2. Accuracy in explaining the purpose of writing positive messages and organizational approaches	Techniques: <i>Non-Test:</i>	Learning Methods: Self-Paced Learning Activities: 1. <i>Recording attendance</i> 2. <i>Completing assignment</i> 3. <i>Responding to the opening question</i> Moda (Learning Management System): class.usu.ac.id	2. Discussion Activities: 1. Online/offline learning 2. Class discussion 3. Take notes on learning materials Media: 1. Slides/ ppt 2. Zoom meeting / LCD 3. Text book	organizational approaches 2. Purpose of writing positive messages and organizational approaches	Examini (UT (CPMK (CPMK
8	MID SEMESTER EXAMINATION (UTS)						20
9	Sub-CPMK8: After taking this course, students will be able to explain the forms of community empowerment	1. Accuracy in explaining the meaning of the classification of various forms of business reports in the organization 2. Accuracy in classifying various forms of business reports in the organization 3. Accuracy in explaining the criteria for classifying	Criteria: Paper assessment rubric Techniques: <i>Test:</i> <i>Quiz</i>	Independent Activities (KM) + Structured Assignments (PT) (1 week x 3 credits x 120 minutes) Learning Methods: <i>Self-Paced Learning</i> Activities: 1. <i>Recording attendance</i> 2. <i>Completing assignment</i> 3. <i>Responding to the opening question</i> Quiz:	TM (1 week x 2 credits x 50 minutes) Learning Methods: 1. Lecture 2. Discussion Activities: 1. Online/offline learning 2. Class discussion 3. Take notes on learning materials Media: 1. Slides/ ppt 2. Zoom meeting / LCD	Subject matter: 1. Definition of classification of various forms of business reports in organizations 2. Classification of various forms of business reports in organizations 3. Criteria for classification of various forms of business reports in organizations	Quiz: (CPMK

		various forms of business reports in the organization		Quiz to measure student understanding about the forms of community empowerment Moda (Learning Management System): class.usu.ac.id	3. Text book		
10	Sub-CPMK9: After taking this lecture, students will be able to explain the classification of various forms of short reports in organizations	1.Accuracy in explaining the meaning of the classification of various forms of short reports in the organization 2.Accuracy in classifying various forms of short reports in the organization 3.Accuracy in explaining the criteria for classifying various forms of short reports in the organization	Criteria: Use essay and multiple choice assessment rubrics Techniques: <i>Non-Test</i>	KM+PT (1 weeks x 3 credits x 120 minutes) Learning Methods: <i>Self-Paced Learning</i> Activities: 1. <i>Recording attendance</i> 2. <i>Completing assignment</i> Moda (Learning Management System): class.usu.ac.id	TM (1 week x 2 credits x 50 minutes) Learning Methods: 1. Lecture 2. Discussion Activities: 1. Online/offline learning 2. Class discussion 3. Take notes on learning materials Media: 1. Slides/ ppt 2. Zoom meeting / LCD 3. Text book	Subject matter: 1. Definition of classification of various forms of short reports in organizations 2. Classification of various forms of short reports in organizations 3. Criteria for classification of various forms of short reports in organizations	This CPMK assessed final semester Examination (UAS) (CPMK)
11	Sub-CPMK10: After taking this lecture, students will be able to explain the meaning of the classification of	1.Accuracy in explaining the meaning of the classification of various forms of formal reports	Criteria: Essay assessment rubric Techniques: <i>Test:</i> Assignment	KM+PT (1 weeks x 3 credits x 120 minutes) Learning Methods: <i>Self-Paced Learning</i> Activities:	TM (1 week x 2 credits x 50 minutes) Learning Methods: 1. Lecture 2. Discussion	Subject matter: 1. Definition of classification of various forms of formal reports in organizations	Assignment 2.5 (CPMK)

	various forms of formal reports in an organization	<ul style="list-style-type: none"> in the organization 2.Accuracy in classifying various forms of formal reports in the organization 3.Accuracy in explaining the criteria for classifying various forms of formal reports in the organization 		<ul style="list-style-type: none"> 1. <i>Recording attendance</i> 2. <i>Completing assignment</i> <p>Assignment: Resume a journal about the meaning of the classification of various forms of formal reports in an organization.</p> <p>Moda (Learning Management System): class.usu.ac.id</p>	<p>Activities:</p> <ul style="list-style-type: none"> 1. Online/offline learning 2. Class discussion 3. Take notes on learning materials <p>Media:</p> <ul style="list-style-type: none"> 1. Slides/ ppt 2. Zoom meeting / LCD 3. Text book 	<ul style="list-style-type: none"> 2. Classification of various forms of formal reports in organizations 3. Criteria for classification of various forms of formal reports in organizations 	
12	<p>Sub-CPMK11:</p> <p>After taking this course, students will be able to explain the resume writing process.</p>	<ul style="list-style-type: none"> 1.Accuracy in explaining the concept of resume writing process 2.Accuracy in explaining the purpose of resume writing 3.Accuracy in choosing resume format 	<p>Criteria: Essay assessment rubric</p> <p>Techniques: Non-Test:</p>	<p>KM+PT (1 weeks x 3 credits x 120 minutes)</p> <p>Learning Methods: <i>Self-Paced Learning</i></p> <p>Activities:</p> <ul style="list-style-type: none"> 1. <i>Recording attendance</i> 2. <i>Completing assignment</i> <p>Moda (Learning Management System): class.usu.ac.id</p>	<p>TM (1 week x 2 credits x 50 minutes)</p> <p>Learning Methods:</p> <ul style="list-style-type: none"> 1. Lecture 2. Discussion <p>Activities:</p> <ul style="list-style-type: none"> 1. Online/offline learning 2. Class discussion 3. Take notes on learning materials <p>Media:</p> <ul style="list-style-type: none"> 1. Slides/ ppt 2. Zoom meeting / LCD 3. Text book 	<p>Subject matter:</p> <ul style="list-style-type: none"> 1. Resume writing process 2. Resume writing purpose 3. Resume format selection 	<p>This CPMK is assessed final semester Examination (UAS) (CPMK</p>

13	<p>Sub-CPMK12:</p> <p>After taking this course, students will be able to explain the process of writing a good job application</p>	<p>Accuracy in explaining the process of writing a good job application</p>	<p>Criteria: Essay and multiple choice assessment rubric</p> <p>Techniques: <i>Non-Test</i></p>	<p>KM+PT (1 weeks x 3 credits x 120 minutes)</p> <p>Learning Methods: Self-Paced Learning</p> <p>Activities: 1. <i>Recording attendance</i> 2. <i>Completing assignment</i></p> <p>Moda (Learning Management System): class.usu.ac.id</p>	<p>TM (1 week x 2 credits x 50 minutes)</p> <p>Learning Methods: 1. Lecture 2. Discussion</p> <p>Activities: 1. Online/offline learning 2. Class discussion 3. Take notes on learning materials</p> <p>Media: 1. Slides/ ppt 2. Zoom meeting / LCD 3. Text book</p>	<p>Subject matter: 1. The process of writing a good job application</p>	<p>This CPMK ... Assessed ... final ser ... Examini ... (UA ... (CPMK ...</p>
14	<p>Sub-CPMK13:</p> <p>After taking this course, students will be able to understand how to conduct a good and correct job interview</p>	<p>1. Accuracy in explaining etiquette in dressing 2. Accuracy in explaining etiquette in facing the interviewer 3. Accuracy in explaining good speaking etiquette</p>	<p>Criteria: Essay assessment rubric</p> <p>Techniques: <i>Test:</i> <i>Quiz</i></p>	<p>KM+PT (1 weeks x 3 credits x 120 minutes)</p> <p>Learning Methods: Self-Paced Learning</p> <p>Activities: 1. <i>Recording attendance</i> 2. <i>Completing assignment</i></p> <p>Quiz: Quiz to measure student understanding about how to</p>	<p>TM (1 week x 2 credits x 50 minutes)</p> <p>Learning Methods: 1. Lecture 2. Discussion</p> <p>Activities: 1. Online/offline learning 2. Class discussion 3. Take notes on learning materials</p> <p>Media: 1. Slides/ ppt 2. Zoom meeting / LCD</p>	<p>Subject matter: 1. Manners in dressing 2. Manners in facing the interviewer 3. Good manners in speaking</p>	<p>Quiz: ... (CPMK ... CPMK ...</p>

				conduct a good and correct job interview	3. Text book		
15	Sub-CPMK14: After taking this course, students will be able to give examples of business presentations.	1.Accuracy in presenting efforts and businesses 2.Able to provide assessments of efforts and businesses	Criteria: Essay assessment rubric Techniques: <i>Test:</i> Problem Based Learning	Moda (Learning Management System): class.usu.ac.id KM+PT (1 weeks x 3 credits x 120 minutes) Learning Methods: <i>Self-Paced Learning</i> Activities: 1. <i>Recording attendance</i> 2. <i>Completing assignment</i> Case Method: 1. <u>Divide the group evenly (lecturer divides)</u> 2. <u>Make a paper on sex determination in various livestock commodities, maximum 15 pages from table of contents to bibliography TNR font size 12 spacing 1.5 sent in pdf form</u>	TM (1 week x 2 credits x 50 minutes) Learning Methods: 1. Lecture 2. Discussion Activities: 1. Online/offline learning 2. Class discussion 3. Take notes on learning materials Media: 1. Slides/ ppt 2. Zoom meeting / LCD 3. Text book	Subject matter: 1. Business and enterprise presentation 2. Business and enterprise assessment discussion	CM: 2 (CPMK

				3. Presentation Moda (Learning Management System): class.usu.ac.id			
16	FINAL SEMESTER EXAMINATION (UAS)						20

Assessment Design:

CPMK Code and Percentage	Sub-CPMK Code	Form of Evaluation	Percentage (%)	Total	Evaluation Implementation
CPMK 0211	Sub-CPMK1	UTS	3.33	27.07	Week 8
	Sub-CPMK2	Quiz	1.25		Week 2
	Sub-CPMK4	PBL	15		Week 4
	Sub-CPMK5	UTS	3.33		Week 8
	Sub-CPMK7	UTS	3.33		Week 8
	Sub-CPMK13	Quiz	0.83		Week 14
CPMK0628	Sub-CPMK2	Quiz	1.25	7.08	Week 2
	Sub-CPMK6	Task	2.5		Week 6
	Sub-CPMK10	Task	2.5		Week 11
	Sub-CPMK13	Quiz	0.83		Week 14
CPMK1009	Sub-CPMK3	UTS	3.33	26.66	Week 8
	Sub-CPMK7	UTS	3.33		Week 8

	Sub-CPMK11	CM	20		Week 12
CPMK1318	Sub-CPMK4	PBL	15	29.17	Week 4
	Sub-CPMK8	Quiz	0.83		Week 9
	Sub-CPMK12	UAS	6.67		Week 13
	Sub-CPMK14	UAS	6.67		Week 15
CPMK1414	Sub-CPMK5	UTS	3.33	10	Week 8
	Sub-CPMK9	UAS	6.67		Week 10
TOTAL			100	100	

Assessment Plan:

Form of Evaluation	Sub-CPMK	Assessment Instrument [Frequency]		Bill (proof)	Assessment Weight (%)
		Formative	Summative		
Quiz/question and answer	Sub-CPMK2, Sub-CPMK8 and Sub-CPMK13	Assessment rubric [3 times]	-	Quiz answers uploaded to class.usu.ac.id	5
Tasks	Sub-CPMK6 and Sub-CPMK8	Assessment rubric [2 times]	-	Assignments uploaded to class.usu.ac.id	5
Problem-based Learning	Sub-CPMK4 and Sub-CPMK11	-	Assessment rubric [2 times]	Logbook / worksheets / slides uploaded to class.usu.ac.id	50

Written exam 1 Mid Semester Examination (UTS)	Sub-CPMK1, Sub-CPMK3, Sub-CPMK5 and Sub-CPMK7	-	Assessment rubric [1 time]	Written exam result sheet	20
Written exam 2 Final Semester Examination (UAS)	Sub-CPMK9, Sub-CPMK12 and Sub-CPMK14	-	Assessment rubric [1 time]	Written exam result sheet	20
Total					100%

Explanation:

- a) Quiz 5%
During the semester there will be 2 quizzes held in class. Quizzes will be conducted through e-learning and are scheduled in advance. The material tested is announced by the lecturer and written in the RPS.
- b) Assignment 5%
During the semester there will be 2 structured assignments. The assignments given are an effort to add insight by making a resume related to the material written in the RPS.
- c) Problem Based Learning and Case Method 50%
During the semester there will be problem based learning and case methods, each student will make a paper and report on each problem based learning and case method in groups. Case method in this course is conducted 5 times. The papers that have been made will be presented by students. Students will be assessed according to their participation in the presentation and accuracy in the presentation, as well as their participation in the question-and-answer session when other groups present.
- d) UTS (mid-test) 20%
The midterm exam covers all the material that has been covered since the beginning of the semester until the 7th meeting both reading and lectures. This exam is conducted in class with multiple choice, short form, and essay questions.
- e) UAS (final-test) 20%
The end-of-semester exam covers all the material that has been covered from the 9th to the 15th meeting, both readings and lectures. This exam is conducted in class with multiple choice, short form, and essay questions.

ASSESSMENT RUBRIC

Quiz Scoring Rubric:

Quiz consists of 5 essay questions done on a sheet of paper (done 2 times during 1 semester)

Value per item	Criteria
16-20	Can answer the question correctly, the steps of working on the problem are correct, and completely correct.
11-15	The steps of working on the problem are correct, there are few mistakes
6-10	Most of the steps are correct, there are many errors
0-5	The steps of working on the problem are not correct, unable to solve the problem

*Maximum score = 100 (5 questions x 20 points)

Teaching Journal/Proposal/Report/Paper Assessment Rubric:

Assessment Criteria	4 Very good	3 Good	2 Simply	1 Less
Understanding of Learning Topics with Resumed Journals	Understand the topic exactly once (25)	Understand the topic (20)	Does not fully and appropriately understand the topic (15)	Not understanding the topic (10)
Contents	Drafts show understanding participants integrate information that has been learned and/or assigned to read during lectures properly and appropriately. (25)	Drafts demonstrate an understanding of the material covered and integrate some of the information that has been learned and/or assigned to read during lectures. (20)	Drafts show an understanding of the material covered and only integrate a small portion of the information that has been learned and/or assigned to read during the lecture. (15)	Drafts show a lack of understanding of the material discussed so that it is not clear and does not integrate the material. information that has been learned and/or assigned to read during lectures. (10)
Clarity of Writing	All writing ideas are well and clearly conveyed. (25)	Most of the ideas are well-written and clear. (20)	Some of the ideas are well-written and clear. (15)	The idea of the writing is not conveyed well and clearly. (10)

Language Clarity	Uses foreign/Indonesian language well and correctly with few grammatical and word choice errors that do not interfere with understanding. (25)	Uses foreign/Indonesian language well and correctly with few grammatical and word choice errors that interfere with understanding. (20)	Uses foreign/Indonesian language fairly well and correctly with some grammatical and word choice errors. (15)	Does not use foreign/Indonesian language properly and correctly as the writing contains many grammatical and word choice errors. (10)
Total	81-100 (Excellent)	61-80 (Good enough)	41-60 (Enough)	0-40 (Less)

Group Presentation Task Assessment Rubric:

CATEGORIES	4 Very good	3 Good	2 Simply	1 Less
Group Preparation	<p>The group is fully prepared and has optimized presentation exercises.</p> <p>Mutual complementarity between group members with clear tasks for each group member. (25)</p>	<p>The group seemed reasonably prepared but may need more practice presenting.</p> <p>The responsibilities of each group member need to be identified. (20)</p>	<p>The group made an effort to prepare but did not do any presentation preparation exercises.</p> <p>Tasks and responsibilities are assigned and accepted without careful consideration. (15)</p>	<p>The group seemed to have done no preparation at all for the presentation.</p> <p>Tasks and responsibilities are assigned and accepted randomly. (10)</p>
Presentation Organization	<p>The group presented the content clearly, logically, and systematically, through a cohesive introduction, main points, and conclusion.</p>	<p>The group presented the content logically and systematically, with an introduction, main idea and conclusion.</p>	<p>The group presented the content fairly logically and systematically, but it did not contain an introduction, main idea, or conclusion.</p>	<p>The group presented the content randomly without any introduction, main idea, or conclusion.</p>

	The group used visual aids that effectively supported and reinforced the presentation. (25)	The group used visual aids that showed a link to the content of the presentation. (20)	The group occasionally used visual aids that did not support the content of the presentation. (15)	Groups using unsupportive visual aids or no visual aids at all. (10)
Task Achievement	Each group member is able to demonstrate solid knowledge through their own exposure and elaboration, and deliver the part of the presentation that is assigned to them within the time allotted. (25)	Each group member demonstrates good knowledge through their own exposure and elaboration but in less time than the time allocated to them. (20)	Each group member demonstrated sufficient knowledge but failed to elaborate, and presented his or her part in only half the time allotted to him or her. (15)	Each group member has no knowledge of the content and presents his/her section in less than half the time allocated to him/her. (10)
Mastery of Presentation Content	Each group member demonstrates full understanding of the presentation topic. The main points presented are supported by evidence and critically evaluated. (25)	Each group member demonstrated a good understanding of the presentation topic. Most of the main points are illustrated with relevant evidence. (20)	Each group member demonstrated a good understanding of some aspect of the topic. Some illustrations are given, but not critically evaluated. (15)	Each group member did not seem to understand the presentation topic very well. Some evidence was mentioned, but not integrated in the presentation or evaluated. (10)
Answers to Questions	The group was able to correctly answer almost all the questions asked by the audience about their presentation topic. (25)	The group was able to correctly answer most of the questions asked by the audience about the tropes of their presentation. (20)	The group was able to correctly answer some of the questions the audience asked about their presentation topic. (15)	The group was unable to answer the questions posed by the audience on the topic of their presentation appropriately. (10)
Communication Quality	Group interaction with the audience shows interest and respect for the opinions of	Group interaction with an audience shows interest and respect for the opinions of	Some parts of the interaction in the discussion show interest	Interaction in the discussion shows disrespect for other people's opinions. Responses

	others. Responses support effective communication. (25)	others. Responses generally support effective communication. (20)	and respect for others' opinions. (15)	do not support effective communication. (10)
Total	81-100 (Excellent)	61-80 (Good enough)	41-60 (Enough)	0-40 (Less)

Source: Halimi, Sicily. "Assessment Rubric: Learning Plan Book MK Introduction to Teaching Methods", 2021
Maximum score: 25 x 6 components = 150 points: 1.5 = 100

Essay Writing Exam Scoring Rubric:

Assessment Criteria	4 Very good	3 Good	2 Simply	1 Less
Understanding of the Question	Understand the question exactly once (25)	Understand the question (20)	Does not understand the question fully and correctly (15)	Did not understand the question (10)
Contents	Answers show understanding participants integrate information that has been learned and/or assigned to read during lectures properly and appropriately. (25)	Answers demonstrate an understanding of the material in question and integrate some of the information learned and/or assigned to read during the lecture. (20)	Answers show a lack of understanding of the material in question and only integrate a small portion of the information that has been studied and/or assigned to read during the lecture. (15)	The answer shows a lack of understanding of the material in question, so it is not clear and does not integrate the material. information that has been learned and/or assigned to read during lectures. (10)
Clarity of Writing	All writing ideas are well and clearly conveyed. (25)	Most of the ideas are well-written and clear. (20)	Some of the ideas are well-written and clear. (15)	The idea of the writing is not conveyed well and clearly. (10)
Language Clarity	Uses foreign/Indonesian language well and correctly few grammatical and word choice	Uses foreign/Indonesian language well and correctly with few grammatical and word	Uses foreign/Indonesian language fairly well and correctly with some	Does not use foreign/Indonesian language properly and correctly as the writing contains many

	errors that do not interfere with understanding. (25)	choice errors that interfere with understanding. (20)	grammatical and word choice errors. (15)	grammatical and word choice errors. (10)
Total	81-100 (Excellent)	61-80 (Good enough)	41-60 (Enough)	0-40 (Less)

Multiple Choice Exam Scoring Rubric:

Value per item	Criteria
100/many questions	Can answer the question correctly
0	Answers are less precise / not in accordance with the answer key that has been provided

