

 UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAKARTA	POB number	UPNVJ/POB/FH-TU/021
	Manufacture Date	5 March 2018
	Revision date	-
	Effective Date	6 March 2018
FACULTY OF LAW	Endorsed by	Dean
		DWI DESI YAYI TARINA, SH, MH.
THAT PART	Title SOP	TEAMTEACHING

LEGAL BASIS : 1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System 2. Law of the Republic of Indonesia Number 12 of 2003 concerning Higher Education 3. P rule Republic of Indonesia Government No. 4 of 2014 concerning the implementation of higher education and the management of higher education institutions. 4. Regulation of the Minister of Research, Technology and Higher Education number 44 of 2015 concerning National Higher Education Standards.	EXECUTOR QUALIFICATIONS: 1. Understand guidelines and instructions on Team Teaching procedures within the Faculty of Law UPN "Veteran" Jakarta 2. Understand DUTIES AND RESPONSIBILITIES 3. Understand Team Teaching procedure
LINKAGES :	EQUIPMENT GEAR : 1. LCD 2. Laptops 3. Exam Room 4. Whiteboard 5. Tables and chairs
WARNING: Administration teaching and learning activities in accordance with academic policies, academic standards and academic regulations.	RECORDING AND DATA COLLECTION: List BMN acceptance.

Activity Which is conducted

NO	ACTIVITY	EXECUTOR		TIME	OUTPUT
		1	2		
1	SIAKAD				teacherCourses at SIAKAD
2	Arrange RPS MK taught according to the teaching load	TeamLecturer		1 week	RPS
3	Compile Handouts	TeamLecturer		1 week	Handouts
4	Docoordination of the distribution of material to be taught, methods and techniques of implementing learning.	TeamLecturer		1 day	Minutes
5	Carry out lectures according to the schedule of teaching assignments from the beginning to the middle of the semester.	TeamLecturer		7 Weeks	RecapTeach
6	Evaluateimplementation of lectures from the beginning to the middle of the semester	TeamLecturer		1 day	Minutes
7	Compile Mid Semester Examination (UTS) questions	TeamLecturer		3 days	UTS questions
8	Carrying out UTS	TeamLecturer	Student	1 day	Minutes of Implementation of UTS
9	Correctingand Evaluating UTS results	TeamLecturer		1 week	ListMid Semester Grades
10	Carry out lectures according to the schedule of teaching assignments mid to the end of the semester	TeamLecturer		7 Weeks	RecapTeach
11	Evaluateimplementation of lectures mid to the end of the semester	TeamLecturer		1 day	Minutes
12	Compile Final Semester Examination questions	TeamLecturer		1 day	About UAS
13	Carry out FINAL TEST	TeamLecturer	Student	3 days	UAS Implementation Minutes
14	EvaluateUAS results	TeamLecturer		1 day	ListEnd of Semester Grades
15	Ensure that each member of the Lecturer Team can upload grades to the system	Faculty	Academic and Student Affairs	2 weeks	ListFinal Score at SIAKAD
16	Uploading the final grade of the course taught by the Lecturer Team	TeamLecturer		1 week	ListFinal score

Workflow



