

**Surabaya State University Faculty of
Social Sciences and Law
Undergraduate of Public Administration Sciences**

Document Code

SEMESTER LEARNING PLAN

COURSE		Code	Cluster	Credits	Semester	Compilation Date
Communication		4061112026		2	3	2023
AUTHORIZATION		Lesson Plan Developer		Coordinator		Head of Study Program
		1. Trenda Aktiva Oktariyanda, S.AP., M.AP. 2. Galih Wahyu Pradana, S.AP., M.Si.		Trenda Aktiva Oktariyanda, S.AP., M.AP.		Eva Hany Fanida, S.AP., M.AP.
Program Learning Outcome (PLO)	PLO)					
	PLO 2	Able to master the theoretical concepts of public sector management to realize the values of good governance				
	PLO 6	Able to utilize information technology in managing the organization				
	PLO 8	Able to organize activities in implementing public policies and improving public service performance				
	PLO 11	Cooperate and have concern for society and environment				
	Course Learning Outcome (CLO)					
	CLO 2	Able to master the theoretical concepts of communication to realize the values of good governance				
	CLO 6	Able to utilize information technology in organizational communication				
	CLO 8	Able to communicate activities in implementing public policies and improving public service performance				
	CLO 11	Cooperate and communicate with the community and environment				
Course Description	This course provides a basic understanding of the meaning of communication, the function of communication, the components of the communication process, communication models, communication traditions, and the types of communication related to the reception and delivery of communication messages from interpersonal interpersonal communication to cyber media communication.					

Learning Materials/ Topics		1. Definition, important values, functions, skills, components, processes, ethics, and communication barriers 2. Listening skills 3. Expressions in communication 4. Communication guidelines 5. Forms of communication 6. Intrapersonal communication 7. Interpersonal communication 8. Group communication, organization, mass				
References		Primary	1. Mulyana, Deddy. 2015. Ilmu Komunikasi Suatu Pengantar. Bandung: Rosda. 2. Nurhadi, Zikri Fachrul. 2017. Teori Komunikasi Kontemporer. Depok: Prenada Media. 3. Oktarina, Yetty dan Abdullah, Yudi. 2017. Komunikasi Dalam Perspektif Teori dan Praktik. Yogyakarta: Deepublish. 4. Nuryanto, Hery. 2012. Sejarah Perkembangan Teknologi dan Komunikasi. Jakarta: PT. Balai Pustaka (Persero).			
		Supplementary	5. Romli, Khomsarial. 2017. Komunikasi Massa. Jakarta: Gramedia Widiasarana Indonesia. 6. Saleh, Akh. Muwafik. 2016. Komunikasi Dalam Kepemimpinan Organisasi. Malang: Universitas Brawijaya Press. 7. Liliweri, Alo. 2017. Komunikasi Antar-Personal. Jakarta: Prenada Media. 8. Ginting, Desmon. 2017. Komunikasi Cerdas: Panduan Komunikasi di Dunia Kerja. Jakarta: Elex Media Komputindo.			
Lecturer(s)		1. Trena Aktiva Oktariyanda, S.AP., M.AP. 2. Galih Wahyu Pradana, S.AP., M.Si.				
Prerequisite		Organization Theory				
Week	Learning Objectives	Assessment		Learning Activities and Time Allocation	Learning Sources	Scoring
		Indicators	Criteria/Form/Type	Offline		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Understand the definition of communication from several scholars communication.	Explain the definition of communication from several scholars communication.	Criteria: Holistic Rubric Form: Non-Test	- Learning Form: Face-to-face Lecture - Method Learning: <i>Discovery Learning</i> through Group Discussion	Reference: [2] [3] [7]	

2	Understand the important value and functions of communication.	Explain the important values and functions of communication.	Criteria: Holistic Rubric Form: Non-Test	- Learning Form: Face-to-face Lecture - Method Learning: <i>Discovery Learning</i> through Group Discussion	Reference: [2]	
3	Understand the important value and functions of communication.	Explain the important values and functions of communication.	Criteria: Holistic Rubric Form: Non-Test	- Learning Form: Face-to-face Lecture - Method Learning: <i>Discovery Learning</i> through Group Discussion	Reference: [2]	
4	Understand communication skills and listening skills.	Explain communication skills and listening skills.	Criteria: Holistic Rubric Form: Non-Test	- Learning Form: Face-to-face Lecture - Method Learning: <i>Discovery Learning</i> through Group Discussion	Reference: [8]	
5	Understand communication skills and listening skills.	Explain communication skills and listening skills.	Criteria: Holistic Rubric Form: Non-Test	- Learning Form: Face-to-face Lecture - Method Learning: <i>Discovery Learning</i> through Group Discussion	Reference: [8]	
6	Understand the components and processes of communication.	Explain the components and processes of communication.	Criteria: Holistic Rubric Form: Non-Test	- Learning Form: Face-to-face Lecture - Method Learning: <i>Discovery Learning</i> through Group Discussion	Reference: [3] [6]	

7	Understand the components and processes of communication.	Explain the components and processes of communication.	Criteria: Holistic Rubric Form: Non-Test	- Learning Form: Face-to-face Lecture - Method Learning: <i>Discovery Learning</i> through Group Discussion	Reference: [3] [6]	
8	Mid-Semester Evaluation / Mid-Semester Exam					
9	Understand communication etiquette and barriers.	Explain communication etiquette and barriers.	Criteria: Holistic Rubric Form: Non-Test	- Learning Form: Face-to-face Lecture - Method Learning: <i>Discovery Learning</i> through Group Discussion	Reference: [3]	
10	Understand communication etiquette and barriers.	Explain communication etiquette and barriers.	Criteria: Holistic Rubric Form: Non-Test	- Learning Form: Face-to-face Lecture - Method Learning: <i>Discovery Learning</i> through Group Discussion	Reference: [3]	
11	Understand guidelines and expressions in communication.	Explain guidelines and expressions in communication.	Criteria: Holistic Rubric Form: Non-Test	- Learning Form: Face-to-face Lecture - Method Learning: <i>Discovery Learning</i> through Group Discussion	Reference: [4]	
12	Understand guidelines and expressions in communication.	Explain guidelines and expressions in communication.	Criteria: Holistic Rubric Form: Non-Test	- Learning Form: Face-to-face Lecture - Method Learning: <i>Discovery Learning</i> through Group Discussion	Reference: [4]	

13	Understand forms of communication, intrapersonal communication, and interpersonal communication	Explaining forms of communication, intrapersonal communication, and interpersonal communication	Criteria: Holistic Rubric Form: Non-Test	- Learning Form: Face-to-face Lecture - Method Learning: <i>Discovery Learning</i> through Group Discussion	Reference: [7]	
14	Understand forms of communication, intrapersonal communication, and interpersonal communication	Explaining forms of communication, intrapersonal communication, and interpersonal communication	Criteria: Holistic Rubric Form: Non-Test	- Learning Form: Face-to-face Lecture - Method Learning: <i>Discovery Learning</i> through Group Discussion	Reference: [7]	
15	Understand group communication, organizational communication, and mass communication	Explain group communication, organizational communication, and mass communication	Criteria: Holistic Rubric Form: Non-Test	- Learning Form: Face-to-face Lecture - Method Learning: <i>Discovery Learning</i> through Group Discussion	Reference: [3] [5]	
16	End of Semester Evaluation / End of Semester Exam					