

SATUAN ACARA PERKULIAHAN (SAP)

Satuan Acara Perkuliahan (SAP) adalah pembagian materi suatu matakuliah ke dalam satuan pertemuan kuliah. SAP berisi rincian materi kuliah setiap pertemuan kuliah disertai dengan tujuan belajarnya serta buku-buku acuan untuk belajar. Yang dimaksud tujuan belajar ialah apa yang minimal dikuasai mahasiswa setelah mendapat materi perkuliahan.

Setiap mata kuliah memiliki Satuan Acara Pengajaran (SAP) yang merupakan penjabaran secara rinci rencana perkuliahan. SAP tersebut harus memuat unsur-unsur sebagai berikut :

- Kode, nomor, dan nama mata kuliah
- Kedudukan mata kuliah (Mata Kuliah Umum (MKU), Mata Kuliah Dasar Keahlian (MKDK) dan Mata Kuliah Keahlian (MKK))
- Semester dan tahun mata kuliah tersebut diajarkan
- Bobot kredit
- Tujuan mata kuliah
- Mata Kuliah prasyarat (bilamana perlu)
- Nama pengajar
- Waktu dan tempat kuliah
- Rincian acara perkuliahan dan bahan bacaan wajib dan anjuran
- Cara mengevaluasi proses belajar-mengajar.



LECTURER GUIDANCE and DETAIL DESCRIPTION (SATUAN ACARA PERKULIAHAN)

Subject :
Code Number :
Program :
Credit Semester :
Revision Status :

Media
a. LCD Projector
b. White Board
c. Text Book
d. Handout
e. Note book

Studying and Learning Process

- a. The lecturers : Explain, give examples, discuss, give assignments / homework
- b. The students : Listen, study, active in discussion and do the assignments / homework, presentation

Evaluation
a. Mid-Term Test (UTS) = 35%
b. Final Test (UAS) = 40%
c. Class Discussion / Participation, Assignments/Quiz/Pretest = 25%

Learning and Teaching Guidance for General Objective

- 1 Brainstorming
- 2 Evaluation

Main Reference : [Main Text Book]

Types of delivery the Specific Objectives

- 1 Introduction
- 2 Concept
- 3 Discussion
- 4 Conclusion

Additional : [References]

5 Role Play

Session	General Objective (GO)	No	Specific Objective (SO)	Directions			
				Focus of delivery	Exercise	Level of Difficulty	Lecture's Remarks
(Mata Kuliah)							
I							

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Session	General Objective (GO)	No	Specific Objective (SO)	Directions				
				Focus of delivery	Exercise	Level of Difficulty	Lecture's Remarks	
II								

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Session	General Objective (GO)	No	Specific Objective (SO)	Directions				
				Focus of delivery	Exercise	Level of Difficulty	Lecture's Remarks	
III								

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Session	General Objective (GO)	No	Specific Objective (SO)	Directions				
				Focus of delivery	Exercise	Level of Difficulty	Lecture's Remarks	
IV								

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Session	General Objective (GO)	No	Specific Objective (SO)	Directions				
				Focus of delivery	Exercise	Level of Difficulty	Lecture's Remarks	
V								

Session	General Objective (GO)	No	Specific Objective (SO)	Directions			
				Focus of delivery	Exercise	Level of Difficulty	Lecture's Remarks
VI							

Session	General Objective (GO)	No	Specific Objective (SO)	Directions			
				Focus of delivery	Exercise	Level of Difficulty	Lecture's Remarks
VII							

MID SEMESTER TEST

Session	General Objective (GO)	No	Specific Objective (SO)	Directions			
				Focus of delivery	Exercise	Level of Difficulty	Lecture's Remarks
VIII							

Session	General Objective (GO)	No	Specific Objective (SO)	Directions			
				Focus of delivery	Exercise	Level of Difficulty	Lecture's Remarks
IX							

Session	General Objective (GO)	No	Specific Objective (SO)	Directions			
				Focus of delivery	Exercise	Level of Difficulty	Lecture's Remarks
X							

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Session	General Objective (GO)	No	Specific Objective (SO)	Directions				
				Focus of delivery	Exercise	Level of Difficulty	Lecture's Remarks	
XI								

Session	General Objective (GO)	No	Specific Objective (SO)	Directions			
				Focus of delivery	Exercise	Level of Difficulty	Lecture's Remarks
XII							

Session	General Objective (GO)	No	Specific Objective (SO)	Directions				
				Focus of delivery	Exercise	Level of Difficulty	Lecture's Remarks	
XIII								

Session	General Objective (GO)	No	Specific Objective (SO)	Directions			
				Focus of delivery	Exercise	Level of Difficulty	Lecture's Remarks
XIV							

FINAL SEMESTER TEST

Jakarta,

Approved by (*Disetujui oleh*):

Prepared by (*Disusun Oleh*):

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