

|  |                                                 | <p align="center"> <b>Universitas Negeri Surabaya</b><br/> <b>Fakultas Ekonomika dan Bisnis</b><br/> <b>Program Studi S1 Pendidikan Administrasi Perkantoran</b> </p>                                                                                                                                                                                                                                                                                                                                                      |                   |                                                                                          |                 |                                        |                           | Kode Dokumen    |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------|-----------------|----------------------------------------|---------------------------|-----------------|---|------|-----------|----|----|----|----|----|--|--|--|--|--|--|--|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <p align="center"><b>RENCANA PEMBELAJARAN SEMESTER</b></p>                        |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                                                                                          |                 |                                        |                           |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MATA KULIAH (MK)                                                                  |                                                 | KODE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Rumpun MK         | BOBOT (sks)                                                                              |                 |                                        | SEMESTER                  | Tgl Penyusunan  |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PELAKSANAAN PROGRAM PROYEK DI DESA*                                               |                                                 | 8721004182                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   | T=4                                                                                      | P=0             | ECTS=6.36                              | 5                         | 7 Desember 2025 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OTORISASI                                                                         |                                                 | Pengembang RPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   | Koordinator RMK                                                                          |                 |                                        | Koordinator Program Studi |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                   |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                                                                                          |                 |                                        | BRILLIAN ROSY             |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Model Pembelajaran                                                                |                                                 | Project Based Learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |                                                                                          |                 |                                        |                           |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Capaian Pembelajaran (CP)                                                         |                                                 | CPL-PRODI yang dibebankan pada MK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                   |                                                                                          |                 |                                        |                           |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                   |                                                 | Capaian Pembelajaran Mata Kuliah (CPMK)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |                                                                                          |                 |                                        |                           |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                   |                                                 | Matrik CPL - CPMK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                   |                                                                                          |                 |                                        |                           |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                   |                                                 | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">CPMK</div>                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |                                                                                          |                 |                                        |                           |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                   |                                                 | Matrik CPMK pada Kemampuan akhir tiap tahapan belajar (Sub-CPMK)                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |                                                                                          |                 |                                        |                           |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                   |                                                 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2">CPMK</th> <th colspan="16">Minggu Ke</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th> </tr> <tr> <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> </td> </tr> </table> |                   |                                                                                          |                 |                                        |                           |                 |   | CPMK | Minggu Ke |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CPMK                                                                              | Minggu Ke                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                                                                                          |                 |                                        |                           |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                   | 1                                               | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 3                 | 4                                                                                        | 5               | 6                                      | 7                         | 8               | 9 | 10   | 11        | 12 | 13 | 14 | 15 | 16 |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                   |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                                                                                          |                 |                                        |                           |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Deskripsi Singkat MK                                                              |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                                                                                          |                 |                                        |                           |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pustaka                                                                           |                                                 | Utama :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |                                                                                          |                 |                                        |                           |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                   |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                                                                                          |                 |                                        |                           |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                   |                                                 | Pendukung :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |                                                                                          |                 |                                        |                           |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dosen Pengampu                                                                    |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                                                                                          |                 |                                        |                           |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mg Ke-                                                                            | Kemampuan akhir tiap tahapan belajar (Sub-CPMK) | Penilaian                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   | Bantuk Pembelajaran, Metode Pembelajaran, Penugasan Mahasiswa, [ <u>Estimasi Waktu</u> ] |                 | Materi Pembelajaran [ <u>Pustaka</u> ] | Bobot Penilaian (%)       |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                   |                                                 | Indikator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Kriteria & Bentuk | Luring (offline)                                                                         | Daring (online) |                                        |                           |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (1)                                                                               | (2)                                             | (3)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | (4)               | (5)                                                                                      | (6)             | (7)                                    | (8)                       |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1                                                                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                                                                                          |                 |                                        | 0%                        |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2                                                                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                                                                                          |                 |                                        | 0%                        |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3                                                                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                                                                                          |                 |                                        | 0%                        |                 |   |      |           |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|----|--|--|--|--|--|--|----|
| 4  |  |  |  |  |  |  | 0% |
| 5  |  |  |  |  |  |  | 0% |
| 6  |  |  |  |  |  |  | 0% |
| 7  |  |  |  |  |  |  | 0% |
| 8  |  |  |  |  |  |  | 0% |
| 9  |  |  |  |  |  |  | 0% |
| 10 |  |  |  |  |  |  | 0% |
| 11 |  |  |  |  |  |  | 0% |
| 12 |  |  |  |  |  |  | 0% |
| 13 |  |  |  |  |  |  | 0% |
| 14 |  |  |  |  |  |  | 0% |
| 15 |  |  |  |  |  |  | 0% |
| 16 |  |  |  |  |  |  | 0% |

#### Rekap Persentase Evaluasi : Project Based Learning

| No | Evaluasi | Persentase |
|----|----------|------------|
|    |          | 0%         |

#### Catatan

1. **Capaian Pembelajaran Lulusan Prodi (CPL - Prodi)** adalah kemampuan yang dimiliki oleh setiap lulusan prodi yang merupakan internalisasi dari sikap, penguasaan pengetahuan dan ketrampilan sesuai dengan jenjang prodinya yang diperoleh melalui proses pembelajaran.
2. **CPL yang dibebankan pada mata kuliah** adalah beberapa capaian pembelajaran lulusan program studi (CPL-Prodi) yang digunakan untuk pembentukan/pengembangan sebuah mata kuliah yang terdiri dari aspek sikap, ketrampilan umum, ketrampilan khusus dan pengetahuan.
3. **CP Mata kuliah (CPMK)** adalah kemampuan yang dijabarkan secara spesifik dari CPL yang dibebankan pada mata kuliah, dan bersifat spesifik terhadap bahan kajian atau materi pembelajaran mata kuliah tersebut.
4. **Sub-CPMK Mata kuliah (Sub-CPMK)** adalah kemampuan yang dijabarkan secara spesifik dari CPMK yang dapat diukur atau diamati dan merupakan kemampuan akhir yang direncanakan pada tiap tahap pembelajaran, dan bersifat spesifik terhadap materi pembelajaran mata kuliah tersebut.
5. **Indikator penilaian** kemampuan dalam proses maupun hasil belajar mahasiswa adalah pernyataan spesifik dan terukur yang mengidentifikasi kemampuan atau kinerja hasil belajar mahasiswa yang disertai bukti-bukti.
6. **Kreteria Penilaian** adalah patokan yang digunakan sebagai ukuran atau tolok ukur ketercapaian pembelajaran dalam penilaian berdasarkan indikator-indikator yang telah ditetapkan. Kreteria penilaian merupakan pedoman bagi penilai agar penilaian konsisten dan tidak bias. Kreteria dapat berupa kuantitatif ataupun kualitatif.
7. **Bentuk penilaian:** tes dan non-tes.
8. **Bentuk pembelajaran:** Kuliah, Responsi, Tutorial, Seminar atau yang setara, Praktikum, Praktik Studio, Praktik Bengkel, Praktik Lapangan, Penelitian, Pengabdian Kepada Masyarakat dan/atau bentuk pembelajaran lain yang setara.
9. **Metode Pembelajaran:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, dan metode lainnya yg setara.
10. **Materi Pembelajaran** adalah rincian atau uraian dari bahan kajian yg dapat disajikan dalam bentuk beberapa pokok dan sub-pokok bahasan.
11. **Bobot penilaian** adalah prosentasi penilaian terhadap setiap pencapaian sub-CPMK yang besarnya proposional dengan tingkat kesulitan pencapaian sub-CPMK tsb., dan totalnya 100%.
12. TM=Tatap Muka, PT=Penugasan terstruktur, BM=Belajar mandiri.

