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UNIVERSITAS ESA UNGGUL

Jalan Arjuna Utara No.9, Kebon Jeruk - Jakarta Barat 11510  
 021 - 5674223 (hunting) 021- 5682510 (direct) Fax : 021 - 5674248  
 Website: www.esaunggul.ac.id, email: info@esaunggul.ac.id

## SURAT TUGAS

## No. 8000/ST-Mengajar/Genap/FKIP/UEU/III/2024

Berdasarkan Surat Kesiediaan Mengajar Dosen (terlampir), maka DEKAN/Kepala Fakultas Keguruan dan Ilmu Pendidikan, memberikan tugas kepada :

Nama : Dr. IRMA SAVITRI SADIKIN, S.Pd, M.Pd.  
 No. Dosen / NIP : 8000 / 220090838  
 NIDN / NIDK : 0406038506  
 Jabatan Akademik : Lektor (300)  
 Alamat : JL. RAYA SARIMANAH, NO. 13, RT/RW. 006/007,

Untuk mengajar pada Semester Genap 2023 - 2024 yang berlangsung dari tanggal sampai dengan tanggal untuk mata kuliah:

No.	MATA KULIAH	SKS	SEKSI	BASIS
1	PBI646 Information Communication and Technology (ICT) in Language Education	3	KJ001	Reguler-1 Jakarta
2	PBI646 Information Communication and Technology (ICT) in Language Education	3	KJ201	Paralel/Reguler-2 Jakarta
3	PBI114 Speaking for Survival Function	3	KJ001	Reguler-1 Jakarta
4	PBI225 Essay Writing	3	KJ001	Reguler-1 Jakarta
5	PBI225 Essay Writing	3	KH001	Reguler-1 Bekasi
6	PBI114 Speaking for Survival Function	3	KH001	Reguler-1 Bekasi

Dengan Hak dan Tanggung Jawab sebagai berikut :

1. Menyusun Rencana Pembelajaran Semester (RPS) yang ditetapkan oleh Fakultas/Program Studi sebelum perkuliahan dimulai dalam bentuk yang telah ditetapkan oleh Universitas;
2. Membuat bahan kuliah/praktikum berbasis konsep untuk 14 kali pertemuan dan di upload pada web pembelajaran Universitas Esa Unggul yaitu untuk bahan pembelajaran (teori) di <https://siakad.esaunggul.ac.id> dan modul kuliah praktikum di Repository Perpustakaan Universitas Esa Unggul <http://digilib.esaunggul.ac.id/>;
3. Menghadiri dan memberikan bahan kuliah/praktek pada kegiatan perkuliahan/praktikum tepat waktu sesuai dengan jadwal yang telah ditetapkan;
4. Memotivasi mahasiswa untuk mempelajari bahan kuliah yang diberikan dan bahan lain dari perpustakaan;
5. Melakukan evaluasi keberhasilan mahasiswa secara objektif melalui pemberian tugas-tugas sesuai dengan kebutuhan mata kuliah yang diajarkan dan ujian tengah/akhir semester;
6. Menerima honor sesuai dengan ketentuan yang berlaku di Yayasan Pendidikan Kemala Bangsa/Universitas Esa Unggul berdasarkan persyaratan dan kualifikasi yang dimiliki;

Demikian Surat Tugas ini diberikan untuk dilaksanakan sebaik-baiknya.

Jakarta, 1 Maret 2024

Dekan/Kepala Fakultas Keguruan dan Ilmu Pendidikan



**Dr. Harlinda Syofyan, S.Si., M.Pd.**

NIP. 214070540



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Implementasi K-2017

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Jurnal (Riwayat)

**Nama Mata Kuliah** : Speaking for Survival Function **Dosen** : Dr. IRMA SAVITRI SADIKIN , S.Pd, M.Pd. (8000)  
**Kode MK dan Kelas** : PBI114 KH001  
**Jadwal dan Ruang** : Senin, 07:30 - 10:00 (KHIB501)  
**Jumlah Mahasiswa** : Internal : 20 Eksternal : 0  
**Semester** : SEMESTER GENAP 2023 - 2024

## Perencanaan Jurnal Perkuliahan



Pertemuan ke / Kelompok	Rencana Perkuliahan					Realisasi Perkuliahan				Option	
	Tanggal/Jam	Dosen/Ruang	Jenis	Peserta	Rencana Materi Perkuliahan	Pelaksanaan	Materi/Kegiatan	Catatan Dosen	Status	Gen. Honor	Realisasi
1/1	Senin, 18 Mar 2024 07:30 - 10:00	8000 - Dr. IRMA SAVITRI SADIKIN , S.Pd, M.Pd. Ruang : KHIB501	Teori	18	Course outline 2. Class regulation 3. Speaking anxiety 4. Factors causing anxiety in speaking 5. Introducing yourselves	Tatap Muka	Course outline 2. Class regulation 3. Speaking anxiety 4. Factors causing anxiety in speaking 5. Introducing yourselves	practice (in pair and group work)	Selesai	✓	<a href="#">🔗</a>
2/1	Senin, 25 Mar 2024 07:30 - 10:00	8000 - Dr. IRMA SAVITRI SADIKIN , S.Pd, M.Pd. Ruang : KHIB501	Teori	20	1. Grammar in speaking 2. Reducing anxiety in speaking 3. Pronunciation in speaking 4. Speaking fluently 5. Conversation	Tatap Muka	1. Grammar in speaking 2. Reducing anxiety in speaking 3. Pronunciation in speaking 4. Speaking fluently 5. Conversation	Presentation and role play	Selesai	✓	<a href="#">🔗</a>
3/1	Senin, 1 Apr 2024 07:30 - 10:00	8000 - Dr. IRMA SAVITRI SADIKIN , S.Pd, M.Pd. Ruang : KHIB501	Teori	20	1. Developing speaking skill through role-play, conversation 2. Daily conversation: talking about the weather 3. Expressions 4. Grammar review 5. Pronunciation: sink and think hoop and hope	Tatap Muka	1. Developing speaking skill through role-play, conversation 2. Daily conversation: talking about the weather 3. Expressions 4. Grammar review 5. Pronunciation: sink and think hoop and hope	role play and discussion	Selesai	✓	<a href="#">🔗</a>
4/1	Senin, 22 Apr 2024 07:30 - 10:00	8000 - Dr. IRMA SAVITRI SADIKIN , S.Pd, M.Pd. Ruang : KHIB501	Teori	18	1. Conversation: an afternoon in the kitchen and telephone conversation 2. Expressions 3. Grammar review 4. Pronunciation: led and red R and L 5. Phrases 6. Vocabulary	Tatap Muka	1. Conversation: an afternoon in the kitchen and telephone conversation 2. Expressions 3. Grammar review 4. Pronunciation: led and red R and L 5. Phrases 6. Vocabulary	Role play and group work discussion	Selesai	✓	<a href="#">🔗</a>
5/1	Jumat, 3 Mei 2024 13:00 - 15:30	8000 - Dr. IRMA SAVITRI SADIKIN , S.Pd, M.Pd. Ruang : KHIB308	Teori	16	1. Conversation: an afternoon in the park, weekend plans 2. Expressions 3. Grammar review 4. Pronunciation: thank and tank those and doze 5. Phrases 6. Vocabulary	Tatap Muka	1. Conversation: an afternoon in the park, weekend plans 2. Expressions 3. Grammar review 4. Pronunciation: thank and tank those and doze 5. Phrases 6. Vocabulary	role play and discussion	Selesai	✓	<a href="#">🔗</a>

					talk those and doze 5. Phrases 6. Vocabulary		vocabulary				
6/1	Senin, 6 Mei 2024 07:30 - 10:00	8000 - Dr. IRMA SAVITRI SADIKIN , S.Pd, M.Pd. Ruang : KHIB501	Teori	19	1. Conversation: winter break plans, visit to Doctor's office 2. Expressions 3. Grammar review 4. Pronunciation: ten and den rob and rub 5. Phrases 6. Vocabulary	Tatap Muka	1. Conversation: shopping experience 2. winter break plans, visit to Doctor's office 3. Expressions 4. Grammar review 5. Pronunciation: ten and den rob and rub 6. Vocabulary	Selesai	✓	<a href="#">🔗</a>	
7/1	Senin, 13 Mei 2024 07:30 - 10:00	8000 - Dr. IRMA SAVITRI SADIKIN , S.Pd, M.Pd. Ruang : KHIB501	Teori	18	1. Conversation: going to market, I need help! 2. Expressions 3. Grammar review: pronouns 4. Pronunciation: met and mat hat and hot 5. Phrases 6. Vocabulary	Tatap Muka	1. Conversation: going to market, I need help! 2. Expressions 3. Grammar review: pronouns 4. Pronunciation: met and mat hat and hot 5. Phrases 6. Vocabulary	Selesai	✓	<a href="#">🔗</a>	
8/1	Senin, 3 Jun 2024 07:30 - 10:00	8000 - Dr. IRMA SAVITRI SADIKIN , S.Pd, M.Pd. Ruang : KHIB501	Teori	19	1. Conversation: Looking for an apartment, and formal conversation 2. Expressions 3. Grammar review 4. Pronunciation: jug and chug chew and shoe 5. Phrases 6. Vocabulary	Tatap Muka	1. Conversation: Looking for an apartment, and formal conversation 2. Expressions 3. Grammar review 4. Pronunciation: jug and chug chew and shoe 5. Phrases 6. Vocabulary	Selesai	✓	<a href="#">🔗</a>	
9/1	Senin, 10 Jun 2024 07:30 - 10:00	8000 - Dr. IRMA SAVITRI SADIKIN , S.Pd, M.Pd. Ruang : KHIB501	Teori	19	1. Conversation: looking for a job, job interview, first day at work 2. Expressions 3. Grammar review 4. Pronunciation: fin and thin pig and fig 5. Phrases 6. Vocabulary	Tatap Muka	1. Conversation: looking for a job, job interview, first day at work 2. Expressions 3. Grammar review 4. Pronunciation: fin and thin pig and fig 5. Phrases 6. Vocabulary	Selesai	✓	<a href="#">🔗</a>	
10/1	Jumat, 21 Jun 2024 13:00 - 15:30	8000 - Dr. IRMA SAVITRI SADIKIN , S.Pd, M.Pd. Ruang : KHIB204(H)	Teori	16	1. Conversation: on the production floor, changing a customer's order 2. Expressions 3. Grammar review 4. Pronunciation: pig and big berry and very 5. Phrases 6. Vocabulary	Tatap Muka	1. Conversation: on the production floor, changing a customer's order 2. Expressions 3. Grammar review 4. Pronunciation: pig and big berry and very 5. Phrases 6. Vocabulary	Selesai	✓	<a href="#">🔗</a>	
11/1	Senin, 24 Jun 2024 07:30 - 10:00	8000 - Dr. IRMA SAVITRI SADIKIN , S.Pd, M.Pd. Ruang : KHIB501	Teori	19	1. Conversation: promotion, meeting people 2. Expressions 3. Grammar review 4. Pronunciation: gave and cave zoo and sue 5. Phrases 6. Vocabulary	Tatap Muka	1. Conversation: promotion, meeting people 2. Expressions 3. Grammar review 4. Pronunciation: gave and cave zoo and sue 5. Phrases 6. Vocabulary	Selesai	✓	<a href="#">🔗</a>	
12/1	Senin, 1 Jul	8000 - Dr.	Teori	18	1.	Tatap Muka	1. Conversation: Project-	Selesai	✓	<a href="#">🔗</a>	

	2024 07:30 - 10:00	IRMA SAVITRI SADIKIN , S.Pd, M.Pd. Ruang : KHIB501			Conversation: applying to college, giving a speech 2. Expressions 3. Grammar review: 4. Pronunciation: weather hay and high 5. Phrases 6. Vocabulary		applying to college, giving a speech 2. Expressions 3. Grammar review: 4. Pronunciation: weather hay and high 5. Phrases 6. Vocabulary	Based			
13/1	Senin, 8 Jul 2024 07:30 - 10:00	8000 - Dr. IRMA SAVITRI SADIKIN , S.Pd, M.Pd. Ruang : KHIB501	Teori	18	1. Conversation: studying for a test, book conversation, and graduation 2. Expressions 3. Grammar review 4. Pronunciation: sigh and shy jack and shack 5. Phrases 6. Vocabulary	Tatap Muka	1. Conversation: studying for a test, book conversation, and graduation 2. Expressions 3. Grammar review 4. Pronunciation: sigh and shy jack and shack 5. Phrases 6. Vocabulary	presentation	Selesai	✓	<a href="#">🔗</a>
14/1	Senin, 15 Jul 2024 07:30 - 10:00	8000 - Dr. IRMA SAVITRI SADIKIN , S.Pd, M.Pd. Ruang : KHIB501	Teori	15	1. Conversation: Halloween, Thanksgiving , and New Year's Eve. 2. Expressions 3. Grammar review 4. Pronunciation: egg and ace eat and it 5. Phrases 6. Vocabulary	Tatap Muka	1. Conversation: Halloween, Thanksgiving , and New Year's Eve. 2. Expressions 3. Grammar review 4. Pronunciation: egg and ace eat and it 5. Phrases 6. Vocabulary	Discussion	Selesai	✓	<a href="#">🔗</a>

**Nama Mata Kuliah** : Speaking for Survival Function **Dosen** : Dr. IRMA SAVITRI SADIKIN , S.Pd, M.Pd. (8000)  
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**Semester** : SEMESTER GENAP 2023 - 2024

Untuk mengisi absensi, diharuskan mengisi jurnal pada pertemuan yang diinginkan. Untuk mengisi jurnal perkuliahan klik [di sini](#).

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Pengisian Absensi Kuliah Kelompok 1 

No.	NIM	Nama	Perkuliahan Ke													
			1	2	3	4	5	6	7	8	9	10	11	12	13	14
			18 Mar	25 Mar	01 Apr	22 Apr	03 Mei	06 Mei	13 Mei	03 Jun	10 Jun	21 Jun	24 Jun	01 Jul	08 Jul	15 Jul
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.	20231102006	RAYMOND CHRISTIAN MATTHEW MONINGKA	H	H	H	H	H	H	H	H	H	H	H	A	H	
2.	20231102007	ANGELYEIN MUTIARA ASIDO SIMANJUNTAK	H	H	H	H	H	H	H	H	A	H	A	H	H	
3.	20231102009	RASEVA NIDA KHOIRUNNISA	H	H	H	H	S	H	H	H	H	H	H	H	H	
4.	20231102013	MAURA ZAFFA HERMANTO	H	H	H	H	H	H	H	H	H	H	H	H	H	
5.	20231102021	ANGELICA GLADYS PRICILLA SINAGA	H	H	H	H	S	H	H	H	H	H	H	H	I	
6.	20231102024	SHAFIRA KEZALIA PUTRI	H	H	H	H	A	A	H	H	H	H	H	H	H	
7.	20231102031	ALYAH NADYAMUKLISA	H	H	H	H	H	H	H	H	H	H	H	H	H	
8.	20231102033	DHIANDRA FAWAZ RAHIM	H	H	H	H	H	H	H	H	H	A	A	A	A	
9.	20231102035	NURSYAHBANI KHAIRUNNISA	H	H	H	H	H	H	H	H	H	H	H	H	A	
10.	20231102036	KELVIA ADHELA KHALISAH	H	H	H	H	H	H	H	A	H	H	H	H	H	
11.	20231102037	WILMA AZZAHRA PUTRI ARANDA WAHYUDI	H	H	H	H	H	H	H	H	H	H	H	H	H	
12.	20231102040	FARRAS AZMA ALFARIDINA	H	H	H	H	H	H	A	H	H	H	H	H	H	
13.	20231102042	RIZQY AHMAD NOVRIAN	H	H	H	H	H	H	H	H	H	H	H	H	H	
14.	20231102047	HALIZA SUCI AMANDA	H	H	H	A	H	H	A	H	H	H	H	H	H	
15.	20231102053	ARIQ NAFIL TORIS	H	H	H	A	H	H	H	H	S	H	H	H	I	
16.	20231102054	ZAHRA NURUL FAHIRA	H	H	H	H	H	H	H	H	I	H	H	H	A	
17.	20231102055	RIZKYTA AMELIA UKHTUFHI	H	H	H	H	H	H	H	H	H	H	H	H	H	
18.	20231102056	NAIA SAKHA AULIA	H	H	H	H	H	H	H	H	I	H	H	H	H	

19.	20231102058	RANTIKA RAFNIEZA	<input type="text" value="A"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="S"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>
20.	20231102060	CANTIKA ADHA FEBRIYANTI	<input type="text" value="A"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="S"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>	<input type="text" value="H"/>
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