



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. 7148/ST-Mengajar/Genap/FIKOM/UEU/III/2024**

Berdasarkan Surat Kesiapan Mengajar Dosen (terlampir), maka DEKAN/Kepala Fakultas Ilmu Komunikasi, memberikan tugas kepada :

Nama : YOUNA CHATRINE BACHTIAR, S.S, M.Ikom
No. Dosen / NIP : 7148 /
NIDN / NIDK : 0417066705
Jabatan Akademik : Asisten Ahli (150)
Alamat : JL. SWADAYA, NO. 24, RT/RW. 003/006,

Untuk mengajar pada Semester Genap 2023 - 2024 yang berlangsung dari tanggal 18 Maret 2024 sampai dengan tanggal 21 Juli 2024 untuk mata kuliah:

| No. | MATA KULIAH | SKS | SEKSI | BASIS |
|-----|--|-----|-------|---------------------------|
| 1 | PRS533 Stakeholder Relations | 3 | KH201 | Paralel/Reguler-2 Bekasi |
| 2 | MRC432 Digital Marketing Communication | 3 | EU20H | Paralel/Reguler-2 Jakarta |
| 3 | PRS432 Public Relations Proposal | 3 | EU01H | Reguler-1 Bekasi |
| 4 | PRS432 Public Relations Proposal | 3 | KH201 | Paralel/Reguler-2 Bekasi |
| 5 | PRS432 Public Relations Proposal | 3 | EU101 | Paralel/Reguler-2 Jakarta |

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 Ilmu Komunikasi



Dr. Erna Febriani, S.Si., M.Si.

NIP. 216040634



JURNAL KEGIATAN PROSES PEMBELAJARAN (JKPP)

Semester Genap 2023 - 2024

Mata kuliah : Public Relations Proposal (3 sks)

Ruang :

Kode : PRS432

Kelas : EU101

Dosen : YOUNA CHATRINE BACHTIAR , S.S, M.Ikom

Prodi : Hubungan Masyarakat

Semester : 4

| NO | Rencana perkuliahan | | | Pelaksanaan perkuliahan | | | Keaktifan Mahasiswa | | Paraf | |
|----|---------------------|-----------------|---|-------------------------|-----------------|---|---------------------|---------|-------|-----|
| | Hari/tgl | Jam ke | Materi / Kegiatan | Hari/tgl | Jam ke | Materi / Kegiatan | Kesan Dosen | Jml Mhs | Dosen | Mhs |
| 1 | Senin 18-3-24 | 19:00- 21:30 | PENYUSUNAN PROPOSAL UNTUK KEGIATAN KEHUMASAN | Senin 18-3-24 | 19:00- 21:30 | PENYUSUNAN PROPOSAL UNTUK KEGIATAN KEHUMASAN | | 38 | | |
| 2 | Senin 25-3-24 | 19:00- 21:30 | PERBEDAAN PROPOSAL MARKETING, ADVERTISING DAN HUMAS | Senin 25-3-24 | 19:00- 21:30 | PERBEDAAN PROPOSAL MARKETING, ADVERTISING DAN HUMAS | | 38 | | |
| 3 | Senin 1-4-24 | 19:00- 21:30 | KONSEP DASAR PROPOSAL KEGIATAN KEHUMASAN | Senin 1-4-24 | 19:00- 21:30 | KONSEP DASAR PROPOSAL KEGIATAN KEHUMASAN | | 36 | | |
| 4 | Senin 22-4-24 | 19:00- 21:30 | PERENCANAAN KEGIATAN KEHUMASAN | Senin 22-4-24 | 19:00- 21:30 | PERENCANAAN KEGIATAN KEHUMASAN | | 33 | | |
| 5 | Senin 29-4-24 | 19:00- 21:30 | LATAR BELAKANG PERMASALAHAN | Senin 29-4-24 | 19:00- 21:30 | LATAR BELAKANG PERMASALAHAN | | 31 | | |
| 6 | Senin 6-5-24 | 19:00- 21:30 | SOSIALISASI DAN SASARAN PROGRAM KEGIATAN KEHUMASAN | Senin 6-5-24 | 19:00- 21:30 | SOSIALISASI DAN SASARAN PROGRAM KEGIATAN KEHUMASAN | | 33 | | |
| 7 | Senin 13-5-24 | 19:00- 21:30 | MEKANISME PEKERJAAN PUBLIC RELATIONS | Senin 13-5-24 | 19:00- 21:30 | MEKANISME PEKERJAAN PUBLIC RELATIONS | | 38 | | |



JURNAL KEGIATAN PROSES PEMBELAJARAN (JKPP)

Semester Genap 2023 - 2024

Mata kuliah : Public Relations Proposal (3 sks)

Ruang :

Kode : PRS432

Kelas : EU101

Dosen : YOUNA CHATRINE BACHTIAR , S.S, M.Ikom

Prodi : Hubungan Masyarakat

Semester : 4

| NO | Rencana perkuliahan | | | Pelaksanaan perkuliahan | | | Keaktifan Mahasiswa | | Paraf | |
|----|---------------------|-----------------|--|-------------------------|-----------------|--|---------------------|---------|-------|-----|
| | Hari/tgl | Jam ke | Materi / Kegiatan | Hari/tgl | Jam ke | Materi / Kegiatan | Kesan Dosen | Jml Mhs | Dosen | Mhs |
| 8 | Senin 3-6-24 | 19:00- 21:30 | AKTIVITAS KEGIATAN PUBLIC RELATIONS | Senin 3-6-24 | 19:00- 21:30 | AKTIVITAS KEGIATAN PUBLIC RELATIONS | | 36 | | |
| 9 | Senin 10-6-24 | 19:00- 21:30 | AKTIVITAS KEGIATAN PUBLIC RELATIONS (LANJUTAN) | Senin 10-6-24 | 19:00- 21:30 | AKTIVITAS KEGIATAN PUBLIC RELATIONS (LANJUTAN) | | 39 | | |
| 10 | Senin 17-6-24 | 19:00- 21:30 | KONSULTASI DAN LAPORAN PROGRES KEGIATAN PUBLIC RELATIONS | Senin 17-6-24 | 19:00- 21:30 | KONSULTASI DAN LAPORAN PROGRES KEGIATAN PUBLIC RELATIONS | | 37 | | |
| 11 | Senin 24-6-24 | 19:00- 21:30 | PENULISAN DAN DESAIN PROPOSAL | Senin 24-6-24 | 19:00- 21:30 | PENULISAN DAN DESAIN PROPOSAL | | 35 | | |
| 12 | Senin 1-7-24 | 19:00- 21:30 | PROPOSAL SPONSORSHIP | Senin 1-7-24 | 19:00- 21:30 | PROPOSAL SPONSORSHIP | | 27 | | |
| 13 | Senin 8-7-24 | 19:00- 21:30 | TEKNIK PRESENTASI | Senin 8-7-24 | 19:00- 21:30 | TEKNIK PRESENTASI | | 35 | | |
| 14 | Senin 15-7-24 | 19:00- 21:30 | EVALUASI DAN PENINJAUAN | Senin 15-7-24 | 19:00- 21:30 | EVALUASI DAN PENINJAUAN | | 32 | | |


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SEMESTER : Semester Genap 2023 - 2024

Nama Mata Kuliah : Public Relations Proposal

Dosen : YOUNA CHATRINE BACHTIAR , S.S, M.Ikom (7148)

Kode MK dan Seksi : PRS432 (EU101)

Jadwal dan Ruang : Senin, 19:00 - 21:30 ()

| No. | NAMA MAHASISWA | NIM | Tatap Muka / Tanggal | | | | | | | | | | | | | |
|-----|-------------------------------|-------------|----------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | | 18 Mar | 25 Mar | 01 Apr | 22 Apr | 29 Apr | 06 Mei | 13 Mei | 03 Jun | 10 Jun | 17 Jun | 24 Jun | 01 Jul | 08 Jul | 15 Jul |
| 1. | VEBY HUSADA | 20190502147 | H | H | H | H | H | H | H | A | H | H | H | A | A | A |
| 2. | NUR ALYSA QAULAN KARIMA | 20200502015 | H | H | H | I | I | A | H | H | H | H | I | A | A | H |
| 3. | MUHAMMAD NUR ALDIANSYAH | 20200502188 | H | A | I | H | H | H | H | H | H | H | I | A | A | H |
| 4. | DINDA MUTIARA INDAH LESTARI | 20220502042 | H | H | A | H | A | H | H | H | H | H | H | A | H | H |
| 5. | SHAFIRA NUR OCTAVIANI | 20220502101 | H | H | H | H | H | H | H | H | H | H | H | H | H | H |
| 6. | RAISA SAIDAH | 20220502103 | H | H | H | H | H | H | H | H | H | H | H | H | H | H |
| 7. | SALMAN ALFAREZI | 20220502104 | H | H | H | H | H | H | H | H | H | H | H | H | H | H |
| 8. | YOHANES RICO ROCIANO LESSMANN | 20220502105 | H | H | H | H | H | H | H | H | H | H | H | H | H | H |
| 9. | SINDROI ANUGERAH NDRAHA | 20220502106 | H | H | H | H | H | H | H | H | H | H | H | H | H | H |
| 10. | ELVA TABINA | 20220502108 | H | H | H | A | A | A | A | H | H | A | H | H | H | H |
| 11. | SUMANTRI ADI PURNAMA | 20220502109 | H | H | I | H | H | H | H | H | H | H | I | H | H | A |
| 12. | SITI RACHMAH HANDAYANI | 20220502110 | H | H | H | H | H | H | H | H | H | H | H | A | H | H |
| 13. | RENI RUNIANGSIH | 20220502119 | A | H | H | H | H | H | H | H | H | H | H | H | H | H |
| 14. | WIWI ANGGITA | 20220502131 | H | H | H | H | H | H | H | H | H | H | H | H | H | H |
| 15. | DEA AMELIA PUTRI | 20220502132 | H | H | H | I | H | H | H | H | H | H | H | H | H | H |
| 16. | YUNDA REKA SHOLEHA | 20220502133 | A | A | H | H | I | I | H | H | H | H | I | H | H | H |
| 17. | ANGGI DWI BAROKAH | 20220502134 | H | H | H | H | I | H | H | H | I | H | H | H | A | A |
| 18. | ULUL ABDIE SAF FARIDI | 20220502135 | H | H | A | A | A | A | A | A | A | A | A | A | A | A |
| 19. | SULISTIA NINGSIH | 20220502136 | H | H | H | H | A | I | H | H | H | H | H | H | H | H |
| 20. | REVANZA SYACH | 20220502141 | H | H | H | A | H | H | H | H | H | H | H | H | H | H |
| 21. | YUEL CAHYA DINATA | 20220502142 | H | H | H | H | H | H | H | H | H | H | H | H | H | H |
| 22. | LIRA MERITA | 20220502143 | H | H | H | H | H | H | H | H | H | H | H | H | H | H |
| 23. | JOHAN DANTE | 20220502153 | A | H | H | H | H | A | H | H | H | H | H | A | A | A |
| 24. | AMELLIA PUTRI SYAMSUDIN | 20220502154 | H | H | H | H | H | H | H | H | H | H | H | A | H | A |

| No. | NAMA MAHASISWA | NIM | Tatap Muka / Tanggal | | | | | | | | | | | | | |
|-----|-----------------------------|-------------|----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | | 18 Mar | 25 Mar | 01 Apr | 22 Apr | 29 Apr | 06 Mei | 13 Mei | 03 Jun | 10 Jun | 17 Jun | 24 Jun | 01 Jul | 08 Jul | 15 Jul |
| 25. | ANGELIA TAN | 20220502155 | H | H | H | H | H | H | H | H | H | H | H | H | H | |
| 26. | JULIANA RIZKA ARI SAPUTRI | 20220502156 | H | H | H | H | H | H | H | H | H | H | H | H | H | |
| 27. | INDI RAHMAWATI | 20220502158 | H | H | H | H | H | H | H | H | H | H | H | H | H | |
| 28. | SITI NURMILA | 20220502167 | H | H | H | H | H | H | H | H | H | H | H | H | H | |
| 29. | MILA SITI NURHASANAH | 20220502168 | H | H | H | H | I | H | H | H | H | H | A | H | H | |
| 30. | SYLVIA MAHARANI PUSPITASARI | 20220502169 | H | H | H | H | H | H | H | H | H | H | H | H | H | |
| 31. | FEBRIANI | 20220502173 | H | H | H | H | H | A | H | H | H | H | H | H | H | |
| 32. | MUHAMMAD RAFLY NURJAYANI | 20220502181 | H | H | H | H | H | H | H | H | H | H | A | H | H | |
| 33. | DEVIANTY MILANIA TANNAVARO | 20220502187 | H | H | H | H | H | H | H | H | H | H | H | H | H | |
| 34. | ALBERT WIJAYA | 20220502188 | H | H | H | H | H | H | H | I | H | I | A | A | H | I |
| 35. | SAVIRA APRILLIA | 20220502191 | H | H | H | H | H | H | H | A | H | H | H | A | H | H |
| 36. | FISKA FAJRIANI | 20220502192 | H | H | H | H | H | H | H | H | H | H | H | H | H | H |
| 37. | ADIL SETIAWAN | 20220502214 | H | I | I | A | I | A | H | H | H | H | H | A | H | I |
| 38. | NADIKA RAHMAN | 20220502243 | H | H | H | A | H | H | H | H | H | H | H | H | H | H |
| 39. | HAFIZH FATTAH ROZZAQ ANAM | 20220502245 | H | H | H | H | H | H | A | H | H | H | H | H | H | A |
| 40. | LUSIANA DWI KHOFIFAH | 20220502254 | H | H | H | A | H | H | H | H | H | H | H | H | H | H |
| 41. | GHIFARI ARFANANDA | 20220502257 | H | H | H | H | A | H | H | A | H | H | H | A | H | H |



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NILAI AKHIR
Semester Genap 2023 - 2024

Kode : PRS432 **Kelas** : EU101 **Dosen** : YOUNA CHATRINE BACHTIAR , S.S,
M.Ikom

Matakuliah : Public Relations Proposal

Prodi : Hubungan Masyarakat

| No | N I M | Nama Mahasiswa | absensi | quizonline | tugasonline | UTS | UAS | NA | Nilai Akhir | |
|----|-------------|-------------------------------|---------|------------|-------------|------|------|-------|-------------|-------|
| | | | 10 % | 10 % | 15 % | 30 % | 35 % | | Angka | Huruf |
| 1 | 20190502147 | Veby Husada | 71,43 | 47,14 | 78 | 70 | 79 | 72,21 | 3,00 | B |
| 2 | 20200502015 | Nur Alysa Qaulan Karima | 78,57 | 14,29 | 78 | 70 | 76 | 68,59 | 3,00 | B |
| 3 | 20200502188 | Muhammad Nur Aldiansyah | 78,57 | 28,57 | 78 | 70 | 77 | 70,36 | 3,00 | B |
| 4 | 20220502042 | Dinda Mutiara Indah Lestari | 78,57 | 22,86 | 89 | 75 | 83 | 75,04 | 3,30 | B+ |
| 5 | 20220502101 | Shafira Nur Octaviani | 100 | 74,29 | 89 | 79 | 85 | 84,23 | 4,00 | A |
| 6 | 20220502103 | Raisa Saidah | 100 | 85,71 | 89 | 79 | 83 | 84,67 | 4,00 | A |
| 7 | 20220502104 | Salman Alfarezi | 100 | 84,29 | 89 | 76 | 90 | 86,08 | 4,00 | A |
| 8 | 20220502105 | Yohanes Rico Rociano Lessmann | 100 | 81,43 | 76 | 70 | 86 | 80,64 | 4,00 | A |
| 9 | 20220502106 | Sindroi Anugerah Ndraha | 100 | 41,43 | 87 | 75 | 73 | 75,24 | 3,30 | B+ |
| 10 | 20220502108 | Elva Tabina | 64,29 | 35,71 | 87 | 60 | 74 | 66,95 | 2,70 | B- |
| 11 | 20220502109 | Sumantri Adi Purnama | 92,86 | 77,14 | 79 | 79 | 79 | 80,2 | 4,00 | A |
| 12 | 20220502110 | Siti Rachmah Handayani | 92,86 | 90 | 76 | 77 | 84 | 82,19 | 4,00 | A |
| 13 | 20220502119 | Reni Runiangsih | 92,86 | 64,29 | 87 | 79 | 73 | 78,02 | 3,70 | A- |
| 14 | 20220502131 | Wiwi Anggita | 100 | 98,57 | 88 | 78 | 74 | 82,36 | 4,00 | A |
| 15 | 20220502132 | Dea Amelia Putri | 100 | 61,43 | 83 | 75 | 76 | 77,69 | 3,70 | A- |
| 16 | 20220502133 | Yunda Reka Sholeha | 85,71 | 60 | 88 | 78 | 74 | 77,07 | 3,70 | A- |
| 17 | 20220502134 | Anggi Dwi Barokah | 85,71 | 27,14 | 83 | 79 | 74 | 73,34 | 3,00 | B |
| 18 | 20220502135 | Ulul Abdie Saf Faridi | 14,29 | 5,71 | 88 | 0 | 0 | 15,2 | 0,00 | E |
| 19 | 20220502136 | Sulistia Ningsih | 92,86 | 90 | 88 | 78 | 74 | 80,79 | 4,00 | A |
| 20 | 20220502141 | Revanza Syach | 92,86 | 90 | 87 | 77 | 73 | 79,99 | 3,70 | A- |
| 21 | 20220502142 | Yuel Cahya Dinata | 100 | 68,57 | 89 | 75 | 85 | 82,46 | 4,00 | A |
| 22 | 20220502143 | Lira Merita | 100 | 92,86 | 88 | 78 | 80 | 83,89 | 4,00 | A |
| 23 | 20220502153 | Johan Dante | 64,29 | 88,57 | 83 | 79 | 75 | 77,69 | 3,70 | A- |
| 24 | 20220502154 | Amellia Putri Syamsudin | 85,71 | 80 | 79 | 75 | 81 | 79,27 | 3,70 | A- |
| 25 | 20220502155 | Angelia Tan | 100 | 70 | 76 | 78 | 70 | 76,3 | 3,30 | B+ |
| 26 | 20220502156 | Juliana Rizka Ari Saputri | 100 | 41,43 | 79 | 76 | 71 | 73,64 | 3,00 | B |
| 27 | 20220502158 | Indi Rahmawati | 100 | 74,29 | 89 | 85 | 86 | 86,38 | 4,00 | A |
| 28 | 20220502167 | Siti Nurmila | 100 | 62,86 | 78 | 70 | 76 | 75,59 | 3,30 | B+ |
| 29 | 20220502168 | Mila Siti Nurhasanah | 92,86 | 85,71 | 83 | 79 | 72 | 79,21 | 3,70 | A- |

| | | | | | | | | | | |
|----|-------------|-----------------------------|-------|-------|----|----|----|-------|------|----|
| 30 | 20220502169 | Sylvia Maharani Puspitasari | 100 | 62,86 | 83 | 79 | 74 | 78,34 | 3,70 | A- |
| 31 | 20220502173 | Febriani | 92,86 | 98,57 | 87 | 77 | 77 | 82,24 | 4,00 | A |
| 32 | 20220502181 | Muhammad Rafly Nurjayani | 92,86 | 57,14 | 79 | 78 | 72 | 75,45 | 3,30 | B+ |
| 33 | 20220502187 | Devianty Milania Tannavaro | 100 | 92,86 | 87 | 78 | 77 | 82,69 | 4,00 | A |
| 34 | 20220502188 | Albert Wijaya | 85,71 | 67,14 | 76 | 70 | 81 | 76,04 | 3,30 | B+ |
| 35 | 20220502191 | Savira Aprillia | 85,71 | 52,86 | 76 | 78 | 80 | 76,66 | 3,30 | B+ |
| 36 | 20220502192 | Fiska Fajriani | 100 | 100 | 79 | 79 | 71 | 80,4 | 4,00 | A |
| 37 | 20220502214 | Adil Setiawan | 78,57 | 40 | 88 | 78 | 71 | 73,31 | 3,00 | B |
| 38 | 20220502243 | Nadika Rahman | 92,86 | 20 | 83 | 79 | 75 | 73,69 | 3,00 | B |
| 39 | 20220502245 | Hafizh Fattah Rozzaq Anam | 85,71 | 81,43 | 79 | 77 | 79 | 79,31 | 3,70 | A- |
| 40 | 20220502254 | Lusiana Dwi Khofifah | 92,86 | 77,14 | 78 | 70 | 79 | 77,35 | 3,70 | A- |
| 41 | 20220502257 | Ghifari Arfananda | 78,57 | 21,43 | 76 | 78 | 84 | 74,2 | 3,30 | B+ |

Ket: PF = Performance TGS = Tugas

Saya menyatakan bahwa nilai yang tercetak di atas adalah BENAR dan dapat dipertanggungjawabkan. Dengan ini saya menetapkan bahwa nilai tersebut SAH dan merupakan NILAI AKHIR.

Mengetahui,

Ketua Program Studi

Jakarta,

Dosen Pembina / Pengawas,

YOUNA CHATRINE BACHTIAR, S.S, M.Ikom

NIP. 7148

NIP.