PORTFOLIO
CAREER DEVELOPMENT

ACADEMIC YEAR 2019/2020 ODD SEMESTER

.

Teaching Team:

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Prof. Dr. Titik Taufikurohmah, M.Si.
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Rusly Hidayah, M.Si.

CHEMISTRY STUDY PROGRAM
CHEMISTRY DEPARTMENT
FACULTY OF MATHEMATICS AND SCIENCES
UNIVERSITAS NEGERI SURABAYA

TABLE OF CONTENT

A. SEMESTER LEARNING ACTIVITY PLAN 3
A.1. COURSE IDENTITY 3
A.2. COURSE TOPIC 5
A.3. COURSE PROGRAM 6
A.4. MAPPING OF LEARNING OUTCOMES – COURSE OUTCOMES 14
A.4.1. The Expected Program Learning Outcomes (PLO) of Undergraduate Program of Chemistry (UPC) 15
A4.2. The Education Program Objectives (PEOs) of Career Develpoment 15
A4.3. Mapping of Program Learning Outcomes (PLO) – Education Program Objectives (PEOs) 15
B. COURSE ASSESSMENT 15
B.1. ASESSMENT RUBRIC 15
B.2. ASSESSMENT SYSTEM 15
C. COURSE DEVELOPMENT 16
C.1. ACADEMIC YEAR 2019/2020 RESULT 16
C.2. PROBLEM ANALYSIS 16
C.3. SOLUTIVE STRATEGY 16
D. APPENDICS
D.1. DOCUMENT OF COURSE ACTIVITY 17
D.1.1. Lecture's journal and student's attendance form siakadu.uneca.ac.id 17
D.1.2. Example recap of student attendance at Career Development courses 18
D.2. SAMPLE OF STUDENT WORK 19
D.2.1. Sample of Test Paper 19
D.2.2. Sample of Student's Work 21
D.3. RECAPITULATION OF ASSESSMENT 26
D.3.1. Validate Test Item 27
D.3.2 Evaluation Results of Career Development 28
D.3.3. Percentage of PLO achievements of Career Development at Academic Year 2019/2020 29

A. SEMESTER LEARNING ACTIYITY PLAN

A.1. COURSE IDETITY

Modul Name	**Career Development**
Module Level	Bachelor
Abbreviation, if applicable	**3034112060**
Sub-heading, if applicable	-
Course included in the module, if applicable	-
Semester/term	6rd/ Third year
Modul coordinator(s)	Prof. Dr. Suyatno, M.Si. (C1), Prof. Dr. Titik taufikurohmah, M.Si.. (C1), Dr. Muchlis, Rusly Hidayah, S.Si., M.Pd. (C1)
Lecturer(s)	Prof. Dr. Suyatno, M.Si. (C1), Prof. Dr. Titik taufikurohmah, M.Si.. (C1), Dr. Muchlis, Rusly Hidayah, S.Si., M.Pd. (C1)
Language	Indonesian Language
Classification within the curriculum	Elective courses
Teaching format/class hours per week during the semester	2 hours lectures (50 min / hour)
Workload	2 hours lecture, 2 hours structured activities, 2 hours individual activities, 14 week a semester, and total 84 hours a semester~ 2.8 ECTS *
Credit point	2 SCU
Requirement	No requirement
Learning Outcomes	**General Competence (knowledge)**: Student can conclude the soft skills, both intrapersonal skills (transforming characters, transforming beliefs, change management, stress management, time management, creative thinking processes, goal setting & life purpose, accelerated learning techniques) and interpersonal skills (communication skills, relationship building, motivation skills, leadership skills, self-marketing skills, negotiation skills) needed to solve problems and pursue a career in the world of work. Learning is carried out using the method of discussion, presentation, and case studies. **Spesific Competence** : At the end of the lecture, students can conclude Student can conclude the soft skills, both intrapersonal skills (transforming characters, transforming beliefs, change management, stress management, time management, creative thinking processes, goal setting & life purpose, accelerated learning techniques) and interpersonal skills (communication skills, relationship building, motivation skills, leadership skills, self-marketing skills, negotiation skills) needed to solve problems and pursue a career in the world of work. Learning is carried out using the method of discussion, presentation, and case studies.
Content	soft skills, both intrapersonal skills (transforming characters, transforming beliefs, change management, stress management, time management, creative thinking processes, goal setting & life purpose, accelerated learning techniques) and interpersonal skills (communication skills, relationship building, motivation skills, leadership skills, self-marketing skills, negotiation skills) needed to solve problems and pursue a career in the world of work. Learning is carried out using the method of discussion, presentation, and

	case studies
Study/exam achievements	Students are considered to be competent and pass if at least get 55 Final score is calculated as follows: 20% Participation + 30% Assignment + 20% Midle Exam + 30% Final Exam

	middle exam (UTS)& 30% final exam (UAS) Tableindex of graduation • 0 - 39,999 E, • 40 - 54,999 D, • 55 - 59,999 C, • 60 - 64,999 C+, • 65 - 69,999 B-, • 70 - 74,999 B, • 75 - 79,999 B+, • 80 – 84,999 A-, • 85 – 100, A
Forms of media	Computer, LCD, White board
Learning Methods	Lectures, discussion, assignment
Literatur	1. Prijosaksono, A.M.M. (2005). *The Power of Transformation*. Jakarta: Elex Media Komputindo. 2. Rivai, V., Bachtiar, Amar, B.R. (2013). *Pemimpin dan Kepemimpinan dalam Organisasi.* Cetakan I. Jakarta: Raja Grafindo Persada. 3. Sailah, I. (2008). *Pengembangan Softskill di Perguruan Tinggi*. Jakarta: Dirjendikti. 4. Suyatno, Taufikurohmah, T., Muchlis, Hidayah, R. (2019). *Pengembangan Karir. Surabaya*: Unesa University Press. 5. Yuanita, S. (2013). Tip *Menumbuhkan Motivasi dan Percaya Diri untuk Meraih Kesuksesan.* Jakarta: Brilliant Books.
Note	1. This course is divided into two parallel classes with the materials and ingredients but given the same test in the same time with same lecturers. 2. This course is a deepening of the main matter contained in the Organic Chemistry I and Organic Chemistry II. *Total ECTS = {(total hours workload x 50 min) / 60 min } / 25 hours **Each ECTS is equals with 25 hours**

A.2. COURSE TOPIC

This course examines concept of the soft skills, both intrapersonal skills (transforming characters, transforming beliefs, change management, stress management, time management, creative thinking processes, goal setting & life purpose, accelerated learning techniques) and interpersonal skills (communication skills, relationship building, motivation skills, leadership skills, self-marketing skills, negotiation skills) needed to solve problems and pursue a career in the world of work. Learning is carried out using the method of discussion, presentation, and case studies.

A.3. COURSE PROGRAM

	UNIVERSITAS NEGERI SURABAYA **FAKULTY OF MATHEMATICS AND NATURAL SCIENCES** **CHEMISTRY STUDY PROGRAM**	**Documen Code**

LESSON PLANE

COURSE	**CODE**	**Course Classification**	**CREDIT (sks)**		**SEMESTER**	**Compilation date**
Career Development	**8420402221**	**Non-Rumpun Course**	**T = 2**	**P = 0**	**6**	**4 Desember 2019**

OTORISATION	**Lesson Plan Developer**	**Course Coordinator**	**Coordinator of Study Program**
Chemistry Study Program	Prof. Dr. Suyatno, M.Si.		**Dr. Amaria, M.Si.**

Learning outcomes	**Program Learning Outcomes (PLO)**	
	CPL-6	Mastering the basics of the scientific method, designing and carrying out research, compiling scientific reports and communicating them both orally and in writing by utilizing information and communication technology;
	CPL-8	Able to adapt to various developments in chemistry, continue to develop and learn lifelong to continue education, both formal and informal
	Course Learning Outcomes (CLO)	

	CPMK	Mastering soft skills both intrapersonal skills and interpersonal skills needed in the world of work
	The Final ability of each learning stage (Sub-CLO)	
	Sub-CLO1	Distinguish between intrapersonal skills and interpersonal skills
	Sub-CLO2	Understand the transforming character
	Sub-CLO3	Understand the tranforming belief
	Sub-CLO4	Understand the change management
	Sub-CLO5	Understand the time manajgement
	Sub-CLO6	Understand the stress management
	Sub-CLO7	Understand the creative thinking process
	Sub-CLO8	Understand the goal setting
	Sub-CLO9	Understand the speed reading tecniques
	Sub-CLO10	Undersatand the communication skill
	Sub-CLO11	Understand the team work buliding skill
	Sub-CLO12	Understand the motivation skill
	Sub-CLO13	Undersatand the leadership
	Sub-CLO14	Undersatnd the self marketing skill

	Sub-CLO15	Understand the negtiation skill
	Sub-CLO16	Explain the kind of work suitable with the field of science
	Sub-CLO17	Describe the steps in applying for a job
Desription of course	Study of soft skills, both intrapersonal skills (transforming characters, transforming beliefs, change management, stress management, time management, creative thinking processes, goal setting & life purpose, accelerated learning techniques) and interpersonal skills (communication skills, teamwork building, motivation skills, leadership skills, self-marketing skills, negotiation skills) needed to solve problems and pursue a career in the world of work.	
Course material	1. Sofskill 2. Transforming character 3. Transforming beliefs 4. Change management 5. Time management 6. Stress management 7. Creative thinking process 8. Goal setting 9. Speed reading techniques 10. Communication skill 11. Team work building skill 12. Motivation skill 13. Leadership 14. Self marketing skill 15. Negotiation skill 16. Kind of works 17. Applying for a job tecniques	
References	**Utama :**	
	Suyatno, Taufikurohmah, T., Muchlis, Hidayah, R. (2019). *Pengembangan Karir. Surabaya*: Unesa University Press.	

	Pendukung :
	1. Prijosaksono, A.M.M. (2005). *The Power of Transformation*. Jakarta: Elex Media Komputindo. 2. Rivai, V., Bachtiar, Amar, B.R. (2013). *Pemimpin dan Kepemimpinan dalam Organisasi.* Cetakan I. Jakarta: Raja Grafindo Persada. 3. Sailah, I. (2008). *Pengembangan Softskill di Perguruan Tinggi*. Jakarta: Dirjendikti. 4. Yuanita, S. (2013). Tip *Menumbuhkan Motivasi dan Percaya Diri untuk Meraih Kesuksesan.* Jakarta: Brilliant Books.
Lecture	1. Prof. Dr. Suyatno, M.Si. 2. Prof. Dr. Titik taufikurohmah, M.Si. 3. Dr. Muchlis, S.Pd. 4. Rusly Hidayah, S.Si., M.Si.
Prerequest course	No prerequest course

Meeting	**The Final ability of each learning stage (Sub-CLO)**	**Evaluation**		**Form of Learning, Learning Models/ Methods, Assignment [Time Estimate]**		**Laerning Materials [Reference]**	**Weight score of evaluation (%)**
		Indicator	**Criteria and Form**	**Offline**	**Online**		
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**
1	Explain the types of soft skills needed in life and the world of work	1. Explain soft skills 2. Distinguishing intrapersonal skills and interpersonal skills	Criteria: - Able to explain at least 5 intrapersonal skills - Be able to explain at least 5 interpersonal skill Bentuk: Tes uraian	Form of learning: Lecture Learning model: Problem based learning	-	1. Soft skill 2. Intrapersonal skill 3. Interpersonal skill (Suyatno, et al., 2019)	8

2	Shows character changes and better self-confidence	1. Describe process of the transforming character 2. Explain process of the tranforming belief	Criteria: 1. Descibe process of the transforming character 2. Able to explain at least 5 ways to build belief Evaluation type: Essay test	Form of learning: Lecture Learning model: Problem based learning	-	1. Transforming character 2. Transforming belief (Suyatno, et al., 2019)	10
3	Demonstrate ability in change management and stress management	1. Explain the chane management 2. Explain stress management	Kriteria: 1. Explain types of reaction to change 2. Able to difference between positive strees and negative stress 3. Explain at least 5 strategy to avoid stress Evaluation type: Essay test	Form of learning: Lecture Learning model: Problem based learning	-	1. Manajemen perubahan 2. Manajemen stres (Suyatno, et al., 2019)	10
4	Able to manage time and do creative thinking processes	1. Describe the time management 2. Describe the creative thinking process	Criteria: 1. Able to describe 3 strategy to overcome time wastage 2. Able to describe at least 5 process	Form of learning: Lecture Learning model: Problem based learning	-	1. Time management 2. Process of creative	10

			of creative thingking Evaluation type: Essay test			thinking (Suyatno, et al., 2019)	
5-6	Able to set goals and set life goals	1. Explain strategy for goal setting 2. Explain srategy to compose life purpose	Creteria: 1. Able to discribe 5 ways in goal setting 2. Able to explain the benefits of life purpose setting Evaluation type: Essay test	Form of learning: Lecture Learning model: Problem based learning	-	1. *Goal setting* 2. *Life puropose* (Suyatno, et al., 2019)	8
7	Able to perform speed reading techniques	1. Describe the factors inhibiting speed reading 2. Explain speed reading technique	Criteria: 1. Able to explain at least 5 factors inhibiting speed reading 2. Able to difference skimming and scanning tecniques in speed reading Evaluation type: Essay test	Form of learning: Lecture Learning model: Problem based learning	-	Speed reading tecniques (Suyatno, et al., 2019))	8
8	**The Midterm exam**						

9	Able to communication and teamwork building	1. Explain the communicatio n tecniques 2. Explain strategy for teamwork building	Criteria: 1. Able to decribe 4 communication skills 2. Able to describe 4 strategy teamwork building Evaluation type: Essay test	Form of learning: Lecture Learning model: Problem based learning	-	1. Communi-cation skills 2. Teamwork building (Suyatno, et al., 2019))	10
10-11	Able to motivate and leadership	1. Describe the motivation skill 2. Describe leadership	Criteria: 1. Able to explain 6 motivation process 2. Able to explain difference of 4 leadership type Evaluation type: Essay test	Form of learning: Lecture Learning model: Problem based learning	-	1. Motivation skills 2. Leadership (Suyatno, et al., 2019)	10
12-13	Able to show the self marketing and negotiation	1. Explain the self marketing 2. Explain negotiayion skill	Criteria: 1. Able to describe at least 5 steps development of self marketing skills 2. Able to explain at least 5 steps design of negotiation	Form of learning: Lecture Learning model: Problem based learning	-	1. Self marketing i 2. Negotiation Skill (Suyatno, et al., 2019)	10

			Evaluation type: Essay test				
14	Describe the types of work in accordance with the field of science	Explaine the types of work	Criteria: Able to explain at least 5 type of works Evaluation type: Essay test	Form of learning: Lecture Learning model: Problem based learning	-	Type of works (Suyatno, et al., 2019)	8
15	Describe the steps in applying for a job	Describe the steps in applying for a job	Criteria: Explain steps for applying a job Evaluation type: Essay test			Applying for a job techniques (Suyatno, et al., 2019)	8
16	**The Final Exam**						**100**

A.4. MAPPING OF LEARNING OUTCOMES – COURSE OUTCOMES

A.4.1. The Expected Program Learning Outcomes (PLO) of Undergraduate Program of Chemistry (UPC)

NO	ASPECTS	PLO	CODE
1	KNOWLEDGE	1. Mastering the concepts of structure, dynamics and energy, as well as the basic principles of separation, analysis, synthesis and characterization of micromolecular compounds and their application	KNO-1
		2. Mastering the basic principles and knowledge of how to operationalize instruments for the analysis and characterization of chemical compounds, and utilize ICT for modeling more specific chemical molecules	KNO-2
2	SKILL	3. Mastering the principles of K3 (Occupational Safety and Security), managing laboratories and using their equipment and how to operate chemical instruments	SKI-1
		4. Applying science, technology, and art and having the initiative in making the right, honest and responsible decisions in solving chemical problems	SKI-2
3	COMPETENCIES	5. Applying logical, critical, systematic and innovative thinking in the context of developing or implementing science and technology by paying attention to and applying humanities values that are appropriate to the field of chemistry in solving problems	COM-1
		6. Mastering the basics of the scientific method, designing and carrying out research, compiling scientific reports and communicating them both orally and in writing by utilizing information and communication technology	COM-2
4	ATTITUDE AND SOCIAL	7. Build cooperation and have entrepreneurial skills that are environmentally insight	SOC-1
		8. Able to adapt to various developments in chemistry, continue to develop and learn lifelong to continue education, both formal and informal	SOC-2

A4.2. The Education Program Objectives (PEOs) of Career Development

PEO 1.Mastering chemical concepts, basic principles of chemical instruments, laboratory organization, K3, scientific methods and ICT and being able to apply them to solving problems in their work

PEO 2. Having the high-order thinking skills to communicate ideas verbally and in writing, able to take appropriate initiatives and decisions, and lead work groups in relevant fields (academics).

PEO 4.The ability to continue to develop and learn throughout life to continue education, both formal and informal

PEO 5. Able to develop and apply chemical competences in line with advances in science and technology and humanities values

A4.3. Mapping of Program Learning Outcomes (PLO) – Education Program Objectives (PEOs)

	PLO 6 (COM-2)	PLO 8 (SOC-2)
PEO 1	√	
PEO 2	√	
PEO 4		√
PEO 5		√

B. COURSE ASSESSMENT

B.1. Assessment Rubric

Cognitive Criteria

1. The ability to give answers correctly
2. The ability to provide argumentation according to theory
3. The ability to provide systematic explanations
4. The ability to solve problems comprehensively

B.2. Assessment System

Final Assessment Course with practicum

Group/Individuals Assignment : 20%
Midterm examination : 30%
Final examination : 30%

Distribution of the weight of the ability of the test item

	PLO 6 (COM-2)	PLO 8 (SOC-2)	Total
Practicum	60%	40%	100%
Group/Individuals Assignment	80%	20%	100%
Midterm examination	70%	30%	100%
Final examination	70%	30%	100%

Success Criteria of Program Learning Outcomes (PLO)

Excellence	≥ 80
Good	≥ 70
Satisfy	≥ 55
Fail	> 0

Final index for undergraduate program defined as follow:

Final Index	Range
A	4 (85 ≤-≥ 100)
A^-	3,75 (80 ≤-< 85)
B+	3,5 (75 ≤- < 80)
B	3 (70 ≤-< 75)
B-	2,75 (65 ≤-<75)
C+	2,5 (60 ≤-<65)
C	2 (55 ≤-<60)
D	1 (40 ≤-<55)
E	0 (0 ≤-<40)

C. COURSE DEVELOPMENT

C.1. Academic Year 2019/2020 odd semester

Parameter	∑ of person	Percentage
Number or students taking this subject	25	100%
Number of students who pass at first attempt (>C^+)	25	100%
Number of students who pass at first attempt (= C)	0	0%
Number of failed students after remedial (D & E)	0	0%

C.2. Problems Analysis

In 2019/2020 academic year in the Career Development course, there were 100 % students had passed the examination at the first attempt. At the end of the Semester Examination there is no remidial. There are not students that obtain the grade lower than C^+. Therefore, learning strategies / methods need to be improved to achieve even better results.

C.3. Solutive Strategy

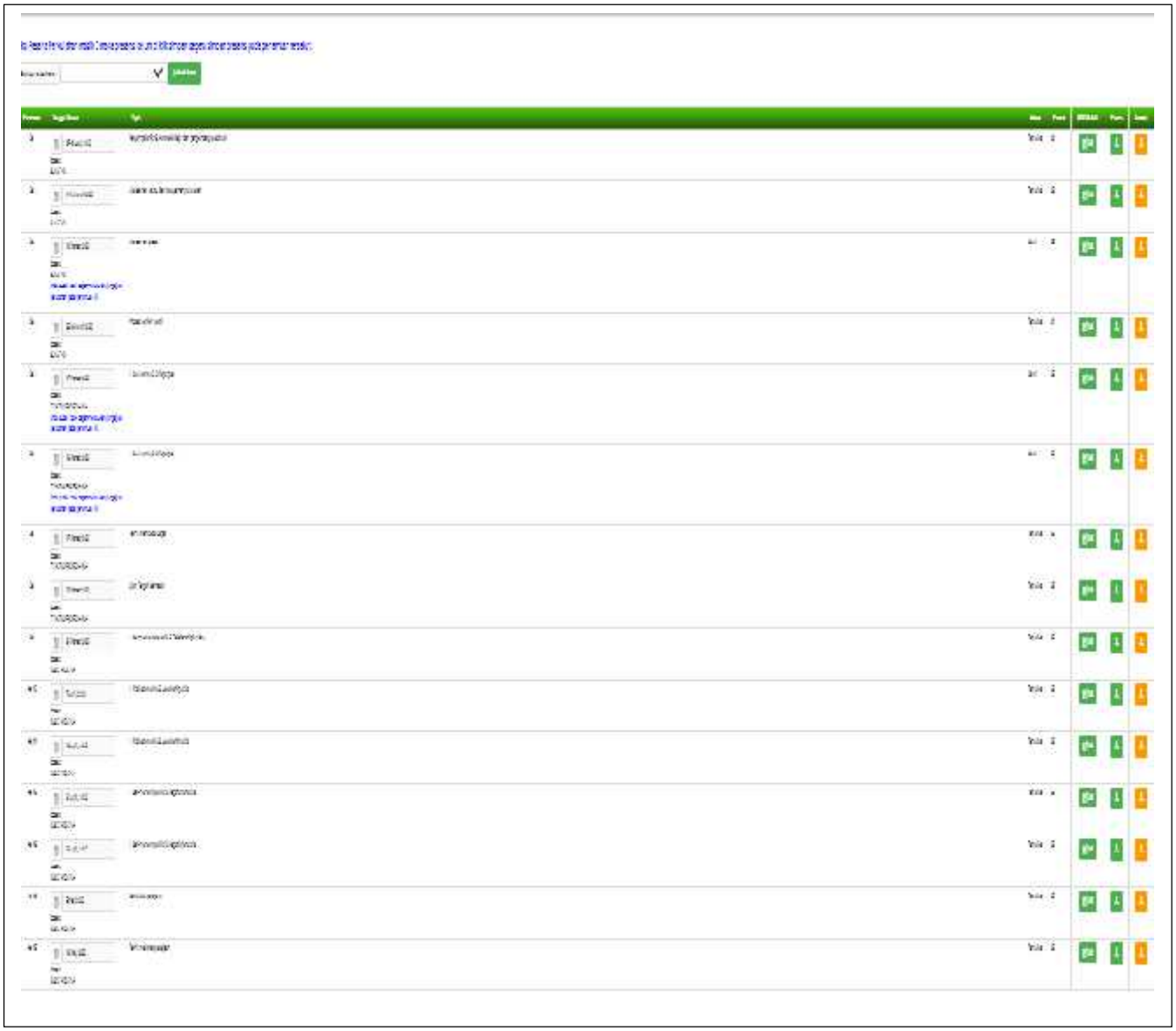
New teaching and learning methods should be developed for the next academic years, consisting of:

1. There needs to be a group study in understanding the career development, so that students teach each other, and peer tutors occur.
2. Enhance the cooperative skills of students with exchange the methods and models of learning

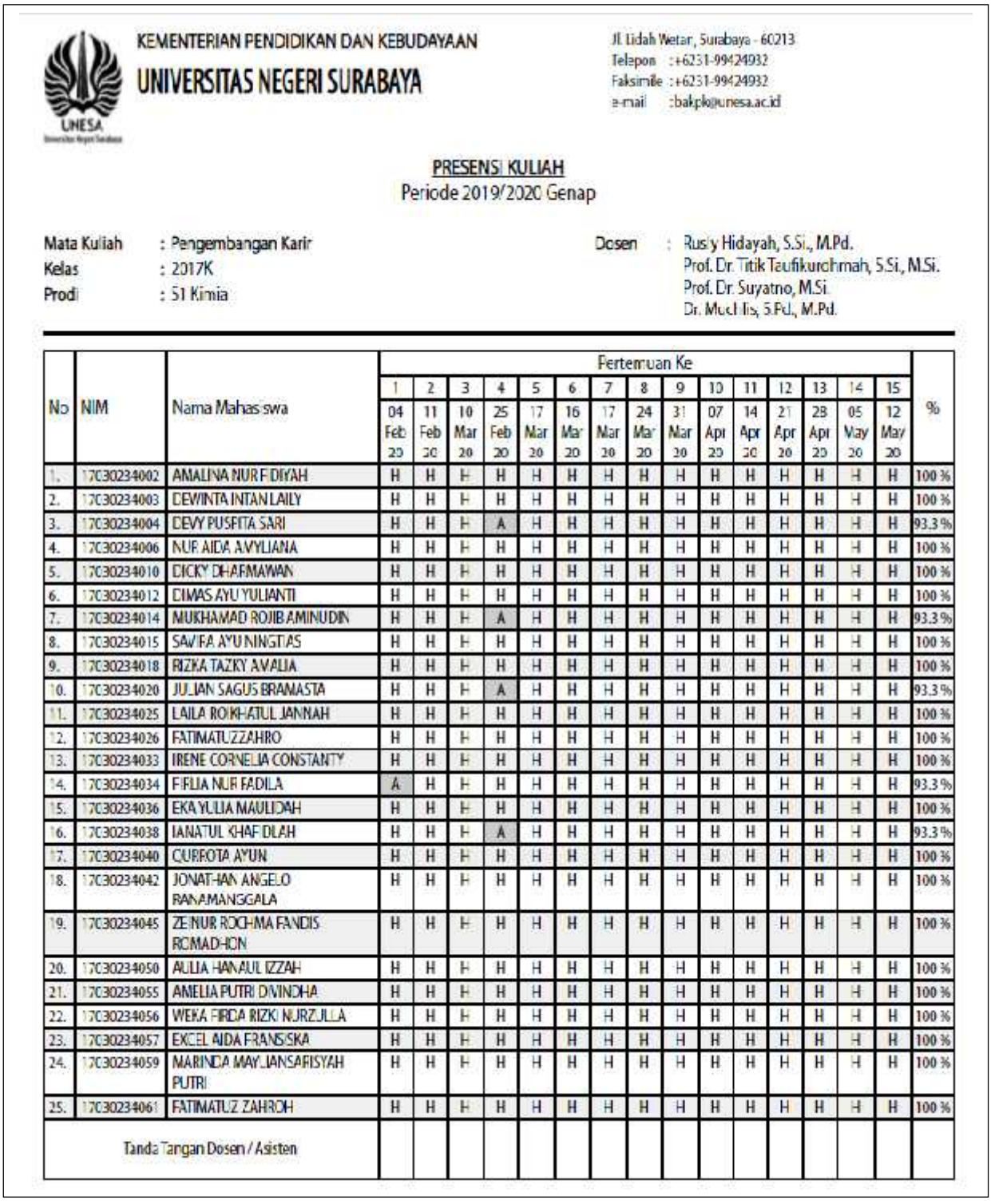
D. APPENDICES

D.1. DOCUMENT OF COURSE ACTIVITY

D.1.1. Lecture's journal and student's attendance form siakadu.uneca.ac.id for Chemistry Class-2017



D.1.2. Example recap of student attendance at Career Development for Chemistry Class



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
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PRESENSI KULIAH
Periode 2019/2020 Genap

Mata Kuliah : Pengembangan Karir
Kelas : 2017K
Prodi : S1 Kimia

Dosen : Rusly Hidayah, S.Si., M.Pd.
Prof. Dr. Titik Taufikurohmah, S.Si., M.Si.
Prof. Dr. Suyatno, M.Si.
Dr. Muchlis, S.Pd., M.Pd.

No	NIM	Nama Mahasiswa	Pertemuan Ke															%
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
			04 Feb 20	11 Feb 20	10 Mar 20	25 Feb 20	17 Mar 20	16 Mar 20	17 Mar 20	24 Mar 20	31 Mar 20	07 Apr 20	14 Apr 20	21 Apr 20	28 Apr 20	05 May 20	12 May 20	
1.	17C30234002	AMALINA NUR F DIYAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
2.	17C30234003	DEWINTA INTAN LAILY	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
3.	17C30234004	DEVY PUSPITA SARI	H	H	H	A	H	H	H	H	H	H	H	H	H	H	H	93.3 %
4.	17C30234006	NUR AIDA AVYLIANA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
5.	17C30234010	DICKY DHAFMAWAN	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
6.	17C30234012	DIMAS AYU YULIANTI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
7.	17C30234014	MUKHAMAD ROJIB AMINUDIN	H	H	H	A	H	H	H	H	H	H	H	H	H	H	H	93.3 %
8.	17C30234015	SAVIFA AYU NINGTIAS	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
9.	17C30234018	RIZKA TAZKY AVALIA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
10.	17C30234020	JULIAN SAGUS BRAMASTA	H	H	H	A	H	H	H	H	H	H	H	H	H	H	H	93.3 %
11.	17C30234025	LAILA ROKHATUL JANNAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
12.	17C30234026	FATIMATUZZAHRO	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
13.	17C30234033	IRENE CORNELIA CONSTANTY	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
14.	17C30234034	FIFLIA NUR FADILA	A	H	H	H	H	H	H	H	H	H	H	H	H	H	H	93.3 %
15.	17C30234036	EKA YULIA MAULIDAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
16.	17C30234038	IANATUL KHAFIDAH	H	H	H	A	H	H	H	H	H	H	H	H	H	H	H	93.3 %
17.	17C30234040	QURROTA AYUN	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
18.	17C30234042	JONATHAN ANGELO RANAMANGGALA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
19.	17C30234045	ZEINUR ROCHMA FANDIS ROMADHON	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
20.	17C30234050	AULIA HANAUL IZZAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
21.	17C30234055	AMELIA PUTRI DWINDHA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
22.	17C30234056	WEKA FIRDA RIZKI NURZULLA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
23.	17C30234057	EXCEL AIDA FRANSISKA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
24.	17C30234059	MARINDA MAYLIANSARISYAH PUTRI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
25.	17C30234061	FATIMATUZ ZAHROH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %
Tanda Tangan Dosen / Asisten																		

D.2. SAMPLE OF STUDENT WORK

D.2.1. Sample of Test Paper

KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
UNIVERSITAS NEGERI SURABAYA
FAKULTAS MATEMATIKA DAN ILMU PENGETAHUAN ALAM
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THE MIDDLE TEST OF EVEN SEMESTER 2019/2020

Subject	:	Career Development
Department/Faculty	:	Chemistry/ Mathematics and Natural Sciences
Class	:	S1/ Chemistry of 2017
Day/ Date	:	Wednesday/ 26 March 2020
Time allocation	:	1 (07.00 – 08.40/ 100 minutes)
Lectures	:	Prof.Dr. Suyanto, M.Si + Team

***Direction*: Answer the following questions correctly!**

1. PT Sawit Indonesia Industry which is engaged in the Vegetable Oil sector opens Quality Controll (QC) staff vacancies with the following requirements:
   a. Male, maximum age 26 years
   b. S1 Chemistry / Chemical Engineering / Industrial Engineering
   c. Willing to work shift system
   d. Minimum GPA of 3.0 on a 4.0 scale
   e. Fresh graduate or maximum 1 year work experience
   f. Not color blind
   g. Have the ability to analyze food chemistry and microbiology (preferably)
   h. Able to work in teams and individually
   i. Able to communicate well, discipline, and have high motivation
   Based on the information above, explain:
   a. Abilities that are included in hard skills and soft skills!
   b. Why are these hard skills and soft skills needed by these companies

2. Suppose you work at a chemical equipment distributor company CV Kimia Jaya in Surabaya. Your company is asked to present equipment and offers in one of the industries in Jakarta on Thursday, 26 March 2020 at 14.00 at hotel X, located in the center of Jakarta. There are about 3 other competitor companies who are also asked to present such as your company. If you are suddenly appointed by the director of your company today, Tuesday, March 24, 2020, to do this task, what strategies should you do so that your company can come out as a winner? (Relate your answers to knowledge about self-confidence building, stress management, time management and creative thinking processes)

3. Suppose you work as an R&D (Research and Development) staff in a Traditional Herbal Industry. Then you are assigned by your leader to do research to develop new types of products that are suitable for sale and acceptance by the community. Explain what creative efforts you have to do so that you are able to produce new products that have the potential to sell well in the market! (Link your answer to creative thinking)

ooooGood luckoooo

KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
UNIVERSITAS NEGERI SURABAYA
FAKULTAS MATEMATIKA DAN ILMU PENGETAHUAN ALAM
JURUSAN KIMIA
KampusKetintang, JalanKetintang, Surabaya 60231
Telepon : (6231- 8298761, email: kimia@unesa.ac.id, Laman : http://kimia.fmipa.unesa.ac.id

THE FINAL TEST OF EVEN SEMESTER 2019/2020

Subject	:	Career Development
Department/Faculty	:	Chemistry/ Mathematics and Natural Sciences
Class	:	S1/ Chemistry Education and Chemistry of 2017
Day/ Date	:	Wednesday/ 14 May 2020
Time allocation	:	I (08.00 – 09.40/ 100 minutes)
Lectures	:	Team

Direction:

1. Work on the different answer papers between Part A and Part B!
2. Do it in order!
3. Answers are handwritten on paper
4. Photograph / scan your answer sheet, make it into two pdf files. Pay attention to readability of the results.

PART A

1. Explain why when the teacher explains the subject matter, there are some students who do not understand the material, in terms of communication theories that you are familiar with!
2. Explain that communication can create harmony, but it can also lead to conflict!
3. Why do some people still rob, on the other hand there are people who are motivated to support orphans?
4. Explain 2 ways to motivate employees!
5. Explain 2 ways a leader can foster a conducive and cooperative atmosphere!

PART B

1. Read the advertisement below, then write a job application letter and curriculum vitae according to the qualifications needed·

Welcome to the Latest Job Vacancies Site 2020 and at this time we want to notify you about the Latest Job Vacancies Info from the Company PT Kharyawibangga Cipta Karsa with the position of Chemical Analyst Staff PT Kharyawibangga Cipta Karsa which was opened at this time.
Job Description: • Female / Male, age maximum 30 years old • Minimum education from SMK to S1 from relevant majors • Have at least 1 year experience in the pharmaceutical industry • Have integrity and are able to work with teams
Source. Lokerindo.ID

2. Explain about self marketing and negotiation skills!
3. Write down and describe jobs that are suitable for graduate students majoring in chemistry!

***** Good Luck *****

D.2.2. Sample of Student's Work from Chemistry Class-20017

Name : Dimas Ayu Yulianti
Registration number : 17030234012
Class: KA-2017

$\frac{23}{3} = 77$

The Answer of the the Middle Test of Career Development

1. a. Abilities that are included in hard skills are: S1 Chemistry / Chemical Engineering / Industrial Engineering; Minimum GPA of 3.0 on a 4.0 scale; Have the ability to analyze food chemistry and microbiology (preferably); not color blind. Abilities included in soft skills are: Able to work in teams and individually; Able to communicate well, be disciplined, and have high motivation; Willing to work shift system.

   b. The ability of hard skills and soft skills is needed by a company, because the ability of hard skills is a technical and academic competence in accordance with the scientific background being studied so that the knowledge gained will be useful for carrying out their work. Meanwhile, soft skills are basically personal skills, special skills that are non-technical in nature, and include skills interpersonal such as the ability to communicate and work together in a group. So that soft skills are needed in order to complement the hard skills that you already have.

2. In carrying out life's activities, it would be better if we manage everything well. To do this task, we must be clever to manage time as effectively as possible so that we can achieve goals or be able to complete a job faster and with better results. Must be able to schedule activities so that all activities to be carried out can be well organized. To win a company presentation, we must be confident in giving a presentation in front of bidders. In order to have high self-confidence, we have to do affirmations and visualizations before the presentation, master the material, prepare for our physical appearance by appearing neat and polite, standing aloud, and speaking out loud. To promote a product, of course, you must also have a high creative level to produce innovative ideas, something unique and attract attention. The last one is worshiping and praying to God Almighty. Always think positively, because positive action comes from positive thoughts. Nobody is successful in life if they always think negatively about themselves and others. By mastering it all, God willing, everything will work well and the company will win the competition.

1

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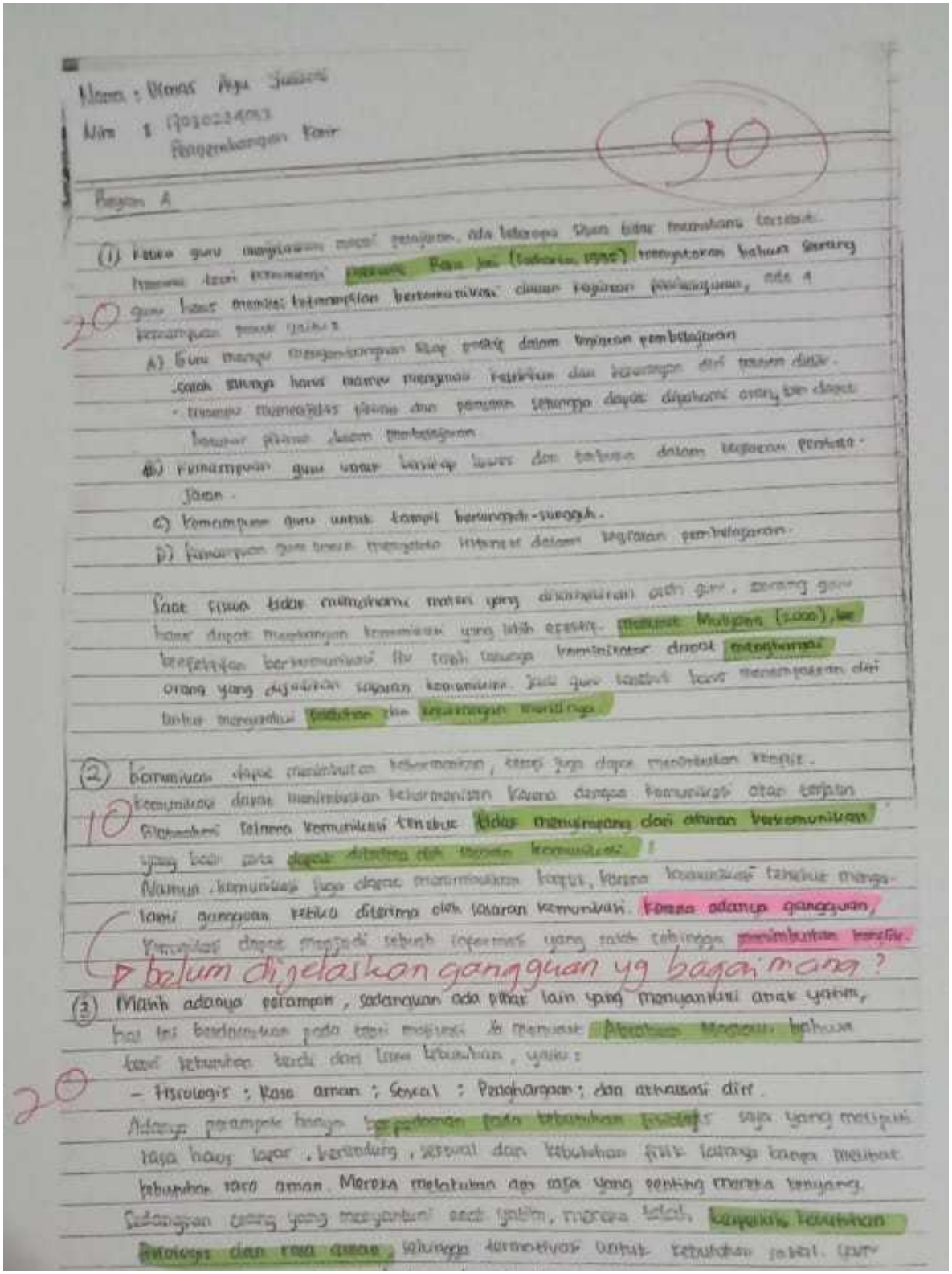
3. To produce a new product, of course, requires the ability to think creatively within oneself. Developing a product can be done by applying one of the 9 techniques of developing a product consisting of Enlarge or Minimize, Modify, Invert, Eliminate, Reorganize, Combine, Adopt or Adapt, Substitution, Other Applications. Developing new types of traditional herbal medicine products can be done by modifying them, initially the herbal medicine is available in liquid form, and then new types can be developed, namely powder, tablet, and effervescent tablets. By modifying the dosage form of herbal medicine, the dosage and its properties must be maintained and should not be worse than before. So that the ability to think creatively is needed in this case.



Nama : Dimas Aga Juliansi
Nim : 4201221003
Pengembangan Karir

90

Bagian A

(1) Peran guru mengajarkan nilai positif, ada beberapa hal yang harus dilakukan guru agar peserta didik dapat menerapkan nilai positif dalam kegiatan pembelajaran

20

A) Guru harus menyampaikan nilai positif dalam kegiatan pembelajaran
- Guru harus mampu menjadi fasilitator dan pengarah dalam pembelajaran
- Guru harus memberikan pujian dan pengakuan terhadap peserta didik yang berhasil menerapkan nilai positif dalam pembelajaran

B) Peran guru agar peserta didik dapat menerapkan nilai positif dalam kegiatan pembelajaran
- Guru harus memberikan contoh yang baik dan konsisten dalam menerapkan nilai positif dalam kegiatan pembelajaran
- Guru harus memberikan penghargaan dan pujian kepada peserta didik yang berhasil menerapkan nilai positif dalam kegiatan pembelajaran

C) Peran guru untuk peserta didik agar dapat berkembang dengan baik
- Guru harus memberikan kesempatan kepada peserta didik untuk mengembangkan potensi mereka dalam kegiatan pembelajaran
- Guru harus memberikan umpan balik yang konstruktif kepada peserta didik untuk membantu mereka memperbaiki kesalahan dan meningkatkan kemampuan mereka

D) Peran guru untuk peserta didik agar dapat berinteraksi dengan baik
- Guru harus memberikan contoh yang baik dan konsisten dalam berinteraksi dengan peserta didik
- Guru harus memberikan penghargaan dan pujian kepada peserta didik yang berhasil berinteraksi dengan baik dalam kegiatan pembelajaran

Saat siswa tidak mengikuti materi yang disampaikan oleh guru, artinya guru harus dapat menjangkau komunikasi yang lebih efektif. Menurut Mulyana (2000), komunikasi berkembang dari tidak tahunya komunikator dapat menghormati orang yang dipahami sebagai komunikan. Jadi guru sebagai harus menumbuhkan dari tahu menyadari pentingnya komunikasi.

(2) Komunikasi dapat menimbulkan kebermaknaan, tetapi juga dapat menimbulkan konflik. Komunikasi dapat menimbulkan kebermaknaan karena dengan komunikasi akan terjalin pemahaman terhadap komunikasi tersebut tidak menyimpang dari aturan berkomunikasi yang baik serta dapat diterima oleh lawan komunikasi. Namun, komunikasi juga dapat menimbulkan konflik, karena komunikasi terkadang mengalami gangguan sehingga diterima oleh lawan komunikasi. Karena adanya gangguan, komunikasi dapat menjadi sebuah informasi yang salah sehingga menimbulkan konflik.

10

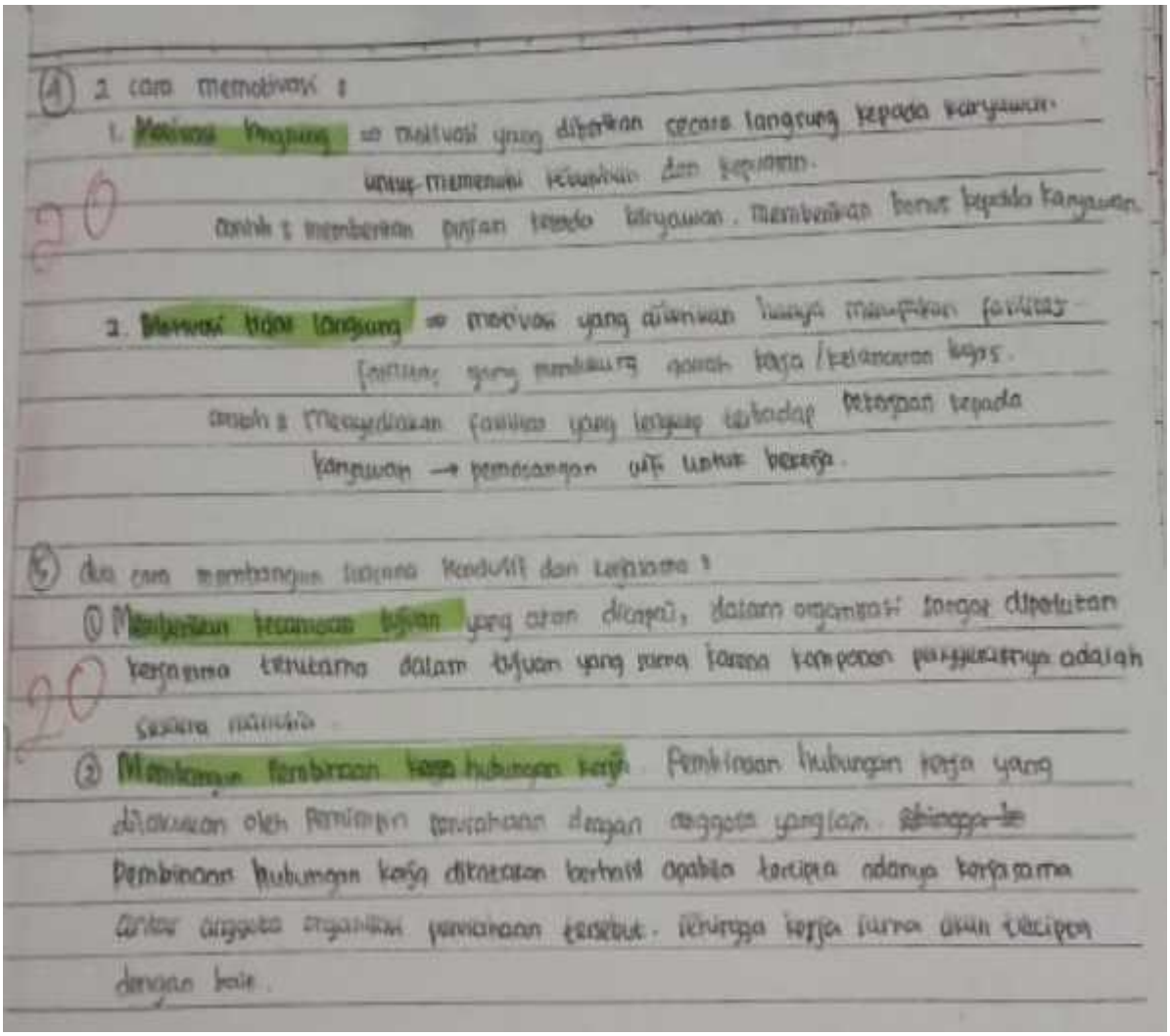
belum dijelaskan gangguan yg bagaimana ?

(3) Masih adanya perampok, sadarkah ada pihak lain yang menyakiti anak yatim, hal ini berdampak pada tugas mereka. Perampok merampas, berbuat kejahatan terdiri dari lima tahapan, yaitu :

20

- Fisiologis ; Rasa aman ; Sosial ; Penghargaan ; dan aktualisasi diri.

Adanya perampok hanya berpedoman pada tahapan fisiologis saja yang meliputi rasa haus lapar, berpakaian, seksual dan kebutuhan fisik lainnya hanya meliputi kebutuhan rasa aman. Mereka melakukan apa saja yang penting mereka senyang. Sedangkan orang yang menyakiti anak yatim, mereka telah kehilangan fisiologis dan rasa aman, sehingga termotivasi untuk terpenuhi pokok. Jadi



(4) 2 cara memotivasi :

1. Motivasi langsung ⇒ motivasi yang diberikan secara langsung kepada karyawan untuk memenuhi kebutuhan dan kepuasan.

20

contoh : memberikan pujian kepada karyawan. Memberikan bonus kepada karyawan.

2. Motivasi tidak langsung ⇒ motivasi yang diberikan hanya merupakan fasilitas-fasilitas yang mendukung gairah kerja / kelancaran tugas.

contoh : Menyediakan fasilitas yang lengkap terhadap pekerjaan kepada karyawan → pemasangan wifi untuk bekerja.

(5) dua cara membangun suasana kondusif dan kerjasama :

① Memberikan kesamaan tujuan yang akan dicapai, dalam organisasi sangat diperlukan kerjasama terutama dalam tujuan yang sama karena komponen penggerakannya adalah sesama manusia.

20

② Membangun pembinaan kerja hubungan kerja. Pembinaan hubungan kerja yang dilakukan oleh pemimpin perusahaan dengan anggota yang lain. ~~sehingga~~ Pembinaan hubungan kerja dikatakan berhasil apabila tercipta adanya kerjasama antar anggota organisasi perusahaan tersebut. sehingga kerja sama akan tercipta dengan baik.

Nama : Dimas Ayu Yulianti
Nim : 17030234012
UAS Pengembangan Karir Bagian B

1. Surat lamaran pekerjaan : 90

Magetan, 14 Mei 2020

Hal : Lamaran pekerjaan
Lampiran : 1

Yth. HRD PT Kharyawibangga Cipta karsa
di tempat

40

Dengan hormat,

Berdasarkan informasi yang saya peroleh dari Situs Lowongan kerja terbaru 2020. Perusahaan Bapak/Ibu membuka lowongan pekerjaan untuk posisi Staff kimia Analisis. Melalui surat ini, saya bermaksud untuk melamar pekerjaan sebagai Staff kimia Analisis. Berikut ini adalah biodata singkat saya :

Nama	: Dimas Ayu Yulianti
Tempat, tanggal lahir	: Magetan, 19 Juli 1999
Alamat	: Desa Tinap Rt "2/04, Sukomoro, Magetan, Jawa Timur
Pendidikan	: S1 Kimia
Nomor telepon	: 085791619907
Status	: Belum menikah

Bermaksud untuk melamar pekerjaan sebagai Staff kimia Analisis di PT Kharyawibangga Cipta Karsa yang Bapak/Ibu pimpin. Saya memiliki kondisi kesehatan yang baik serta dapat berkomunikasi dengan baik. Bersama surat ini saya lampirkan daftar riwayat hidup saya.

Demikian surat lamaran pekerjaan ini. Besar harapan saya untuk bergabung di PT Kharyawibangga Cipta Karsa yang Bapak/Ibu pimpin. Saya berharap Bapak/Ibu memberi kesempatan wawancara, sehingga saya dapat menjelaskan secara terperinci tentang potensi diri saya.

Atas perhatian Bapak/Ibu, saya ucapkan terimakasih.

Hormat saya

Dimas Ayu Yulianti

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② → Self Marketing skills merupakan kemampuan penting dan paling dasar dalam membangun dan mengembangkan karir, apapun profesi yang ditekuni. Sangat penting bagi setiap pribadi untuk mengenali dengan baik dirinya sendiri.

25

→ Negotiation skills merupakan kemampuan bernegosiasi. Kemampuan ini sangat diperlukan dalam suatu pekerjaan. Kita harus pandai dalam bernegosiasi untuk mendapatkan hasil yang memuaskan dan menguntungkan kedua belah pihak.

③ Pekerjaan yang sesuai dengan mahasiswa lulusan dari jurusan kimia :

-. Menjadi pegawai swasta / BUMN

contoh pekerjaan : staff perusahaan Tekstil, Perusahaan Obat-obatan / Farmasi, kosmetika

*. di dalam perusahaan tersebut dapat menjadi Quality Control atau R&D.

25 -. Lembaga penelitian

menjadi staff pada lembaga penelitian seperti LIPI

-. Sebagai Tenaga Pengajar → Dosen / guru

-. Konsultan → dapat menjadi konsultan di bidang kimia.

-. Entrepreneur → menjadi seorang wirausahawan dalam bidang kimia.

contoh : memproduksi dan menjual sabun produk sendiri.

SIDU

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D.3. RECAPITULATION OF ASSESSMENT

D.3.1. Validate Test Item

The test for the end of semester evaluation consists of eight questions in the form of essays which have been analyzed by the lecturer in the Career Development group. The essay question is validated by paying attention to several aspects, namely the suitability of the problem with indicators, language, content and construct.

D.3.2. Evaluation Results of Career Development for Chemistry Class

PROGRAM STUDI S1 Kimia

Original data :

DAFTAR NILAI MAHASISWA

Mata Kuliah : Pengembangan Karir

Kelas : 2017K

Tahun Ajaran : 2019/2020 Genap

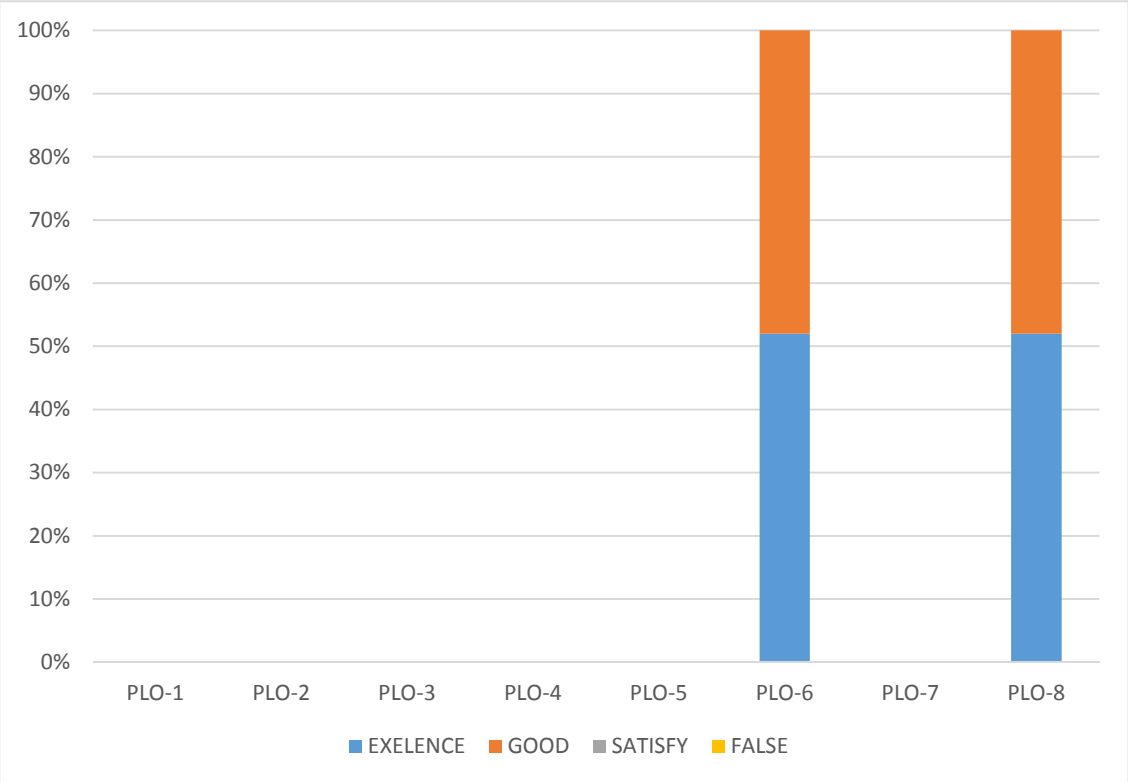
Keterangan :

1. Komponen nilai yang diisi hanya : Part,Tugas,UTS dan UAS
2. Nilai UAS mahasiswa dengan kehadiran dibawah 73.3% (kolom dg warna merah) tidak akan disimpan
3. Jangan merubah apapun di dokumen ini kecuali pada point nomer satu di atas.
4. PPTI / BAAK tidak menerima file nilai untuk diupload. Proses upload nilai dilakukan oleh dosen pengampu yang bersangkutan.

No	NIM	Nama Mahasiswa	Angkatan	Kehadiran	Part	Tugas	UTS	UAS	NA	Huruf	Pakai
1	17030234002	AMALINA NUR FIDIYAH	2017	100%	85	80	70	72	76.6	B+	1
2	17030234003	DEWINTA INTAN LAILY	2017	100%	90	80	80	98	87.4	A	1
3	17030234004	DEVY PUSPITA SARI	2017	93.33%	75	80	87	86	82.2	A-	1
4	17030234006	NUR AIDA AMYLIANA	2017	100%	85	80	90	82	83.6	A-	1
5	17030234010	DICKY DHARMAWAN	2017	100%	85	80	83	82	82.2	A-	1
6	17030234012	DIMAS AYU YULIANTI	2017	100%	85	80	80	90	84	A-	1
7	17030234014	MUKHAMAD ROJIB AMINUDIN	2017	93.33%	75	80	78	80	78.6	B+	1
8	17030234015	SAVIRA AYU NINGTIAS	2017	100%	85	80	85	90	85	A	1
9	17030234018	RIZKA TAZKY AMALIA	2017	100%	85	80	80	82	81.6	A-	1
10	17030234020	JULIAN SAGUS BRAMASTA	2017	93.33%	75	80	70	74	75.2	B+	1
11	17030234025	LAILA ROIKHATUL JANNAH	2017	100%	85	80	75	72	77.6	B+	1
12	17030234026	FATIMATUZZAHRO	2017	100%	85	80	80	72	78.6	B+	1
13	17030234033	IRENE CORNELIA CONSTANTY	2017	100%	85	70	83	81	78.9	B+	1
14	17030234034	FIRLIA NUR FADILA	2017	93.33%	75	80	70	82	77.6	B+	1
15	17030234036	EKA YULIA MAULIDAH	2017	100%	85	80	87	82	83	A-	1
16	17030234038	IANATUL KHAFIDLAH	2017	93.33%	75	80	93	88	84	A-	1
17	17030234040	QURROTA AYUN	2017	100%	85	80	83	86	83.4	A-	1
18	17030234042	JONATHAN ANGELO RANAMANG	2017	100%	85	78	70	72	76	B+	1
19	17030234045	ZEINUR ROCHMA FANDIS ROMAI	2017	100%	85	80	70	72	76.6	B+	1
20	17030234050	AULIA HANAUL IZZAH	2017	100%	85	80	90	90	86	A	1
21	17030234055	AMELIA PUTRI DIYINDHA	2017	100%	85	80	90	72	80.6	A-	1
22	17030234056	WEKA FIRDA RIZKI NURZULLA	2017	100%	85	80	87	72	80	A-	1
23	17030234057	EXCEL AIDA FRANSISKA	2017	100%	85	80	95	90	87	A	1
24	17030234059	MARINDA MAYLIANSARISYAH PU	2017	100%	85	80	78	90	83.6	A-	1
25	17030234061	FATIMATUZ ZAHROH	2017	100%	90	80	70	72	77.6	B+	1

D.3.3. Percentage of PLO achievements of Career Development at Academic Year 2019/2020 for Chemistry Class

PLO ASSESSMENT

Lecture : Career Development
Code : 4720102151
Department : Chemistry Department
Total of Student : 25

	PLO-1	PLO-2	PLO-3	PLO-4	PLO-5	PLO-6	PLO-7	PLO-8
EXELENCE						52%		52%
GOOD						48%		48%
SATISFY						0%		0%
FALSE						0%		0%
	0%	0%	0%	0%	0%	100%	0%	100%