

PORTFOLIO CAREER DEVELOPMENT

ACADEMIC YEAR 2019/2020 ODD SEMESTER



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

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A. SEMESTER LEARNING ACTIYITY PLAN

A.1. COURSE IDETITY


Module Name	Career Development
Module level	Bachelor
Abbreviation, if applicable	8420402221
Sub-heading, if applicable	-
Course included in the module, if applicable	-
Semester/term	8 th / fourth year
Module coordinator(s)	Prof. Dr. Suyatno, M.Si. (C1), Prof. Dr. Titik taufikurohmah, M.Si.. (C1), Dr. Muchlis, M.Pd. Rusly Hidayah, S.Si., M.Pd. (C1)
Lecturer(s)	Prof. Dr. Suyatno, M.Si. (C1), Prof. Dr. Titik taufikurohmah, M.Si.. (C1), Dr. Muchlis, M.Pd. 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:	1 CU for bachelor degree equals to 3 workhours per week or 170 minutes (50' face to face learning, 60' structured learning, and 60' independent learning). In one semester, courses are conducted in 14 weeks (excluding mid and end-term exam). Thus, 1 CU equals to 39.67 workhours per semester. One CU equals to 1.59 ECTS.
Credit points:	2 CU = 2 x 1.59 = 3.18 ECTS
Prerequisite course(s):	
Targeted learning outcomes:	<p>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.</p> <p>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</p>

	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:	<p>Students are considered to be competent and pass if at least get 55</p> <p>Final score is calculated as follows: 20% Participation + 30% Assignment + 20% Midle Exam + 30% Final Exam</p> <p>middle exam (UTS)& 30% final exam (UAS)</p> <p>Table index of graduation</p> <ul style="list-style-type: none"> • 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
Media:	Computer, LCD, White board
Learning Methods	Lectures, discussion, assignment
Literature:	<ol style="list-style-type: none"> 1. Prijosaksono, A.M.M. (2005). <i>The Power of Transformation</i>. Jakarta: Elex Media Komputindo. 2. Rivai, V., Bachtiar, Amar, B.R. (2013). <i>Pemimpin dan Kepemimpinan dalam Organisasi</i>. Cetakan I. Jakarta: Raja Grafindo Persada. 3. Sailah, I. (2008). <i>Pengembangan Softskill di Perguruan Tinggi</i>. Jakarta: Dirjendikti. 4. Suyatno, Taufikurohmah, T., Muchlis, Hidayah, R. (2019). <i>Pengembangan Karir</i>. Surabaya: Unesa University Press. 5. Yuanita, S. (2013). <i>Tip Menumbuhkan Motivasi dan Percaya Diri untuk Meraih Kesuksesan</i>. Jakarta: Brilliant Books.

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

 <p>UNESA Universitas Negeri Surabaya</p>		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 transforming belief
	Sub-CLO4	Understand the change management
	Sub-CLO5	Understand the time management
	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 techniques
	Sub-CLO10	Understand the communication skill
	Sub-CLO11	Understand the team work building skill
	Sub-CLO12	Understand the motivation skill
	Sub-CLO13	Understand the leadership
	Sub-CLO14	Understand the self marketing skill

	Sub-CLO15	Understand the negotiation skill
	Sub-CLO16	Explain the kind of work suitable with the field of science
	Sub-CLO17	Describe the steps in applying for a job
Description 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	<ol style="list-style-type: none"> 1. Softskill 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 techniques 	
References	Utama :	
	Suyatno, Taufikurohmah, T., Muchlis, Hidayah, R. (2019). <i>Pengembangan Karir</i> . Surabaya: Unesa University Press.	

		Pendukung :					
				1. Prijosaksono, A.M.M. (2005). <i>The Power of Transformation</i> . Jakarta: Elex Media Komputindo. 2. Rivai, V., Bachtiar, Amar, B.R. (2013). <i>Pemimpin dan Kepemimpinan dalam Organisasi</i> . Cetakan I. Jakarta: Raja Grafindo Persada. 3. Sailah, I. (2008). <i>Pengembangan Softskill di Perguruan Tinggi</i> . Jakarta: Dirjendikti. 4. Yuanita, S. (2013). <i>Tip Menumbuhkan Motivasi dan Percaya Diri untuk Meraih Kesuksesan</i> . 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	<ol style="list-style-type: none"> Describe process of the transforming character Explain process of the tranforming belief 	<p>Criteria:</p> <ol style="list-style-type: none"> Descibe process of the transforming character Able to explain at least 5 ways to build belief <p>Evaluation type: Essay test</p>	<p>Form of learning: Lecture</p> <p>Learning model: Problem based learning</p>	-	<ol style="list-style-type: none"> Transforming character Transforming belief (Suyatno, et al., 2019) 	10
3	Demonstrate ability in change management and stress management	<ol style="list-style-type: none"> Explain the chane management Explain stress management 	<p>Kriteria:</p> <ol style="list-style-type: none"> Explain types of reaction to change Able to difference between positive strees and negative stress Explain at least 5 strategy to avoid stress <p>Evaluation type: Essay test</p>	<p>Form of learning: Lecture</p> <p>Learning model: Problem based learning</p>	-	<ol style="list-style-type: none"> Manajemen perubahan Manajemen stres (Suyatno, et al., 2019) 	10
4	Able to manage time and do creative thinking processes	<ol style="list-style-type: none"> Describe the time management Describe the creative thinking process 	<p>Criteria:</p> <ol style="list-style-type: none"> Able to describe 3 strategy to overcome time wastage Able to describe at least 5 process 	<p>Form of learning: Lecture</p> <p>Learning model: Problem based learning</p>	-	<ol style="list-style-type: none"> Time management Process of creative 	10

			of creative thinking 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 strategy to compose life purpose	Criteria: 1. Able to describe 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. <i>Goal setting</i> 2. <i>Life purpose</i> (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 techniques in speed reading Evaluation type: Essay test	Form of learning: Lecture Learning model: Problem based learning	-	Speed reading techniques (Suyatno, et al., 2019))	8
8	The Midterm exam						

9	Able to communication and teamwork building	<ol style="list-style-type: none"> 1. Explain the communication techniques 2. Explain strategy for teamwork building 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Able to describe 4 communication skills 2. Able to describe 4 strategy teamwork building <p>Evaluation type: Essay test</p>	<p>Form of learning: Lecture</p> <p>Learning model: Problem based learning</p>	-	<ol style="list-style-type: none"> 1. Communication skills 2. Teamwork building (Suyatno, et al., 2019)) 	10
10-11	Able to motivate and leadership	<ol style="list-style-type: none"> 1. Describe the motivation skill 2. Describe leadership 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Able to explain 6 motivation process 2. Able to explain difference of 4 leadership type <p>Evaluation type: Essay test</p>	<p>Form of learning: Lecture</p> <p>Learning model: Problem based learning</p>	-	<ol style="list-style-type: none"> 1. Motivation skills 2. Leadership (Suyatno, et al., 2019) 	10
12-13	Able to show the self marketing and negotiation	<ol style="list-style-type: none"> 1. Explain the self marketing 2. Explain negotiation skill 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Able to describe at least 5 steps development of self marketing skills 2. Able to explain at least 5 steps design of negotiation 	<p>Form of learning: Lecture</p> <p>Learning model: Problem based learning</p>	-	<ol style="list-style-type: none"> 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	Explain 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 \leq - \geq 100)
A ⁻	3,75 (80 \leq -< 85)
B ⁺	3,5 (75 \leq - < 80)
B	3 (70 \leq -< 75)
B ⁻	2,75 (65 \leq -<75)
C ⁺	2,5 (60 \leq -<65)
C	2 (55 \leq -<60)
D	1 (40 \leq -<55)
E	0 (0 \leq -<40)

C. COURSE DEVELOPMENT

C.1. Academic Year 2019/2020 odd semester

Parameter	Σ of person	Percentage
Number of 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 remedial. 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.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.	17030234002	AMALINA NUR FIDIYAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
2.	17030234003	DEWINTA INTAN LAILY	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
3.	17030234004	DEVY PUSPITA SARI	H	H	H	A	H	H	H	H	H	H	H	H	H	H	93.3 %	
4.	17030234006	NUR AIDA AMYLIANA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
5.	17030234010	DICKY DHARMAWAN	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
6.	17030234012	DIMAS AYU YULIANTI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
7.	17030234014	MUKHAMAD ROJIB AMINUDIN	H	H	H	A	H	H	H	H	H	H	H	H	H	H	93.3 %	
8.	17030234015	SAVIRA AYU NINGTIAS	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
9.	17030234018	RIZKA TAZKY AMALIA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
10.	17030234020	JULIAN SAGUS BRAMASTA	H	H	H	A	H	H	H	H	H	H	H	H	H	H	93.3 %	
11.	17030234025	LAILA ROIKHATUL JANNAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
12.	17030234026	FATIMATUZZAHRO	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
13.	17030234033	IRENE CORNELIA CONSTANTY	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
14.	17030234034	FIRLIA NUR FADILA	A	H	H	H	H	H	H	H	H	H	H	H	H	H	93.3 %	
15.	17030234036	EKA YULIA MAULIDAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
16.	17030234038	IANATUL KHAFIDLAH	H	H	H	A	H	H	H	H	H	H	H	H	H	H	93.3 %	
17.	17030234040	QURROTA AYUN	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
18.	17030234042	JONATHAN ANGELO RANAMANGGALA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
19.	17030234045	ZEINUR ROCHMA FANDIS ROMADHON	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
20.	17030234050	AULIA HANAUL IZZAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
21.	17030234055	AMELIA PUTRI DIVINDHA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
22.	17030234056	WEKA FIRDA RIZKI NURZULLA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
23.	17030234057	EXCEL AIDA FRANSISKA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
24.	17030234059	MARINDA MAYLIANSARISYAH PUTRI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	100 %	
25.	17030234061	FATIMATUZ ZAHROH	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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Management
System
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www.tuv.com
ID 310850021

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 : I (07.00 – 08.40/ 100 minutes)
Lectures : Prof.Dr. Suyatno, M.Si + Team

Direction: Answer the following questions correctly!

1. PT Sawit Indonesia Industry which is engaged in the Vegetable Oil sector opens Quality Control (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 motivationBased 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

- 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.
 - 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.
- 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 worshipping 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.

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.

Dipindai dengan CamScanner

Nama : Ulmas Ayu Juliana
Nim : 17050224013
Pengembangan Pair

90

Bagian A

- 20
- 1) Guru yang mengabdikan masi pelajaran, dia belajar bisa belajar tersebut. Menurut teori komunikasi **Paulus Foa Jan (1995)** menyatakan bahwa seorang guru harus memiliki keterampilan berkomunikasi dalam kegiatan pembelajaran, ada 4 kemampuan yaitu:
- A) Guru mampu mengembangkan sikap positif dalam kegiatan pembelajaran.
- salah satunya harus mampu menguas ketekunan dan ketahanan diri dalam diri.
 - mampu memotivasi siswa dan penguas sehingga dapat dipahami orang lain dapat belajar siswa dalam pembelajaran
 - B) Kemampuan guru untuk belajar belajar dan bekerja dalam kegiatan pembelajaran.
 - C) Kemampuan guru untuk tampil berprestasi-sungguh.
 - D) Kemampuan guru untuk mengaitkan interest dalam kegiatan pembelajaran.

Saat siswa tidak memahami materi yang disampaikan oleh guru, seorang guru harus dapat membangun komunikasi yang lebih efektif. **Menurut Mulyana (2000)**, keefektifan berkomunikasi itu salah satunya komunikator dapat **menghormat** orang yang dijadikan sasaran komunikasi. Jadi guru tersebut harus memperhatikan diri untuk merendahkan **kebahasaan dan ketahanan mandiri**.

- 10
- 2) Berkomunikasi dapat menimbulkan ketegangan, tetapi juga dapat menimbulkan konflik. Komunikasi dapat menimbulkan ketegangan karena dengan komunikasi atau terapan **Strohachem** selama komunikasi tersebut **tidak menyetujui dan aturan berkomunikasi** yang baik serta dapat ditentang oleh lawan komunikasi. Namun komunikasi juga dapat menimbulkan konflik, karena komunikasi tersebut mengalami gangguan ketika diterima oleh sasaran komunikasi. **Karena adanya gangguan**, komunikasi dapat menjadi sebuah informasi yang tidak sehingga **menimbulkan konflik**.
belum digelaskannya gangguan yg bagaiman?

- 20
- 3) Masih adanya perampok, sedangkan ada pihak lain yang menyantuni anak yatim, hal ini berkaitan pada teori motivasi & pemenuh. **Abraham Maslow** bahwa teori kebutuhan terdiri dari lima kebutuhan, yaitu:
- Fisiologis ; Rasa aman ; Sosial ; Penghargaan ; dan aktualisasi diri.
- Adanya perampok hanya **berpautan pada kebutuhan fisiologis** saja yang meliputi rasa haus lapar, berendang, seksual dan kebutuhan fisik lainnya tanpa melihat kebutuhan rasa aman. Mereka melakukan apa saja yang penting mereka tenyang. Sedangkan orang yang menyantuni anak yatim, mereka telah **kepuas kebutuhan fisiologis dan rasa aman**, sehingga termotivasi untuk kebutuhan sosial. (Lain

4) 2 cara memotivasi :

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

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

2. **Motivasi tidak langsung** → motivasi yang diberikan melalui fasilitas-fasilitas yang mendukung karir/kelancaran kerja.

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

5) dua cara membangun sarana kondusif dan kerjasama :

1) **Memberikan keamanan tujuan** yang akan dicapai, dalam organisasi sangat diperlukan

kerjasama terutama dalam tujuan yang sama karena komponen pergerakannya adalah sesama manusia.

2) **Membangun pembinaan kerja hubungan kerja**. Pembinaan hubungan kerja yang

dilakukan oleh pemimpin perusahaan dengan anggota yang lain.

Pembinaan hubungan kerja dikatakan berhasil apabila tercipta adanya kerjasama

antar anggota organisasi perusahaan tersebut. sehingga kerja sama akan tercapai dengan baik.

Nama : Dimas Ayu Julianti

Nim : 19030234012

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,

Berlasarkan informasi yang saya peroleh dari situs lowongan kerja terbaru 2020. Perusahaan Bapak/Ibu membuka lowongan pekerjaan untuk posisi Staff Kimia Analis. Melalui surat ini, saya bermaksud untuk melamar pekerjaan sebagai Staff Kimia Analis. Berikut ini adalah biodata singkat saya:

Nama : Dimas Ayu Julianti

Tempat, tanggal lahir : Magetan, 19 Juli 1999

Alamat : Desa Trinap Rt 02/04, Sukomoro, Magetan, Jawa Timur

Pendidikan : S1 Kimia

Nomor telepon : 085 791619907

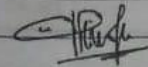
Status : Belum menikah

Bermaksud untuk melamar pekerjaan sebagai Staff Kimia Analis 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 Julianti

② Self Marketing skills merupakan kemampuan penting dan paung dasar dalam membangun dan mengembangkan karir, apapun profesi yang dilakukannya. Sangat penting bagi setiap pribadi untuk mengerali 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 RnD.

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)

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 ROMAN	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 DIWINDHA	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%

