



UNIVERSITAS TAMA JAGAKARSA

Kampus : Jl. Letjen T.B Simatupang No. 152 Tanjung Barat – Jakarta Selatan 12530
Telp : (021) 789 0965, 782. 9919, 7883 1838, 789 0634
Fax : (021) 789 0966, Email : info@jagakarsa.ac.id
Website : <http://www.jagakarsa.ac.id>

SURAT TUGAS

No: 012/FKIP-UTAMA/II/2025

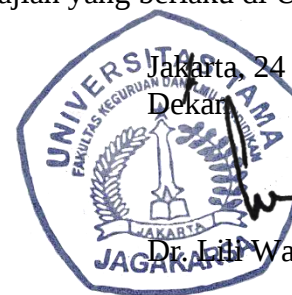
Fakultas : Keguruan dan Ilmu Pendidikan
Nama : Siti Rodiyah, S.S., M.Hum.
Jabatan Akademik : Lektor
Untuk melaksanakan tugas sebagai berikut:

No.	Uraian Tugas	Waktu		Mata Kuliah	Kode MK	Kredit (sks)	Jenjang Program	Program Studi	Semester
		Setiap Hari	Pukul						
1	Belajar Mengajar	Selasa	08.00 - 10.30	<i>English for Specific Purposes (ESP)</i>	80B050	3	Strata Satu	Pend. Bahasa Inggris	Genap 2024/2025
2	Belajar Mengajar	Rabu	16.30 - 19.00	<i>Extensive Reading</i>	822112173	3			
3	Belajar Mengajar	Rabu	19.00 - 20.30	<i>Listening Comprehension I</i>	822112053	3			
4	Belajar Mengajar	Kamis	19.30 - 21.00	<i>English Lesson Plan</i>	825112133	3			
						12 SKS			

Kepada yang bersangkutan akan diberikan gaji/honorarium sesuai dengan peraturan penggajian yang berlaku di Universitas Tama Jagakarsa. Penugasan ini berlaku dari tanggal 10 Maret 2025 sampai 05 Juli 2025.

Tembusan:

1. Ketua Yayasan
2. Wakil Rektor I
3. Ketua Program Studi Pendidikan Bahasa Inggris
4. Kepala Bagian Administrasi Umum



Jakarta, 24 Februari 2025

Dekan

Dr. Lili Wahdini, M.Pd.



DAFTAR HADIR DAN NILAI SEMESTER GANJIL, GENAP T.A.....

UTAMAFAMU001

Kampus : Jl. Leyan T.B. Simatupang No. 152 Tanjung Barat - Jakarta Selatan 12530

Telp. : (021) 789 0965, 782 9919, 78831838, 789 0634

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Email : info@jember.ac.id

Website : http://www.jember.ac.id

Program Studi

Kode dan Mata Kuliah

Sem./SKS/W. Kuliah

Pendidikan Bahasa Inggris
English for Specific Purposes
VI/3 / 06.00 - 10.00

Dosen : Sitti Padhyah, S.S., M.Hum

Tgl. Kuliah pertama dan terakhir : 11 Maret 2015 - 8 Juni 2015

No. Urut	NPM	NAMA MAHASISWA	PERKULIAHAN KE																		Ke hadir an	Tugas	UTS	UAS	Nilai Akhir		Keterangan
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			Jumlah	Huruf	
1	2280001	Citra Volanba	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	28	85	A	
2	2280002	Muhamad Waryu Awwan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	25	69	C	
3	2280004	Putri Agatha DL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	30	91	A	
4	2280006	Devi R.S. Hutacoit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	32	92	A	
5	2280007	Naila Lia DA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	91	A	
6	2280009	Eka Dilla M	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	27	84	A	
7	2280010	Muhamad Husnuddin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	27	82	A	
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Keterangan :	
✓	Hadir Perkuliah
-	Absen Perkuliah
S	Sakit
f	fim

PENILAIAN	
0 - 44	= E
45 - 55	= D
56 - 69	= C
70 - 79	= B
80 - 100	= A

Dosen Pengampu

Sitti Padhyah, S.S., M.Hum

Jakarta, 17 Juli 2015

Ketua Program Studi

Sitti Padhyah, S.S., M.Hum



UNIVERSITAS TAMA JAGAKARSA
LEMBAGA PENJAMINAN MUTU
LEMBAR MONITORING PERKULIAHAN

FORM: UTAMAFALU002

PROGRAM STUDI : Pendidikan Bahasa Inggris
SEMESTER : 4th
TAHUN AJARAN : 2024-2025

KODE/MATA KULIAH/SKS :
DOSEN PENGAMPU :

English for specific purposes / 3
SST, Nodiyanti, SE, M. Hum.

PENTUNJUAN KE	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	Jumlah Mhs Hadir	Tanda tangan Dosen	Kontrol / Monitoring	
						Program Studi	Unit Jaminan Mutu
1	Selasa 11/3	Introduction	Learning Orientation	7	Q	Komentar Program Studi	Komentar UJM
2	Selasa 18/3	ESP & EGP	- Scope of ESP	7	Q		
3	Selasa 15/4	ESP & EGP	Distinction ESP & EGP	5	Q		
4	Selasa 22/4	ESP Development	Skill and Strategies	6	Q		
5	Selasa 29/4	ESP Learning	Port - - Learning	7	Q		
6	Selasa 6/5	Theoretical framework	Learning theory of ESP	5	Q		
7	Selasa 20/5	Review	Review	7	Q		
8	Selasa 27/5	Mid-Test	Mid Terms	7	Q		
9	Selasa 3/6	Needs Analysis	Concepts & theory	6	Q		
10	Selasa 10/6	Application	How to apply Concept & theory in ESP	4	Q		
Review at							

PERTEMUAN KE	HARI/ TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	Jumlah Mhs Hadir	Tanda tangan Dosen	Kontrol / Monitoring	
						Program Studi	Unit Jaminan Mutu
11	Selasa 17/6	Syllaby Lesson plan	Definition, types and function	6	2	Komentar Program Studi	Komentar UJM
12	Selasa 20/6	Topics of test p	Explanation of test topics	7	2		
13	Selasa 24/6	Review	Review	7	2		
14	Selasa 8/6	Final test	Final term	7	2		

Dosen Pengampu



Siti Rodiyah, S.S., M.Hum

Jakarta, 17 Juli 2025

Ketua Program Studi



Siti Rodiyah, S.S., M.Hum



DAFTAR HADIR DAN NILAI SEMESTER GANJIL / GENAP T.A.....

UTAMAFAN/001

Kampus : Jl. Jember T.B. Simatupang No. 152 Tanjung Barat - Jakarta Selatan 12530

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Program Studi

Kode dan Mata kuliah

Smt/SKS/W. Kuliah

Pendidikan Bahasa Inggris
Listening Comprehension

Dosen : Sri Padayach, S.S., M.Hum

Tgl. Kuliah pertama dan terakhir : 12 Maret 2025

No. Urut	NPM	NAMA MAHASISWA	PERKULIAHAN KE																		Ke hadir an	Tugas	UTS	UAS	Nilai Akhir		Keterangan
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			Jumlah	Rata	
1	24800001	Susan Wata	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	30	88	A	
2	24800002	Mika Abigail Bano	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	30	88	A	
3	24800003	Shina Andri PS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	30	94	A	
4	24800004	Lilis Suryani	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	31	85	A	
5	24800005	Felicia Agustina	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	31	91	A	
6	24800006	Sofi Palolia	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	30	83	A	
7	24800007	Pifa Shufriah	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	30	85	A	
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Keterangan :	
✓	Hadir Perkuliah
○	Absen Perkuliah
S	Sakit
i	ijin

PENILAIAN	
0 - 44	= E
45 - 55	= D
56 - 69	= C
70 - 79	= B
80 - 100	= A

Dosen Pengampu

Jakarta, 17 Juli 2025

Ketua Program Studi

Siti Padayach, S.S., M.Hum

Siti Padayach, S.S., M.Hum



UNIVERSITAS TAMA JAGAKARSA
LEMBAGA PENJAMINAN MUTU
LEMBAR MONITORING PERKULIAHAN

FORM UTAMAF AU0002

PROGRAM STUDI : Pendidikan Bahasa Inggris
 SEMESTER : II
 TAHUN AJARAN : 2024-2025 Genap

KODE/MATA KULIAH/SKS :
 DOSEN PENGAMPU :

Listening Comprehension 1
 Siti Podgany, S., M. Hum.

PERTEMUAN KE	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	Jumlah Abs. Hadir	Tanda Tangan Dosen	Kontrol / Monitoring	
						Program Studi	Unit Jaminan Mutu
1	Pabu 12/3	Introduction	- Learning orientation	7	2	Komentar Program Studi	Komentar UJM
2	Pabu 16/4	Nice to meet you	- Introducing yourself - Where are you from?	7	2		
3	Pabu 22/4	Nice to meet you	- Simple present - Subject pronoun, exercise	7	2		
4	Pabu 30/4	I'd like the shoes, please.	- ordering in a restaurant - talking about food, exercise	7	2		
5	Pabu 7/5	I'd like the shoes, please.	- Talking from - exercise	6	2		
6	Pabu 14/5	What do you do?	- saying where you work - talking about job	7	2		
7	Pabu 21/5	What do you do?	- Describing workplace - exercise, review	5	2		
8	Pabu 28/5	Mid Test	Mid Test	7	2		
9	Pabu 4/6	How much is it?	- Asking about price - Talking about colors & clothes	7	2		
10	Pabu 11/6	How much is it?	- Asking about size & price - exercise	7	2		

PERTemuAN ke	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	Jumlah Mhs Hadir	Tanda tangan Dosen	Kontrol / Monitoring	
						Komentar Program Studi	Unit Jaminan Mutu
11	Rabu 18/6	Have a nice trip!	- Talking about travel plans. - Making travel plans.	6		Komentar Program Studi	Komentar UJM
12	Rabu 25/6	Have a nice trip	Talking about the calendar, seasons, and weather.	6			
13	Rabu 30/6	Review	Review	7			
14	Rabu 9/7	Final Test	Final Terms	7			

Spesial P

Досет Пенгунпу

[Signature]

Srb- Rodjan S.C., M.HUM

Ketua Program Studi



Jakarta, 17 Juli 2025

Siti Rodiyah, SS., M.Hum



DAFTAR HADIR DAN NILAI SEMESTER GANJIL, GENAP T.A.....

UTAMAF A/U/001

Kampus : Jl. Letjen T.B. Simatupang No. 152 Tanjung Barat - Jakarta Selatan 12530

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Fax. : (021) 789 0966

Email : info@jagakarsa.ac.id

Website : http://www.jagakarsa.ac.id

Program Studi :

Pendidikan Bahasa Inggris

Kode dan Mata Kuliah :

English Lesson Plan

Smt/SKS/W. Kuliah :

IV / 3 / 1900 - 2000

Dosen :

Siti Rodiyah, S.S., M.Hum

Tgl. Kuliah pertama dan terakhir :

13 Maret 2015 - 10 Juli 2015

No. Urut	NPM	NAMA MAHASISWA	PERKULIAHAN KE																		Ke hadir an	Tugas	UTS	UAS	Nilai Akhir		Keterangan
																									Jumlah	Huruf	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18							
1	2300002	Angga Pujangsan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	18	22	31	90	A	
2	2300004	Aurel Hikra	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	18	17	20	30	85	A	
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Keterangan :	Kehadiran Minimal 75 %
✓ Hadir	UTS : Ujian Tengah Semester
- Absen Perkuliahan	UAS : Ujian Akhir Semester
S Sekur	Ket : Lulus / Tidak Lulus
1 Dik	

PENILAIAN	
0 - 44 = E	
45 - 55 = D	
56 - 69 = C	
70 - 79 = B	
80 - 100 = A	

Dosen Pengampu

Siti Rodiyah, S.S., M.Hum

Ketua Program Studi

Siti Rodiyah, S.S., M.Hum

Jakarta, 17 Juli 2015



UNIVERSITAS TAMA JAGAKARSA
LEMBAGA PENJAMINAN MUTU
LEMBAR MONITORING PERKULIAHAN

FORM: UTAMA.FAU002

PROGRAM STUDI : Pendidikan Bahasa Inggris
SEMESTER : 1st
TAHUN AJARAN : 2024-2025

KODE/MATA KULIAH/SKS
DOSEN PENGAMPU

: English Lesson Plan
: srti Padhyah, S.S., M.Hum

PENTAMUAN KE	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	Jumlah Mhs Hadir	Tanda tangan Dosen	Komentar Program Studi		Komentar UJM
						Program Studi	Kontrol / Monitoring	
1	Kamis 17/3	Learning Orientation	Introduction	2	Q	Komentar Program Studi	Kontrol / Monitoring	Komentar UJM
2	27/3	General Purpose Reading	Reading Comprehension - Part 1	2	Q			
3	Kamis 24/4	General Purpose Reading Comprehension	Reading Comprehension - Part 2	1	Q			
4	Kamis 2/5	English Learning Model	Learning & teaching learning model	2	Q			
5	Kamis 15/5	English Learning Model	Learning & teaching learning model	2	Q			
6	Kamis 22/5	Learning Purpose	Formulating Learning Purpose	2	Q			
7	Kamis 29/5	Review	Review	2	Q			
8	Kamis 5/6	Mid Test	Mid Terms	2	Q			
9	Kamis 12/6	Learning Cycle	General Scientific approach	2	Q			
10	19/6	Assessment and evaluation	Instrument design - of assessment & ev.	2	Q			

Pertemuan ke	Hari Tanggal	Pokok Bahasan	Uraian Materi/Bahasan	Jumlah Abs. Hadir	Tanda tangan Dosen	Kontrol / Monitoring	
						Program Studi	Unit Jaminan Mutu
11	23/6	Assessment and Evaluation	Outline, Multiple Choice and Depth Question	2	8	Komentar Program Studi	Komentar UJM
12	Kamis 24/6	Learning material development	Steps of Learning material development	2	8		
13	Kamis 26/6	Review	Review	2	8		
14	Kamis 30/6	Final test	Final terms.	2	8		

Dosen Pengampu

Siti Padiyati, S.S., M.Hum

Jakarta, 17 Juli 2025

Rektas Program Studi

Siti Padiyati, S.S., M.Hum



DAFTAR HADIR DAN NILAI SEMESTER GANJIL / GENAP T.A.....

UTAMAF A00001

Kampus : Jl. Letjen T.B. Simatupang No. 152 Tanjung Barat - Jakarta Selatan 12530

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Program Studi

Kode dan Mata Kuliah

Smt/SKS/W Kuliah

Pendidikan Bahasa Inggris
Expensive Reading
N / 3 / 17.00 - 19.00

Dosen : Siti Redyan, S.S., M.Hum
Tgl. Kuliah pertama dan terakhir : 12 Maret 2015 - 9 Juli 2015

No. Urut	NPM	NAMA MAHASISWA	PERKULIAHAN KE																		Ke hadir an	Tugas	UTS	UAS	Nilai Akhir		Keterangan																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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Keterangan :	
✓	Hadir Perkuliah
-	Absen Perkuliah
8	Sakit
!	lpm

Kehadiran Minimal 75 %
UTS : Ujian Tengah Semester
UAS : Ujian Akhir Semester
Ket : Lulus / Tidak Lulus

PENILAIAN	
0 - 44	= E
45 - 55	= D
56 - 69	= C
70 - 79	= B
80 - 100	= A

Dosen Pengampu

[Signature]

Siti Redyan, S.S., M.Hum

Jakarta, 17 Juli 2015

Ketua Program Studi

[Signature]

Siti Redyan, S.S., M.Hum



UNIVERSITAS TAMAGAKARSA
LEMBAGA PENJAMINAN MUTU
LEMBAR MONITORING PERKULIAHAN

FORM UTAMAF AU/002

PROGRAM STUDI Pendidikan Bahasa Inggris
SEMESTER IV
TAHUN AJARAN 2024-2025

KODE/MATA KULIAH/SKS
DOSEN PENGAMPU

Extensive Reading
Siti Padhyani, S.E., M.Hum.

PERTAMUAN KE	HARI TANGGAL	POKOK SAHAJAN	URAIAN MATERI BAHASAN	Jumlah Mhs Hadir	Tanda Tangan Dosen	Kontrol / Monitoring	
						Program Studi Komentar Program Studi	Unit Jaminan Mutu Komentar UJM
1	Rabu 12/3	Introduction	Learning Orientation	2	2	Komentar Program Studi	Komentar UJM
2	Rabu 16/4	Extensive Reading	Definition of extensive & intensive reading	2	2		
3	Rabu 23/4	Skills features of ex. reading	1. Read a lot often, fast 2. Read at four levels 3. Decide what to read to read	2	2		
4	Rabu 30/4	Features of ex reading	4. Read a wide variety of 5. Read and to predict 6. Read for purpose & clarity	2	2		
5	Rabu 7/5	Variety of sources & topic	Research paper Reporter / Example	1	2		
6	Rabu 14/5	How to find	Repository, library.	2	2		
7	Rabu 21/5	Review	Review	2	2		
8	Rabu 28/5	Mid test	Mid Terms	2	2		
9	Rabu 4/6	Articple	Definition, Example	2	2		
10	Rabu 11/6	How to find	Index material (Cintan, Scopus, etc)	2	2		

Selvia Q

PERTEMUAN KE	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	Jumlah Mhs Hadir	Tanda tangan Dosen	Kontrol / Monitoring	
						Program Studi	Unit Jaminan Mutu
						Komentar Program Studi	Komentar UJM
11	Rabu 18/6	Neuro	Definisi	2	7		
12	Rabu 25/6	How to find	- online media news, - social media - printed news	2	8		
13	Rabu 30/6	Review	Review	2	8		
14	Rabu 9/7	Final Test	Final Test	8	8		

Dosen Pengampu

[Signature]

Sti Padayak, SS, M.Hum

Jakarta, 17 Juli 2025

Ketua Program Studi

[Signature]

Sti Padayak, SS, M.Hum