



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: 036/FKIP-UTAMA/VIII/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	16.30-19.00	<i>Introduction to Linguistics</i>	822111122	3	Strata Satu	Pend. Bahasa Inggris	Ganjil 2025/2026
2	Belajar Mengajar	Selasa	19.00-21.30	<i>Listening Comprehension II</i>	822111133	3			
3	Belajar Mengajar	Rabu	19.00-21.30	<i>Reading III</i>	822111143	3			
						9 SKS			

Kepada yang bersangkutan akan diberikan gaji/honorarium sesuai dengan peraturan penggajian yang berlaku di Universitas Tama Jagakarsa. Penugasan ini berlaku dari tanggal 02 September 2025 sampai dengan tanggal 28 Februari 2026.

Tembusan:

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

Jakarta, 25 Agustus 2025
Dekan

Dr. Lili Wahdini, M.Pd.





UNIVERSITAS TAMA JAGAKARSA

LEMBAGA PENJAMINAN MUTU







LEMBAR MONITORING

FORM: UTAMA/F.A/U/002

Program Studi : Pendidikan Bahasa Inggris
Semester : III
Tahun Ajaran : Ganjil 2025/2026

Kode/Mata Kuliah/SKS : Introduction To linguistics
Dosen Pengampu : Siti Rodiyah, S.S., M. Hum

PERTEMUAN Ke	HARI/ TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING	
						PROGRAM STUDI	UNIT JAMINAN MUTU
1	Selasa, 22/09/2025	Informasi mata kuliah dan RPS	Informasi RPS dan rancangan perkuliahan	7		sesuai	
2	Selasa, 30/09/2025	Introduction to Linguistics	A guide to a basic linguistics: -Definition of language	5		sesuai	
3	Selasa, 7/10/2025	Definition of linguistics: Linguistic as a social-cultural studies	Knowledge on definition of linguistics as social-cultural studies	6		sesuai	
4	Selasa, 14/10/2025	Language functions and characteristics of language.	Identifying functions and characteristics of language	7		sesuai	
5	Selasa, 21/10/2025	Linguistics as a scientific knowledge and its function.	Understanding linguistics as a scientific knowledge and its function.	7		sesuai	
6	Selasa, 28/10/2025	Language acquisition and learning.	Discussion on language acquisition and learning.	7		sesuai	
7	Selasa, 04/11/2025	Bilingualism and multilingualism	Understanding definition of ilingualism and multilingualism	7		sesuai	
8	Selasa, 11/11/2025	Mid Test	Mid Terms	7		sesuai	
9	Selasa, 18/11/2025	Microlinguistic	Discussion on phonetics & phonology	7		sesuai	
10	Selasa, 25/11/2025	Microlinguistic	Discussion on morphology	3		sesuai	

PERTEMUAN Ke	HARI/ TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING	
						PROGRAM STUDI	UNIT JAMINAN MUTU
11	Selasa, 02/12/2025	Microlinguistic	Discussion on Syntax	3		sesuai	
12	Selasa, 09/12/2025	Microlinguistic	Discussion on semantics	7		sesuai	
13	Selasa, 16/12/2025	Macrolinguistics	Discussion on Sociolinguistics & Psycholinguistics	7		sesuai	
14	Selasa, 23/12/2025	Macrolinguistics	Discussion on anthropolinguistics & Applied linguistics	4		sesuai	
15	Selasa, 30/12/2025	Review	Review	4		sesuai	
16	Selasa, 13/01/2026	Final Test	Final Terms	7		sesuai	

Dosen Pengampu



Siti Rodiyah, S.S., M.Hum.

Jakarta, 28 Januari 2026

Ketua Program Studi



Siti Rodiyah, S.S., M.Hum.

UTAMA/F.A/U/002



UNIVERSITAS TAMA JAGAKARSA
LEMBAGA PENJAMINAN MUTU
LEMBAR MONITORING







FORM: UTAMA/F.A/U/002

Program Studi : Pendidikan Bahasa Inggris
Semester : III
Tahun Ajaran : Ganjil 2025/2026

Kode/Mata Kuliah/SKS : Listening Comprehension 2
Dosen Pengampu : Siti Rodyah, S.S., M. Hum

PERTEMUAN Ke	HARI/ TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING	
						PROGRAM STUDI	UNIT JAMINAN MUTU
1	Selasa, 22/09/2025	Informasi mata kuliah dan RPS	Informasi RPS dan rancangan perkuliahan	7		sesuai	
2	Selasa, 30/09/2025	Can We Meet Tomorrow?	Meeting and Appointments, Leaving and Taking Messages	5		sesuai	
3	Selasa, 7/10/2025	I Love Mexican Food	Food Flavors, Ways of Cooking and preparing foods, food likes and dislikes, taking-out meals and menus.	6		sesuai	
4	Selasa, 14/10/2025	What do you do there?	Types of companies, responsibilities at work, family obligation.	7		sesuai	
5	Selasa, 21/10/2025	May I help you?	Shopping in stores, names of departments in large stores, finding the right sizes and color.	7		sesuai	
6	Selasa, 28/10/2025	I'd like to make a reservation.	Hotels and hotel services	7		sesuai	
7	Selasa, 04/11/2025	Preview	Theme 2- 5	7		sesuai	
8	Selasa, 11/11/2025	Mid Test	Mid Terms	7		sesuai	
9	Selasa, 18/11/2025	One way or round trip	Asking about schedule, getting travel information, understanding travel	7		sesuai	
10	Selasa, 25/11/2025	How's Your New Home	Talking about your home, talking about someone's apartment,	3		sesuai	

PERTEMUAN	HARI/	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH	TTD	MONITORING
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Ke	TANGGAL	TOPIC/DALASAN	URAIAN MATERI DALASAN	MHS HADIR	DOSEN	PROGRAM STUDI	UNIT JAMINAN MUTU
11	Selasa, 02/12/2025	How's the job search going?	Discussing your background, talking about services, discussing interviews.	3		sesuai	
12	Selasa, 09/12/2025	Preview	Theme 6-8	7		sesuai	
13	Selasa, 16/12/2025	Do you have any hobbies?	Talking about hobbies, talking about leisure, activities.	7		sesuai	
14	Selasa, 23/12/2025	Do you like to exercise?	Talking about exercise, discussing exercise routines, describing exercise habits.	4		sesuai	
15	Selasa, 30/12/2025	Preview	Theme 9-10	4		sesuai	
16	Selasa, 13/01/2026	Final Test	Final Terms	7		sesuai	

Dosen Pengampu



Siti Rodiyah, S.S., M.Hum.

Jakarta, 28 Januari 2026

Ketua Program Studi



Siti Rodiyah, S.S., M.Hum.

UTAMA/F.A/U/002



DAFTAR HADIR DAN NILAI SEMESTER GANJIL/GENAP T.A 2025/2026

UTAMA/F.A/U/001

Kampus : Jl. T.B. Simatupang No. 152 Tanjung Barat - Jakarta Selatan 12530
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 Email : info@jagakarsa.ac.id
 Website : <http://www.jagakarsa.ac.id>

Program Studi : Pendidikan Bahasa Inggris
Kode dan Mata Kuliah : 80B023 dan Reading 3
SMT/ SKS/ Waktu Kuliah : III/3/19.00-21.00


Dosen : Siti Rodiyah, S.S., M.Hum
Tgl. Kuliah pertama dan berakhir : 24/09/2025-14/01/2026


NO.	NPM	NAMA MAHASISWA	PERKULIAHAN KE																		KEHADIRAN	TUGAS	UTS	UAS	NILAI AKHIR		KET		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18					19	20		JUMLAH	HURUF
			24-Sep	1-Oct	8Ok	15Ok	22Ok	29Ok	5Nov	12Nov	19Nov	26Nov	3Des	10Des	17Des	24Des	7Jan	14Jan											
1	24800001	Susan Waita	√	i	√	√	√	√	√	√	√	-	√	√	√	-	-	√					17	17	19	27	80	A	
2	24800002	Milka Abigail Bunao	√	√	i	√	√	√	√	√	√	-	-	√	√	√	-	√					17	17	19	27	80	A	
3	24800003	Shinta A.P.S.	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√					20	20	24	29	93	A	
4	24800004	Lilis Suryani	√	s	√	√	√	i	√	√	√	√	√	√	√	√	√	√					18	18	19	27	82	A	
5	24800005	Yulita Agustina	√	√	√	√	S	√	√	√	√	√	-	√	√	-	√	√					17	19	19	29	84	A	
6	24800006	Sofi Dalilah	√	√	-	√	√	√	√	√	√	-	-	√	√	-	√	√					17	17	18	28	80	A	
7	24800007	Rifa Shufriah	√	√	√	√	√	√	√	√	√	-	-	√	√	√	-	√					17	17	18	28	80	A	

Keterangan
 √ Hadir Perkuliahar
 - Absen
 S Sakit
 I Izin

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

Dosen Pengampu

 Siti Rodiyah, S.S., M.Hum.

Jakarta, 28 Januari 2026
Ketua Program Studi

 Siti Rodiyah, S.S., M.Hum.









UNIVERSITAS TAMA JAGAKARSA
LEMBAGA PENJAMINAN MUTU
LEMBAR MONITORING

FORM: UTAMA/F.A/U/002

Program Studi : Pendidikan Bahasa Inggris
Semester : III
Tahun Ajaran : Ganjil 2025/2026

Kode/Mata Kuliah/SKS : Reading 3
Dosen Pengampu : Siti Rodyah, S.S., M. Hum

PERTEMUAN Ke	HARI/ TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING	
						PROGRAM STUDI	UNIT JAMINAN MUTU
1	Selasa, 24/09/2025	Informasi mata kuliah dan RPS	Informasi RPS dan rancangan perkuliahan	7		sesuai	
2	Selasa, 01/10/2025	Speed reading	Skimming several texts and timing each	5		sesuai	
3	Selasa, 08/10/2025	Skimming and Scanning	Recognizing main ideas of different texts	6		sesuai	
4	Selasa, 15/10/2025	Understanding the communicative value (function) of sentences and utterances	Recognizing and analyzing the function of texts (invitation, warning, etc.)	7		sesuai	
5	Selasa, 22/10/2025	Understanding the function of the sentences: evaluating facts and opinions	Distinguishing facts and opinions in a text	7		sesuai	
6	Selasa, 29/10/2025	Understanding relations between the parts of a text through lexical cohesion devices	Recognizing mistakes in a text and revise them	7		sesuai	
7	Selasa, 05/11/2025	Understanding cohesion between the parts of a text through grammatical cohesion devices	Recognizing mistakes in a text and revise	7		sesuai	
8	Selasa, 12/11/2025	Mid Test	Mid Terms	7		sesuai	
9	Selasa, 19/11/2025	Relating a text to a document and notetaking	Relating passages to illustrations	7		sesuai	
10	Selasa, 26/11/2025	Understanding the communicative value of sentences and texts: grasping the writer's intention, attitude, and tone	Analyzing a text to determine the writer's intention, attitude, and tone	3		sesuai	

PERTEMUAN Ke	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING	
						PROGRAM STUDI	UNIT JAMINAN MUTU
11	Selasa, 03/12/2025	Understanding the communicative value of sentences and texts: judging the writer's prejudice and bias	Discussing current issues	3		sesuai	
12	Selasa, 10/12/2025	Interpreting text by going outside it	Recognizing and identifying writer's mood, tone, and attitude	7		sesuai	
13	Selasa, 17/12/2025	Transcoding information to diagrammatic display	Identifying the main point and fill them into diagram - Underlining key words or sentences	7		sesuai	
14	Selasa, 24/12/2025	Understanding the communicative value (function) of sentences and utterances	Recognizing important information in a text to relate the parts of a text and figure out the hidden fact	4		sesuai	
15	Selasa, 07/01/2026	Preview	Preview	4		sesuai	
16	Selasa, 14/01/2026	Final Test	Final Terms	7		sesuai	

Dosen Pengampu



Siti Rodiyah, S.S., M.Hum.

Jakarta, 28 Januari 2026

Ketua Program Studi



Siti Rodiyah, S.S., M.Hum.

UTAMA/F.A/U/002



UNIVERSITAS TAMA JAGAKARSA

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Website : [http:// www.jagakarsa.ac.id](http://www.jagakarsa.ac.id)

SURAT TUGAS

NO. 028/UTAMA/D/FH/VIII/2025

Fakultas : Hukum
Nama Dosen : Siti Rodiyah, S.S., M.Hum.
Jabatan Akademik : Lektor
NIDN : 0312038303

Untuk melaksanakan tugas pada periode semester ganjil T.A 2025/2026 sebagai berikut :

No	Uraian Tugas	Hari	Waktu	Mata Kuliah	Kode MK	Kredit (SKS)	Jenjang Program	Program Studi	Semester
1	Mengajar	SABTU	12.30 – 15.00	Bahasa Inggris	401150033	3	S1	Ilmu Hukum	I
2	Mengajar	RABU	17.00 – 19.30	Bahasa Inggris	401150033	3	S1	Ilmu Hukum	I
3	Mengajar	SENIN	19.00 – 21.30	Bahasa Inggris	401150033	3	S1	Ilmu Hukum	I
	Total SKS					9			

Kepada yang bersangkutan akan diberikan gaji / honorarium sesuai dengan peraturan penggajian yang berlaku di Universitas Tama Jagakarsa
Penugasan ini berlaku dari tanggal 22 September 2025 sampai dengan tanggal 3 Januari 2026.

Tembusan :

- 1.Rektor Universitas Tama Jagakarsa
2. Warek I Universitas Tama Jagakarsa
3. Ketua Program Studi Ilmu Hukum
4. Kepala Bagian Administrasi Umum
5. Arsip

Jakarta, 25 Agustus 2025

Dekan Fakultas Hukum,

Dr. Sufiarina.,SH.,MHum



DAFTAR HADIR DAN NILAI SEMESTER GANJIL/GENAP T.A 2025/2026

UTAMA/F.A/U/001

Kampus : Jl. T.B. Simatupang No. 152 Tanjung Barat - Jakarta Selatan 12530
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 Website : <http://www.jagakarsa.ac.id>

Program Studi : Ilmu Hukum
 Kode dan Mata Kuliah : Bahasa Inggris
 SMT/ SKS/ Waktu Kuliah : I/3/Senin/19.00-21.00

Dosen : Siti Rodiyah, S.S., M.Hum
 Tgl. Kuliah pertama dan berakhir : 23/09/2025-13/01/2026

NO.	NPM	NAMA MAHASISWA	PERKULIAHAN KE																		KEHADIRAN	TUGAS	UTS	UAS	NILAI AKHIR		KET		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18					19	20		JUMLAH	HURUF
			24se	01Ok	8Ok	15Ok	22Ok	29Ok	5Nov	12No	19Np	26Nop	3Des	10De	17De	24Des	31Ja	7Ja	14Ja										
1	25400078	Nurdin	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√						20	17	22	28	87	A	LULUS
2	25400079	Ajid Durohim	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√						20	17	22	27	86	A	LULUS
3	25400081	Suaeb	-	-	-	-	√	√	√	√	√	√	√	√	√	√	√						16	15	20	23	74	B	LULUS
4	25400085	Eka Yuli Syafitri	√	-	√	-	√	√	-	-	√	-	√	-	√	√	√						15	15	20	22	72	B	LULUS
5	25400086	Risa Azhari	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√						20	17	22	27	86	A	LULUS
6	25400087	Dumagit	√	√	-	-	-	-	-	-	-	-	-	-	-	-	-						5	0	0	0	5	E	Konfirmasi
7	25400088	Dzulfadhli	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√						20	17	22	27	86	A	LULUS
8	25400089	Siti Soleha	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√						20	19	25	30	94	A	LULUS
9	25400090	Sumarsono	√	√	√	-	√	√	-	√	√	√	√	√	√	√	√						18	17	20	23	78	B	LULUS
10	25400080	Indraswari	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√						20	17	23	27	87	A	LULUS
11	25400093	Adetia Safitri	√	√	-	√	√	√	√	√	√	√	-	√	√	√	√						19	17	20	23	79	B	LULUS
12	25400094	Puti Mayang Sari	√	√	√	√	√	√	√	√	√	√	√	-	√	√	√						19	17	22	23	81	A	LULUS
13	25400095	Andi Arief Agustian	-	-	-	-	-	√	-	-	-	-	-	-	-	-	-						5	0	0	0	5	E	Konfirmasi
14	25400096	Ichsan Ardiansyah	√	-	-	-	-	√	-	-	-	-	-	-	-	-	-						5	0	0	0	5	E	Konfirmasi

Jakarta, 03 Februari 2026

Keterangan

√ Hadir Perkuliaha
 - Absen
 S Sakit
 I Izin

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

Siti Rodiyah, S.S., M.Hum.

Ketua Program Studi

Dr. H. M. Wira Utama, SH., MH









UNIVERSITAS TAMA JAGAKARSA
LEMBAGA PENJAMINAN MUTU
LEMBAR MONITORING

UTAMA/F.A/U/002

Program Studi : Ilmu Hukum
Semester : I
Tahun Ajaran : Ganjil 2025/2026

Kode/Mata Kuliah/SKS : Bahasa Inggris/3
Dosen Pengampu : Siti Rodiyah, S.S., M. Hum

PERTEMUAN Ke	HARI/ TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING	
						PROGRAM STUDI	UNIT JAMINAN MUTU
1	Senin, 23/09/2025	Introducing Self	It presents the learning activity about self-introduction. It contains personal details, nationality, family, and characterization. The integrated skills of this course are projected to master reading skills, vocabulary skills.	20			
2	Senin, 01/10/2025	Improving reading skills	Improving reading skills trough a text entitled: Hallo I Am Benedicta Fillinde	17			
3	Senin, 09/10/2025	Improving Listening skills	Watching videos as resources from audio-visual on sharing information about self introduction.	15			
4	Senin, 15/10/2025	Grammar Focus	Focusing on pronoun is a word that is used instead of a noun or noun phrase. Pronouns refer to either a noun that has already been mentioned ...	12			
5	Senin, 22/10/2025	Quiz 1	A quiz applied to identify the correct personal pronouns. Watch the words in brackets.	17			
6	Senin, 28/10/2025	Improving writing skills	Tutoring on how to preparing a text for self introduction	18			
7	Senin, 5/11/2025	Task 1	Creating a text on self introduction	17			
8	Senin, 18/11/2025	Midtest	Midterms	19			
9	Senin, 26/11/2025	Describing things	It presents the learning activity about describing things. It contains materials on how identifying the specification of things for instances, size, and colour.	19			
10	Senin, 02/12/2025	Improving reading skills	Improving reading skills trough a text entitled: My House Is Special	18			

PERTEMUAN Ke	HARI/ TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING	
						PROGRAM STUDI	UNIT JAMINAN MUTU
11	Senin, 09/12/2025	Improving Listening skills	Watching videos as resources from audio-visual on how to talk about your home.	18			
12	Senin, 16/12/2025	Grammar Focus	Stating about adjective. It is a word belonging to one of the major form classes in any of numerous languages and typically serving as a modifier of a noun to denote a quality	19			
13	Senin, 17/12/2025	Quiz 2	Choosing the correct forms with adjectives to complete the following sentences.	18			
14	Senin, 19/12/2025	Speaking Practice	Students are required to describe their home, appartement, or flat. Write your description based on your own point of view which uses variety of adjectives in the sentences.	19			
15	Senin, 06/01/2026	Review	Review	17			
16	Senin, 13/01/2026	Final Test	Final Terms	18			

Dosen Pengampu



Siti Rodiyah, S.S., M.Hum.

Jakarta, 03 Februari 2026
Ketua Program Studi



Dr. H. M. Wira Utama, SH., MH

UTAMA/F.A/U/002



DAFTAR HADIR DAN NILAI SEMESTER GANJIL/GENAP T.A 2025/2026

UTAMA/F.A/U/001

Kampus : Jl. T.B. Simatupang No. 152 Tanjung Barat - Jakarta Selatan 12530
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 Email : info@jagakarsa.ac.id
 Website : <http://www.jagakarsa.ac.id>

Program Studi : Ilmu Hukum
 Kode dan Mata Kuliah : Bahasa Inggris
 SMT/ SKS/ Waktu Kuliah : I/3/Rabu/17.00-19.00

Dosen : Siti Rodiyah, S.S., M.Hum
 Tgl. Kuliah pertama dan berakhir : 24/09/2025-14/01/2026

NO.	NPM	NAMA MAHASISWA	PERKULIAHAN KE																	KEHADIRAN	TUGAS	UTS	UAS	NILAI AKHIR		KET			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17					18	19		20	JUMLAH	HURUF
			24Se	10kt	30kt	5Ok	20k	9Ok	5Nop	2No	19Np	6No	3Des	10De	7De	9De	07Ja	14Ja											
1	24400148	Avis Grefangga	√	I	√	√	-	√	√	√	√	-	√	√	√	-	-	√					15	16	17	23	71	B	LULUS
2	24400149	Yulius Heris Putranto Sinurat	√	√	√	√	√	√	-	√	√	-	-	√	√	√	-	√					15	16	16	23	70	B	LULUS
3	24400157	Yames Wolfenzhon Raunsai	√	I	√	√	√	-	√	√	I	√	√	√	-	√	√	√					15	16	20	25	76	B	LULUS
4	24400159	Siti Afifah	√	√	I	√	√	√	√	√	√	√	√	√	√	√	√	√					19	19	23	30	91	A	LULUS
5	24400160	Arman Putra Nugraha	√	I	√	√	√	√	I	√	√	√	√	√	√	√	√	√					18	19	22	25	84	A	LULUS
6	24400161	Bagus Cahyono	√	√	-	√	√	I	√	√	√	√	-	√	√	-	√	√					15	16	17	22	70	B	LULUS
7	24400163	Dina Nurmadewi	√	I	√	√	√	√	√	√	√	√	-	√	√	√	√	√					18	18	22	26	84	A	LULUS
8	25400054	Aru Fahrudin	√	s	√	√	I	√	√	√	-	i	√	√	√	√	-	√					15	16	17	23	71	B	LULUS
9	25400055	Fajri Akbar Chaniago	√	√	√	√	√	√	√	√	√	√	-	-	√	√	√	√					15	16	16	23	70	B	LULUS
10	25400056	Gempar Hidayatullah	√	√	√	√	√	√	I	√	√	√	√	√	√	√	√	√					18	17	22	26	83	A	LULUS
11	25400058	Jon Erik Parlindungan Harahap	√	s	√	√	√	√	√	√	√	√	√	√	√	√	√	√					15	16	18	22	71	B	LULUS
12	25400065	Sabilillah	√	I	√	√	√	I	√	√	-	√	-	√	i	√	√	√					15	16	19	23	73	B	LULUS
13	25400071	Amos Nathanael Sitorus	√	√	-	I	√	√	√	I	√	-	√	√	√	-	√	√					15	16	17	22	70	B	LULUS
14	25400076	Fajri Gusyendi	√	√	-	√	√	I	√	√	√	-	√	√	i	√	√	√					16	16	17	22	71	B	LULUS
15	25400107	Muhammad Rizky Alpareza	√	√	-	√	I	√	√	√	√	-	√	√	-	√	√					16	16	17	22	71	B	LULUS	

Keterangan Kehadiran Minimal 75 %
 √ Hadir Perkuliahan
 - Absen
 S Sakit
 I Izin

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

Dosen Pengampu

 Siti Rodiyah, S.S., M.Hum.

Jakarta, 03 Februari 2026
 Ketua Program Studi

 Dr. H. M. Wira Utama, SH., MH



DAFTAR HADIR DAN NILAI SEMESTER GANJIL/GENAP T.A 2025/2026

UTAMA/F.A/U/001



Kampus : Jl. T.B. Simatupang No. 152 Tanjung Barat - Jakarta Selatan 12530
 Telp : (021) 789 0965, 78831838, 7890634
 Fax : (021) 789 0966
 Email : info@jagakarsa.ac.id
 Website : <http://www.jagakarsa.ac.id>


Program Studi : Ilmu Hukum Dosen : Siti Rodiyah, S.S., M.Hum
 Kode dan Mata Kuliah : Bahasa Inggris Tgl. Kuliah pertama dan berakhir : 24/09/2025-14/01/2026
 SMT/ SKS/ Waktu Kuliah : I/3/Rabu/17.00-19.00


NO.	NPM	NAMA MAHASISWA	PERKULIAHAN KE																	KEHADIRAN	TUGAS	UTS	UAS	NILAI AKHIR		KET			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17					18	19		20	JUMLAH	HURUF
			24Se	10kt	30kt	50kt	20k	9Ok	5Nop	2Nol	19Np	6No	3Des	0De	7De	9De	07Ja	14Ja											
1	25400021	Abdi Farhanuddin	√	√	√	√	i	√	i	√	i	√	√	√	-	√	√	√					17	16	22	22	77	B	LULUS
2	25400022	Darmawan Yantari	√	√	i	√	√	√	√	√	√	-	√	√	√	√	√	√					18	18	25	27	88	A	LULUS
3	25400023	Eva Dwi Arini	√	√	√	√	√	√	i	√	√	√	√	√	-	√	√	√					18	18	25	28	89	A	LULUS
4	25000024	Muhammad Veka Rizky K	√	√	√	i	√	√	√	√	√	-	√	√	√	√	√	√					18	18	24	27	87	A	LULUS
5	25400025	Murman Hellvanto	√	√	√	√	√	√	i	√	√	√	√	√	-	√	√	√					18	18	23	25	84	A	LULUS
6	25400026	Rio Batara	√	√	√	i	√	√	√	√	√	-	√	√	√	√	√	√					18	18	24	25	85	A	LULUS
7	25400027	Siska Kartika Sari	√	√	√	i	√	√	√	√	√	-	√	√	√	√	√	√					18	18	22	25	83	A	LULUS
8	25400036	Ridho Safaryan Aulia	√	√	√	√	i	√	√	√	i	√	i	√	√	√	√	√					17	16	22	22	77	B	LULUS
9	25400037	Muhammad Khairul Anam	√	i	√	√	-	√	√	√	√	-	√	√	√	i	√	√					16	16	19	20	71	B	LULUS
10	25400039	Muhammad Wildan Sofyan	√	√	√	√	√	√	i	√	-	√	√	√	-	√	i	√					16	16	20	20	72	B	LULUS
11	25400041	Muh. Zuljalali Al Vikrom PHA	√	i	√	-	√	√	√	√	√	-	i	√	√	√	√	√					16	16	19	24	75	B	LULUS
12	25400042	Taslam Tarmidzi Sobandi	√	√	√	√	√	√	i	√	√	√	√	i	-	i	√	√					16	16	20	20	72	B	LULUS
13	25400043	Muhammad Surohman	√	i	√	√	√	√	√	√	√	-	i	√	√	√	-	√					16	16	19	24	75	B	LULUS
14	25400045	Rifki Alamsyah	√	i	√	√	√	√	-	√	√	-	√	√	-	√	√	√					16	16	19	20	71	B	LULUS
15																													

Keterangan
 √ Hadir Perkuliahan
 - Absen
 S Sakit
 I Izin

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

 Siti Rodiyah, S.S., M.Hum.

Jakarta, 03 Februari 2026
Ketua Program Studi

 Dr. H. M. Wira Utama, SH., MH



UNIVERSITAS TAMA JAGAKARSA
LEMBAGA PENJAMINAN MUTU
LEMBAR MONITORING







FORM : UTAMA/F.A/U/002

Program Studi : Ilmu Hukum
Semester : I
Tahun Ajaran : Ganjil 2025/2026

Kode/Mata Kuliah/SKS : Bahasa Inggris/3
Dosen Pengampu : Siti Rodiyah, S.S., M. Hum

PERTEMUAN Ke	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING	
						PROGRAM STUDI	UNIT JAMINAN MUTU
1	Rabu, 24/09/2025	Introducing Self	It presents the learning activity about self-introduction. It contains personal details, nationality, family, and characterization. The integrated skills of this course are	29			
2	Rabu, 01/10/2025	Improving reading skills	Improving reading skills trough a text entitled: Hallo I Am Benedicta Fillinde	18			
3	Rabu, 08/10/2025	Improving Listening skills	Watching videos as resources from audio-visual on sharing information about self introduction.	23			
4	Rabu, 15/10/2025	Grammar Focus	Focusing on pronoun is a word that is used instead of a noun or noun phrase. Pronouns refer to either a noun that has already been mentioned ...	24			
5	Rabu, 22/10/2025	Quiz 1	A quiz applied to identify the correct personal pronouns. Watch the words in brackets.	24			
6	Rabu, 29/10/2025	Improving writing skills	Tutoring on how to preparing a text for self introduction	25			
7	Rabu, 05/11/2025	Task 1	Creating a text on self introduction	18			
8	Rabu, 12/11/2025	Midtest	Midterms	28			
9	Rabu, 19/11/2025	Describing things	It presents the learning activity about describing things. It contains materials on how identifying the specification of things for instances, size, and colour.	23			
10	Rabu, 26/11/2025	Improving reading skills	Improving reading skills trough a text entitled: My House Is Special	17			

PERTEMUAN Ke	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING	
						PROGRAM STUDI	UNIT JAMINAN MUTU

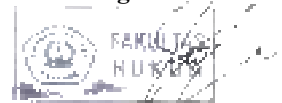
11	Rabu, 03/12/2025	Improving Listening skills	Watching videos as resources from audio-visual on how to talk about your home.	19			
12	Rabu, 10/12/2025	Grammar Focus	Stating about adjective. It is a word belonging to one of the major form classes in any of numerous languages and typically serving as a modifier of a noun to denote a quality	27			
13	Rabu, 17/12/2025	Quiz 2	Choosing the correct forms with adjectives to complete the following sentences.	21			
14	Rabu, 24/12/2025	Speaking Practice	Students are required to describe their home, appartement, or flat. Write your description based on your own point of view which uses variety of adjectives in the sentences.	23			
15	Rabu, 07/01/2026	Review	Review	24			
16	Rabu, 14/01/2026	Final Test	Final Terms	29			

Dosen Pengampu



Siti Rodyah, S.S., M.Hum.

Jakarta, 03 Februari 2026
Ketua Program Studi



Dr. H. M. Wira Utama, SH., MH

UTAMA/F.A/U/002



Telp : (021) 789 0965, 7829919, 78831838, 7890634
 Fax : (021) 789 0966
 Email : info@jagakarsa.ac.id
 Website : <http://www.jagakarsa.ac.id>

Program Studi : Ilmu Hukum
 Kode dan Mata Kuliah : Bahasa Inggris
 SMT/ SKS/ Waktu Kuliah : I/3/Sabtu/13.00-15.00

Dosen : Siti Rodiyah, S.S., M.Hum
 Tgl. Kuliah pertama dan berakhir :

NO.	NPM	NAMA MAHASISWA	PERKULIAHAN KE																		HADIR	TUGAS	UTS	UAS	NILAI AKHIR		KET		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18					19	20		JUMLAH	HURUF
			27Se	4Ok	11Ok	18Ok	25Ok	1No	8No	15No	22No	29No	6Des	13Des	20Des	27Des	10Ja	17Ja											
1	25400057	Lukman Halim	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√					20	18	21	23	82	A	LULUS	
2	25400059	Dewi Ayu PS	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√					20	18	21	22	81	A	LULUS	
3	25400060	Joni Andreyan	I	√	√	√	√	√	√	√	√	√	I	√	√	√	√					18	18	21	23	80	A	LULUS	
4	25400061	Hester Priscilla	√	√	√	√	I	√	√	√	√	√	√	√	√	√	√					19	18	21	23	81	A	LULUS	
5	25400066	Nur Tri Erna Warsanti	√	√	I	√	√	√	√	√	√	√	√	√	√	√	√					19	18	22	23	82	A	LULUS	
6	25400072	Dinda Grace	√	√	√	√	√	√	√	√	√	√	√	I	√	√	√					19	18	21	22	80	A	LULUS	
7	25400075	Niko Martinus	√	√	I	√	√	√	√	√	√	√	√	√	√	√	√					19	18	22	21	80	A	LULUS	
8	25400077	Dendy Rinaldy	√	√	√	√	√	√	√	√	√	√	√	I	√	√	√					19	18	21	23	81	A	LULUS	
9	25400102	Sabrina	√	√	√	√	√	√	√	I	√	√	√	√	√	√	√					19	19	22	23	83	A	LULUS	
10	25400108	Eko Prasetyo	√	√	√	√	√	√	√	√	√	√	√	√	I	√	√					19	18	21	23	81	A	LULUS	
11	25400109	Mochamad Zainuddin																								0		LULUS	
12	24407070	Dodhi Dwi Saputro	√	√	√	√	I	√	√	√	√	√	√	√	√	√	√					19	18	21	23	81	A	LULUS	
13	24400142	Superi Jayadi	√	√	√	√	√	-	√	√	√	√	I	-	√	√	√					17	18	18	21	74	B	LULUS	
14	24400145	Akmal Nur Sya'ban	√	√	√	√	√	√	√	√	√	√	√	√	√	I	√					19	18	21	22	80	A	LULUS	
15	24400146	Ilham Ramadhan	√																			1	0	0	0	1	E	Konfirmasi	

Keterangan
 √ Hadir Perkuliahan Kehadiran Minimal 75 %
 - Absen
 S Sakit
 I Izin
 PENILAIAN
 UTS : Ujian Tengah Semester 0 - 44 = E
 UAS : Ujian Akhir Semester 45 - 55 = D
 Ket : Lulus/Tidak Lulus 56 - 69 = C
 70 - 79 = B
 80 - 100 = A

Jakarta, 03 Februari 2026
 Dosen Pengampu

 Siti Rodiyah, S.S., M.Hum.

Jakarta, 03 Februari 2026
 Ketua Program Studi

 Dr. H. M. Wira Utama, SH., MH



UNIVERSITAS TAMA JAGAKARSA
LEMBAGA PENJAMINAN MUTU
LEMBAR MONITORING







FORM : UTAMA/F.A/U/002

Program Studi : Ilmu Hukum
Semester : I
Tahun Ajaran : Ganjil 2025/2026

Kode/Mata Kuliah/SKS : Bahasa Inggris/3
Dosen Pengampu : Siti Rodiyah, S.S., M. Hum

PERTEMUAN Ke	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING PROGRAM STUDI	UNIT JAMINAN MUTU
1	Sabtu, 27/09/2025	Introducing Self	It presents the learning activity about self-introduction. It contains personal details, nationality, family, and characterization. The integrated skills of this course are	27			
2	Sabtu, 04/10/2025	Improving reading skills	Improving reading skills trough a text entitled: Hallo I Am Benedicta Fillinde	27			
3	Sabtu, 08/10/2025	Improving Listening skills	Watching videos as resources from audio-visual on sharing information about self introduction.	23			
4	Sabtu, 15/10/2025	Grammar Focus	Focusing on pronoun is a word that is used instead of a noun or noun phrase. Pronouns refer to either a noun that has already been mentioned ...	25			
5	Sabtu, 22/10/2025	Quiz 1	A quiz applied to identify the correct personal pronouns. Watch the words in brackets.	24			
6	Sabtu, 29/10/2025	Improving writing skills	Tutoring on how to preparing a text for self introduction	24			
7	Sabtu, 05/11/2025	Task 1	Creating a text on self introduction	26			
8	Sabtu, 12/11/2025	Midtest	Midterms	26			
9	Sabtu, 19/11/2025	Describing things	It presents the learning activity about describing things. It contains materials on how identifying the specification of things for instances, size, and colour.	26			
10	Sabtu, 26/11/2025	Improving reading skills	Improving reading skills trough a text entitled: My House Is Special	26			

PERTEMUAN Ke	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING PROGRAM STUDI	UNIT JAMINAN MUTU
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11		Improving Listening skills	Watching videos as resources from audio-visual on how to talk about your home.	23			
12		Grammar Focus	Stating about adjective. It is a word belonging to one of the major form classes in any of numerous languages and typically serving as a modifier of a noun to denote a quality	22			
13		Quiz 2	Choosing the correct forms with adjectives to complete the following sentences.	22			
14		Speaking Practice	Students are required to describe their home, appartement, or flat. Write your description based on your own point of view which uses variety of adjectives in the sentences.	24			
15		Review	Review	24			
16		Final Test	Final Terms	26			

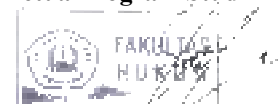
Dosen Pengampu



Siti Rodyah, S.S., M.Hum.

Jakarta, 03 Februari 2026

Ketua Program Studi



Dr. H. M. Wira Utama, SH., MH

UTAMA/F.A/U/002



UNIVERSITAS TAMA JAGAKARSA
LEMBAGA PENJAMINAN MUTU
LEMBAR MONITORING







FORM : UTAMA/F.A/U/002

Program Studi : Manajemen
Semester : I
Tahun Ajaran : Ganjil 2025/2026

Kode/Mata Kuliah/SKS : Bahasa Inggris/3
Dosen Pengampu : Siti Rodiyah, S.S., M. Hum

PERTEMUAN Ke	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING PROGRAM STUDI	UNIT JAMINAN MUTU
1	Sabtu, 27/09/2025	Introducing Self	It presents the learning activity about self-introduction. It contains personal details, nationality, family, and characterization. The integrated skills of this course are	10			
2	Sabtu, 04/10/2025	Improving reading skills	Improving reading skills trough a text entitled: Hallo I Am Benedicta Fillinde	7			
3	Sabtu, 08/10/2025	Improving Listening skills	Watching videos as resources from audio-visual on sharing information about self introduction.	8			
4	Sabtu, 15/10/2025	Grammar Focus	Focusing on pronoun is a word that is used instead of a noun or noun phrase. Pronouns refer to either a noun that has already been mentioned ...	6			
5	Sabtu, 22/10/2025	Quiz 1	A quiz applied to identify the correct personal pronouns. Watch the words in brackets.	5			
6	Sabtu, 29/10/2025	Improving writing skills	Tutoring on how to preparing a text for self introduction	6			
7	Sabtu, 05/11/2025	Task 1	Creating a text on self introduction	9			
8	Sabtu, 12/11/2025	Midtest	Midterms	7			
9	Sabtu, 19/11/2025	Describing things	It presents the learning activity about describing things. It contains materials on how identifying the specification of things for instances, size, and colour.	10			
10	Sabtu, 26/11/2025	Improving reading skills	Improving reading skills trough a text entitled: My House Is Special	8			

PERTEMUAN Ke	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING PROGRAM STUDI	UNIT JAMINAN MUTU
--------------	--------------	---------------	-----------------------	------------------	-----------	--------------------------	-------------------

11	Sabtu, 03/12/2025	Improving Listening skills	Watching videos as resources from audio-visual on how to talk about your home.	10			
12	Sabtu, 10/12/2025	Grammar Focus	Stating about adjective. It is a word belonging to one of the major form classes in any of numerous languages and typically serving as a modifier of a noun to denote a quality	9			
13	Sabtu, 17/12/2025	Quiz 2	Choosing the correct forms with adjectives to complete the following sentences.	8			
14	Sabtu, 24/12/2025	Speaking Practice	Students are required to describe their home, appartement, or flat. Write your description based on your own point of view which uses variety of adjectives in the sentences.	10			
15	Sabtu, 07/01/2026	Review	Review	10			
16	Sabtu, 14/01/2026	Final Test	Final Terms	10			

Dosen Pengampu



Siti Rodiyah, S.S., M.Hum.

Jakarta, 4 Februari 2026

Ketua Program Studi



Metehsa Sembiring, S.E., M.M

UTAMA/F.A/U/002



UNIVERSITAS TAMA JAGAKARSA FAKULTAS TEKNIK

Kampus : Jl. Legenda T.B. Simatupang No. 152 Tanjung Barat - Jakarta Selatan 12530
Telp. : (021) 789 0965, 782 9919, 78831838, 789 0634
Fak. : (021) 789 0966
Email : info@jagakarsa.ac.id
Website : http://www.jagakarsa.ac.id

SURAT TUGAS

Nomor : 10/PEN-TS/D/FT-UTAMA/IX/2025

Fakultas : Teknik
Nama : Siti Rodiyah, SS., Mhu.
Pangkat / Golongan : Asisten Ahli
NIDN/NUPTE/NIDK : 0312038303
Untuk melaksanakan tugas sebagai berikut :

No	Urutan Tugas	Hari	Pukul	Mata Kuliah	Kode MK	Kredit (sks)	Jenjang Program	Program Studi	Semester
1	Mengajar	Senin	09.40-11.20	Bahasa Inggris I	511110023	3	S-1	Teknik Sipil	Ganjil 2025/2026
	Total SKS					3			

Kepada yang bersangkutan akan diberikan gaji / honorarium sesuai dengan peraturan penggajian yang berlaku di Universitas Tama Jagakarsa. Penugasan ini berlaku dari tanggal 22 September 2025 sampai dengan tanggal 03 Januari 2026.

Tembusan :

1. Ketua Yayasan Pendidikan Jagakarsa
2. Wakil Rektor I Univ. Tama Jagakarsa
3. Ketua Program Studi Teknik Sipil
4. Kepala Bagian Administrasi Umum
5. Arsip

Jakarta, 15 September 2025

Dekan Fakultas Teknik.



Dr. Ir. Marlianus, ST, MT, Assem. Eng.



DAFTAR HADIR DAN NILAI SEMESTER GANJIL/GENAP T.A 2025/2026

UTAMA/F.A/U/001

Kampus : Jl. T.B. Simatupang No. 152 Tanjung Barat - Jakarta Selatan 12530
 Telp : (021) 789 0965, 7829919, 78831838, 7890634
 Fax : (021) 789 0966
 Email : info@jagakarsa.ac.id
 Website : <http://www.jagakarsa.ac.id>

Program Studi : Teknik Sipil
 Mata Kuliah : Bahasa Inggris
 SMT/ SKS/ Waktu Kuliah : I/3/13.00-15.00


Dosen : Siti Rodiyah, S.S., M.Hum
 Tgl. Kuliah pertama dan berakhir : 27/09/2025-17/01/2026


NO.	NPM	NAMA MAHASISWA	PERKULIAHAN KE																	KEHADIRAN	TUGAS	UTS	UAS	NILAI AKHIR		KET			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17					18	19		20	JUMLAH	HURUF
			27Se	4Ok	11Ok	18Ok	25Ok	1No	8No	15No	22No	29No	6Des	13Des	20Des	27Des	10Jan	17Jan											
1	24517005	Linda Ratna Sari	√	√	√	i	√	√	√	√	√	√	√	√	√	√							19	18	25	30	92	A	
2	25510001	Wahyu Eko Felo	√	√	√	√	i	√	√	√	√	i	√	√	√	√	√						18	18	23	26	85	A	
3	25510004	Rizki Alanuari	-	√	√	√	√	√	√	√	√	√	i	√	√	√	√						18	18	23	27	86	A	
4	25510006	Guntur Farrel	√	√	-	√	√	√	√	√	√	i	√	√	√	√	√						18	18	22	25	83	A	
5	25510008	Johnson Sihite	√	i	√	√	√	√	√	√	√	i	√	√	√	√	√						18	18	23	25	84	A	
6	25510016	Riki Somantri	√	√	I	√	√	√	√	√	√	I	√	√	√	√	√						18	18	22	25	83	A	
7																													
8																													
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10																													
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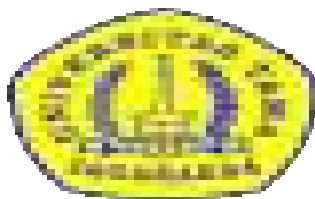
Keterangan
 √ Hadir Perkuliahan
 - Absen
 S Sakit
 I Izin

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

 Siti Rodiyah, S.S., M.Hum.

Jakarta, 4 Februari 2026
Ketua Program Studi

 Ir. Bertinus Simanihuruk, ST., M.T.









UNIVERSITAS TAMA JAGAKARSA
LEMBAGA PENJAMINAN MUTU
LEMBAR MONITORING

FORM : UTAMA/F.A/U/002

Program Studi : Teknik Sipil
Semester : I
Tahun Ajaran : Ganjil 2025/2026

Kode/Mata Kuliah/SKS : Bahasa Inggris/3
Dosen Pengampu : Siti Rodiyah, S.S., M. Hum

PERTEMUAN Ke	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING PROGRAM STUDI	UNIT JAMINAN MUTU
1	Sabtu, 27/09/2025	Introducing Self	It presents the learning activity about self-introduction. It contains personal details, nationality, family, and characterization. The integrated skills of this course are	5			
2	Sabtu, 04/10/2025	Improving reading skills	Improving reading skills trough a text entitled: Hallo I Am Benedicta Fillinde	5			
3	Sabtu, 08/10/2025	Improving Listening skills	Watching videos as resources from audio-visual on sharing information about self introduction.	5			
4	Sabtu, 15/10/2025	Grammar Focus	Focusing on pronoun is a word that is used instead of a noun or noun phrase. Pronouns refer to either a noun that has already been mentioned ...	4			
5	Sabtu, 22/10/2025	Quiz 1	A quiz applied to identify the correct personal pronouns. Watch the words in brackets.	5			
6	Sabtu, 29/10/2025	Improving writing skills	Tutoring on how to preparing a text for self introduction	6			
7	Sabtu, 05/11/2025	Task 1	Creating a text on self introduction	6			
8	Sabtu, 12/11/2025	Midtest	Midterms	6			
9	Sabtu, 19/11/2025	Describing things	It presents the learning activity about describing things. It contains materials on how identifying the specification of things for instances, size, and colour.	5			
10	Sabtu, 26/11/2025	Improving reading skills	Improving reading skills trough a text entitled: My House Is Special	4			

PERTEMUAN Ke	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING PROGRAM STUDI	UNIT JAMINAN MUTU
11	Sabtu, 03/12/2025	Improving Listening skills	Watching videos as resources from audio-visual on how to talk about your home.	5			
12	Sabtu, 10/12/2025	Grammar Focus	Stating about adjective. It is a word belonging to one of the major form classes in any of numerous languages and typically serving as a modifier of a noun to denote a quality	5			
13	Sabtu, 17/12/2025	Quiz 2	Choosing the correct forms with adjectives to complete the following sentences.	6			
14	Sabtu, 24/12/2025	Speaking Practice	Students are required to describe their home, appartement, or flat. Write your description based on your own point of view which uses variety of adjectives in the sentences.	6			
15	Sabtu, 07/01/2026	Review	Review	6			
16	Sabtu, 14/01/2026	Final Test	Final Terms	6			

Dosen Pengampu



Siti Rodiyah, S.S., M.Hum.

Jakarta, 4 Februari 2026

Ketua Program Studi



Ir. Bertinus Simanihuruk, ST., M.T.

UTAMA/F.A/U/002



UNIVERSITAS TAMA JAGAKARSA

Kampus : Jl. Letjen T.B. Simatupang No. 152 Tanjung Barat-
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Fax : (021) 7890966, E-mail : info @jagakarsa.ac.id
Website : <http://www.jagakarsa.ac.id>

SURAT TUGAS

NO. 016/ UTAMA-J / F.PSI/ IX/ 2025

Fakultas : Psikologi
Nama : Siti Rodiyah, S.S., M.Hum
Pangkat / Golongan : Lektor
Untuk melaksanakan tugas sebagai berikut :

No	Uraian Tugas	Hari	Pukul	Mata Kuliah	Kode MK	Kredit (sks)	Jenjang Program	Program Studi	Semester
1	Mengajar	Sabtu	10.40-11.10	Bahasa Inggris	902111033	3	Strata Satu	Psikologi	Ganjil 2025/2026

Kepada yang bersangkutan akan diberikan gaji / honorarium sesuai dengan peraturan penggajian yang berlaku di Universitas Tama Jagakarsa. Penugasan ini berlaku dari tanggal 22 September 2025 sampai dengan tanggal 3 Januari 2026.

Jakarta, 5 September 2025

Dekan,

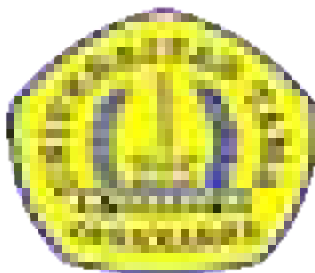


Mia Anita Lestari. M.Psi., Psikolog

Tembusan :

1. Ketua Yayasan
2. Wakil Rektor
3. Ketua Program Studi Psikologi
4. Kepala Bagian Personalia
5. Arsip





DAFTAR HADIR DAN NILAI SEMESTER GANJIL/GENAP T.A 2025/2026

UTAMA/F.A/U/001

Kampus : Jl. 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 : Psikologi
Kode dan Mata Kuliah : Bahasa Inggris
SMT/ SKS/ Waktu Kuliah : I/3/ Sabtu, 13.00


Dosen : Siti Rodiyah, S.S., M.Hum
Tgl. Kuliah pertama dan berakhir : 27/09/ 2025 -17/01/2025

NO.	NPM	NAMA MAHASISWA	PERKULIAHAN KE																	KEHADIRAN	TUGAS	UTS	UAS	NILAI AKHIR		KET				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17					18	19		20	JUMLAH	HURUF	
			27Se	4Ok	10	18Ok	25O	1No	8No	15No	22No	29No	6Des	13De	20De	27De	10ja	17Ja												20%
1	25700002	Ahmad Abdul Aziz	√	√	√	i	√	√	√	√	√	√	√	√	√	√	√						19	18	22	23	82	A	LULUS	
2	25700003	Achmad Aulia Deswanto	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√						20	18	24	26	88	A	LULUS	
3	25700005	Satriandika Saufiyulloh	√	i	√	√	√	√	√	√	√	√	i	√	i	√	√						18	18	23	23	82	A	LULUS	
4	25700006	Ahmad Azzuhri Nasution	√	√	-	√	√	√	√	√	i	√	√	√	√	√	√						18	18	22	23	81	A	LULUS	
5	25700008	Iqbal Fahturrozi	√	√	√	√	√	i	√	√	√	√	√	i	√	i	√						17	17	22	21	77	B	LULUS	
6	25700016	Khansa Umair	√	√	√	√	i	√	i	√	√	√	√	√	√	√	√						18	18	23	25	84	A	LULUS	
7	25700018	Fandi Achmad Darmawan	√	√	i	√	√	√	√	√	√	i	√	√	i	√	√						18	18	23	23	82	A	LULUS	
			7	6	5	6	6	6	6	7	6	6	6	6	6	5	6	7												

Keterangan
 √ Hadir Perkuliahan
 - Absen
 S Sakit
 I Izin

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

 Siti Rodiyah, S.S., M.Hum.

Jakarta, 4 Februari 2026
Ketua Program Studi

 Vella Fitriasia Agustina, MA.









UNIVERSITAS TAMA JAGAKARSA
LEMBAGA PENJAMINAN MUTU
LEMBAR MONITORING

FORM : UTAMA/F.A/U/002

Program Studi : Psikologi
Semester : 1
Tahun Ajaran : 2025-2026

Kode/Mata Kuliah/SKS : Bahasa Inggris/ 3 SKS
Dosen Pengampu : Siti Rodiyah, S.S., M. Hum

PERTEMUAN Ke	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING PROGRAM STUDI	UNIT JAMINAN MUTU
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4	Sabtu, 15/10/2025	Grammar Focus	Focusing on pronoun is a word that is used instead of a noun or noun phrase. Pronouns refer to either a noun that has already been mentioned ...	6			
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7	Sabtu, 05/11/2025	Task 1	Creating a text on self introduction	6			
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10	Sabtu, 26/11/2025	Improving reading skills	Improving reading skills trough a text entitled: My House Is Special	6			

PERTEMUAN Ke	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	JUMLAH MHS HADIR	TTD DOSEN	MONITORING PROGRAM STUDI	UNIT JAMINAN MUTU
11	Sabtu, 03/12/2025	Improving Listening skills	Watching videos as resources from audio-visual on how to talk about your home.	6			
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15	Sabtu, 07/01/2026	Review	Review	6			
16	Sabtu, 14/01/2026	Final Test	Final Terms	7			

Dosen Pengampu



Siti Rodiyah, S.S., M.Hum.

Jakarta, 4 Februari 2026
Ketua Program Studi



Vella Fitrisia Agustina, MA

UTAMA/F.A/U/002