



SURAT KEPUTUSAN
REKTOR UNIVERSITAS PERSADA INDONESIA Y.A.I
NOMOR 281/SK-M/R/UPI Y.A.I/II/2023

TENTANG

PENGGANGKATAN SDR/I. **Wijayanti, S.IP., M.Ikom**
SEBAGAI DOSEN SEMESTER GENAP TAHUN AKADEMIK 2022/2023
PADA FAKULTAS ILMU KOMUNIKASI UNIVERSITAS PERSADA INDONESIA Y.A.I

REKTOR UNIVERSITAS PERSADA INDONESIA Y.A.I

- Menimbang : 1. Bahwa dalam rangka memperlancar Pelaksanaan Proses Belajar Mengajar di Universitas Persada Indonesia Y.A.I perlu diterbitkan Surat Keputusan mengenai penugasan mengajar pada semester Genap Tahun Akademik 2022/2023.
2. Bahwa untuk itu perlu ditetapkan dengan Surat Keputusan.
- Mengingat : 1. Peraturan Menteri Pendidikan dan Kebudayaan Nomor 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi.
2. Peraturan Menteri Pendidikan dan Kebudayaan Nomor 92 Tahun 2014 tentang Petunjuk Teknis Pelaksanaan Penilaian Angka Kredit Jabatan Fungsional Dosen.
3. Pedoman Operasional Penilaian Angka Kredit Kenaikan Jabatan Akademik/Pangkat Dosen (Pedoman Operasional PAK - April 2019).
4. Surat Keputusan Ketua Y.A.I No. 15/SK/Y.A.I 1972/III/2021 tentang Pengangkatan Jabatan Sebagai Rektor Universitas Persada Indonesia Y.A.I Periode 2021-2025.
5. Surat Keputusan Rektor Universitas Persada Indonesia Y.A.I No. 296/SK/R/UPI Y.A.I/IX/2017 tentang Peraturan Akademik Program Diploma-Tiga dan Sarjana.
6. Surat Keputusan Rektor Universitas Persada Indonesia Y.A.I No. 297/SK/R/UPI Y.A.I/IX/2017 tentang Peraturan Akademik Program Magister/Magister Profesi dan Program Doktor.
7. Statuta Universitas Persada Indonesia Y.A.I.

MEMUTUSKAN

Menetapkan:

Pertama : Mengangkat Sdr/i **Wijayanti, S.IP., M.Ikom (NID: 950815)** sebagai Dosen dan mengampu mata kuliah :

- PUBLIC SPEAKING	L6P1_PR	3	SKS	IKOM S1
- PUBLIC SPEAKING	L6P2_PR	3	SKS	IKOM S1
- ENGLISH FOR ACADEMIC SPESIAL PURPOSE	D2M1	3	SKS	IKOM S1

TOTAL SKS

9

- Kedua : Segala Biaya yang timbul akibat dari keputusan ini dibebankan kepada anggaran Universitas Persada Indonesia Y.A.I.
- Ketiga : Keputusan ini berlaku sejak tanggal ditetapkannya sampai dengan berakhirnya pelaksanaan perkuliahan Semester Genap Tahun Akademik 2022/2023.
- Keempat : Apabila dikemudian hari ternyata terdapat kekeliruan dalam penetapan ini akan diadakan perbaikan sebagaimana mestinya.

Ditetapkan di : Jakarta
Pada tanggal : 28 Februari 2023

UNIVERSITAS PERSADA INDONESIA Y.A.I

Rektor,

(Prof. Ir. Sri Astuti Indriyati, MS., Ph.D)

Tembusan:

Disampaikan kepada Yth.

Wijayanti, S.IP., M.Ikom

Tembusan kepada :

- Yth. Karo. PPSDM Y.A.I
- Yth. Dekan Fakultas Ilmu Komunikasi UPI Y.A.I

English for Academic Special Purpose (3 SKS)

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	REALISASI MATERI	KEHADIRAN MAHASISWA	PENGAJAR	TANDA TANGAN
01	JUMAT / 10-03-2023	17:00	19:30	C502	Selesai	<p>Hi class, nice to meet you all</p> <p>we'll try practise our english skill in this class for office or at works, both writing, speaking and conversation</p> <p>I share one material today, please download it, you can learn and practise.....fightiing</p> <p>please set WAG and invite me for support the class communication</p> <p>225_20230310083320_English for the office 1.docx</p>	(22 / 23)	WIJAYANTI, S.IP, M.I.Kom	
02	JUMAT / 17-03-2023	17:00	19:30	C502	Selesai	<p>Hi class, glad to see you again</p> <p>the subject today is about how to write your CV</p> <p>ok you can download the material, please read and understand it</p> <p>and then do the work task/ assignment.....ok fightiing</p> <p>225_20230317082531_How to write a CV.docx</p> <p>Assignment for today is, please write your own CV in english and then submit in siskamaya today in accordance to time limit/ due date</p> <p>sending by email or WAG not allowed / permitted</p>	(22 / 23)	WIJAYANTI, S.IP, M.I.Kom	
03	JUMAT / 24-03-2023	17:00	19:30	C502	Selesai	<p>Morning class, good to be here again</p> <p>today we'll learn how use english for front office</p> <p>listen carefully and pay close attention for this video</p> <p>https://www.youtube.com/watch?v=PAAd3VAYywQ</p> <p>and then do the work taskok fightiing</p> <p>Assignment</p> <p>make note or resume what you can learn from the video</p> <p>write your work in words file, use Arial and 12 font, double space as well</p> <p>send your assignment to siskamaya due date today, being late will not be tolerated, send by email or WAG not allowed</p>	(21 / 23)	WIJAYANTI, S.IP, M.I.Kom	

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	REALISASI MATERI	KEHADIRAN MAHASISWA	PENGAJAR	TANDA TANGAN
04	JUMAT / 31-03-2023	17:00	19:30	C502	Selesai	<p>Hi class, happy fasting for those of you who do it today we'll meeting in zoom to discuss about speaking skill please read and understand the material which I share here ok see you in zoom at 17.00fightiing</p> <p>Meeting ID: 89027420197</p> <p>Passcode: UPIYAI</p> <p>225_20230331071848_Speaking skill english lesson 4.pptx</p>	(23 / 23)	WIJAYANTI, S.IP, M.I.Kom	
05	JUMAT /			C502			(0 / 23)	WIJAYANTI, S.IP, M.I.Kom	
06	JUMAT / 14-04-2023	17:00	19:30	C502	Selesai	<p>Hi class,</p> <p>What soft skills is?</p> <p>Let learn from the video below,</p> <p>https://www.bbc.co.uk/learningenglish/english/features/the-english-we-speak/ep-190610</p> <p>Watch and listen carefully and then do the assignment!</p> <p>Answer the questions below:</p> <ol style="list-style-type: none"> 1. Explain what soft skills is..... 2. Is speaking english one of soft skills 3. What kind of soft skills do you have now? <p>answer the questions in english, write your answer in file of words, font Arial 12 with double space</p> <p>submit the assignment today in siskamaya according to the schedule and due date</p> <p>send the assignment by email or through WAG not allowed</p>	(22 / 23)	WIJAYANTI, S.IP, M.I.Kom	















TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	REALISASI MATERI	KEHADIRAN MAHASISWA	PENGAJAR	TANDA TANGAN
07	JUMAT / 05-05-2023	17:00	19:30	C502	Selesai	<p>Hi class,</p> <p>The subject today is about how ask to leave from work</p> <p>I send to you some sample how write leave request from work</p> <p>please learn it well and pay close attention</p> <p>it will be use for your assignment for UTS next</p> <p>no meeting today, face time meeting will do after UTS</p> <p>ok see you thenfightiing</p> <p>225_20230505093257_How to write a leave request from work.docx</p>	(22 / 23)	WIJAYANTI, S.IP, M.I.Kom	
08	JUMAT / 26-05-2023	17:00	19:30	C502	Selesai	<p>Hi class, wish you all fine and greats</p> <p>sorry I can't make meeting today, so I just send you a Ppt. of one subject</p> <p>hope it will be usefull for you all to develop your english skill, please learn and practise</p> <p>ok see you thenfightiing</p> <p>225_20230526082526_Common office English expressions.pptx</p>	(21 / 23)	WIJAYANTI, S.IP, M.I.Kom	
09	JUMAT / 02-06-2023	17:00	19:30	C502	Selesai	<p>Hi class, good to see you again</p> <p>today we'll discuss about how to make your opinion</p> <p>watch carefully the video below</p> <p>How to Give Your Opinion in English - YouTube</p>	(18 / 23)	WIJAYANTI, S.IP, M.I.Kom	
10	JUMAT / 09-06-2023	17:00	19:30	C502	Selesai	<p>Materi hari ini ya class,</p> <p>utk zoom meeting cek WAG</p> <p>225_20230609084608_asking for opinion.pptx</p>	(22 / 23)	WIJAYANTI, S.IP, M.I.Kom	










TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	REALISASI MATERI	KEHADIRAN MAHASISWA	PENGAJAR	TANDA TANGAN
11	JUMAT / 16-06-2023	17:00	19:30	C502	Selesai	<p>Hi class,</p> <p>today we learn how give instruction in english</p> <p>read and understand well the material I share today</p> <p>and then answer the question</p> <p>submit the paper work in siskamaya according to schedule of class today (due date)</p> <p>fightiing...</p> <p>225_20230616080717_Materi pertemuan 12 bhs inggris kelas karyawan.docx</p> <p>Answer the questions contained in the sheet</p> <p>in the words file, form the font arial 12 and double space</p> <p>submit the paper work in siskamaya</p>	(22 / 23)	WIJAYANTI, S.IP, M.I.Kom	
12	JUMAT / 23-06-2023	17:00	19:30	C502	Selesai	<p>Hi class,</p> <p>the subjek for today is about how to sell your self</p> <p>read and understand it so we can discuss in meeting class this evening later</p> <p>the link of meeting class today you can check it at WAG</p> <p>ok see you later</p> <p>225_20230623090625_Materi Bhs Inggris untuk kelas karyawan 13.docx</p>	(21 / 23)	WIJAYANTI, S.IP, M.I.Kom	
13	JUMAT /			C502			(0 / 23)	WIJAYANTI, S.IP, M.I.Kom	
14	JUMAT / 07-07-2023	17:00	19:30	C502	Selesai	<p>Hi class,</p> <p>today I socialize the assignment for final exam</p> <p>for questions and explanations, we'll meet lateer in the evening today</p> <p>the link of meeting class check it out in WAG</p> <p>see you later guys...</p> <p>225_20230707074729_form UAS english special academic purpose.docx</p>	(19 / 23)	WIJAYANTI, S.IP, M.I.Kom	

Dosen : WIJAYANTI, S.IP, M.I.Kom
















English for Academic Special Purpose (3 SKS)

JUMAT 17:00 - 19:30

NO.	NIM	NAMA	FOTO	NILAI UAS	NILAI UTS	NILAI TUGAS	TOTAL
1	2264190013	INDAH CETYA LEDIKA		0 (40%)	78 (30%)	80 (30%)	47.4
2	2264190014	SONIA DIAH PRAGATI OKTAFPIYANIS		80 (40%)	70 (30%)	80 (30%)	77
3	2264190019	MONICA SELIN		85 (40%)	80 (30%)	80 (30%)	82
4	2264190021	BENEDICTA PUTRI PURWATI GOLI		82 (40%)	80 (30%)	80 (30%)	80.8
5	2264190023	LILIS AVRANI		78 (40%)	70 (30%)	80 (30%)	76.2
6	2264190024	SEAN ALBERTHO DARELLE BRYAN		79 (40%)	80 (30%)	80 (30%)	79.6
7	2264190028	DINDA RAMADINA THAMARA		0 (40%)	80 (30%)	77 (30%)	47.1
8	2264190031	PUTRI AYUNDA PRIMA		0 (40%)	0 (30%)	0 (30%)	0
9	2264190037	MUHAMAD HUSEN		80 (40%)	83 (30%)	81 (30%)	81.2
10	2264190038	DINDA NOVIANTI		79 (40%)	80 (30%)	82 (30%)	80.2
11	2264190041	ANASTASIA GLADYS OKTAVIANI SAPUTRA		90 (40%)	77 (30%)	77 (30%)	82.2
12	2264190043	SHILMA AUNILLAH		83 (40%)	75 (30%)	75 (30%)	78.2
13	2264190045	PUTRI RENO INTAN		90 (40%)	75 (30%)	78 (30%)	81.9
14	2264190047	TAZKIA MAUDINA AL-HAFIDZ		50 (40%)	80 (30%)	78 (30%)	67.4

NO.	NIM	NAMA	FOTO	NILAI UAS	NILAI UTS	NILAI TUGAS	TOTAL
15	2264190051	JUANITTO AGUSTINUS MOZARDLINO WAROY		0 (40%)	78 (30%)	80 (30%)	47.4
16	2264190052	NELLA ZAKYATUL FIKKYAH		79 (40%)	79 (30%)	80 (30%)	79.3
17	2264190058	ALDI PANGESTU		77 (40%)	83 (30%)	60 (30%)	73.7
18	2264190063	RIO SAKTI		0 (40%)	0 (30%)	0 (30%)	0
19	2264190088	IMELDA ALVINIA		90 (40%)	80 (30%)	85 (30%)	85.5
20	2264190093	DEWI OKTAVIANA		80 (40%)	80 (30%)	82 (30%)	80.6
21	2264190094	RISA TRIJULYANI		89 (40%)	79 (30%)	83 (30%)	84.2
22	2264190095	LENA		85 (40%)	75 (30%)	82 (30%)	81.1
23	2264190096	CELYNE DYA BALKIS		90 (40%)	77 (30%)	80 (30%)	83.1

WIJAYANTI, S.IP., M.I.Kom
English for Academic Special Purpose (3 SKS)

No	Mahasiswa	Foto	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
			2023-03-10	2023-03-17	2023-03-24	2023-03-31		2023-04-14	2023-05-05	UTS	2023-05-26	2023-06-02	2023-06-09	2023-06-16	2023-06-23		2023-07-07	UAS
1	2264190013 INDAH CETYA LEDIKA (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir		Hadir	Hadir	Hadir		Hadir	
2	2264190014 SONIA DIAH PRAGATI OKTAFPIYANIS (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir		Hadir	Hadir	Hadir		Hadir	
3	2264190019 MONICA SELIN (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir		Hadir	
4	2264190021 BENEDICTA PUTRI PURWATI GOLI (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir		Hadir	
5	2264190023 LILIS AVRANI (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir		Hadir	
6	2264190024 SEAN ALBERTHO DARELLE BRYAN (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir			Hadir	Hadir	Hadir	Hadir		Hadir	
7	2264190028 DINDA RAMADINA THAMARA (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir		Hadir	
8	2264190031 PUTRI AYUNDA PRIMA (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir		Hadir	
9	2264190037 MUHAMAD HUSEN (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir		Hadir	
10	2264190038 DINDA NOVIANTI (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir		Hadir	Hadir	Hadir			
11	2264190041 ANASTASIA GLADYS OKTAVIANI SAPUTRA (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir		Hadir	
12	2264190043 SHILMA AUNILLAH (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir		Hadir	
13	2264190045 PUTRI RENO INTAN (Malam)		Hadir	Hadir		Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir			Hadir	
14	2264190047 TAZKIA MAUDINA AL-HAFIDZ (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir		Hadir	
15	2264190051 JUANITTO AGUSTINUS MOZARDLINO WAROY (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir		Hadir	

No	Mahasiswa	Foto	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
			2023-03-10	2023-03-17	2023-03-24	2023-03-31		2023-04-14	2023-05-05	UTS	2023-05-26	2023-06-02	2023-06-09	2023-06-16	2023-06-23		2023-07-07	UAS
16	2264190052 NELLA ZAKYATUL FIKKYAH (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir		Hadir	Hadir	Hadir			
17	2264190058 ALDI PANGESTU (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir		Hadir	
18	2264190063 RIO SAKTI (Malam)					Hadir												
19	2264190088 IMELDA ALVINIA (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir		Hadir	
20	2264190093 DEWI OKTAVIANA (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir			
21	2264190094 RISA TRIJULYANI (Pagi)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir		Hadir	
22	2264190095 LENA (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir		Hadir	
23	2264190096 CELYNE DYA BALKIS (Malam)		Hadir	Hadir	Hadir	Hadir		Hadir	Hadir		Hadir	Hadir	Hadir	Hadir	Hadir		Hadir	