|  |  |  |
| --- | --- | --- |
|  | **POLITEKNIK NEGERI JAKARTA** | Kode/No : |
| Tanggal : |
| **FORMULIR**  SISTEM PENJAMINAN MUTU INTERNAL **(SPMI)** | Revisi : *0* |
| Halaman: *1 dari ...* |

**FORMULIR**

SATUAN ACARA PENGAJARAN

|  |  |
| --- | --- |
| **Digunakan untuk melengkapi:** | Kode:……  STANDAR PROSES PEMBELAJARAN |

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| --- | --- | --- | --- | --- |
| **Proses** | **Penanggung Jawab** | | | **Tanggal** |
| **Nama** | **Jabatan** | **Tanda Tangan** |
| 1. Perumusan |  |  |  |  |
| 1. Pemeriksaan |  |  |  |  |
| 1. Persetujuan |  |  |  |  |
| 1. Penetapan |  |  |  |  |
| 1. Pengendalian |  |  |  |  |

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| --- | --- | --- |
|  | **Satuan Acara Pengajaran**  **(SAP)** |  |

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| --- | --- | --- | --- | --- |
| **Mata Kuliah** | | **:** | | |
| **Kode Mata Kuliah** | | **:** | | |
| **SKS / JPM** | | **:** | | |
| **Waktu Pertemuan** | | **:** | | |
| **Pertemuan ke** | | **:** | | |
| **Kompetensi Umum** | | **:** | | |
| **Learning Outcomes / Kompetensi Khusus** | | **:** | | |
| **Pokok Bahasan** | | **:** | | |
| **Sub Pokok Bahasan** | | **:** | | |
| **Tahap** | **Kegiatan Pengajaran** | | | **Media dan Alat** |
| **Dosen** | | **Mahasiswa** |
| **Pendahuluan** |  | |  |  |
| **Penyajian** |  | |  |  |
| **Penutup** |  | |  |  |

**Evaluasi :**

**Referensi :**