



STIPRAM

Sekolah Tinggi Pariwisata Ambarrukmo Yogyakarta
SURAT KEPUTUSAN



KETUA

SEKOLAH TINGGI PARIWISATA AMBARRUKMO YOGYAKARTA
NOMOR : 420.96/SK-Mgjr/A.1/STIPRAM/VIII/2023

TENTANG :

PENUGASAN DOSEN PENGAMPU MATA KULIAH
TAHUN AKADEMIK 2023/2024 GANJIL

KETUA

SEKOLAH TINGGI PARIWISATA AMBARRUKMO YOGYAKARTA

Menimbang :

1. Bahwa untuk kelancaran proses belajar mengajar di Sekolah Tinggi Pariwisata Ambarrukmo pada Tahun Akademik 2023/2024 Ganjil, perlu segera menunjuk dosen pengampu yang namanya tercantum dalam Surat Keputusan ini;
2. Bahwa sehubungan dengan hal tersebut diatas, perlu segera menerbitkan Surat Keputusan Ketua Sekolah Tinggi Pariwisata Ambarrukmo.

Mengingat :

1. Undang – Undang Dasar 1945 Pasal 31;
2. Peraturan Pemerintah Republik Indonesia Nomor 17 Tahun 2010 tentang Pengelolaan dan Penyelenggaraan Pendidikan;
3. Undang – Undang Nomor 12 tahun 2012 tentang Pendidikan Tinggi;
4. Peraturan Menteri Pendidikan dan Kebudayaan Nomor 3 tahun 2020 Tentang Standar Nasional Pendidikan Tinggi;
5. Surat Edaran Yayasan Ambarrukmo Yogyakarta Nomor 002/YAY-ED/STIPRAM/VII/2023 Tentang Kebijakan Yayasan Untuk Dosen Membuat Laporan Beban Kerja Dosen , Laporan Kinerja Dosen dan Mengurus jabatan Fungsional Akademik Dosen;
6. Keputusan Direktur Jenderal Pendidikan tinggi Departemen Pendidikan Nasional Republik Indonesia Nomor 108/DIKTI/Kep./2001 tentang Pedoman Pembukaan Program Studi dan atau Jurusan;
7. SK. Mendiknas No. 159/D/O/2008 tentang Ijin Operasional Sekolah Tinggi Pariwisata Ambarrukmo Yogyakarta
8. STATUTA Sekolah Tinggi Pariwisata Sekolah Tinggi Pariwisata Ambarrukmo Yogyakarta.

MEMUTUSKAN

- Menetapkan :**
- Pertama :** Menugaskan nama dosen yang tercantum dalam lampiran surat ini sebagai dosen pengampu mata kuliah Semester Ganjil Tahun Akademik 2023/2024 pada Sekolah Tinggi Pariwisata Ambarrukmo Yogyakarta.
- Kedua :** Dalam melaksanakan tugasnya sehari – hari, yang bersangkutan bertanggung jawab kepada Kaprodi sesuai dengan mata kuliah yang diampunya.
- Ketiga :** Surat Keputusan ini berlaku sejak tanggal ditetapkan sampai dengan akhir Semester Ganjil Tahun Akademik 2023/2024.
- Keempat :** Apabila terdapat kekeliruan dalam keputusan ini akan diadakan perbaikan sebagaimana mestinya.

Ditetapkan di : Yogyakarta
Pada tanggal : 01 Agustus 2023
Ketua

Dr. Suhendroyono, SH, MM, M.Par., CHE., CGSP

LAMPIRAN
 SURAT KEPUTUSAN KETUA SEKOLAH TINGGI PARIWISATA AMBARRUKMO YOGYAKARTA
 NOMOR : 420.96/SK-Mgjr/A.1/STIPRAM/VIII/2023
 TANGGAL : 01 AGUSTUS 2023

TENTANG
 PENUGASAN DOSEN PENGAMPU MATA KULIAH
 TAHUN AKADEMIK 2023/2024 GANJIL
 SEKOLAH TINGGI PARIWISATA AMBARRUKMO YOGYAKARTA

Nama Dosen : WEKA KUSUMASTITI, M.Pd
 NIDN : 0518128703

| No | Mata Kuliah | Prodi | Semester | SKS | Kelas | Jumlah Mahasiswa |
|----|-----------------------|---------------|----------|-----|-------|------------------|
| 1 | English For Tourism 3 | D3 Perhotelan | 5 | 2 | 5G | 40 |
| 2 | English For Tourism I | D3 Perhotelan | 1 | 2 | 1B | 41 |
| 3 | English For Tourism I | D3 Perhotelan | 1 | 2 | 1C | 26 |
| 4 | English For Tourism 2 | D3 Perhotelan | 3 | 2 | 3F | 38 |
| 5 | English For Tourism 1 | S1 Pariwisata | 1 | 2 | 1E | 33 |
| 6 | English For Tourism 1 | S1 Pariwisata | 1 | 2 | 1F | 34 |
| 7 | English For Tourism 1 | S1 Pariwisata | 1 | 2 | 1L | 32 |
| 8 | English For Tourism 2 | S1 Pariwisata | 3 | 2 | 3A1 | 21 |
| 9 | English For Tourism 3 | S1 Pariwisata | 5 | 2 | 5A2 | 22 |
| 10 | English For Tourism 3 | S1 Pariwisata | 5 | 2 | 5E | 32 |
| 11 | English For Tourism 3 | S1 Pariwisata | 5 | 2 | 5F | 36 |
| 12 | English For Tourism 4 | S1 Pariwisata | 7 | 3 | 7A2 | 26 |
| 13 | English For Tourism 4 | S1 Pariwisata | 7 | 3 | 7B | 37 |
| 14 | English For Tourism 4 | S1 Pariwisata | 7 | 3 | 7F | 35 |



Dr. Subhendroyono, SH, MM, M.Par., CHE., CGSP

PRESENSI MAHASISWA SEMESTER GANJIL 2023/2024

KLAS : G

Hotel Services

MATA KULIAH
Dosen

: English for Tourism 2
: WEKA

(1+2)

| No | NIM | NAMA | Klas | TANGGAL PERTEMUAN | | | | | | | | | | | | | | | KETERANGAN | | | | | | | | |
|----|------------|--------------------------------------|------|-------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|---|---|---|---|---|----|---------|-------|
| | | | | 09/08/2023 | 16/08/2023 | 24/08/2023 | 30/08/2023 | 06/09/2023 | 20/09/2023 | 27/09/2023 | 03/10/2023 | 04/10/2023 | 11/10/2023 | 18/10/2023 | 24/10/2023 | 01/11/2023 | 08/11/2023 | 09/11/2023 | S | I | X | % | | | | | |
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | |
| 1 | 2221397900 | Adam Badarul Alam | G | v | v | v | v | v | v | v | v | v | v | v | X | X | v | v | v | | | | 1 | 2 | 13 | 86.67 % | |
| 2 | 2221397901 | Ahnaf Yoga Aditama | G | v | v | v | v | v | v | v | v | v | v | v | v | v | X | v | v | | | | 1 | 1 | 14 | 93.33 % | |
| 3 | 2221397902 | Anggoro Pangestu Jati | G | v | v | v | v | v | v | v | v | v | v | v | X | v | v | v | v | | | | 1 | 1 | 14 | 93.33 % | |
| 4 | 2221397903 | Aqsha Adrian Ramadhan | G | X | v | v | X | v | v | v | v | v | v | X | X | v | v | X | X | | | | 6 | 9 | | 60 % | |
| 5 | 2221397904 | Azzafa Nara Rantissi | G | v | v | v | v | v | v | v | v | v | v | v | v | v | v | v | v | | | | | | | 15 | 100 % |
| 6 | 2221397905 | Benedicta Carissa Aurell Gunawan | G | v | v | v | v | v | v | v | v | v | v | X | v | v | v | v | v | | | | 1 | 1 | 14 | 93.33 % | |
| | | Cornelius Marcel Dito Eka Saputra | G | v | v | v | v | v | v | v | v | v | v | X | v | v | v | v | v | | | | 1 | 1 | 14 | 93.33 % | |
| 7 | 2221397906 | Dimas Nur Ridho | G | v | v | v | v | v | v | v | v | v | v | X | v | v | X | v | v | | | | 2 | 1 | 13 | 86.67 % | |
| 9 | 2221397908 | Eka Nur Wijayanti | G | v | v | v | v | v | v | v | v | v | X | X | v | X | v | v | v | | | | 3 | 1 | 12 | 80 % | |
| 10 | 2221397909 | Faqih Usman | G | v | v | X | v | X | v | v | v | v | X | v | v | v | X | v | v | | | | 4 | 1 | 11 | 73.33 % | |
| 11 | 2221397910 | Fatimah Azzahra | G | v | v | v | v | v | v | v | v | v | v | v | X | X | v | v | v | | | | 2 | 1 | 13 | 86.67 % | |
| 12 | 2221397911 | Firdaus | G | X | X | v | v | X | v | v | v | v | v | v | X | v | v | v | v | | | | 4 | 1 | 11 | 73.33 % | |
| | | Gusti Nyoman Ngurah Yogia Lavandiska | G | v | v | v | v | v | X | v | v | v | v | v | v | v | v | X | X | | | | 3 | 1 | 12 | 80 % | |
| 14 | 2221397913 | Heny Sartika | G | v | v | v | X | v | v | v | v | v | v | X | v | v | v | v | v | | | | 2 | 1 | 13 | 86.67 % | |
| 15 | 2221397914 | Hosea Janu Herlambang | G | v | v | v | v | v | v | v | v | v | v | v | v | v | v | v | v | | | | | | | 15 | 100 % |
| 16 | 2221397691 | Irma Kharismawati | G | v | v | v | v | v | v | v | v | v | v | v | v | X | v | v | v | | | | 1 | 1 | 14 | 93.33 % | |
| 17 | 2221397915 | Kevin Risel Justi | G | v | v | X | v | v | v | v | v | X | X | v | v | v | v | v | v | | | | 3 | 1 | 12 | 80 % | |
| 18 | 2221397916 | Lidiani | G | v | v | v | v | v | v | v | v | v | v | v | X | v | v | v | v | | | | 1 | 1 | 14 | 93.33 % | |
| 19 | 2221397918 | Minggi Ayu Nursena | G | v | v | v | v | v | v | v | v | v | v | v | v | v | v | v | v | | | | | | | 15 | 100 % |
| 20 | 2221397919 | Muhammad Faiq Alwan | G | X | v | v | X | v | X | v | v | v | v | v | v | v | v | v | v | | | | 3 | 1 | 12 | 80 % | |
| | | Muhammad Septian Maulana | G | v | v | v | v | v | v | v | v | v | v | v | v | v | v | v | v | | | | | | | 15 | 100 % |
| 22 | 2221397921 | Nadya Amalia | G | v | v | v | v | X | X | v | v | v | v | v | X | X | v | v | v | | | | 2 | 1 | 13 | 86.67 % | |
| 23 | 2221397922 | Nobia Prasetya Candra | G | v | v | v | v | X | v | v | v | v | v | v | X | X | v | v | v | | | | 3 | 1 | 12 | 80 % | |
| 24 | 2221397923 | Noveola Azzahra Naldi | G | v | v | v | v | v | v | v | v | v | v | v | X | v | v | v | v | | | | 1 | 1 | 14 | 93.33 % | |
| 25 | 2221397924 | Olivia Ramayanti | G | v | v | v | v | v | v | v | v | v | v | v | X | v | v | v | v | | | | 1 | 1 | 14 | 93.33 % | |
| 26 | 2221397925 | Rafinanda Shidqi Saksono | G | v | v | v | v | X | v | v | v | v | v | v | v | v | X | v | v | | | | 2 | 1 | 13 | 86.67 % | |
| 27 | 2221397926 | Rifqi Daris Fadilah | G | v | v | v | v | v | v | v | v | v | v | v | v | v | v | v | v | | | | | | | 15 | 100 % |
| 28 | 2221397927 | Ringganing Cahya Pramesti | G | v | v | X | v | v | v | v | X | X | X | v | v | v | v | v | v | | | | 4 | 1 | 11 | 73.33 % | |
| 29 | 2221397928 | Ryanda Millano Saputra | G | v | v | v | X | v | v | v | v | v | v | v | v | X | X | v | v | | | | 2 | 1 | 13 | 86.67 % | |
| 30 | 2221397929 | Salma Sekar Andalas | G | v | v | v | v | v | v | v | v | v | v | v | X | v | v | v | v | | | | 1 | 1 | 14 | 93.33 % | |
| 31 | 2221397930 | Septia Ayu Wulaningsih | G | v | v | v | v | v | v | v | v | v | v | v | X | v | v | v | v | | | | 1 | 1 | 14 | 93.33 % | |
| 32 | 2221397938 | Silma Sekar Andalas | G | v | v | v | v | v | v | v | v | v | v | v | v | X | v | v | v | | | | 1 | 1 | 14 | 93.33 % | |
| | | Stephanie Keisha Indri Yulianingrum | G | v | v | v | v | v | v | v | v | v | v | v | v | v | v | v | v | | | | | | | 15 | 100 % |
| 34 | 2221397932 | Try Dinda Mayang | G | v | v | v | v | v | X | v | v | v | v | v | X | v | v | v | v | | | | 2 | 1 | 13 | 86.67 % | |
| 35 | 2221397933 | Vicky Aliansyah Masykur | G | v | v | v | v | v | v | v | v | v | v | v | v | X | X | v | v | | | | 2 | 1 | 13 | 86.67 % | |
| 36 | 2201397347 | Yosafat Rofando Pakpahan | B | v | v | v | X | v | v | v | v | v | X | X | X | X | X | X | X | | | | 7 | 8 | | 53.33 % | |
| | | Yosua Nur Prasetyo Dwi Kristanto | G | v | v | v | v | v | v | v | v | v | v | v | v | v | v | v | v | | | | | | | 15 | 100 % |
| 38 | 2221397935 | Zahra Amarilis Setianingsih | G | v | v | v | v | v | v | v | v | v | v | X | X | v | v | v | v | | | | 2 | 1 | 13 | 86.67 % | |

KETERANGAN :

(*) : Diisi dengan tanggal pertemuan
 (S) : SAKIT (bila ada surat pemberitahuan)

(v) : HADIR
 (I) : IJIN (bila ada surat pemberitahuan)

(X) : Tanpa ada keterangan

List Kegiatan Pengajaran SEMESTER GANJIL 2023/2024

Kelas : F

MATA KULIAH : English for Tourism 2
 : WEKA KUSUMASTITI, SPD,
 Dosen MPD.

Prodi : Hotel Services

| No | TANGGAL PERTEMUAN | POKOK BAHASAN | SUB POKOK BAHASAN | TT & NAMA TERANG | CATATAN | PARAF PETUGAS |
|----|-------------------|--|--|------------------|---------|---------------|
| 1 | 09/08/2023 | Bab : Introduction to the course Uraian: | Introduction to the class and materials | | | |
| 2 | 16/08/2023 | Bab : Asking and giving direction Uraian: How to ask and give the direction from one place to another place | Knowing the vocabularies used when ask and give directions. Practice in pairs. | | | |
| 3 | 23/08/2023 | Bab : Asking and giving Information Uraian: Asking and giving information about personal information and occasion | Knowing the vocabularies in asking and giving information. Practice in pairs. | | | |
| 4 | 30/08/2023 | Bab : Handling Reservation Uraian: How to interact with guess when they make a reservation | Knowing the vocabularies in handling reservation process. | | | |
| 5 | 06/09/2023 | Bab : Handling Check in Uraian: How to handle check in process in a hotel | Knowing the vocabularies in handling check in process. Practice | | | |
| 6 | 20/09/2023 | Bab : Describing room Uraian: Describing the room and room facilities of a hotel | Knowing the vocabularies and how to use in handling describing room | | | |
| 7 | 27/09/2023 | Bab : Movie Session Uraian: Watch a movie and make a review | Watch movies to broaden the knowledge about culture | | | |
| 8 | 03/10/2023 | Bab : Mid Test I Uraian: Batch 1 | | | | |
| 9 | 04/10/2023 | Bab : Mid Test II Uraian: Batch 2 | | | | |
| 10 | 11/10/2023 | Bab : Check out Process Uraian: How to handle check-out process | Knowing the vocabularies and how to use ini handling check | | | |
| 11 | 18/10/2023 | Bab : Handling Complaints Uraian: How to handle guest's complaints | Knowing the vocabularies and how to use in handling | | | |
| 12 | 23/10/2023 | Bab : Job Series I Uraian: CV, Resume, and Cover Letter | Practice how to make CV, resume and cover | | | |
| 13 | 01/11/2023 | Bab : Job Series II Uraian: Job Interview tips and tricks | Knowing how to prepare for an interview. | | | |
| 14 | 08/11/2023 | Bab : Job Series Uraian: Mock Interview batch 1 | | | | |
| 15 | 09/11/2023 | Bab : Job Series Uraian: Mock Interview batch 2 | | | | |