

NOTA DINAS

Nomor : 281 /SDM10/BSDM/2015

Kepada Yth : 1. Sdr. Dekan FTE
2. Sdr. Dekan FRI
3. Sdr. Dekan FIF
4. Sdr. Dekan FEB
5. Sdr. Dekan FKB
6. Sdr. Dekan FIK
7. Sdr. Dekan FIT

Dari : Warek II

Perihal : Penugasan untuk Mengikuti *Treatment* Pelaksanaan *EPRT/TOEFL Preparation* untuk Dosen Universitas Telkom

Merujuk SK Rektor Nomor. 030/SDM07/PBHS.0/2014 tentang Standar Kecakapan Bahasa Inggris bagi Dosen Universitas Telkom dalam Bab III Pasal 3 poin (1) dan (2) disebutkan bahwa :

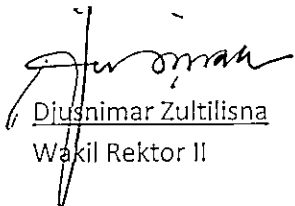
- (1) Target bagi dosen kelas regular adalah skor EPRT minimal 500 dan/atau skor ECCT minimal 3.00 atau setara dengan skor IELTS minimal 4 atau skor ITP TOEFL minimal 500.
- (2) Target bagi dosen kelas internasional adalah skor EPRT minimal 550 dan/atau skor ECCT minimal 3.75 atau setara dengan skor IELTS minimal 6 atau skor ITP TOEFL minimal 550.

Terkait dengan hal tersebut, maka kami memberikan kesempatan bagi dosen yang memiliki skor < 500 untuk wajib mengikuti program *Treatment EPRT/TOEFL Preparation* dengan nama dan jadwal terlampir. Untuk informasi lebih lanjut dan perubahan jadwal dapat menghubungi Dany (082217757711) atau Yanto (082217757744).

Sehubungan dengan hal di atas, mohon Saudara untuk menugaskan kepada yang bersangkutan untuk mengikuti *Treatment* tersebut.

Demikian di sampaikan atas perhatian kami ucapkan terima kasih.

Bandung, 16 April 2015



Diusnimar Zultilisna
Wakil Rektor II

Tembusan

1. Rektor (sebagai laporan)
2. Warek I, III
3. Kabag. Pusat Bahasa

**COURSE OUTLINE FOR LECTURER-LEVEL 3
TOEFL/EPRT PREPARATION CLASS
BATCH 1: (April 20th-June 24th, 2015)**

| Dates | Session | Section | Materials to Be Discussed | |
|------------------------|---------|----------------------|--|---------------------------------|
| | | | | |
| 20-Apr | 1 | Listening Competence | Short Conversation | - Topics |
| | | | (Exercises 1-4) | - Details |
| | | | | - Selections |
| 22-Apr | 2 | Listening Competence | Short Conversation | - Reversals |
| | | | (Exercises 5-9) | - Idioms |
| | | | | - Emotions |
| 27-Apr | 3 | Listening Competence | Short Conversation | - Suggestions |
| | | | (Exercises 10-12) | - Assumptions |
| | | | Longer Conversation | - Predictions |
| 29-Apr | 4 | Grammar Competence | (Exercises 13) | - Implications |
| | | | Structure and Written Expressions | - Problems |
| | | | (Exercises 41-43) | - Friends on Campus 1 |
| 4-May | 5 | Grammar Competence | | - Verbs |
| | | | Structure and Written Expressions | - Auxiliary Verbs |
| | | | (Exercises 44-47) | - Nouns |
| 6-May | 6 | Grammar Competence | | - Modifiers |
| | | | Structure and Written Expressions | - Comparatives |
| | | | (Exercises 48-50) | - Connectors |
| 11-May | 7 | Reading Competence | Structure and Written Expressions | - Sentences and Clauses |
| | | | | - Point of View |
| | | | | - Agreement |
| 13-May | 8 | Reading Competence | Narration/Sequence (Exercise 56-59) | - Popular Culture |
| | | | | - Social Sciences |
| | | | | - Arts/Architecture |
| 18-May | 9 | Reading Competence | Narration/Sequence | - Humanities/ Business |
| | | | Definition/Illustration Exercise 60-63 | - Natural Sciences |
| | | | | - Social Sciences |
| 20-May | 10 | Reading Competence | Definition/Illustration | - Arts/Architecture |
| | | | Classifications | - Humanities/Business |
| | | | (Exercise 64-67) | - Social Sciences |
| PRACTICE TEST 1 | | | | |
| 25-May | 11 | Listening Competence | Longer Conversation | - Friends on Campus 2 |
| | | | (Exercises 14-17) | - Campus Personnel/Students 1 |
| | | | | - Campus Personnel/Students 2 |
| 27-May | 12 | Listening Competence | | - Service Personnel/Students |
| | | | Longer Conversation | - Professor/Students 1 |
| | | | (Exercise 18,19,20,22) | - Professor/Students 2 |
| 1-Jun | 13 | Listening Competence | | - Professor/Students 3 |
| | | | Short Talks | - Professor/Students 4 |
| | | | (Exercises 24-27) | - General Talks 1 |
| 3-Jun | 14 | Grammar Competence | | - Content Lecture 1 |
| | | | Structure and Written Expressions | - Content Lecture 2 |
| | | | (Exercises 51-53) | - interactive Lecture |
| 8-Jun | 15 | Grammar Competence | | - Introductory Verbal Modifiers |
| | | | Structure and Written Expressions | - Parallel Structure |
| | | | (Exercise 54-55) | - Redundancy |
| 10-Jun | 16 | Reading Competence | | - Word Choice |
| | | | Classifications | - Comprehensive Structures |
| | | | Comparison/Contrast | - Arts/Architecture |
| 15-Jun | 17 | Reading Competence | (Exercise 68-71) | - Natural Sciences |
| | | | | - Humanities/Business |
| | | | | - Social Sciences |
| 17-Jun | 18 | Reading Competence | Comparison/Contrast | - Natural Sciences |
| | | | Cause and Effect | - Arts/Architecture |
| | | | (Exercise 72-75) | - Social Sciences |
| 22-Jun | 19 | Reading Competence | | - Natural Sciences |
| | | | Cause and Effect | - Humanities and Business |
| | | | Persuasion/Justification | - Arts/Architecture |
| | | | (Exercise 76-79) | |
| | | | Persuasion/Justification | |
| | | | Problems/Solution | |
| | | | (Exercise 80-83) | |

KELAS EPRT PREPARATION DOSEN 2015 BATCH 1 (20 April - 24 Juni 2015) _Kelas Level 3
 HARI: SENIN & RABU

KELAS 1

WAKTU : 07.30-09.00

RUANG : LC 205

PENGALJAR : IMA NORMALIA K., S.S., M.Pd.

| NO | NAMA LENGKAP | STATUS PEGAWAI | KODE DOSEN | PRODI | FAKULTAS | TOEFL/ EPRT | TARGET TOEFL/ EPRT |
|----|--------------------------------------|----------------|------------|--------------|----------|-------------|--------------------|
| 1 | SISCA EKA FITRIA ST., MM | DOSEN TETAP | SSE | S1 MANAJEMEN | FEB | 497 | 500 |
| 2 | INDIRA RACHMAWATI S.T., M.S.M. | DOSEN TETAP | IW | S1 MANAJEMEN | FEB | 487 | 500 |
| 3 | SISKA PRIYANDANI YUDOWATI S.E, M.B.A | DOSEN TETAP | SPW | S1 AKUNTANSI | FEB | 483 | 500 |
| 4 | ANISAH FIRU S.Mb, M.M | DOSEN TETAP | NPY | S1 MANAJEMEN | FEB | 480 | 500 |
| 5 | RATIH HENDAYANI S.T., M.M. | DOSEN TETAP | RVN | S1 MANAJEMEN | FEB | 480 | 500 |
| 6 | DINDA AMANDA ZULIESTIANA SE, MM | DOSEN TETAP | DAZ | S1 AKUNTANSI | FEB | 463 | 500 |
| 7 | TIKA TRIKARTIKA GUSTYANA SE, MM | DOSEN TETAP | TKG | S1 MANAJEMEN | FEB | 463 | 500 |

KELAS EPRT PREPARATION DOSEN 2015 BATCH 1 (20 April - 24 Juni 2015) _Kelas Level 3
 HARI: SENIN & RABU

KELAS 2

WAKTU : 07.30-09.00

RUANG : LC 203

PENGAJAR : AMISTYA RACHMAWATI, S.S.

| NO | NAMA LENGKAP | STATUS PEGAWAI | KODE DOSEN | PRODI | FAKULTAS | TOEFL/EPPT | TARGET TOEFL/EPPT |
|----|----------------------------------|----------------|------------|--------------------------|----------|------------|-------------------|
| 1 | AARIEF DIAS PAMBUDI S.T., M.T | DOSEN TETAP | ARB | S1 TEKNIK TELEKOMUNIKASI | FTE | 473 | 500 |
| 2 | DESTI MADYA SAPUTRI S.T., MT. | DOSEN TETAP | DMS | S1 TEKNIK TELEKOMUNIKASI | FTE | 470 | 500 |
| 3 | RADITIANA PATMASARI S.T., M.T. | DOSEN TETAP | RTP | S1 TEKNIK TELEKOMUNIKASI | FTE | 460 | 500 |
| 4 | ISTIHMAL S.T., M.T. | DOSEN TETAP | ITM | S1 TEKNIK TELEKOMUNIKASI | FTE | 457 | 500 |
| 5 | INYOMAN APRAZ RAMATYANA ST., MT. | DOSEN TETAP | IAR | S1 TEKNIK TELEKOMUNIKASI | FTE | 453 | 500 |

KELAS 6

WAKTU : 15.30-17.00

RUANG : REFRESHING ROOM LT. 4 LEARNING CENTER

PENGAJAR : KATRIN PEPIA, S.Pd.

| NO | NAMA LENGKAP | STATUS PEGAWAI | KODE DOSEN | PRODI | FAKULTAS | TOEFL/EPPT | TARGET TOEFL/EPPT |
|----|----------------------------------|----------------|------------|--------------------------|----------|------------|-------------------|
| 1 | EFA MAYADHONA SAPUTRA S.T., M.T. | DOSEN TETAP | DOS | S1 TEKNIK TELEKOMUNIKASI | FTE | 497 | 500 |
| 2 | BUDI SYIHABUDDIN S.T. MT | DOSEN TETAP | BSA | S1 TEKNIK TELEKOMUNIKASI | FTE | 497 | 500 |
| 3 | HURIANTI VIDYANINGTYAS S.T. MT | DOSEN TETAP | HRV | S1 TEKNIK TELEKOMUNIKASI | FTE | 493 | 500 |
| 4 | SURYA MICHRANDI NASUTION S.T.MT. | DOSEN TETAP | SMC | S1 SISTEM KOMPUTER | FTE | 487 | 500 |

KELAS EPRT PREPARATION DOSEN 2015 BATCH 1 (20 April - 24 Juni 2015) ,Kelas level 3
 HARI: SENIN & RABU

KELAS 3

WAKTU : 07.30-09.00

RUANG : A 110

PENGAJAR : AHMAD ZAQI FIRDAUSI, S.S.

| NO | NAMA LENGKAP | STATUS PEGAWAI | KODE DOSEN | PRODI | FAKULTAS | TOEFL/ EPRT | TARGET TOEFL/ EPRT |
|----|---|----------------|------------|-----------------------|----------|-------------|--------------------|
| 1 | DAWAM DWI LATMIKO SUWAWI M.T. | DOSEN TETAP | DWM | S1 TEKNIK INFORMATIKA | FIF | 497 | 500 |
| 2 | DANANG TRIANTORO MURDIANSYAH S.Si., M.T | DOSEN TETAP | DTO | S1 ILMU KOMPUTASI | FIF | 493 | 500 |
| 3 | NOVIAN ANGGIS SUWASTIKA ST., MT. | DOSEN TETAP | NGS | S1 TEKNIK INFORMATIKA | FIF | 493 | 500 |
| 4 | SITI SA'ADAH S.T., MT. | DOSEN TETAP | SSD | S1 TEKNIK INFORMATIKA | FIF | 493 | 500 |
| 5 | SIDIK PRABOWO S.T.,M.T | DOSEN TETAP | SPO | S1 TEKNIK INFORMATIKA | FIF | 490 | 500 |
| 6 | ETRIVANI S.Si., M.T | DOSEN TETAP | FTY | S1 ILMU KOMPUTASI | FIF | 463 | 500 |
| 7 | KURNIAWAN NUR RAMADHANI ST. MT. | DOSEN TETAP | KNR | S1 TEKNIK INFORMATIKA | FIF | 450 | 500 |

KELAS EPRT PREPARATION DOSEN 2015 BATCH 1 (20 April - 24 Juni 2015) _Kelas Level 3
HARI: SENIN & RABU

KELAS 4

WAKTU : 07.30-09.00

RUANG : LC 201

PENGALJAR : MEETTY SEPTIANI, S.S.

| NO | NAMA LENGKAP | STATUS PEGAWAI | KODE DOSEN | PRODI | FAKULTAS | TOEFL/ EP/T | TARGET TOEFL/ EP/T |
|----|---|----------------|------------|------------------------|----------|----------------|--------------------------|
| 1 | LUCY PUJASARI SUPRATMAN S.S., M.Si | DOSEN TETAP | LCY | S1 ILMU KOMUNIKASI | FKB | 480 | 500 |
| 2 | INDRA NOVIANTO ADIBAYU PAMUNGKAS S.S., M.Si | DOSEN TETAP | IDP | S1 ILMU KOMUNIKASI | FKB | 470 | 500 |
| 3 | ASTADI PANGARSO ST, MBA | DOSEN TETAP | NGA | S1 ADMINISTRASI BISNIS | FKB | 470 | 500 |
| 4 | CUT IRNA SETIAWATI, S.A.B., MM | DOSEN TETAP | CUT | S1 ADMINISTRASI BISNIS | FKB | 467 | 500 |
| 5 | ALILA PRAMIYANTI S.Sos., M.Si. | DOSEN TETAP | ALL | S1 ILMU KOMUNIKASI | FKB | 450 | 500 |

KELAS EPRT PREPARATION DOSEN 2015 BATCH 1 (20 April - 24 Juni 2015) _Kelas Level 3
 HARI: SENIN & RABU

KELAS 5
 WAKTU : 15.30-17.00
 RUANG : WARUNG PRANCIS LT. 4 LEARNING CENTER
 PENGALAR : LARASATI AYUNINGSIH, S.S., M.Pd.

| NO | NAMA LENGKAP | STATUS PEGAWAI | KODE DOSEN | PRODI | FAKULTAS | TOEFL/EPRT | TARGET TOEFL/EPRT |
|----|---------------------------------------|-------------------------|------------|-----------------------------|----------|------------|-------------------|
| 1 | AQUAMILA BULAN PRIZILLA S.Ds, M.Ds | DOSEN TETAP | AQP | S1 KRIYA TEKSTIL & MODE | FIK | 497 | 500 |
| 2 | RIKY AZHARYANDI SISWANTO S.Ds, M.Ds | DOSEN TETAP | RAS | S1 DESAIN KOMUNIKASI VISUAL | FIK | 493 | 500 |
| 3 | PATRA ADITIA S.DS, M.DS | DOSEN TETAP | PAT | S1 DESAIN KOMUNIKASI VISUAL | FIK | 490 | 500 |
| 4 | CITRA PUSPTASARI S.Ds, M.Ds. | DOSEN TETAP | CIT | S1 KRIYA TEKSTIL & MODE | FIK | 483 | 500 |
| 5 | SYARIP HIDAYAT S.,SN | DOSEN TETAP (PART TIME) | SPH | S1 DESAIN KOMUNIKASI VISUAL | FIK | 473 | 500 |
| 6 | ALDI HENDRAWAN S.DS, M.DS | DOSEN TETAP | AHN | S1 KRIYA TEKSTIL & MODE | FIK | 470 | 500 |
| 7 | FALAR Ciptandi S.Ds, M.Ds | DOSEN TETAP | FJC | S1 KRIYA TEKSTIL & MODE | FIK | 453 | 500 |
| 8 | ERIK MUHAMMAD PAUHRIZI S.Sn, Dipl.Art | DOSEN TETAP | ERP | S1 SENI RUPA MURNI | FIK | 450 | 500 |

KELAS EPRT PREPARATION DOSEN 2015 BATCH 1 (20 April - 24 Juni 2015) ,Kelas Level 3
HARI: SENIN & RABU

KELAS 7

WAKTU : 15.30-17.00

RUANG : MEETING ROOM LT. 4 LEARNING CENTER

PENGAJAR : M. FAJAR AKBAR, S.S.

| NO | NAMA LENGKAP | STATUS PEGAWAI | KODE DOSEN | PRODI | FAKULTAS | TOEFL/ EPRT | TARGET TOEFL/ EPRT |
|----|--------------------------------|----------------|------------|--------------------------|----------|-------------|--------------------|
| 1 | TOUJEAN DIANSYAH TAMBUNAN S.T. | DOSEN TETAP | TEN | D3 MANAJEMEN INFORMATIKA | FIT | 457 | 500 |
| 2 | GANDEVA BAYU S.T., MT. | DOSEN TETAP | GBS | D3 TEKNIK INFORMATIKA | FIT | 453 | 500 |
| 3 | SURYATININGSIH ST., MT | DOSEN TETAP | SYN | D3 MANAJEMEN INFORMATIKA | FIT | 453 | 500 |
| 4 | YANY OCTAVIANY | DOSEN TETAP | | D3 PERHOTELAN | FIT | 450 | 500 |
| 5 | EKA WIDHI YUNARSO S.T, M.MT. | DOSEN TETAP | EWD | D3 MANAJEMEN INFORMATIKA | FIT | 450 | 500 |