



Universitas Negeri Surabaya
Faculty of Education
Undergraduate Guidance and Counseling Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date																																																																																			
Guidance and Counseling Management	8620102091	Compulsory Study Program Subjects	T=2	P=0	ECTS=3.18	3	August 10, 2023																																																																																			
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator																																																																																				
	Bambang Dibyo Wiyono, S.Pd., M.Pd		Prof. Dr. Budi Purwoko, M.Pd.			Dr. Evi Winingsih, S.Pd., M.Pd.																																																																																				
Learning model	Project Based Learning																																																																																									
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																																																									
	PLO-3	Develop logical, critical, systematic and creative thinking in carrying out specific work in their field of expertise and in accordance with work competency standards in the field concerned																																																																																								
	PLO-10	Able to carry out guidance and counseling services by choosing relevant methods, techniques and multimedia and paying attention to the needs of service targets originating from socio-cultural diversity																																																																																								
	PLO-11	Able to manage guidance and counseling services in various contexts and report the results to related parties using information and communication technology																																																																																								
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	PO - 1	Able to choose relevant methods, techniques and multimedia and pay attention to the needs of service targets																																																																																								
	PO - 2	Able to manage guidance and counseling services in various contexts																																																																																								
	PO - 3	Able to demonstrate a responsible attitude in carrying out guidance and counseling service tasks																																																																																								
	PLO-PO Matrix																																																																																									
		<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>P.O</th> <th>PLO-3</th> <th>PLO-10</th> <th colspan="4">PLO-11</th> </tr> </thead> <tbody> <tr> <td>PO-1</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>PO-2</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>PO-3</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>						P.O	PLO-3	PLO-10	PLO-11				PO-1	✓	✓	✓	✓	✓	✓	PO-2	✓	✓	✓	✓	✓	✓	PO-3	✓	✓	✓	✓	✓	✓																																																							
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	PO Matrix at the end of each learning stage (Sub-PO)																																																																																									
	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">P.O</th> <th colspan="16">Week</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th> </tr> </thead> <tbody> <tr> <td>PO-1</td> <td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>PO-2</td> <td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>PO-3</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td> </tr> </tbody> </table>						P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1	✓	✓	✓	✓	✓	✓											PO-2							✓	✓	✓	✓	✓						PO-3												✓	✓	✓	✓	✓
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Short Course Description	In this course students learn about guidance and counseling management. The learning method used is project based learning with a project in the form of implementing a BK assessment application with an assessment in the form of a project/performance assessment rubric. The study materials for this course are: 1. Basic concepts of BK organization and management 2. BK management concepts 3. Program planning preparation management 4. Program design management 5. Direct service management 6. Service management using media 7. Specialization management 8. Management evaluation																																																																																									
References	Main :																																																																																									

<ol style="list-style-type: none"> Gysbers, N. C. & Henderson, P. 2012. <i>Developing and Managing Your School Guidance and Counseling Program</i>. Alexandria, VA: ACA. Kemdikbud. 2016. <i>Pedoman Bimbingan dan Konseling pada Pendidikan Dasar dan Pendidikan Menengah</i>. Jakarta: Kemdikbud. Kemdikbud. 2016. <i>Panduan Operasional Penyelenggaraan Bimbingan dan Konseling di Sekolah</i>. Jakarta: Kemdikbud 							
Supporters:							
<ol style="list-style-type: none"> Purwoko, B. 2008. <i>Organisasi dan Manajemen Bimbingan Konseling</i>. Surabaya: Unesa Press. Setiawati, D., Purwoko, B., Nursalim, M., & Pratiwi, T. I. (2019). Pelatihan Konseling Karier Career Information Processing (CIP) bagi Guru BK SMP Kota Mojokerto. <i>Jurnal Bikotetik (Bimbingan dan Konseling: Teori dan Praktik)</i>, 3(1), 35-39. Purwoko, B., & Muis, T. Penerapan Layanan Mediasi untuk Membantu Menyelesaikan Konflik Interpersonal Siswa Kelas Viii-2 SMP Negeri 1 Larangan Pamekasan. 							
Supporting lecturer		Dra. Titin Indah Pratiwi, M.Pd. Prof. Dr. Budi Purwoko, S.Pd., M.Pd. Bambang Dibyo Wiyono, S.Pd., M.Pd. Muhamad Affuddin Ghozali, S.Pd., M.Couns., Gr.					
Week	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)
		Indicator	Criteria & Form	Offline (offline)	Online (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Students are able to explain the basic concepts of guidance and counseling management	<ol style="list-style-type: none"> Students can explain the meaning of BK management Students can identify patterns of guidance and counseling organization at school Students can identify BK personnel duties Students can identify BK facilities, infrastructure and financing 	Criteria: Scoring Guidelines (Marking Scheme) Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Problem based learning (Problem based learning) 2 X 50		Material: Organizational and management concepts Reference: <i>Purwoko, B. 2008. Organization and Management of Guidance Counseling. Surabaya: Unesa Press.</i>	5%
2	Students are able to explain the basic concepts of guidance and counseling management	<ol style="list-style-type: none"> Students can explain the meaning of BK management Students can identify patterns of guidance and counseling organization at school Students can identify BK personnel duties Students can identify BK facilities, infrastructure and financing 	Criteria: Scoring Guidelines (Marking Scheme) Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment	Problem based learning (Problem based learning) 2 X 50		Material: BK management concept Library: <i>Ministry of Education and Culture. 2016. Guidance and Counseling Guidelines in Primary Education and Secondary Education. Jakarta: Ministry of Education and Culture.</i>	5%

3	Students are able to analyze management planning for guidance and counseling.	<ol style="list-style-type: none"> 1. Students can analyze needs assessments 2. Students can analyze the support of school leaders and staff 3. Students can analyze the basics of planning BK services 	<p>Criteria: Scoring Guidelines (Marking Scheme)</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Problem based learning (Problem based learning) 2 X 50		<p>Material: Management of program planning preparation</p> <p>Reference: <i>Ministry of Education and Culture. 2016. Guidance and Counseling Guidelines in Primary Education and Secondary Education. Jakarta: Ministry of Education and Culture.</i></p>	5%
4	Students are able to analyze management planning for guidance and counseling.	<ol style="list-style-type: none"> 1. Students can analyze the annual guidance and counseling program 2. Students can analyze the semester guidance and counseling program 	<p>Criteria: Rubric</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Problem based learning (Problem based learning) 2 X 50		<p>Material: Program design management</p> <p>Reference: <i>Ministry of Education and Culture. 2016. Operational Guide for Providing Guidance and Counseling in Schools. Jakarta: Ministry of Education and Culture</i></p>	5%
5	Students are able to analyze the management of the implementation of guidance and counseling directly.	<ol style="list-style-type: none"> 1. Students can analyze classical guidance services 2. Students can analyze group guidance services 3. Students can analyze large class/cross class guidance services 	<p>Criteria: Scoring Guidelines</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Problem based learning (Problem based learning) 2 X 50		<p>Material: Basic service management</p> <p>Reference: <i>Ministry of Education and Culture. 2016. Operational Guide for Providing Guidance and Counseling in Schools. Jakarta: Ministry of Education and Culture</i></p>	5%
6	Students are able to analyze the management of the implementation of guidance and counseling directly.	<ol style="list-style-type: none"> 1. Students can analyze individual counseling services 2. Students can analyze and explain group counseling services 	<p>Criteria: Scoring Guidelines</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Problem based learning (Problem based learning) 2 X 50		<p>Material: Direct service management (responsive service)</p> <p>Reference: <i>Ministry of Education and Culture. 2016. Operational Guide for Providing Guidance and Counseling in Schools. Jakarta: Ministry of Education and Culture</i></p>	5%

7	Students are able to analyze the management of the implementation of guidance and counseling directly.	<ol style="list-style-type: none"> 1.Students can analyze consulting services 2.Students can analyze collaboration services 3.Students explain the case transfer service 	<p>Criteria: Scoring Guidelines</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Problem based learning (Problem based learning) 2 X 50		<p>Material: Direct service management (responsive service)</p> <p>Reference: <i>Ministry of Education and Culture. 2016. Operational Guide for Providing Guidance and Counseling in Schools. Jakarta: Ministry of Education and Culture</i></p>	5%
8	Sub-summative exam/mid-term exam	UTS	<p>Criteria: For the written test, full marks are obtained if you do all the questions correctly.</p> <p>Form of Assessment : Test</p>	2 X 50		<p>Material: UTS questions</p> <p>Library: <i>Ministry of Education and Culture. 2016. Operational Guide for Providing Guidance and Counseling in Schools. Jakarta: Ministry of Education and Culture</i></p>	10%
9	Students are able to analyze the management of the implementation of guidance and counseling directly.	<ol style="list-style-type: none"> 1.Students can analyze home visit services 2.Students can analyze advocacy services 3.Students can analyze case conference services 	<p>Criteria: Scoring Guidelines</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Problem based learning (Problem based learning) 2 X 50		<p>Material: Direct service management (responsive service)</p> <p>Reference: <i>Ministry of Education and Culture. 2016. Operational Guide for Providing Guidance and Counseling in Schools. Jakarta: Ministry of Education and Culture</i></p>	5%
10	Students are able to analyze the management of the implementation of guidance and counseling through the media.	<ol style="list-style-type: none"> 1.Students can analyze problem boxes 2.Students can analyze leaflets 3.Students can analyze the development of BK media 	<p>Criteria: Scoring Guidelines</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Problem based learning (Problem based learning) 2 X 50		<p>Material: Service management using media</p> <p>Library: <i>Ministry of Education and Culture. 2016. Operational Guide for Providing Guidance and Counseling in Schools. Jakarta: Ministry of Education and Culture</i></p>	5%

11	Students are able to analyze the management of the implementation of guidance and counseling through the media.	<ol style="list-style-type: none"> 1. Students can analyze problem boxes 2. Students can analyze leaflets 3. Students can analyze the development of BK media 	<p>Criteria: Scoring Guidelines</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Problem based learning (Problem based learning) 2 X 50		<p>Material: Specialization management</p> <p>Reference: <i>Ministry of Education and Culture. 2016. Operational Guide for Providing Guidance and Counseling in Schools. Jakarta: Ministry of Education and Culture</i></p>	5%
12	Students are able to analyze guidance and counseling evaluation management.	<ol style="list-style-type: none"> 1. Students can analyze BK evaluations 2. Students can analyze BK reporting and explain BK follow-up 	<p>Criteria: Scoring Guidelines</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Problem based learning (Problem based learning) 2 X 50		<p>Material: Evaluation management</p> <p>Reference: <i>Ministry of Education and Culture. 2016. Operational Guide for Providing Guidance and Counseling in Schools. Jakarta: Ministry of Education and Culture</i></p>	5%
13	Students are able to analyze guidance and counseling evaluation management.	<ol style="list-style-type: none"> 1. Students can analyze BK evaluations 2. Students can analyze BK reporting and explain BK follow-up 	<p>Criteria: Scoring Guidelines</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	Problem based learning (Problem based learning) 2 X 50		<p>Material: Guidance and counseling administration, additional activities and professional development</p> <p>Reference: <i>Ministry of Education and Culture. 2016. Operational Guide for Providing Guidance and Counseling in Schools. Jakarta: Ministry of Education and Culture</i></p> <hr/> <p>Material: Guidance and counseling administration, additional activities and professional development</p> <p>Reference: <i>Ministry of Education and Culture. 2016. Operational Guide for Providing Guidance and Counseling in Schools. Jakarta: Ministry of Education and Culture</i></p>	5%

14	Students are able to analyze guidance and counseling administration, additional activities and professional development in a responsible manner.	<ol style="list-style-type: none"> 1. Students can analyze BK administration 2. Students can analyze the additional activities of guidance and counseling teachers 3. Students can analyze the professional development of guidance and counseling teachers 	Criteria: Scoring Guidelines Form of Assessment : Portfolio Assessment	Problem based learning (Problem based learning) 2 X 50		Material: Best-practice BK management Reference: <i>Gysbers, NC & Henderson, P. 2012. Developing and Managing Your School Guidance and Counseling Program. Alexandria, VA: ACA.</i>	5%
15	Students are able to analyze guidance and counseling administration, additional activities and professional development in a responsible manner.	<ol style="list-style-type: none"> 1. Students can analyze BK administration 2. Students can analyze the additional activities of guidance and counseling teachers 3. Students can analyze the professional development of guidance and counseling teachers 	Criteria: Scoring Guidelines Form of Assessment : Portfolio Assessment	Problem based learning (Problem based learning) 2 X 50		Material: Best-practice BK management Reference: <i>Gysbers, NC & Henderson, P. 2012. Developing and Managing Your School Guidance and Counseling Program. Alexandria, VA: ACA.</i>	5%
16	Final Semester Examination/Summative Examination (UAS)	UAS	Criteria: For the written test, full marks are obtained if you do all the questions correctly. Form of Assessment : Test	2 X 50		Material: - Library:	20%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	10%
2.	Project Results Assessment / Product Assessment	50%
3.	Portfolio Assessment	10%
4.	Test	30%
		100%

Notes

1. **Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
2. **The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
3. **Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
4. **Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
5. **Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
6. **Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
7. **Forms of assessment:** test and non-test.
8. **Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
9. **Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent

methods.

10. **Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
11. **The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
12. TM=Face to face, PT=Structured assignments, BM=Independent study.