

Arrangement of Micro Counseling Guidelines in Guidance and Counseling Laboratory Faculty of Education Medan State University

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Abstract. Microcounseling is a mandatory subject for guidance and counseling students to increase their knowledge, have meaningful experience when having to carry out or practice counseling activities. This research is R&D (Research and Development) research. Research and development methods are research methods used to produce a product and test the effectiveness of the product. The product in this research is a Micro Counseling Guide which is designed to meet the needs of the Counseling Department, especially in the PPB/BK laboratory for use by students in the Micro Counseling course. The subjects of this research were guidance and counseling students selected using random sampling techniques. Data processing in this research uses the Quantitative Descriptive method.

Keywords: Guideliness, Micro Counseling, Educational Psychology Laboratory and Guidance/Guidance and Counseling.

1. Introduction

Regulation of the Minister of Education and Culture (Permendikbud) of the Republic of Indonesia Number 111 of 2014 regulates that Guidance and Counseling (BK) services aim to help counselees achieve optimal development and complete independence in personal, learning, social and career aspects. One of the mandatory and key courses in the BK study program is Micro Counseling. Microcounseling is a course that must be carried out as a basis for students to increase their knowledge, gain valuable experience when they can carry out practical counseling activities, and prepare reports in accordance with comprehensive counselor approaches, techniques, basic skills and competencies as a basis. so that students can practice before students carry out practical activities. field experience in related institutions or agencies. [1]

Practical-based courses that must be followed, implemented and reported in the form of reports by students of the Guidance and Counseling Study Program can implement the implementation of guidance and counseling service activities in a planned, structured and systematic manner under the supervisor to fulfill one of the competency and skills requirements. as a professional counselor in carrying out various activities in implementing counseling guidance services; [2]

The implementation of the application of micro counseling theory in activities aims to master various approaches, counseling techniques, both separately (individually) and in groups so that counselors can achieve overall skills and competence, be able to apply and integrate counseling theories, approaches and techniques, aims to create human potential that can be

developed (students) who have the basic knowledge, skills and competencies in carrying out professional and dignified counseling guidance service activities. [3]

In implementing micro counseling, each counseling technique is practiced one by one in stages, and each exercise is equipped with video recording and tape recorder recording [6]. At the end of the exercise, there is an evaluation and discussion after watching or listening to video tapes and sound recordings so that observers and supervisors can provide assessments and input for discussion material. So in general, micro counseling is carried out in the laboratory of each study program.

The UNIMED FIP BK Study Program Laboratory also has a room that can support the implementation of micro counseling, the room is equipped with one-way glass walls and there is CCTV to be able to record ongoing activities. However, until now the use of laboratories for implementing micro-counseling is still relatively rare [7]. According to the results of interviews with several students and lecturers, there are several causes, one of which is the lack of guidance for implementing micro-counseling in the guidance and counseling study program laboratory. [4]

The expected Micro Counseling guidebook is a book that will guide students practically in the Micro Counseling course. This guidebook contains instructions for implementing micro-counseling theory with various approaches, counseling techniques, both separately (individually) and in groups so that counselors can achieve overall skills and competence, be able to apply and integrate counseling theories, approaches and techniques. [5]

2. Research Method

This type of research is a development adopted from Thiagarajan et al., [9] with a 4-D development model, namely Define, Design, Develop and Disseminate.

A. Define

The definition stage consists of four stages, namely: Front-end Analysis, Learner Analysis, Task Analysis and Concept Analysis.

- a) Initial analysis is carried out to observe and identify the basic problems that exist specifically in the implementation of the counseling program in the counseling guidance study program as a basis for making products (Thiagarajan) [9]. By carrying out initial analysis, researchers/developers obtain data according to the facts and design solutions to overcome the problem.
- b) Student analysis is an activity to identify the characteristics of students who become user subjects for the product being developed
- c) Task Analysis: Task analysis aims to identify skills that will later be reduced in the form of assignments as solutions to overcome problems encountered (Thiagarajan, et al. 1974).
- d) Concept Analysis, namely identifying the main concepts that guide the application of the counseling process so that later a pattern of application of counseling can be determined that is appropriate to the use of the product. (Thiagarajan) [9].

B. Design

At this design stage, the application is designed on a website with the following menu components:

- a) Login, this menu is used to log in as admin or participant.

- b) The homepage contains a menu of four areas of BK development, namely: Personal, Social, Career and Learning.
 - c) The sub menu for the four BK Development areas will contain several non-test instruments that will measure the client's conditions and needs in each area.
 - d) The last sub menu is process
- C. Develop
- At this stage it is carried out to produce products, this stage consists of 2 stages, namely:
- a) Validation, namely testing the validity of the media and content in the application developed in this research, is carried out by experts in the field whose validity will be measured.
 - b) Limited Trial A limited trial was carried out on BK students using 30 people to determine the feasibility of the application being developed.
- D. Disseminate
- Dissemination is carried out to spread the product so that it can be used by a wider community. Product packaging must be selected effectively in order to produce products that are appropriate for field needs.

3. Results and Discussion

A. Definition

a) Needs Analysis

In the initial research stage, researchers collected data through interviews with several students. Based on the results of the interview, researchers received information that students need media, namely in the form of guidelines for developing Micro-counseling because there are no guidelines that can be used by BK FIP UNIMED students to improve their competence as students. guidelines that will be developed as one of the guidelines that students can use in practicing guidance and counseling services in the PPB/BK laboratory and developing their own skills as prospective guidance and counseling teachers/counselors in the future [10].

b) Formulating the Problem.

Based on initial research conducted through interviews with BK FIP UNIMED students, it can be concluded that there is a need for micro counseling guidelines in the PPB/BK laboratory that can be used by students. Therefore, it is necessary to develop and develop micro-counseling guidelines for BK FIP UNIMED students as a guide in implementing micro-counseling in PPB/BK laboratories.

c) Study of literature

Based on the problem formulation above, the researcher conducted a literature study by studying various reading literature regarding material that needed to be developed in compiling Micro Counseling guidelines.

B. Design

a) Product Planning

Researchers conducted research regarding the development of Micro Counseling guidelines for BK FIP UNIMED students. This guideline was formed by taking reference from Nasution's opinion which stated that the creation of a guideline must be formulated into a complete and independent unit. The systematic learning process must consist of a series of activities that can help students achieve the learning objectives that have been formulated. The aim of implementing this research is to create a guide in micro-counseling

b) Initial Product Development

At this stage the author prepared Micro Counseling guidelines for BK FIP UNIMED students, based on the following guideline components:

In the initial product development, a draft guideline was created as a first step in accordance with the guideline creation guide. Researchers created guidelines that have not been revised by material experts and media experts. draft 1 guidelines have been created with the following cover design.



Fig. 1. Micro Counseling Manual Cover Design

C. Development

a) Product Trial Assessment and Evaluation

The assessment and evaluation of the Micro Counseling guidelines is carried out after the process of filling out the questionnaire and consulting with expert examiners. Meanwhile, assessment and evaluation of the main field as well as operational field trials are carried out after the questionnaire filling process. The following are the results of the assessment and evaluation of the Micro Counseling guidelines for expert trials, main field trials and operational field trials.

b) Media Expert Validation

The assessment and evaluation of the Micro Counseling guidelines was carried out by Sefni Rama Putri, M.Pd, who is one of the guidance and counseling lecturers who is competent in

the field of learning media. The following are the results of the assessment of testing Micro Counseling guidelines by filling out a questionnaire on Wednesday 10 July 2023 by media experts. Media expert assessment data on the quality of the media products being developed. Media experts provide assessments regarding various matters relating to specific and in-depth aspects of media quality.

The very good category includes: Very easy to understand, very clear, very interesting, very suitable, and very useful, given a score of 4. The good category includes: Easy to understand, clear, interesting, appropriate, and useful, given a score of 3. The poor category includes less easy, comprehensible, unclear, less interesting, less appropriate and less useful were given a score of 2. The bad category includes: Not easy to understand, unclear, unattractive, inappropriate and not useful given a score of 1. The results of the media test assessment can be seen in table .1 below:

Table 1. Results of Media Expert Assessment in Micro Counseling guidelines

No.	Assessment Aspects	Score	Category
1.	Selecting font size	4	Very good
2.	Font Type Selection	4	Very good
3.	Accuracy of the color composition of the writing against the background	3	Good
4.	Systematic presentation	3	Good
5.	Easy to use guidelines	3	Good
6.	Easy to understand guidelines	3	Good
7.	guidelines suitable for use	3	Good
8.	Instructions for use are clear	4	Very good
9.	The instructions for using the guidelines as a whole are not confusing	3	Very good
10.	Consistency of words and sentences	3	Very good
11.	Layout consistency	3	Very good
12.	Suitability of text and image layout	4	Very good
13.	Use of page formats	4	Very good
14.	Provides focus of attention	3	Very good
15.	Facilitate the process of understanding the material in the Micro Counseling guidelines	4	Very good
16.	Creating enthusiasm in the learning process	3	Very good
17.	Appropriate use of colors in guidelines	4	Good
18.	Font sizes used in the guidelines	4	Very good
19.	Selection of the type of font used	4	Very good
20.	The images used make it easier to understand the content of the material in the guide	4	Very good
Amount		70	
Mark		$70/80 \times 100 = 87,5$	
Category		Very good	

If converted into qualitative data, it is included in the very good category.

Media testing experts validate the products being developed and provide constructive suggestions and criticism so that the media developed is appropriate. The suggestions given by media testing experts are as follows: a) Improved the appearance of the guide's front cover by

adding images and lighter colors, and b) Improve the appearance of the back cover to add a brighter pattern

c) Material Expert Validation

The assessment and evaluation of Micro Counseling guidelines was carried out by Dr. Ramdany, M.Pd., Kons. who is a Guidance and Counseling lecturer who is competent in the material field with a PhD background in Guidance and Counseling. The following are the results of the trial assessment of Micro Counseling guidelines by filling out a questionnaire on Wednesday 17 July 2023 by material experts.

Material expert assessment data on the quality of the product being developed. Material experts provide assessments on various matters that include specific and in-depth aspects of material quality. The very good category includes: Very easy to understand, very clear, very interesting, very appropriate, and very useful, given a score of 4. The good category includes: Easy to understand, clear, interesting, appropriate, and useful, given a score of 3. The poor category includes: Poor. easy to understand, unclear, less interesting, less appropriate and less useful are given a score of 2. The bad category includes: Not easy to understand, unclear, uninteresting, inappropriate and not useful given a score of 1. The results of the material test assessment can be seen in table .2.

Table. 2 Results of Material Expert Assessment in Micro Counseling guidelines

No.	Assessment Aspects	Score	Category
1.	Suitability for purpose	3	Very good
2.	Conformity is a guideline with the goals to be achieved	3	Very good
3.	Conformity of the contents of the guidelines with the Microcounseling material	3	Very good
4.	Appropriateness of media selection for Micro Counseling guidelines	3	Good
5.	Suitability of guidelines to student learning styles	4	Very good
6.	Suitability of guidelines to environmental conditions, supporting facilities and available time	4	Very good
7.	guidelines can help students (two) in the learning process	4	Very good
8.	Easy to understand guidelines	3	Good
9.	Students can measure the level of understanding of the information they work on	4	Very good
10.	The effectiveness of using guidelines as a medium for student learning	4	Very good
11.	The guidelines can be used as independent reading material which makes it easier for lecturers who teach Micro Counseling	4	Very good
12.	The guidelines developed can help lecturers in delivering material as well as forming student micro-counseling	3	Good
13.	Guides can reduce student boredom in learning	4	Very good
14.	Material can be tested for truth	4	Very good
15.	The material in the guidelines is appropriate to student needs and is current	4	Very good
16.	The depth of the Micro Counseling guideline material	3	Good

	can be used as a basis for practice in schools		
17.	The contents of the Micro Counseling guideline material can be useful for guidance and counseling students and lecturers	4	Very good
18.	The usefulness of the Micro Counseling guideline material allows students to understand the material in the guideline	4	Very good
19.	Micro Counseling guidelines can attract students' interest in learning independently	4	Very good
20.	Micro Counseling guidelines can be studied easily	4	Very good
21.	Each Micro Counseling guideline material is related to one another	3	Good
22.	Clarity of material in the guidelines regarding the basic concepts of Micro-counseling	3	Good
23.	Clarity of material in guidelines regarding the implementation of counselor skills	4	Very good
24.	Clarity of material in the Micro Counseling guidelines, especially for BK	3	Good
25.	Clarity of material in the guidelines regarding various applications of Microcounseling in guidance and counseling support services and activities	4	Very good
Amount			
Mark		90/100 x 100 = 90	
Category		Very good	

If converted into qualitative data, it is included in the very good category.

After validation by the material expert of the micro counseling product guidelines, the material expert provided comments and several suggestions for the product being developed. The following are comments or suggestions provided by material experts: a) Addition of an introduction to the importance of micro-counseling, and its application to counseling techniques and b) Addition of a systematic sub-chapter for reporting micro-counseling implementation activities

d) Assessment and Evaluation of Operational Field Trials

Operational field trials were carried out after revising the module based on comments and suggestions from the main field trial. The assessment was carried out after the process of filling out a questionnaire regarding the micro counseling guidelines which was carried out on Thursday 25 July 2023 for second semester BK FIP Unimed students with a total of 100 students. The results of student assessments of the microcounseling guidelines are as follows:

Table 3. Data from Operational Field Trial Results on Micro Counseling Guidelines

No.	Aspek Penilaian	Skor	Kategori
1	The presentation of the material in the guide is in order	500	Very good
2	The learning objectives in the guidelines are clear	495	Very good
3	The instructions for use in the guide are easy to follow	490	Very good
4	Illustrative examples make it easier to understand the contents of the guidelines	400	Good
5	I am interested in improving micro counseling skills according to the guidelines	475	Very good
6	The information presented in the guide is complete.	483	Very good
7	This guide is very interesting	494	Very good

No.	Aspek Penilaian	Skor	Kategori
8	The writing in this guide is legible	455	Very good
9	The language used in this guide is easy to understand	477	Very good
10	The material presented is easy to understand	460	Very good
11	Instructions for using the guidelines are clear	470	Very good
12	The font sizes used in the guidelines are appropriate	490	Very good
13	The typeface used in the guidelines is correct	500	Very good
14	Place pictures and illustrations according to the material.	460	Very good
15	The font size used is not too small	491	Very good
16	The images used in this guide are clear	487	Very good
17	The display design of these guidelines is attractive	488	Very good
18	The layout or layout of the guidelines is correct	492	Very good
19	I'm interested in learning about these guidelines	500	Very good
20	This guide makes it easier to learn microcounseling	495	Very good
21	I can study the guidelines independently	493	Very good
22	Understanding microcounseling is more effective when using these guidelines	499	Very good
23	Guidelines can foster enthusiasm for learning the material	480	Very good
24	The contents of this guide can increase my knowledge about microcounseling	491	Very good
25	The contents of this guide can train my abilities in improving micro-counseling	490	Very good
Amount		12055/12800	
Mark		94,17	
Category		Very good	

If converted into qualitative data, it is included in the very good category.

Analysis of Operational Field Trial Data: a) Students provide input so that this micro counseling guideline can be further developed and disseminated. And b) According to students, the guidelines presented are good and really provide useful knowledge for students about microcounseling

Based on the results of the assessment and evaluation after expert validation and primary field testing of the micro counseling guidelines, there are several parts of the guidelines that need to be revised according to the comments and suggestions submitted. Improvements to certain parts were carried out based on suggestions obtained from the results of design validation by material experts and media experts. The improvements after expert validation (expert test) are attached at the end of this research report.

4. Conclusion

Micro counseling guidelines for BK FIP UNIMED students are ready to be developed for use by students in PPB/BK laboratories. This guideline contains a cover, a foreword by the head of the micro-counseling guideline development team, general instructions, a description of the implementation guideline, and the preparation of a micro-counseling implementation report. This micro-counseling guide for BK FIP UNIMED students has been prepared based on the results of an expert assessment and has been declared suitable for use as a guide for implementing micro-counseling in the PPB/BK laboratory, and from the results of trials by users, namely students, after going through initial field trials and field trials. operations are in the very good category.

5. References

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