

Developing Practice Handbook of Group Guidance Used PKC-KO Technique to Group Guidance Practice Subject

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Abstract. This study aimed to develop practice handbook of group guidance used PKC-KO technique to group guidance practice subject of guidance and counseling students on third semester Education Faculty, UNIMED. This study was research and development followed Borg and Gall model. Subject of this study are experts and students of guidance and counseling department on third semester. Expert subjects are content expert and media expert. Subject method used purposive sampling. Data collect method used questioner. Product trial on this research and development of guide book used two expert judgement validation, the first field product trial to 40 students and operational field product trial to 100 students. The Results of this development research were guide book of group guidance used PKC-KO technique based on content expert validity obtained 97,5 and based on media expert validity obtained 85. The result of the first field product trial obtained 93 and the result of operational product trial obtained 93,26 in very good criteria. It can be concluded that practice handbook of group guidance used PKC-KO technique are feasible to use as learning media on group guidance practice subject.

Keywords: Developing practice handbook, group guidance, PKC-KO technique.

1 Introduction

Group Guidance Practice[1] is a practical course with a load of 3 credits and is given in the third semester. According to the curriculum in the Guidance and Counseling, State University of Medan, this course is included in the main subject group so that all students must take after obtaining group guidance theory courses in the second semester. The purpose of this course is to equip students in shaping and developing basic professional skills in group guidance. Through this course, students are expected to aid needed by individuals in group situations by practicing basic procedures and techniques in group guidance.

The results of observations and interviews with several lecturers who had taught Group Guidance Practice course in the Department of Guidance and Counseling, Medan State University said that Group Guidance Practices were carried out in large classes. Lecturers generally do not provide a guidebook to be given to students so that students can practice independently. If this system continues to be carried out, the competencies and skills of students in practice cannot be honed in depth because it is not yet clear about the practical application of lecturers and students without a guidebook.

Students' competence in the practice of counseling guidance can be trained independently by practice outside the hours of the course to answer the challenges of the

Indonesian National Qualifications Framework (KKNI) where graduates of S-1 have reached level 6 which means being able to apply their fields of expertise and use knowledge, technology, and / or art in their fields in solving problems and being able to adapt to the situation at hand, mastering the theoretical concepts of certain fields of knowledge in general and the theoretical concepts of specific parts in the field of knowledge in depth (Kemendikbud, 2014).

KKNI curriculum is realized in several assessments, one of which is the student's project assignment in conducting group guidance practices. On the other hand, students must integrate competencies with characters in accordance with the motto of the State University of Medan, the character-building university. Students are required to have 6 pillars of character including honesty, respect, fairness, caring, responsibility and citizenship. Through appreciation of these character values, it is hoped that there will be a formation of teacher candidates with character. Thus, it is necessary to integrate characters in the courses implemented in the lecture guide book which is ISBN for group guidance practice course which can also be used as a document in completing the attachment of Guidance and Counseling Department accreditation forms at the end of 2019.

Based on the description above, it is clear that the importance of group guidance practice manuals is complemented by group format smart character learning (PKC-KO) for the implementation of lectures in an educational institution. To be able to achieve these expectations, this study is entitled "Development of a Guidebook on Smart Character Learning (PKC-KO) for Group Guidance Practices for FIP III Guidance and Counseling Students in Medan State University"

The purpose of this study was the availability of an ISBN PKC-KO guidebook for the Group Guidance practice course for students of the third semester Guidance and Counseling Department. The expected outcome of the research is PKC-KO practice handbook for the practice of Group Guidance courses for students in the third semester of Guidance and Counseling Department State University of Medan.

2 Methodology

2.1 PKC-KO Practice Handbook

Practice Handbook[2] are often referred to as manuals, guidebooks, and handbooks. Effendy said that the guidebook is a book that contains information and instruction. Which is a guide for the reader to know something completely. The practicum guide book is an independent learning book which includes a series material that are presented systematically so that students can learn with or without a teacher. According to Prayitno and Maryami (2012) of practicum activities planned systematically to help students to be able to carry out group counseling practices well so that the goals of group counseling can be achieved. Where the contents of the practicum guide book are in the form of instructions and descriptions for practicum.

Guidebook is one form of teaching material that is packaged in a complete and systematic manner which includes a set of learning experiences as a learning tool that is independent so that students can learn independently. This opinion is in line with the Ministry of National Education (2008: 20) which explains that the guidebook is a set of teaching) the practicum guidebook is a book that contains the rules for implementing more detailed practicum activities so as to facilitate the implementation of practicum activities. The PKC-KO

practicum guide book is an independent learning book which includes a series of PKC-KO practice procedures that are systematically arranged to assist students in implementing PKC-KO, with the aim of improving the efficiency and effectiveness of theoretical learning at the campus, both time, facilities and energy in order to achieve optimal PKC-KO implementation. The PKC-KO practicum manual is used to assist students in carrying out practice. Basically, the PKC-KO book used by students today only contains theory and limited implementation instructions.

[3] mention several steps in the preparation of the guidebook are as follows: (1) determine competency standards, (2) carry out a need's analysis of the learning guidebook, (3) drafting a guidebook, (4) do trial of draft manuals, (5) validation, (6) revision and production. By considering the steps in preparing the guidebook, making the development process of the guidebook will be structured.

The aspects and indicators that are used to evaluate the lesson guide book so that knowing a good guidebook is to consider assessment aspects such as (1) aspects of feasibility of content, (2) linguistic aspects, (3) aspects of presentation, and (4) aspects of graphics. From these aspects it can be used as a reference to make an instrument for assessing the feasibility of a guidebook (Depdiknas, 2008: 28).

2.2 Group Guidance Practicum

Practicum comes from the word practice which means the actual implementation of what is called in the theory. While practicum is part of teaching that aims to get students the opportunity to test and carry out in real circumstances, what is obtained from theory and practice lessons (KBBI, 2001: 785). This group guidance practice is one of the subjects in the Guidance and Counseling Study Program as a follow-up to the Guidance and Group Counseling courses that were received in the previous semester. In this lecture is more emphasized and deepened regarding the application of each group guidance and counseling techniques, so that students can apply the service in accordance with the interests.

2.3 How to Implement Group Guidance Practicum

Prayitno (2012: 20) distinguishes the stages of PKC-KO activities at each meeting: (1) escort, (2) Transition, (3) Discussion of Topics, (4) Inference and (5) Closing. Stage I: Escort Activities that must be carried out at this stage are: 1) Pray, 2) Pronounce the Five Principle text, 3) The facilitator receives openly and expresses gratitude for the attendance of the participants, 4) Explains the background of the PKC-KO activities, 5) Explains the purpose of the CCP activities KO, 6) Explain ways / activities in PKC-KO, 7) Introduce yourself and Games.

Stage II is transition. Some of the activities that need to be carried out by the facilitator at this stage are: 1) Explain group activities, 2) Question and Answer, 3) Share sheets or pocket books, 4) Participants learn the pocket book, 5) Link the values of smart character with life. Stage III: Discussion of Topics. Some of the activities carried out at this stage are: 1) explain the Topic of the Discussion, 2) provide a topic source (if the topic of the assignment), 3) determine the topic to be discussed, 4) discuss the topic.

Stage IV is inference; Activities carried out at this stage are: 1) explaining the meaning of conclusions, 2) Participants assessing self-improvement, 3) Giving responses, 4) Discussing further activities. Stage V is Closure; The activities carried out in the closing stages are: 1) Say thank you, 2) Establish a place and time for follow-up activities, 3) state the activities end and close, 4) pray, 5) closing session.

The research carried out is the type of research and development (Research and Development or R & D). Development research steps followed Borg and Gall (1983) in [1] said that the model of development has the following steps:

The First is research and information gathering included needs analysis. In the initial research stage, data collection was done through observation and interviews with lecturers who supervised group guidance courses and counseling and guidance students on March 27, 2018. Based on the results of the interviews, information was obtained that there was no group guidance manual that could be used as a learning medium. In addition, the results of the needs analysis for students on April 3, 2018 regarding the need to develop group guidance manuals for students of guidance and counseling showed a very high category of 95%. Based on the results of the needs analysis conducted it can be concluded that the development of the PKC-KO guidebook for group BK practice subjects is in accordance with the conditions in the study program.

On the other hand, Study of literature is also important at this stage, a variety of literature studies began to be carried out by studying the relevant literature and in accordance with the variables of the research that will be developed, namely the literature relating to group guidance practices with intelligent character learning (PKC-KO). Based on the literature in the discussion of literature review, the related material are 1) Counselor's role in all PKC KO activities; 2) Points of intelligent character values; 3) Areas of discussion; 4) Mechanism for submitting topics; 5) Discussion of topics; 6) The role of participants in PKC-KO activities; 7) Preparation of activities; 8) Group games; 9) Stages of PKC-KO activities; 10) Transition Stage of PKC-KO activities; 11) Stages of discussion on the topic of PKC-KO activities; 12) Stages of conclusion of PKC-KO activities; 13) Stages of closing PKC-KO activities

The second is planning. The media developed in this study is media development in the form of a guidebook. The guidebook is one of the media that contains elements of pictures, texts and independent tasks. This is intended to bring positive enthusiasm from students. The guidebook material contains guidelines for group guidance practices.

The third is initial product development. The initial product development is making and compiling material about group guidance practices with PKC-KO, then used as a guide book (draft 1). The fourth is the initial field trial is to test the quality of the guidebook. This trial was conducted to measure the feasibility of the guidebook through the validation of material experts and media experts. The fifth is revision of the initial field trial of the quality of the guidebook that has been tried out to material experts, media experts, and BK service experts and then revised according to what is suggested as a guide book (draft II). Afterward, the sixth is the main field trial, piloting the guidebook in a small group of 10 students of the trial subjects using a sample selection technique that is random sampling.

The seventh is revision of the main field trial, if there is a lack of satisfactory results from the guidebook or inappropriate material in the main field test, the guidebook is revised in accordance with the suggestions and criticisms of the small group (Draft III). The eighth is operational field trial, piloting a guide book for a large group of 30 students in the trial subject. the ninth. The final product, based on the results of the evaluation of the operational field trials, has become the final product that is feasible to be implemented. the tenth is Dissemination and implementation of products, disseminate manuals that have been created and disseminate and disseminate them, which can be done through collaboration with publishers to publish products that have been made.

The development products that will be carried out in this research are up to the tenth stage of product dissemination and implementation, disseminating the guidebooks that have been

created and disseminating and disseminating them. The development procedure in this study can be presented in the form of images as follows:

a. Techniques and Data Collection Instrument

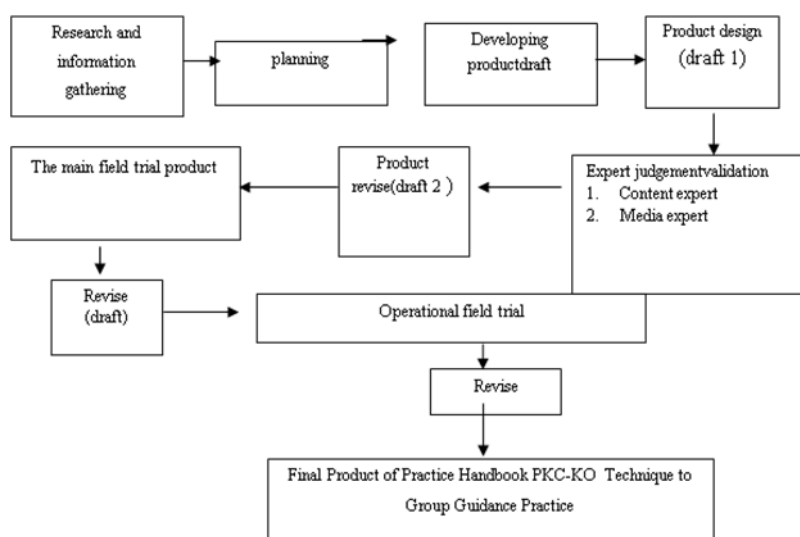


Fig. 1. Development Research Steps

Data collection techniques in this study used questionnaires to assess the feasibility of guidebooks through material experts and media experts. Data collection techniques are the method chosen and used in research activities so that research can run systematically. The data collection in this study uses questionnaire data collection or a guidebook feasibility questionnaire through expert validation and the effectiveness of the guidebook questionnaire given to students in limited product trials.

b. Data analysis technique

The data analysis technique used in this guidebook development research is using quantitative data analysis. Quantitative data analysis was obtained by quantitative descriptive analysis, namely analyzing quantitative data obtained from expert validation and limited field trials and testing of Suharsimi's operational parameters [2]. In this study a questionnaire is used with the following formula:

$$\text{Value} = \frac{\text{Obtained Score}}{\text{Total score}} \times 100 \tag{1}$$

3 Result and Discussion

Development of a guide book for PKC-KO technical group guidance for third semester students of guidance and counseling has been developed. The process of completing the PKC-KO technical group guidance guide book is carried out in stages to produce communicative learning media products that are feasible to use. The production of this guidebook has been

through a series of expert validity and field trials of users, in addition expert validation and field trials are intended to obtain data as revision material.

The process of making this manual has been gradually revised in accordance with the advice given by material experts, media experts and data obtained from field trials in each stage. After conducting the main field trial and operational field trials and data analysis at each stage of the trial, the conclusion of this guidebook has become a very good final product to be used as a learning medium that can be used by students for guidance and counseling.

The excellent results obtained by this media service are based on the results of media expert validation, material experts, as well as the main field trial process and operational field trials. At the validation stage the media expert obtained a score of 78 so that the value of 97.5 in the category of very good, at the validation stage of material experts obtained a score of 85 so that the value 85 with the category very good. In the main field trial stage, based on the results of the questionnaire obtained the total score of 3729 so that the value of 93 is in the very good category. At the operational field trial stage, the score was 9376 so that the score of 93.76 was in the very good category.

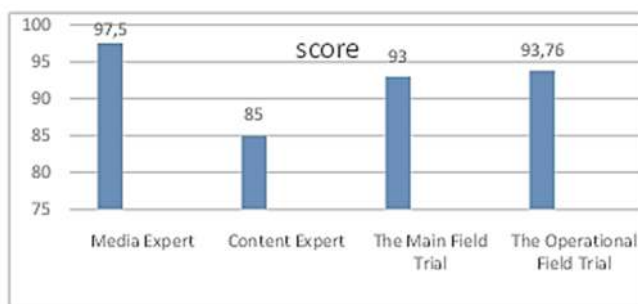


Fig. 2 . Score Chart of Expert Test Assessments and Field Trial

The results of the level of students' understanding of the PKC-KO technical group guidance book are carried out after the operational field test. The assessment was carried out by using a questionnaire the level of effectiveness of the PKC-KO technical group guidebook which was held on Wednesday 30 August 2018 for the third semester students of guidance and counseling Unimed with a total of 30 students. the scores obtained 1017 so the value of 85.

4 Conclusion

It can be concluded that the results of research and development is a practice handbook book for PKC-KO technical group guidance for third semester students of Guidance and Counseling Department, Faculty of Education, State University of Medan. This handbook contains covers, preface, table of contents, instructions for use, introduction, material which each contains a format and blank format, closing, and bibliography. This guidebook is also equipped with pictures to help facilitate users in understanding the contents of guidebook material. The PKC-KO technical guidance group guide book for third semester students of guidance and counseling from the results of assessment by experts has been declared feasible to be used as learning media, and from the results of trials by users after going through initial

field trials, main field trials, and testing the operational field is included in the very good category.

Suggestions

Students get guidance on PKC-KO technical group guidance as reference for student reading. Because in the PKC-KO technical guidance group guide book there is information about the steps of each stage of group guidance along with the RPL format, reports, and evaluations so that there is no mistake in practicing group guidance independently.

Lecturers can use the PKC-KO technical group guidance book as a new innovation as lecture material and learning media for students. The PKC-KO technique group guidance manual as a learning media is expected to facilitate lecturers in providing lectures on group guidance practices.

The PKC-KO technical guidance group guidebook as a learning medium is the result of development which still has some limitations in the development process carried out, especially in the scope of the material and language used. The material in this manual mostly discusses the stages of PKC-KO technical group guidance, so the material suggested in the development of the next guidebook is group guidance using other techniques and group counseling material. Therefore, there needs to be further development so that the PKC-KO technical group guidance book which is the result of this development can be more varied in its material.

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