


UNIVERSITAS NEGERI PADANG	PROCEDURES PLK COACHING			
	Document Number SOP.01.015.00	Revision Number 00	Pages 1 of 2	PROCEDURE QUALITY
	Issue Date 01-10-2018	Stipulated by UNP Rector		
SOP	EDUCATION	Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		

1. Purpose

This procedure is used for referrals and ensuring that the implementation of mentoring students at Padang State University who carry out PLK (Educational Field Practice) is carried out properly.

2. Scope

- 2.1. Appointment of a tutor teacher / supervisor
- 2.2. Implementation of LMA
- 2.3. Student PLK

3. Reference

- 3.1. Permenristekdikti no 44 of 2015 concerning Indonesian Higher Education Standards
- 3.1. Permenristekdikti no.62 of 2016 concerning SPMI
- 3.2. Permenristekdikti no 55 of 2017 concerning Teacher Education Standards
- 3.2. SPMI UNP Quality Manual
- 3.3. Handbook for implementing PLK UNP Padang

4. Definition of

Guidance PLK is a process of mentoring carried out by lecturers supervisor to assist students in completing Educational Field Practice activities.


5. Procedures

5.1. Responsibility

- 5.1.1. Head of the Field Practice Management Unit (UPPL) is responsible for ensuring the implementation of the LMA is carried out properly.
- 5.1.2. The Head of the Field Practice Management Unit is responsible for ensuring that the implementation of mentoring by the supervisor is carried out properly.
- 5.1.3. The Pamong teacher is responsible for assisting and directing PKL students in the field
- 5.1.4. The PLK supervisor is responsible for guiding the implementation of student Field Practices.

5.2. General

- 5.2.1. Appointment of supervisors
- 5.2.1. Implementation of LMA
- 5.2.3. Student guidance

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5.3. Appointment of supervisory lecturers

- 5.3.1. The head of the department proposes and determines the lecturers who will be in charge of conducting PLK guidance.
- 5.3.2. The Head of UPPL decides the names of the lecturers who will serve as mentors

5.4. Determination of the PLK location

- 5.4.1. The Head of UPPL conducts an assessment of the locations of street vendors which can be done by visiting, letter or telephone / fax.
- 5.4.2. Determination of the number and places of students who will carry out PLK in the current year

5.5. PLK Implementation

- 5.4.1. Every student in educational programs is obliged to attend the PLK.
- 5.4.2. The LMA is carried out for one semester. The
- 5.4.3. LMA has to be done in formal schools.
- 5.4.4. While participating in the PLK, students are required to obey the applicable regulations at the PLK location.
- 5.4.5. Every student who participates in the PLK is obliged to make a report after the LMA has been completed.

5.6. Student Guidance

- 5.6.1. The Head of UPPL appoints an officer to escort students who carry out PLK to the specified location.
- 5.6.2. Monitor the location where the PLK is implemented, at least once.
- 5.6.3. Make corrections and guidance on the implementation report LMA.
- 5.6.4. Provide approval for the final report on the implementation of the LMA
- 5.6.5. Submitting the final value of the implementation PLK to PLK coordinator

6. Annex

- 6.1 PLK consultation card format
- 6.2 Format Ratings