

MODULE HANDBOOK

Module Name	Bimbingan dan Konseling		
Module level, if applicable	Undergraduate		
Code, if applicable	02143222006		
Subtitle, if applicable	-		
Courses, if applicable	-		
Semester(s) in which the module is taught	4		
Person responsible for the module	Agit Purwo Hartanto, S.Pd., M.Pd.		
Lecturer	Agit Purwo Hartanto, S.Pd., M.Pd.		
Language	Indonesian and English		
Relation to curriculum	Undergraduate degree program, elective course in 4th semester		
Type of teaching, contact hours	Undergraduate degree program, < 40 students		
Workload	Lectures: 2 x 50 = 100 minutes (1 hours 40 minutes) per week Exercise and Assignments: 2 x 60 = 120 minutes (2 hours) per week Private study: 2 x 60 = 120 minutes (2 hours) per week		
Credit points	2 SKS		
Requirements according to the examination regulations	A student must have attended at least 75% of the lectures to sit in the exams		
Recommended Prerequisites			
Module objectives/intended learning outcomes	After completing this module, a student is expected to:		
	No	Course Learning Outcome	PLO
	1	Able to re-explain the Guidance and Counseling lecture plan	PLO-7
	2	Able to mention the nature of professional teachers	PLO-7
	3	Able to explain the meaning of comprehensive guidance and counseling	PLO-7
	4	Able to explain the functions, objectives, principles of comprehensive guidance and counseling	PLO-7
	5	Able to explain the principles of comprehensive guidance and counseling	PLO-7
	6	Able to explain Basic Service Components and Responsive Service	PLO-7

	7	Able to explain the Components of Individualized Specialization and Planning Services and System Support Able to explain the duties of BK personnel at school (Principal and BK Coordinator)	PLO-7																	
	8	Able to explain the duties of BK personnel at school (BK teacher, Study / Class Teacher, Administrative Staff)	PLO-7																	
	9	Able to explain the difference between the work area of the teacher and the guidance counselor	PLO-7																	
	10	Able to mention the problems of students at school	PLO-7																	
	11	Able to mention BK services carried out by the Study Field Teacher	PLO-7																	
	12	Able to simulate the mechanism of Cooperation between Study Field Teachers and Counseling Teachers	PLO-7																	
	13	Be able to report the results of the simulation of the mechanism for the Cooperation between Study Sector Teachers and Counseling Teachers	PLO-7																	
Content	Students are taught the principles of professional teacher attitudes who are able to educate, teach, guide, direct, train, assess, evaluate students and are also invited to analyze guidance and counseling activities, as well as cooperation skills with guidance and counseling teachers in helping students achieve optimal development. 1. Educational Psychology 2. Guidance and counseling																			
Study and examination requirements and forms of Examination	Forms of examination: <table border="1"> <thead> <tr> <th>No</th><th>Course Learning Outcome</th><th colspan="2">Form of Exam</th></tr> </thead> <tbody> <tr> <td>1</td><td>Able to re-explain the Guidance and Counseling lecture plan</td><td rowspan="2">Individual Task (5%)</td><td rowspan="2">Written Test (15%)</td></tr> <tr> <td>2</td><td>Able to mention the nature of professional teachers</td></tr> <tr> <td>3</td><td>Able to explain the meaning of comprehensive guidance and counseling</td><td>Individual Task (5%)</td><td rowspan="2"></td></tr> <tr> <td>4</td><td>Able to explain the functions, objectives, principles of comprehensive guidance and counseling</td><td>Individual Task (5%)</td></tr> </tbody> </table>			No	Course Learning Outcome	Form of Exam		1	Able to re-explain the Guidance and Counseling lecture plan	Individual Task (5%)	Written Test (15%)	2	Able to mention the nature of professional teachers	3	Able to explain the meaning of comprehensive guidance and counseling	Individual Task (5%)		4	Able to explain the functions, objectives, principles of comprehensive guidance and counseling	Individual Task (5%)
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	8	Able to explain the duties of BK personnel at school (BK teacher, Study / Class Teacher, Administrative Staff)	Individual Task (5%)	
	9	Able to explain the difference between the work area of the teacher and the guidance counselor	Individual Task (5%)	
	10	Able to mention the problems of students at school	Individual Task (5%)	
	11	Able to mention BK services carried out by the Study Field Teacher	Discussion Report (10%)	
	12	Able to simulate the mechanism of Cooperation between Study Field Teachers and Counseling Teachers	Discussion Report and Simulation (10%)	
	13	Be able to report the results of the simulation of the mechanism for the Cooperation between Study Sector Teachers and Counseling Teachers	Portofolio report (15%)	
Media employed	LCD, Whiteboard, Power Point Slide Presentation, Practical Guidance Video, websites, etc.			

Reading list	1. Direktorat Guru dan Tenaga Kependidikan. 2016. Pedoman Bimbingan dan Konseling pada Pendidikan Dasar dan Pendidikan Menengah. Jakarta: Kementerian Pendidikan dan Kebudayaan. 2. Gysbers, Norman Cand Patricia Henderson. 2015. Developing and Managing Your School Guidance and Counseling Program. American Counseling Association. 3. Hidayat, D. Rahmat dan Herdi. 2013. Bimbingan dan Konseling Kesehatan Mental di Sekolah. Bandung: Rosda. 4. Permendikbud No 111 tahun 2014 tentang Pelaksanaan Bimbingan dan Konseling di Pendidikan dasar dan Menengah 5. Prayitno dan Erman Amti. 2013. Dasar-dasar Bimbingan dan Konseling. Jakarta: Rineka Cipta. 6. Sukmadinata, N. Syaodih. 2007. Bimbingan dan Konseling dalam Praktek Mengembangkan Potensi dan Kepribadian Siswa. Bandung: Maestro 7. Yusuf, Syamsu dan A. Juntika Nurihsan. Landasan Bimbingan dan Konseling. Bandung: Rosda. 8. Undang-Undang Guru dan Dosen No 14 tahun 2015
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