

ABSTRACT

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DESCRIPTION OF THE WORK PROCESS OF COUNSELOR ASSISTANT AT KHALIFA IMS SCHOOL (FOUNDATION INSAN MADANI SEJAHTERA)

Indonesia is a country with a large number of students. The large number of students is not in line with the number of school counselors or guidance and counseling teachers. This can be improved by the government program, namely Merdeka Belajar Kampus Merdeka (MBKM). Various positions that many students want are available in the MBKM internship program. In carrying out MBKM internships, the practitioner chooses a counselor assistant. By carrying out this MBKM internship activity, students can directly apply various theories or knowledge they have obtained in class with practice in the world of work. MBKM internship was carried out by practitioners at Khalifa IMS School. While working as a counselor assistant, the practitioner assists the counselor in administering and observing during psychological tests and counseling, conducting counseling, scoring and entering it into the database, and helping to carry out training for students and teachers. Another additional task is to help the teaching process in the classroom, such as making teaching materials, quiz questions, and exam questions.

Keywords: *counselor assistant, internship program, Khalifa IMS School*