

ABSTRACT

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DESCRIPTION OF THE WORKFLOW OF THE GUIDANCE AND COUNSELLING TEACHER ASSISTANT INTERNSHIP AT SMP NEGERI 7 SOUTH TANGERANG CITY

Guidance and Counseling Teachers are professionals who provide counseling and services in handling student problems. This field plays a very important role. In the world of education, the field of Guidance and Counseling functions as a support for students in their development process and handling problems faced while in the school environment. The Guidance and Counseling field really needs teachers who have an educational background in Psychology, but in Indonesia itself there are still few Guidance and Counseling Teachers who are graduates of Psychology. To become a teacher in the field of Guidance and Counseling, adequate and aligned qualifications are required, such as skills and understanding of the theory and practice of counseling, observation, and psychoeducation. In meeting these qualifications, Universitas Pembangunan Jaya holds and supports students to carry out the Internship program to minimize the gap in hard skills and soft skills and student competencies with the needs of the world of work, and to enable students to compete and meet job qualifications after graduation. Practitioners carry out internship as Assistant School Counselor at SMP Negeri 7, South Tangerang City. In this field, the Practitioner carries out psychoeducational tasks in class and seminars, counseling services, and behavioral observations for junior high school students. In addition, the Intern also has additional tasks in creating a survey questionnaire for student Guidance and Counseling (BK) services, being a speaker in class for the interests of the short Islamic boarding school activities, and summarizing attendance to review student problems. Practitioners get an overview of the workflow of the field of Guidance and Counseling, hone observation and counseling skills in the scope of education, practice class management skills, increase creativity in designing psychoeducational materials, communication skills, self-confidence, accuracy, and implement the knowledge that has been learned in lectures.

Kata kunci: Assistant School Counselor, Internship, Junior high school students, counseling, observation, psychoeducation.