

LAMPIRAN

Lampiran 1.1 Formulir Pengajuan Kerja Profesi

	FORMULIR PENGAJUAN KERJA PROFESI	SPT-I/03/SOP-27/F-01 No. Rekaman
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Identitas Mahasiswa

Nama Mahasiswa : Athifah Nurul Avindi.....
 NIM : 2020031050 Tahun Akademik : 2024 Genap...
 Program Studi : Psikologi.....
 Materi/Judul KP : Gambaran Kerja Profesi sebagai Special Education Teacher Assistant di Mutiara Harapan Islamic School

Identitas Instansi/Perusahaan

Instansi/Perusahaan : Mutiara Harapan Islamic School.....
 Nama Pejabat : Bpk. Muhammad Rizki, S.Psi.....
 Jabatan : Human Resources Development.....
 Alamat KP : Jl. Pd. Kacang No.2, Pd. Kacang Tim., Kec. Pd. Aren, Kota Tangerang Selatan
 Telepon/email : (021) 74860451 / recruitment@mutiaraharapan.sch.id.....
 Masa Kerja Praktek : 150 jam.....
 : Mulai dari : 17 Februari 2025 sampai dengan: 11 April 2025
 Dosen Pembimbing :
 Kerja Praktek :(Diisi oleh Kaprodi)

Tgl: 12 Maret 2025
 Yang mengajukan,



(Athifah Nurul Avindi)

Tgl: 12 Maret 2025
 Mengetahui,
 Dosen Pembimbing PA,



(Maria Jane Tienoviani S., S.Psi., M.Psi., Psikolog)

Tgl: 12 Maret 2025
 Menyetujui,
 Kepala Program Studi,



(Aries Yulianto, S.Psi., M.Si.)

Lampiran 1.2 Surat Penerimaan Kerja Profesi



MUTIARA HARAPAN
ISLAMIC SCHOOL

Tangerang Selatan, February 17, 2025

No. : 073/HRD/MHIS/III/2025
Attachment : -
Subject : **Letter of Acceptance**

To:

Athifah Nurul Avindi

at:

**Jl. Permai Raya, No.78, RT/RW 002/014, Kel. Jurangmangu Barat, Kec. Pondok Aren,
Kota Tangerang Selatan, Provinsi Banten**

Assalamualaikum Warahmatullahi Wabarakatuh.

We are delighted to inform you that you have been accepted for the position of Special Education Teacher Intern at Mutiara Harapan Islamic School. We believe your dedication to fostering inclusive learning environments will greatly benefit our students.

Internship Details:

- **Start Date:** 17 February 2025
- **Duration:** 150 hours
- **Supervisor:** Muhammad Rizki, S.Psi.

Job Description:

As a Special Education Teacher Intern, your responsibilities will include:

- **Conducting Assessments:** Participating in assessments and evaluations to understand each student's strengths and areas for improvement.
- **Facilitating Learning Activities:** Collaborating with lead teachers to develop and execute engaging lessons that accommodate diverse learning styles.
- **Promoting Social Skills:** Supporting the development of social skills and peer interactions among students with special needs.
- **Observing and Reporting:** Observing students' progress and behaviors, providing feedback to lead teachers to adapt instructional strategies as needed.

Mutiara Harapan Islamic School

Jl. Raya Pondok Kacang No. 2 Pondok Kacang Timur Pondok Aren, Tangerang Selatan, 15226
Telp. 021 74860451. www.mutiaraharapan.sch.id



MUTIARA HARAPAN
ISLAMIC SCHOOL

- **Engaging with Families:** Assisting in communication with families regarding their child's progress and needs, fostering a strong partnership between home and school.
- **Participating in Professional Development:** Attending staff meetings and training sessions to enhance your skills and contribute to our educational practices.
- **Adhering to Policies:** Following school policies and best practices to ensure a respectful and inclusive atmosphere for all students.

We are excited to have you join our team and contribute to the development of our preschoolers.

Welcome to Mutiara Harapan Islamic School!

Wassalaamu'alaikum Warahmatullahi Wabarakatuh.

Best Regards,
MUTIARA HARAPAN ISLAMIC SCHOOL



Annissa Shabrina
HRD

Mutiara Harapan Islamic School
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Lampiran 1.3 Laporan Harian Pelaksanaan Kerja Profesi

	LAPORAN HARIAN PELAKSANAAN KERJA PROFESI	SPT-I/03/SOP-27/F-03
		No. Rekaman

Nama Mahasiswa : Athiyah Nurul Avindi
 Program Studi/NIM : Psikologi / 2020031050
 Nama Instansi/Perusahaan : Mutirara Harapan Islamic School
 Unit/Bagian/Seksi tempat KP : Assirtant Teacher di Development Class
 Tanggal Pelaksanaan KP : 17 Februari 2025 s.d. 11 April 2025

No.	Tanggal	Materi yang Dikerjakan	Paraf Pembimbing Kerja
1.		Conducting Assessment	
2.		Facilitating Learning Activities	
3.		Promoting Social Skills	
4.		Observing and Reporting	
5.		Engaging with Families	
6.		Participating in Professional Development	
7.		Adhering to Policies	

*** jika tidak mencukupi, dapat menggunakan lebih dari 1 (satu) lembar*

Tanggal:
 Pembimbing Kerja,


 (Muhammad Rizki)

Lampiran 1.4 Formulir Bimbingan Kerja Profesi

	FORMULIR BIMBINGAN KERJA PROFESI	SPT-I/03/SOP-27/F-04
		No. Rekaman

Nama Mahasiswa : Athifah Nurul Avindi
 Program Studi/NIM : Psikologi / 2020031050
 Nama Instansi/Perusahaan : Mutiara Harapan Islamic School
 Unit/Bagian/Seksi tempat KP : Development Class (Special Education Teacher Asisitant)
 Tanggal Pelaksanaan KP : 17 Februari s.d. 11 April 2025
 Nama Dosen Pembimbing KP : Hidayatul Annisa, S.Psi., M.Psi., Psikolog.

No.	Tanggal	Materi	Paraf Mahasiswa	Paraf Dosen Pembimbing KP
1.	09/03/25	- Pengantar awal - Bab I		
2.	12/03/25	- Bab I - kerangka bab II - pengantar intervensi		
3	29/03/25	- Bab II - Rancangan proedukasi		
4	16/04/25	- Bab III		

*** jika tidak mencukupi, dapat menggunakan lebih dari 1 (satu) lembar*

Tgl:

Dosen Pembimbing KP,


 (Hidayatul Annisa)

**FORMULIR BIMBINGAN KERJA PROFESI**

SPT-I/03/SOP-27/F-04

No. Rekaman

Nama Mahasiswa : Athipah Nurul Avindi
Program Studi/NIM : Psikologi / 2020031050
Nama Instansi/Perusahaan : Mutara Harapan Islamic School
Unit/Bagian/Seksi tempat KP : Development Class (Special Education Teacher Assistant)
Tanggal Pelaksanaan KP : 17 Februari - 11 April 2025
Nama Dosen Pembimbing KP : Hidayatul Annisa, M.Psi., Psikolog

No.	Tanggal	Materi	Paraf Mahasiswa	Paraf Dosen Pembimbing KP
5.	29/04/25	Bab III		
6.	9/05/25	Revisi keseluruhan Bab I - Bab IV		
7.	26/05/25	Revisi keseluruhan Bab I - Bab IV		
8.	19/06/25	All 7 Pengumpulan		

** jika tidak mencukupi, dapat menggunakan lebih dari 1 (satu) lembar

Tgl:

Dosen Pembimbing KP,

( Hidayatul Annisa)