 <p>DEPARTMENT OF MATHEMATICS EDUCATION UNIVERSITAS PENDIDIKAN INDONESIA</p>	<p>DOCUMENT- LEVEL STUDY PROGRAM</p>	<p>KODE : DIKMAT-001</p>
<p>TITLE: INTERNSHIP (PLSP)</p>		<p>Issued date: February 2020</p>
<p>AREA: ACADEMIC ADMINISTRATION</p>		<p>Revision: 01</p>

## STANDARD OPERATING PROCEDURE

### INTERNSHIP (PPLSP)

#### Mathematics Education Study Program FPMIPA UPI

#### A. RATIONAL

As a Higher Education Teacher Training Institute, Universitas Pendidikan Indonesia has the primary task and responsibility to produce competent graduates in education and skills in educating and teaching. The preparation of competence in the study and educational science is theoretically already included in the course content. However, it is not enough for a prospective teacher, especially a mathematics teacher. There needs to be an initial experience of how mathematical and pedagogical knowledge is applied in authentic learning practices. For this reason, prospective mathematics teachers need to practice field introductions as a provision for their future work, namely to become professional mathematics teachers.

So that the experience gained by prospective mathematics teacher-students is optimal. The implementation of PLSP is carried out in a block system, which is carried out for one entire semester at school.

#### B. REFERENCE

The basis for the preparation of Standard Operating Procedures (POB) for the Education Unit Field Introduction Program (PLSP) in the Mathematics Education Study Program, among others:

1. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI).
2. Regulation of the Minister of National Education Number 16 of 2007 concerning Academic Qualification and Teacher Competence standards.

3. Regulation of the Minister of National Education Number 27 of 2008 concerning Academic Qualification Standards and Competence of Counselors
4. Regulation of the Minister of Research, Technology and Higher Education Number 44 of 2015 concerning National Standards for Higher Education (State Gazette of the Republic of Indonesia of 2015 Number 1952)
5. Curriculum (main provisions of program structure) UPI 2018
6. UPI Academic Guidelines 2020
7. UPI Strategic Plan 2021 – 2025
8. UPI Education Unit Field Introduction Program Guide 2021

### **C. AIM**

The Education Unit Field Introduction Program (PLSP) aims to enable students of the Mathematics Education Study Program to gain educational experience through training and the application of academic competence (pedagogic competence and professional/scientific competence) and professional competence (personal competence and social competence). PLSP activities are carried out in actual practice authentic educational settings under the supervision of PLSP lecturers in the Mathematics Education Study Program.

### **D. ACHIEVEMENT PLSP**

The 2021 PLSP guidelines guide the achievements of the PLSP students of the mathematics education study program. These achievements are: strengthening and integrating competence in understanding students, educational learning, shaping the personality and identity of prospective educators, mastering scientific fields and/or expertise.

1. Describe the general characteristics of students who will later become responsibilities in educational practice,
2. Describe the organizational structure and work procedures of the school,
3. Describe school rules and regulations,
4. Identify ceremonial-formal activities in schools,
5. Identify routine activities in the form of curricular, co-curricular, and extracurricular activities,
6. Identify routine activities in the form of positive habits and habits at school,

7. Analyze the curriculum,
8. Compiling learning tools (RPP, media, LKPD, teaching materials, assessment instruments),
9. Carry out learning activities using a variety of learning strategies, especially on essential teaching skills that must be thoroughly mastered at level 6,
10. Create and use learning media,
11. Managing class,
12. Utilize information and communication technology in learning,
13. Carry out assessment and evaluation of learning,
14. Managing co-curricular and extracurricular activities, and
15. Help do the teacher's administration work.

#### **E. STUDY LOAD AND PLSP REQUIREMENTS**

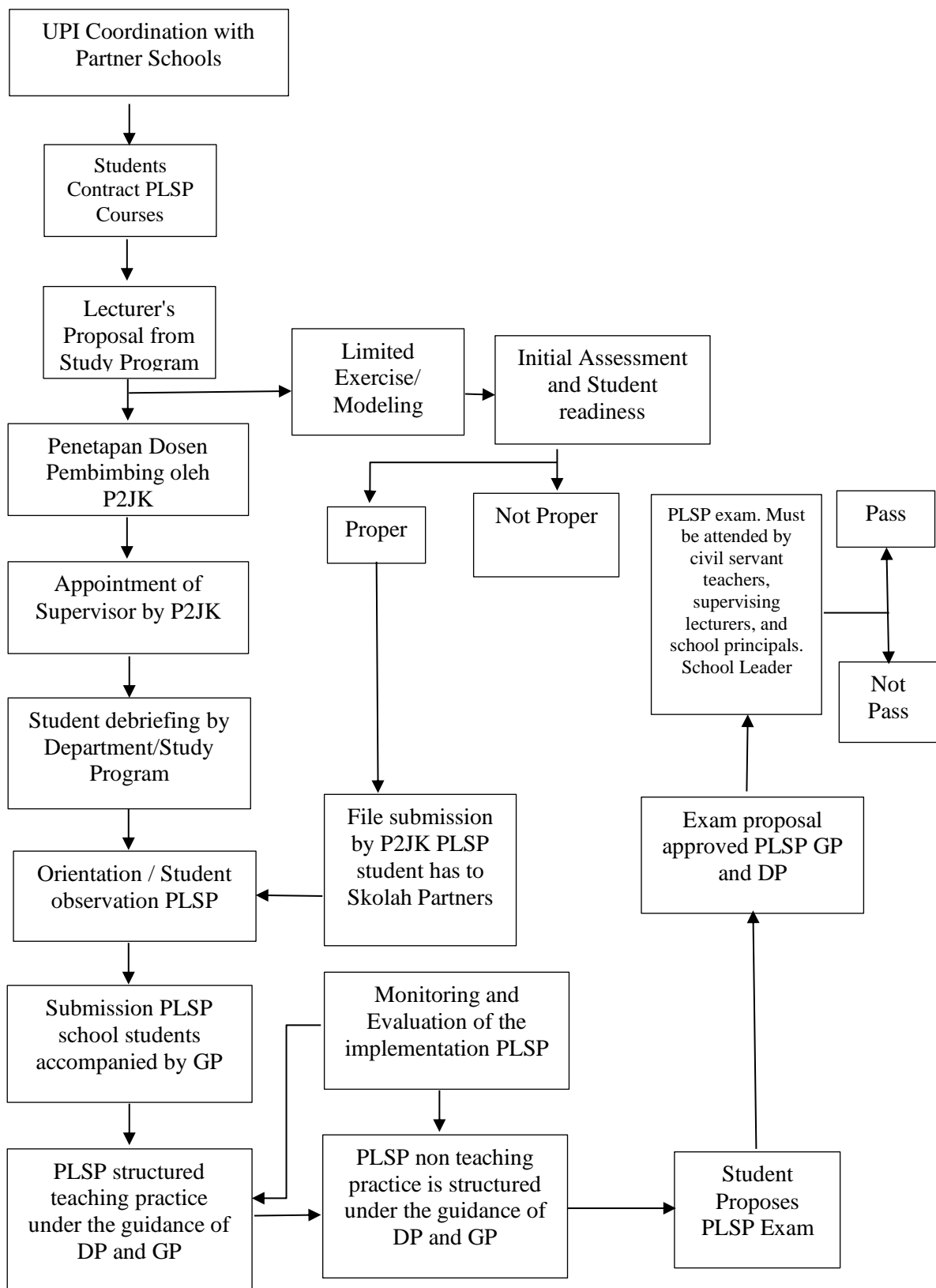
- PLSP courses are given in even and odd semesters.

PLSP courses in the Mathematics Education Study Program curriculum include compulsory subjects with a weight of 4 credits with the course code MT590.

- Students who will take this course must meet several requirements, namely:
  - Have passed a minimum of 80% of the total number of credits and a minimum GPA of 2.5.
  - Have passed all Study Skills Courses (MKKPBS).
  - Students not taking other courses, except thesis, in the same semester at PLSP implementation.
  - Students are required to contract PLSP courses.

#### **F. Mechanism PLSP**

Students who take PLSP must take (contract) courses through the IRS, which the academic supervisor has approved. The overall mechanism of PLSP activities is as follows.



**Picture 1. Implementation Mechanism PLSP UPI**

#### **G. The task of PLP Lecture of Mathematics Education Study Program**

1. For the first time, PLSP students came to school together, accompanied by a PLSP supervisor who was assigned the task of P2JK UPI. If the PLSP supervisor (DP) assigned to the school cannot hand it over, another PLSP lecturer may replace him.
2. Guide to achieving PLSP goals from preliminary activities (orientation and adaptation), development/practice activities, and examination and reporting activities.
3. Making a Learning Implementation Plan (RPP) can only be done with the guidance of a PLSP lecturer in the Mathematics Education Study Program.
4. Responsible for the PLSP courses that are his responsibility and coordinate with the PLSP Civil Service Teacher (GP) at school.
5. Evaluating PLSP activities through visits to schools where PLSP practices are supervised at least once a month (to help students learn mathematics smoothly).
6. Periodically report on his mentoring activities following the format set by P2JK.
7. Help maintain and improve good and mutually beneficial cooperative relationships between UPI, practitioners, and the school.
8. The supervising lecturer of the PLSP Mathematics Education Study Program, together with the PLSP Civil Service Teacher, determines whether or not his guidance practitioner is eligible to take the exam.
9. Provide an assessment on the PLSP exam and determine whether or not the practitioner will pass the guidance.
10. Submit the value of the PLP practitioner and its completeness to the Mathematics Education Study Program through schools and P2JK.