



Universitas Negeri Surabaya
Faculty of Education
Undergraduate Guidance and Counseling Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date																																																																																																														
Information Technology and Guidance and Counseling Media	8620102201	Compulsory Study Program Subjects	T=2	P=0	ECTS=3.18	2	August 19, 2023																																																																																																														
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator																																																																																																															
	Dr. Mochamad Nursalim, M.Si.		Dr. Mochamad Nursalim, M.Si.			Dr. Evi Winingsih, S.Pd., M.Pd.																																																																																																															
Learning model	Project Based Learning																																																																																																																				
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																																																																																				
	PLO-4	Develop yourself continuously and collaborate.																																																																																																																			
	PLO-11	Able to manage guidance and counseling services in various contexts and report the results to related parties using information and communication technology																																																																																																																			
	Program Objectives (PO)																																																																																																																				
	PO - 1	Master the knowledge of designing, implementing and assessing developmental BK management services																																																																																																																			
	PO - 2	Skilled in providing Developmental Guidance Services																																																																																																																			
	PO - 3	Skilled in solving child development problems using various strategies/methods/models of developmental guidance and counseling																																																																																																																			
	PO - 4	Skilled in working independently, working together in a team, being responsible for both individual and team tasks, as well as communicating ideas, opinions and arguments orally/in writing in Development Counseling																																																																																																																			
	PLO-PO Matrix																																																																																																																				
		<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>P.O</th> <th>PLO-4</th> <th>PLO-11</th> </tr> </thead> <tbody> <tr> <td>PO-1</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>PO-2</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>PO-3</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>PO-4</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>						P.O	PLO-4	PLO-11	PO-1	✓	✓	PO-2	✓	✓	PO-3	✓	✓	PO-4	✓	✓																																																																																															
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Short Course Description	Study of the concept of information technology and guidance and counseling media, use of Microsoft Word in guidance and counseling, use of Microsoft Excel in guidance and counseling, use of Microsoft PowerPoint in guidance and counseling, development of guidance and counseling media including: blogs, websites, animated videos, posters , flipbook, android application and google form. The learning procedures used to achieve learning outcomes are: problem-based learning and project-based learning. 1. Information Technology and Guidance and Counseling Media 2. Microsoft Word 3. Mendeley 4. Microsoft Excel 5. Microsoft Powerpoint 6. Blog 7. Video 8. Website 9. Animated video 10. Poster 11. Google form																																																																																																																				

References	Main :		<ol style="list-style-type: none"> 1. Helianthusonfri. 2019. Cepat, Praktis, dan Gratis Membuat Website . Jakarta: PT Elex Media Komputindo. 2. Hendratman, Hendi. 2017. The Magic of Coreldraw . Bandung: Informatika. 3. Nursalim, Moch. 2013. Pengembangan Media Bimbingan dan Konseling . Jakarta: PT Indeks. 4. Purnomo, C.H. 2014. 750 Tip dan Trik Microsoft Office Word, Excel, dan Powerpoint (All Version) . Jakarta: Mediakita. 5. Safaat, Nazrudin. 2018. Android: Pemrograman Aplikasi Mobile Berbasis Android. Bandung: Informatika. 				
	Supporters:		<ol style="list-style-type: none"> 1. Multimedia, Computer Graphics and Broadcasting, Part I: International Conference, MulGraB 2011, Held as Part of the Future Generation Information Technology Conference, FGIT 2011, in Conjunction with GDC 2011, Jeju Island, Korea, December 8-10, 2011. Proceedings, Part I. (2011). Germany: Springer. 2. New Directions in Intelligent Interactive Multimedia. (2008). Germany: Springer Berlin Heidelberg. 3. Cottone, R. R., Cottone, R., Tarvydas, V. M., Tarvydas, V. M., Hartley, M. T., Hartley, M. (2021). Ethics and Decision Making in Counseling and Psychotherapy. United States: Springer Publishing Company. 4. Proceedings of the Annual Conference on Research, Educational Implementation, Social Studies and History (AREISSH 2021). (2023). France: Atlantis Press SARL. 5. Zhong, A., Darren, B., Loiseau, B., He, L. Q. B., Chang, T., Hill, J., & Dimaras, H. (2018). Ethical, social, and cultural issues related to clinical genetic testing and counseling in low- andmiddle-income countries: a systematic review. Genetics in Medicine. https://doi.org/10.1038/s41436-018-0090-9 6. Nursalim, Moch. 2013. Pengembangan Media Bimbingan dan Konseling. Jakarta: PT Indeks. 7. Helianthusonfri. 2019. Cepat, Praktis, dan Gratis Membuat Website. Jakarta: PT Elex Media Komputindo. 8. Purnomo, C.H. 2014. 750 Tip dan Trik Microsoft Office Word, Excel, dan Powerpoint (All Version). Jakarta: Mediakita. 9. Safaat, Nazrudin. 2018. Android: Pemrograman Aplikasi Mobile Berbasis Android. Bandung: Informatika. 				
Supporting lecturer	Prof. Dr. Mochamad Nursalim, M.Si. Dr. Wiryono Nuryono, S.Pd., M.Pd. Bambang Dibyo Wiyono, S.Pd., M.Pd. Dr. Evi Winingsih, S.Pd., M.Pd. Muhamad Afifuddin Ghozali, S.Pd., M.Couns., Gr.						
Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)
		Indicator	Criteria & Form	Offline (offline)	Online (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Through case studies, students are able to explain the concept of information technology. Able to explain the concept of guidance and counseling media	Able to explain the concept of information technology. Able to explain the concept of guidance and counseling media	Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done Form of Assessment : Participatory Activities, Portfolio Assessment		Case study The lecture begins with an explanation from the lecturer via ppt followed by discussing the concept of information technology and guidance and counseling media	Material: developing the BK application Library: <i>Nursalim, Moch. 2013. Development of Guidance and Counseling Media. Jakarta: PT Index.</i>	2%
2	Through Project base learning, students are able to master and practice Microsoft Word in supporting guidance and counseling services	<ol style="list-style-type: none"> 1.Able to practice making BK programs and evaluation reports 2.Able to practice the use of reference managers in creating scientific work 	Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done Form of Assessment : Project Results Assessment / Product Assessment		Project base learning Lectures begin with an introduction by the lecturer via ppt, followed by PBL through small groups and the PBL results are reported in writing	Material: designing scientific articles using word templates Reader: <i>Purnomo, CH 2014. 750 Tips and Tricks for Microsoft Office Word, Excel and Powerpoint (All Versions). Jakarta: Mediakita.</i>	3%

3	Through Project base learning, students are able to master and practice Microsoft Word in supporting guidance and counseling services	<p>1.Able to practice making BK programs and evaluation reports</p> <p>2.Able to practice the use of reference managers in creating scientific work</p>	<p>Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>		Project base learning Lectures begin with an introduction by the lecturer via ppt, followed by PBL through small groups and the PBL results are reported in writing	<p>Material: designing scientific articles using word templates</p> <p>Reader: <i>Purnomo, CH 2014. 750 Tips and Tricks for Microsoft Office Word, Excel and Powerpoint (All Versions). Jakarta: Mediakita.</i></p>	3%
4	Through Project base learning, students are able to utilize Microsoft Excel in guidance and counseling	<p>1.Able to practice developing BK applications based on Microsoft Excel, such as AUM, DCM, IKMS</p> <p>2.Able to practice data input, data analysis and reporting</p>	<p>Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>		Project base learning Lectures use project base learning and the project results are reported and then the lecturer provides a reflection	<p>Material: Microsoft Excel</p> <p>Reader: <i>Purnomo, CH 2014. 750 Tips and Tricks for Microsoft Office Word, Excel and Powerpoint (All Versions). Jakarta: Mediakita.</i></p>	3%
5	Through Project base learning, students are able to utilize Microsoft Excel in guidance and counseling	<p>1.Able to practice developing BK applications based on Microsoft Excel, such as AUM, DCM, IKMS</p> <p>2.Able to practice data input, data analysis and reporting</p>	<p>Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>		Project base learning Lectures use project base learning and the project results are reported and then the lecturer provides a reflection	<p>Material: Microsoft Excel</p> <p>Reader: <i>Purnomo, CH 2014. 750 Tips and Tricks for Microsoft Office Word, Excel and Powerpoint (All Versions). Jakarta: Mediakita.</i></p>	3%
6	Through Project base learning, students are able to utilize Microsoft Excel in guidance and counseling	<p>1.Able to practice developing BK applications based on Microsoft Excel, such as AUM, DCM, IKMS</p> <p>2.Able to practice data input, data analysis and reporting</p>	<p>Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>		Project base learning Lectures use project base learning and the project results are reported and then the lecturer provides a reflection	<p>Material: Microsoft Excel</p> <p>Reader: <i>Purnomo, CH 2014. 750 Tips and Tricks for Microsoft Office Word, Excel and Powerpoint (All Versions). Jakarta: Mediakita.</i></p>	3%

7	Through Project base learning, students are able to utilize Microsoft PowerPoint in guidance and counseling	Able to practice master powerpoint development	<p>Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>	Problem based learning and 2 X 50 project learning		<p>Material: Microsoft Powerpoint Reader: <i>Purnomo, CH 2014. 750 Tips and Tricks for Microsoft Office Word, Excel and Powerpoint (All Versions).</i> Jakarta: Mediakita.</p>	3%
8	1.Midterm Exam (UTS) 2.Students are able to design and apply media in BK services	1.accuracy in analyzing design solutions 2.accuracy in designing media 3.Accuracy in creating media	<p>Criteria: 1.very precise 85-100 2.exactly 65-85 3.not quite 50-64 4.not exactly less than 50</p> <p>Form of Assessment : Project Results Assessment / Product Assessment, Practice / Performance, Test</p>	2 X 50		<p>Material: BK TEAM Literature:</p>	20%
9	Through project based learning, students are able to create and develop blogs and websites for BK services	Able to practice creating blogs and websites for BK services	<p>Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>		<p>problem based learning</p> <p>The lecture begins with an introduction by the lecturer via ppt, followed by problem based learning through small groups and the results are reported in writing and presented</p>	<p>Material: Blog and Website Library:</p>	5%
10	Through project based learning, students are able to create and develop blogs and websites for BK services	Able to practice creating blogs and websites for BK services	<p>Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>		<p>problem based learning</p> <p>The lecture begins with an introduction by the lecturer via ppt, followed by problem based learning through small groups and the results are reported in writing and presented</p>	<p>Material: Blog and Website Library:</p>	5%
11	Through project based learning, students are able to develop short duration animated videos and videos	Able to develop short duration animated videos and videos	<p>Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done</p> <p>Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance</p>		<p>problem based learning</p> <p>The lecture begins with an introduction by the lecturer via ppt, followed by problem based learning through small groups and the results are reported in writing and presented</p>	<p>Material: videos and short animation videos Library:</p>	3%

12	Through project based learning, students are able to develop short duration animated videos and videos	Able to develop short duration animated videos and videos	<p>Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done</p> <p>Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance</p>		problem based learning The lecture begins with an introduction by the lecturer via ppt, followed by problem based learning through small groups and the results are reported in writing and presented	<p>Material: videos and short animation videos Library:</p>	3%
13	Through project based learning, students are able to develop short duration animated videos and videos	Able to develop short duration animated videos and videos	<p>Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done</p> <p>Forms of Assessment : Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance</p>		problem based learning The lecture begins with an introduction by the lecturer via ppt, followed by problem based learning through small groups and the results are reported in writing and presented	<p>Material: videos and short animation videos Library:</p>	3%
14	Through project based learning, students are able to make posters	Able to practice making posters	<p>Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done</p> <p>Form of Assessment : Participatory Activities, Project Results Assessment / Product Assessment</p>		problem based learning The lecture begins with an introduction by the lecturer via ppt, followed by problem based learning through small groups and the results are reported in writing and presented	<p>Material: Poster Library: <i>Nursalim, Moch. 2013. Development of Guidance and Counseling Media. Jakarta: PT Index.</i></p>	4%
15	Through project based learning, students are able to utilize Google Forms	Able to practice using Google Forms	<p>Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done</p> <p>Form of Assessment : Project Results Assessment / Product Assessment</p>		problem based learning The lecture begins with an introduction by the lecturer via ppt, followed by problem based learning through small groups and the results are reported in writing and presented	<p>Material: use of Google forms for BK services Reader: <i>Nursalim, Moch. 2013. Development of Guidance and Counseling Media. Jakarta: PT Index.</i></p>	6%
16	Final Semester Examination (UAS)	<ol style="list-style-type: none"> 1. accuracy in designing media 2. Accuracy in creating media 3. the number of media that can be developed 4. media usefulness 	<p>Criteria: 1. very good A 2. OK A- 3. Pretty good B 4. OK B</p> <p>Form of Assessment : Project Results Assessment / Product Assessment, Practice / Performance, Test</p>	2 X 50		<p>Material: BK TEAM Reader: <i>Helianthusonfri. 2019. Quick, Practical, and Free to Create a Website. Jakarta: PT Elex Media Komputindo.</i></p>	30%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	7.5%

2.	Project Results Assessment / Product Assessment	54.17%
3.	Portfolio Assessment	1%
4.	Practice / Performance	19.67%
5.	Test	16.67%
		99.01%

Notes

1. **Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
2. **The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
3. **Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
4. **Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
5. **Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
6. **Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
7. **Forms of assessment:** test and non-test.
8. **Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
9. **Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
10. **Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
11. **The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
12. TM=Face to face, PT=Structured assignments, BM=Independent study.