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DOCUMENTATION MANAGEMENT OF TEACHER PROFESSIONAL EDUCATION PROGRAM (PPG) FOR PRE-SERVICE TEACHER

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Documentation Management Of Teacher Professional Education Program (Ppg) Faculty Of Teaching And Educational Sciences

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Abstrak

Penelitian ini bertujuan untuk mengetahui pengaruh pembelajaran online terhadap kreativitas siswa kelas XI Program Keahlian Akuntansi SMK PGRI 3 Jakarta Tahun Pelajaran 2020/2021. Populasi dalam penelitian ini adalah 300 orang dan diambil sampel sebanyak 35 orang. Metode penelitian yang digunakan adalah metode penelitian kuantitatif asosiatif. Teknik pengambilan sampel yang digunakan adalah purposive sampling. Data dikumpulkan dengan menggunakan angket/kuesioner. Hasil penelitian ini menunjukkan bahwa terdapat pengaruh antara variabel pembelajaran online terhadap variabel kreativitas siswa sebesar 51,4%. Dengan demikian dapat dinyatakan bahwa pembelajaran online berpengaruh cukup kuat terhadap kreativitas siswa. Oleh karena itu, hasil penelitian ini menyimpulkan bahwa ada pengaruh pembelajaran online terhadap kreativitas siswa kelas XI program keahlian akuntansi di SMK PGRI 3 Jakarta. Hal ini juga dibuktikan oleh (Siregar dan Manurung, 2020) dalam penelitiannya yang merinci "Pengaruh Blended Learning Terhadap Kreativitas Mahasiswa Calon Guru di Universitas Negeri Medan". Membuktikan bahwa berdasarkan pengujian dari hasil posttest dapat disimpulkan bahwa strategi blended learning berbantuan SIPDA Unimed berpengaruh signifikan terhadap kreativitas siswa.

Kata Kunci: Pembelajaran Online, Kreativitas.

Abstract

This study aims to determine the effect of online learning on the creativity of class XI students in the Accounting Skills Program at SMK PGRI 3 Jakarta in the 2020/2021 academic year. The population in this study were 300 people and 35 were taken as samples. The research method used is associative quantitative research method. The sampling technique used is purposive sampling. Data collected using a questionnaire/questionnaire. The results of this study indicate that there is an influence between online learning variables on students' creativity variables of 51.4%. Thus it can be stated that online learning has a strong enough effect on the creativity of students. Therefore, the results of this study concluded that there was an effect of online learning on the creativity of class XI students of the accounting expertise program at SMK PGRI 3 Jakarta. This is also evidenced by (Siregar dan Manurung, 2020) in their research detailing "The Effect of Blended Learning on the Creativity of Prospective Teacher Students at the State University of Medan". Proving that based on testing from the posttest results, it can be concluded that the blended learning strategy assisted by SIPDA Unimed has a significant effect on student creativity

Kata Kunci: Online Learning, Creativity

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1. Introduction

The era of globalization is an era where the level of competition between companies, government agencies and places of education providers such as elementary, middle, high school and universities is very competitive, so it requires fast information, both between regions and between countries. This makes the role of communication as a place in the exchange of information needed for higher quality. Every university has goals to be achieved. To achieve this goal, each university carries out communication activities, both internal and external communications. Communication begins with a message from someone (sender). The message is sent through certain media to other people (recipients). After the message is received and understood by the recipient, the recipient can provide feedback (feedback) to the sender. With the response of the recipient of the message, the sender can find out the effectiveness of the message he sent. From the communication process, a relationship can be established between a person and another person. With communication, social relations will be established, because basically humans are social beings.

Social beings in question, namely between one and another need each other, so that there is a reciprocal interaction. In addition, it also influences the public's perspective, which becomes a communicant through dialogue and good body gestures when communicating. Communication activities will play a very important role in achieving the quality and goals of the university. In communicating, every university is required to act quickly, accurately, precisely and produce accurate information that can be used in its implementation. In the implementation of communication activities directed at achieving work effectiveness, so that university goals are achieved. These communication activities are carried out to provide services to work units within and from outside the organization in order to achieve the goals that have been set. Communication activities will play a very important role in achieving the quality and goals of the organization itself. In communication activities, the need for information is a very basic requirement. With the increasing activity and dynamics of the organization, it will bring a tendency to increase the need for information in supporting the process of achieving organizational goals. In carrying out communication activities, every company or organization is required to act quickly, accurately, precisely, completely and produce accurate information that can be used in its implementation. Accurate means that the information is in accordance with the actual facts. Fast means information services must be provided in a short time. While precise means that information services must be provided correctly according to the needs or requests, or there are no errors.

Complete means that information services must be provided in full, no information is lacking. In addition to carrying out communication activities, the role of management is very important to be implemented in university or office operational activities. The need for management, not only because of the need for university development and response to the university's changing environment, but further than that, the need for management is the need for the successful achievement of organizational goals, as well as the optimal implementation of all office operational activities.

Management is the ability or expertise of employees to manage all activities that occur in the university or office environment, so that they can detect, adjust, and deal with various changes that occur, both technological changes, competitive environment, and broader development demands. In addition, management will also create office operational activities that will bring the organization to a higher and more respected position, because it is one of the factors of production that is needed by universities or offices. In carrying out management at the university the implementation of the university is inseparable from the implementation of management functions. Without the implementation of good management, it is impossible for the activities carried out by the university to develop in a more advanced direction. 4 The development of science and technology requires humans to act more quickly and precisely with due regard to efficiency in all fields, because technological developments will require universities to work professionally, especially in the field of documentation.

In practice, documentation is directed towards achieving work effectiveness, so that communication activities run smoothly and in an orderly manner. An organization or government agency that has busy activities is often faced with communication problems, especially documents or the scope of which is documentation. Documents have an important role as a memory center, as a source of information and as a monitoring tool that is very necessary in every organization in the framework of planning, analyzing, developing, formulating policies, making decisions, making reports, accountability, assessment activities. In other words, it can be said that documents have a significant role in decision-making by a leader. Documents also have an important role in the process of presenting information for leaders to make decisions and formulate policies. Therefore, to be able to maintain the authenticity of the contents of the document, in presenting fast, accurate and complete information, the document must have a good procedural system. Given the role of documents that are so important for organizational life, the existence of documents and documentation in the office can really support the completion of workers.

Documents mean data sources used to complete information, whether in the form of written sources, recorded, films, images (photos), and works of monumental objects, all of which provide information. Law of the Republic of Indonesia Number 8 of 1997 also states that company documents are data, notes and or information made and or received by companies in the context of carrying out their activities, both written and recorded in any form which can be seen, read or heard. The existence of documentation at a university is also a functional and operational necessity in an effort to disseminate or to convey educational information, explanations regarding certain policies or actions and activities in carrying out obligations or duties in the realm of education. Documentation is also in the form of presenting facts about an activity or situation which is basically related to the responsibilities entrusted to employees or secretaries.

The role of good documentation must understand the role of documentation such as collecting valuable materials, compiling document materials regularly, processing documents and preparing materials 1 Law of the Republic of Indonesia Number 8 of 1997 concerning Company Documents Article 1 paragraph 2 6 documents if needed. In the role of good documentation will determine the quality of the document itself. The role of this documentation is indeed very important in any activity in any field. It is impossible for us as humans to know everything, that's why we are assisted by the field of documentation, so that we can know everything. 2 In connection with the above, a documentation contained in an agency, where he is assigned, they cannot act without criticism but even with criticism towards it, they must be more responsive and always ready to provide up to date material requested. A documentalist cannot be passive, waiting for orders and then moving. Instead they have to actively prepare everything, so that if asked by the user about something at any time it can always be provided quickly and on time. In determining document quality, a documentalist must be able to present objective information on the documents he processes. He explained the contents of the actual document information without taking sides and even had to distance himself from the intention to benefit other parties or himself. By providing an objective presentation of information on a document, it will maintain the authenticity of the actual contents of the document. A documentalist in carrying out his work must continue to play an active role in managing documents properly so that good relations are created. 2Hadi Abubakar. 1996.

Modern File Patterns: Control Card Systems. Jakarta: Djembatan, p. 13 7 with the community because in his position an employee conveys information to the public. In managing documents, good documentation management is also needed. Likewise with PPG FKIP UHAMKA employees, it is hoped that they will continue to be able to carry out documentation management properly. The goal is that the positive image of the University in the community can be maintained properly, because the good and bad documentation management at the University will influence the process of image formation in the community. For this reason, a good image that is formed becomes one of the symbols of the success of an employee in establishing Documentation Management. However, in the implementation of documentation management at PPG FKIP UHAMKA there are problems such as management in recording documentation manually which is not going well, lack of coordination between divisions of work, lack of work direction from leaders to employees, miss communication in the implementation of documentation management to be processed, difficulty finding documents because the document storage is not organized neatly, lack of employee knowledge about procedures for managing documents, lack of supervision in managing documents by the government, lack of HR staff in a special section handling documentation, absence of regulations or SOPs or documentation procedures, care for documents that are not paid attention to so that documents are damaged, document storage facilities are inadequate inadequate so that documents are not processed properly, there is no schedule so that it will be difficult to shrink and destroy documents. In addition, there are 8 valuable documents that cannot be reused due to natural disasters and there is no evaluation of documentation management.

FKIP UHAMKA which is engaged in education aims to become the best Teaching and Education Faculty at the National level in 2020 which produces superior Bachelors of Education in Spiritual, Intellectual, Emotional and Social Intelligence. FKIP UHAMKA as one of the Teaching Personnel Education Institutions (LPTK) which participates in the implementation of the Teacher Professional Education Program (PPG). PPG FKIP UHAMKA refers to Teacher Education

Standards (DikGu Standards) which include education standards, research standards, and community service standards. With the PPG program, it is hoped that it will produce prospective teacher graduates who are professional, ready to face the increasingly complex challenges and opportunities of life in the 21st century and ready to compete in the era of the Asean Economic Community (AEC), and globally. PPG FKIP UHAMKA in its implementation, where in carrying out PPG there are certainly a large number of important documents and of course they are managed by PPG FKIP UHAMKA employees. Therefore, researchers are interested in conducting research on "Management of Documentation for the Teacher Professional Education Program (PPG) of the Faculty of Teacher Training and Education (FKIP) Muhammadiyah University Prof. Dr. HAMKA".

2. Research methods

The research method is basically a scientific way to obtain data with the aim and use of certain research. This study uses qualitative research methods, the essence of qualitative research is understanding. Understanding here is not just understanding, but deeper, that is understanding to this phenomenon under study so that understanding or understanding becomes the goal of qualitative research.36 In this study, researchers used qualitative research methods.

3. Results and Discussion

From the various procedures that researchers carried out such as conducting observations, interviews and analysis of documentation in the PPG FKIP UHAMKA Program. Researchers conducted research related to Documentation Management implemented by the Teacher Professional Education Program. When researchers conducted research in July, researchers were directly involved in the implementation of Documentation Management which consisted of Documentation Planning, Documentation Organizing, Documentation Leadership or Movement and Documentation Control. First, Documentation Planning includes document search planning, document recording, document sorting, document processing, document storage and distribution of documentation materials. Second, organizing the documentation includes organizing document search, document recording, document sorting, document processing, document storage and distribution of documentation materials. Third, Leadership or Mobilization of Documentation includes Leadership or Mobilization of document search, document recording, document sorting, document processing, document storage and distribution of documentation materials. Fourth, Documentation Control includes the Control of document search, document recording, document sorting, document processing, document storage and distribution of documentation materials.

As for the next data, researchers explore information through interviews and documentation. During the interviews, the researchers selected three informants who were considered to know the most about the Documentation Management of the Professional Teacher Education Program, namely Mr. Drs. Kusmajid Abdullah, M.Pd as secretary of PPG FKIP UHAMKA. Mrs. Dita Prihatna Wati, M.Pd as Adm Division. PPG Curriculum FKIP UHAMKA. Mr. Martin, M.Pd as the PPG IT Division of FKIP UHAMKA. Therefore the researcher will present the results of the research findings on the aspects studied regarding the Documentation Management of the Teacher Professional Education Program, Faculty of Teacher Training and Education, University of Muhammadiyah Prof. Dr. HAMKA. The data obtained from the research results are: 1. Planning in Searching, Recording, Sorting, Processing, Storage and Distribution of Documentation

Materials for the FKIP UHAMKA PPG Program. 2. Organizing in Searching, Recording, Sorting, Processing, Storage and Distribution of Documentation Materials for the FKIP UHAMKA PPG Program. 3. Leadership (Leading) or Actuating in Searching, Recording, Sorting, Processing, Storage and Distribution of Documentation Materials for the FKIP UHAMKA PPG Program. 4. Controlling in Searching, Recording, Sorting, Processing, Storage and Distribution of Documentation Materials for the FKIP UHAMKA PPG Program. 97 From the description of the research findings, the results can be described and described as follows: 1. Planning Planning in question is the process of setting performance targets and determining what actions must be taken to achieve them. For this reason, PPG documentation activities require proper planning aimed at achieving PPG goals. Planning is also the initial stage for documentation management. Ideal planning should involve all parties in preparing the plan, starting from determining the procedures to be established, setting targets so that the goals that have been set are achieved, determining the division of sub-coordination to run a program. Planning at PPG is also carried out 3 months before the PPG documentation activities. Planning Documentation conducted by PPG through a meeting, the meeting was held 1 week before the implementation of PPG. The documentation planning meeting involved PPG Staff, Faculty and University Leaders and the Ministry of Research, Technology and Higher Education. This Documentation Planning starts with Searching, Recording, Sorting, Processing, Storage and Distribution of Documentation Materials for the FKIP UHAMKA PPG Program.

According to Mr. Martin, M.Pd, the objectives and procedures for planning document sorting were carried out by PPG FKIP UHAMKA. The objectives were first, to determine the volume of types of documents received and to be processed, second, to determine management priorities, third, to facilitate supervision and document sorting procedures, namely classifying by document type. Furthermore, after planning document sorting is carried out, employees also prepare document processing for documents to be processed. Preparations for document processing are also carried out to expedite the process when document processing is in progress.

4. Conclusion

Based on the results of research conducted by researchers regarding Documentation Management for the Teacher Professional Education Program (PPG) of the Faculty of Teacher Training and Education (FKIP) Muhammadiyah University Prof. Dr. HAMKA (UHAMKA), it can be concluded as follows: 1. Planning Documentation Planning for the PPG FKIP UHAMKA Program documentation has been determined 1 week before the implementation of documentation activities through meetings. The documentation planning meeting involved PPG Staff, Faculty and University Leaders and the Ministry of Research, Technology and Higher Education. Through this meeting, supporting resources are also determined so that the documentation process can run well. The specified supporting resources aim to ensure that a series of documentation support resources can be carried out in accordance with those that have been well defined and to help the PPG program goals succeed. In addition, there are no specific procedures or guidelines related to the documentation itself in planning the documentation. 143 2. Organizing Documentation Organizing documentation has been carried out well because employees are able to organize documentation, the documentation is participant identity data, participants' personal data documents from local government, attendance lists of participants and lecturers, assessment instruments, participant assignment documents, and certificates of learning outcomes at PPG.

The distribution of documentation tasks implemented by the FKIP UHAMKA PPG Program has not been well organized, so that in carrying out the division of tasks, employees are required to be able to do all the work. 3. Leadership or Mobilization of Documentation Leadership or mobilization of documentation of the FKIP UHAMKA PPG Program has been carried out quite well, because the leadership directs, motivates employees although not often, the leadership has not implemented good documentation, the leadership also thinks about the needs of employees so that the leadership gives Islamic advice if the employees are getting tired, provides lunch or snacks every day, provides intensive bonuses to all employees so as to foster a sense of responsibility, loyalty and employee enthusiasm for PPG. 4. Documentation Control Documentation control implemented by PPG went quite well. The supervisors to oversee this documentation activity come from internal and external parties, the internal supervisors are university leaders and faculty leaders, while external parties are delegates sent by the Ministry of Research, Technology and Higher Education. Supervision is said to be quite good because there are still deficiencies in internal parties that have not supervised in more detail, internal parties rarely monitor their employees at work and there is no evaluation of the results of supervision of each activity. Even though the purpose of controlling is to ensure that the work process is in accordance with predetermined procedures, to prevent abuse of authority and position and to prevent deviations from achieving the planned goals. Control or supervision is carried out because all activities at PPG are financed by the government, with financing, all activities at PPG will be very crucial.

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