

**ACADEMIC SUPERVISION MANAGEMENT AT SMK
NEGERI 1 KALIWUNGU SEMARANG**



THESIS

**Submitted as a Partial Fulfillment of the Requirements
for Getting Master Degree of Education
in Educational Management Department**

by

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**GRADUATE SCHOOL
MUHAMMADIYAH UNIVERSITY OF SURAKARTA**

2012

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Muhammadiyah University of Surakarta

Assalamualaikum warahmatullahi wabarakatuh

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Title : Academic Supervision Management at *SMK Negeri 1
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This thesis has been approved to be examined by the board of examiners of Graduate School, Muhammadiyah University of Surakarta

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ACCEPTANCE

**ACADEMIC SUPERVISION MANAGEMENT AT *SMK NEGERI 1*
*KALIWUNGU SEMARANG***

By

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Accepted by the Board of Examiners
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Prof. Dr. Khudzaifah Dimiyati, S.H.,

TESTIMONY

Herewith, I testify that in this research paper there is no plagiarism of the previous literary work which has been raised to obtain master degree of an university, nor there are opinions or masterpieces which have been written or published by others, except those the writing which are referred to the manuscripts mentioned in bibliography.

Hence later, if it is proven that there are some untrue statements in this testimony, I will hold fully responsibility.

Surakarta, January 2012

Writer,

Setiyono

MOTTO

*The value of a person is determined from his courage to take
responsibility, love his life and work.*

(Kahlil Gibran)

DEDICATION

*I dedicate this research paper to
my beloved wife and children*

ACKNOWLEDGMENT



Assalamualaikum warahmatullahi wabarakatuh

Alhamdulillah *robbilalamin*, praise and gratitude to the Most Merciful and the Most Beneficent, Allah SWT, for blessing the writer in accomplishing this research paper entitled **Academic Supervision Management at SMK Negeri 1 Kaliwungu Semarang**. Praising is also given to the Messenger, our Prophet Muhammad SAW, peace be upon him, a glorious person who gives his blessing to him in the future life.

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The writer realizes that this research paper is far from being perfect, in order to make it better, the writer accepts some advice and criticism. Finally, the writer wishes this research paper would be useful for all readers.

Wassalamualaikum warahmatullahi wabarakatuh

Surakarta,

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Setiyono

SUMMARY

Setiyono. Q.100.090.247. Academic Supervision Management at *SMK Negeri 1 Kaliwungu Semarang*. Thesis. Graduate School, Muhammadiyah University of Surakarta. 2011.

This research has three purposes. They are describing the characteristic of supervision management structure at *SMK Negeri 1 Kaliwungu Semarang*; the characteristic of supervision activity at *SMK Negeri 1 Kaliwungu Semarang*; and the characteristic of supervision reported at *SMK Negeri 1 Kaliwungu Semarang*.

This research is a qualitative research using ethnography design. The informants are the principal, vice principal, and teachers. Data collection method used in-depth interview, observation, and documentation. Analyzing data used interactive model which was started from (1) data reduction, (2) data display, and (3) conclusion. Data validity is triangulation of data source and method of collecting data.

Based on the analyzed data, there are three findings. The first finding is the characteristic of supervision management structure at *SMK Negeri 1 Kaliwungu Semarang* consists of (1) the supervision management structure involves the principal, the vice principal of curriculum affair, and teacher, (2) each personnel has a task based on their basic tasks, (3) each personnel has a professional working relationship in an effort to succeed the academic supervision, and (4) the principal and the vice principal of curriculum affair cooperate in preparing the supervision program, schedule, and instrument in a coordination meeting. Secondly, the characteristic of supervision activity at *SMK Negeri 1 Kaliwungu Semarang* involves the activity carried out by the supervisor and teacher. In the preparation, the supervisor makes a supervision program, schedule, assessment instrument, and socialization of supervision. The preparation which is done by teacher is to prepare the instructional administration instrument. The supervision is done individually toward teacher with a classroom visit technique, classroom observation, and individual meeting. The supervisor conducts observation and assessment of several aspects that consists of (a) the completeness and appropriateness of the instructional administration instrument, (b) acquisition of instructional material, (c) acquisition or classroom management, (d) evaluation of learning, analysis, and follow-up. Thirdly, the characteristic of supervision reported at *SMK Negeri 1 Kaliwungu Semarang* includes the supervision reported consists of the overall implementation of supervision and feedback obtained from the whole set of supervision. The report is prepared by the supervisor and proposed to the leader, people supervised, and Department of Education and other relevant agencies to be taken as the consideration and further coaching.

Keywords: *academic supervision, structure, activity, report*

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