INDIVIDUAL BASED LEARNING of GUIDANCE AND COUNSELLING MANAGEMENT AT SMK DR. TJIPTO AMBARAWA

THESIS

Submitted as One of the Requirements for the Completion of Graduate Degree in Educational Management

by

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INDIVIDUAL BASED LEARNING of GUIDANCE AND COUNSELLING MANAGEMENT AT SMK DR. TJIPTO AMBARAWA

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Dear
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Assalamu ‘alaikum Wr. Wb
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TESTIMONY

Here with, I testify that in this thesis there is no plagiarism of the previous literary works which have been raised to obtain master degree in Educational Management, nor there 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, Februari, 2012

Writer,

Narti Nunung Ervanawati
MOTTO

Allah akan meninggikan orang-orang yang beriman diantaramu dan orang-orang yang berilmu pengetahuan beberapa derajat
(Al-Mujadalah: 11)

Life Is a Choice

DEDICATION

This research paper is dedicated to:

my beloved father, mother, and husband,
my lovely children, brothers, sisters, and all my relatives, and all of my dearest nice friends.
ACKNOWLEDGMENT

Assalamu’alaikum Warohmatullahi Wabarokatuh.

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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.

Wassalamu’alaikum Warohmatullahi Wabarokatuh.

Surakarta, February, 2012

[Signature]

Narti Nunung Ervanawati
ABSTRACT

Narti Nunung Ervanawati, Q. 100 100 136. Management Of Individual Based Learning of Guidance And Counseling at SMK Dr. Tjipto Ambarawa.

The objective of this research is to know how is the management of guidance and counseling based individual learning at SMK Dr. Tjipto Ambarawa. It takes tree subfocuses, namely how is the characteristic of structure and the organizational of guidance and counseling based individual learning and also how is the characteristics of interaction the guidance and counseling structure based individual learning in SMK Dr. Tjipto Ambarawa, and how is the actualization of guidance and counseling at SMK Dr. Tjipto Ambarawa.

This is a qualitative research which a descriptive approach. It takes some informants or sources who directly involved to the guidance and counseling service, such as the headmaster, the vice-headmaster of students affairs, counselors, homeroom teachers, the teachers, the staff of administration, and also the students. In collecting the data, the researcher uses the method, namely observation, documentation, and deep interview.

The characteristics of the structure and the organizational of guidance and counseling service in SMK Dr. Tjipto Ambarawa show that the structure involves the roles of some school personnals, such as the headmaster, the vice-headmaster of students affairs, the guidance and counselors, homeroom teachers, the teachers, the staff of administration. The headmaster has responsibility to all activities of guidance and counseling service, then he delegates this to the vice-headmaster of students affairs. Then the counselors focus on guiding both individual and also group of students. The counselors collaborate with the homeroom teachers, the homeroom teachers focus on giving the base of guidance which is done classically, do the service of orientation, information, group guidance, and also applied instrumentation. The characteristics of client counselor interaction in guiding and counseling service in SMK Dr. Tjipto Ambarawa has run and organized well, showed from the fields and kinds of services given to the students.

Key Words: Management, Guidance Counseling, individual learning.
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