

STANDARD OPERATING PROCEDURES

GUIDANCE AND COUNSELING SERVICES UNIVERSITAS NEGERI SURABAYA




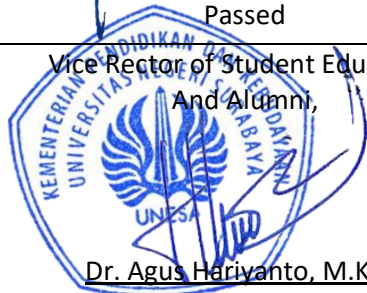
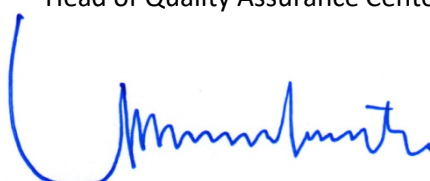


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**1.0. Goal**

This procedure as a guideline for the implementation of counseling services to assist students in preventing and solving various problems experienced by students of Universitas Negeri Surabaya (Unesa)).

2.0. Scope

The scope of this counseling service procedure is the bachelor counselor or counseling service provided by counselors to Unesa students both undergraduate and diploma programs (D3/D4)

3.0. Reference

3.1 Guidance and Counseling Services of Surabaya State University.

4.0. Definition

4.1 Counselors are professionals who are academically qualified at least Bachelor of Education (S-1) in the field of guidance and counseling and have passed Professional Education Teacher guidance and counseling. Counselors, play a role in providing guidance and counseling services.

4.2 Bk Unesa team is a representative lecturer of each faculty who serves as a *co-counselor* who coordinates in providing guidance and counseling assistance to students in achieving optimal development.

4.3 Counseling services are systematic, objective, logical, and sustainable efforts made by counselors /*co-counselors* to facilitate the development of concise to achieve self-reliance, in the form of the ability to understand, receive, direct, make decisions, and realize themselves responsibly so as to achieve happiness and well-being in their lives.

4.4 Individual counseling is the provision of individual assistance between *counselors* and individuals who meet in person for counseling purposes.

4.5 Group counseling is a *co-counselor* with multiple counselors and a small group performed at the same time for counseling purposes.

4.6 Students are individuals who are in the process of studying and enrolled in college.

5.0. Conditions

Students receiving counseling services are active unesa students.

6.0. PROCEDURE DETAILS

6.1 Students who need counseling fill out the application form via [the http://bit.ly/daftarlayanankonselingunesa](http://bit.ly/daftarlayanankonselingunesa)

6.2 After filling out the registration form in full, the next day the student gets an email reply from the admin for the counseling schedule

6.3 Student clients who have received confirmation from admin via email can be directly handled by. one of BK Unesa Team lecturers or one of the counselors according to the schedule.

6.4 Surabaya State University Guidance and Counseling Team Assignments

6.4.1 Provide guidance and counseling services individually to Unesa students.

6.4.2 Providing guidance and counseling services in groups to Unesa students.

6.4.3 Develop a work program of guidance and counseling services at the University level.

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6.5 Student clients are evaluated by counseling services

6.6 If the problems faced by students:

6.6.1 Completed then the counseling service session may be terminated

6.6.2 Unfinished then can be continued at the follow-up to the next counseling session by means of students can re-fill out the application form

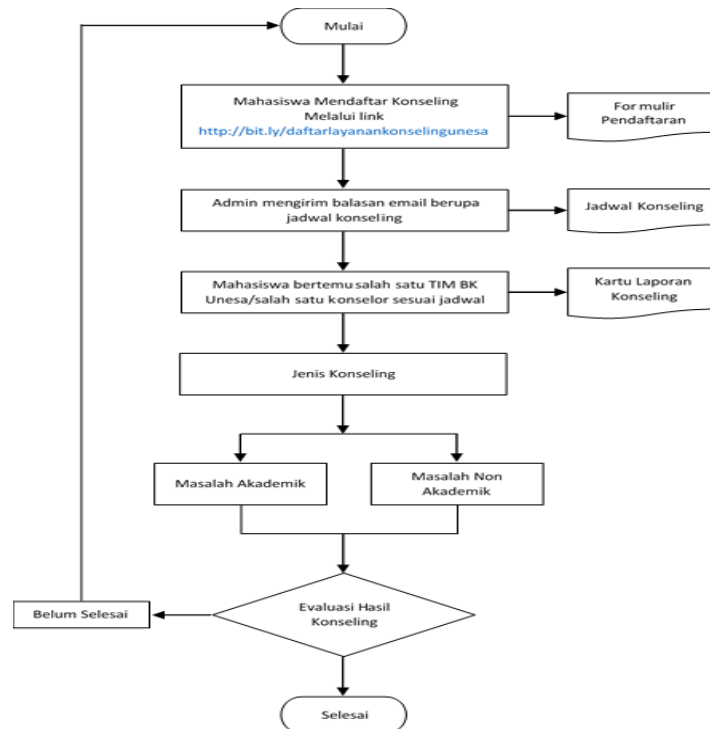


Figure 6.1 Student counseling service procedures

7.0. LIST OF RECORDS

7.1 Document : Guidance and Counseling Service Implementation Guide
Universitas Negeri Surabaya

7.2 Form:


7.2.1 Guidance and Counseling Service Registration Form

7.2.2 Individual Counseling Report Card


7.2.3 Group Counseling Report Card

8.0. CHANGE NOTES

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	UNIVERSITAS NEGERI SURABAYA
	STANDARD OPERATING PROCEDURE (SOP)
	GUIDANCE AND COUNSELING SERVICES

Lampiran 1 Formulir Pendaftaran Layanan Bimbingan dan Konseling

UNIVERSITAS NEGERI SURABAYA		
	FORMULIR PENDAFTARAN LAYANAN BIMBINGAN DAN KONSELING	No. Dok.: _____

Rencana Hari/ Tanggal/Jam Pelaksanaan Layanan BK:.....

Nama Tim BK Universitas Yang Memberikan Layanan:.....

A. IDENTITAS

1.	Nama lengkap	:	
2.	NIM	:	
3.	Fakultas/Prodi/Jurusan	:	
4.	Tempat/ Tanggal Lahir	:	
5.	Jenis Kelamin	:	
6.	Agama	:	
7.	Alamat Rumah	:	
8.	Anak ke-	:	Dari Bersaudara
9.	No.Telp/HP	:	
10.	Nama Orang Tua/Wali		
	Ayah	:	
	Ibu	:	


B. KELUHAN

1.	Permasalahan (isi dengan singkat dan jelas)	:	
2.	Penyebab dominan (isi dengan singkat dan jelas)	:	

Surabaya, _____
Mahasiswa,

NIM.

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	UNIVERSITAS NEGERI SURABAYA
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Lampiran 2 Formulir Kartu Laporan Konseling Individu

UNIVERSITAS NEGERI SURABAYA		
	KARTU LAPORAN KONSELING INDIVIDU	No. Dok.: _____

KARTU LAPORAN KONSELING INDIVIDU


I. IDENTITAS

1.	Nama lengkap	:	
2.	NIM	:	
3.	Fakultas/Prodi/Jurusan	:	
4.	Tempat/ Tanggal Lahir	:	
5.	Jenis Kelamin	:	
6.	Agama	:	
7.	Alamat Rumah	:	
8.	Anak ke-	:	Dari Bersaudara
9.	No.Telp/HP	:	
10.	Nama Orang Tua/ Wali		
	Ayah	:	
	Ibu	:	


II. STATUS KONSELING

1.	Hari/ Tanggal	:	
2.	Permasalahan (isi dengan singkat dan jelas)	:	
3.	Penyebab dominan (isi dengan singkat dan jelas)	:	
4.	Cara mengatasi (isi dengan singkat dan jelas)	:	
5.	Hasil Konseling	:	

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Lampiran 3. Kartu Laporan Konseling Kelompok

UNIVERSITAS NEGERI SURABAYA		
	KARTU LAPORAN KONSELING KELOMPOK	No. Dok.: _____

I. IDENTITAS

No	NAMA	NIM	TEMPAT/TGL LAHIR	FAKULTAS/ JURUSAN/PRODI	No. HP/WA
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

II. STATUS KONSELING

1.	Hari/ Tanggal	:	
2.	Permasalahan (isi dengan singkat dan jelas)	:	

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UNIVERSITAS NEGERI SURABAYA

STANDARD OPERATING PROCEDURE (SOP)

GUIDANCE AND COUNSELING SERVICES

Kartu Laporan Konseling Kelompok

3.	Cara mengatasi (isi dengan singkat dan jelas)	:	
4.	Hasil	:	