

EDUCATIONAL FIELD EXPERIENCE REPORT (PLK)

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PREFACE

Praise be to Allah SWT for giving us convenience so that I can complete this learning tool on time. Without His help, of course I would not be able to complete this learning tool properly. Salawat and greetings may be abundant and pour out to our beloved king, namely the Prophet Muhammad, whom we will take care of in the hereafter. I give thanks to Allah SWT for the abundance of His healthy favors, both in the form of physical health and mind, so that I am able to complete the making of learning tools as the final report of the Educational Field Experience (PLK) that I have lived for these 3 months.

Not to forget, I would also like to thank the Principal, Head of the Department, teachers for being willing to accept me to carry out the PLK at SMK Negeri 1 Padang and Mrs. Rini Riva'i S.Pd as my tutor who has provided a lot of knowledge, lessons, experience and share a lot of knowledge with me during this PLK period. I certainly realize that this learning tool is still far from perfect and there are still many mistakes and shortcomings in it. For that, I expect criticism and suggestions from readers for this learning tool, so that this learning tool can later become a better learning tool. Then if there are many mistakes in this learning tool I apologize profusely. I also express my gratitude to all parties, especially my PLK supervisor, Drs. Revian Body, MSA, who guided me during this PLK.

Padang, 22 Sept 2020

Ona Pebriani

TABLE OF CONTENT

	Hal
HALAMAN PENGESAHAN	i
PREFACE	ii
TABLE OF CONTENT	iii
CHAPTER I INTRODUCTION	1
A. Background	1
B. Puprose of The PLK.....	2
C. Time and Place of ThePLK.....	3
CHAPTER II INTRODUCTION SCHOOL	4
A. History of The School	4
B. Profil	5
1. Vision	5
2. Mision	6
3. Purpose of The School	7
C. School State.....	10
1. The Physical State of The School	10
2. School Environment.....	13
3. The State of Teachers and Students	14
4. Social Interaction	14
D. School rules.....	15
1. Rules of the teacher.....	15
2. Rules of The Students	17
E. School Administration	35
F. Teaching and Learning Process	35
CHAPTER III PLK ACTIVITIES	37
A. Learning Activities (<i>teaching</i>)	37

B. Learning Activities (<i>non teaching</i>)	38
C. Case and Solution.....	38
CHAPTER IV CLOSING	40
A. Conclusion	40
B. Suggestion.....	41
1. For University	41
2. For School	42
3. For Students	42

CHAPTER I INTRODUCTION

A. Background

Educational Field Experience (PLK) is one of the compulsory courses that must be taken by all UNP students who take the field of education. In its implementation, students carry out educational tasks, teaching staff, in this case teachers, which include teaching practice activities or other educational activities. This is carried out in order to provide real experiences to students so that they can prepare themselves well before plunging into the world of education fully. As well as being able to broaden horizons, training and developing competencies needed in their fields, increasing skills, independence, responsibility, and problem solving skills.

Provide opportunities for students to get to know, study, and live up to the problems of the school or institution related to the learning process. As well as increasing the ability of students to apply knowledge and skills that have been mastered in an interdisciplinary manner into learning in schools, clubs, or educational institutions. Before implementing PLK, students must take part in micro teaching and debriefing held by the campus, furthermore students make observations to the school where students carry out the PLK.

B. The purpose of the PLK

1. General Purpose

To provide real experience for undergraduate students of education study programs in applying knowledge, attitudes and skills that can support the achievement of mastery of pedagogic competence, personality, social and mastery of subject matter in a complete field of study.

2. Special Purpose

Specifically, PLK activities have the following objectives:

- 1) Be familiar with the physical, administrative, academic and social psychological environment in the school where the pre-service training takes place.
- 2) Mastering the sharing of basic learning skills.

- 3) Apply various professional teacher skills as a whole and integrated in a real atmosphere.
- 4) Able to develop personal and social aspects in the school environment.
- 5) Draw conclusions on the educational value of his appreciation and experience during the training through reflection and put the results of the reflection in the form of a final report on the implementation of PLK activities.

C. Time and Place of the PLK

1. Time

The implementation time of the Educational Field Practice is in the odd semester of the 2020/2021 school year.

2. Place

This Educational Field Practice is carried out at SMK Negeri 1 Padang with an address on Jl, Mahmud Yunus, Anduring, Kec. Kuranji, Padang City, West Sumatra 25152.

CHAPTER II INTRODUCTION TO THE SCHOOL ENVIRONMENT

A. History of SMK N 1 Padang

SMK Negeri 1 Padang is the first SMK in West Sumatra which was founded in 1952 called the Padang Middle School of Technology (STM) with the Principal Mr. YOHAN ELANT, the first campus in SMA Negeri 1 Padang is now for 6 months, and in SMP 3 now for 18 months. In 1954 SMK Padang got a new campus at Simpang Haru which is now SMKN 2 Padang. The increasing number of school-age population and the development of technology and the amount of public interest in SMK Padang, while the capacity was limited, in 1975 STM Padang was developed into two, SMK Negeri 1 Padang at Simpang Haru and SMK Negeri 2 Padang in Andalas now became SMP 31 Padang. SMK Negeri 2 Padang moved to a new location in Lolong Padang and has now become SMK Negeri 5 Padang.

SMK Negeri 1 Padang continues to develop, progress and achievements are always increasing, the Simpang Haru location needs to be developed. In 1980 a new building was built on Jl. Mahmud Yunus, Kelawi Village, Kuranji Padang District. The use of the new building was inaugurated by Dr. Daoad Yoesoef Minister of Education and Culture of the Republic of Indonesia on Monday, March 8, 1982. Now named SMK Negeri Padang. Seeing the condition of the city of Padang and the data on population growth always increases $\pm 2\%$ annually, the number of students who can study at SMKN 1 Padang is 45 classes for 9 skill programs, the conditions above SMKN 1 Padang need to be developed again. So, in 2002 SMK Negeri 1 Padang opened a new department, namely Fisheries and Marine Engineering with the Marine Fisheries Nautical Expertise Program and Marine Fisheries Engineering which

are prepared to become prospective students of SMK Negeri 10 Padang. InshaAllah the 2007/2008 learning year the Marine Fisheries Nautical Expertise Program (NPL) and Marine Fisheries Engineering (TPL) will occupy the new location of SMKN 10 Padang, the campus of SMK N 10 Padang has been built in 2005 which is located at Jalan Mega No. 5 Kelurahan Lubuk Buaya, Koto Tengah Subdistrict, Padang City.

B. Profile of SMK Negeri 1 Padang

1. Vision

In a meeting of the council of teachers has been established that in the academic year 2020/2021 vision SMK Negeri 1 Padang is: "The Realization of Graduates who are Smart, Competitive, Independent, and have Noble Morals".

Table 2.1. Vision Achievement Indicators

No.	Vision Components	Achievement Indicators
1.	Smart Graduates	a) Excellent in achieving School Final Examination (UAS) scores above the school average b) Excellent in entering tertiary institutions c) Excellent at creating innovative work
2.	Competitive	a) Excellent in various Mapel competitions b) Excellent in various sports competitions c) Excellent in various art competitions d) Excellent in religious competitions e) Excellent in speech competitions f) Excellent in Skills competitions g) Excellent in creative writing competitions (literature)
3.	Independently	a) Excellent in entering the world of work within and outside the region b) Excellent in entrepreneurship c) Excellent in their expertise
4.	Good Attitude	a) Excellent in discipline b) Excellent in religious activities c) Excellent in social care

2. Mission

Furthermore, based on the vision above, the mission of SMK Negeri 1 Padang is compiled as follows:

- a. Carrying out education based on faith and piety
- b. Providing education services oriented to life skills (life skills)
- c. Developing teacher professionalism in improving the quality of learning in the classroom
- d. Producing graduates with a competitive advantage in the global era
- e. To instill a sense of responsibility for the cleanliness, beauty and comfort of the school.
- f. Increasing orderly administration and orderly activities in accordance with the main duties and functions of each

3. Purpose of The School

In general, the objectives of the educational unit are :

- a. Creating graduates who have a noble personality and noble character.
- b. The creation of middle-level manpower which competent and able to compete at international level.
- c. The creation of graduates who are capable of careers, independent, and able to adapt in the work field.
- d. Maintenance of the culture of the school has a clean, beautiful, and healthy and disciplined.
- e. There is an orderly administration according to agreed procedures and rules.
- f. There is an intense and mutually beneficial cooperation with the domestic and foreign business / industrial world.

a) Objectives of the Construction and Property Engineering Expertise Program

Specifically, the objective of the Construction and Property Engineering Expertise Program is to equip students with skills, knowledge and attitudes to be competent:

1. Producing graduates who are cautious, intelligent and able to compete in the global market.
2. Produce creative and innovative graduates in accordance with the development of Engineering Technology and have competences in engineering drawing science, engineering mechanics, basics of building construction and land measurement practices and mastering simulation and digital communication.

b) Purpose of Skills Competency

The aim of the Expertise Competency is to produce graduates who are ready to work, present themselves as humans who have faith and devotion to God Almighty, have noble character, are physically and mentally healthy, have a solid and independent personality and have a sense of social and national responsibility and have skills, knowledge and competent attitude on:

1. Graduated in Building Modeling and Information Design Competency.

Graduates of the Building Modeling and Information Design Competency must present themselves as believers and devoted to God Almighty, have noble character, physically and mentally healthy, have a solid and independent personality and have a sense of social and national responsibility and have the ability to

No.	Subjects
1	Building Interior Design and Software Applications
2	Road and Bridge Construction
3	Estimated Construction Costs
4	Construction and Building Utilities

5	Creative and Entrepreneurial Products
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1. Completed in Construction and Property Business Competence
 Graduates of the construction and property business competencies must present themselves as humans who have faith and devotion to God Almighty, have noble character, are physically and mentally healthy, have a stable and independent personality and have a sense of social and national responsibility and have the ability to:

No.	Subjects
1	Construction and Property Business Planning
2	Implementation and Supervision of Construction and Property
3	Estimated Cost of Construction and Property
4	Construction and Property Business Management
5	Creative and Entrepreneurial Products

c) State of the School

1. The Physical State of The School

a. Office room

SMK Negeri 1 Padang with the Department of Building has three office rooms, namely the principal's room, the teacher's room, and the administration room. The principal and administrative staff room is located right at the entrance or in front of the gate, the teacher's room is behind the TU and the principal's room consists of teacher desks and chairs equipped with wall clocks, teacher closets and other teaching and learning devices.

b. Classroom

SMK Negeri 1 Padang with the Department of Building has classrooms used for teaching and learning activities with standard size, good condition, clean, there is a white board, erasers and markers. There are 12 classes, including:

- 1) 4 classrooms X
- 2) 4 classrooms XI
- 3) 4 classrooms XII

c. Workshop

SMK Negeri 1 Padang with the Department of Building has three workshop rooms, including a concrete workshop, a wood workshop, and a drawing workshop. The concrete workshop has tools such as metal cutting scissors, water hoses, shovels, cement spoons and other concrete tools. The wood workshop has the tools of a wood cutting machine and tools such as hammers, chisels and so on. The drawing workshop has tools such as pencil sharpener, brackets, a white board, an eraser and a marker.

d. Library

The library is located on the 2nd floor of the office and is located behind the principal's room and administration. The library is used as a place for independent learning with various collections of fiction and non-fiction books. In this library there is a toilet for students or other visitors who want to read and borrow books in the library and the main room has shelves for putting library books, tables and chairs and classifications the reading area and the last room is a warehouse that is used as a storage area for books that are no longer used.

e. Sports Facilities

Sports facilities included in the SMK N 1 Padang with the Department of Buildings among others:

- 1) Volleyball Court
- 2) Basketball Court
- 3) Badminton Court
- 4) Table Tennis Court
- 5) Futsal Field
- 6) The warehouse is used as a storage area for sports equipment.

f. Supporting facilities

Supporting facilities available at SMK Negeri 1 Padang with the Department of Building include:

1. The UKS room, which is used to improve school health efforts, first aid in case of an accident.
2. BK room, this room is used as a counseling service which is divided into two rooms, namely collective counseling room and individual counseling room.
3. Student Council Room, is a place to organize various student activities but currently the Student Council room is still deactivated.
4. The School Cooperative Room (KOPSIS), is a place for learning/training in cooperating at schools. Besides providing stationery, KOPSIS also provides snacks at an adequate price. But currently KOPSIS is still deactivated.
5. Places of Worship (mosques) are used to increase faith and devotion to Allah SWT and are sometimes used as appropriate Rohis meetings.
6. Bathrooms/WCs are adequate, the student bathrooms are located next to the wood workshop, while the bathrooms for

teachers and employees are located to the north of the teacher's room.

7. The school guard and guard room is located in front of the gate of S MK Negeri 1 Padang.

2. State of the School Environment

The condition of the school in the odd semester of 2020/2021 is different from the previous semester which carried out face-to-face learning and in the odd semester of 2020/2021 learning was transferred to the network (online). Through the Ministry Education and Culture The government has prohibited schools from carrying out conventional learning and ordered to hold lectures or learning online (Kemendikbud Dikti Circular Letter No.1 of 2020). From this circular from the Ministry of Education and Culture, some schools in Indonesia have carried out online learning, this learning has been diverted due to the disease outbreak which we often call the Corona Virus or Covid-19, during this pandemic the community is not allowed to crowd and maintain a 2 meter distance from other people.

3. Student Teacher State

Schools are still open to this day while adhering to the health protocol covid-19, including always wearing masks, maintaining cleanliness, and washing hands after touching objects, this rule applies to all school authorities, including technicians, cleaners, librarians, administrative staff and teachers. Teachers at school, teachers are required to be able to use existing media as tools and materials to carry out online learning such as *e-learning*, *edmodo*, *WhatsApp Group (WAG)*, and *Zoom Meeting*.

4. Social interaction

As explained at a glance at the previous point, that is, people are not allowed to crowd, always wear masks, washing hands frequently and maintaining a distance of 2 meters from other people, this is because the virus can be transmitted by coming into contact with the sufferer, touching objects that have been touched by the sufferer first and also if the sufferer sneezes or coughs then it can causing the virus to infect our bodies.

d) School Regulations

1. Teacher Rules

Training program teacher rules:

- a. The hours of entry are 07.15 WIB and 14.30 WIB
- b. Has attended school 15 minutes before PBM begins.
- c. Fill in the attendance for each duty.
- d. It is not justified to wear T-shirts or the like in providing subject matter, both theoretical and practical.
- e. Attending the flag ceremony every Monday morning for teachers on duty, and once a month for teachers who are not on duty (absences are taken in the teacher council room).
- f. Always follow national ceremonies and Islamic holidays at a certain school or place.
- g. Attend official meetings / meetings to completion.
- h. Give good lessons to every student.
- i. Not wearing a batik shirt / t-shirt and not wearing jeans or the like and wearing shoes (not shoes-like sandals).
- j. Don't leave class prematurely.
- k. For teachers who are sick for \pm 3 days, there must be a sickness certificate from a doctor.
- l. For teachers who are assigned to picket to carry it out.
- m. Bring complete learning materials into the classroom.

- n. Adjusting the sitting position of the students before delivering the material. Provide learning material thoroughly which refers to improving the quality of students. Completed here means in accordance with the curriculum and Teaching Program Plan (RPP) that has been compiled. According to the author's observations, the learning material provided by the teacher is in accordance with the lesson plan and curriculum.
- o. Enforce student rules or regulations.
- p. Students late for \pm 10 minutes are not allowed to take PBM before being processed by the picket teacher with an entry permit.
- q. When PBM takes place, it does not allow students to leave more than 1 person and does not leave students outside for too long.
- r. For students who do not attend 2 times in a row or more than 2 times a month, parents and students are called and processed together with the homeroom teacher / BP teacher.
- s. Processing students with problems in class with parents and filling out control cards (in the BP room).
- t. Carry out examination / test activities on each competency / topic that has been taught.
- u. In the following month provide a list of student scores no later than the 10th to the BP teacher.
- v. Implement remedial (improvement) scores on each topic / competency for students whose scores are below the minimum standard.
- w. Do not collect money / other objects under any pretext to students, without the permission of the principal.

2. Student Discipline

a. Student Obligations

1. Every student wherever he is must uphold the values of religion , morals, manners and customs. Every student is obliged to maintain the good name of SMK Negeri 1 Padang wherever he is.
2. Every student is obliged to comply with and obey the rules and regulations in force at SMK Negeri 1 Padang and all the decisions that have been made.
3. Every student is obliged to attend the flag ceremony and cult Friday morning.
4. Each student is obliged to follow all subjects according to the list provided to maintain the atmosphere of the process
5. Process teaching and learning (PBM) which prioritizes discipline, honesty and persistence.
6. Respect, obey and obey parents and teachers.
7. Speak politely wherever you are.
8. Mutual respect and respect for fellow students, school members and communities outside the school.
9. Every student is obliged to look after and maintain
10. Each student shall obey every kepengurusan and an agreement between the kepengurus OSIS and MPK
11. For self-development, each student is required to choose and participate in extracurricular activities according to their interests and talents.

b. Student Rights

1. Every student has the right to get education and teaching both intracurricular and extra-curricular as well as career guidance.

2. Every student has the right to take advantage of library facilities, sports and other educational facilities and infrastructure.
3. Each student has the right to be proposed for a scholarship in accordance with the stipulated requirements.
4. Every student has the right to be active in the OSIS as a member and administrator.
5. Every student has the right to be proposed as an invited student to higher education through the PMDK pathway according to the predetermined requirements.

c. Uniform

1. Every student must wear a uniform that has been determined completely, neatly, cleanly according to the schedule of use with the following conditions:
 - 1) The school wear white shirt / blouse and gray pants / skirt complete with attributes such as name, school location, student council symbol and department / study program worn every Monday, Tuesday and Thursday.
 - 2) Every Wednesday students dress in school batik.
 - 3) Female student, every Friday wearing Muslim clothing (clothes parentheses) and male students to wear Muslim clothing (koko)
 - 4) Every Saturday wearing a complete Scout outfit.
 - 5) Wearing complete sports clothes that have been determined at the time of Physical Education and Sports lessons.
 - 6) Every Monday morning all students must wear a school uniform hat.
2. Students must wear appropriate black shoes.

3. The shirt must be tucked into the pants.
4. Students must wear a black belt and a small buckle.
5. Practice time to wear complete practice clothes.
6. Hair for male students must not have long hair (not covering the collar, ears) with a size of 0.1.2 cm, not bald, not to be dyed (to be colored) and not to maintain a beard and mustache.

d. Teaching and learning activities.

1. Students must be in the school environment before the entrance bell rings (07.15).
2. Students must be in the classroom 5 minutes before the lesson starts.
3. Students who are late must get permission from the picket before entering the class.
4. Students who are unable to attend must show a permit that is known by their parents and if they are sick, there must be a certificate from the doctor
5. Students who are forced to leave class hours must have the permission of the teaching teacher and picket approval.
6. The class leader picks up the subject teacher who is not yet in the classroom at the start of class hours.
7. Each student tidies the table and chairs before and after the implementation of teaching and learning activities.
8. Pray together before and after teaching and learning activities led by the class leader
9. Every student must maintain calm, order and the teaching and learning process during the lesson.
10. If required to ask permission, each student must ask permission in turn
11. During the change of class hours, students must be in the classroom calmly and orderly.
12. Each student must do assignments and homework (PR) given by the teacher and submitted on time.

13. Every student must maintain the safety of books, class limit attendance lists and other learning equipment
14. Every student is not allowed to wear hats and jackets in the study room.
15. Every student maintains and is responsible for K7 in the study room and school environment.
16. To maintain security, cleaning books and learning tools students are encouraged to wear a bag.
17. The attendance of each student in PBM is at least 90%.
18. Assessment is carried out per sub-competency according to the ability of the training participants and must be completed in the semester concerned.

e. Ban

1. Carrying / keeping sharp weapons in the school environment is prohibited
2. It is prohibited to fight to the teacher both verbally and physically.
3. No smoking or bringing cigarettes to school
4. It is prohibited to sit on motorbikes which are parked in the school area, park and others that are not in their place.
5. It is prohibited to park a vehicle / motorbike other than the parking space that has been provided.
6. It is prohibited to carry a speeding vehicle, not using the exhaust filter which causes disturbance to others.
7. Using and distributing illegal drugs (drugs)
8. Ownership and reading of pornographic / watching pictures / movies are prohibited
9. No fighting / brawl wherever you are
10. Gambling is prohibited.
11. prohibited me wearing a costly jewelery / gold school, except earrings ear female student

12. It is prohibited to wear narrow / short, strikingly colored clothes
13. It is prohibited to use make-up beauty tools
14. It is prohibited to leave school for more than 3 consecutive days without news
15. It is prohibited to wear / keep hats other than school uniform hats
16. Non- Wear accessories
17. It is prohibited to bring outsiders into the school environment, and if there is a need to obtain permission and report to the security guard or picket
18. Do not damage / cross out tools and mobilers in the classroom or in the school and park environment (desks, chairs, walls, prayer rooms, toilets and others)
19. It is prohibited to enter the guest room of the front office unless there is permission from the picket/officer
20. It is prohibited to damage library, sports and other educational facilities and infrastructure.
21. Do not climb / jump over the school fence.
22. Do not deal in the office / teacher room in groups / in groups.
23. It is prohibited to use cellphones in the learning process except for learning purposes with the permission of the teacher.
24. It is prohibited to use or use school facilities without permission.

f. Student Pledge

1. Taqwaan to God Almighty.
2. Practicing Pancasila as the philosophy of life of the Indonesian nation

3. Devoted to parents, teachers, nation and religion.
4. Always study with diligence, discipline, achievement and responsibility
5. Maintain the good name of the school wherever it is.
6. Manners and unpretentious.
7. Anti-fighting, peace-loving and chivalrous.

g. Organization

1. OSIS is the only legal student organization in school as a forum for students to organize
2. Student coaches are the Principal of the School, Deputy Principal of the School, Head of Study Program, Kabeng, Teachers and other Education Personnel who are responsible for coaching and developing OSIS in schools
3. All student council activities must support curricular activities which are also the fulfillment of individual organizational desires
4. as well as in groups as a whole, so that in this organization students can learn to lead and be led
5. Each student must participate in the student council activities in accordance with their respective roles.

h. Penalty

- 1) Types of punishment given are:
 - a. Warning
 - b. Call of parents / guardians
 - c. Coaching from BK & Making agreements above the seal
 - d. Scoring within the specified time
 - e. Expenditures from school.

2) Students who steal/rob, triggers brawl between schools, use/distribute drugs (drugs), Amoral (sexual perversion, adultery, rapedan others) were expelled from school/restored in older people without going through the process

3) Mechanism/implementation of sanctions/sanctions

i. In class study

- 1) Stage 1: Teacher, - Homeroom teacher - Counseling teacher,
- 2) Stage 2: Head of the Department.
- 3) Stage 3: Student Time.
- 4) Stage 4: Head of School.
- 5) Stage 5: Authorities / Police / Courts

j. Outside the classroom, inside the school environment

- 1) Stage 1: Picket teacher, - Student Council coach - Class teacher - Counseling teacher,
- 2) Stage 2: Head of the Department.
- 3) Stage 3: Student Time.
- 4) Stage 4: Head of School.
- 5) Stage 5: Authorities / Police / Courts

k. Out of school

- 1) Phase 1: Student Council & Student Council Advisors
- 2) Stage 2: Head of Department & BK Teacher
- 3) Stage 3: Principal
- 4) Stage 4: Authorities / Police / Court

l. Score and Sanctions for Violations

CODE	TYPE OF VIOLATION	SCORE	SANCTIONS FOR VIOLATIONS
A.	Very Serious Offense		

A.1.	Fight physically against school personnel	100	Returned to parents without going through the process / being expelled from school
A.2.	Proven to steal / rob	100	
A.3.	Proven to trigger brawls between schools	100	
A.4.	Proven to use / distribute drugs	100	
A.5.	Proven to have committed immoral acts (adultery, etc.)	100	
A.6.	Proven to be married	100	
A.7.	Convicted for a minimum of 3 months	100	
B.	Serious Offense		
B.1.	Bring / consume liquor	75	Drinks confiscated, parents summoned & guidance from the counseling teacher made a letter of agreement on the seal.

B.2.	Bring / save VCDs / pictures / cellphones with pornographic images	75	Evidence was confiscated , parents summoned & guidance from the counseling teacher made a letter of agreement on the seal.
B.3.	Using school facilities to view / store pornographic data	75	Coaching from the BK teacher, a letter of agreement on the seal with the parents
B.4.	Gambling while dressed in school / practice uniforms	75	Gambling equipment was confiscated, parents summoned &

			guidance from the BK teacher made a letter of agreement on the seal.
B.5.	Damaging school facilities	75	Students compensate for damaged school facilities
B.6.	Sexual harassment is consensual or not	75	Summons of parents & guidance from counseling teachers make a letter of agreement on the seal
B.7.	Provoke / slander	75	Summons of parents & guidance from counseling teachers make a letter of agreement on the seal
B.8.	Bring friends to do crimes	75	Handed over to the authorities

B.9.	Fighting the teacher / school component (being rude) when being punished due to violations	75	Acted firmly, calling parents & guidance from the counseling counselor made a letter of agreement on the seal
B.10	Fighting in school uniforms	75	Summon parents and make a letter of agreement, guidance from BK and suspension for two days
B.11	Bringing sharp weapons to school without permission	75	Confiscated weapons & guidance from BK for parental summons
C	Moderate offense		
C.1.	Spitting out rude words to the teacher	50	guidance from BK, a written agreement on the seal
C.2.	Fighting in school uniforms	50	guidance from BK, suspension for 2 days
C.3.	Blackmail friends at school	50	10 times fines, guidance from BK & calling parents

C.4.	Bringing sharp weapons to school without permission	50	The weapons were confiscated, guidance from BK & parents summoned
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1

C.5.	Falsifying documents from / for schools	50	Students are not allowed to attend lessons before their parents come with the student to make a letter of agreement on the seal, guidance from BK
C.6.	Unplug during class	25	Summon parents and make a letter of agreement, guidance from BK
C.7.	Do not heed the teacher's call / warning	20	Verbal warning & cleaning of school environment
C.8.	Playing cards (gambling component) in school uniforms	20	Confiscated equipment & parental call
C.9.	Not following the flag ceremony	20	Given sanctions and guidance to defend the state
C 10	Carrying / smoking in the school environment	20	Confiscated cigarettes & cleaning school environment
D.	Minor Offenses		
D.1.	Bringing friends who are not students of SMK N 1	15	Not allowed & students are told to take their friends out of the school environment
D.2.	Bring speeding vehicles	15	Confiscated vehicle keys

D.3.	Shopping / sitting in cafes / stalls during class hours	5	Clean the school environment
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D.4.	Not present without explanation	5	Processed by guardian kela, subject subject teacher & BK
D.5.	Sitting on the side of the road or near the school area wearing a uniform during class hours	5	Clean the WC
D.6.	Not wearing school uniforms or practical clothes	5	Told to go home to change uniform and return to school
D.7.	Not following lessons in an orderly manner	5	Giving assignments / coaching / admonishing subject teachers
E.	Very Minor Offense		
E.1.	Does not wear school attributes or is incomplete	3	Clean up the school environment and attach attributes .
E.2.	Attending too late to school	3	Clean the school environment (adapted to conditions
E.3.	Wearing a hat that is not a school uniform in a school environment	2	Confiscated items & cleaning the school environment

E.4.	Wearing a belt that is not a standard school uniform (overly fashionable, has a dangerous element, military)	2	Confiscated items & cleaning the school environment
E.5.	Scribbling school clothes	2	Told to go home to change uniform and return to school
E.6.	Take out clothes for male students	2	crossed clothes, cleaning the school environment
E.7.	Wearing flashy jewelry / accessories (bracelets, necklaces, earrings, etc.)	2	Confiscated items & cleaning the school environment

E.8.	Leave the school environment without permission	2	Clean the school environment
E.9.	Don't take report cards on time	2	Report cards taken by parents
E.10.	Dispose of trash anywhere	2	Cleaning up the environment
E.11.	Do not park the vehicle in its place	2	Cleaning up the environment
E.12.	Jump the fence / break into the school environment without going through the front door	2	Clean the school environment (adjusted to the conditions)

E.13.	Asking permission to leave more than 1 person during class hours	2	Processed by a maple eye teacher
E.14.	Late entry when changing class hours	2	processed by the training eye teacher
E.15.	Using a cellphone is not in accordance with the provisions when studying / examining	2	HP confiscated & parental summons
E.16.	Cross out school facilities	2	Clean facilities that have been crossed out
E.17.	Wearing narrow or flashy clothing (loose or long)	2	Students are told to go home to change their uniforms
E.18.	Long / long hair / bald / wearing color	2	Hair cut in place
E.19.	Long nails / painted / not clean	2	Nails cut / cleaned on the spot
E.20.	Use a vehicle without an exhaust filter	1	Exhaust is replaced & while driving is not permitted in the school premises
E.21.	Sit on a motorbike in a parking location	1	Clean parking environment

m. Sanctions that will be received for students who commit violations:

1. Score 01-20 : Oral warning and submitted to the class teacher for processing
2. Score 21-40 : Call I Parents and submitted to Walas and guidance counselors.
3. Score 41-60 : Call II parents and submitted to Walas and guidance counselors.
4. Score 61-80 : Letter of Agreement on the Seal with Parents, guidance from BK .
5. Score 81-99 : Suspended (not allowed to take PBM for at least 6 days)
6. Score 100 : Returned to Parent without processing.

e) School Administration

The school building is only used by SMK Negeri 1 Padang. The PBM implementation schedule consists of 1 shift per day in one week (according to the attachment). The PBM implementation time is from Monday to Saturday, while Sunday or the red calendar date and holidays provided that the school is based on the education office.

f) Teaching and learning process

Learning from home for students and teaching or working from home for teachers for all levels of education. Learning from home or conceptually distance learning is new for SD, SMP / MTS and SMA / SMK, so it has implications for the implementation process. Teachers no longer manage learning alone like in school, so parents can no longer submit all children's learning activities to the teacher, but parents and teachers work together to assist students in their learning activities. This change is felt by students, teachers and also parents, so a strategy is needed for the effectiveness of communication.

The interaction of teachers and parents in the process of children's learning activities requires strategies that can adjust the characteristics of students, teachers, parents who meet the distance learning

criteria. Teachers are required to be more creative so that students who are taught can understand and understand the learning such as making learning videos and whatever methods can be used for the student learning process , as well as students are required to read more and learn from sources such as using *You Tube* to view learning videos and Google for *searching other* materials that are being and will be studied so that the understanding obtained is broader and does not rely on learning from teachers only.

CHAPTER III PLK ACTIVITIES

A. Teaching activities (*Teaching*)

Event *teaching* is a complex activity that teachers in imparting knowledge to students, resulting in a process of learning . Activities of *teaching* that is done during PLK is guiding the students who come to school and do not understand the material given, especially on the subjects of practice such as Construction and Utilities Building students are allowed to come to school while complying with health protocol is to remain wear masks and wash their hands or wear *handsanitizer* Of course the school also limits the number of students who come to school, before going to school the students contact the teacher via *Whats App*, then the teacher asks which parts the students don't understand, after being answered by the students the teacher immediately practices using drawing paper, H and HB pencils and also with elbows, after being practiced by the teacher, the student is asked to re-create the image that was practiced earlier, if the student already understands then the student is allowed to leave the classroom.

Teaching activities are also carried out using the *Whats App*, *Clasroom* and *Zoom* applications , namely by controlling students via *Whats App* and sharing materials, learning videos and providing assignments using the *Clasroom* application , then if there are things that must be resolved with an explanation the class teacher will hold a *meeting* using the *Zoom* application which will be attended by students and subject teachers.

B. *Nonteaching* activities

Activities of *non-teaching* is a series of activities related to the duties of teachers, but not in terms of teaching, but in activities to educate students and teacher administration , activities of *non-teaching* done during PLK is helping teachers recap grades students,

helping teachers recap absent students and also carry out picket lobby, library and community service cleaning the office

C. The case and its solution

1. Case

- a. Some students did not attend class and did not fill in absences.
- b. Some students do not understand the material provided by the teacher even though videos and examples have been given by the teacher concerned.
- c. Some students do not make assignments given by the teacher

2. The settlement

- a. Contact students and parents or guardians of students and ask about problems experienced by these students so that they do not attend class and fill in absences, parents or guardians are asked
- b. to work together to control these students so they don't repeat the same mistakes.
- c. Conduct a *meeting* using the *Zoom* application and the teacher explains the material at the *meeting*
- d. Contacting students and parents or guardians of students and asking about problems experienced by these students so that they do not attend class and fill in absences, parents or guardians are asked to work together to control these students so they don't repeat the same mistakes.

If the problem solving above does not work properly the students will be summoned by the school and submitted to the BK to ask about problems and provide solutions to these students, if the same error occurs again the school will call parents or guardians to the school and convey the problems experienced by students and ask parents or guardians of students to cooperate with the school and be able to control these students, then for material that cannot be understood by students,

these students are called to come to school and be taught directly (face to face) with the subject teacher.

BAB IV CLOSING

A. Conclusion

Based on the description of the implementation of the Padang State University Educational Field Practice (PLK) program at SMK Negeri 1 Padang, it can be concluded that:

1. Implementation of Educational Field Practices (PLK) at SMK Negeri 1 Padang has been going well thanks to the support of various parties
2. Educational Field Practice Activities (PLK) provide opportunities for students to learn and mingle in the environment of SMK Negeri 1 Padang so that they know the problems that generally occur in schools during this online learning periode
3. Educational Field Practice Activities (PLK) provide opportunities for students to apply the knowledge and skills learned during the 6 semester lecture process which are adjusted and practiced at SMK Negeri 1 Padang
4. This activity aims to prepare students to later enter the world of work in the school environment
5. Educational Field Practice (PLK) trains students' ability to work with teams and related parties, which of course have various kinds of differences and various kinds of problems
6. The existence of Educational Field Practices (PLK) can improve the good relationship between Padang State University and SMK Negeri 1 Padang and is expected to continue for the coming year and in the following years

B. Suggestion

To increase the success of Educational Field Practices (PLK) in the future, suggestions that need to be considered include:

1. For the University

- a. Information about the technical implementation of Educational Field Practices (PLK) provided during preparation and debriefing should be clearer and more concise so that students do not experience confusion.
 - b. The need for better coordination in the implementation of PLK activities, namely more refined and socialized, because it cannot be denied that there are things that PLK students and the school have not properly understood.
 - c. The collaboration that has been established between the Educational Field Practice (PLK) location and the University is maintained and enhanced
 - d. for the improvement of Educational Field Practices (PLK) in the future.
2. For Schools
- a. It is expected to continue to improve the quality of schools, both in terms of human resources, facilities and infrastructure, as well as activities to develop various interests and potentials
 - b. It is hoped that the programs and work results that have been carried out during the Educational Field Practice (PLK) can be maintained, utilized as well as possible and can be followed up.
 - c. Hopefully the cooperation and coordination between the school and students and universities can be further improved and maintained properly.
3. For Students
- a. Students are expected to make optimal observations so that the Educational Field Practice work program (PLK) is implemented according to the needs of the school
 - b. Students practice before carrying out teaching practice should master the material to be delivered in order to increase self-confidence when teaching in front of students.

- c. Students should make the best possible teaching materials, effective weeks, semester programs and annual programs so that they can be used and utilized by the school.
- d. Always maintain togetherness, unity, kerukuna, and cohesiveness in the team by always prioritizing responsibility and discipline.
- e. Reporting should be started early on in installments, so that students do not have to work hard at the end of the Educational Field Practice (PLK) activities
- f. Students are expected to always maintain good communication with the school.