

**THE DEVELOPMENT OF ACADEMIC GUIDANCE MODEL FOR HIGHER EDUCATION
STUDENTS IN UNIVERSITAS TERBUKA
(Research and Development of FKIP Universitas Terbuka)**

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Abstract

Each student needs to get guidance and direction to be easier to follow the learning process, so that the student can complete his study on time with satisfactory results. In this case the academic advisor should be able to establish effective communication with guided students. It is expected that academic guidance is not limited to giving direction when the students will do the registration, but also able to provide direction to students who guided in the learning process. This is evident from the results of interviews in this study where 100% of respondents in all UPBJJ declared the need for academic coaching for students.

In all the UPBJJ areas it appears that the need for academic advisors is directed to the need for learning process and learning assistance services, where an Academic Advisor is expected to help students solve problems, both academic and non academic. Most respondents in all areas UPBJJ stated that the ideal ratio between lecturers and students is 1: 20. With a ratio of 1 lecturers to serve a maximum of 20 students is expected to establish good communication between academic lecturers and students so that the process of guidance and coaching run as expected.

Student hope is that the academic coaching process can take place well so that communication runs smoothly. This is related to the ease of getting information and also in solving the problems encountered during the lecture process took place. In general, students prefer the process of face-to-face coaching because it can directly interact with supervisors and directly can receive answers to questions or problems they face. If the online coaching process should be combined with face to face because of the interview results also found none of the respondents who allow the path of pure online coaching, because anyway direct interaction is still needed for the establishment of a good relationship between lecturers and students. In order for the quality of academic guidance is able to deliver the students more easily follow the learning process, it is deemed necessary guidebook between academic supervisors with students who are guided either face to face or online.

Keywords: *guidance, academic, distance, education*

1. INTRODUCTION

In order to produce a reliable scholar, every student needs to get guidance and direction so that students more easily follow the learning process, so that students pass on time. A good lecturer should be able to establish effective communication with guided students. Academic guidance is not limited to giving direction when the student will do the registration, but also able to provide direction to students who guided in the learning process.

The Academic Advisor (PA) is an educational staff assigned to guide one or more students at Universitas Terbuka (Open University). In the old pattern of education is the method of passive learning, students study individually with a serious threat overshadowed and punishment for the learning process or a reward for its success. Therefore the learning method used in UT is active learning, adult learning and actively participate in the discussion in study group according to new paradigm of Higher

Education. As a result of this active learning method, many students feel hesitant about the quantity and quality of information obtained. The change of learning method of active learning has an indirect impact on non-academic factors. An Academic Advisor is expected to help students solve problems, both academic and non-academic. In order that the quality of academic guidance can deliver students more easily follow the learning process, it is deemed necessary guidebooks between academic supervisors with students who are guided either face to face or online.

2. LITERATURE REVIEW

2.1. Academic Advisor

Academic Advisor is a permanent lecturer of a university is most appropriate to be a source of academic advice assistance so that students can complete the task as a student. Help provided by the Academic Advisors to students are intended to enable students to develop their views, make decisions and cope with their own consequences. Academic guidance has a goal so that students can complete their studies well in accordance with the interests of his abilities. Academic Advisor is a lecturer who is appointed and assigned a task to guide a group of students aimed at helping students adjust the study as efficiently as possible in accordance with the conditions and potentials of individual students. The Academic Advisor should be an enthusiastic, motivated and highly committed learner towards the student. A good coach should be an effective listener and empathize with the students as this is often just what she needs. (Dent & Rennie, 2005)

2.2. Quality Standar of Academic Advisor

a. Each student has a lecturer of Academic Advisor since it is appointed as a student until his / her studies are determined based on the Dean's decision.

b. Academic Advisor is a UT UT lecturer who has a minimum academic rank of expert assistant.

c. For Academic Advisor face to face:

- 1) Each student must have a face-to-face academic counseling book that is distributed at the beginning of entry
- 2) Each student must record all interaction activities with the PA and seminar activities that are followed in the academic guidance book
- 3) Each student must carry out academic guidance at least 3 times in each semester.
- 4) Each lecturer of the maximum Academic Advisor guides 20 students.
- 5) Each lecturer of the Academic Advisor should document his / her guidance material in a pre-defined academic guidance book.
- 6) Each PA lecturer and student must record all student activities guidance, GPA, interaction activities in student guidance book
- 7) Each lecturer of the Academic Advisor should prepare a report on the results of academic guidance and prepare the Follow-up Plan, at least once in a semester.

2.3. Method of Implementaion of Academic Guidance

- a. Each student will be provided with the Guidebook of Academic Guidance and Student Communication at the beginning of the semester.
- b. In this study a lecturer of the PA will guide up to 20 (twenty) students during the education period, from the first year until completing his studies.
- c. Academic counselors are expected to meet or communicate with students guidance on a regular basis at least at the beginning, mid and or towards the end of the semester so it is not late to provide guidance.
- d. Academic coach is expected to open up so that students do not feel reluctant to request a meeting with the Academic Advisor.
- e. Meetings should be conducted outside the hours of academic activities so as not to interfere with scheduled academic activities.

- f. Every time the meeting, students must bring the Guidebook of Academic Guidance and Student Communication.
- g. Each meeting with the student who is in charge of consultation, every PA lecturer must fill out the track record in IPS Trace Record Form, GPA, SKS and Study Period, and fill the Student Study Plan Track Record.
- h. Each PA lecturer meeting should record the results of communication or consultation in the form of Academic Guidance Foot Record, and Student Activity Record. The track record in the Handbook contains the meeting dates and notes on the results of the student meetings with the Academic Advisor. The place and time of the meeting is determined and agreed upon by the student and the Academic Advisor concerned.
- i. Academic coaches are expected to have wide access to information, especially to facilities / infrastructure or other facilities that can help solve student problems, such as what scholarship programs are available for students who are experiencing financial difficulties.
- j. The name of the Academic Advisor will be given to the student at the beginning of the academic year.
- k. After completion of the registration sheet registration activity, each PA lecturer must report its activities with the students by using a predetermined format.

3. RESEARCH METODOLOGY

This research uses Research and Development method developed by Borg and Gall. According to him, educational research and development is a process used to develop and validate educational product. (Borg and Gall, 2007: 589-594) It means that educational development research is a process used to develop and validate educational products. The results of development research not only develop an existing product but also find knowledge or answers to practical problems. The development research method developed by Borg and Gall is a

procedure consisting of 10 steps, illustrated in the following diagram

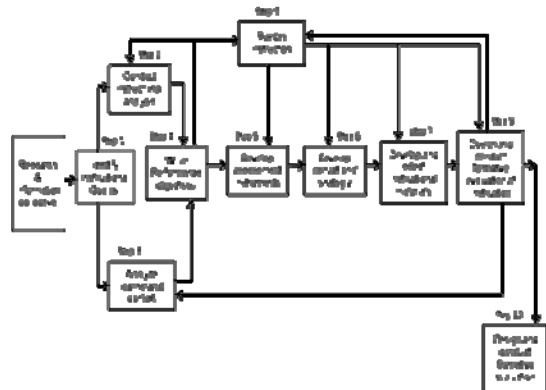


Figure 1. Steps of System Approach Models of Educational Research and Development (Borg and Gall)

The subjects of the research in the first year were the students who were chosen randomly from 7 Study Programs in FKIP namely PBIO PKIM PMAT PPKn PIPS PBIN and PBIS respectively for the study period 2016.1 as many as 20 students and other registration period as many as 20 students. So the total number of students is 280 people. In addition to the students are the PA itself that has been determined by each Study Program.

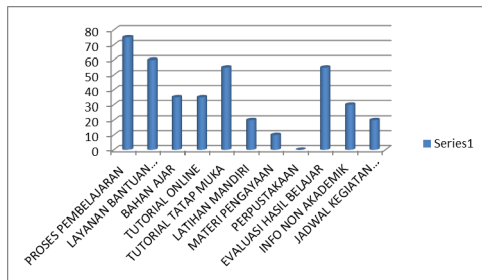
While for phase 2, the subject of research to be involved is as many as 5-8 students / study program with 1 person PA / prodi in small group trial stage so that the total number of students 35-42 students and 15-20 students / study program and one PA / Prodi on a large group trial or a total of 105-140 students

4. RESULTS AND DISCUSSION

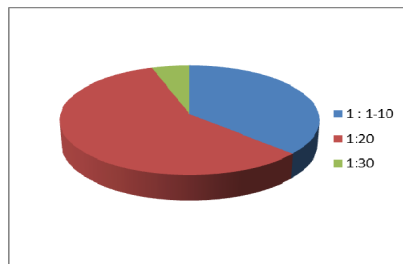
4.1. UPBJJ Padang

The highest requirement of Academic Guidance for students to consult the process of learning activities during the UT students there are as many as 75%, while students who need academic coaching as a learning assistance service

there are as much as 60%, on the other hand students also need academic coaching during face-to-face tutorial and know the ability ketercapaian During the lectures as much as 55%, while students who use academic coaching about online tutorials and learning materials there are as much as 35%, in addition to academic pemmbinaan also used by students to consult or seek information about non-academic activities such as regulatory period, the announcement of values, 30%, students who do academic training as a means of communication in academic activities and self-training as much as 20% about non-academic activities such as regulatory period, value announcement, etc. as much as 30%, students who conduct academic coaching Ai means of communication in academic activities and self-training as much as 20%.

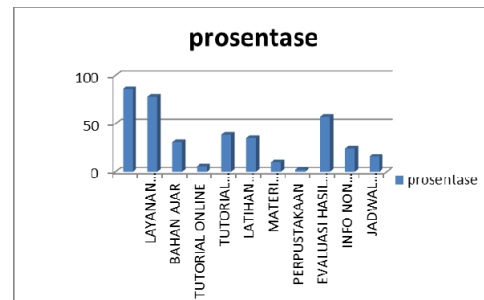


In terms of ratio of lecturers of PA and students, it can be seen that the ideal ratio that students want in doing academic guidance for 5% say that ideal ratio is 1: 30 students means 1 lecturer serving 30 students, while some students say ideal ratio of academic coaching Is 1: 1-10 as much as 35% and there are as many as 55% of students who want academic coaching 1: 20. The ratio can be seen in the diagram below

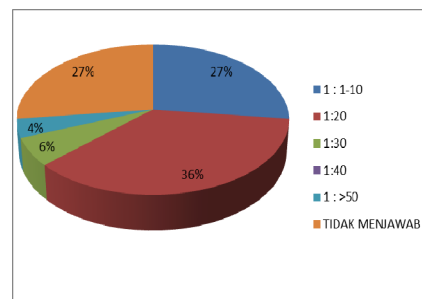


4.2. UPBJJ Mataram

It seems that respondents in Padang, respondents in Mataram also 100% stated the need for academic coaching for students, especially in terms of learning process and learning assistance service. This can be seen in the table below where the majority of students (86%) stated the need for academic coaching for the learning process



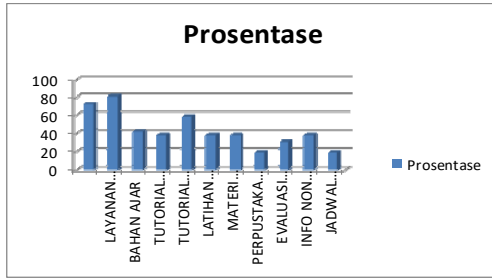
The other high percentage is the need of students to get learning assistance service that is 78% and also to conduct evaluation of learning result as much as 57%. The ratio of lecturers and academic advisors is also an important factor determining the success of students during their education. Based on the results of this study found that the percentage of dispersed respondents stated that the ideal ratio is 1:20, as shown in the following diagram:



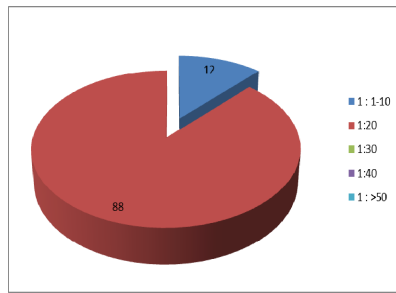
4.3. UPBJJ YOGYAKARTA

It seems that respondents in Padang and Mataram, UT students in Yogyakarta also 100% stated the need for academic coaching. The importance of academic coaching is primarily in terms of

learning assistance services (81%) and the learning process (73%).

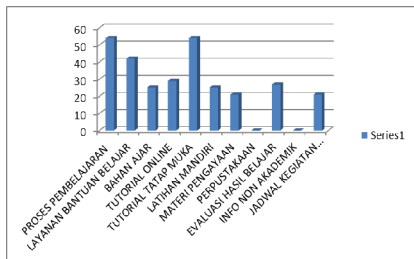


The ratio of lecturers and academic advisors is also an important factor determining the success of students during their education. Based on the results of this study found that the percentage of dispersed respondents stated that the ideal ratio is 1:20, that is equal to 88% as shown in the following diagram:

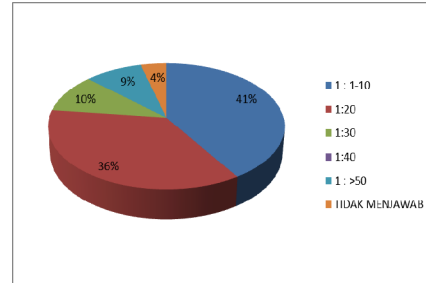


4.4. UPBJJ TERNATE

Like the respondents in Padang, Mataram, and Yogyakarta, Ternate students also 100% stated the need for academic coaching for students, especially in terms of learning process and learning assistance service. This can be seen in the table below where the majority of students stated the need for academic guidance for the learning process (54%) and face-to-face tutorial (54%).

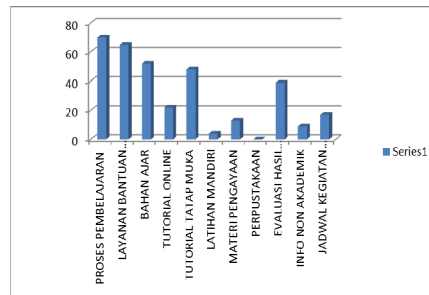


The ratio of lecturers and academic advisors is also an important factor determining the success of students during their education. Based on the results of this study found that the percentage of dispersed respondents stated that the ideal ratio is 1:10, that is as much as 41% of students and then 1:20 ratio is as much as 36% as shown in the following diagram:

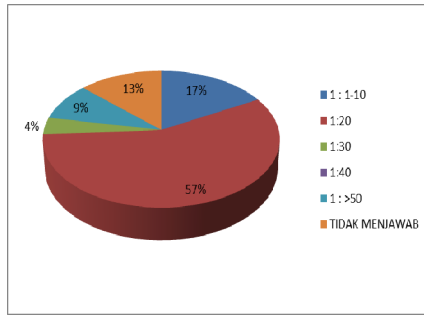


4.5. UPBJJ JAKARTA

UT students are also 100% stating the need for academic coaching is done for students, especially in terms of learning process and learning assistance services. This can be seen in the table below where most students stated the need for academic coaching for the learning process (70%) and learning assistance service (65%).



The ratio of lecturers and academic advisors is also an important factor determining the success of students during their education. Based on the results of this study found that the largest percentage of respondents stated that the ideal ratio is 1:20, that is as much as 57% and then 1:10 ratio of 17% as shown in the following diagram:



CONCLUSION

That academic guidance is not limited to giving direction when the students will do the registration, but also able to provide direction to students who guided in the learning process. This is evident from the results of interviews in this study where 100% of respondents in all UPBJJ declared the need for academic coaching for students.

In all the UPBJJ areas it appears that the need for academic counselors is directed to the need for learning process and learning assistance services, where an Academic Advisor is expected to help students solve problems, both academic and non academic.

Most respondents in all areas UPBJJ stated that the ideal ratio between lecturers and students is 1: 20. With a ratio of 1 lecturers to serve a maximum of 20 students is expected to establish good communication between academic lecturers and students so that the process of guidance and coaching run As expected.

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