

## GUIDELINES FOR USING THE ASSESSMENT FORMAT BOOK

The Assessment Format Book was prepared to help the implementation of the assessment of Supervised Teaching Practice (STP) activities of Yogyakarta State University in Institutions. Several formats in the book may be used to assess the STP program, as a document to determine the achievement, process, and work results of the student interns.

The following is the provision for using the assessment formats.

No.	Code	Purpose	Assessor
1.	F12	For assessing the STP Program Plan	Supervisor & Instructor
2.	F13	For assessing the Program Implementation	Supervisor & Instructor
3.	F14	For assessing the Personality Competencies	Supervisor & Instructor
4.	F15	For assessing the Social Competencies	Supervisor & Instructor
5.	F16	For assessing the STP Report	Supervisor
6.	F17	For recording the STP grade	Supervisor and Institution STP Coordinator

The procedure of the assessment mechanism is as follows.

1. The book shall be given to the Instructor to assess the Program Plan, Program Implementation, Personality Competencies, and Social Competencies.
2. The Assessment Book that has been filled out by Instructor shall be given to the STP Supervisor.
3. Once receiving the Assessment Book from the Instructor, the STP Supervisor shall fill it with the score for the STP Report, and record the student's STP scores.
4. The STP Supervisor shall give the completed Assessment Book to the STP Team at the Yogyakarta State University's Center for Supervised Teaching Practice and Internship Programs.

Yogyakarta, July 2017

Supervised Teaching Practice Team  
Yogyakarta State University



## YOGYAKARTA STATE UNIVERSITY

Center for Supervised Teaching Practice and  
Internship Programs

Address: Karangmalang, Yogyakarta 55281. Phone  
(0274) 548204, (0274) 586168 ext.230.308

### F12

For Lecturer  
and Instructor  
of Supervised  
Teaching  
Practice (STP)

### ASSESSMENT SHEET FOR SUPERVISED TEACHING PRACTICE PROGRAM PLAN IN INSTITUTIONS

No.	Assessed Component	Maximum Score	Real Score
1.	Rationale of the Program Plan	20	
2.	Feasibility of the Program Plan	20	
3.	Integration with the Institution's Program	40	
4.	Evaluation Design and Follow-up Program	20	
<b>Total Score of STP Program Plan</b>		100	

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Supervisor/ Institution Supervisor

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NIP.



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### F13

For Lecturer  
and Instructor  
of Supervised  
Teaching  
Practice (STP)

### FORMAT OF SCORE RECORDING IN INSTITUTIONS

No.	Assessed Component	Maximum Score	Real Score
1.	Program Preparation	10	
2.	Program Implementation	30	
3.	Program Evaluation	20	
4.	Result	30	
5.	Follow-up Program	10	
<b>STP Total Score</b>		<b>100</b>	

Comment/Suggestion from Supervisor/Instructor

STP Supervisor

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Institution Supervisor/Instructor

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NIP.

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NIP.

## SCORE CONVERSION

SCORE	GRADE
86 - 100	A
81 - 85	A-
76 - 80	B+
71 - 75	B
66 - 70	B-
61 - 65	C+
56 - 60	C
41 - 55	D
0 - 40	E



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# F14

For Supervisor  
and Instructor

### PERSONALITY COMPETENCE SUPERVISION SHEET

Criteria for assessing Social Competence as Prospective Educational Staff are as follows:

4=excellent, 3=very good, 2=good, 1=fair

No.	Component/Aspect	Assessment Period	
		Beginning	End
1.	Hospitality and Friendliness		
2.	Sense of Crisis and Creativity		
3.	Composure and Confidence		
4.	Politeness and eloquence		
5.	Friendliness in Communication		
6.	Maturity		
7.	Simplicity, orderliness, and modesty		
Final Score= $\frac{\text{Obtained Score}}{\text{Total Score}} \times 100$			
Final Score of Personality Competence (Average of Initial and Final Scores)			

No.	Comment from Supervisor
Initial Score	
Final Score	

STP Supervisor

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Institution Supervisor/Instructor

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NIP.

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NIP.



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### F15

For Supervisor  
and Instructor

## SOCIAL COMPETENCE SUPERVISION SHEET

The criteria to assess the Practical Social Competence as the Prospective Educational Personnel are as follow: 4 = very good, 3= good, 2 = fair, 1 = poor.

NO	Component/ Aspect	Assessment Period	
		Beginning	End
1	Sympathy and Empathy to students/ colleague		
2	Obedience to decision made		
3	Cooperation in groups/organizations		
4	Cooperation with students		
5	Orderliness in workplace		
6	Respect/Appreciation to other people		
	Final Score= $\frac{\text{Obtained Score}}{\text{Total Score}} \times 100$		

Period	Comments/ Note: Unit Supervisor
Beginning	
End	

Supervisor

.....  
Unit Supervisor

\_\_\_\_\_  
NIP.

\_\_\_\_\_  
NIP.



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# F16

For Supervisor

### FORMAT OF SUPERVISED TEACHING PRACTICE REPORT ASSESSMENT IN INSTITUTION

No	Assessed Report Component	Max Score	Score
1	Content	40	
2	Significance of conclusions and suggestions	30	
3	Systematization	30	

Yogyakarta,.....  
Supervisor

.....  
NIP.



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### F17

For Supervisor  
and Institution  
SPT Coordinator

### ASSESSMENT SHEET FOR INTERNSHIP PROGRAM IN INSTITUTIONS

Program	Assessed Component	Source	Real Score (0-100)	Weight	Final Score (Weight x Real Score)
Supervised Teaching Practice	Program Plan	F12		2	
	Program Implementation	F13		4	
	Personality Competence	F14		2	
	Social Competence	F15		1	
	STP Report	F16		1	
STP Total Score					
Final Score = $N_{STP} = \frac{STP \text{ Total Score}}{10}$					

Supervisor

Yogyakarta,.....  
Institution STP Coordinator

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NIP.

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NIP.

Head of Institution,

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NIP.