

ABSTRAK

DESI WULANDARI, NIM: 7192444005, Pengaruh Mata Kuliah *Micro Teaching*, Program Pengenalan Lapangan Persekolahan (PLP) dan *Locus of Control* terhadap Kesiapan Menjadi Guru Pendidikan Administrasi Perkantoran Fakultas Ekonomi UNIMED Stambuk 2019. Skripsi Prodi Pendidikan Administrasi Perkantoran Fakultas Ekonomi Universitas Negeri Medan 2023

Penelitian ini bertujuan untuk mengetahui dan menganalisis pengaruh Mata Kuliah *Micro Teaching*, Program Pengenalan Lapangan Persekolahan (PLP) dan *Locus of Control* terhadap Kesiapan Menjadi Guru Mahasiswa Pendidikan Administrasi Perkantoran Fakultas Ekonomi UNIMED Stambuk 2019. Penelitian ini dilaksanakan di Program studi Pendidikan Administrasi Perkantoran Universitas Negeri Medan di Jalan Willem Iskandar Pasar V, Medan Estate, Kecamatan Percut Sei Tuan, Kabupaten Deli Serdang, Provinsi Sumatera Utara. Populasi dalam penelitian ini sebanyak 59 orang mahasiswa pendidikan administrasi perkantoran stambuk 2019 dan sampel penelitian ini menggunakan teknik sensus (*Total Sampling*). Penelitian ini merupakan *ex-post facto* dengan menggunakan metode penelitian kuantitatif. Pengumpulan data yang dilakukan dalam penelitian ini adalah observasi, dokumentasi dan penyebaran angket. Angket penelitian terlebih dahulu diuji validitas menggunakan rumus korelasi *Product Moment* dan reliabilitasnya menggunakan rumus *Cronbrach Alpha*. Teknik analisis data yang digunakan adalah Uji Regresi Linear Sederhana, Pengujian hipotesis Parsial (Uji-T) dan Uji Koefisien Determinasi. Data yang sudah terkumpul diolah menggunakan SPSS versi 23. Hasil Uji-T menunjukkan bahwa terdapat pengaruh positif dan signifikan variabel Mata Kuliah *Micro Teaching* terhadap Kesiapan menjadi guru memperoleh nilai $t_{hitung} > t_{tabel}$ ($5,430 > 2,004$) dengan nilai signifikan sebesar ($0,000 < 0,05$). Program Pengenalan Lapangan Persekolahan (PLP) berpengaruh positif dan signifikan terhadap Kesiapan Menjadi Guru memperoleh $t_{hitung} > t_{tabel}$ ($6,355 > 2,004$) dengan nilai signifikan sebesar ($0,000 < 0,05$). Kemudian untuk variabel *Locus of Control* memiliki pengaruh yang positif dan signifikan terhadap kesiapan menjadi guru dengan $t_{hitung} > t_{tabel}$ sebesar $2,639 > 2,004$) dengan nilai signifikan sebesar ($0,011 < 0,05$). Hasil Koefisien Determinasi diperoleh dari nilai R square sebesar 0,485 atau 48,5%. Hasil penelitian menunjukkan adanya pengaruh positif dan signifikan Mata Kuliah *Micro Teaching*, Program Pengenalan Lapangan Persekolahan Dan *Locus Of Control* Terhadap Kesiapan Menjadi Guru Mahasiswa Pendidikan Administrasi Perkantoran Fakultas Ekonomi UNIMED Stambuk 2019.

Kata kunci: Mata Kuliah *Micro Teaching*, Program Pengenalan Lapangan Persekolahan (PLP), *Locus of Control*, Kesiapan Menjadi Guru.

ABSTRACT

DESI WULANDARI, NIM: 7192444005, The Influence of Micro Teaching courses, School Introduction Program (PLP) and Locus of Control on student readiness to become a teacher of Office Administration Education, Faculty of Economics, UNIMED, Class of 2019. An Undergraduate Thesis for Office Administrasion Education Study Program, Faculty of Economics, Universitas Negeri Medan 2023.

This study aims to determine and analyze the effect of Micro Teaching Courses, School Field Introduction Program (PLP) and Locus of Control on readiness to become teachers for office administration education students, Faculty Economics, UNIMED, Class of 2019. The research was conducted at the state University of Medan, Which is Located at Willem Iskandar street, Pasar V Medan, Percut Sei Tuan Subdistrict, Deli Serdang Regency, North Sumatera Utara Province. The population in this research is 59 students of office administration education program, and sample of the research using sensus (Total Sampling). The Research is an ex-post facto with the method of quantitative research. Data collection in this research using observation, documentation an questionnaires. The questionnaires were firstly tested for validity by using Correlation Product Moment formula and tested for reliability by using Cronbrach's Alpha formula. The data analysis technique used is simple linear regression test, Hypothesis test (t-test/partial) and Coefficient Determination test. As for the data collected were processed by operation SPSS Statistics version 23. The result of test (t-test/partial) shows that mocro teaching courses has positive influence an significant on student readiness to become a teacher, is obtained value of $t_{hitung} > t_{tabel}$ ($5,430 > 2,004$) with significant value ($0,000 < 0,05$). The School Introduction Program (PLP) has positive influence and significant on student readiness to become a teacher, is obtained the value of $t_{hitung} > t_{tabel}$ ($6,355 > 2,004$) and significant value is ($0,000 < 0,05$). Then Locus of control has positif influence on significant on student readiness to become a teacher, is obtained value of $t_{hitung} > t_{tabel}$ ($2,639 > 2,004$) and significant value is ($0,011 < 0,05$). The Result of coefficient Determination From R Square value is 0,485 or 48,5%. The Result of this research show a positive and significant influence on readiness to become a teacher of Office Administration Education, Faculty Economic, UNIMED, Class 2019.

Keywords: micro teaching courses, Shool Introduction Program (PLP), Locus of Control and readiness to become a teacher.