ABSTRAK

MARIA SITORUS, NIM:7183144025, Pengaruh Mata Kuliah *Micro Teaching*, Pengenalan Lapangan Persekolahan (PLP) dan Efikasi Diri terhadap Kesiapan Menjadi Guru Mahasiswa Prodi Pendidikan Administrasi Perkantoran Angkatan 2018 Fakultas Ekonomi Universitas Negeri Medan. Skripsi Prodi Pendidikan Administrasi Perkantoran Fakultas Ekonomi Universitas Negeri Medan 2022.

Penelitian ini bertujuan untuk mengetahui Pengaruh Mata Kuliah *Micro Teaching*, Pengenalan Lapangan Persekolahan (PLP) dan Efikasi Diri terhadap Kesiapan Menjadi Guru Mahasiswa Prodi Pendidikan Administrasi Perkantoran Angkatan 2018 Fakultas Ekonomi Universitas Negeri Medan. Penelitian ini dilaksanakan di Universitas Negeri Medan yang bertempat di Jl. Willem Iskandar Psr. V Medan Estate, Kenangan Baru, Percut Sei Tuan, Kabupaten Deli Serdang, Sumatera Utara. Penelitian ini merupakan *expost facto* dengan metode penelitian kuantitatif. Populasi dalam penelitian ini merupakan seluruh mahasiswa Prodi Pendidikan Administrasi Perkantoran Stambuk 2018 sebanyak 59 mahasiswa. Keseluruhan dari jumlah populasi dijadikan Sampel dengan menggunakan teknik sensus (*Total Sampling*). Pengumpulan data dilakukan dengan cara observasi, dokumentasi dan penyebaran angket. Angket penelitian terlebih dahulu diuji validitas menggunakan rumus kolerasi *Product moment* dan reliabilitas menggunakan rumus *Cronbach Alpha*. Teknik analisis data yang digunakan adalah Uji Regresi Linier Berganda, Pengujian Hipotesis Parsial (Uji-T) dan Uji Koefisien Determinasi. adapun data yang terkumpul diolah menggunakan SPSS versi 25. Hasil Uji-T menunjukkan Mata Kuliah *Micro Teaching* berpengaruh positif dan signifikan terhadap Kesiapan Menjadi Guru mahasiswa memperoleh nilai $t_{hitung} > t_{tabel}$ (2,084 > 2,004) dengan nilai signifikan < 0,05 (0,042 < 0,05). Pengenalan Lapangan Persekolahan (PLP) berpengaruh positif dan signifikan terhadap Kesiapan Menjadi Guru mahasiswa memperoleh nilai $t_{hitung} > t_{tabel}$ (2,039 > 2,004) dengan nilai signifikan < 0,05 (0,046 < 0,05). kemudian Efikasi Diri berpengaruh positif dan signifikan terhadap kesiapan menjadi guru mahasiswa memperoleh nilai $t_{hitung} > t_{tabel}$ (2,833 > 2,004) dengan nilai signifikan < 0,05 (0,006 < 0,05). Selanjutnya untuk Koefisien Determinasi diperoleh dari nilai R square sebesar 0,668 atau 66,8%. Hasil penelitian menunjukkan adanya pengaruh positif dan signifikan Mata Kuliah *Micro Teaching*, Pengenalan Lapangan Persekolahan (PLP) dan Efikasi Diri terhadap Kesiapan Menjadi Guru Mahasiswa Prodi Pendidikan Administrasi Perkantoran Angkatan 2018 Fakultas Ekonomi Universitas Negeri Medan.

Kata kunci : Mata Kuliah *Micro Teaching*, Pengenalan Lapangan Persekolahan (PLP), Efikasi Diri, Kesiapan Menjadi Guru.

ABSTRACT

MARIA SITORUS, NIM:7183144025, The influence of micro teaching courses, school introduction (PLP) and self efficacy on student readiness to become a teacher of Office Administration Education Study Program, Class of 2018, Faculty of Economics, Medan State University. An Undergraduate Thesis for Office Administration Education Study Program, Faculty of Economics, Medan State University 2022.

This research aims to acknowledge the influence of micro teaching courses, school introduction (PLP) and self efficacy on student readiness to become a teacher of the Office Administration Education Study Program, Class of 2018, Faculty of Economics, Medan State University. This research was conducted at the state University of Medan, Which is located at Willem Iskandar street, Psr. V Medan, Kenangan Baru, Percut Sei Tuan, Deli Serdang Regency, North Sumatra. This Research is an ex-post facto with the method of quantitative research. The population in this research were all students of Office Administration Education study program in class of 2018 as many as 59 students. All of the populations are the sample with using sensus (total sampling) technique. Data collection is done by using observations, documentation and questionnaires. The questionnaires were firstly tested for validity by using Correlation Product Moment formula and tested for reliability by using Cronbach's Alpha formula. The data analysis techniques used is multiple linier regression test, hypothesis test (t-test/partial) and Coefficient Determination test. As for the data collected were processed by operating SPSS Statistics version 25. The result of test (t-test/partial) shows that micro teaching courses has positive influence and significant on student readiness to become a teacher, is obtained the value of $t_{count} > t_{table}$ (2,084 > 2,004) with significant value < 0,05 (0,042 < 0,05). The School Introduction (PLP) has positive influence and significant on student readiness to become a teacher, is obtained the value of $t_{count} > t_{table}$ (2,039 > 2,004) with significant value < 0,05 (0,046 < 0,05). Self efficacy has positive influence and significant on student readiness to become a teacher, is obtained the value of $t_{count} > t_{tabel}$ (2,833 > 2,004) with significant value < 0,05 (0,006 < 0,05). Then, the Coefficient Determination from R square value of 0,668 or 66,8%. The results of this research show a positive and significant influence on micro teaching courses, school introduction (PLP) and self efficacy on student readiness to become a teacher of Office Administration Education Study Program, Class of 2018, Faculty of Economics, Medan State University.

Keywords: micro teaching courses, School Introduction (PLP), self efficacy and readiness to become a teacher