

## SOP for Field Teaching Practice Registration

Start

<b>Center for Field Teaching Practice and Field Practicum Development</b>	<b>I</b>
<ul style="list-style-type: none"> <li>- Surveying the Locations and Reviewing Collaborations with the District/City Education Department/<i>Dikspora</i> Office either through a Collaboration Agreement or MOU and a questionnaire of the needs requests for the number of students conducting Field Teaching Practice at schools</li> <li>- Creating Draft of Field Teaching Practice Location Matrix</li> <li>- Determining schools to do Field Teaching Practice</li> </ul>	

<b>Coordinators of Field Advisor of Field Teaching Practice from Study Programs</b>	<b>II</b>
Validating data from the Center for Field Teaching Practice and Field Practicum Development for the number of students who will conduct Field Teaching Practice by the study program (data from microteaching)	

<b>Center for Field Teaching Practice and Field Practicum</b>	<b>III</b>
Accepting validation data and ratifying	

<b>YSU Computer Center</b>	<b>IV</b>
Accepting data on the number of students and schools and making the form of online registration	

<b>Students</b>	<b>V</b>
<ul style="list-style-type: none"> <li>- Paying the Field Teaching Practice fee at the recommended banks to get the payment number/PIN to complete the online registration</li> <li>- Registering for Online Field Teaching Practice at <a href="http://sikap.uny.ac.id">sikap.uny.ac.id</a></li> </ul>	

<b>Center for Field Teaching Practice and Field Practicum Development</b>	<b>VI</b>
<ul style="list-style-type: none"> <li>- Working with YSU Computer Center and Field Teaching Practice Coordinators of each Study Program to validate the online registration data</li> <li>- Collaborating with YSU Computer Center to announce the Field Teaching Practice Participants in <a href="http://sikap.uny.ac.id">sikap.uny.ac.id</a></li> <li>- Coordinating with schools/ institutions where the students conduct Field Teaching Practice</li> </ul>	

Finished

