















MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY
SURABAYA STATE UNIVERSITY
FACULTY OF SOCIAL SCIENCES AND LAW

SOP NUMBER	SOP-FISH. BMH-06
DATE. MAKING	May 2, 2023
DATE. REVISION	00
ENDORSED BY	DEAN  Dr. Bambang Sigit Widodo, M.Pd NIP. 197303032006041002
SOP NAME	Faculty counseling guidance services
LEGAL BASIS:	EXECUTOR QUALIFICATION
a. Service Guide Guidance UNESA FISH Counseling	1. Deputy Dean Field I 2. Faculty counseling services 3. counselor
LINKAGES	EQUIPMENT GEAR:
a. Mentoring problem personal , academic , family and career b. Recording guidance counseling	1. Card counseling 2.
WARNING:	RECORDING AND DATA COLLECTION:
	Saved as electronic and manual data

No	Activity	executor		Raw Quality			Ket
		Faculty BK Service Team	Study Program BK	Completeness	Time	output	
1	Start						
2	Faculty BK service team 1. give opportunity for students to consult			Procedure BK service	5 minutes	BK procedure	
3	Student register self 1. independent 2. group			Register alone / group DPA recommendation	5 minutes	KTM student Consultation list	
3	Student independently / group 1. carry ktm 2. make an agreement			KTM student	5 minutes		
4	Timetable consultation			Timetable counseling	5 minutes	Counseling tools	
5	Student DPA directives 1. carry letter recommendation from study program			Recommendation letter Timetable counseling	5 minutes		
6	Faculty BK Team did 1. service counseling independent 2. service counseling group 3. service counseling DPA recommendations			Timetable counseling	In accordance time counseling	Instrument counseling	
7	Problem resolved				10 minutes	Journal counseling	
8	Problem No resolved				10 minutes	Notes consultation	
9	Diverted consul to BK Unesa team				10 minutes	Cover letter to Unesa BK Team	
10	Finished				1 minute		