

# DESIGNING SYLLABUS AND STANDARD OPERATING PROCEDURE OF PRACTICUM OF EFC IN ENGLISH EDUCATION DEPARTMENT

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## ABSTRACT

### Abstract

This study is a Research and Design (R & D) aims at developing a Standard Operating Procedure (SOP) of Practicum of English for Children (EFC) in English Education Department of Yogyakarta State University. Practicum of EFC is one of the subjects in English for Children elective concentration program. This subject is worth 4 credits, conducted in semester 6, and aims at providing students with the competences to teach English to young earners as well as to develop a language school for these minors. The study adopted the R & D steps proposed by Gall, Gall, dan Borg, 2003) which consisted of literature studies, needs analysis, drafting, theoretical (expert judgement) and empirical (field) validation, and final drafting. Data were obtained from observation and Focus Group Discussion (FGD) involving the lecturers of English for Children elective concentration program during the needs analysis stage, FGD involving students during field validation, and another FGD involving Practicum lecturers, head of department, and a curriculum expert during the theoretical validation. Data were also obtained through program photos and videos. The research participants consisted of 24 English Education Department taking Practicum of EFC, 4 Practicum of EFC lecturers, 4 practicum of other elective programs lecturers, 1 head of department, and 1 curriculum expert. The study showed that the EFC Practicum take the formats of two language schools Fun English Club (FEC), held in the Faculty of Languages and Arts of UNY, Happy English Hours (HEH) held in cooperation with a local elementary school. Practicum supervisors are those who also teach the subject of Program Development of EFC the previous semester. Supervising was conducted through classroom meetings to prepare students before practicum strats, program consultation, and classroom observation during teaching process. Assessment is conducted through observation, final report workshop, and peer evaluation. The designed practicum SOP consists of 1) PREFACE: Background, Vision and Mission, Objective, The Status of English for Children elective concentration program and Practicum, and Benefits of the Program, 2) COMPETENCY STANDARD: Definition, Competency Standard, Basic Competence and Indicators, and 3) PRACTICUM MECHANISM: Practicum Preparation, Practicum Scheduling, Location, Financing, and Implementation.

Kata Kunci: *Keywords: Practicum of EFC, SOP, language school*