

THE ANALYSIS OF FIELD WORK PRACTICE COMPETENCY OF SECRETARY STUDY PROGRAM STUDENTS

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ABSTRACT

The study aimed to (1) identify the DI/DU perceptions of D3 Secretary students' competency of FE UNY and (2) identify the required secretarial competencies set by DU/DI. The study was conducted in July until August of 2017. This research is classified as a descriptive research. The data collection instruments were close-ended and open-ended questionnaire. The population of the study included the organizations and/or companies where the D3 Secretary students of FE UNY completed the field work practice. The sampling technique used was purposive sampling. The data then were analyzed using a data analysis procedure comprising the following stages: 1) organizing and examining the data carefully, 2) re-examining the data, 3) further processing the data. In this stage, the researchers described, summarized, and coded the data into different and more specific categories. Then, the fourth stage was conducting final analysis and formulating the final interpretations and conclusions containing the research findings. The results of the study showed that the DU/DI perceptions, in terms of students' knowledge, were categorized as good. The skills aspect was also categorized as good. The attitude aspect was categorized as good as well. Meanwhile, as for the new competency required by the secretary candidate, the DU/DI focused on information technology and internet competencies. The results of this study will be taken into account in setting the educational curricula and training programs of D3 Secretary of FE UNY.

Kata Kunci: *Analysis, Student Competency, Field Work Practice*