**Lampiran 4.**

**Analisis Data Dokumen Program Perencanaan Mengajar Guru Bahasa Indonesia SMA Se-Kabupaten Labuhanbatu**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Kode Guru** | **Alokasi Waktu** | | | **F1** | **Perencanaan Prota** | | | | | | **F2** | **Perencanaan Prosem** | | | **F3** |
| **1** | **2** | **3** | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **1.** | **X1** | 4 | 4 | 4 | 12 | 4 | 4 | 4 | 4 | 4 | 4 | 24 | 4 | 4 | 4 | 12 |
| **2.** | **X2** | 4 | 4 | 4 | 12 | 4 | 4 | 4 | 4 | 4 | 4 | 24 | 4 | 4 | 4 | 12 |
| **3.** | **X3** | 4 | 4 | 4 | 12 | 4 | 4 | 4 | 4 | 4 | 4 | 24 | 4 | 4 | 4 | 12 |
| **4.** | **X4** | 4 | 4 | 4 | 12 | 4 | 4 | 4 | 4 | 4 | 4 | 24 | 4 | 4 | 4 | 12 |
| **5.** | **X5** | 4 | 3 | 3 | 10 | 3 | 4 | 4 | 4 | 4 | 4 | 23 | 4 | 4 | 4 | 12 |
| **6.** | **X6** | 4 | 3 | 3 | 10 | 3 | 4 | 4 | 4 | 4 | 4 | 23 | 3 | 2 | 3 | 8 |
| **7.** | **X7** | 4 | 3 | 3 | 10 | 3 | 4 | 4 | 4 | 4 | 4 | 23 | 3 | 2 | 2 | 8 |
| **8.** | **X8** | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 6 | 1 | 1 | 1 | 3 |
| **9.** | **X9** | 4 | 3 | 3 | 10 | 2 | 4 | 4 | 4 | 4 | 4 | 22 | 3 | 2 | 3 | 8 |
| **10.** | **X10** | 4 | 3 | 3 | 10 | 2 | 4 | 4 | 4 | 4 | 4 | 22 | 3 | 2 | 3 | 8 |
| **11.** | **X11** | 4 | 4 | 4 | 12 | 4 | 4 | 4 | 4 | 4 | 4 | 24 | 4 | 4 | 4 | 12 |
| **12.** | **X12** | 4 | 4 | 4 | 12 | 4 | 4 | 4 | 4 | 4 | 4 | 24 | 4 | 4 | 4 | 12 |
| **Total Frekuensi** | | | | | 125 | **Total Frekuensi** | | | | | | 263 | **Total Frekuensi** | | | 119 |
| **Rata-rata skor**  **jawaban (P)** | | | | | 10,42 | **Rata-rata skor jawaban (P)** | | | | | | 21,92 | **Rata-rata skor jawaban (P)** | | | 9,92 |
| **Skor maksimum** | | | | | 12 | **Skor maksimum** | | | | | | 24 | **Skor maksimum** | | | 12 |
| **Deskriptor (%)** | | | | | 86,83 | **Deskriptor (%)** | | | | | | 91,33 | **Deskriptor (%)** | | | 82,67 |

**Lampiran Silabus**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Kode**  **Guru** | **SILABUS** | | | | | | | | | | | | | | | | | | | | | | | | F |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** |
| **1.** | **X1** | 4 | 4 | 3 | 4 | 4 | 3 | 4 | 4 | 3 | 4 | 4 | 3 | 4 | 4 | 4 | 3 | 3 | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 88 |
| **2.** | **X2** | 4 | 4 | 3 | 4 | 4 | 3 | 4 | 4 | 3 | 3 | 4 | 2 | 3 | 4 | 3 | 3 | 3 | 4 | 3 | 3 | 3 | 4 | 3 | 3 | 81 |
| **3.** | **X3** | 4 | 4 | 3 | 4 | 4 | 3 | 4 | 4 | 3 | 4 | 4 | 3 | 4 | 4 | 4 | 4 | 3 | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 89 |
| **4.** | **X4** | 4 | 4 | 2 | 3 | 3 | 2 | 4 | 3 | 2 | 3 | 3 | 2 | 3 | 4 | 2 | 3 | 3 | 4 | 3 | 4 | 4 | 4 | 2 | 2 | 73 |
| **5.** | **X5** | 4 | 4 | 1 | 4 | 3 | 2 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 4 | 2 | 2 | 3 | 4 | 3 | 3 | 3 | 3 | 2 | 2 | 69 |
| **6.** | **X6** | 4 | 4 | 2 | 3 | 3 | 2 | 3 | 3 | 2 | 3 | 3 | 2 | 2 | 3 | 1 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 63 |
| **7** | **X7** | 2 | 3 | 1 | 4 | 3 | 2 | 3 | 3 | 2 | 2 | 3 | 2 | 2 | 3 | 1 | 2 | 2 | 3 | 2 | 3 | 3 | 3 | 1 | 2 | 57 |
| **8.** | **X8** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 24 |
| **9.** | **X9** | 2 | 3 | 1 | 4 | 3 | 2 | 3 | 3 | 2 | 2 | 3 | 1 | 2 | 3 | 1 | 1 | 2 | 3 | 2 | 3 | 3 | 3 | 1 | 1 | 54 |
| **10.** | **X10** | 2 | 3 | 1 | 4 | 3 | 2 | 3 | 3 | 2 | 2 | 3 | 1 | 2 | 3 | 1 | 1 | 2 | 3 | 2 | 3 | 3 | 3 | 2 | 1 | 55 |
| **11.** | **X11** | 4 | 4 | 3 | 4 | 4 | 3 | 4 | 4 | 3 | 3 | 4 | 2 | 4 | 4 | 3 | 3 | 3 | 4 | 3 | 3 | 4 | 4 | 3 | 3 | 83 |
| **12.** | **X12** | 4 | 4 | 3 | 4 | 4 | 3 | 4 | 4 | 3 | 3 | 4 | 2 | 3 | 4 | 3 | 3 | 3 | 4 | 3 | 3 | 3 | 4 | 3 | 3 | 81 |
| **Total Frekuensi** | | | | | | | | | | | | | | | | | | | | | | | | | | 817 |
| **Rata-rata skor jawaban (P)** | | | | | | | | | | | | | | | | | | | | | | | | | | 68.08 |
| **Skor maksimum** | | | | | | | | | | | | | | | | | | | | | | | | | | 96 |
| **Deskriptor (%)** | | | | | | | | | | | | | | | | | | | | | | | | | | 70,92 |

**Analisis Rencana Pelaksanaan Pembelajaran (RPP)**

76

**a. Rumusan Tujuan Pembelajaran**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Kode Guru** | **Rumusan Tujuan Pembelajaran** | | | | **F1** |
| **1** | **2** | **3** | **4** |
| **1.** | **X1** | 4 | 4 | 4 | 4 | 16 |
| **2.** | **X2** | 4 | 4 | 4 | 3 | 15 |
| **3.** | **X3** | 4 | 4 | 4 | 4 | 16 |
| **4.** | **X4** | 4 | 4 | 4 | 3 | 15 |
| **5.** | **X5** | 4 | 4 | 4 | 3 | 15 |
| **6.** | **X6** | 4 | 4 | 4 | 2 | 14 |
| **7.** | **X7** | 4 | 4 | 4 | 2 | 14 |
| **8.** | **X8** | 1 | 1 | 1 | 1 | 4 |
| **9.** | **X9** | 4 | 4 | 3 | 1 | 12 |
| **10.** | **X10** | 4 | 4 | 4 | 2 | 14 |
| **11.** | **X11** | 4 | 4 | 4 | 3 | 15 |
| **12.** | **X12** | 4 | 4 | 4 | 3 | 15 |
| **Total Frekuensi** | | | | | | **165** |
| **Rata-rata skor jawaban (P)** | | | | | | **13,75** |
| **Skor maksimum** | | | | | | **16** |
| **Deskriptor (%)** | | | | | | **85,94** |

**b. Pemilihan Materi Ajar**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Kode Guru** | **Pemilihan Materi Ajar** | | | | | **F2** |
| **1** | **2** | **3** | **4** | **5** |
| **1.** | **X1** | 3 | 2 | 4 | 3 | 4 | 16 |
| **2.** | **X2** | 2 | 1 | 3 | 3 | 3 | 12 |
| **3.** | **X3** | 4 | 2 | 4 | 3 | 4 | 17 |
| **4.** | **X4** | 2 | 1 | 3 | 3 | 3 | 12 |
| **5.** | **X5** | 1 | 1 | 3 | 2 | 3 | 10 |
| **6.** | **X6** | 1 | 1 | 3 | 2 | 3 | 10 |
| **7.** | **X7** | 1 | 1 | 2 | 2 | 2 | 8 |
| **8.** | **X8** | 1 | 1 | 1 | 1 | 1 | 5 |
| **9.** | **X9** | 1 | 1 | 2 | 2 | 1 | 7 |
| **10.** | **X10** | 1 | 1 | 2 | 2 | 2 | 8 |
| **11.** | **X11** | 2 | 1 | 3 | 3 | 3 | 12 |
| **12.** | **X12** | 2 | 1 | 3 | 3 | 3 | 12 |
| **Total Frekuensi** | | | | | | | **129** |
| **Rata-rata skor jawaban (P)** | | | | | | | **10,75** |
| **Skor maksimum** | | | | | | | **20** |
| **Deskriptor (%)** | | | | | | | **53,75** |

**c. Penggunaan Strategi/metode pembelajaran**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Kode Guru** |  | | | | | **F3** |
| **1** | **2** | **3** | **4** | **5** |
| **1.** | **X1** | 4 | 4 | 4 | 3 | 1 | 16 |
| **2.** | **X2** | 4 | 4 | 3 | 3 | 1 | 15 |
| **3.** | **X3** | 4 | 4 | 4 | 3 | 1 | 16 |
| **4.** | **X4** | 3 | 3 | 3 | 3 | 1 | 13 |
| **5.** | **X5** | 3 | 3 | 2 | 3 | 1 | 12 |
| **6.** | **X6** | 3 | 3 | 2 | 2 | 1 | 11 |
| **7.** | **X7** | 2 | 2 | 2 | 2 | 1 | 9 |
| **8.** | **X8** | 1 | 1 | 1 | 1 | 1 | 5 |
| **9.** | **X9** | 1 | 3 | 1 | 2 | 1 | 8 |
| **10.** | **X10** | 2 | 3 | 2 | 2 | 1 | 10 |
| **11.** | **X11** | 3 | 4 | 3 | 3 | 1 | 14 |
| **12.** | **X12** | 3 | 3 | 3 | 3 | 1 | 13 |
| **Total Frekuensi** | | | | | | | **142** |
| **Rata-rata skor jawaban (P)** | | | | | | | **11,83** |
| **Skor maksimum** | | | | | | | **20** |
| **Deskriptor (%)** | | | | | | | **59,15** |

**d. Skenario Pembelajaran**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Kode Guru** | **Skenario pembelajaran** | | | | **F4** |
| **1** | **2** | **3** | **4** |
| **1.** | **X1** | 4 | 4 | 3 | 3 | 14 |
| **2.** | **X2** | 4 | 4 | 3 | 3 | 14 |
| **3.** | **X3** | 4 | 4 | 3 | 3 | 14 |
| **4.** | **X4** | 4 | 3 | 3 | 3 | 13 |
| **5.** | **X5** | 3 | 3 | 2 | 2 | 10 |
| **6.** | **X6** | 3 | 3 | 2 | 1 | 9 |
| **7.** | **X7** | 3 | 2 | 1 | 1 | 7 |
| **8.** | **X8** | 1 | 1 | 1 | 1 | 4 |
| **9.** | **X9** | 3 | 2 | 1 | 1 | 7 |
| **10.** | **X10** | 4 | 3 | 2 | 3 | 12 |
| **11.** | **X11** | 4 | 3 | 1 | 2 | 10 |
| **12.** | **X12** | 3 | 3 | 1 | 2 | 9 |
| **Total Frekuensi** | | | | | | **123** |
| **Rata-rata skor jawaban (P)** | | | | | | **10,25** |
| **Skor maksimum** | | | | | | **16** |
| **Deskriptor (%)** | | | | | | **64,06** |

**e. Pemilihan Sumber/media pembelajaran**

78

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Kode Guru** | **Pemilihan sumber/media pembelajaran** | | | | | | **F5** |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **1.** | **X1** | 2 | 2 | 1 | 1 | 1 | 1 | 8 |
| **2.** | **X2** | 2 | 2 | 1 | 1 | 1 | 1 | 8 |
| **3.** | **X3** | 2 | 2 | 1 | 1 | 1 | 1 | 8 |
| **4.** | **X4** | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| **5.** | **X5** | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| **6.** | **X6** | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| **7.** | **X7** | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| **8.** | **X8** | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| **9.** | **X9** | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| **10.** | **X10** | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| **11.** | **X11** | 2 | 2 | 1 | 1 | 1 | 1 | 8 |
| **12.** | **X12** | 2 | 2 | 1 | 1 | 1 | 1 | 8 |
| **Total Frekuensi** | | | | | | | | **82** |
| **Rata-rata skor jawaban (P)** | | | | | | | | **6,83** |
| **Skor maksimum** | | | | | | | | **24** |
| **Deskriptor (%)** | | | | | | | | **28,46** |

**f. Evaluasi**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Kode Guru** | **Evaluasi** | | | | | **F6** |
| **1** | **2** | **3** | **4** | **5** |
| **1.** | **X1** | 3 | 3 | 3 | 2 | 3 | 14 |
| **2.** | **X2** | 3 | 3 | 2 | 2 | 3 | 13 |
| **3.** | **X3** | 4 | 3 | 3 | 2 | 3 | 15 |
| **4.** | **X4** | 3 | 2 | 1 | 1 | 3 | 10 |
| **5.** | **X5** | 3 | 2 | 1 | 1 | 3 | 10 |
| **6.** | **X6** | 2 | 1 | 1 | 1 | 3 | 8 |
| **7.** | **X7** | 2 | 1 | 1 | 1 | 1 | 6 |
| **8.** | **X8** | 1 | 1 | 1 | 1 | 1 | 5 |
| **9.** | **X9** | 2 | 1 | 1 | 1 | 1 | 6 |
| **10.** | **X10** | 2 | 2 | 1 | 1 | 3 | 8 |
| **11.** | **X11** | 2 | 2 | 3 | 1 | 1 | 9 |
| **12.** | **X12** | 2 | 2 | 3 | 1 | 1 | 9 |
| **Total Frekuensi** | | | | | | | **113** |
| **Rata-rata skor jawaban (P)** | | | | | | | **9,42** |
| **Skor maksimum** | | | | | | | **20** |
| **Deskriptor (%)** | | | | | | | **47,10** |

**g. Jumlah F total RPP**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Kode Guru** | **F1** | **F2** | **F3** | **F4** | **F5** | **F6** | **F total** |
| **1.** | **X1** | 16 | 16 | 16 | 14 | 8 | 14 | 84 |
| **2.** | **X2** | 15 | 12 | 15 | 14 | 8 | 13 | 77 |
| **3.** | **X3** | 16 | 17 | 16 | 14 | 8 | 15 | 86 |
| **4.** | **X4** | 15 | 12 | 13 | 13 | 6 | 10 | 69 |
| **5.** | **X5** | 15 | 10 | 12 | 10 | 6 | 10 | 63 |
| **6.** | **X6** | 14 | 10 | 11 | 9 | 6 | 8 | 58 |
| **7.** | **X7** | 14 | 8 | 9 | 7 | 6 | 6 | 50 |
| **8.** | **X8** | 4 | 5 | 5 | 4 | 6 | 5 | 29 |
| **9.** | **X9** | 12 | 7 | 8 | 7 | 6 | 6 | 46 |
| **10.** | **X10** | 14 | 8 | 10 | 12 | 6 | 8 | 58 |
| **11.** | **X11** | 15 | 12 | 14 | 10 | 8 | 9 | 68 |
| **12.** | **X12** | 15 | 12 | 13 | 9 | 8 | 9 | 66 |
| **Total Frekuensi** | | | | | | | | **754** |
| **Rata-rata skor jawaban (P)** | | | | | | | | **62,83** |
| **Skor maksimum** | | | | | | | | **116** |
| **Deskriptor (%)** | | | | | | | | **54,16** |

**h. Rata-rata Perencanaan Mengajar Guru Bahasa Indonesia**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Alokasi waktu** | **Prota** | **Prosem** | **Silabus** | **RPP** | **Total** |
| **Frekuensi** | 125 | 263 | 119 | 817 | 754 | 2078 |
| **Rata-rata skor** | 10,42 | 21,92 | 9,92 | 68,08 | 62,83 | 173,17 |
| **Skor maksimum** | 12 | 24 | 12 | 96 | 116 | 260 |
| **P (%)** | 86,83 | 91,33 | 82,67 | 70,92 | 54,16 | 66,60 |