



THE ANALYSIS OF THE INFLUENCE OF ORGANIZATIONAL PARTICIPATION ON STUDENTS' COLLABORATION SKILLS IN OFFICE ADMINISTRATION LEARNING

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Abstract (English)

Organizations can have a good impact in shaping student character. The purpose of this research is to find out whether joining an organization can improve students' collaboration skills in office administration learning. The method used to analyze is qualitative research method. Researchers carried out a literature study on 6 articles to obtain research data. The results found that organizations have a positive influence in improving students' collaboration skills. These improved collaboration skills can be applied in office administration learning so it will be easier to understand and the tasks will also feel lighter for students.

Abstrak (Indonesia)

Organisasi dapat memberikan dampak yang baik dalam membentuk karakter mahasiswa. Tujuan penelitian ini adalah untuk mengetahui apakah berorganisasi dapat meningkatkan keterampilan kolaborasi mahasiswa dalam pembelajaran Administrasi perkantoran. Metode yang digunakan untuk menganalisis penelitian ini adalah metode penelitian kualitatif. Peneliti melakukan kajian studi literatur terhadap 6 artikel untuk mendapatkan data-data penelitian. Hasilnya ditemukan bahwa organisasi memiliki pengaruh yang positif dalam meningkatkan keterampilan kolaborasi mahasiswa. Keterampilan kolaborasi yang meningkatkan ini dapat di terapkan dalam pembelajaran Administrasi Perkantoran sehingga pembelajaran menjadi menjadi lebih mudah dipahami serta tugas juga terasa lebih ringan bagi mahasiswa

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INTRODUCTION

Students are the young generation who will be the nation's successors. The students still have physical strength, enthusiastic souls, and high motivation to seek new knowledge that can be used as a provision for each individual's future. Many of them join organizations, committees, volunteers, and so on. For students, taking part in non-academic activities can be beneficial for them.

There are many activities in the organization. Whether the activity is a work program or non-work program. A good and well-run organization will provide real self-development for its members. Starting from the ability to work together, coordinate, compromise, communicate, have the same views, the same goals, a sense of responsibility, and enthusiasm within each member or can also be called collaboration skills. This is in line with the statement (Azidin et al., 2022) which states that it is not much different from working in a company, in an organization, members must also behave professionally, work hard, be disciplined, be honest and be responsible for their work. Although this research does not specifically mention the influence of organizations on learning, we can conclude that organizations shape good character for students in them.

It is no longer a secret that organizations will certainly have an impact on the students within them. However, we must examine more deeply whether the impact provided by





organizations can be applied by students to support academic matters, such as in learning. This research was conducted in order to dig deeper into the positive impact that organizations have on improving collaboration skills in learning, especially Office Administration learning. Many people think that joining an organization is just tiring, takes up valuable time, and will only be ordered by seniors. This research tries to prove that joining an organization can help have a positive impact on ourselves and help improve our social skills.

LITERATURE REVIEW

organizational participation

Humans always live side by side and organizations are proof of this. Etymologically, organization comes from Latin, namely Organum, which means tool. In English, an organization is called an organization, which means an association or association. For students, especially new students, they certainly really want to join an organization to gain experience and relationships. Since childhood, we have lived in an organization called a family. Once in the family, the next organization is the school for learning.

In the book entitled "Organizational Behavior" written by (Gani et al., 2020), it is stated that the definition of an organization is that an organization is a place where a group of people are grouped and work together to achieve a common goal. This goal can be said to be the output of the organization's work (Tanjung et al., 2022). In the context of the campus environment, students' interests, talents and potential can be developed by joining organizations. Students can join several organizations at the same time and this should be adjusted to suit their busy lives (Azidin et al., 2022). Based on the opinions above, we can conclude that an organization is a group of individuals who work together to achieve common goals as a result of the organization's work. Students can be active in organizations for self-development but should be able to consider their busy lives and the time they have.

Organizations have several indicators. According to (Sutoro et al., 2020), there are 4 indicators in organizations. The first is policy values which means they are related to organizational principles, regulations, organizational decisions. Second, the values of work rules related to discipline, cooperation, communication, responsibility and self-development. Third, the value of work procedures which are related to effectiveness and efficiency, accuracy. Compliance with rules, consistency, and successful achievement of goals. Fourth, work ethical values related to mutual respect and respect, integrity, fairness and honesty.

Collaboration Skills

Collaboration skills are one of the skills that will be useful in the 21st century or what is known as 4C (critical thinking, creative thinking, communicating, and collaborating). Collaboration skills consist of the words skills and collaboration. Skills according to the KBBI come from the word "skilled" which means dexterous or capable. Etymologically, collaboration comes from English, namely "Collaboration". Collaboration consists of the words Co and Labor which can be interpreted as the unification of existing energy. This unification means working together to achieve goals (Ihtiarni, 2023).

Collaboration is a process where a group of individual work together, consider diverse perspectives, participate in group discussions, make contributions, and listen to each other (Tekad, 2022). Another opinion says that collaboration is a necessary ability for individuals to work together with team members effectively, as well as develop decision-making abilities to reach mutual agreements (Firman et al., 2023). (Dewi et al., 2020) say that collaboration refers





to cooperation, coordination, and interaction that promotes beneficial interdependence within a group, aimed at achieving common goals. We can conclude that collaboration is an activity of working together, coordinating and interacting between individuals or team members with the aim of reaching agreement and achieving common goals. Collaboration is carried out by considering diverse perspectives, group discussions, active contributions, and decision-making abilities. Collaboration skills can be interpreted as a character where an individual can easily work together, coordinate, interact with other people so that they succeed in achieving their goals.

There are several indicators of collaboration skills. According to (Pratiwi et al., 2020), these indicators, namely effective group collaboration without obstacles, and group goals can be achieved; collaboration with diverse teams by respecting differences in opinions, ways of working, habits, and understanding each other's weaknesses; the contribution of each individual by providing ideas, energy and adaptation time for each individual with other individuals; responsible for carrying out his duties correctly, compromising, brainstorming and discussing to make decisions; as well as open communication to express opinions and can be easily invited to discuss.

Operational Definition of Variables

Operational Definitions of Variables are prepared to simplify and maintain uniformity in the data collection process, prevent differences in interpretation, and determine variable boundaries (Ulfa, 2019). The following is an explanation of the Operational Definition of Variables in this research:

Table 1. Operational Definition of Variables

Variable	Variable Concept	Variable Indicator	Source
organizational participation	Conditions where an individual is bound to an organization, becomes part of the organization, is recognized for its presence, and participates in the organization.	Policy values	(Sutoro et al., 2020)
		Work rules values	
		Work procedure values	
		Work ethic values	
Collaboration Skills	The ability of an individual to work well with other people to achieve a predetermined goal.	Collaboration in groups effectively	(Pratiwi et al., 2020)
		Group collaboration with diverse teams	
		Contributions from each individual	
		Adaptation of each individual	





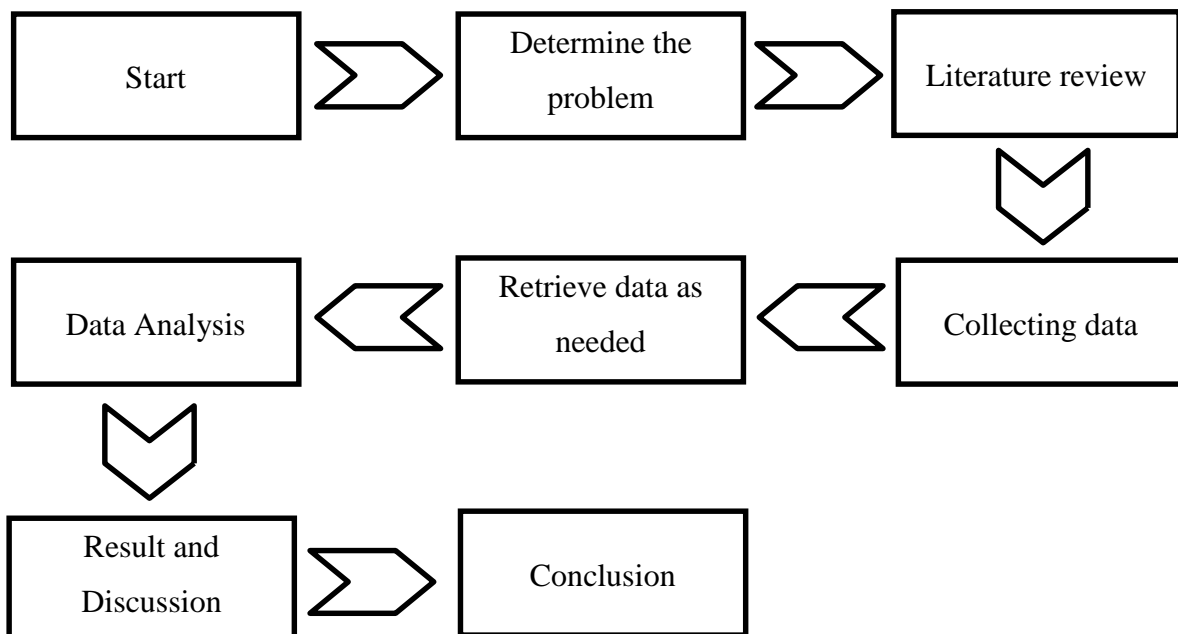
		Sense of responsibility	
		Compromise to make a decision	
		Open communication to express opinions and can be easily invited to discuss.	

METHOD

This research uses a qualitative approach to analyze the topics discussed. This research explains how organizational participation can influence students' collaboration skills in learning office administration. The object of this research is students in the office administration course. The type of data used in this research is secondary data taken from journal articles or books.

The data collection technique for this research is literature study. The population used in this research is all documents and literature related to the research topic, such as books and journal articles. The samples in this research were 6 pieces of literature from the population which had been reviewed for relevance, logic and clarity

Figure 1. Research Flow Chart



Source: modified from Borg & Gall, 2003: 775





RESULT AND DISCUSSION

Result

This research is research that uses the literature study method. Researchers have collected several articles that are relevant to the research and examined these articles. The following are the search results from the article:

Table 2. The Results of Literature Review

Article Title	Author's Name (Year of Publication)	Research Result
Student Character Development through Participation in Organizations.	Menella Angelia Putri and Achmad Supriyanto (2020)	Character can be formed from all aspects, one of which is by joining a student organization. Students who are organized have better communication and interaction skills and are more active. This is because they are used to interacting before and it is this interaction that shapes the student's character.
Level of Self-Confidence Judging from Participation in Organizations	Wika Agustina and Irma Herliana (2024)	Students who are organized and students who are not organized have different levels of self-confidence from each other. Students who are organized tend to be more confident than students who are not organized. This is because when organizing, students will be used to discussing and conveying their opinions or thoughts to other friends.
The Role of Student Organizations in Forming Democratic Attitudes.	Diah Nastiti (2023)	Hima Public Administration helps form a democratic attitude as a campus partner and facilitator for its members. Ormawa forms students' democratic attitudes by encouraging students' mindsets to think critically, be disciplined, and be responsible. Barriers to improving democratic attitudes are limited human and financial resources and members' poor time management abilities. Efforts made to overcome obstacles include designing interesting programs such as national dialogue, improving communication,





		establishing partnerships or cooperation, and coordinating, as well as conducting evaluations.
Lesson Study-based Think Pair Share learning can improve students' collaboration skills in the Diversity of Living Creatures course in the Science Study Program at Malang State University.	Yossie Ulfa Nuzalifa (2021)	Student collaboration skills in the Diversity of Living Creatures course in the Science Study Program at the State University of Malang increased through the application of Lesson Study-based Think-Pair-Share learning. This is because in Think-Pair-Share learning, students will exchange ideas and interact with their group friends to solve problems.
Student Collaboration Skills in Exploratory Learning of Local and Global Phenomena regarding Solar Radiation and Temperature in Lake Tondano.	Agnes Jainef Anggelina Ruitan, Ni Wayan Suriani, Anneke Tienneke Rondonuwu, Alfrits Komansilan, Brian Ricard Wola, Milan Kisy Rogahang, and Grisye Ichnetsya Z. Mirontoneng (2023)	Students in exploratory learning of local and global phenomena regarding solar radiation and temperature in Lake Tondano have good collaboration skills. This is proven by a score of 89 (Very Good) in the assessment of the collaboration skills aspect, namely good collaboration skills. This is seen from the contribution score, time management, problem solving, working with other people, and investigation techniques
Analysis of Collaboration Skills of Social Sciences Students at the University of Lampung	Pujiati, Nurdin, and Wardani (2022)	62.349% of social sciences students at the University of Lampung agree with the importance of collaboration skills. These students have met the criteria for collaboration skills, namely positive interdependence, direct interaction between students, individual accountability in groups, activeness in groups, productivity, respect for opinions, and compromise.

Discussion

Organizing is often a dream for students when they are in the world of college. This organization can have an impact on the students themselves because of the relationships and activities within it. Organizations can shape the character of each individual within them. Based on searches of relevant articles, it is said that the interactions and communication that occur in





organizations make students accustomed to socializing with other people. This also encourages students to become more active. Because they are used to communicating such as discussing or expressing opinions, students who organize become more confident because they are used to speaking in front of many people. Organizations also make students democratic because they are used to thinking critically, being responsible, having the courage to express opinions, and being able to respect other people's opinions.

In the 21st century, collaboration skills are one of the skills that must be mastered by the younger generation, including students. Collaboration skills make us accustomed and easy to work with many people. Almost all jobs require collaboration skills because work is done by helping each other. Students' collaboration skills can be improved by interacting a lot, exchanging ideas or opinions to find a solution to a problem. Someone can be said to have collaboration skills if they contribute, manage time, find solutions to problems, work with other people, and carry out investigations. Apart from that, in collaborative activities, there must be positive interdependence, direct interaction between students, individual accountability in the group, activeness in the group, productivity, respect for opinions, and compromise.

In every lesson there are certainly times when students need to collaborate with friends in the same group or class. This is a form of improving social skills, making it easier to solve problems, wanting to be involved in helping, getting used to working with other people, and much more. This is also needed in learning office administration. In general, learning about office administration involves learning about work activities in the office, how to maintain office files, how to solve problems in the office, and so on. Overall, office activities require collaboration, whether between employees or between departments. Therefore, students who study Office Administration must get used to always collaborating because what they learn today will have visible effects when they work in the office. Collaboration in the office usually includes working on team projects, communicating to solve problems in a meeting, making work more effective and efficient, getting to know lots of people easily so you have lots of relationships, etc.

Based on the journal findings above, we can see that organizing can form student characters who are interactive, communicative, active, confident, think critically, want to express opinions, are responsible, express opinions, and want to respect other people's opinions. Experience in organizations makes students hone their interpersonal skills. Students' collaboration skills are formed for several reasons according to the journal above. Some of these things are a lot of interaction, exchanging opinions, contributing, managing time, finding solutions to problems, working with other people, conducting investigations, positive dependence, direct interaction between students, individual responsibility in groups, activeness in groups, productive, respecting opinions, and compromise. Based on this explanation, we can understand that students' organizational output is the reason why students' collaboration skills can increase. By frequently working with people outside the classroom, students will get used to doing that and bring the habit of always being open to collaborating with other people into the classroom when they study. Organization is one of the factors that shape students' character and they can apply this character in classroom learning. Interactions in organizations and classes are not much different, such as discussing or dividing work to help each other. Good organization will also foster a sense of responsibility in students because they are aware of the work they have to do likewise when collaborating. Students who have a sense of responsibility will be open to collaborating when there are assignments or projects so that their projects can be completed quickly. Of course there are still many things that encourage improving





collaboration skills. In this research, we finally understand that organizing has a positive influence on students' collaboration skills.

In the office sector, it is no longer a secret that employees must be productive, able to think critically, able to express opinions, capable of responsible time management, communicative, and able to work with other people. Based on the conclusions from searching relevant articles, it is known that collaboration skills are skills where students are productive, able to think critically, able to express opinions, capable of responsible time management, communicative, and able to work with other people. This could mean that learning Office Administration needs to encourage students to have collaboration skills. This aims to prepare students when they enter the world of work. In office learning, increased collaboration skills will help when there is a project that requires carrying out an office simulation, such as a project to make a video meeting where there must be a Chairman, Secretary, MC, preparing the flow, decoration, and others. If collaboration is lacking, the meeting simulation will be hampered due to lack of cooperation and communication. Other examples are discussions on using the Controlling Management function to solve office problems, improving office communication skills, being able to implement business services well, improving time management skills, making group assignments easier in making presentations or writing papers, and many more. We can conclude that collaboration skills have an influence on office learning so that learning feels more understandable and tasks will also feel easier for students. Apart from that, collaboration skills also make students act like they are in an office environment.

CONCLUSION AND RECOMMENDATION

Organizations can indeed help improve students' collaboration skills. The student characters formed in the organization, such as being interactive, communicative, willing to work together, be responsible, respect each other, and so on, become the organization's output for the students within it. This character is the reason why collaboration skills can be formed. Organizational skills help make learning Office Administration easier to understand and make tasks feel lighter. The younger generation should be encouraged to join organizations so that they can train their soft skills because it will be useful in the world of work, whether in an office or not.

Implication

Based on the results of the research that has been carried out, this research is expected to provide benefits. Some implications that can be drawn from this research are:

1. The results of research that organizations have an influence on student character can be a consideration for students who are looking to find out the influence of organizations on each of them
2. The results of research that organizations can influence learning can make people no longer think that organizations are just a waste of time
3. The results of the research show that collaboration skills can make it easier to learn Office Administration and in the office world itself. It is hoped that this can encourage students to be more collaborative
4. The research results and literature in this study can be a reference for future researchers in similar research
5. The research results and shortcomings in this research can help future researchers as revision material so that they can produce better research





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