



KP-S1-01

PROGRAM STUDI SARJANA, DEPARTEMEN AKTUARIA, FSAD-ITS
Undergraduate Program, Department of Actuarial Science, FSAD-ITS

PERMOHONAN SURAT PENGANTAR KERJA PRAKTIK
Student Request Letter for Practical Workspace to the Company

F-1

20.....

Kode/code: KA184704

SKS/Credit: 2 SKS

I. IDENTITAS MAHASISWA/Student Identity

1. Data Mahasiswa I/1st student identity

- a. Nama/Name :
- b. NRP/Student Identity Number :
- c. Program Studi/Study Program :
- d. Alamat/Address :
- e. Nomor Telepon/Phone Number :

2. Data Mahasiswa II/2nd student identity

- a. Nama/Name :
- b. NRP/Student Identity Number :
- c. Program Studi/Study Program :
- d. Alamat/Address :
- e. Nomor Telepon/Phone Number :

II. TEMPAT KERJA PRAKTIK/Practical Workplace

- 1. Nama Instansi/Company Name :
- 2. Alamat Instansi/Company Address :
- 3. Unit Kerja/Work Unit :
- 4. Rencana Waktu Bekerja/Working Time Plan :

Surabaya, 20.....

Pemohon I/Applicant I

Pemohon II/Applicant II

(.....)

NRP.

(.....)

NRP.

Mengetahui,
 Kepala Departemen Aktuaria
Head of Dept. of Actuarial Science

Dosen Pembimbing KP I
PW Lecturer Supervisor I

Dosen Pembimbing KP II
PW Lecturer Supervisor II

(.....)

NIP.

(.....)

NIP.

(.....)

NIP.

Form F-1 adalah surat permohonan dari mahasiswa kepada Departemen Aktuaria untuk membuatkan surat permintaan Kerja Praktik ke perusahaan
F1-Form is a request form from student to the Department of Actuarial Science to make a letter of request to the companies of Practical Working.

Proses pembelajaran di Departemen Aktuaria ITS meliputi: perkuliahan, Kerja praktik, dan Tugas Akhir. Berikut adalah beberapa dokumen yang digunakan pada proses Kerja Praktik, yaitu: 1) SOP KP (SOP), 2) Pedoman, 3) Formulir pengajuan Surat Permohonan KP (F-1), 4) Surat permohonan KP di Perusahaan (F-2), 5) Surat balasan dari perusahaan (F-3), 6) Formulir rekaman kegiatan (F-4, F-5, F-6), 7) Formulir penilaian (F-7, F-8, dan F-9).

The learning process in the Department of Actuarial Science ITS includes: lectures, Practical Work (PW), and Final Project (FP). There are some documents in the process of PW, i.e.: 1) SOP of PW (SOP), 2) Manual, 3) Form of filing request letter PW (F-1), 4) Letter of PW request to the Company (F-2), 5) Letter reply from the company (F-3), 6) Form of recording activities (F-4, F-5, F-6), 7) Form of assessment (F-7, F-8, and F-9).

F-A	F-B	F-1	x	F-2	F-3	F-4	F-5	F-6	F-7	F-8	F-9
SOP of PW	Practical work report writing form	Form of filing request to the company		Letter of PW request to the company	Letter reply from the company	PW proposal supervising form	PW supervising form	Activity form in the company	PW company assessment form	Assessment of report form	Satisfaction Questionnaire



KP-S1-04

PROGRAM STUDI SARJANA, DEPARTEMEN AKTUARIA, FSAD-ITS
Undergraduate Program, Department of Actuarial Science, FSAD-ITS

BUKTI BIMBINGAN PROPOSAL KERJA PRAKTIK DI DEPARTEMEN
Evidence of Practical Work Proposal Supervising at The Department

F-4

20.....

Kode/code: KA184704

SKS/Credit: 2 SKS

Nama/Name :

NRP/Student Identity Number :

Nama Instansi/Company Name :

Unit Kerja/Work Unit :

Nama Pembimbing/Supervisor Name :

Periode KP di Perusahaan/Period of PW :

No	Tanggal Date	Materi yang dibahas Proposal Component Discussion	Tanda tangan Dosen Pembimbing Lecturer Supervisor Sign
1			
2			
3			
4			
5			
6			
7			
8			
9			

Form F-4 merupakan bukti bahwa mahasiswa telah melakukan pembimbingan selama pembuatan proposal KP yang akan dilampirkan pada saat mengajukan permohonan KP di perusahaan.

Proses pembelajaran di Departemen Aktuarial ITS meliputi: perkuliahan, Kerja praktik, dan Tugas Akhir. Berikut adalah beberapa dokumen yang digunakan pada proses Kerja Praktik, yaitu: 1) SOP KP (SOP), 2) Pedoman, 3) Formulir pengajuan Surat Permohonan KP (F-1), 4) Surat permohonan KP di Perusahaan (F-2), 5) Surat balasan dari perusahaan (F-3), 6) Formulir rekaman kegiatan (F-4, F-5, F-6), 7) Formulir penilaian (F-7, F-8, dan F-9).
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Surabaya, 20.....
 Dosen Pembimbing KP/PW Lecturer Supervisor

(.....)
 NIP.

F-A	F-B	F-1	F-2	F-3	F-4	x	F-5	F-6	F-7	F-8	F-9
SOP of PW	Practical work report writing form	Form of filling request to the company	Letter of PW request to the company	Letter reply from the company	PW proposal supervising form		PW supervising form	Activity form in the company	PW company assessment form	Assessment of report form	Satisfaction Questionnaire



KP-S1-06

PROGRAM STUDI SARJANA, DEPARTEMEN AKTUARIA, FSAD-ITS
Undergraduate Program, Department of Actuarial Science, FSAD-ITS

BUKTI BIMBINGAN PROPOSAL KERJA PRAKTIK DI PERUSAHAAN
Evidence of Practical Work Proposal Supervising at The Company

F-5

20.....

Kode/code: KA184704

SKS/Credit: 2 SKS

Nama/Name :

NRP/Student Identity Number :

Nama Instansi/Company Name :

Unit Kerja/Work Unit :

Nama Pembimbing/Supervisor Name :

Periode KP di Perusahaan/Time Period of PW :

No	Tanggal Date	Materi yang dibahas Proposal Component Discussion	Tanda tangan Pembimbing Supervisor Sign
1			
2			
3			
4			
5			
6			
7			
8			
9			

Form F-6 merupakan bukti bahwa mahasiswa telah melakukan pembimbingan selama pembuatan laporan KP. Form ini akan dilampirkan pada laporan KP.

Proses pembelajaran di Departemen Aktuarial ITS meliputi: perkuliahan, Kerja praktik, dan Tugas Akhir. Berikut adalah beberapa dokumen yang digunakan pada proses Kerja Praktik, yaitu: 1) SOP KP (SOP), 2) Pedoman, 3) Formulir pengajuan Surat Permohonan KP (F-1), 4) Surat permohonan KP di Perusahaan (F-2), 5) Surat balasan dari perusahaan (F-3), 6) Formulir rekaman kegiatan (F-4, F-5, F-6), 7) Formulir penilaian (F-7, F-8, dan F-9).
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Surabaya, 20.....
 Pembimbing Perusahaan KP/PW Supervisor

(.....)
 NIP.

F-A	F-B	F-1	F-2	F-3	F-4	F-5	x	F-6	F-7	F-8	F-9
SOP of PW	Practical Work Report Writing Form	Form of filling request to the company	Letter of PW request to the company	Letter reply from the company	PW proposal supervising form	PW supervising form		Activity Form in the company	PW Company assessment form	Assessment of report form	Satisfaction Questionnaire



KP-S1-05

PROGRAM STUDI SARJANA, DEPARTEMEN AKTUARIA, FSAD-ITS
Undergraduate Program, Department of Actuarial Science, FSAD-ITS

BUKTI KEGIATAN DI PERUSAHAAN
Evidence of Activity at The Company

F-6

20.....

Kode/code: KA184704

SKS/Credit: 2 SKS

Nama/Name :

NRP/Student Identity Number :

Nama Instansi/Company Name :

Unit Kerja/Work Unit :

Nama Pembimbing/Supervisor Name :

Periode KP di Perusahaan/Time Period of PW :

No	Tanggal Date	Jam Kerja Working time		Kegiatan Activity	Tanda Tangan Pembimbing Lapangan CSS*)
		Mulai Start	Selesai Finish		
1					
2					
3					
4					
5					
6					
7					
8					
9					

Catatan/Note: Salin berkas ini jika diperlukan/Copy this form if needed.
 *) Tanda tangan pembimbing lapangan/CSS: Company Supervisor Signature
 Setiap paraf harap disertai dengan stempel perusahaan/Each initial sign should be stamped with the company stamp.

Form F-5 merupakan bukti bahwa mahasiswa telah melaksanakan kerja praktik di perusahaan dan telah melakukan pembimbingan dengan pembimbing dari perusahaan.

Proses pembelajaran di Departemen Aktuarial ITS meliputi: perkuliahan, Kerja praktik, dan Tugas Akhir. Berikut adalah beberapa dokumen yang digunakan pada proses Kerja Praktik, yaitu: 1) SOP KP (SOP), 2) Pedoman, 3) Formulir pengajuan Surat Permohonan KP (F-1), 4) Surat permohonan KP di Perusahaan (F-2), 5) Surat balasan dari perusahaan (F-3), 6) Formulir rekaman kegiatan (F-4, F-5, F-6), 7) Formulir penilaian (F-7, F-8, dan F-9).
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Surabaya, 20.....
 Mengetahui,
 Pemimpin Perusahaan/Company Leaders

(.....)
 NIP.

F-A	F-B	F-1	F-2	F-3	F-4	F-5	F-6	x	F-7	F-8	F-9
SOP of PW	Practical Work report writing form	Form of filling request to the company	Letter of PW request to the company	Letter reply from the company	PW proposal supervising form	Activity form in the company	PW supervising form		PW company assessment form	Assessment of report form	Satisfaction Questionnaire



KP-S1-07

PROGRAM STUDI SARJANA, DEPARTEMEN AKTUARIA, FSAD-ITS
Undergraduate Program, Department of Actuarial Science, FSAD-ITS

PENILAIAN OLEH PEMBIMBING PERUSAHAAN
Assessment by Company's Supervisor

F-7

20.....

Kode/code: KA184704

SKS/Credit: 2 SKS

Nama/Name :

NRP/Student Identity Number :

Nama Instansi/Company Name :

Unit Kerja/Work Unit :

Nama Pembimbing/Supervisor Name :

Komponen Penilaian

Component of Assessment

Nilai/Score*)

0-55

56-65

66-85

86-100

1. KEDISIPLINAN/DISCIPLINE

a.	Ketepatan waktu kerja: datang dan pulang kerja tepat waktu. <i>Come and leaving on time</i>				
b.	Mengerjakan tugas sesuai arahan <i>Perform tasks as directed</i>				
c.	Menyelesaikan tugas tepat waktu <i>Finishing the assignment/tasks on time</i>				

2. PENGETAHUAN/KNOWLEDGE

a.	Kemampuan dasar <i>Basic Knowledge</i>				
b.	Pengetahuan teknis yang dimiliki pada awal Kerja Praktik <i>Technical knowledge at the beginning of practical work</i>				
c.	Pengetahuan teknis yang dicapai pada akhir Kerja Praktik <i>Technical knowledge gained at the end of the practical work</i>				

3. KEAHLIAN/SKILL

a.	Mengoperasikan alat dan menerapkan metode <i>Operating tools and implementing methods</i>				
b.	Pengumpulan Informasi dan Penyelesaian Masalah <i>Collecting information and solving problem</i>				
c.	Kemampuan Bahasa dan Komunikasi <i>Language Proficiency and communication skill</i>				

4. KEHADIRAN/ ATTENDANCE

a.	Izin/With Permission Hari/Days
b.	Sakit/Sick Hari/Days
c.	Alpa/Without Permission Hari/Days

5. CATATAN TAMBAHAN/POSTSCRIPT:

^{*)}Silakan memberi nilai berupa angka pada masing-masing komponen penilaian.
Please write a numerical value for each of components of assessment.

Formulir F-7 adalah formulir penilaian kinerja mahasiswa/i yang dilakukan oleh pembimbing perusahaan. Formulir ini diserahkan kepada Dosen Pembimbing KP
Form F-7 is a student assessment form conducted by a company supervisor. This form is submitted to the PW supervisor.

Proses pembelajaran di Departemen Aktuarial ITS meliputi: perkuliahan, Kerja praktik, dan Tugas Akhir. Berikut adalah beberapa dokumen yang digunakan pada proses Kerja Praktik, yaitu: 1) SOP KP (SOP), 2) Pedoman, 3) Formulir pengajuan Surat Permohonan KP (F-1), 4) Surat permohonan KP di Perusahaan (F-2), 5) Surat balasan dari perusahaan (F-3), 6) Formulir rekaman kegiatan (F-4, F-5, F-6), 7) Formulir penilaian (F-7, F-8, dan F-9).
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....., 20.....

Pembimbing KP Perusahaan
PW Company Supervisor

(.....)
 NIP.

F-A	F-B	F-1	F-2	F-3	F-4	F-5	F-6	F-7	x	F-8	F-9
SOP of PW	Practical Work report writing form	Form of filing request to the company	Letter of PW request to the company	Letter reply from the company	PW proposal supervising form	PW supervising form	Activity form in the company	PW company assessment form	Assessment of report form	Satisfaction Questionnaire	



KP-S1-08

PROGRAM STUDI SARJANA, DEPARTEMEN AKTUARIA, FSAD-ITS
Undergraduate Program, Department of Actuarial Science, FSAD-ITS

PENILAIAN OLEH DOSEN PEMBIMBING KP
Assessment by PW Lecturer Supervisor

F-8

20.....

Kode/code: KA184704

SKS/Credit: 2 SKS

Nama/Name :
 NRP/Student Identity Number :
 Nama Instansi/Company Name :
 Unit Kerja/Work Unit :
 Nama Pembimbing/Supervisor Name :

Komponen Penilaian

Component of Assessment

Nilai/Score*)

0-55

56-65

66-85

86-100

1. KEDISIPLINAN/DISCIPLINE

a.	Kemampuan dasar <i>Basic Knowledge</i>				
b.	Pengetahuan teknis yang dimiliki saat mulai kerja praktik <i>Technical knowledge at the beginning of practical work</i>				
c.	Pengetahuan teknis yang dicapai setelah selesai kerja praktik <i>Technical knowledge gained at the end of the practical work</i>				

2. IMPLEMENTASI/IMPLEMENTATION

a.	Kemampuan memformulasikan masalah <i>The ability to formulate a problem</i>				
b.	Kemampuan memecahkan permasalahan <i>The ability to solve the problem</i>				
c.	Kesesuaian rencana dan pelaksanaan <i>The suitability of the plan and implementation</i>				

3. LAPORAN KP/REPORT

a.	Sistematika <i>Systematic</i>				
b.	Kemampuan bahasa dan komunikasi <i>Language Proficiency and communication skill</i>				
c.	Isi/substansi laporan <i>Report Content</i>				

4. KEHADIRAN/ ATTENDANCE

a.	Izin/With Permission Hari/Days
b.	Sakit/Sick Hari/Days
c.	Alpa/Without Permission Hari/Days

5. CATATAN TAMBAHAN/POSTSCRIPT:

^{*)}Silakan memberi nilai berupa angka pada masing-masing komponen penilaian.
Please write a numerical value for each of components of assessment.

Formulir F-7 adalah formulir penilaian kinerja mahasiswa/i yang dilakukan oleh pembimbing perusahaan. Formulir ini diserahkan kepada Dosen Pembimbing KP
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....., 20.....

Pembimbing KP Perusahaan
 PW Lecturer Supervisor

(.....)
 NIP.

F-A	F-B	F-1	F-2	F-3	F-4	F-5	F-6	F-7	F-8	x	F-9
SOP of PW	Practical Work report writing form	Form of filling request to the company	Letter of PW request to the company	Letter reply from the company	PW proposal supervising form	PW supervising form	Activity form in the company	PW company assessment form	Assessment of report form	Satisfaction Questionnaire e	



KP-S1-09

PROGRAM STUDI SARJANA, DEPARTEMEN AKTUARIA, FSAD-ITS
Undergraduate Program, Department of Actuarial Science, FSAD-ITS

KUESIONER KEPUASAN PENGGUNA
Satisfaction Questionnaire

F-9

20.....

Kode/code: KA184704

SKS/Credit: 2 SKS

Identitas Responden:

Nama/Name :

Posisi/Position :

No. HP/Phone Number :

Nama Instansi/Company Name :

Unit Kerja/Work Unit :

Alamat/Address :

Nama Mahasiswa/Student's Name :

Kepada Bapak/Ibu, untuk meningkatkan kualitas mahasiswa/i Program Studi Sarjana Departemen Aktuarial ITS, Kami ingin meminta kesediaan Bapak/Ibu untuk berbagi informasi mengenai kinerja mahasiswa/i yang melaksanakan KP dan mengerjakan tugas di perusahaan/instansi Anda. Terima kasih untuk waktu dan kerjasamanya.

Petunjuk: Berilah jawaban pada semua pertanyaan dengan cara menuliskan pendapat Anda mengenai mahasiswa/i kami. Berikan tanda centang pada kotak yang disediakan.

Keterangan nilai: 1: Sangat Buruk, 2: Buruk, 3: Netral, 4: Baik, 5: Baik Sekali

Komponen Penilaian <i>Component of Assessment</i>		Nilai/Score ^{*)}				
		1	2	3	4	5
1	Integritas mahasiswa/i pada perusahaan <i>Student's integrity</i>					
2	Profesionalisme <i>Professionalism</i>					
3	Kemampuan kepemimpinan <i>Leadership skill</i>					
4	Kemampuan komunikasi <i>Communication skill</i>					
5	Kemampuan Bahasa Inggris/asing <i>English/foreign language skill</i>					
6	Pengetahuan teknologi <i>Technological knowledge</i>					
7	Kemampuan kerja sama <i>Teamwork skill</i>					
8	Pengembangan diri <i>Self-development</i>					
9	Kemampuan adaptasi <i>Ability to adapt</i>					
10	Etika saat bekerja <i>Ethics</i>					
11	Tanggung Jawab <i>Responsible</i>					

1. Menurut Bapak/Ibu, apa kelebihan mahasiswa selama menjalankan KP di instansi/perusahaan?

2. Menurut Bapak/Ibu, apa kekurangan mahasiswa selama menjalankan KP di instansi/perusahaan?

3. Saran untuk meningkatkan kualitas mahasiswa/I Departemen Aktuaria ITS

F-A	F-B	F-1	F-2	F-3	F-4	F-5	F-6	F-7	F-8	F-9	x
SOP of PW	Practical Work report writing form	Form of filling request to the company	Letter of PW request to the company	Letter reply from the company	PW proposal supervising form	PW supervising form	Activity form in the company	PW company assessment form	Assessment of report form	Satisfaction Questionnaire	