

GUIDELINE BOOK

IMPLEMENTATION AND PREPARATION OF REPORTS PRACTICE WORK (DV234702) UNDERGRADUATE AND VOCATION PROGRAM

VISUAL COMMUNICATION DESIGN
Faculty of Creative Design and Digital Business
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FOREWORD

This Practical Work (KP) Handbook offers an informative overview for students, teaching staff, supervising lecturers, and all stakeholders seeking clear procedures for organizing Practical Work courses within the Department of Visual Communication Design, Faculty of Creative Design and Business Digital at ITS.

Additionally, the aim of this Practical Work (KP) Handbook is to serve as a comprehensive guide, fostering a shared understanding among all participants engaged in Practical Work (KP) activities. This shared comprehension encourages the execution of duties and responsibilities with a strong sense of accountability aligned with individual roles and functions.

The content of this handbook encompasses various aspects, including the significance and objectives of Practical Work, its implementation, guidelines for generating reports, and the stipulated requirements. While every effort has been made to address various aspects, it is acknowledged that this book may only encompass some possible scenarios that could arise during its implementation. Thus, the collaboration and input of all parties involved in Practical Work (KP) activities are greatly anticipated, including constructive feedback for enhancing this guidebook.

In conclusion, our sincere appreciation is extended to all those who have contributed to the creation and publication of this guidebook. Your support and input have been invaluable in bringing this resource to fruition.

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BAB 1

INTRODUCTION

1.1 Background

In preparation for equipping visual communication design (DKV) graduates to transition into the professional realm seamlessly, incorporating a practical work activity (KP) becomes indispensable. KP serves as a conduit for introducing students to the intricacies of the DKV domain while concurrently honing their ability to address authentic issues within the purview of companies, institutions, or industries. The KP endeavour is notably specialized, entailing a comprehensive analysis of pertinent issues within these organizational contexts and formulating viable solutions.

This immersive experience fosters the development of knowledge and skills and engenders a genuine comprehension of the DKV discipline. The overarching objective of KP within the DKV Department is to cultivate personal aesthetics and a sense of autonomy when operating within the design arena. This outcome ultimately empowers graduates with the proficiencies requisite for professional and scholarly endeavours, facilitating lucid communication of ideas and conceptual frameworks.

When translated into the professional landscape, KP underscores practical problem-solving predicated upon actual conditions rigorously evaluated on both professional and societal scales. As a practical amalgamation of theoretical knowledge, KP represents a substantial undertaking for students, functioning as a trial ground wherein their acquired knowledge is applied to project work. Notably managed in collaboration with companies, institutions, or industries closely aligned with design, KP encapsulates a genuine trial of students' skills, thereby rendering it a definitive precursor to their imminent professional journeys.

1.2 Understanding

Students within the Department of Visual Communication Design (DKV) must have satisfactorily completed all mandatory courses as stipulated in the curriculum as they approach the culmination of their bachelor's degree program. Among these essential courses, the Practical Work (KP) stands prominent. Executed in external companies or agencies outside the ambit of ITS and aligned with DKV Department fields, the KP course is obligatory for all students, carrying a credit weight of 3 and scheduled for Semester 7. Its overarching objective is to furnish students with practical experience that seamlessly complements their academic knowledge while engaging with real-world practices within a professional milieu facilitated by companies, institutions, or industries at the designated KP location.

In the context of this discussion, KP activities encompass the full spectrum of tasks associated with its implementation. This encompasses the inception phase, including proposal submissions, correspondence with the partnering company, the active KP process, and the comprehensive report preparation culminating in the issuance of final scores. Students undertaking these KP activities receive guidance from an appointed Supervisor designated by the KP coordinator overseeing the process.

The implementation timeline for KP spans between a minimum of 2 months and a maximum of 3 months within the premises of the hosting company, institution, or industry outside the confines of the regular lecture schedule. The participating students strategically determine this timeline and require endorsement from the respective company, agency, or industry. For on-site implementation, students are ably mentored by staff members from the hosting company, institution, or industry, referred to as Field Supervisors moving forward.

Practical Work can also be conducted within the confines of ITS without compromising the significance and credit allocation of the KP module. However, it necessitates adherence to requisite administrative protocols, overseen by the Department's Secretary specializing in Final Assignments, Practical Work, and DKV Cooperation.

The subsequent section outlines the credit computation for the KP component:

1 SKS = 170 minute

3 SKS = 510 minute/week x 16

= 8160 minute = 136 hours

= 136 clock : 4 hours work/day

= 34 working days (*halftime*)

1.3 Objective

Through the successful completion of KP, students are poised to attain a comprehensive insight into the practical dynamics prevailing within their chosen field of expertise or study. In addition, KP catalyzes expanding students' horizons in DKV professional realms, facilitating the following contextual aspects:

1. **Articulating Practical Problems:** Students will adeptly delineate real-world challenges encountered in the company, institution, or industry hosting their KP, subsequently aligning these issues with theories acquired during their academic tenure. The culmination of this endeavour takes the form of a comprehensive report.
2. **Problem Identification and Resolution:** Proficiency in identifying and proactively addressing practical challenges within the company or institution is fostered through KP.

This mainly pertains to matters closely aligned with the student's expertise, culminating in a meticulously structured KP report.

3. **Interdisciplinary Collaboration Appreciation:** An intrinsic understanding of interdisciplinary cooperation is nurtured, inculcating a multifaceted perspective and enhancing students' potential for effective collaboration across domains.
4. **Recognition of the DKV Profession's Societal Impact:** Students gain a deeper appreciation for the societal significance of the DKV profession, recognizing its pivotal role in shaping the world.
5. **Cultivation of Professional Mindset:** The KP experience cultivates a professional mindset, moulding students into individuals attuned to the expectations and demands of the DKV industry.
6. **Acquisition of Novel Equipment and Systems Mastery:** Students harness the opportunity to acquire proficiency in novel equipment and systems pertinent to the DKV profession.
7. **Heightened Professional Confidence:** KP fosters a sense of confidence within students, strengthening their belief in their chosen profession and ability to contribute effectively.

Through these multifaceted dimensions, the KP experience emerges as a pivotal avenue for students to augment their practical understanding and harmonize it with their academic pursuits, ultimately paving the way for well-rounded professionals poised to contribute meaningfully to their chosen field.

BAB II

PRACTICE WORK PROCEDURE

2.1 Practical Work Requirements

A. General Conditions

Students enrolling in the Practical Work Course (KP) must adhere to the stipulated guidelines to ensure academic accountability. The procedural steps are outlined below:

1. **Credit and GPA Criteria:** Students must have completed a minimum of 100 credits of courses, or their equivalent up to level 4 design, with a GPA of ≥ 2.00 .
2. **Active Enrollment:** Students must be officially registered as active participants within the ITS DKV Department.
3. **Registration as KP Participant:** Enrollment as a KP participant should be done by registering with the designated KP Coordinator.
4. **FRS Registration:** Students are required to be listed on the FRS (Study Plan Form) for the ongoing semester.
5. **Adherence to KP Regulations:** Familiarity with and adherence to the regulations governing KP activities is mandatory.
6. **Alma Mater Representation:** Students are expected to uphold the esteemed reputation of their Alma mater.
7. **Submission Timing:** The KP submission should be made at least one month before the KP implementation date for administrative considerations.
8. **Avoidance of Multiple Applications:** Applying for KP in multiple locations (double applications) is not permissible.
9. **Cancellation Protocol:** Requests for KP cancellations necessitate confirmation from the intended company/agency/industry. If no response is received within two months, participants can seek new KP opportunities upon acquiring approval from the Department's KP Coordinator.
10. **Awaiting Official Confirmation:** Implementation of KP activities must await an official response letter from the intended company/agency. This response will serve as the foundation for determining the status of report book submissions.

11. **Schedule Alterations:** In case of changes to the KP implementation schedule, prompt notification to the DKV KP Coordinator is imperative.
12. **Topic Alignment:** Chosen topics must align with the field of expertise or study. Any change in topic between proposal and field implementation should be communicated to the Supervisor.
13. **Visual Output:** Students must produce a portfolio of at least five visual works during the KP duration.
14. **Regulatory Adherence:** Willingness to conform to the diverse regulations governing KP activities is essential.

By diligently adhering to these stipulated conditions, students can ensure a seamless and productive Practical Work experience that aligns harmoniously with their academic journey.

B. Specific Conditions

Since KP serves as a platform to comprehend and practically engage in DKV roles, specific stipulations are outlined for its execution. KP is conducted within reputable companies or institutions, possessing clear business licenses for either profit or non-profit operations, with a specific demand for expertise in the DKV field.

1. KP can be pursued individually or in groups, with a maximum limit of 2 members.
2. The selection of KP location and timeline is determined in consultation with the assigned faculty advisor.
3. It is recommended that the KP implementation schedule be chosen to avoid conflicts with other lecture commitments.
4. The execution of KP is carried out under the tutelage of both competent internal and external supervisors.
5. Students are required to maintain a logbook, adhering to the prescribed format diligently.

By adhering to these specialized conditions, students can optimize their KP experience, gaining comprehensive exposure to real-world DKV operations under the guidance of experienced mentors.

2.2 Procedure for Practical Work Submission

Before embarking on the KP endeavour, students must adhere to the subsequent procedure. The initial registration process is conducted by engaging with the KP coordinating lecturer during guardianship or consultation. Upon receiving approval for the KP application, students are subsequently authorized to undertake the KP within the designated location.

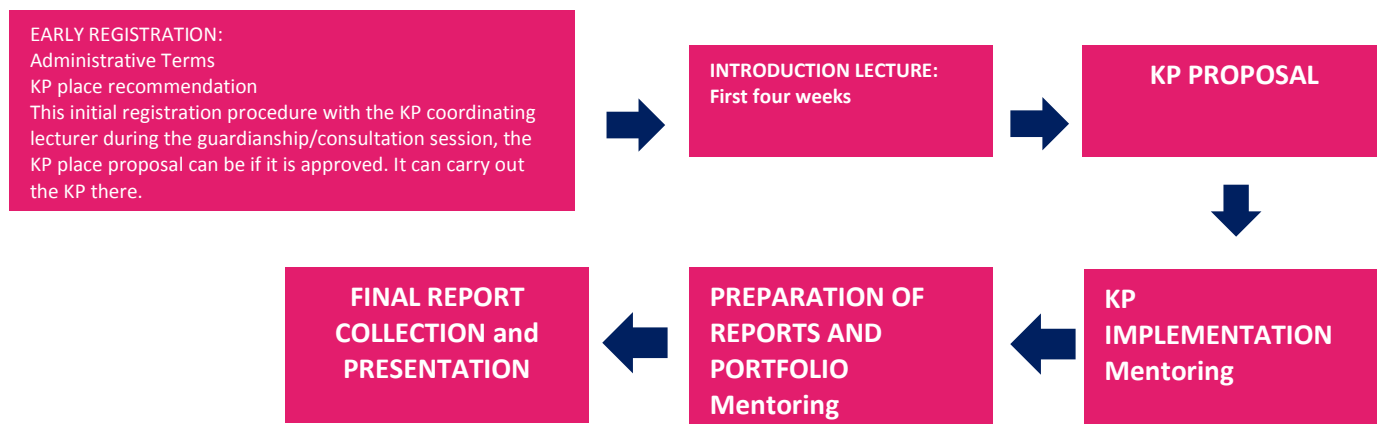


Figure 2.1 Procedures for implementing Practical Work

2.3 Method of Implementation

The implementation methodology for this KP course encompasses a range of strategies, which include (but are not limited to) the following:

- **Holiday Period Preference:** It is recommended that KP activities be undertaken during the intersession between even and odd semesters to prevent disruptions to the ongoing lecture schedule.
- **Non-Holiday Period Consideration:** KP can also be executed outside the intersession, subject to approval following consultations with the guardian lecturer or Practical Work/Internship Coordinator.
- **Duration Specifications:** A standard KP duration spans between a minimum of 60 days and a maximum of 90 days (equivalent to 2-3 months).
- **Reputable Company Engagement:** KP is carried out within companies renowned for their credibility and standing. This requires prior endorsement from the KP lecturer/coordinator concerning the chosen KP location.

- **Application of Theoretical Knowledge:** Students are expected to apply the knowledge from their lectures to the practical context within the chosen company. This practical application is evident through documentation outputs like portfolios and reports.
- **Logbook and Documentation:** Students must diligently complete logbooks and document their KP-related activities.
- **Consultation and Reporting Protocol:** Regular consultation and periodic reporting of KP outcomes to internal (lecturer) and external (supervisor/manager) mentors are obligatory.
- **Comprehensive Report Submission:** In proximity to the completion of the KP period, students are required to prepare and deliver a comprehensive report on their KP experience to their internal supervisor (supervisor).

By adhering to these outlined steps, students ensure a structured and effective execution of their KP activities, synchronizing theoretical knowledge with practical applications and maintaining an open line of communication with their mentors.

2.4 Selection of Practical Work Venue

Students undertaking KP must meticulously select venues within companies, agencies, or industries actively engaged in operations pertinent to their academic disciplines. The chosen venues should also align with the relevant competencies of the participating students. This selection process should occur prior to the submission of KP proposals.

Students are at liberty to carry out their KP within the geographical confines of Surabaya. However, should there be a justifiable need for an expanded breadth of knowledge and skills, students can venture beyond the Surabaya area, contingent upon receiving approval from the designated KP Coordinator.

DKV ITS students can embark on KP across various authorized locations, carefully tailored to the specific mapping and departmental requisites. These include, but are not restricted to, establishments such as printing companies, advertising agencies, multimedia corporations, governmental ministries, mass media enterprises, startups, multinational corporations, and other pertinent entities. The viability of the selected venue is bolstered by the necessary official permissions, ensuring a diverse array of platforms for students to engage in meaningful KP experiences that correspond to their academic pursuits.

2.4.1 Criteria for Selecting KP Venue

In choosing a venue for KP, the following set of criteria are to be observed:

1. **Legal Business Entity:** The selected venue must possess legal business legitimacy and recognition. This encompasses a spectrum of entities such as state institutions/agencies, locally-owned enterprises, and private companies legally constituted as PT/CV.
2. **Availability of Professional Guidance:** The chosen KP location should provide access to experienced field assistants who assume pivotal roles within the organizational hierarchy, holding designations such as supervisors or managers.
3. **Demonstrable Professional Track Record:** The KP venue should boast a commendable history of professional conduct. This can be substantiated through tangible indicators such as the company's profile featured on a publicly accessible website or information medium. Additionally, the selected KP location should have an established operational history, showcasing business stability spanning a minimum of 3 years since its inception.

By satisfying these stipulated criteria, students ensure their engagement in a KP setting that aligns seamlessly with educational objectives and fosters an environment conducive to meaningful learning experiences.

Feasible KP Topics and Companies

The range of potential topic areas and companies for DKV students to consider for their KP engagement encompasses:

- **Advertising and Production House**
- **Printing and Publishing Companies**
- **Content Providers and Branding Consultants** - both within the digital and print domains
- **Film, Recording Studios, Television Stations, and Electronic Media** - with registered broadcasting licenses
- **Animation Studios and Animation Production Training Programs** - requiring a minimum duration of 2 months
- **Software Development Companies and Digital Game Developers**
- **E-commerce Enterprises** - featuring relevant job qualifications about DKV scholarship
- **State and Regionally-Owned Enterprises/Institutions (BUMN/BUMD)** - featuring job qualifications aligned with DKV scholarship
- **Directorate-Level Units within Internal ITS** - featuring job qualifications pertinent to DKV scholarship

- **Start-Up Ventures** - possessing both a business license and job qualifications aligned with DKV scholarship

By embracing these diverse thematic possibilities, DKV students can actively participate in KP undertakings that resonate with their academic trajectory, fostering valuable experiences and knowledge exchange across industries.

2.5 Appointment of Supervisors

Each student is guided by a pair of Supervisors hailing from the respective study program throughout the KP activities. This tandem comprises Supervisor I and Supervisor II. The pool of potential Supervisors encompasses all lecturers within the DKV department capable of being designated and allocated as Supervisors. It is obligatory for the Functional Position of Supervisor I to be positioned at a higher level than that of Supervisor II. In cases where this arrangement proves unfeasible, Advisors I and II may be nominated within the study program to occupy analogous academic functional positions.

2.6 Practical Work Supervision Activities

Each KP student must engage in regular supervision sessions with their supervisors, occurring at least once weekly. These interactions are documented through an Assistance Guidance Card. The guidance sessions are versatile, transpiring either on-campus or at the KP site, and entail at least three evaluation visits. Alternatively, these sessions can be conducted in an online format.

Upon fulfilment of KP responsibilities, supervisors possess the authority to confer a "fit for exams" status upon students, contingent upon their KP report aligning with stipulated academic prerequisites. The primary intent of these supervision activities is to ascertain eligibility for the KP examination. Said examination transpires collectively after the semester, manifesting as presentations, seminars, or a comprehensive assembly of reports and portfolios. The fulfilment of administrative requisites complements this culminating assessment.

2.7 Practical Work Assessment

The Practical Work (KP) assessment transpires through a seminar or presentation format, following the declaration of eligibility by the Supervisor. After the examination administered by the Supervisor, students are assigned KP scores. The awarded grades reflect students' adeptness in

delivering the examination presentation—demonstrating mastery of content and depth of insight. Additionally, the evaluation encompasses the calibre and comprehensiveness of reports, encompassing written submissions, substantiating work documents, and adherence to KP implementation timelines. Furthermore, input solicited from KP venues concerning work outcomes, behavioural attitudes, and character disposition contributes to the overall assessment process.

2.8 Components of Practical Work Assessment

Table 2.1 Practical Work Assessment

No	Assessment Component	%	Evaluator
1	Work Results (Quality)	20 %	From KP Place
2	Work Attitude	20 %	From KP Place
3	Personality (Performance)	20 %	From KP Place
4	Report Writing	20 %	Supervisor
5	Portfolio of Work	20 %	Supervisor
	Total	100 %	

Information:

is conducted based on the report's calibre, structural arrangement, and comprehensiveness. Portfolio Evaluation (A4 Landscape Format): Evaluation encompasses the quality of Portfolio outcomes, encompassing factors such as Project Weight, Methodology, Process, and Final Work.

Evaluation:

The Practical Work assessment encompasses the subsequent components:

- External Evaluation (Company-based): This accounts for skills, competencies, and professional demeanour (50%)
- Internal Evaluation (Department-based): This encompasses both the report and portfolio evaluation (50%)

How to convert values from KP place

No	Aspek Penilaian	Nilai Huruf *)						
A	Hasil Kerja :							
	1. Kualitas	A	AB	B	BC	C	D	E
	2. Ketepatan Waktu	A	AB	B	BC	C	D	E
	3. Kuantitas	A	AB	B	BC	C	D	E
B	Sikap Kerja :							
	1. Disiplin Waktu	A	AB	B	BC	C	D	E
	2. Kehadiran	A	AB	B	BC	C	D	E
	3. Kerjasama Tim	A	AB	B	BC	C	D	E
	4. Etika Kerja	A	AB	B	BC	C	D	E
	5. Inisiatif	A	AB	B	BC	C	D	E
C	Pribadi :							
	1. Performance	A	AB	B	BC	C	D	E
	2. Keinginan untuk maju	A	AB	B	BC	C	D	E
	3. Tanggung Jawab	A	AB	B	BC	C	D	E
	4. Terampil/ Tanggap	A	AB	B	BC	C	D	E

Cat: *) Lingkari pada huruf yang sesuai dengan penilaian saudara

Istimewa	Baik Sekali	Baik	Cukup Baik	Cukup	Kurang	Kurang Sekali
4	3,5	3	2,5	2	1	0
81 – 100	71 – 80	66 – 70	61 – 65	51 – 60	41 – 50	0 – 40

A = 90
 AB = 75
 B = 68
 BC = 63
 C = 56
 D = 40
 E = 0

Contoh:

A. Hasil Kerja

1. Kualitas : AB = 75
 2. Ketepatan : A = 90
 3. Kuantitas : AB = 75
 Jumlah 240 dibagi 3
 (sesuai sub nilainya) maka
 nilai rata-rata **Hasil Kerja**
 adalah **80**

Demikian juga selanjutnya

B. Sikap (dibagi 5)

C. Kepribadian (dibagi 4)

2.9 Timeline for Practical Work Implementation

No	Uraian	Minggu ke															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
I	Tahap Persiapan:																
1	Registrasi Administratif																
2	Koordinasi Awal KP																
3	Pengumpulan Proposal																
II	Tahap Pelaksanaan:																
4	Pelaksanaan KP																
III	Tahap Pelaporan:																
5	Asistensi BAB I, II																
6	Asistensi BAB III																
7	Asistensi BAB IV																
8	Draft Laporan KP (lengkap)																
9	Verifikasi Kelengkapan Lap. KP																
10	Pengumpulan Laporan Final																
11	Evaluasi Akhir Laporan																

Mid

Final

Important Notes:

- Only reports meeting the stipulated administrative, technical requirements, and completeness criteria will be deemed acceptable for evaluation.
- **The report format adheres to A4 paper dimensions, utilizing Times New Roman font size 12, maintaining a line spacing of 1.5, and observing margin specifications of 4cm for the left margin and 3cm for the right, upper, and lower margins.**
- Students failing to submit reports within the designated schedule will be regarded as having withdrawn from the Practical Work module for the respective semester.

2.10 Required Documents for Practical Work Compilation

Hardcopy Submissions:

1. Three Copies of the Internship (KP) Reports, each comprising a minimum of 3 Exemplars (One Exemplar submitted to the Supervisor/Guidance Lecturer, one for the relevant student, and one for the host Company/Institution).
2. A Work Portfolio consisting of at least 3 Exemplars (One Exemplar for the Supervisor/Guidance Lecturer, one for the respective student, and one for the hosting Company/Institution).
3. The KP Reports and Work Portfolios should be neatly bound with soft covers.

Softcopy Submissions:

1. A PDF File encompassing the complete and duly signed KP Report.
2. A PDF File containing the comprehensive Work Portfolio.

Submission of Practical Work Reports

The Practical Work Report is produced in triplicate and is to be submitted to the following entities:

1. The company where the Practical Work was undertaken.
2. Departmental Laboratory.
3. Internal Advisor.

Essential Practical Work Documents

1. The Department issued a formal cover letter.
2. Certificate acquired from the Practical Work site (KP location).
3. Certificate indicating the successful completion of the Practical Work program (from the KP site).
4. Evaluation sheet obtained from the Practical Work location. Assessment Forms and Original Practical Work SKs (Skills/Knowledge, abbreviated as SK) from ratified KP sites, bearing the endorsement (signature and stamp) of Company/Institution Authorities and Field Supervisors, will be submitted to the KP Advisors or Coordinators.
5. Practical Work Report ratification sheet. The Report Approval Sheet can be endorsed by the Supervisor and reviewed by the KP Coordinator once all components are complete and have been systematically organized by the respective student (prior to binding).

The Supervisor is responsible for presenting the five valuation components to the KP Coordinator (including the original assessment sheet and a copy of the SK from the KP location for archival purposes).

BAB 3

IMPLEMENTATION OF PRACTICE WORK

Upon receipt of an official confirmation letter from the company or agency hosting the Practical Work (KP), students must acquire a Travel Letter from DKV. This is a formal authorization for their entry into the designated company or agency premises for the KP engagement. In executing this KP program, several crucial considerations need to be observed:

1. Before commencing KP activities, students should consult with their assigned Supervisor regarding any specific instructions or tasks to be accomplished during the fieldwork phase.
2. During the fieldwork phase, students operate under the supervision of the designated Field Supervisor. Consequently, students must consistently seek guidance from the Field Supervisor while completing their tasks. This practice ensures that the presence of students does not disrupt the operational flow of the host company or institution, preventing any potential detriment to the host entity.
3. While within the premises of the host company or institution, students are advised to conduct themselves with decorum, adhering to local regulations and consistently upholding the esteemed reputation of their alma mater.
4. The execution of this KP initiative should ideally adhere to the prearranged activity schedule proposed in the KP plan. Suppose adjustments to the schedule are necessary and permissible by the host company or agency. In that case, these modifications should be promptly communicated to the KP Coordinator and KP Advisor, accompanied by valid justifications.
5. Students with any obligations or dependencies with the host company or institution (e.g., borrowed reference materials) should ensure their prompt resolution before the conclusion of the KP period. This proactive measure aims to preempt potential issues or complications that arise subsequently.
6. When students encounter challenges impeding their progress during the KP process, they are urged to notify the relevant parties promptly. Such communication ensures that suitable solutions can be promptly devised.
7. Students who confront circumstances preventing them from completing the KP within the stipulated timeframe must formally notify the KP Coordinator and KP Advisor. This step

facilitates requesting an extension for the program's duration. Otherwise, non-completion would result in the classification of the KP as unfinished, thus triggering standard deadlines for report submission.

By conscientiously adhering to these guidelines, students can ensure a productive and constructive KP experience aligned with the academic standards and professional conduct expected within this context.

3.1 Penalties

The ensuing penalties shall be imposed under the following conditions:

1. Students who fail to undertake KP despite receiving an acceptance response from the intended company/institution shall be ineligible to apply for a new KP within the same semester. However, this stipulation only holds if the student fulfils cancellation requirements endorsed by the KP coordinator.
2. Suppose a letter of acceptance from the company/agency hosting the KP arrives at DKV after the stipulated deadline for KP implementation (as per the Submission Letter). In that case, such tardiness shall not be deemed valid. Consequently, the KP execution under these circumstances shall be considered null and void. Affected students are welcome to reapply for a new KP.
3. Students grappling with unresolved cases from previous KP activities are precluded from submitting fresh KP proposals until said cases are duly resolved.
4. Submission of report books extending beyond three months after the KP conclusion, for any rationale, shall be declined (rejected), prompting students to submit novel KP proposals encompassing distinct subject matters.
5. Students who do not participate in the KP seminar within the same semester as the KP execution are allowed to do so in the subsequent semester at the latest.
6. The maximum allowable timeframe for executing all KP activities is two semesters. Should the KP process still need to be completed after this 2-semester, the student shall be deemed unsuccessful in the KP course. Such students are encouraged to submit new KP proposals featuring different topics.

7. Students substantiated to have engaged in fraudulent conduct during KP activities shall have their KP invalidated. These students are welcome to submit a fresh KP proposal on a different topic.
8. For students entering graduate school, the KP course grades can be released before the semester's conclusion. This scenario negates the requirement for follow-up seminars for graduating students (Judicium).
9. Any matters not covered by this regulation shall be referred to the Head of the DKV-ITS Department, with due consideration for input from pertinent stakeholders.

BAB IV

SYSTEMATICS OF PRACTICE WORK REPORTS

In its essence, the KP report structure encompasses three primary sections: the initial section, the central section, and the concluding section. The initial part encompasses components such as the cover page, title page, endorsement page, KP certificate, assessment sheet from the KP location, anti-plagiarism declarations, Preface, table of contents, list of tables, list of figures, and attachments list. The core segments of the document encompass an introduction, a comprehensive description of the KP site, a review of pertinent literature and existing studies, design outcomes and associated discussions, and concluding insights and recommendations. The concluding section is comprised of the Bibliography and the Appendices.

For ease of comprehension among DKV Department students, the KP report format is concisely and practically outlined as follows:

The Initial Section/Introduction:

- Illustrated report cover (external)
- Title Page (internal)
- KP Report Checklist
- Report Approval Sheet (endorsed by the KP supervisor and ratified by the KP Coordinator)
- KP Certificate (validated by the KP site)
- Photocopy of Assessment Sheet from the KP site (originally submitted to the Advisor)
- Plagiarism Declaration Page (signed by the author with a 6000-stamp duty)

Abstract Foreword

1. The Preface might exclusively express the author's gratitude towards individuals deemed indispensable, whose contributions merit acknowledgement beyond mere words. To maintain the succinct nature of the Preface, a maximum of five individuals are recommended for acknowledgement.
2. The Preface should span no more than one page, conveying gratitude promptly following a concise introduction.

By adhering to this delineated structure, students can readily comprehend and execute the KP report format while ensuring the clarity and coherence expected in academic documents.

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INTRODUCTION Background

- **Company/Institution/Industry Description:** A succinct overview of the company or institution is presented, commencing with general aspects such as its profile, the breadth of activities, organizational structure, and its relevance to the student's academic field. Subsequently, a more specific account of the unit or department assigned during the practical work is provided.
- **Context/Problem:** Explicating the tasks to be accomplished during practical work, incorporating the problem's contextual backdrop. This section details issues within the Practical Work environment and introduces the forthcoming solutions. For instance, they are designing a solution for clients to address ongoing challenges.
- **Scope:** Delimitation of the problem's extent.
- **Problem Limitations:** The constraints of the discussed problems, outlining their scope and the targeted solutions to align with defined objectives.

METHOD This section provides comprehensive insights into Practical Work execution. It outlines the schedule, location, implementation stages, and the roles of field supervisors/KP supervisors. The chronology of practical work, commencing from observation, data collection, design program development, analysis, and report preparation, is detailed here.

DISCUSSION Project Description

- **Management and Organization Aspects:** Discuss project management and the roles of the involved parties, including their duties and responsibilities.
- **Project Organization:** Elaborate on the project's organizational structure and coordination mechanisms, including work schedule management and procedures.

Process Analysis

- **Design Planning Stage:** Examination of the preliminary design planning.
- **Implementation Stage:** Analysis of the design implementation process.
- **Production Stage:** Discussion of the design's production phase.

Discussion of Design Results

- Detailed exploration of the assigned problem.
- Adherence to Scientific Principles: Application of scientific methodology, including:
 - Activities Conducted During KP
 - Data Analysis: Application of DKV field analytical tools studied during lectures to address company issues.
 - Results
 - Discussion and Implications
 - Special Company Assignments: These become distinct sub-chapters under this section if applicable.

This section provides an in-depth portrayal of the allocated problem, adhering to the tenets of scientific reporting. It encompasses activities throughout KP, data analysis using studied DKV analytical methods/tools, results, discussions, implications, and specialized company assignments.

CONCLUSIONS AND RECOMMENDATIONS

- Conclusion
- Recommendation
- Advisory

This section requires students to conclude the issues encountered throughout the KP activities proficiently. It encompasses information regarding the design conclusions formulated to address the specific problems. The suggestions rendered by students are attuned to the hurdles confronted during the work process, as well as the endorsements and strengths offered by the KP sites. Typically, suggestions encompass recommendations for rectifying design flaws, while recommendations provide the author's insights into future enhancements, including proposals for creating indispensable systems.

BIBLIOGRAPHY

Comprises a comprehensive bibliography encompassing theoretical underpinnings drawn from books (a minimum of 5 sources) and online resources. The prescribed citation format adheres to the Turabian style, as outlined in "A Manual for Writers of Term Papers, Theses, and Dissertations," 6th ed.

Bibliography formatting follows these stipulations:

- Single-spaced entries.
- Single-spaced separation between title entries.
- Left-aligned initial line in each entry, with subsequent lines indented by five characters.
- Standard format: Surname of the last author, followed by the initial of the first name. Title. Place of publication: Publisher's name, publication year.

APPENDICES

- Activity Log (Diary) during KP Activities (Appendix 1)
- Practical Work Report Assistance Sheet (Guidance) (Attachment 2)
- Inclusion of Presentation Minutes (Attachment 3)
- Incorporation of Documentation Photos during KP site activities (Appendix 4)
- Attachment of Design Samples crafted during KP (Appendix 5)
- Additional Mandatory Attachments (Physical Evidence, CD, Dummy, Mock-up, etc.)

BAB 5

WORK PRACTICE PORTFOLIO SYSTEMATICS

(BLOW UP PROCESS AND FINAL RESULT OF DESIGN)

PORTFOLIO

The portfolio is formatted in A4 landscape dimensions, constituting the central component of the report. It comprehensively examines the implementation of designs produced within the undertaken projects, encompassing the following aspects:

1. Project Description

- Project Title, Client, and Project Location.
- Project Scope of Work and Design Process, inclusive of supporting data.

1. Methods and Process This section elucidates the stages of the design process enacted during the practical work, such as:

- Design Planning Stage.
- Implementation Stage.
- Production Stage.

1. Design Development

- Design Alternative A (modeled after an external example).
- Design B (modelled after an exterior example).
- Additional Designs (if applicable).

1. Final Design and Specifications

- The Conclusive Design aligned with the designated specifications.

Organizing the portfolio this way ensures a coherent and systematic presentation of the design projects undertaken during the practical work phase.

APENDIX

PRACTICE WORK FORM

- Check List of Practical Work Reports



ITS
Institut
Teknologi
Sepuluh Nopember

KP	DV 234702
	Semester 7
NAMA	
NRP	
Title Practical Work	

CHECKLIST OF COMPLETENESS OF PRACTICAL WORK REPORTS

A Report

No	Description	Complete	Not Yet
1	Illustrated version of report cover (outer)		
2	Title Page (inside)		
3	Report Approval Sheet (Practical Work Supervisor and approved by the Practical Work Coordinator)		
4	Original practical work certificate that has been approved by the KP official (signature + stamp)		
5	Original Assessment Sheet that has been approved by the Practical Workplace official (signature + stamp)		
6	Non-plagiarism statement page (signed by the student on a 10,000 stamp)		
7	Abstract		
8	Introduction		
9	List of contents		
10	List of Tables		
11	list of picture		
12	Appendix List		
13	Assistance Report Sheet (min. 4 times guidance) which has been signed by the supervisor		
14	Attachments (Activity Log, Activity Photos)		
15	Soft copy file of complete practical work report		

B Portfolio

No	Uraian	Complete	Not Yet
1	Hard Copy Practical Work Portfolio (A4 Size)		
2	Soft Copy Practical Work Portfolio (PDF)		

Practical Work Coordinator

Surabaya,
Practical Work
Students

(.....)

(.....)

- Practical Work Report Approval Sheet

PRACTICAL WORK REPORT APPROVAL SHEET

Courses/Code : Practical Work DV 234702
Report Title : _____

Student Name : _____
NRP : _____
Department : Visual Communication Design
Faculty : Faculty of Creative Design and Digital Business
Institut Teknologi Sepuluh Nopember
Surabaya

Practice Work Implementation Time : _____ until _____
Practice Workplace : _____
Company/Instance Address : Street.
Phone/ fax
e-mail

Signed by _____
Practice Work Coordinator _____
Surabaya, ____/ ____ 2023
Practice Work Guide Lecturer

(Putri Dwitasari, ST., M.Ds)
NIP : 198609202018032001

(_____)
NIP :

- Statement of Authenticity of Writing Practical Work Reports

STATEMENT OF AUTHENTICITY OF WRITING PRACTICAL WORK REPORTS

I am a student of the Department of Visual Communication Design, Faculty of Creative Design and Digital Business, Institut Teknologi Sepuluh Nopember Surabaya,

Student Name : _____

NRP : _____

By this stated that the work wrote a Practice Work Report that I made with the title

“TITLE IN CAPITAL LETTERS and BOLD “ is :

- 1) Not a duplicate of written work that has been published or used to obtain a bachelor's degree at another university, except in parts of the source information is listed as a quote/reference in a proper way.
- 2) Created and completed by yourself, using data from the implementation of the Practical Work in the project.

So this statement I make and if it proves not to meet what has been stated above, then I am prepared to cancel this work report.

Surabaya, ____/____ 2023

Signed by the statement issuer

Sign with stamp duty

(Student Name)

NRP:

- **Certificate of Practical Work**

Company/Institution Letterhead

CERTIFICATE OF PRACTICAL WORK

We signed below, explaining that:

Student Name : _____

NRP : _____

Department : Visual Communication Design

Faculty : Faculty of Creative Design and Digital Business

Institut Teknologi Sepuluh Nopember

Surabaya

Have done practical work in our place, PT_____ within a period of time

_____ until _____ by being assigned as

_____ for dealing with **Design Projects**

Thus, we have created this certificate to be used properly. Thank You.

Surabaya,____/____ 2023

Leader/Manager

Field supervisor

Tanda Tangan dan stempel basah

Tanda tangan

(.....)

(.....)

- **Practical Work Assessment Form**

PRACTICAL WORK ASSESSMENT FORM

(Filled by the Leader/Tutor at the Internship)

Student Name : _____
 Student Number : _____
 Division : _____
 Theme/Project Title : _____

According to our observations and assessments during the practical work period: _____ s.d. _____
 are as follows :

No	Assessment Aspects	Letter Value *)						
A	Work result :							
	1. Quality	A	AB	B	BC	C	D	E
	2. Timeliness	A	AB	B	BC	C	D	E
	3. Quantity	A	AB	B	BC	C	D	E
B	Work attitude :							
	1. Time Discipline	A	AB	B	BC	C	D	E
	2. Presence	A	AB	B	BC	C	D	E
	3. Teamwork	A	AB	B	BC	C	D	E
	4. Work Ethics	A	AB	B	BC	C	D	E
	5. Initiative	A	AB	B	BC	C	D	E
C	Personal :							
	1. Performance	A	AB	B	BC	C	D	E
	2. The desire to progress	A	AB	B	BC	C	D	E
	3. Responsibility	A	AB	B	BC	C	D	E
	4. Skilled/Responsive	A	AB	B	BC	C	D	E

note: *) Circle the letter that corresponds to your assessment

Special	Very Good	Good	Pretty good	Fairly	Somewh at	Very Less
4	3,5	3	2,5	2	1	0
81 – 100	71 – 80	66 – 70	61 - 65	51- 60	41-50	0-40

Leader/Manager

Surabaya, ____/____2023

Field Supervisor

Signature and stamps

(.....)

Signature

(.....)

- - Practical Work Activity Log Form (Attachment 1)

LOG ACTIVITY

Day/Date	Activity	Field Supervisor Initials
1		
2		
3		
4		
5		
6		
7		
1		
2		
3		
4		
5		
6		
7		
1		
2		
3		
4		
5		
6		
7		
dst		

- *) Can be duplicated as needed

- Practical Work Report Assistance Sheet (Attachment 2)

REPORT ASSISTANCE SHEET

Student : _____

Student Number : _____

Report Title : _____

Pembimbing : _____

Date	Description/Recommendations for Improvement	Initials	Initial after Revision
	Assistance 1: - Chapter I Introduction Background of KP activities, context/problem, scope, problem boundaries		
	Assistance 2: - Chapter 2 Implementation Methods Scheme/Flow of KP activities and explanation of each process Literature review		
	Assistance 3: - Chapter 3 Discussion Project Description, Process analysis, Discussion of Design Results		
	Assistance 4: - Chapter 4 Conclusion Closing, Bibliography and other Report Completeness		

Surabaya, ____/____ 2023

Student

(student's name and signature)

- **Minutes of Presentation (Appendix 3)**

MINUTES OF PRESENTATION

On _____ day, _____ day, _____ month, _____ year, a Professional Work Report
Presentation was held with the following description;

Title : _____

Student Name : _____

Time : to _____ until _____

Place : _____

Moderator : _____

Discussant : _____

This event report has been prepared for proper use.

Surabaya,
Supervisor

Name and Title

NIP :