

GUIDELINE BOOK

INTERNSHIP GUIDELINES VISUAL COMMUNICATION DESIGN DEPARTMENT

VISUAL COMMUNICATION DESIGN
Faculty of Creative Design and Digital Business
Institut Teknologi Sepuluh Nopember
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Internship Guidelines

Visual Communication Design Department

The internship program under the MBKM scheme that has been in effect since 2020 is the internship conversion credit program. The internship conversion credit program is an internship activity that is included in the MBKM scheme (BUMN internships, independent studies, research, entrepreneurship, teaching assistance in educational institutions, humanitarian projects, thematic KKN, and student exchange) that meets one of the criteria, which is to be converted to the Work Practice Course together with other courses in 1 semester worth a maximum of 20 credits or 2 semesters worth a maximum of 40 credits.

General Requirements

- Registered as an active DKV ITS student
- Have completed ≥ 90 credits
- Have an IPK ≥ 2.75
- Understand and are willing to comply with the various regulations that apply to the internship

Special Requirements

- Students who will participate in BUMN/MBKM internships must obtain a recommendation letter from the department.
- Students who will undergo BUMN/MBKM internships obtain internship/MBKM approval from their advisor, the academic review committee, and the department head through the filling out of the conversion/recognition of credits assessment form and the internship recommendation letter issued by the department.
- The selection of the internship location and time is discussed with the advisor and the department's TKK (Technical and Vocational Education and Training) as the LO (Lead Officer) of the MBKM internship activities at the department level.
- The internship is carried out individually or in groups in accordance with the internship acceptance letter from the place providing the internship activities.
- The implementation of BUMN internships that are members of the FHCI is adjusted to the schedule from the Kampus Merdeka website of the Ministry of Education and Culture.
- The implementation of MBKM activities outside of BUMN internships is adjusted to the schedule from the institution/institute/company with criteria in accordance with MBKM regulations.
- The internship/MBKM is carried out under the guidance of competent internal and external mentors.
- The student fills out the logbook/documents the work in accordance with the established format.
- The conversion of the core courses must have a match with the CPMK $> 80\%$

Implementation Method

The methods of implementation used in this KP course are (not limited to) as follows:

- Students register for MBKM/internship activities on the website provided by the institution/agency/company that oversees the activity.
- Students follow the procedures of each institution/agency/company.
- The internship is conducted according to the schedule of each institution/agency/company, so students who have been accepted for an internship must be ready to start activities according to the schedule.
- The internal supervisor of the internship student is the student's mentor.
- The internship is conducted for a minimum of approximately 6 months or 1 semester.
- Students apply the knowledge they have acquired during their studies to be applied to the company/institution where the internship is taking place, which is indicated by external documentation/media in the form of a report.
- Students must consult and report on their internship activities on a regular basis to the internal supervisor (lecturer) and external supervisor (supervisor/manager).
- Immediately before/after the end of the internship period, students must create and present a report and portfolio of the implementation of their internship to the internal supervisor (supervisor) to get a recommendation for a value that is addressed to the coordinator of the converted course.

Internship Assessments

The components of internship assessment are as follows:

- Assessment from the institution/institute/company: skills, ability/motivation, and work attitude (100%)
- Recommendation of the validity of the value from the internal internship mentor to each coordinator of the converted course
- Internship assessment is entered into the MBKM integra ITS assessment system by the department's academic department based on the conversion credit assessment form