

**2018-2023**



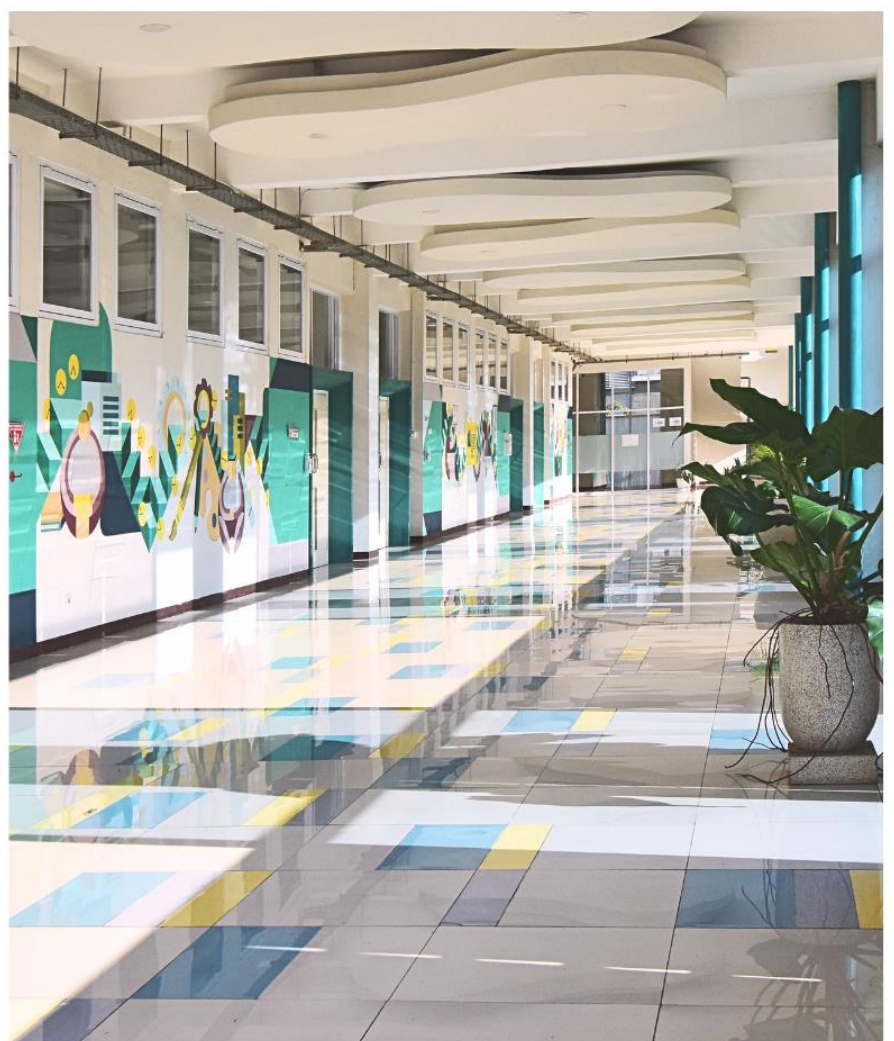
**ITS**  
Institut  
Teknologi  
Sepuluh Nopember



**INTERIOR  
DESIGN  
ITS**

## **INTERNSHIP GUIDELINE**

**Bachelor of Interior Design Program (S1)  
Department of Interior Design  
Faculty of Creative Design and Digital Business  
Sepuluh Nopember Institute of Technology**



## **Introduction**

Praise to God Almighty for the completion of Professional Work Manual or well known as Kerja Profesi (KP), which expected to be able to assist ITS Interior Design students in compiling Proposals, Reports and implementing the KP process fluently and on time. The Covid-19 pandemic has hit the world since the end of 2019 makes us have to adapt in implementing KP. KP that usually be carried out directly in the field, based on ITS Regulations will be carried out online. All for our goodness, health and safety.

KP requires students to document their activities, experience that they got, and also present it in a report book. Students must follow the outline of the writing procedures outlined in this KP Handbook.

Last, this KP handbook is not completely perfect, so the KP Team really needs intake, suggestion, and critiques to polish this Handbook later. All our attempts and our achievement are only for the richness of knowledge for all Interior Design ITS civitas that we love.

## **I. Background**

Kerja Profesi (KP) is one of the subjects that has 3 SKS (3 Credit Semester) that are mandatory for Interior Design ITS students before they work on Final Project. This subject is intended as a learning process for students to feel how to work as Interior Designer in real lids. Kp experience will prepare students for work after graduation.

The Department of Interior Design requires the students who are in their 6th semester and passed Interior Design 4 Subject, to take a Kerja Lapangan (KP). KP will hold for minimum 30 work days in a company that has a portfolio and good credibility. KP's Koordinator will decide the valuation of the company.

## **II. Benefit**

1. students get the opportunity to apply their knowledge about their major in the work field.
2. students can know the actual implementation and process of design.
3. students can compare between theory from university with work practice in the working field.
4. students can deepen their insight about interdiscipline systems in the working field professionally.
5. students can get knowledge, insight and experience in working on Interior Design projects in society.
6. students can help the company with work or projects.
7. The analysis in this paper could bring benefit and be used for company evaluation.

## **III. Purpose**

1. Give an idea of an actual working field to students.
2. To enrich knowledge, ability and understanding that is not given directly in college.
3. Get the experience, observation, and visual introduction directly regarding the conditions in the field.
4. As a training tool in preparing reports for an assignment.
5. preparing a capable and ready to work workforce in society and entrepreneur in Interior Design.

## **IV. Provision and Condition**

### **Condition :**

1. Students are minimum in 6th semester
2. Students passed the Interior Design 4 course.
3. The KP company has good credibility and is approved by the KP coordinator.
4. KP was held online during the Covid-19 pandemic.
5. Students who volunteer in dealing with Covid-19 pandemic are considered equivalent to joining KP.
6. It's recommended to take KP during the semester holiday.

**a. PRE IMPLEMENTATION :**

1. Students do a survey and application for KP when taking Interior Design 4 Course.
2. Students applied to the coordinator lecturer with the KP Application Form (form attached).
3. Students submit Interior Design consultant as a candidate of KP company to coordinator lecturer.
4. Consultation about advisability of KP company with Coordinator Lecturer. (qualified as A or equal).
5. Students submit the KP Application Form which has been filled in and signed and submitted to the Administration section to be processed into a KP Application Letter, (form attached)
6. Students send a Professional Job Application Letter to an interior design consultant.
7. Students who accepted to in KP/haven't got answer from KP company and who already applied for for KP application but want to change the KP company must write and submit a statement letter to old KP company and Department Administration Section as base in process application letter in new company.
8. Coordinator Lecturer distributes the plotting of lecturer supervisor for KP.
9. students carry out the KP according to the schedule by preparing students carry out the KP according to the schedule by preparing:
  - a. Copy of Approval Letter/KP Answer Letter from the Consultant.
  - b. KP attendance (adjusted to KP place standards)
  - c. Logbook
  - d. Assessment Form for Field Supervisors to be assessed (according to Company format)
  - e. Assistance Control Sheet
  - f. Request for resignation/extension of KP schedule (if needed)
  - g. Collecting data for KP reports such as pictures, KP projects etc.

**b. IMPLEMENTATION**

1. Students carry out KP in related companies' minimum 30 days of work and proven by presence record while KP holds and evidence by the company.
2. Students are required to follow all applicable rules at the company including following the established working hours as evidenced by attendance during KP
3. Students do assistance to their supervisor, minimum of 5 times during the KP.
4. The supervisor has the right to cancel the KP or not consider the student related to taking KP if not performed assistance according to the supervisor's rules.
5. Students show good intention, high motivation and good performance as part of company's planning team
6. Students are required to obtain a valuation from KP company with format from Department (form attached).
7. Students are required to compile a logbook of KP implementation under supervisor knowing and KP company by autograph (form attached)

**c. AFTER IMPLEMENTATION**

1. Student who has taking Kerja Profesi (KP) show KP's document as such as:
  - a. KP application letter
  - b. KP acceptance letter from consultant Interior Design company
  - c. KP assessment sheet from company related with department format and stamped by company marks (soft copy format from department)
  - d. proof of assistance in implementing KP (5 minimum) (print screen email signed by supervisor)
  - e. Students are required to make a KP report in the following format:
  
2. Students are required to make a KP report in the following format:
  - a. 70-gram A4 paper (typed back and forth/2 sides).
  - b. The font used is Times New Roman, Normal, Size 12 and spacing 1.5.
  - c. The margin limit is 3 cm from the top edge, bottom edge, right edge and left edge.
  - d. The thickness of the front cover and back cover of the report book is not more than 1 mm (Soft cover) matte paper and laminated. (cover design attached).
  - e. Several things need to be considered when writing tables and pictures:
    - The table/picture number consists of 2 parts, the first part shows the chapter while the second part shows the table/picture number. Table/picture numbers are numbered sequentially with Arabic numerals (indicating the table serial number) Example: Table 2.1 (is a table in CHAPTER II in the order of the first table)
    - The table number and title are placed above the table and every word begins with a capital letter except conjunctions. The distance between the title and the table is given 1 space in Times New Roman, font size 12.
    - The image number and title are placed below, and each word begins with a capital letter except conjunctions. The distance between the title and the table is given 1 space in Times New Roman font size 12.
    - If the table/figure presented is taken or quoted from a particular source, then the source is written below the table or picture with a distance of 1 (one) space in Times New Roman font size 10. Sources that have been further processed need to be marked "reprocessed".
    - If possible, tables are presented on the same page. If the table is more than 1 page long and must be interrupted, it can be continued on the next page but with further information and a table title and column title (table head).
    - Write data with decimal numbers using a comma (,)
  - f. The title of CHAPTER, SUB CHAPTER, SUB SUB CHAPTER, *et cetera*, cannot be in the base of the page without its' contents, fully or partially.
  - g. The first letter after a comma (,), semicolon (;), colon (:), and period (.) must be typed with a space after the punctuation. The letter before it does not require a space before the punctuation.
  - h. Page numbering:
    - For **'title page, approval sheet, abstract, foreword, table of contents, list of images dan list of tables'** must be numbered with **Roman numberings** (i, ii, iii, iv, ... et ceterea) and put on **the bottom center of a page**.

- The **Main and Closing Report (CHAPTER I until attachments)** must be sequentially numbered with Arabic numerals, starting from number one for the INTRODUCTION CHAPTER.
- **Page numbers** are written on the **bottom right for odd pages** and on the **bottom left for even pages**.
- If a chapter ends on an odd numbered page, there must be an extra blank page with an even page number (add text that say “This page is intentionally blank”)
- i. The language used in the report must use scientific language that is precise and concrete, while following the rules of proper Indonesian. Every paragraph must consist of three lines minimum. The contents of the report must follow coherent logic (explicitly or implicitly). For use of foreign languages, do use *italics*.
- j. The hierarchy of subtitles
  - First subtitle       **3.1 BOLD CAPITAL LETTERS**
  - Second subtitle   **3.1.1 Bold Letters**
  - Third subtitle     3.1.1.1 Regular Letters
  - And so on: a, b, c, d, ... etc..
- k. The systematics for writing the report:
  - Title page
  - Abstract
  - Approval sheet
  - Foreword
  - Table of contents
  - List of images
  - List of tables
  - **CHAPTER I     INTRODUCTION**
    - 1.1 Background
    - 1.2 Objectives
    - 1.3 Obstacles
    - 1.4 Significance of Internship
  - **CHAPTER II    COMPANY PROFILE**
    - 2.1 Name of Company
    - 2.2 Address of Company
    - 2.3 History of Company
    - 2.4 Sector of Work
    - 2.5 Organizational Hierarchy
    - 2.6 Company Portfolio
  - **CHAPTER III    INTERNSHIP PROCEDURES**
    - 3.1 Description of procedures
      - 3.1.1 Procedure Times
      - 3.1.2 Procedure Schedules
      - 3.1.3 Work Position
      - 3.1.4 Job description
        - 3.1.4.1 Project 1

*(explain the project brief, your part in the project, and the end result)*

3.1.4.2 Project 2

*(explain the project brief, your part in the project, and the end result)*

3.1.4.3 etc.

3.2 Analysis of Internship Procedures

*Paragraph regarding the general work in the internship*

3.2.1 Company Workflow

3.2.1.1 Company Project Management

*Company marketing, project flow, etc. (as much as you can explain)*

3.2.1.2 Company's SWOT Analysis

● **CHAPTER IV CONCLUSIONS AND SUGGESTIONS**

4.1 Conclusions

4.2 Suggestions

● **ATTACHMENTS**

1. Internship administrative documentation

a. Anti-Plagiarism Statement Letter (with Rp 6000 duty stamp)

b. Digital Scan of Internship Application Letter

c. Digital Scan of Internship Acceptance Letter

d. Attendance Sheet

e. Assistance Control Sheet

f. Evaluation Sheet

g. Logbook (with cover and supervisor data following the attached format)

2. Work Document

a. First Project

*includes analysis, budget plan, photos of the work, work drawings, and finished design (3D or results)*

b. Second Project

c. Third Project

d. Et cetera

l. Students must review their Internship Report at minimum five times or with approval from their corresponding lecturer.

m. Students must not copy their predecessors' reports (the penalty for similarities will be a reduction in points).

n. The bindery of the Internship Report can only be done after approval from the corresponding lecturer/

o. Students must submit 1 copy + 1 CD of their Internship Report (except when the corresponding lecturer asks for a hard copy of the report) to the department's administration by submitting the internship receipt form that has been filled.

p. Grading compositions:

● Company points	: 35 %
● Internship procedure assistance	: 15 %
● Internship report writing assistance	: 15 %
● <u>Internship Report &amp; Presentation</u>	: 35 %
Total	: 100 %

**d. INTERNSHIP ASSISTANCE SCHEDULE**

1. Week I      Emailing the company profile and supervisor data.
2. Week II     Emailing the proof of internship application.
3. Week III    Emailing the work progress.
4. Week IV    Emailing CHAPTER III.
5. Week V     Emailing the score from the company.



**PETITION FOR INTERNSHIP**

No	Student Name	NRP
1		
2		

That the students above have met the requirements of:

- a. As of submission, is at minimum taking the 6<sup>th</sup> semester.
- b. Is taking Interior Design 4 as their course.

And have the right to apply for internship at:

No	Company Name	Address
1		
2		

Length of internship : 30 (*thirty*) days (adjustable)

As of : *date month year until date month year* (adjustable)

Surabaya, .....

Consenting,  
Internship coordinator,

**Name**

**NIP**

**Internship Application Introduction Form**

**DEPARTEMENT LETTERHEAD**

---

Number : date, month year  
Attachment :  
Subject :

Dear **Head of Company**  
**Name of Company**  
**Company Address**

With due respects,

In accordance with the Internship Course DI 14732 that require students to be involved with interior design projects, with this, the Interior Design Department of the Faculty of Creative Design and Digital Business, Institut Teknologi Sepuluh Nopember submits this internship application introduction letter under the name of:

No.	Name	NRP	Department

To get a chance to contribute in the interior design consultant firm that Sir/Madam owns. We have high hopes regarding joining Sir/Madam's business. If Sir/Madam is keen to accept this letter, please send a reply letter to **The Interior Design ITS Department Head.**

For Sir/Madam's trouble of receiving this letter, we pay our regards.

Sincerely,  
The Head,

**Name**

\*) fill only one

## COMPANY LETTERHEAD

---

Number : date, month year  
Attachment :  
Subject :

### INTERNSHIP ACCEPTANCE LETTER

With this letter, we announce that the names below:

1. Name :  
NRP :  
Department/Faculty/Institute : Interior Design, Faculty of Creative Design and Digital Business, Institut Teknologi Sepuluh Nopember
2. Name :  
NRP :  
Department/Faculty/Institute : Interior Design, Faculty of Creative Design and Digital Business, Institut Teknologi Sepuluh Nopember

Has been accepted for an internship at ..... (*company name and address*) for..... days.  
Counted from ..... until .....

Thank you for your cooperation.

Sincerely,  
Supervisor/Manager/Director

**Name**  
**Position**

**Academic Supervisor Appointment Form**

**INTERNSHIP ACADEMIC SUPERVISOR APPOINTMENT**

Asking for Sir/Madam's availability,

Lecturer Name :

Email :

To be the internship academic supervisor for the following students:


that will start their internship for..... days/months. The internship report have to submitted on..... for review/evaluation.

Surabaya,  
Consenting,  
Internship Coordinator

**Name**  
**NIP**

\*) fill one

Important notes:

1. Internship logbook must be submitted as late as one month after the internship ends.
2. Internship reports in odd semester must be submitted in November, while internship reports in even semesters must be submitted in May.

**`Internship Resignation/Work Extension Request Form**

**REQUEST FOR INTERNSHIP RESIGNATION/WORK EXTENSION \*)**

<b>No</b>	<b>Student Name</b>	<b>NRP</b>	<b>Field Supervisor Name</b>

States to resign/extend their position\*) at

Company Name :

Address :

With the following reasons:

.....  
.....  
.....

To be written a resignation/work extension letter at the aforementioned company.

Surabaya,  
Consenting,

**Internship Coordinator Name**  
NIP

\*) choose one

# COMPANY LETTERHEAD

---

## Internship Attendance

No	Day/Date	Entry Time	Exit Time	Signature

....., .....

Knowing,  
Supervisor

**Name** (*stamped*)

**INTERNSHIP LOGBOOK**

..... (*company name*)

**Name :**

**NRP:**

**INTERIOR DESIGN DEPARTMENT  
FACULTY OF CREATIVE DESIGN AND DIGITAL BUSINESS  
INSTITUT TEKNOLOGI SEPULUH NOPEMBER  
EVEN SEMESTER 2021/2022**

## Supervisor Data Form

### SUPERVISOR DATA

1. NAME :
2. POSITION :
3. PERSONAL EMAIL :
4. WORK EMAIL :
5. LANDLINE NUMBER :
6. CELLPHONE NUMBER :





**INTERNSHIP ASSISTANCE CONTROL SHEET**

No	Assistance		Notes	Revision	
	Date	Signature		Date	Signature



**INTERNSHIP GRADING SHEET**

Student Name :  
 NRP :  
 Course/Code :  
 Company :

As reviewed and monitored from ..... until.....the grading for the internship is as follows:

No	Grading Aspects	Grade*)						
A	Work Result							
	1. Quality	A	AB	B	BC	C	D	E
	2. Punctuality	A	AB	B	BC	C	D	E
	3. Quantity	A	AB	B	BC	C	D	E
B	Work Attitude							
	1. Discipline	A	AB	B	BC	C	D	E
	2. Attendance	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. Desire to lead	A	AB	B	BC	C	D	E
	3. Responsibility	A	AB	B	BC	C	D	E
	4. Perceptive	A	AB	B	BC	C	D	E
D	Design Capabilities							
	1. Creativity	A	AB	B	BC	C	D	E
	2. Technical Knowledge	A	AB	B	BC	C	D	E
	3. Work Drawing	A	AB	B	BC	C	D	E

\*)Please circle the corresponding grade

Notes:

Grade Description						
A	AB	B	BC	C	D	E
Excellent	Very Good	Good	Adequate	Poor	Very Poor	Absent From Work

Academic Supervisor

Surabaya, .....  
 Supervisor/Marketing

Name

Name

NIP

**Internship Report Acceptance Form**

**INTERNSHIP REPORT ACCEPTANCE SHEET**

Submitting the internship report of:

Name :  
NRP :  
Consultant/Company Name :  
Address :

Surabaya, .....  
Submitting,

*Student name*  
*NRP*

**INTERNSHIP REPORT ACCEPTANCE SHEET**

Accepting the internship report of:

Name :  
NRP :  
Consultant/Company Name :  
Address :

Surabaya, .....  
Receiving,

.....  
(*Department Staff*)