Book

INTERNSHIP TECHNICAL GUIDE

BOOK

INTERNSHIP TECHNICAL GUIDE

Institut Teknologi Sepuluh Nopember

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DIGI
BRAND

TERM

BUMN	Badan Usaha Milik Negara / stated Own Interprise
CPMK	Capaian Pembelajaran Mata Kuliah / Course learning outcomes
Dosen Pembimbing	Dosen pembimbing magang yang telah ditetapkan SK Fakultas/ Internship supervisor who has been assigned by the Faculty Decree
FHCI	*Forum Human Capital Indonesia*
FRS	Formulir Rencana Studi / *Study Learning Forms*
KP	Kerja Praktek / *Practical Work*
MK	Mata Kuliah / *Course*
Magang Bersertifikat	Program magang bersertifikat industri atau kompetensi yang diselenggarakan oleh FHCI, lokasi magangnya di BUMN./ *Industry certified or competency internship program organized by FHCI, the location of the internship is in BUMN*
Magang Kerjasama	Program magang yang terselenggara berdasarkan kerjasama magang dan dapat diinisiasi baik oleh Subdit PK2, departemen maupun mitra magang. / *The internship program is held based on internship cooperation and can be initiated either by the PK2 Sub-Directorate, departments or internship partners.*
Magang Mandiri	Program magang yang diinisiasi mahasiswa melalui pengajuan permohonan magang ke mitra magang secara mandiri / *Internship program initiated by students by submitting internship applications to internship partners independently.*
Mitra Magang	Perusahaan (BUMN / non-BUMN) / instansi pemerintah yang menerima mahasiswa magang / *Companies (BUMN / non-BUMN) / government agencies that accept internship students*
Pembimbing Lapangan	Pembimbing Magang di Mitra Magang/*Internship supervisor*
PKS	Perjanjian Kerja Sama / *Cooperation Agreement*
PMMB	Program Magang Mahasiswa Bersertifikat/*Certified Student Internship Program*
SIM Magang	Sistem Informasi Magang terintegrasi Satuan Kredit Semester/ *Information System*
SKS	Standar Nasional Pendidikan Tinggi/*National Standard of HE*
SN Dikti	
Subdit PK2	Subdirektorat Pengembangan Kewirausahaan dan Karir/*Sub Directorate of Development Entrepreneurship and Carrier*

TRAFO 3
KEBONROJO
TELKOM
P. KEBON ROJO
P. TELKOM
NOTICE
DANGER

PREFACE

Guided by Permendikbud Number 3 of 2020 concerning National Standards for Higher Education, undergraduate students or applied undergraduate students have the opportunity to study outside of Higher Education. In addition, referring to the ITS Rector's Regulation number 12 of 2019 concerning Applied Undergraduate and Undergraduate Internship Quality Standards, the Institut Teknologi Sepuluh Nopember as a university fulfills the needs of implementing Merdeka - Learning while facilitating students in taking learning outside the classroom to improve their knowledge and skills.

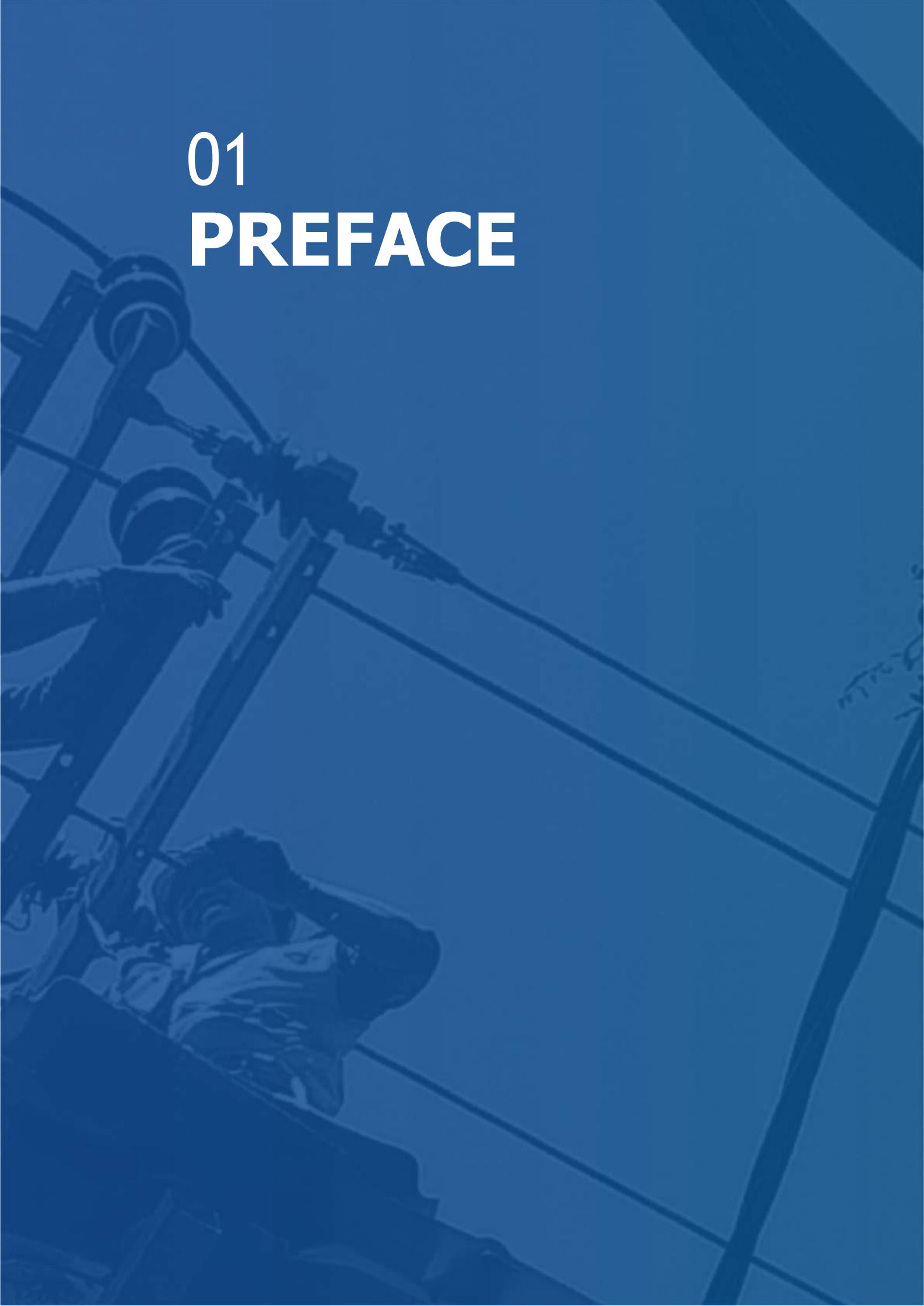
Students, especially in the world of work. The Internship Program provides challenges and opportunities for developing student creativity and capacity as well as developing student independence in acquiring knowledge through the realities and conditions of the business world, especially during the pandemic.

In addition, BUMN / non-BUMN companies as Internship Partners can also handle problems and obstacles in carrying out industrial processes by utilizing knowledge from the background of the student study program. We would like to express our gratitude to the drafting team of this Internship Technical Guidebook and all parties who have contributed ideas and thoughts so that this guidebook can be published. Of course, this book is still far from perfect, therefore we really hope for suggestions, input, and criticism from various parties. Hopefully this book can be a clear reference for students and related parties in the context of optimally implementing the internship program.

Surabaya, October 2020

Sub-directorate of Entrepreneurship and Career
Development Directorate of Student Affairs

Institut Teknologi Sepuluh Nopember



01
PREFACE

01
PREFACE

Based on the ITS Chancellor's Regulation No. 12 of 2019 concerning Applied Undergraduate and Undergraduate Apprentice Quality Standards, the Internship Program is an activity for students to apply and acquire knowledge, general and specific skills / work skills, as well as internalize professional attitudes and appropriate work culture and necessary for the business world. The Internship Program in ITS is managed by the Sub-Directorate of Entrepreneurship and Career Development (PK2) under the coordination of the ITS Directorate of Student Affairs.

1.1
GENERAL GUIDANCE

Students in carrying out the internship must meet the following conditions:

1. Implementation of the Internship Program has a minimum duration of 1 month and a maximum of 6 months.
2. During the Internship Program, students do not have to apply for leave.
3. During the Internship Program, students work on a full-time basis as agreed.
4. Students can get permission to carry out certain academic activities, through talks and agreements with Intern Partners.
5. Students can apply for course conversions with Course Learning Outcomes (CPMK) that are in line with the Internship Program.
6. Students must be guided by internal supervisors from Department Lecturers and field supervisors from Internship Partners
7. Before the Internship Program takes place, students, Departments and Internship Partners are required to sign a cooperation agreement and a memorandum of understanding.

1.2
BENEFIT OF INTERNSHIP PRGOGRAM

A. Benefits of the Internship Program for the Department

- As a means to align departmental curriculum with apprentice partner curriculum.
- It is one of the ways to interact between departments and interns.
- Ensure that the knowledge of lectures in class is relevant to the needs of interns.
- Keeping up to date with the latest information and technology about industrial processes.

B. Benefits of the Internship Program for Students

- Means of applying knowledge in the lecture class to the world of work.
- Means of knowing and studying industrial processes.
- Interact directly with intern partners
- Means of obtaining final project materials.
- Completing course credits.
- Opportunity to experience the world of work firsthand.

C. Internship Program Benefits for Intern Partners

The Internship Program can provide benefits for Internship Partners, where the apprentice partners are BUMN / non-BUMN companies, as follows:

- Get information, knowledge, and new technology from the background of the student study program.
- Handling problems and obstacles in carrying out industrial processes by utilizing knowledge from the background of the student study program.
- Identifying prospective employees early.
- Reducing education and training costs for prospective employees.

02

INTERNSHIP IN THE CURRICULUM

02

INTERNSHIP PROGRAM IN THE CURRICULUM

The Internship Program may be recognized by the Department in the form of internship courses or other courses. The following are forms of alignment of the Apprenticeship Program in the Department's curriculum.

2.1 INTERNSHIP ACTIVITIES RECOGNIZED IN THE FORM OF ON-JOB TRAINING (KERJA PRAKTEK/KP)

Internship Program can be recognized as KP with the following conditions :

- Students can do internships where the mark of the internship that has been obtained can be transferred to KP courses. The value of the internship will be transferred to the KP course if the KP requirements have been met (Figure 2.1)
- Students can carry out internships, where the value of the internship that has been obtained can be transferred to KP courses (if the KP requirements have been met) and in the same semester, students take other courses through online lectures. (Figure 2.2)
- If the KP course has not been taken at the time the student is doing the internship, then the student concerned must take the KP course in the following semester. (Figure 2.3)

The following is an illustration in describing the alternative to taking KP courses through the Internship Program:

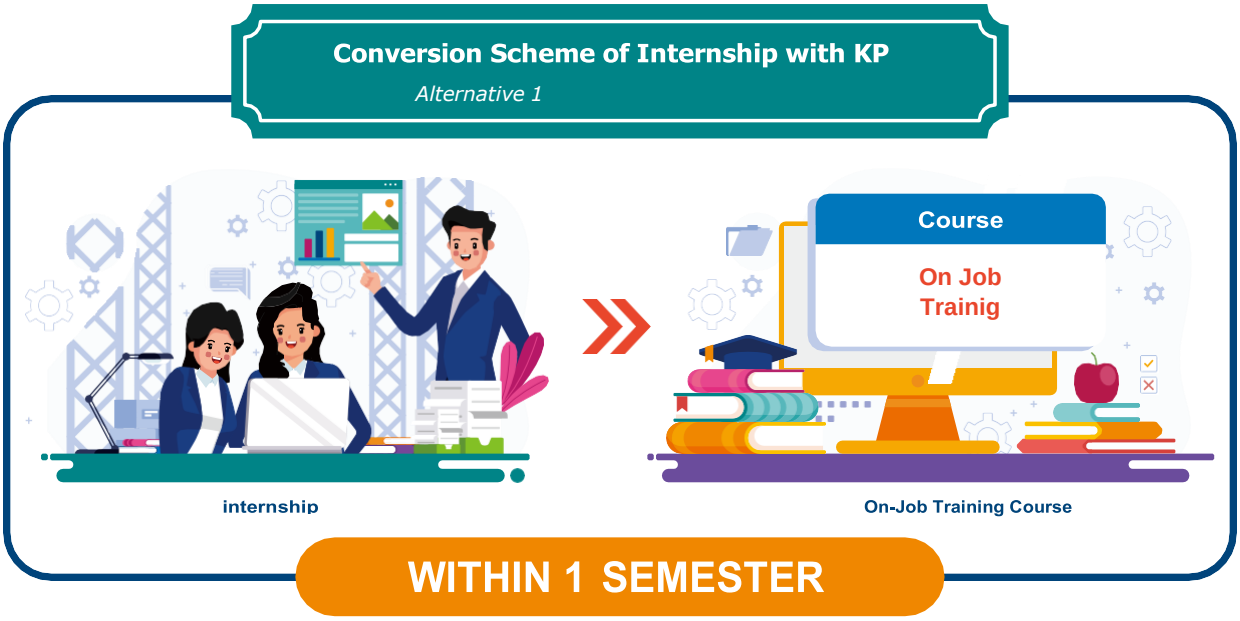


Figure 2.1 Internship and On-Job Training (KP) Course in the same Semester

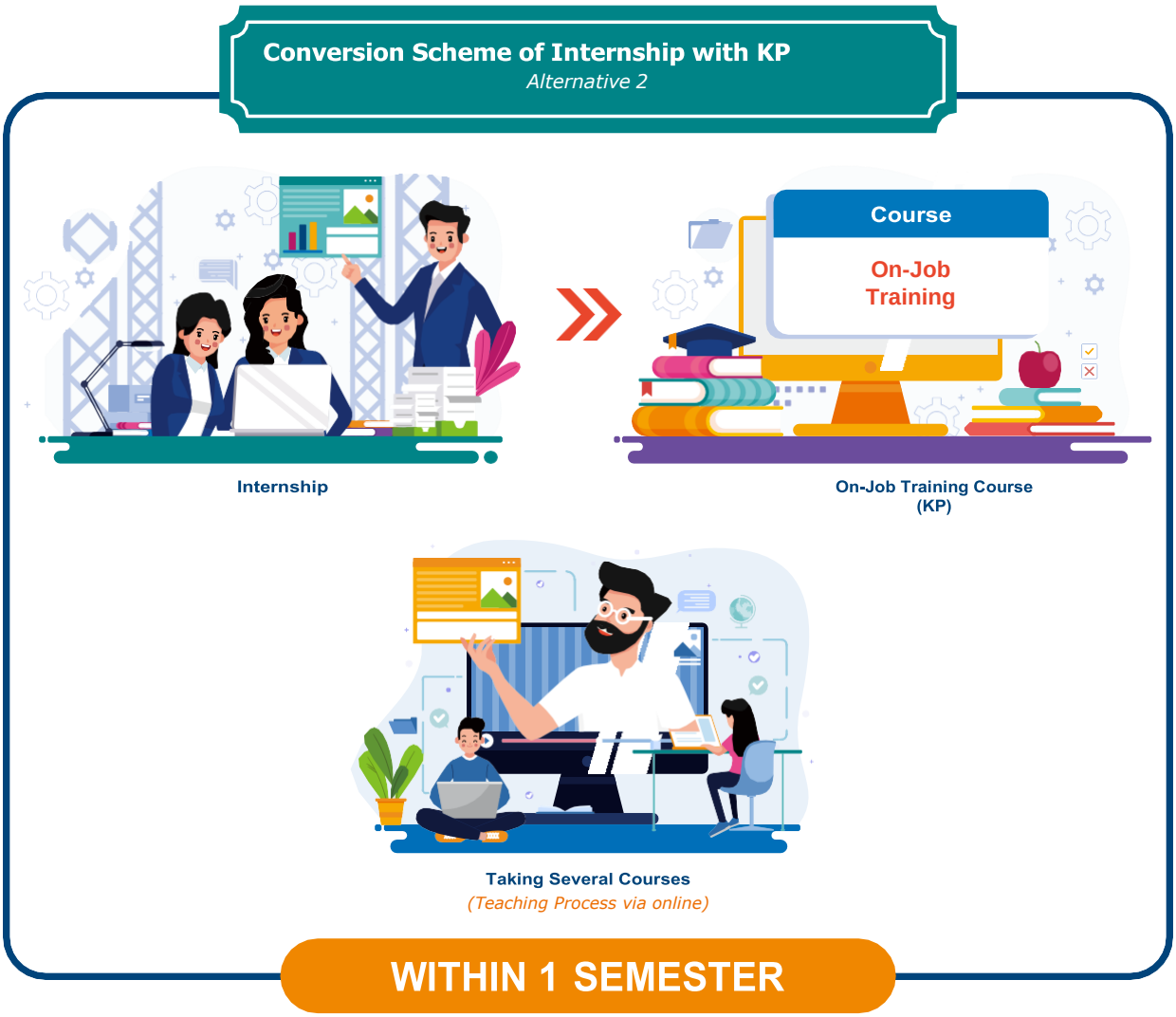


Figure 2.2 Implementation of Internship and Taking KP Courses and other Subjects in 1 Semester.

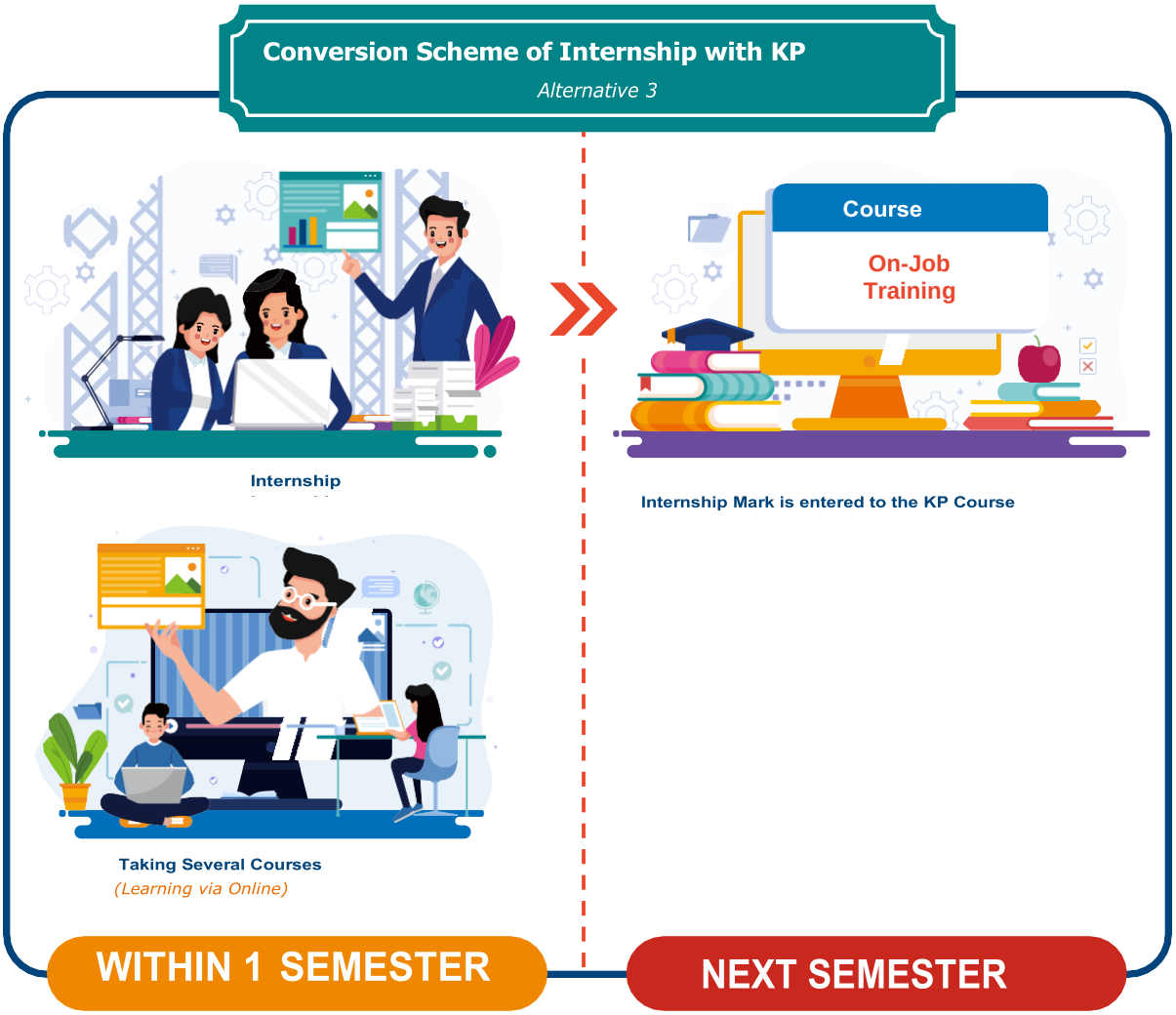


Figure 2.3 Implementation of Internships and Taking KP Courses not in 1 Semester

2.2
INTERNSHIP RECOGNIZED AS ONE OR SEVERAL COURSES OF THE PRGRAM

The Internship Program can be recognized in the form of one or several courses with the following conditions::

- The department verifies and validates the Internship Plan that has been provided by the interns.
- Based on the results of departmental verification and validation, student interns can convert internship activities with Course credits which are equivalent to CLO according to internship activities.
- Internship students can take MK credits which are equivalent to parallel internships (in 1 semester) (Figure 2.4).
- In addition to converting internships to MK which is equivalent to CPMK, interns can take other courses through online lectures (Figure 2.5).
- The mechanism for transferring the value of internships to courses is determined by the department.

Figure 2.4 Schematic of Lesson Plans in 1 Semester.

Figure 2.5 Internships and Online Lectures are carried out in parallel

2.3

ADDING NEW INTERNSHIP COURSES

The Internship Program can be aligned with the departmental curriculum by adding new internship courses with the following conditions:

- Addition of internship courses can be done if the department does not have internship courses and does not want the internship activities to be transferred to KP courses or other courses in the department.
- Additional internship courses can be included in the curriculum as elective courses.
- Internship courses are equalized using calculations according to SNDIKTI as National standards, namely 1 credit of internship equivalent to 45 hours of work.

2.4
CONVERSION PROCESS OF INTERNSHIP ACTIVITIES TO COURSES

Students have the right to convert their internship activities with CLO courses that are in line with internship activities through the following flow:

A. The conversion is carried out in the next semester after the internship is complete.

1. Students can convert the Constitutional Court after the internship is complete, if they meet the following conditions:

   - Students have informed in writing to the department and the PK2 Sub-Directorate regarding the internship activities that will be carried out.
   - The start of the internship exceeds the 3rd week of lectures.
   - Internship partners have not provided an internship plan as a basis for determining the Constitutional Court which will be converted to internship activities or Intern partners have provided an internship activity plan after the 3rd week of lectures.

2. The process for submitting an internship activity conversion for the course that comply it's CLO is as follows:

   - Students submit internship reports to the department along with an application for course conversion.
   - The department will carry out verification and validation to assess which courses have CLO in line with internship activities.
   - The department will convey to students the results of verification in the form of a list of courses that can be converted from the internships.
   - Students can take Conversion Courses that have been determined by the department at FRS next semester.

B. The course conversion is carried out in the same semester before the internship is completed.

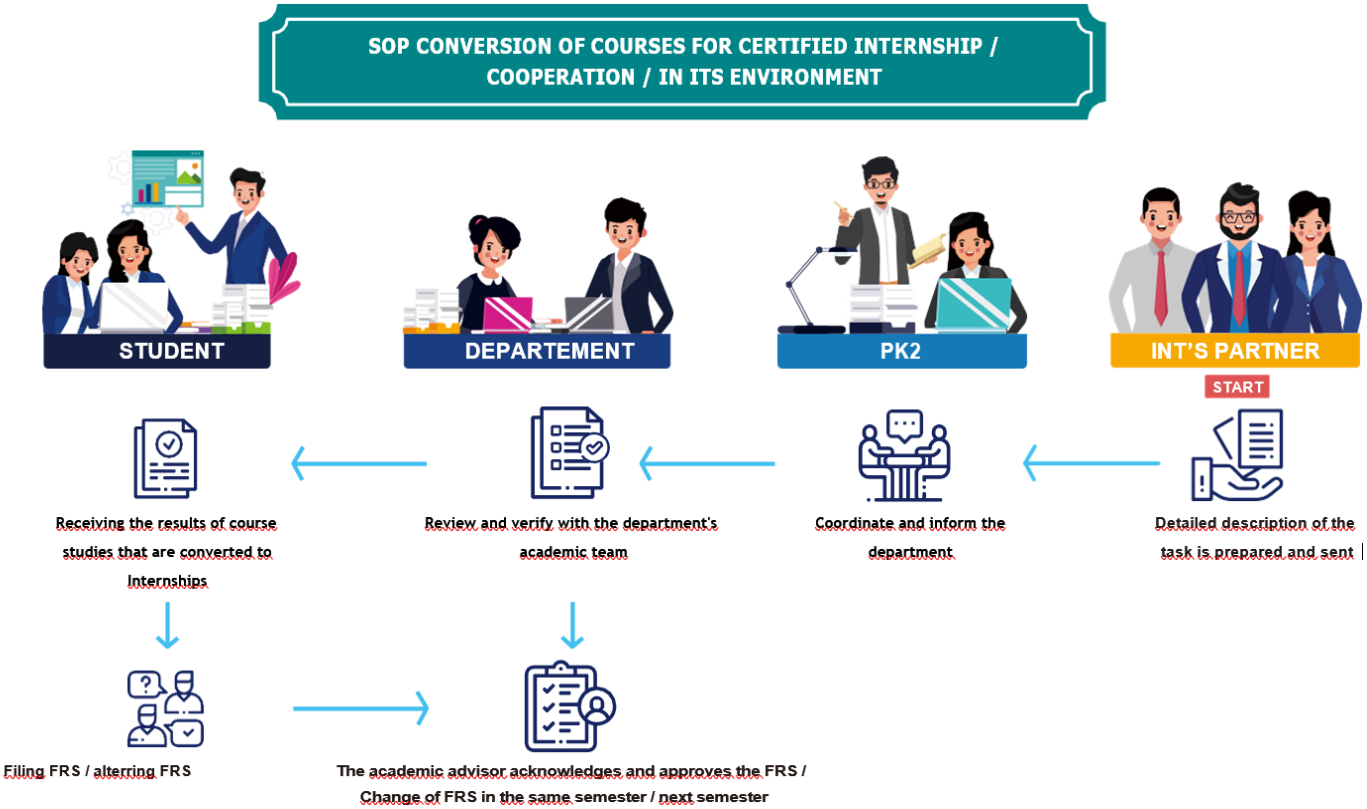
1. Students can convert courses in the same semester as internships with the following conditions:;

   - Internship activities have been recorded in the PK2 department or Sub-directorate or the student has informed in writing to the department and PK2 Sub-Directorate regarding the internship activities to be carried out.

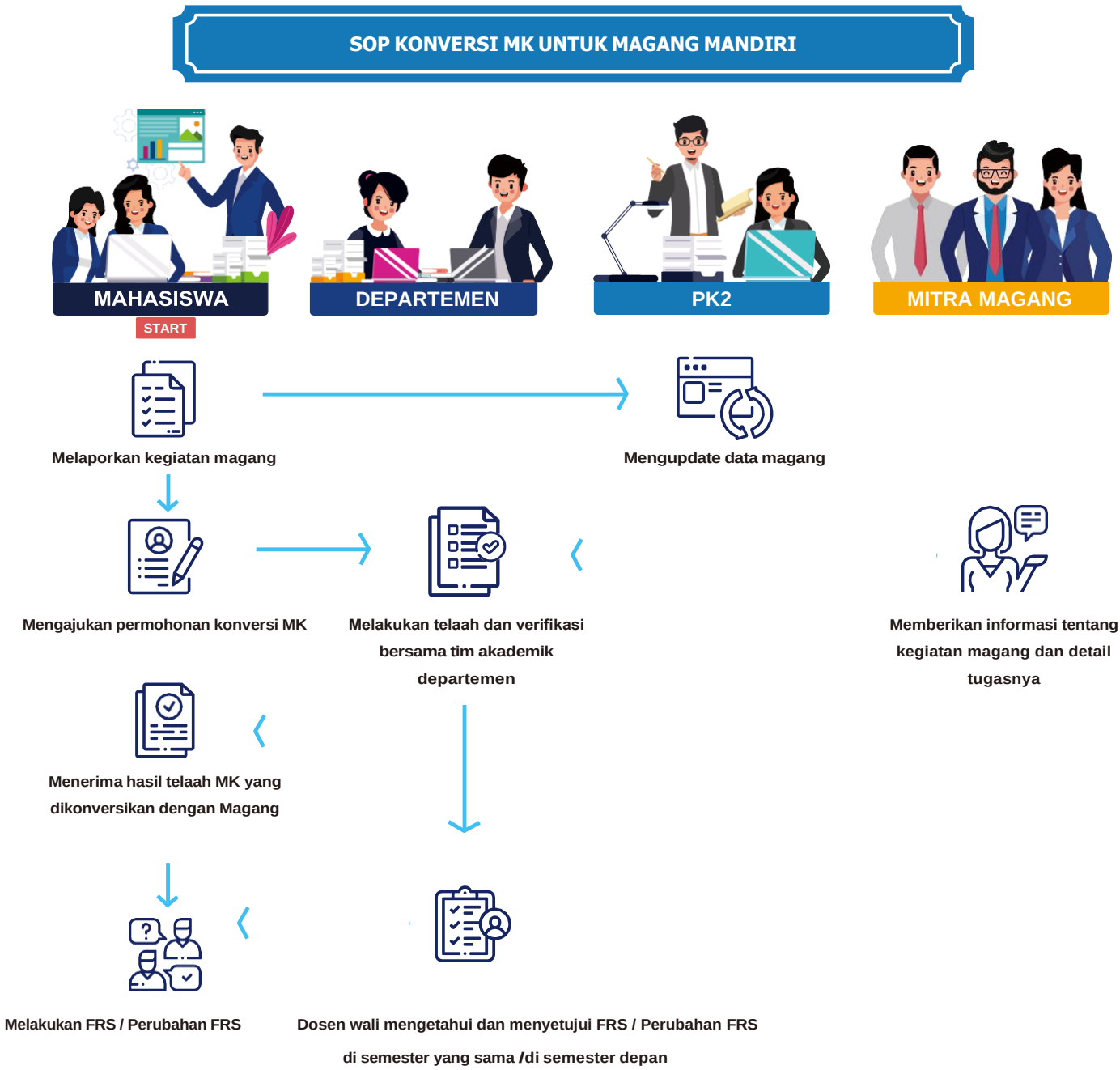
- The internship partner has provided an internship activity plan as the basis for determining the Constitutional Court which will be converted to internship activities either through the PK2 Sub-Directorate or the department and or the department already has special provisions regarding the conversion of courses for certain internship partners.
- Determination of courses whose CLO is in line with internship activities is carried out before the 4th week of Lecture.

2. The process for submitting an internship conversion with the Course which is equivalent to the CLO is as follows:

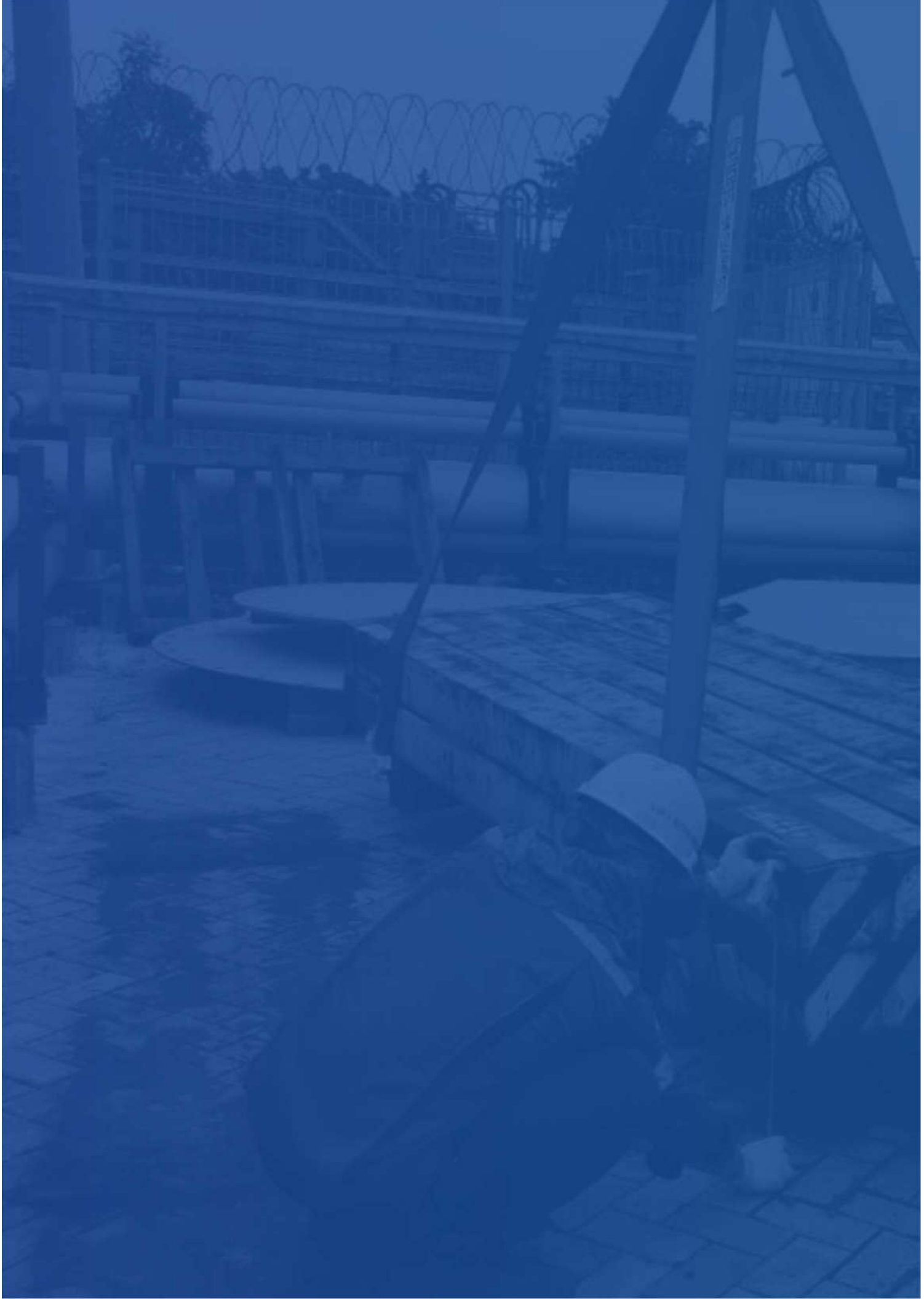
- The PK2 sub-directorate will convey the activity plan during the internship received from the internship partner to the department where the internship student comes from.
- The department will carry out verification and validation to assess what courses the CLO is in line with the internship activity based on the internship activity plan and will discuss with the internship partner if needed to get a more detailed explanation.
- The department will convey to students the results of the verification in the form of a list of courses which can be converted into internships.
- Students must fill out the FRS with courses that will be converted to Internships in the same semester, or students together with their academic advisor will make revisions no later than the 4th week of lectures if the FRS schedule has been exceeded.



Gambar 2.6 SOP Konversi MK untuk Magang Bersertifikat / Kerjasama / di Lingkungan ITS



Gambar 2.7 SOP Konversi MK untuk Magang Mandiri



03 INTERNSHIP PROGRAM SCHEME

03
INTERNSHIP PROGRAM SCHEME

3.1
INTERNSHIP PROGRAM WITH CERTIFICATE

Internship Program with Certificate (in Indonesia is Program Magang Mahasiswa Bersertifikat, PMMB) is the internship program in collaboration with the Indonesian Human Capital Forum (in Indonesia is Forum Human Capital Indonesia, FHCI). FHCI is a forum for manager and practitioners of Human Capital Management within the State-owned Enterprises to interact, learn, and create synergies for their members for the advancement of Human Capital Management in Indonesia. One of FHCI's work program is the Internship Program with Certificate.

3.2
COLLABORATIVE INTERNSHIP PROGRAM

The Cooperation Internship Program is an internship program whose the recruitment is carried out by apprentice partners independently through the collaboration with PK2 ITS and or departments in the recruitment process. This collaborative internship program can be done by:

1. By Department, where the department is allowed to initiate the collaboration with the partner and or the partner is proposing the internship program through the department. PK2 ITS will help with the formal legal process

2. By PK2 ITS, where the PK2 ITS is initiating the collaboration with the partner and or the partner is proposing the internship program through the PK2 ITS.

3.3
INDEPENDENT INTERNSHIP PROGRAM

Independent Internship Program is an internship program initiated by ITS Students independently. The Students apply to the partner companies and PK2 ITS will help facilitate the formal legal process

Internship Program with Certificate Scheme

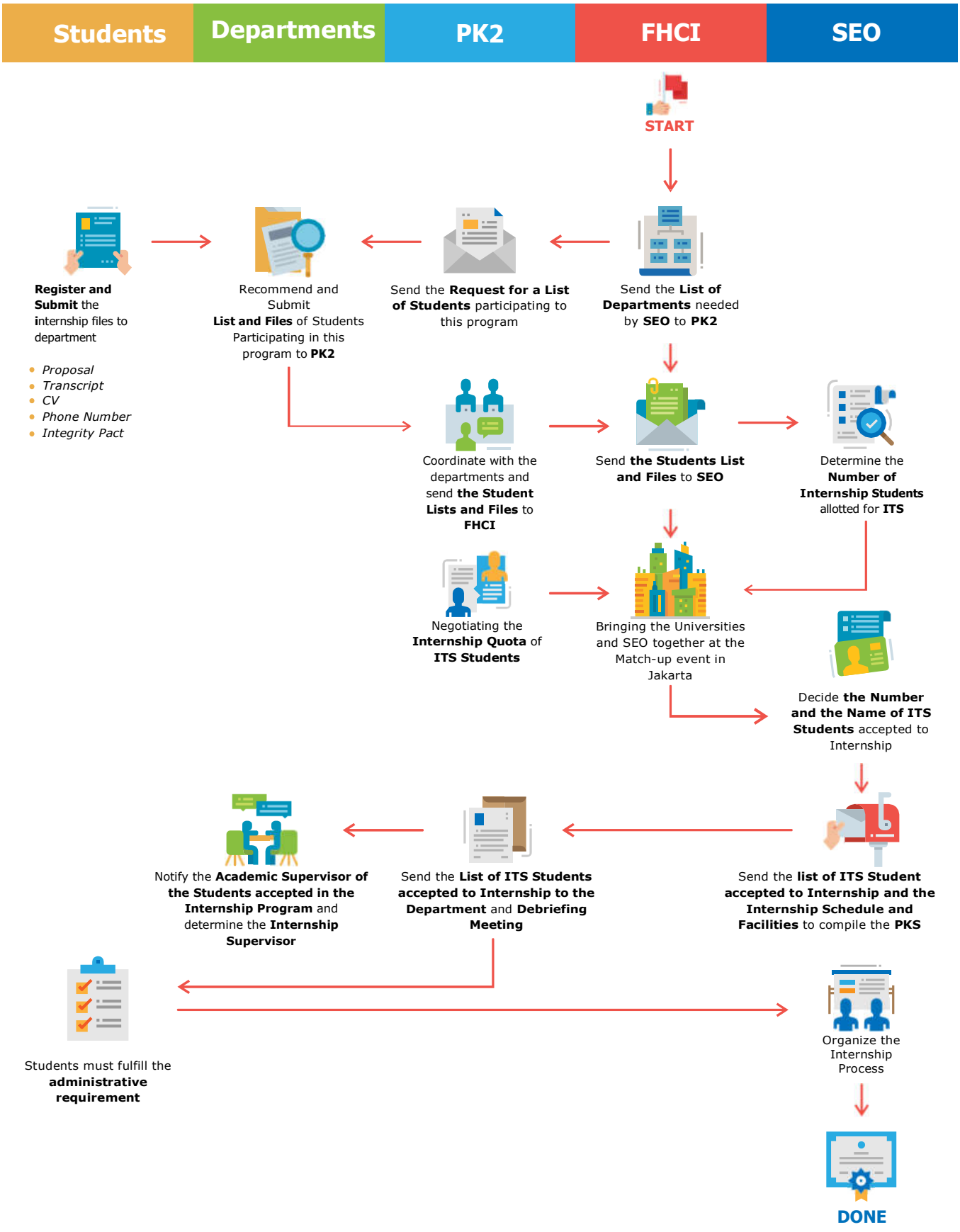


Figure 3.1 Internship Program with Certificate Scheme

Collaborative Internship Program Scheme

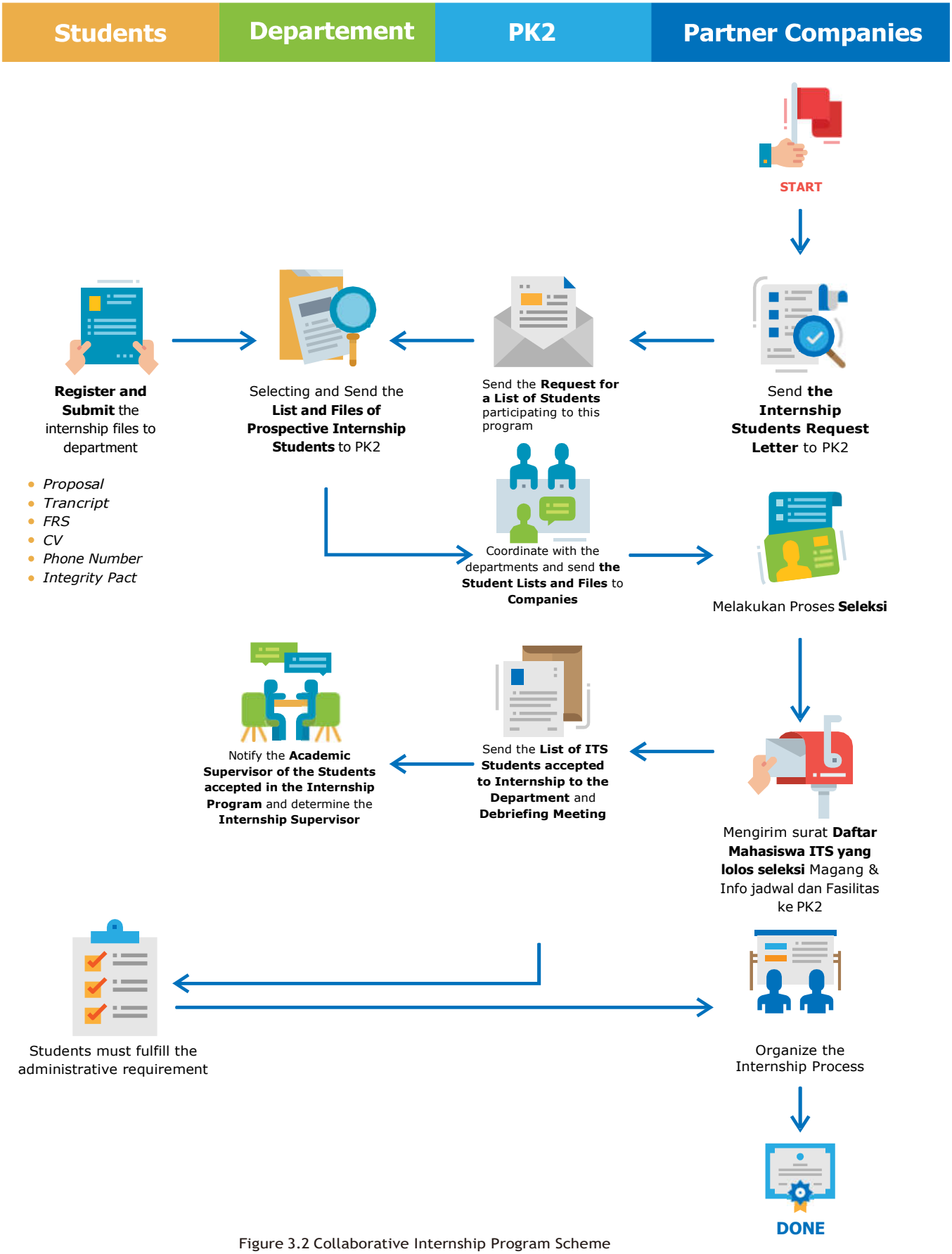


Figure 3.2 Collaborative Internship Program Scheme

Independent Internship Program Scheme

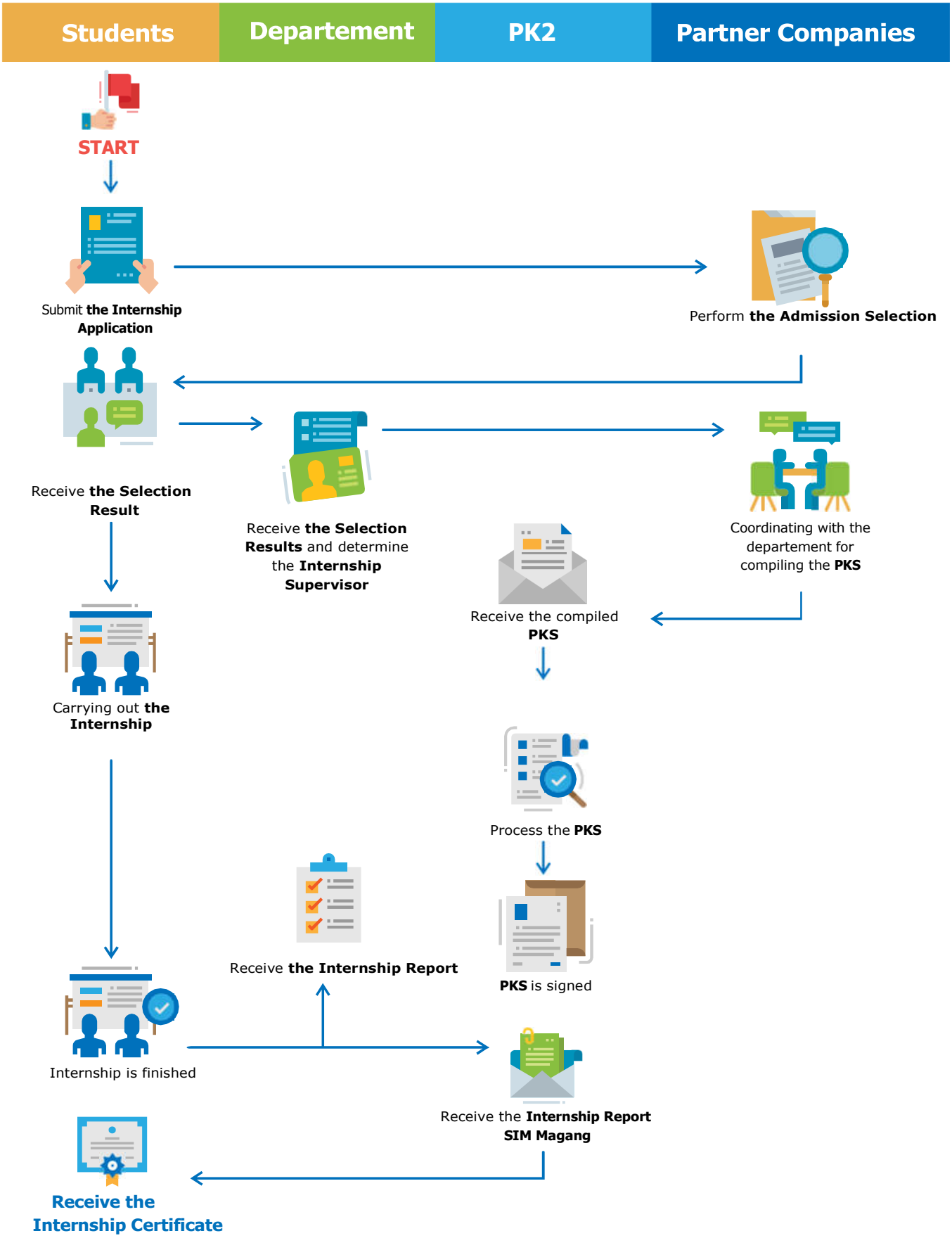


Figure 3.3. Independent Internship Program Scheme

04

THE ROLE OF INTERNSHIP STAKEHOLDER

04
THE ROLE OF STAKEHOLDER

The Internship Program is a program that involves many parties and interests. The following are the main stakeholders in the implementation of the Internship Program:

4.1
SUB-DIRECTORATE OF ENTREPRENEURSHIP AND CAREER DEVELOPMENT (PK2-ITS)

The following is the role of the Sub-directorate of Entrepreneurship and Career Development (PK2) in the implementation of the Internship Program:

1. As a coordinator in the implementation of the Internship Program.
2. Develop policies related to internships to facilitate academic learning activities and Internship Programs.
3. Coordinate the preparation of Cooperation Agreements (MoU) with Intern Partners.
4. Initiating internship collaboration with apprentice partners

4.2
DEPARTEMEN

The following is the role of the Department in the implementation of the Internship Program:

1. Conduct a review and verification of the Constitutional Court in accordance with the details of the internship assignment.
2. Informing students of courses that can be converted into internships.
3. Provide recommendations for students who will apply for internships.
4. Determine the internship supervisor for each student.
5. Propose a decree of the internship supervisor to the Faculty for each student.
6. Facilitate the course conversion process if the internship has been completed (or is about to start).
7. Initiating internship collaboration with apprentice partners.

4.3
INTERNSHIP PARTNER / INDUSTRY

Intern Partners in the Internship Program are State-Owned Enterprise Company (BUMN) and Non-BUMN Companies. The following are the roles of Intern Partners in the implementation of the Internship Program:

1. Provide Company Profile or similar information to prospective students who are interns. Company Profile can be in the form of the company's official website.
2. Prepare an internship cooperation agreement with the ITS Vice Chancellor for Academic and Student Affairs/Director of Student Affairs.
3. Coordinate with the PK2 Sub-Directorate as the coordinator of the internship section for ITS students in the context of planning, placing, implementing, and evaluating internships.
4. Provide detailed details of internship activities that will be included in the internship contract in coordination with the relevant Department.
5. Directing and assigning tasks that must be done by interns.
6. Provide work facilities for student interns.
7. Coordinate with related departments in monitoring and assessing apprentices as well as providing student achievement assessments for apprentices.
8. Carry out the Internship Program in accordance with the provisions contained in the Cooperation Agreement.
9. Issuing an internship certificate.
10. Assign a person in charge to coordinate internship activities.

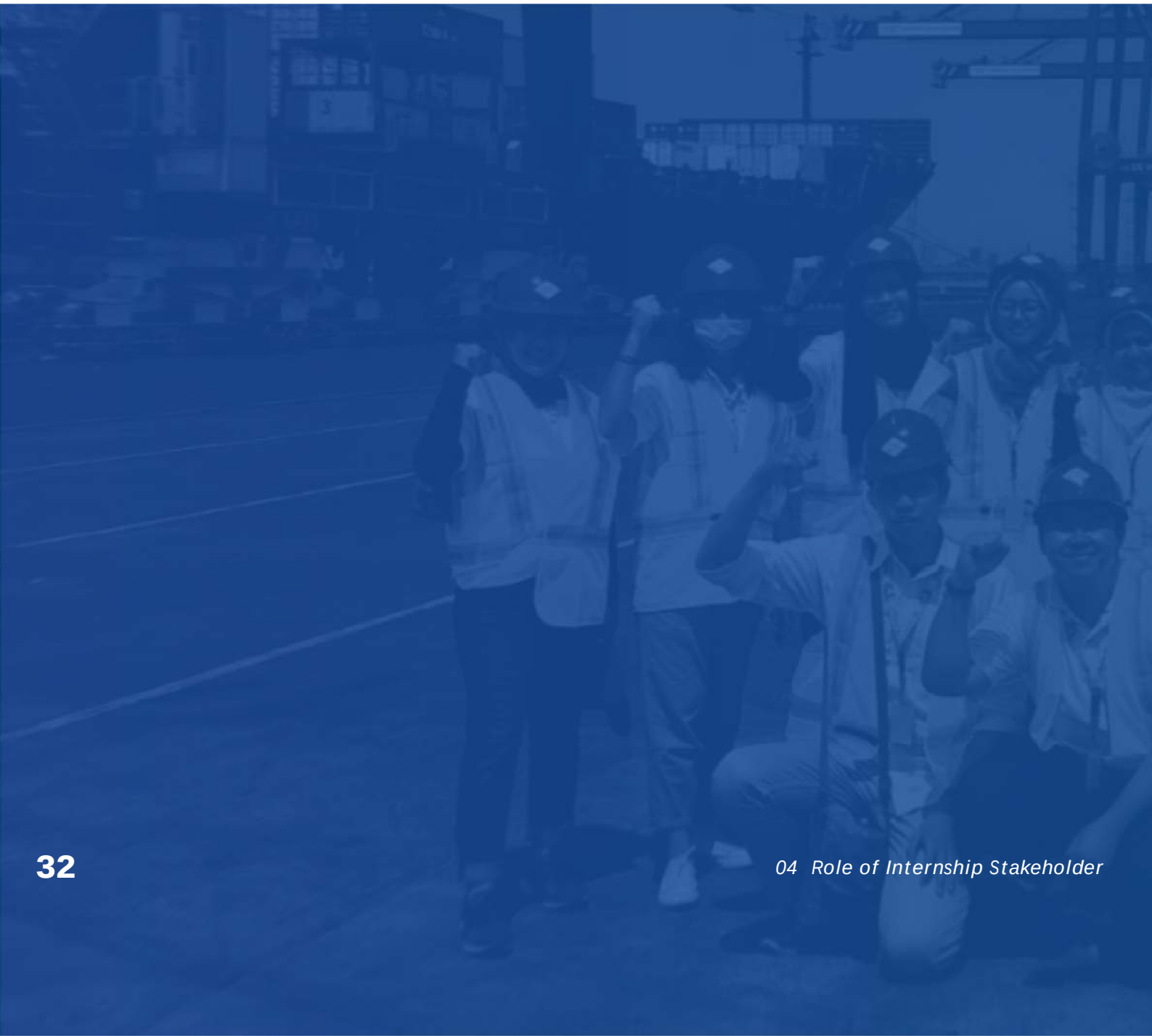
4.4
STUDENT

Students who can take part in this internship must meet the requirements. The following are the requirements that must be met by students before becoming an internship participant:

1. Internship students are active ITS students
2. Students have taken a minimum of 90 credits, for departments that do not have MK internships in their curriculum.

Students who have been selected as internship participants must fulfill the following assignments:

1. Complete academic registration according to a predetermined schedule.
2. Comply with the provisions of the work schedule and other provisions set by the Internship Partner based on the signed internship contract.
3. Carry out the tasks or work assigned by the Intern Partner properly.
4. Conducting consultations with the internship supervisor during the process of making the Internship Report according to the consultation schedule determined by the supervisor.
5. Reporting internship activities in the Internship Report.



5.3
INTERNSHIP PROGRAM SELECTION PROCESS

The following is an internship program selection process based on 3 internship schemes:

Internship Program with Certificate (PMMB)

Selection of the certified internship program is carried out by FHCI or BUMN

The selection process is carried out in accordance with BUMN policies

The results of the selection process will be submitted to the PK2 Sub-Directorate to be announced to prospective apprentice students.

Colaboratif Internship Program

The selection of the Cooperation Internship Program is carried out directly by the Internship Partner, or

Selection is carried out in collaboration with PK2 with Intern Partners

Independent Internship Program

The Independent Internship Program selection is carried out directly by Intern Partner

5.4
THE IMPLEMENTATION OF INTERNSHIP PROGRAM

1. ITS and BUMN/Companies will draw up an agreement in the form of a cooperation document (MoU/SPK) which contains, among other things, the learning process, semester credit recognition and assessment. competencies that will be obtained by students, as well as the rights and obligations of both parties during the internship process

2. The department will assign an internship supervisor to guide students during the internship.

3. BUMN/Company Internship partners will provide supervisors/mentors/coaches to accompany students during internships.

4. The supervisor and supervisor compile a logbook and assess student achievement during the internship.

5. Students are required to carry out Internship activities according to the direction of the supervisor and internship supervisor.

6. Students create and fill out logbooks according to the activities carried out..

7. Students prepare activity reports and submit reports to supervisors and supervisors.

8. If possible, the supervisor can make a visit to the internship site for monitoring and evaluation.

9. BUMN/internship partner companies will submit certificates along with internship assessments to ITS through PK2 as soon as students have completed their internship assignments

06

INTERNSHIP GUIDANCE PROCESS

06
INTERNSHIP GUIDANCE PROCESS

The internship supervisor plays a key role in coordinating the implementation of the internship with the interns and the internship unit and is obliged to continuously monitor the internship implementation of the students they supervise.

6.1
CRITERIA OF INTERNSHIP SUPERVISOR

Lecturer who has taught for 4 consecutive semesters.

Obtaining an Apprenticeship Supervisor Decree from the Department and regularity through the Dean's Decree.

6.2
DETAILS OF INTERNSHIP SUPERVISOR TASK

- Provide advice and input during scientific consultations if needed by students during internships.
- Conducting mentoring activities for internship students to be able to consult during internships or guidance on writing internship reports.
- Provide approval and assessment of the Internship Report.
- Giving an assessment can be done in the form of an internship report assessment and or presentation of internship activities.

6.3

TERMS OF INTERNSHIP GUIDELINES FOR STUDENTS

Students must conduct mentoring before and during the internship to ensure that the internship implementation and the writing of the Internship Report can run well.

Students must make an Internship Report in accordance with the guidelines for writing an Internship Report.

Students submit Internship Reports according to the schedule or agreement allocated by the supervisor.

Students submit Internship Reports according to the schedule or agreement allocated by the supervisor.

Students must pay attention to communication ethics and ethical behavior in conducting the mentoring process.

6.4

TERM OF INTERNSHIP GUIDELINES FOR LECTURERS

A. **Supervising lecturer must be able to provide input and guidance on the implementation of the internship and the writing of the Internship Report. The provision of input and direction includes but is not limited to the following:**

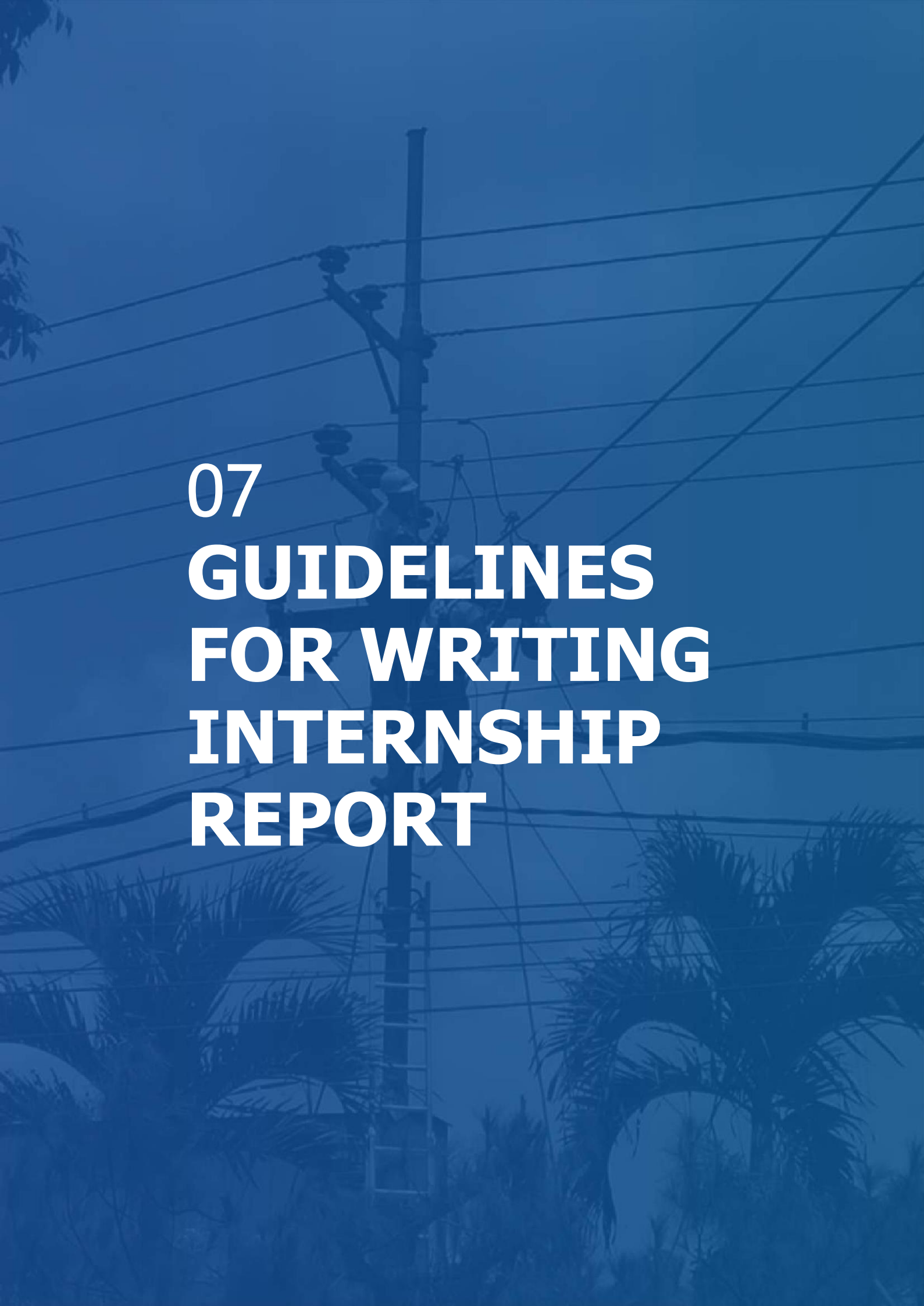
- Provide input, direction, and discuss the formulation of the problem and the objectives or topics of the Internship Report.
- Make a mentoring plan with students.
- Directing students in terms of scientific writing methods and analytical methods in Internship Reports in accordance with the agreed guidelines for writing Internship Reports.
- Discussing scientific material references that are relevant to the topic of the Internship Report.
- Attend the Internship Session and provide a final assessment of the Internship Report being tested.
- Provide direction in completing the revision of the Internship Report.

B. **Supervisor must ensure that the Internship Report is free from plagiarism.**

6.5

REPLACEMENT OF INTERNSHIP SUPERVISORS

- The replacement of the internship supervisor must be based on justifiable reasons.
- The application for replacement of the internship supervisor can be done no later than 2 (two) months after the internship begins.
- The replacement of the internship supervisor must be with the approval of the Head of the Department.



07
GUIDELINES FOR WRITING INTERNSHIP REPORT

07
GUIDELINES FOR WRITING INTERNSHIP REPORT

7.1
OBJECTIVES OF INTERNSHIP REPORT

Accountability of student Internship activities to Internship Partners and Departments.

Materials for assessing Internship activities.

Submission of information for ITS, students, and Internship Partners.

One of the tools to form cooperative relationships, mutual understanding, and coordination between students and ITS and Internship Partners

One of the tools to convey ideas, opinions, assessments, and experiences related to the implementation of Internships to other parties.

7.2

GENERAL PROVISIONS IN WRITING INTERNSHIP REPORT

- Internship Report written and presented at the end of the internship (if required).
- The Internship Report is not only submitted to the department and apprentice partners, it is also submitted to the PK2 Sub-Directorate of the Student Affairs Directorate in softcopy through an Internship Management System.

7.3

PRINCIPLES OF WRITING INTERNSHIP REPORT

- **TRUE AND OBJECTIVE**

  The internship report must comply with the provisions in this manual and contain true and objective information.

- **CLEAR AND CAREFUL**

  Internship reports must be easy to understand / understand by readers, by avoiding the use of words / terms, series of words / sentences or language styles that are less understandable by readers and writers themselves. Use simple words but clear meaning.

- **DIRECTLY TO THE TARGET**

  The internship report must be precise, concise and to the point. The description should not be too long or use figurative words just to give the impression that the report is thick (bold reports do not always mean good).

- **COMPLETE**

  The internship report must be presented in full in the form of a comprehensive description based on selected data accompanied by the necessary supporting data. Therefore, the Internship Report must contain all internship material that students are working on (not all project/activity materials) and do not cause new problems, problems, or questions, accompanied by supporting data, such as graphs, tables, maps, schematics, etc. needed.

- **STRONG AND CONSISTENT**

  The Internship Report must be firm and consistent so that there is no contradiction between one part and another, both in terms of substance, terms, and presentation writing techniques.

- **ON TIME**

  The writing, submission, evaluation, and improvement of the Internship Report must be carried out in accordance with applicable regulations. To meet these requirements, an Internship Report writer must:

  - • Complete control of reported issues.
  - • Have interest, ability, objectivity, thoroughness, and analytical skills in preparing reports.
  - • Able to work together, as well as responsive and open to criticism.
  - • Able to use good written language.
  - • Can use words, terms, sentences and language styles that are simple, clear, and easy to understand.
  - • Able to select and organize the required data.
  - • Able to observe and assess carefully the various processes, events, benefits and weaknesses that exist during Internship activities.

7.4
FORMAT AND SYSTEMS OF INTERNSHIP REPORT

- **INTERNSHIP REPORT WRITING FORMAT**

1. **Paper Type and Size**
   70gram A5 size HVS paper (148 x 210 mm).

2. **Report Cover**

3. **Authentication sheet with plain white base**
   The supervisor for the internship must first sign.

4. **Edge Spacing (margin)**
   - Top edge : 2,5 cm
   - Bottom edge: 2,5 cm
   - Left edge : 2,5 cm
   - Right edge : 2,0 cm

5. **Font**

   Times New Roman, Normal, 12 pt (title), 11 pt (body)

6. **Spacing**
   1 (one)

- **INTERNSHIP REPORT SYSTEMS**

Outer Cover

Inner Cover

Validity sheet

Foreword

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1.1. Background
1.2. Internship Goals
1.3. Internship Benefits
1.4. Students describe the purpose of writing an internship topic.

CHAPTER 2. INTRODUCTION

2.1. Intern Partner History
2.2. Intern Partner Organizational Structure
2.3. Vision and mission of the company
2.4. Production Activities (goods/services) (if any)

CHAPTER 3. IMPLEMENTATION OF INTERNSHIP

3.1 Position/position of Internship activities
3.2 Task completion methodology
3.3 New Learning

CHAPTER 4. CONCLUSIONS AND RECOMMENDATIONS

CHAPTER 5. SELF-REFLECTION

APPENDIX

7.5
CONTENTS OF INTERNSHIP REPORT

- **CHAPTER 1 INTRODUCTION**

1.1. Background, covers

- Students describe the background (arguments / reasons) of the topics selected in this Internship Report.
- The background should indicate the urgency of the chosen topic. Urgency, for example, is indicated by the uniqueness of the topic (current issues), the uniqueness of the industry, the problems or risks it poses, or differences of opinion.

1.2. Internship Objectives, including

- Reflects what will be described in the analysis chapter.

1.3. Internship Benefits, including

- Benefits for ITS
- Benefits for Intern Partners
- Benefits for Students

1.4. Students describe the purpose of writing an internship topic.

- Objectives should reflect those that will be described in the analysis chapter.

- **CHAPTER 2. PROFILE OF INTERNSHIP PARTNER**

2.1. Intern Partner History

- Students describe the history of internship partners in general as well as specific (related units / divisions) in the context of the chosen topic.

2.2. Intern Partner Organizational Structure

- Students can explain the organizational structure of Internship Partners in general, which can include organizational structure, business processes, related provisions/regulations, and the similar with it.

2.3. Vision and mission of the company

- Students can explain the Vision and Mission of Apprentice Partners in general.

2.4. Production Activities (goods/services) (if any)

- Students can explain the process of creating value for stakeholders

carried out by the organization (eg through the products or services produced).

- **CHAPTER 3. INTERNSHIP IMPLEMENTATION**

3.1. Position / Position of Internship Activities

- Students can describe the position / position of activities assigned by the internship partner within the scope of work / overall project. This is intended to determine whether students understand the relationship between what has been done / produced with the work.

3.2. Task completion methodology

- Students describe cases/problems into topics of discussion. Students analyze the case/problem by using the relevant theory or method. The analysis does not describe the theory, but uses the theory to explain and compare with the cases/problems raised.The description of the theory or method must mention valid and reliable references.

3.3. New Knowledge

- Students can describe findings related to learning new things that can be obtained during the internship. Students can also compare the internship activities carried out / discovered with the theories or concepts that have been studied. Students can also convey the obstacles faced during the internship.

- **CHAPTER 4. CONCLUSIONS AND SUGGESTIONS**

The conclusion contains a summary of the entire report, including what was learned during the internship. Suggestions or recommendations are input for internship partners who have been used as internship locations, as well as for students of the next batch in determining specifications in the Internship program.

- **CHAPTER 5. SELF-REFLECTION**

- Students describe positive things they received during lectures that were useful/relevant to work during the internship.
- Students explain about the benefits of internships for soft-skill development and the lack of soft-skills they have.
- Students provide an explanation of the benefits of internships on the development of cognitive abilities and the lack of cognitive abilities they have.

- Students provide an explanation of plans for self-improvement/development, career, and further education

- **APPENDIX**
  - Contains manuscripts or documents that need to be submitted to support and strengthen the report.
  - Mandatory attachments in the form of attendance and,
  - Daily activity logbook report signed by the field supervisor.
  - Supporting attachments can be in the form of the organizational structure of the institution where the internship is located, work procedures or processes, photographs and so on.
  - Internship certificate.

08
INTERNSHIP ASSESSMENT

08
INTERNSHIP ASSESSMENT

8.1
WEIGHTING SCHEME FOR INTERNSHIP ASSESSMENT

- The following weight values are components in internship assessment:

60%	40%
Internship performance assessed by internship unit	**Writing reports for internship activities and presentation materials if necessary**

- The following are important issues regarding the final assessment of the internship:

1. Supervisors from the university and the internship unit provide an assessment based on written reports or oral exam / interviews if necessary.
2. The internship unit assess the internship performance.
3. Assessment for internship report refers to terms and conditions.
4. The assessment results are submitted to the department of the interns using an assessment form provided by the university.

8.2
ASSESING INTERNSHIP PERFORMANCE BY INTERNSHIP PARTNER UNIT

Students will receive an assessment from the internship partner unit. The assessment form is filled out and signed by an authorized supervisor (minimal manager level) and certified by the internship partner unit. The following items are the components for internship performance assessment:

- Initiative
- Communication skills (oral and written)
- Discipline
- Well-dressed
- Perseverance
- Technical ability
- Critical, creative, and analytical thinking
- Teamwork
- Adaptability
- Work results (contributions)

The mechanism for sending the assessment form from the internship partner unit is as follows:

A blank form and a reply envelope with the Department address will be submitted to the authorized supervisor.

The filled assessment form in a sealed envelope is sent to the Department.

8.3

ASSESSMENT OF INTERNSHIP REPORT WRITING

The assessment points of the Internship Report cover the following aspects:

Description of the process of internship activities which is carried out	1. Overview of Intern Partners 2. Student assignments during the internship are well explained and relevant to the Department.
Completeness of the substance of the report	1. Introduction / background and problem formulation are written clearly. 2. Problems are analyzed using a strong theoretical basis and supporting evidence. 3. Conclusions are formulated according to the results of the analysis. 4. Self-reflection reflects the learning process during the internship personally, covering aspects of technical skills and social-emotional skills. 5. The recommendations made contain recommendations related to the problems analyzed and recommendations for institutions (if any).
Compatibility of report format	1. Follow the internship report guidelines as stated in Section 8 of this Internship Manual. 2. Presentation logic is consistent. 3. Language used is standard and scientific.

Table 8.1 Points of Internship Report Assessment

The following are general terms regarding Internship Reports:

- At the end of the internship, students are required to write an Internship Report.
- Guidelines for writing an Internship Report can be found in Section 5 of this technical internship manual.
- The Internship Report must be approved by the internship supervisor and field lecturer.
- The Internship Report must be completed immediately after the Internship Program ends.
- Internship reports that have been approved by the intern supervisor can be presented if needed.
- In preparing the Internship Report, students must comply with the data/information confidentiality provisions set by the internship unit.

8.4 ASSESSMENT OF INTERNSHIP PRESENTATION REPORT (IF REQUIRED)

The assessment points of the Internship Report presentation cover the following aspects:

Presentation Flow	1. Logic in Presentation Analysis 2. Substance of Presentation Content
Presentation Process	1. Quality of Presentation Slides 2. Systematic of Presentation Slides
Communication in Presentation	1. Ability to Explain the Contents of the Internship Report 2. Ability to Answer Examiner's Questions

Table 8.1 Points of Internship Report Presentation Assessment

Some of the terms that need to be considered especially by interns in planning and carrying out the Internship Report presentation exam are as follows:

- The Internship Report Presentation Examination is carried out by students who have completed the preparation of the final work of the Internship Report which has been approved by the internship supervisor.
- The Internship Presentation Examination is carried out after the internship performance assessment file has been filled out by the internship unit and has been accepted by the study program.
- The Internship Presentation Examination will be conducted in the Courtroom examination room or in the classroom.
- To be able to take the Internship Presentation Examination, students must submit an Application for the Internship Presentation Examination according to the schedule set by the Study Program.
- The Internship Presentation Exam will be tested by 3 (three) examiners, one of which is an internship supervisor and lasts about 1.5 hours including a question and answer session.
- In making presentations, student interns must prepare presentation materials of 10 slides (minimum) to 20 slides (maximum).
  This amount is to present the results of the internship and does not include attached tables, figures, calculations, and so on.
- After the presentation of the Internship Report, the supervisor and other appointed lecturers (the examiner team) ask comprehensive questions.
- Comprehensive questions are questions related to the Internship Report and theories related to the topics raised in the Internship Report.

09
INTERNSHIP ETHICS

09
INTERNSHIP ETHICS

9.1
ETHICS DURING THE INTERNSHIP IN PARTNER COMPANIES

- Students must obey the regulation in partner companies.

- Students must work and give their best for the benefit of the partner companies.

- Students must be able to complete all the assignment given by the supervisor in partner companies on time.

- Students must respect their internship partner and employees regardless of ethnicity, religion, race, gender, and class.

- Students have an honest, disciplined, polite, professional attitude, and maintain a work ethic in the partner companies.

- Students must maintain the confidentiality of the partner companies' information. All information and data that used in the internship report must be disguised to maintain the confidentiality of the partner companies data and information.

- Students must keep the good name of ITS during the internship.

9.2
COMUNICATION ETHICS WITH SUPERVISOR

- Communication with the supervisor is carried out by using the accepted norms.
- Use the good Indonesian language (not slang). And the message must consist of: greetings, introduction, needs, and thanks.
- Messages are starts with greetings without abbreviations.
- Messages must contained the students identity.
- Write short and clear messages.
- End the messages with thank you.
- If the messages are responded by the supervisor, please confirm it and say thank you.

- Ethics meeting with mentors
  - Enter the lecturer's room with permission and don't force the meeting when the lecturer is resting and discussing.
  - Come at the agreed time
  - Wear neat and polite clothes.

9.3

CLOTHING ETHICS IN INTERNSHIP PARTNER COMPANIES

- Students must wear formal and polite attire. Examples of formal wear are shirts, pants or skirts, made of cloth. The clothes that are avoided are clothes made of t-shirts and jeans. Students should also avoid clothing that is too loose or too tight.

- Students must dress modestly. Clothing that is too revealing (sexy), such as wearing clothes that are too low, skirts that are too short, or see-through tops and bottoms, should be avoided.

- Students are advised to wear shoes. The use of sandals during internship activities should be avoided. The shoes used should not interfere with the mobility of the student interns in the implementation of the internship.

- Students should avoid excessive use of accessories and makeup.

APPENDIX

(INDONESIAN VERSION)

- Form persetujuan untuk laporan magang (Approval form for internship report)
- Form pengajuan konversi mata kuliah (Course conversion submission form)
- Form Logbook (Logbook Form)
- Form permohonan rencana kegiatan magang (Internship plan application form)
- Form penilaian magang (Internship assessment form)

- LAMPIRAN 1 : Form Logbook

LOGBOOK MAGANG

Periode Magang :.....
Tahun Akademik 20.../20...

Nama :
NRP :
Posisi Magang :
Pembimbing Magang :
Nama Perusahaan Mitra Magang :
Nama Proyek/Kegiatan :

NO	TANGGAL	Deskripsi Kegiatan (Bisa dilengkapi dengan Foto)	PARAF PEMBIMBING MAGANG

- LAMPIRAN 2 : Form Persetujuan untuk Laporan Magang

FORMULIR PERSETUJUAN LAPORAN MAGANG BERJUDUL

"JUDUL LAPORAN"

Semester Magang :..... Tahun Akademik 20.../20...

Disetujui oleh

Pembimbing Lapangan

Dosen Pembimbing

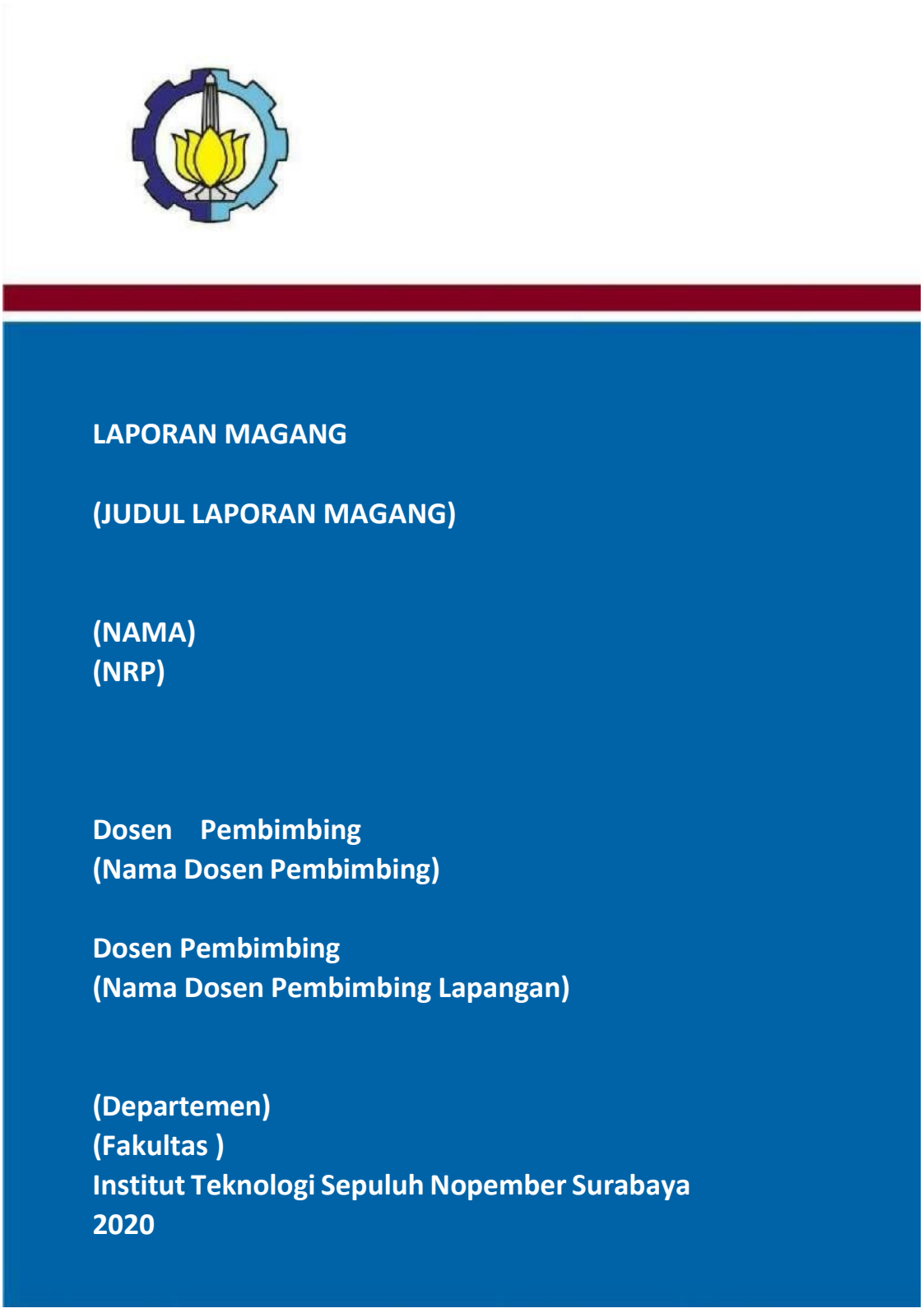
Mengetahui
Kepala Departemen

- LAMPIRAN 3 : Sampul Laporan Magang

Sampul Laporan Magang berwarna biru dengan logo ITS di kiri atas. Pada sampul tercetak: **Judul Laporan Magang, Nama Lengkap Mahasiswa, Asal Departemen dan Fakultas, Institut Teknologi Sepuluh Nopember, dan tahun penyelesaian.**

Jenis huruf : Calibri **Ukuran huruf : 14 pt**

Contoh Sampul Laporan Magang :



- LAMPIRAN 4 : Form Penilaian Magang (Dosen Pembimbing)

LEMBAR PENILAIAN KINERJA MAGANG

Semester Magang :..... Tahun Akademik 20.../20...

Nama Mahasiswa :
NRP :
Departemen :
Nama Dosen Pembimbing :
Nama Perusahaan Mitra Magang :
Waktu Pelaksanaan Magang :
Nama Proyek/ Kegiatan Magang :

NO	ASPEK YANG DINILAI	BOBOT (B)	NILAI (N) (0-100)	JUMLAH (B X N)
1	Kehadiran	10		
2	Kesungguhan melaksanakan Kerja Praktek	15		
3	Disiplin dalam menyelesaikan pekerjaan	10		
4	Tanggung jawab	15		
5	Keahlian / Keterampilan dalam Berprofesi	20		
6	Kreatifitas / Inovasi	15		
7	Sikap dan Perilaku dalam Bekerja	10		
8	Kemampuan Bekerjasama Dalam Tim	5		
JUMLAH		100		

$$\text{NILAI AKHIR} = \frac{\text{JUMLAH (B X N)}}{\text{JUMLAH BOBOT}} \qquad \frac{}{100}$$

Surabaya, _____

Dosen Pembimbing Magang

- LAMPIRAN 5 : Form Penilaian Magang (Pembimbing Lapangan)

LEMBAR PENILAIAN KINERJA MAGANG

Semester Magang :..... Tahun Akademik 20.../20...

Nama Mahasiswa :
NRP :
Departemen :
Nama Pembimbing Lapangan :
No HP :
Nama Perusahaan Mitra Magang :
Waktu Pelaksanaan Magang :
Nama Proyek/ Kegiatan Magang :

NO	ASPEK YANG DINILAI	BOBOT (B)	NILAI (N) (0-100)	JUMLAH (B X N)
1	Kehadiran	10		
2	Kesungguhan melaksanakan Kerja Praktek	15		
3	Disiplin dalam menyelesaikan pekerjaan	10		
4	Tanggung jawab	15		
5	Keahlian / Keterampilan dalam Berprofesi	20		
6	Kreatifitas / Inovasi	15		
7	Sikap dan Perilaku dalam Bekerja	10		
8	Kemampuan Bekerjasama Dalam Tim	5		
JUMLAH		100		

$$\text{NILAI AKHIR} = \frac{\text{JUMLAH (B X N)}}{\text{JUMLAH BOBOT}} \qquad \frac{}{100}$$

Surabaya, _____

Pembimbing Lapangan

- LAMPIRAN 6 : Form Pengajuan Konversi Mata Kuliah

Nomor : ……(NRP Mahasiswa)/(Semester)/2020 (Tanggal Surat)
Lampiran : 1 (satu eks) laporan Magang/ Rincian Tugas Kegiatan magang
Perihal : Surat Permohonan Konversi Magang

Kepada Yth : Kepala Departemen
(Nama Departemen)
di ITS

Dengan hormat,

Sehubungan dengan pelaksanaan kegiatan Magang, saya yang bertanda tangan di bawah ini:

Nama Mahasiswa	:
NRP	:
Departemen	:
No HP	:
Alamat email	:

mengajukan permohonan konversi Mata Kuliah untuk kegiatan Magang (*Judul Kegiatan Magang*) di (*Perusahaan Tempat Magang*) yang *sedang/telah**) dilakukan pada ……sd……. Adapun detail mitra magang sebagai berikut :

Nama Perusahaan Tempat Magang	:
Alamat Perusahaan Tempat Magang	:
No Telp Perusahaan Tempat Magang	:
Email perusahan	:
Nama Pembimbing Lapangan	:
No HP Pembimbing Lapangan	:

Berikut kami lampirkan Laporan Magang dan atau Rincian Kegiatan Magang.

Demikian surat permohonan ini saya buat, atas perhatiannya saya sampaikan terima kasih.

Surabaya, ……

Mahasiswa peserta magang

*) dipilih salah satu

- LAMPIRAN 7 : Form Rincian Tugas Magang

RINCIAN TUGAS MAGANG

Semester Magang :.... Tahun Akademik 20.../20...

Nama Mahasiswa :
NRP :
Departemen :
Nama Dosen Pembimbing :
Nama Perusahaan Mitra Magang :
Waktu Pelaksanaan Magang :
Nama Proyek / Kegiatan Magang :
Posisi dalam Proyek :

NO	Rincian Tugas Magang	Waktu Pelaksanaan

Surabaya, ...

Mahasiswa peserta magang (.....)

- LAMPIRAN 8 : Form Persetujuan Konversi Mata Kuliah

LAMPIRAN 1

KOP Departemen

No : .....
Lampiran : .....
Perihal : .....

Kepada yth :
Dosen Wali
Departemen .....
Fakultas .....
ITS

Sehubungan dengan adanya permohonan konversi mata kuliah dari mahasiswa peserta magang dengan detail sebagai berikut :

Nama :
NRP :
Nama Mitra Magang :
Periode magang :

Mahasiswa yang bersangkutan **akan/ telah *)** melakukan magang dengan rincian tugas sebagai berikut :
.....
.....
.....

Berdasarkan hasil telaah dan analisa dengan bidang akademik departemen, maka mahasiswa yang bersangkutan berhak untuk mendapatkan konversi mata kuliah dan SKS, dimana konversi ini akan di lakukan pada semester ..... tahun ajaran ...../..... Adapun mata kuliah yang dapat dikonversikan dengan kegiatan magang adalah sebagai berikut :

No.	Mata Kuliah Konversi	Jumlah SKS
	Total SKS	

Surabaya, ...

*) dicoret

Kepala Departemen ....

SUBDIREKTORAT PENGEMBANGAN KEWIRAUSAHAAN DAN KARIR

DIREKTORAT KEMAHASISWAAN

INSTITUT TEKNOLOGI SEPULUH NOPEMBER

2020