	BUSINESS MANAGEMENT DEPARTMENT FACULTY OF CREATIVE DESIGN AND DIGITAL BUSINESS – ITS **STANDARD OPERATING PROCEDURE**	**SOUP** **DMB**

SOP number	
Title SOP **Implementation of Job Training**	

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Checked by			
Approved by			

Effective date :	**01 January 2020**
Review Dates:	

1. PURPOSE

The purpose of the Internship Implementation procedure is as follows:

1. Provide clear references to related parties regarding work implementation mechanisms

2. Provide guidelines regarding the flow of tasks, authorities and responsibilities of each
   each related party.

2. SCOPE

The scope of this SOP includes:

1. The process of carrying out practical work by students of the Department of Business Management,
   Faculty of Creative Design and Digital Business, ITS.

2. The internship credict score is 3 credits.

3. Time of implementation of internship at least 1 month.

3. DEFINITIONS

1. Internship (Kerja Praktek) is an activity that provides scientific insight
   regarding the application of science and technology in the industrial world, so
   students can understand business processes and the work environment as a whole
   work from business management, developing soft skills through experience
   directly in the world of work.

2. Internal supervisors are lecturers from the ITS Business Management Department
   appointed by the department to guide/direct students who will
   carry out practical work.

3. External supervisors for practical work are partners with status
   employees at the destination institution of practical work and have been appointed to
   guide/direct students during carrying out practical work

4. The Internship coordinator is the internal party of the MB department who is responsible
   supervising, giving approval for the implementation of the internship and making
   appointments internal supervisor.

5. Internship administrator is the organizer of administrative activities, namely in affairs
   correspondence relating to practical work.

4. STANDARD PROCEDURE

The procedure for implementing internship is as follows:

1. In carrying out internship, students are required to communicate with internal and external supervisors to get directions for the implementation of internship.

2. Students make cover letters for internship applications and proposals in accordance with department templates

3. Students send cover letters and proposals to the intended company

4. Students receive a certificate of acceptance by internship (if rejected, return to point 1)

5. Students register for internship to the academic section by submitting proof of letter internship acceptance

6. As well student must filling excel at: https://docs.google.com/spreadsheets/d/1cmjBg4KW3ad8oFZ3RKqpn0wBKzkCZOrDXcc XAA6TFaQ/edit#gid=0, after receiving a letter of acceptance from the company/institution

7. After filling in the excel in point 6, students must check periodically for approval from the internship coordinator

8. After receiving approval from the internship coordinator in excel, students enter the information system for intership (SIKP): https://www.its.ac.id/mb/sistem-informasi-mb/sikp/data-kerja-praktek use the user ID : NRP, Default Password : 1111

9. Students fill out the SIKP website in accordance with the available columns and suggestions supervising lecturers who have been approved by the internship coordinator

10. After getting approval from the internship coordinator, upload the internship proposal on the SIKP

11. At the beginning of the internship implementation, students are required to communicate with the supervisor internally to receive directions on the implementation of the internship by submitting Forms – A and B.

12. During the implementation of internship (1 month), students must follow the applicable rules including work safety regulations in company.

13. Students submit a form of Monitoring the Implementation of internship Activities (Form C) to the external supervisor

14. External supervisors fill out the monitoring form every week according to activities carried out by students in company. Implementation Monitoring internship is confidential and put in a sealed envelope after being approved with the institutional stamp.

15. During the implementation of internship, external and internal supervisors direct students in preparing internship reports.

16. At the end of the internship period, the external supervisor provides an assessment of performance students during the implementation of internship on form D in a sealed envelope and submitted directly to the internship administrator.

17. Students who have completed internship are accompanied by proof of a certificate of completion of internship from companies/institutions and uploaded in SI KP as well as to the collection folder link https://intip.in/PengumulanKPMB

18. internship reports are collected no later than 30 days after the internship is completed in SI KP and links https://intip.in/PengumulanKPMB

19. Students submit external assessment forms (form D) and internship activity reports (which is complete with external and internal advisors) to the internship administrator of Department of Business Department

20. The internal advisor provides an assessment regarding the the implementation of internship and internship reports on form E and directly on SIKP

5. SOP FLOW DIAGRAM

The procedure for carrying out the practical work described above is described in the following flow chart:
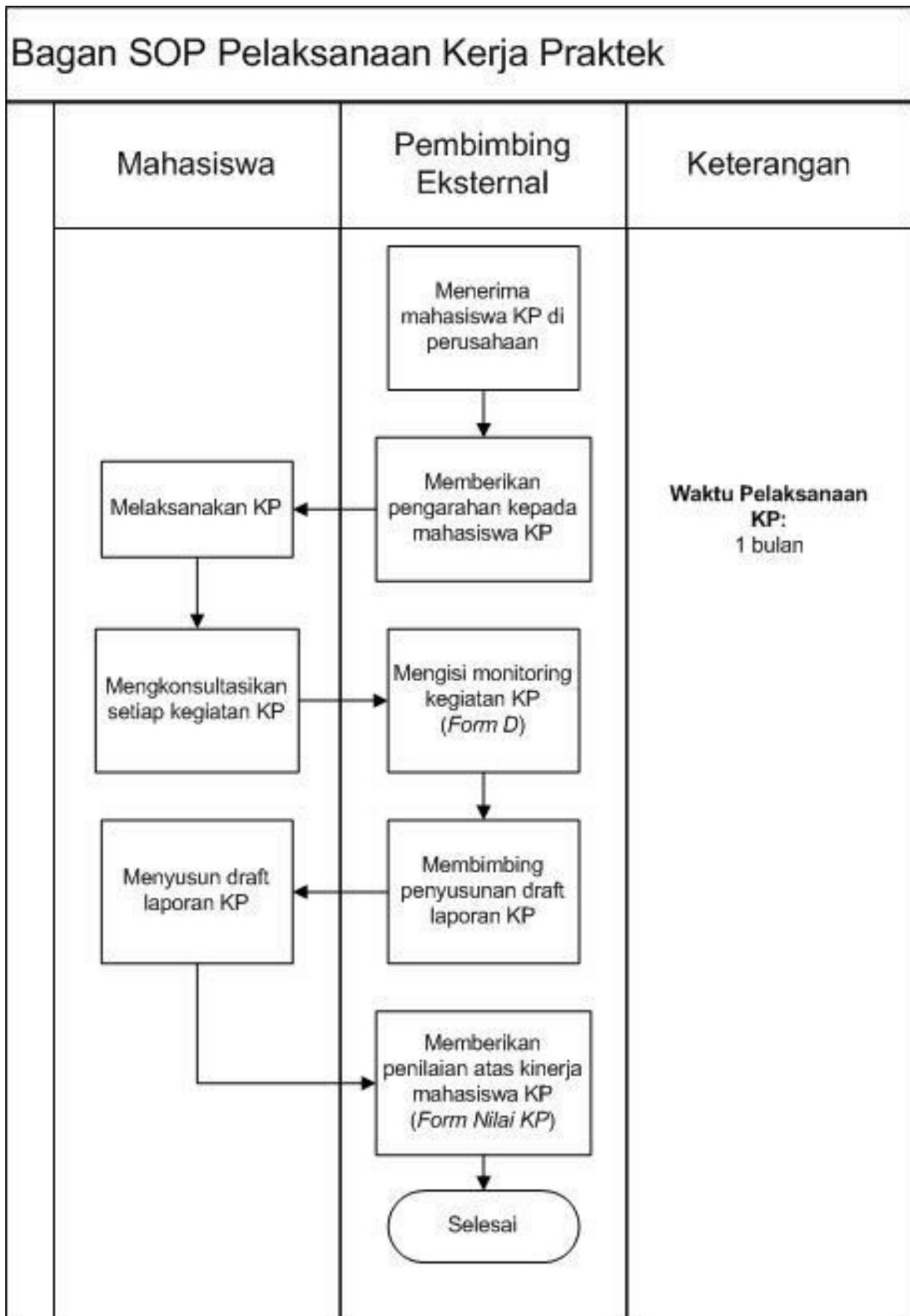
6. FORM RELATED TO SOP

Form KP-A Appointment of Supervisors

Form KP-B Internship Directions

Form KP-C Activity Record (Logbook)

Form KP-D Evaluation of the Company's External Advisors

Form KP-E Evaluation of Departmental Internal Advisors

7. REFERENCES

1. Republic of Indonesia Law no 12 of 2012 concerning Higher Education, article 16 paragraph 1

2. Academic Regulations of the November 10th Institute of Technology year 104, article 17 paragraph 2

8. HISTORY OF CHANGE

SOP number	Date apply	Significant Change	SOP number Previously
		New SOPs	NA