

INTERNSHIP GUIDELINES AND REGULATIONS

**DEPARTMENT OF BUSINESS STATISTICS
FACULTY OF VOCATIONAL STUDIES
INSTITUT TEKNOLOGI SEPULUH NOPEMBER
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PREFACE

Internship is one of the courses that provides experience for students of the Department of Business Statistics to apply statistical methods in industry, business, social and government fields. In the process of implementing the internship, students are trained to identify problems in various fields, translate them into statistical problems, and then determine the appropriate statistical methods to solve these problems.

Given the importance and strategic nature of this internship course, it is necessary to prepare an Internship Implementation Guidelines. This book contains procedures for preparing internship proposals and reports, procedures for taking internships, evaluation methods, and various records related to documenting the implementation of internships.

With the preparation of this Guidelines Book, on behalf of the Department of Business Statistics, I welcome and appreciate all members of the Writing Team.

Hopefully, this Guidelines Book can provide benefits for students and supervising lecturers so that the quality of internships for students in the Department of Business Statistics can be further improved.

Surabaya, April 2020

Head of Department of Business Statistics

Dr. Wahyu Wibowo, S. Si, M. Si.

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I. INTRODUCTION

A. Internship Definition

Internship program is an activity for students to apply general and specific knowledge, attitudes, and skills in the workplace. Based on the ITS Rector Regulation No. 12 of 2019, it is stated that the purpose of internship is to:

1. Apply and acquire general knowledge, skills and specific work skills/competencies; and
2. Internalize professional attitudes and work culture that are appropriate and necessary for the business world.

In the context of the Applied Bachelor Study Program in Business Statistics, the internship aims to achieve mastery of specific skills which include:

- KK1. able to apply statistical methods to procedures for solving business problems;
- KK2. able to use software in carrying out data analysis work;
- KK3. able to solve business problems using statistical analysis tools by considering industrial, economic, and social factors;
- KK4. able to create programs that support data analysis;
- KK5. able to improve the quality performance of a process through testing, data collection, measurement of work objects, analysis and management, as well as interpretation of data according to procedures and standards;
- KK6. able to review the complete operational procedures in solving business problems that have been and/or are being applied, and can present them in the form of scientific work papers.

B. General Guidelines

The general provisions of the Internship Program in the Applied Undergraduate Program of Business Statistics are as follows:

1. The Internship Program lasts for 4-6 months with a weight equivalent to 14 credits (equivalent to 635 working hours).
2. Students will be supervised by an internal supervisor who is an internal lecturer of the Applied Undergraduate Program of Business Statistics and an external supervisor from the business/industry partner.
3. During the Internship Program, students work full-time in the field according to the Partner's provisions.
4. During the Internship Program, students do not have to take leave.
5. Students can obtain permission to participate in certain academic activities through discussion and agreement with the Partner as the place of Internship.
6. The partner where the Internship is located can provide a certificate of competence with applicable terms and conditions.

C. Requirements

To participate in an internship, students are required to fulfill the following:

1. Students must be registered as ITS students at the time of the internship.
2. Students must have completed at least 90 credit hours of coursework (earned credits).

II. THE PROCEDURE FOR TAKING INTERNSHIP COURSES

When taking an Internship course, from registration to completion, students should carefully PAY ATTENTION to the following matters, namely making COPIES of documents related to the Internship (especially correspondence letters). This is so that students have archives in case of loss of Internship documents.

A. Stage I: Registration

1. Attend the Internship socialization by the Head of the Department of Applied Undergraduate Program in Business Statistics of the Faculty of Vocation-ITS.
2. Collect the registration form attached with a transcript as proof of having completed at least 90 credits (Passed Credits).
3. Request a Letter of Introduction to visit the planned institution/Partner as the Internship location.
4. Determination of the academic advisor by the head of department.

B. Stage II: Proposal Making

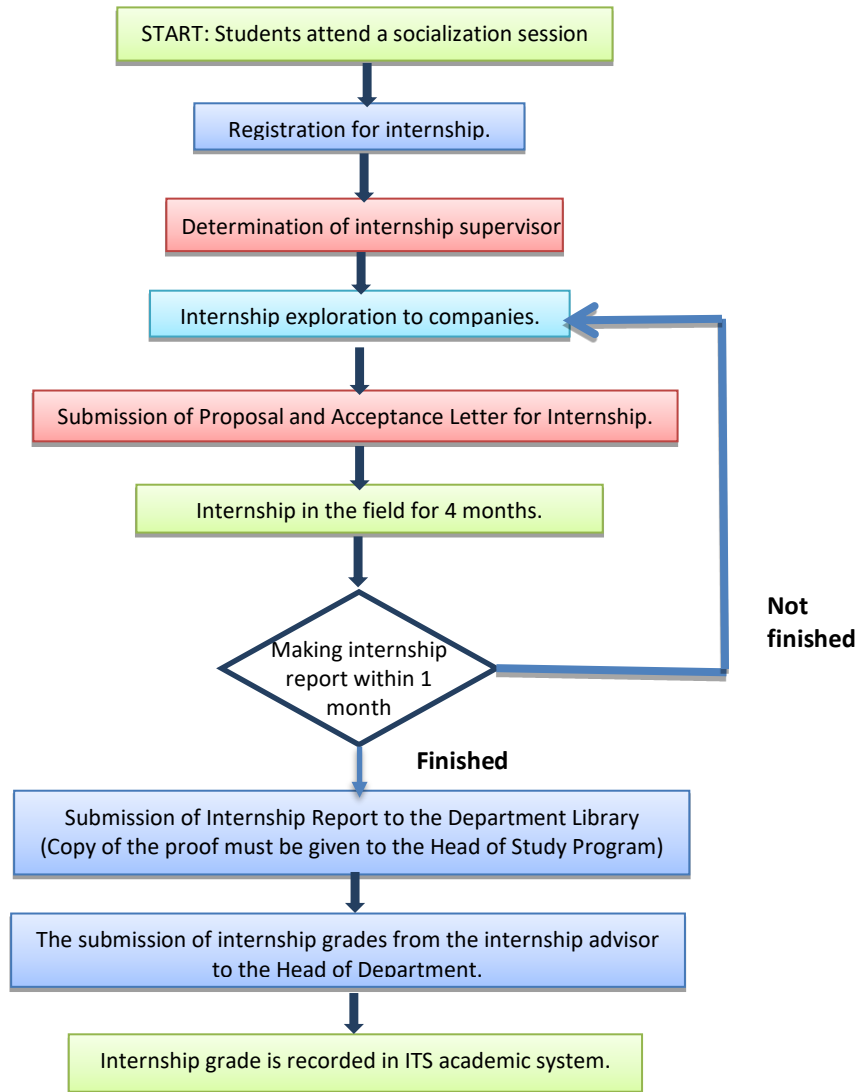
1. If the planned Partner agrees to become the Internship location, then the student can continue to make a proposal under the guidance of the designated academic advisor.
2. Proposal guidance is a minimum of 3 times. The student must bring the proposal guidance form (Form P-1 in Appendix 6 and attached to the proposal).
3. After the guidance is complete, the Internship proposal is endorsed by being signed by the academic advisor and the Department Head (an example of the Internship proposal endorsement sheet can be seen in Appendix 1c).
4. The student fills out Form P-2 (Appendix 4) for the Partner, which has been signed by the Academic Advisor and the Department Head, then submitted to the Business Statistics Department Administration to make an official letter to the Internship Partner (an example can be seen in Appendix 7).
5. The student submits the official letter and proposal to the Partner. The official letter provided by the Department SHOULD be copied for the student's archives, to anticipate any unwanted circumstances (such as losing the letter when submitting it to the Internship Partner).
6. The student waits for a response from the Partner (an example of the acceptance letter from the Partner is attached in Appendix 8). If accepted, the acceptance letter is photocopied 3 times, where the original acceptance letter is given to the Department Head. Then, this copy of the acceptance letter is stamped by the TU (Technical Unit) and signed by the Department Head and the academic advisor, then submitted to the academic advisor, the Business Statistics Department Administration, and the student as their archive.
7. If the Partner rejects the Internship application, then the student must request a rejection letter from the Partner, either an official letter or a memo signed by an authorized officer in the Partner as accountability. Then the rejection letter is submitted to the Department Head and the academic advisor. Then, the student repeats the procedure for exploring the Internship application to another Partner, as explained above.

(PLEASE NOTE: the official letter from the Department is limited to only 2 copies, so make sure first if the Partner will accept the Internship or not). An example of the Internship rejection letter is attached in Appendix 9.

C. Stage III: Internship Implementation

1. Internship cannot be carried out before an official response letter from the Partner where the internship will take place is received.
2. The duration of the internship for the student is 4-6 months, including the completion of reports and outputs. Internship guidance can be conducted during or after the internship period, with a minimum of 5 times with the Department's supervising lecturer.
3. During the internship and supervision process, the student is required to bring Form K as proof of activity at the Partner and Form L as proof of internship report guidance (Appendix 10 and 11) to be signed by the Partner and the Department's internship supervisor (the form must be original, not a photocopy).
4. The completed and signed Form K and L must be attached to the internship report book and ready to be bound.
5. The Internship Report book is approved by being signed by the supervisor in the Department of Business Statistics, then signed by the Department Head and the field supervisor from the internship site. The example format of the internship report book verification form is attached in Appendixs 2c and 2d.
6. The Internship Report book is bound in a minimum of 3 copies and submitted to the Department's Reading Room, ITS Central Library, and the internship site Partner.
7. Proof of submission of the Internship Report from the Department's Reading Room and ITS Central Library is submitted to the Department's Administrative Office. Examples of proof of submission of the Internship Report from the Department's Reading Room and ITS Central Library can be seen in Appendix 14.

PROCEDURE DIAGRAM FOR INTERNSHIP COURSE REGISTRATION



D. Stage IV: Evaluation

Evaluation of the internship is based on the assessment by:

1. Field supervisor with a weight of 50%
2. Academic supervisor with a weight of 50%

The evaluation by the Field Supervisor is conducted online through the following webpage:

<https://intip.in/penilaianmagangstatistikabisnis>

The assessment items for the Field Supervisor are as follows:

Table 2.1 : The assessment criteria for the Field Supervisor (PL)

| No | Criteria | Item | CPL |
|----|---|-------|------|
| 1 | Student's attendance | 0-100 | S7 |
| 2 | Punctuality in Work | 0-100 | S7 |
| 3 | "Working according to Procedures and Occupational Health and Safety (Ability of the student to comply with work procedures and occupational health and safety)" | 0-100 | KU9 |
| 4 | Positive attitude towards supervisor/mentor (the ability of the student to have a positive attitude towards the supervisor/mentor's orders) | 0-100 | S2 |
| 5 | Initiative and work solutions (The student's ability to offer/give initiative and solutions for better work completion). | 0-100 | KU1 |
| 6 | Work relationship with employees/environment (the ability of students to build positive work relationships with employees and the work environment) | 0-100 | S6 |
| 7 | Teamwork (the ability of students to collaborate effectively in a team) | 0-100 | KU10 |
| 8 | Quality of job performance (the ability of students to deliver better job quality) | 0-100 | KU1 |
| 9 | Job implementation targets (the ability of students to meet job targets) | 0-100 | S11 |
| 10 | Participant's contribution to work (the ability of students to contribute to the partner) | 0-100 | KU6 |
| 11 | Ability to implement ICT (Information and Communication Technology) | 0-100 | KU4 |

Note: Value categories for assessment criteria as shown in Table 2.2.

Description: Graduate Learning Outcomes (CPL)

S7. Compliance with laws and discipline in social and national life;

KU9. Capable of making accurate decisions based on standard procedures, design specifications, occupational safety and security requirements in supervising and evaluating work;

S2. Upholding human values in performing tasks based on religion, morality, and ethics;

KU1. Capable of applying logical, critical, innovative, quality, and measurable thinking in performing specific work in their field of expertise, in accordance with the competency standards of the relevant field of work;

S6. Collaborating and having social sensitivity and concern for society and the environment;

KU10. Capable of maintaining and developing networks and collaborative work both within and outside the organization;

S11. Striving to achieve perfect results and working together to maximize the potential they possess;

KU6. Capable of demonstrating independent, quality, and measurable performance;

KU4. Capable of implementing information and communication technology in the context of their work execution.

The final score for the field supervisor (PL) is calculated as follows:

$$Final\ Score\ PL = \frac{\sum Score}{11}$$

Table 2.2 : Value categories for field supervisor assessment criteria are as follows:

| No | Item | Value range | Competency | <56 | 56-60 | 61 – 65 | 66-75 | 75-85 | ≥86 |
|----|--|-------------|------------|------|--------|---------|--------|----------|------|
| 1 | Attendance | 0-100 | S7 | <82% | 82-84% | 85-90% | 89-91% | 92 – 95% | >95% |
| 2 | Punctuality in work* | 0-100 | S7 | <82% | 82-84% | 85-90% | 89-91% | 92 – 95% | >95% |
| 3 | Working according to Procedures and Occupational Health and Safety** | 0-100 | KU9 | <82% | 82-84% | 85-90% | 89-91% | 93 – 95% | >95% |
| 4 | Positive attitude towards superiors/supervisors | 0-100 | S2 | SKB | KB | CB | B | BS | SBS |
| 5 | Initiative and problem-solving skills | 0-100 | KU1 | SKB | KB | CB | B | BS | SBS |
| 6 | Work relationship with employees/environment | 0-100 | S6 | SKB | KB | CB | B | BS | SBS |
| 7 | Teamwork | 0-100 | KU10 | SKB | KB | CB | B | BS | SBS |
| 8 | Quality of job performance | 0-100 | KU1 | SKB | KB | CB | B | BS | SBS |
| 9 | Job implementation targets | 0-100 | S11 | <56% | 56-60% | 61–65% | 66-75% | 75-85% | ≥86% |
| 10 | Participant's contribution to work | 0-100 | KU6 | <56% | 56-60% | 61–65% | 66-75% | 75-85% | ≥86% |
| 11 | Ability to implement ICT (Information and Communication Technology) | 0-100 | KU4 | <56% | 56-60% | 61-65% | 66-75% | 75-85% | ≥86% |

*) Attendance

**) Punctuality in work

SKB : very poor;

KB : poor;

CB : fairly good;

B : good;

BS : very good;

SBS : excellent.

Then, the assessment of the Academic Supervisor is based on:

1. Three types of outputs
2. Paper
3. Report
4. Presentation

The weight for each type of assessment is as follows:

Table 2.3 : Assessment Criteria for Academic Supervisor

| Criteria | Weight of Assessment | Nilai |
|--------------|----------------------|-------|
| Output 1 | 9% | 0-100 |
| Output 2 | 9% | 0-100 |
| Output 3 | 9% | 0-100 |
| Paper | 9% | 0-100 |
| Report | 9% | 0-100 |
| Presentation | 5% | 0-100 |
| Total | 50% | |

Note: described in Chapter IV of this manual

$$Final\ score\ lecturer = \frac{\sum Score \times Weight}{14}$$

$$Internship's\ final\ score = 0.5 * final\ score\ PL + 0.5 * final\ score\ lecturer$$

III. INTERNSHIP OUTPUT CREATION

A. Graduate Learning Outcomes (CPL)

At the end of this Internship lecture stage, students are required to make outputs as assessment materials that have competencies in accordance with the CPL of the Department of Business Statistics. The CPL to be achieved is as set out in Table 3.1.

Table 3.1. Output Results (this handle meet CPL)

| I | Attitude Aspect |
|-----|---|
| | S5. respect the diversity of cultures, views, religions and beliefs, as well as the original opinions or findings of others; S6. cooperate and have social sensitivity and concern for society and the environment; S8. internalize academic values, norms, and ethics; S9. demonstrate an attitude of responsibility for work in their field of expertise independently |
| II | General Skills Aspects |
| | KU3. Able to implement sustainability principles in developing knowledge; KU4. able to implement information and communication technology in the context of carrying out their work; and KU6. able to show independent, quality and measurable performance; KU10. able to maintain and develop cooperation networks and cooperation results inside and outside the institution; |
| III | Special Skill Aspects |
| | KK1. able to apply statistical methods into procedures to solve business problems; KK2. able to use software in carrying out data analysis work; KK3. able to solve business problems using statistical analysis tools by taking into account industrial, economic, and social factors; KK4. able to create programs that support data analysis; KK5. able to improve the quality performance of a process through testing, collecting data measuring work objects, analysis and management and interpretation of data according to procedures and standards; KK6. able to review complete operational procedures in solving Business problems that have been and/or are being implemented, and can put them in the form of scientific working papers. |
| IV | Knowledge Aspect |
| | PP1. Principles of ethics and personality PP5. Effective communication techniques orally and in writing |

B. Target Internship Output

After the internship, in order to obtain scores from the Supervisor, students must meet the following criteria:

1. Minimum produce 3 (three) outputs
2. Paper
3. Report
4. Presentation

B.1. External Type

During the internship, students are expected to contribute to partners, by producing outcomes that are beneficial for decision-making at partner companies. The types of output can be the following:

1. Data Collection Instruments
2. Data entry form
3. Database System
- 4. Decision Support System (dashboard)**
5. Website
6. Infographic
- 7. Video**

The explanation of the external level above is as follows:

1. Data Collection Instruments

Data collection instruments are tools that are selected and used in data collection activities so that these activities become easy and systematic. Data collection instruments can be questionnaires, observation sheets, recording forms, and interview guides.

2. Form data entry

Form data entry is a computer application to form data input activities in such a way that data input can be done easily, minimizing the occurrence of errors, so that quality data is produced.

3. Database System

Database systems are computer applications to organize data starting from the input process, storage, and allow several users or other programs to access and manipulate the data.

4. Decision Support System

A decision support system is a computer application that connects a series of interacting input variables and aids the decision-making process by using and utilizing data and models to solve unstructured problems. The form of the Decision Support System can take the following forms:

1. *What-if-analysis*
Analysis that focuses on observing changes in certain variables affects other variables
2. *Sensitivity analysis*
Analysis that focuses on observing the influence of the rise and fall of one variable on other variables
3. *Goal-seeking Analysis*
Analysis that focuses on changing the values of several variables until the value of the desired variable reaches a certain value
4. *Optimization analysis*
Analysis that focuses on finding the optimum value of each variable based on existing constraints

5. Data analysis results paper

Terms of paper:

1. Lots of pages between 10-15
2. Written in Times News Roman letters

The paper template can be downloaded via the link:

<https://www.its.ac.id/sb/id/mahasiswa/kerja-praktikmagang/>

6. Infographic Poster

Poster Format:

1. A2 cardboard paper size
2. The font size and visualization are adjusted to the information conveyed.
3. The Internship poster must be related to the Internship activities carried out by students in partner companies.
4. Internship posters must be assisted to the Internship supervisor before being collected at the Head of the Business Statistics Department Study Program. After assisting, the Internship poster must be signed by the supervisor as proof of having assisted the Internship poster.
5. Internship posters are collected to the TU Department by bringing posters and proof forms of collection of Internship posters attached to Appendix 15.

7. Video

Videos can contain company partner profiles, tutorials, or analysis results. Video terms

1. Duration: between 3-5 minutes
2. Image and sound combined

B.2. Report

The Executive Report is basically an internship activity report that contains an overview of activities during the Internship process along with the resulting outputs. This report will assemble all activities from the beginning to the end of the activity. What has been done during the Internship process, is written in the report. Things that are not done during the Internship process, do not need to be written down.

B.3. Presentation

The presentation aims to train students to convey ideas and ideas in written and oral form in the business and industrial world. During the presentation, students can explain or show the outputs produced effectively and comprehensively.

IV. INTERNSHIP PROPOSAL AND REPORTING FORMAT

A. Internship Proposal Writing

OUTER COVER (Format in Appendix 1a)
INNER COVER (Format in Appendix 1b)
APPROVAL SHEET (Format in Appendix 1c)

PREFACE

TABLE OF CONTENTS

LIST OF FIGURES, TABLE (if any)

CHAPTER I INTRODUCTION

1.1 Background

1.2 Fundamental Principles

1.3 Purpose

1.3.1 General Purpose

1.3.2 Specific Purpose

1.4 Benefits

1.4.1 Benefits for Partners

1.4.2 Benefits for Students

1.4.3 Benefits for the student of Department of Business Statistics

CHAPTER II INTERNSHIP PARTNER OVERVIEW

2.1. Partner Overview

2.2. Vision and Mission

1. Vision

2. Mission

2.3. Products Resulting from Internships

CHAPTER III SUPPORTING COURSES

(Filled in courses in accordance with the competencies of the supporting fields when holding an internship. The proposal must also include the *learning outcomes of* each course that supports the implementation of the Internship)

CHAPTER IV INTERNSHIP PLANNING

4.1 Time and Place of Internship

4.2 Activity Plan

4.2.1 Internship Activities

4.2.2 Internship Schedule

CHAPTER V INTERNSHIP PARTICIPANT

Apprentices are as follows

Name:

Address Surabaya:

Phone Number:

Email:

CHAPTER VI CONCLUSION

(Filled in student expectations so that the partner or institution desired to do the Internship will accept well).

BIBLIOGRAPHY

APPENDIX

CURRICULUM VITAE

PARTICIPANT

Bio

Education

Organizational experience

Training and seminars that have been attended

I have genuinely created this biodata

Surabaya, Date of Proposal Preparation

Name of participant

Internship Proposal Writing Format

The guidelines for writing an Internship Proposal are as follows:

1. Paper type and size:
80-gram A4-sized (21 cm x 30 cm) white bond paper (HVS).
2. Proposal cover:
Dark blue internship proposal cover with Gradation Color: Red = 0, Green = 103, Blue = 172.
3. Margins:
 - Top margin: 3 cm
 - Bottom margin: 3 cm
 - Left margin: 3 cm
 - Right margin: 4 cm
4. Font style:
Times New Roman, Regular, size 12 (font size 14 can be used for titles).
5. Line spacing:
1.5 (one and a half).

A. Research Proposal Writing

Title Page

Abstract (in Indonesian)

Table of Contents

List of Figures

List of Tables

Chapter I Introduction

1.1 Background

1.2 Problem Formulation

1.3 Research Objectives

1.4 Benefits

Chapter II Literature Review

2.1 Overview of the Research Material

2.2 Supporting Theories

2.3 Previous Research Studies

Chapter III Research Methodology

3.1 Data Sources

3.2 Research Variables

3.3 Data Analysis Steps

Chapter IV Research Schedule and Budget

4.1 Research Schedule

4.2 Research Budget

Bibliography

Appendix: Researchers' Biodata

B. Internship Executive Report Writing

Outer Cover (Format in Appendix 2.a)

Inner Cover (Format in Appendix 2.b)

Approval Sheet I (Format in Appendix 2.c)

Approval Sheet II (Format in Appendix 2.d)

Preface

Includes expressions of gratitude to all parties involved/related to the internship.

Table of Contents

List of Figures List of Tables

Chapter I Introduction

1.1 Background, including:

- Reasons why statistics students should undergo an internship
- Reasons why students choose their respective internship placements and the alignment between statistical knowledge and the internship placement

1.2 Internship Objectives

1.2.1 General Objectives To familiarize oneself with the work system at the internship placement.

1.2.2 Specific Objectives To complete assigned tasks at the internship placement (if any) and/or identify statistical problems and introduce statistical methods that can be used.

1.3 Benefits Includes the benefits derived from both the general and specific objectives.

Chapter II Overview of the "Internship Placement"

2.1 History of the Internship Placement

2.2 Organizational Structure

2.3 Vision and Mission of the Partner Institution

2.4 Production Activities (goods/services) (if applicable) related to the internship outcomes/division of the internship placement

Chapter III Internship Implementation

3.1 Internship Implementation

Includes the timeframe, location, and internship activities (logbook).

The internship schedule, approved by the field supervisor, should be attached.

Table 1. Example Internship Implementation Schedule (logbook)

| Day | Time (Arrival and Departure) | Participant 1 | | | Participant 2 | | |
|-----|---|---------------|----------|--|---------------|----------|--|
| | | Start time | End time | Activity | Start time | End time | Activity |
| 1 | June 3 rd 2019, (7.16 - 16.30) | 7.30 | 9.00 | Waiting for work unit assignment from the HR | 7.30 | 9.00 | Waiting for work unit assignment from the HR |

3.2 Methodology for Completing the Special Task

Explaining the statistical methods used to complete the Special Task as described in subsection 1.2.2, including the variables analyzed and the steps of the analysis.

Chapter IV Internship Results

This section presents the analysis results related to the Specific Objectives of the internship using the specified methodology.

Chapter V Conclusion

As a conclusion to the Internship Report, it includes the summary of the analysis results from the Special Task and recommendations based on the analysis findings or challenges faced during the analysis.

Bibliography

Appendix:

- a) APPENDIX 1: Internship Acceptance Letter from the Partner Institution
- b) APPENDIX 2: Form K
- c) APPENDIX 3: Form L
- d) APPENDIX 4: Data
- e) APPENDIX 5: Computer Output

C. Internship Executive Report Writing Format

1. Paper Type and Size:
HVS 80-gram paper in A5 size (148 mm x 210 mm).
2. Cover of the Internship Report:
Use a dark blue color with a color gradient of Red = 0, Green = 103, Blue = 172.
3. Report Binding:
Hardcover binding with delamination.
4. Confirmation Page:
 - Use a plain white page for the confirmation page.
 - The Internship Supervisor must sign the confirmation page.
5. Section Dividers:
Use light blue color with a color gradient of Red = 204, Green = 236, Blue = 255 for section dividers (refer to Appendix 7).
6. Margins:
 - Top margin: 2.5 cm
 - Bottom margin: 2.5 cm
 - Left margin: 2.5 cm
 - Right margin: 2.0 cm
7. Font Type:
Times New Roman, Normal, size 11 for the main content, and size 12 for the titles.
8. Spacing: Use single spacing throughout the report, including tables and figures.
 - a. Tables and figures should be presented on the same page whenever possible.
 - b. Page numbers:
 - c. The "Introduction" section and other preliminary sections should use lowercase Roman numerals (i, ii, iii, iv, v, etc.) centered at the bottom of the page.
 - d. The "Main Body" and "Conclusion" sections should use sequential Arabic numerals, starting from 1 and continuing from the "Introduction" section.
 - e. Page numbers should be placed in the header, aligned to the right for odd-numbered pages and to the left for even-numbered pages. However, the first page of each new chapter should have the page number placed at the bottom-right in the footer and start with an odd number.
 - f. Odd-numbered pages should be on the right side, and even-numbered pages should be on the left side. If a chapter ends on an odd-numbered page, add a blank even-numbered page with the note "This page intentionally left blank."
 - g. Insert a blank page with a blue color divider and no page number between chapters.
 - h. Tables and Figures:
 - Tables should be numbered sequentially within each chapter using Latin numerals (e.g., Table 2.1, Table 3.2, Table 3.3, etc.).
 - Each table should have a title written in bold above the table, with each word capitalized except for conjunctions.
 - Figures should be numbered sequentially within each chapter using Latin numerals (e.g., Figure 2.1, Figure 3.2, Figure 3.3, etc.).
 - Each figure should have a title written below the figure.


- i. **Cover Thickness:**
The front and back covers should not exceed 1 mm in thickness (softcover). The text on the cover should be the same as the Title Page.
 - j. **Heading Levels:**
 - **Chapter and Title of the Chapter:** Capitalize all letters, centered on a new page with equal margins from the left and right (centered) and bolded. The chapter number should be written in Roman numerals, and the title should be on the next line.
 - **Subtitle:** The first letter of each word, except for conjunctions, should be capitalized and bolded, starting from the left margin.
 - **Sub-subtitle:** It should start from the left margin and be bolded. The first letter of the sub-subtitle should be capitalized.
9. **References and Bibliography** All directly referenced library sources must be cited. The citation style requires mentioning the author's name and publication year within parentheses. For indirect citations, the original author's name and the editor's name should be mentioned (example: Faqih in Sulistijono, 2006). The following guidelines should be followed for creating the reference list:
- a. If the reference is a book:
Dick, H.W. 1990. Industri Pelayaran Indonesia: Kompetisi dan Regulasi. Diterjemahkan oleh Burhanuddin A. Jakarta: LP3ES.
Franklin, J.H. 1985. Fundamentals of Mathematics. Chicago: University of Chicago Press.
Kerningham, B.W., dan Dennis, M.R. 1987. The C Programming Language. Englewood Cliffs, N.J.: Prentice Hall.
 - b. If the reference is a chapter from a book written by multiple authors:
Abraham, G.H. 1989. Differential and Integral in Franklin, J.H. (Ed). Fundamentals of Mathematics. Chicago: University of Chicago Press.
 - c. If the reference is a proceeding:
Akazana, S. 1983. "The Scope of The Japanese Information Industry In The 1980s". Proceeding Of The Forty First FID Congress. Hongkong, 13-16 September. Diedit oleh K.R. Brown. New York: North Holland Publishing Company.
Southeastcon. Seasion 5D4:414-419.
Simar, Ray Jr. 1986. "Floating-Point Arithmetics with the TMS322010", Digital Signal Processing Applications with the TMS320 Family. Texas Instruments.
 - d. If the reference is an article in a journal:
Bondavalli, A., Conti, M., Gregori, E., Lenzini, L., and Strigini, L. Feb. 1990. "MAC Protocols for High-Speed MANs: Performance Comparisons for a Family of Fasnets-based Protocols". Computer Networks and ISDN Systems 18, 2:97-113.
Conti, M., Gregori, E., Lenzini, L. March 1994. "EDCP An Extension of the Distributed-control Polling MAC Protocol (DCP) for Integrated Services". Computer Networks and ISDN System 26, 6-8:711-719.
Jacson, R. 1979. "Running Down The Up Escalator: Regional Inequality In Papua New Guinea". Australian Geographer 14 (May): 175-184.
 - e. If the reference is an article in a magazine:
Santori, M., dan Zech, K. Maret 1996. "Fieldbus brings Protocol to Process Control". IEEE Spectrum 33, 3:60-64.
Weber, B. 1985. "The Myth Maker: The Creative Mind". New York Times Magazines, 20 October, 42.
 - f. If the reference is an article in a newspaper:
Kompas (Jakarta). 1992. 4 Januari.
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APPENDIX

- Appendix 1a: Example of Outer Cover for Internship Proposal
- Appendix 1b: Example of Inner Cover for Internship Proposal
- Appendix 1c: Example of Proposal Internship Approval Sheet
- Appendix 2a: Example of Outer Cover for Internship Report
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Appendix 1a: Example of Outer Cover for Internship Proposal

| |
|---|
|  <p>ITS Institut Teknologi Sepuluh Nopember</p> |
| Proposal Magang |
| MAGANG – VS191601 |
| Di (Nama Perusahaan) |
| Diajukan Oleh Nama Mahasiswa |
| NRP Mahasiswa |
| Dosen Pembimbing Nama dan Gelar Dosen Pembimbing |
| Program Studi Sarjana Terapan Departemen Statistika Bisnis Fakultas Vokasi Institut Teknologi Sepuluh Nopember Surabaya 2XXX |

Appendix 1b: Example of Inner Cover for Internship Proposal



Proposal Magang

Magang – VS191601

Di (Nama Perusahaan)

Diajukan Oleh

Nama Mahasiswa

NRP Mahasiswa

Dosen Pembimbing

Nama dan Gelar Dosen Pembimbing

Program Studi Sarjana Terapan

Departemen Statistika Bisnis

Fakultas Vokasi

Institut Teknologi Sepuluh Nopember

Surabaya 2XXX

Appendix 1c: Example of Proposal Internship Approval Sheet

**LEMBAR PENGESAHAN PROPOSAL MAGANG DEPARTEMEN
STATISTIKA BISNIS FAKULTAS VOKASI ITS**
Surabaya, tanggal bulan tahun

Peserta

Nama Mahasiswa
NRP. NRP Mahasiswa

Menyetujui,
Dosen Pembimbing Magang
Departemen Statistika Bisnis
Fakultas Vokasi ITS

Nama dan Gelar Dosen Pembimbing
NIP. NIP Dosen Pembimbing

Mengetahui,
Kepala Departemen Statistika Bisnis
Fakultas Vokasi ITS

Nama dan Gelar Kepala Departemen
NIP. NIP Kepala Departemen

Appendix 2a: Example of Outer Cover for Internship Report



MAGANG - VS191601

NAMA MITRA TEMPAT MAGANG

Nama Mahasiswa

NRP Mahasiswa

Pembimbing
Nama dan Gelar Dosen Pembimbing

Program Studi Sarjana Terapan
Departemen Statistika Bisnis
Fakultas Vokasi
Institut Teknologi Sepuluh Nopember
Surabaya 2000

Appendix 2b: Example of Inner Cover for Internship Report



MAGANG - VS191601

NAMA MITRA TEMPAT MAGANG

Nama Mahasiswa

NRP Mahasiswa

Pembimbing

Nama dan Gelar Dosen Pembimbing

Program Studi Sarjana Terapan
Departemen Statistika Bisnis
Fakultas Vokasi
Institut Teknologi Sepuluh Nopember
Surabaya 2000

Appendix 2c: Internship Report Approval Sheet I (From the Department)

**LEMBAR PENGESAHAN I
LAPORAN MAGANG
DI (NAMA PERUSAHAAN)**

Surabaya, Tanggal Pengesahan

**Menyetujui,
Dosen Pembimbing Magang
Departemen Statistika Bisnis
Fakultas Vokasi ITS**

**Nama dan Gelar Dosen Pembimbing
NIP. NIP Dosen Pembimbing**

**Mengetahui,
Kepala Departemen Statistika Bisnis
Fakultas Vokasi ITS**

**Nama dan Gelar Kepala Departemen
NIP. NIP Kepala Departemen**

Appendix 2d: Internship Report Approval Sheet II (From the Partner)

**LEMBAR PENGESAHAN II
LAPORAN MAGANG
DI (NAMA PERUSAHAAN)**

Tempat, Tanggal Pengesahan

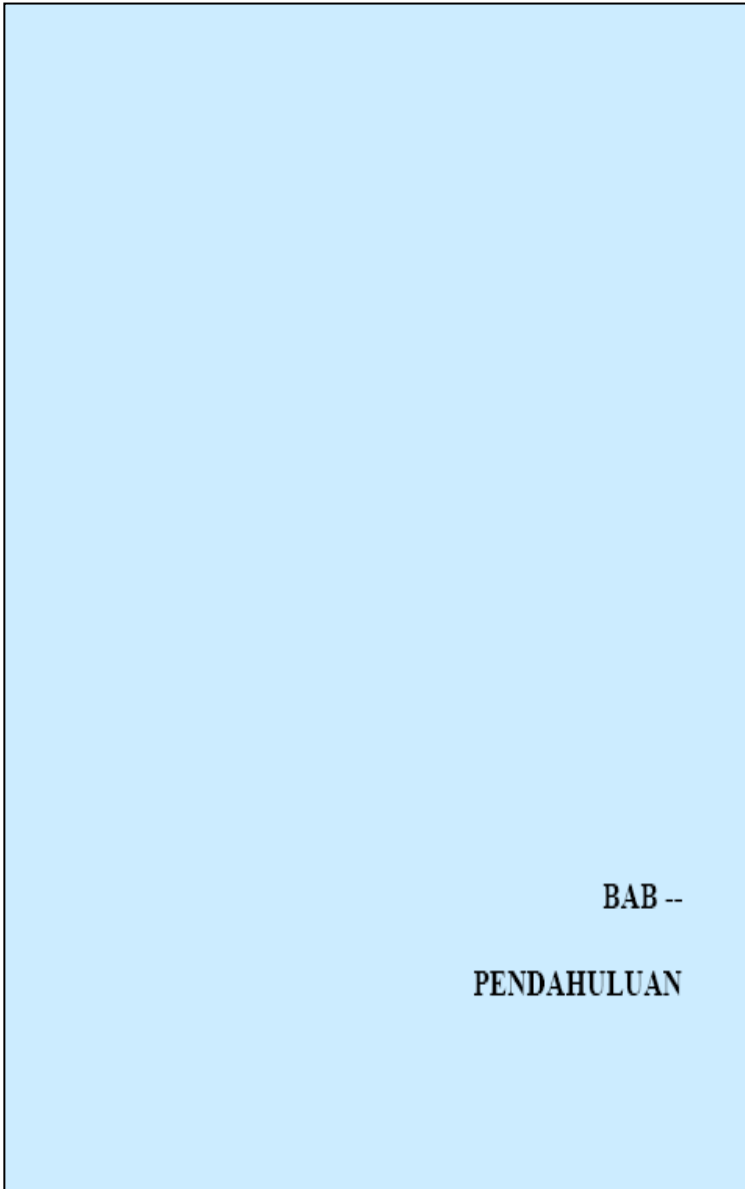
**Menyetujui,
Pembimbing Lapangan Magang**

Nama dan Gelar Pembimbing Lapangan

**Mengetahui,
Pimpinan (contoh: Direktur, dll)**

Nama dan Gelar Pimpinan Perusahaan

Appendix 3: Example of Inter-chapter Separator Page



BAB --

PENDAHULUAN

Appendix 4: Internship Registration Form

| | | |
|---|---|--|
|  | DEPARTMENT OF BUSINESS STATISTICS FACULTY OF VOCATIONAL STUDIES INSTITUT TEKNOLOGI SEPULUH NOPEMBER |  |
| 2018 - 2023 | Internship Registration Form | Form D |

Student's name :
 Name :
 NRP :
 Address :
 Phone number :

Student's achievements:

| | Semester | | | | | | | | |
|--------------------------|----------|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Number of Credits Passed | | | | | | | | | |
| GPA | | | | | | | | | |

Note: Also attach the course transcript.

Proposed Internship Location 1:
 Proposed Internship Location 2:
 Address of Proposed Internship Location 1:
 Address of Proposed Internship Location 2:

Statement:



I hereby declare that all the data we have provided is true according to the submitted evidence.

Surabaya,20..

Student,

(.....)
 NRP.

Appendix 5: Internship Letter Request Form

| | | |
|---|---|--|
|  | DEPARTMENT OF BUSINESS STATISTICS FACULTY OF VOCATIONAL STUDIES INSTITUT TEKNOLOGI SEPULUH NOPEMBER |  |
| 2018 - 2023 | Internship Letter Request Form | Form P-2 |

I. STUDENT'S IDENTITY

- a. Name :
 b. NRP :
 c. Study Program :
 d. Address :
 e. Phone number :

II. INTERNSHIP PLACEMENT

1. Name of institution :
 2. Address :
 3. Field :
 4. Implementation Period :

Internship proposal attached Yes No

Surabaya,
 Applicant,

(.....)
 NRP.



To whom it may concern,
 Head of Department of Business Statistics
 Faculty of Vocational Studies – ITS,

Academic Supervisor,

(Head of department's name)
 NIP.

(Academic Supervisor's name)
 NIP.

Appendix 6: Internship Proposal Mentoring Evidence Form

| | | |
|---|---|--|
|  | DEPARTMENT OF BUSINESS STATISTICS FACULTY OF VOCATIONAL STUDIES INSTITUT TEKNOLOGI SEPULUH NOPEMBER |  |
| 2018 - 2023 | Internship Proposal Mentoring Evidence Form | Form P-1 |

STUDENT'S NAME:

.....

NRP:

.....

TARGET PARTNER

:

ACADEMIC SUPERVISOR

:

| Guidance Date | Revision/Discussed Topics | Supervisor's Signature |
|---------------|---------------------------|------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**) A minimum of 3 guidance sessions for the internship proposal is required.*

SURABAYA,
 ACADEMIC SUPERVISOR,

(.....)
 NIP.

Appendix 7: Example of Department's Request Letter to the Partner Regarding Student Internship Application



KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI
INSTITUT TEKNOLOGI SEPULUH NOPEMBER
FAKULTAS VOKASI
DEPARTEMEN STATISTIKA BISNIS

44

Kampus ITS Sukolilo, Surabaya 60111
Telp. : 031-594 3352, 031-599 4251 Fax. : 031-592 2940 PABX: 1213, 1214
<http://www.statistics.its.ac.id>

Nomor : 23861 /IT2.VI.8.6 /KM.00.04/2017
Perihal : Permohonan Kerja Praktek

Kepada Yth : **Badan Tenaga Nuklir Nasional**
Jl. Kuningan Barat Mampang Prapatan
Jakarta Selatan

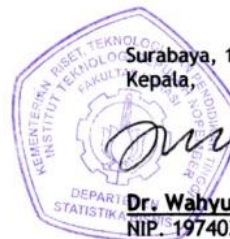
Dalam rangka menyelesaikan studi di Departemen Statistika Bisnis Fakultas Vokasi - ITS, mahasiswa diwajibkan untuk melakukan Kerja Praktek. Sehubungan dengan hal tersebut diatas, kami mohon agar mahasiswa kami yang tersebut dibawah ini :

1. Nama : Utami Cahyaning P
NRP : 1315030008
Program Studi : Diploma III (D-III)
2. Nama : Himawan Widia C
NRP : 1315030094
Program Studi : Diploma III (D-III)

diperkenankan untuk melakukan Kerja Praktek dan menganalisis data di Perusahaan yang Bapak/Ibu pimpin.

Adapun pelaksanaan dari kegiatan tersebut akan dilakukan pada bulan Juli - Agustus 2017

Demikian atas ijin yang diberikan, disampaikan terima kasih.



Surabaya, 18 April 2017
Kepala,

Dr. Wahyu Wibowo
Dr. Wahyu Wibowo, S.Si., M.Si
NIP. 197403281998021001

Appendix 8: Example of Partner's Response Letter



PT POS INDONESIA (Persero) ³⁷
KANTOR REGIONAL 7 SURABAYA 60004
 Jl. Krembangan Barat 73-75 Surabaya 60175
 Telp (031) 3520033 Fax (031) 3529140

Surabaya, 2 Juni 2017

Nomor : 1262/M2K3L/0617
 Lampiran : 1 (satu) berkas
 Perihal : **Permohonan Kerja Praktek** Kepada : **Sdr. Kepala Departemen Statistika Bisnis ITS Surabaya**

Memperhatikan surat Saudara tanggal 26 April 2017 Nomor : 025165/IT2.VI.8.6/TU.00.09/2017 perihal tersebut pada pokok surat, dengan ini kami sampaikan bahwa pada dasarnya kami *tidak keberatan dan memberikan izin* untuk melaksanakan kerja praktek kepada mahasiswa sebagai berikut :

| No. | Nama | NRP | Program Studi |
|-----|--------------------|------------|------------------------------|
| 1 | Hikmatul Islamiyah | 1315030001 | Departemen Statistika Bisnis |
| 2 | Evi Trias N. | 1315030121 | Departemen Statistika Bisnis |

Adapun pelaksanaan kerja praktek selama dua bulan, terhitung mulai tanggal **5 Juni sampai dengan 29 Juli 2017** yang akan melakukan kegiatan *Bussines Process Improvment System* (BPIS) meliputi Pengukuran (*Measure*), Pengendalian (*Control*), dan Perbaikan (*Improvement*) berbasis ilmu Statistika Bisnis bertempat di **Kantor Pos Surabaya Jl. Kebon Rojo No. 10 Surabaya 60000**.

Demikian surat ini disampaikan untuk dipergunakan sebagaimana mestinya.

Pelaksanaan Kerja Praktek

5 Juni s/d 29 Juli 2017

Menyetujui,

Dosen Pembimbing

(Mike Prastowo, S.Si, M.Si)
 NIP. 19910122 201504 2 002

Mengetahui,

Kooprودي DIII Statistika

(Ir. Sri Pingit Wulandari, M.Si)

NIP. 19620603 198701 2 001

An. Kepala Regional 7
 Manager M2K3L

BISMAR ARIOBOWO
 Nippos : 969355762

Appendix 9: Example of Internship Rejection Letter from the Partner



P T. PERUSAHAAN ROKOK *tiap*
Gudang Garam Tbk.
KEDIRI-INDONESIA

Kediri, 03 Mei 2017

Nomor : E0012/GG-21.B/V-17
Lampiran : -
Perihal : **Penolakan PKL**

Kepada Yth.
Bapak Dr. Brodjol Sutijo SU, MSi.
Kepala Institut Teknologi Sepuluh Nopember
Institut Teknologi Sepuluh Nopember
Kampus ITS Sukolilo
Surabaya

Dengan hormat,

Menanggapi surat Bapak No. : 018571/IT2.VI.8.6/KM.05.00/2017, Tanggal 24 Maret 2017, perihal Permohonan ijin Praktek Kerja Lapangan bagi **Sdri. Evi Betris Kurnia A.** dan **Fauziah Fatma N.** Mahasiswi Jurusan D III Statistika Bisnis Fakultas Vokasi, maka terlebih dahulu disampaikan terima kasih atas perhatian Bapak kepada Perusahaan kami.

Namun dengan berat hati kami **tidak dapat memenuhi permohonan tersebut**, karena keterbatasan tempat untuk PKL saat ini.

Demikian pemberitahuan dari kami, atas perhatian Bapak kami ucapkan terima kasih.



Hormat kami,
Bidang Humas

PT. GUDANG GARAM Tbk.
HUMAS

3/5
Iwhan Tri Cahyono
Kepala

Tembusan:
1. Yth. Sekretaris Direksi – sebagai laporan
2. Yth. Sdri. Evi Betris Kurnia A., dkk.
3. Arsip

Appendix 10: Internship Activity Evidence Form

| | | |
|---|---|--|
|  | DEPARTMENT OF BUSINESS STATISTICS FACULTY OF VOCATIONAL STUDIES INSTITUT TEKNOLOGI SEPULUH NOPEMBER |  |
| 2018 - 2023 | Internship Activity Evidence Form | Form K |

Student's name :
 NRP :
 Partner's name :
 Work unit :
 Field Supervisor :
 Internship period :

| Number | Date | Time | | Activities conducted | Field supervisor's signature |
|--------|------|-------|--------|----------------------|------------------------------|
| | | Start | Finish | | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| ... | | | | | |
| dst | | | | | |



Surabaya,.....
 To whom it may concern,
 Leader of the partner *)



()
 NIP.

*) If the Partner/Organization does not provide a stamp/seal, then this document must be printed on the Partner's letterhead.

Appendix 11: Internship Report Mentoring Evidence Form (Department Advisor)

| | | |
|---|--|--|
|  | DEPARTMENT OF BUSINESS STATISTICS FACULTY OF VOCATIONAL STUDIES INSTITUT TEKNOLOGI SEPULUH NOPEMBER Internship Report Mentoring Evidence Form (Department Advisor) |  |
| 2018 - 2023 | | Form L |

Student's name :
 NRP :
 Partner's name :
 Work unit :
 Field supervisor's name :
 Academic supervisor's name :
 Internship duration :

| Number | Date | Discussed topics | Academic supervisor's signature |
|--------|------|------------------|---------------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| ... | | | |
| dst | | | |

**) A minimum of 5 guidance sessions for the internship report is required.*



Surabaya,20..

Academic supervisor,

(.....)

NIP.....

Appendix 12: Evaluation Form from Field Supervisor/Partner

| | | |
|---|---|--|
|  | DEPARTMENT OF BUSINESS STATISTICS FACULTY OF VOCATIONAL STUDIES INSTITUT TEKNOLOGI SEPULUH NOPEMBER |  |
| 2018 - 2023 | Evaluation Form from Field Supervisor/Partner | Form N-1 |

Student's name :
 NRP :
 Partner's name :
 Work Unit :
 Field supervisor's name :
 Internship duration :

| No | Item | Value range | Competency | <56 | 56-60 | 61 – 65 | 66-75 | 75-85 | ≥86 |
|----|--|-------------|------------|--|--------|---------|--------|----------|------|
| 1 | Attendance | 0-100 | S7 | <82% | 82-84% | 85-90% | 89-91% | 92 – 95% | >95% |
| 2 | Punctuality in work* | 0-100 | S7 | <82% | 82-84% | 85-90% | 89-91% | 92 – 95% | >95% |
| 3 | Working according to Procedures and Occupational Health and Safety** | 0-100 | KU9 | <82% | 82-84% | 85-90% | 89-91% | 93 – 95% | >95% |
| 4 | Positive attitude towards superiors/supervisors | 0-100 | S2 | SKB | KB | CB | B | BS | SBS |
| 5 | Initiative and problem-solving skills | 0-100 | KU1 | SKB | KB | CB | B | BS | SBS |
| 6 | Work relationship with employees/environment | 0-100 | S6 | SKB | KB | CB | B | BS | SBS |
| 7 | Teamwork | 0-100 | KU10 | SKB | KB | CB | B | BS | SBS |
| 8 | Quality of job performance | 0-100 | KU1 | SKB | KB | CB | B | BS | SBS |
| 9 | Job implementation targets | 0-100 | S11 | <56% | 56-60% | 61–65% | 66-75% | 75-85% | ≥86% |
| 10 | Participant's contribution to work | 0-100 | KU6 | <56% | 56-60% | 61–65% | 66-75% | 75-85% | ≥86% |
| | Total Score | | | $Final\ score = \frac{\sum Score}{11}$ | | | | | |

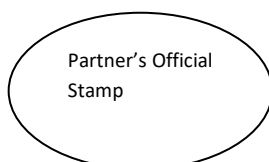
*) Attendance **) Punctuality in work

SKB : very poor; KB : poor; CB : fairly good;
 B : good; BS : very good; SBS : excellent.

INTERNSHIP ATTENDANCE RECORD

- a. Authorized Absence: days
 b. Sick Leave: days
 c. Unexcused Absence: days

Surabaya,20..
 Field Supervisor,



(.....)
 NIP.....

Note:

1. If the partner/organization does not provide a stamp/seal, then this document must be printed on letterhead paper with the partner/organization's header.
2. Please place the grades in a sealed envelope and affix a stamp on the envelope.

Appendix 13: Evaluation Form from Academic Supervisor

| | | |
|--|---|--|
| | DEPARTMENT OF BUSINESS STATISTICS FACULTY OF VOCATIONAL STUDIES INSTITUT TEKNOLOGI SEPULUH NOPEMBER | |
| | Evaluation Form from Academic Supervisor | |

Student's name :
 NRP :
 Partner's name :
 Work Unit :
 Academic supervisor's name :
 Internship duration :

| | Number | Grade | Credit weight | <56 | 56-60 | 61 – 65 | 66-75 | 75-85 | ≥86 | |
|-------------|--------------------|-------|---------------|---|--------|---------|--------|----------|------|--|
| 1 | Output 1 | | 3 | <82% | 82-84% | 85-90% | 89-91% | 92 – 95% | >95% | |
| 2 | Output 2 | | 3 | <82% | 82-84% | 85-90% | 89-91% | 92 – 95% | >95% | |
| 3 | Output 3 | | 3 | <82% | 82-84% | 85-90% | 89-91% | 93 – 95% | >95% | |
| 4 | Research Proposal | | 2 | SKB | KB | CB | B | BS | SBS | |
| 5 | Executive Summary | | 2 | SKB | KB | CB | B | BS | SBS | |
| 6 | Final Presentation | | 1 | SKB | KB | CB | B | BS | SBS | |
| Total score | | | 14 | Final score = $\frac{\sum \text{Score} \times \text{weight}}{14}$ | | | | | | |

SKB : very poor; KB : poor; CB : fairly good;
 B : good; BS : very good; SBS : excellent.

| | |
|---|-------------|
| Description of Final Numeric Grade | Final Grade |
| Field Supervisor's Final Grade | |
| Academic Supervisor's Final Grade | |
| Internship Score = $\frac{\text{Field supervisor's final grade} + \text{Academic supervisor's final grade}}{2}$ | |

surabaya,
 Academic supervisor,

(.....)
 NIP.

Appendix 14: Example of Internship Report Submission Evidence at the Department Reading Room and ITS Central Library

Form Tanda Bukti Penyerahan Laporan Kerja Praktek Mahasiswa
Ruang Baca Statistika FMIPA
Institut Teknologi Sepuluh Nopember Surabaya


Telah di terima dari


Nama : 1) Novi Kriswindari
 2) Albertus Eka Putra Haryanto

NRP : 1) 1313030002 2) 1314030014

Dosen Pembimbing : Dr. Vita Ratnasari, S.Si, M.Si

Judul : Laporan kerja Praktek di Dinas Tenaga kerja, Transmigrasi, dan
Kependudukan Provinsi
Jawa Timur Surabaya, 27 Juli 2016
 Petugas





UPT PERPUSTAKAAN
INSTITUT TEKNOLOGI SEPULUH NOPEMBER
KAMPUS ITS, SUKOLILO, SURABAYA 60111
TELP. 031-5921733 FAX. 031-5937774

Telah Terima 1 Eks. Laporan Kerja Praktek dari :

Nama : 1. Novi Kriswindari NRP : 1313030002
 2. Albertus Eka Putra Haryanto NRP : 1314030014
 3. _____ NRP : _____

Judul : Laporan kerja Praktek di Dinas Tenaga kerja, Transmigrasi, dan
Kependudukan Provinsi Jawa Timur

Surabaya, 27 Juli 2016
 Yang Menerima


Marsudiyana, S.Sos
NIP. 19710714200112 1 002

Appendix 15: Internship Report Poster Submission Evidence Form

UNTUK KAPRODI

BUKTI PENGUMPULAN POSTER LAPORAN MAGANG
Departemen Statistika Bisnis Fakultas Vokasi – ITS

Telah diterima poster laporan Magang di

Mahasiswa I:

Nama :

NRP :

Mahasiswa II:

Nama :

NRP :

Surabaya,

Yang Menerima,

(Ir. Sri Pingit Wulandari, M.Si)

✂ gunting disini-----

--

UNTUK MAHASISWA

BUKTI PENGUMPULAN POSTER LAPORAN MAGANG
DEPARTEMEN STATISTIKA BISNIS FAKULTAS VOKASI ITS

Telah diterima poster laporan Magang di

Mahasiswa I:

Nama :

NRP :

Mahasiswa II:

Nama :

NRP :

Surabaya,

Yang Menerima,

(Ir. Sri Pingit Wulandari, M.Si)