



# ON JOB TRAINING GUIDEBOOK

**BACHELOR PROGRAM**  
2018-2023

**STATISTICS DEPARTMENT  
FACULTY OF SCIENCE AND DATA ANALYTICS  
INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

**2019**





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**2019**

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## FOREWORD

Praise and gratitude to God Almighty and for His mercy, this On Job Training Guidebook can be completed and presented as a handbook for students and the Academic Community of the Statistics Department SCIENTICS-ITS to implement and arrange the report of On Job Training.

The On Job Training Guidebook is a source of information in the implementation of On Job Training and creates the report of On Job Training. With the On Job Training Guidebook, students are expected to be able to carry out On Job Training by the procedures and compile the identical On Job Training Report that is suitable with the writing rules in each section.

We would like to thank the compiler team and all those who have assisted in the completion of the On Job Training Guidebook. Hopefully, this book can be a guide and provide the information for all parties in the preparation of the On Job Training Report in the Department of Statistics SCIENTICS-ITS.

Surabaya, July 2019

Compiler team  
Statistics Department SCIENTICS-ITS



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## CHAPTER I INTRODUCTION

The objectives of On Job Training is to make the students learn to work and apply the statistical methods in various work fields. The strategies used are to practice directly in a private or government institution for 1 month or at least 20 effective working days (@7 hours each day) and compile the report for 2 months (@3.5 hours each day). Each student is guided by the supervisor from the statistics department and the company. The assessment is conducted based on the On Job Training Report.

The regulations in conducting On Job Training in Statistics Departments ITS are:

1. The duration of On Job Training is 3 months (1 month in the company)
2. The supervisor for On Job Training from the Statistics Department is the academic supervisor for the student.
3. The participants of On Job Training is a team that consists of a maximum 2 number of students.
4. The rules for writing the On Job Training Report:
  - a. The report of On Job Training are compiled in one report
  - b. The supervisors are consist of two lecturers
  - c. Each student has different responsibilities for the task
  - d. The difference of the report is in the Implementation of On Job Training (Chapter 3) and the Result of On Job Training (Chapter 4)
5. The students have to prepare the poster of the On Job Training result, although it is not a criterion for assessment
6. The form of On Job Training Assessment from the Company are provided by the administrative team (not provided by the student), which consist of the letter for company supervisor



assessment, envelope for placed the assessment result, and the assessment result in closed condition

There are 11 documents needed as guidelines, procedures, or documentation of On Job Training implementation. The documents can be seen in the following table:

**Table 1.1** On Job Training Guidelines Documents

No	Description	Code	Document type
1	Standard Procedures of On Job Training	D-1	SOP
2	Report writing format	D-2	Guidance
3	Application letter form for On Job Training	F-1	Recording Form
4	Application letter for On Job Training from Statistics Department to the Company	F-2	Letter
5	Response letter from the Company	F-3	Letter
6	Documentation form in discussing the On Job Training proposal with the supervisor	F-4	Recording Form
7	The Implementation Form of On Job Training in the Company	F-A	Recording Form
8	Documentation form in discussing the On Job Training implementation with supervisor	F-B	Recording Form
9	Assessment Form of On Job Training from the Company	F-C	Recording Form
10	Assessment Form of On Job Training from the Supervisor in Statistics Department	F-D	Recording Form
11	Assessment Form for Poster	F-E	Recording Form





## **CHAPTER II**

### **PROCEDURES OF ON JOB TRAINING**

The following is the procedure for On Job Training that begins with the registration to the result evaluation of On Job Training.

#### **STEP I REGISTRATION**

Before registering for On Job Training, the students have to follow the following process.

1. Attend the socialization of on job training
2. Submit the registration form to the admin attached with the proof of credit that has been taken, S1 and S1-LJ = 100 credits
3. Registration form, proposal guidance form, A, B, C, D form, assessment form, procedures for writing proposal and report can be downloaded on the Statistics Department Website.
4. Register online at the statistics website: [www.statistics.its.ac.id](http://www.statistics.its.ac.id)

#### **STEP II PROPOSAL PREPARATION**

After completing the registration step, the students will proceed to the proposal preparation with the following procedure.

1. After the On Job Training Supervisor is announced, the students meet the supervisor to discuss proposal writing.
2. Guidance for proposal writing is held at least 3 times. The students have to provide the proposal guidance form (attached to the proposal). After the guidance is completed, the on job training proposal is signed by the supervisor and the Secretary of Department 1 (Academic and Student Affairs).
3. The students complete an application letter form to the company/institution that has been signed by the Secretary of Department 1 (Academic and Student Affairs), then submitted to the Administrator of the Undergraduate Study Program to make an official letter to the company.



4. The students submit the official letters and proposals to the companies/institutions
5. The students await an answer from the company. If accepted, the acceptance letter is copied 2 times, then this acceptance letter is signed and submitted to the Supervisor and Administrator as an archive.
6. The original acceptance letter is submitted to the Secretary of Department 1, before doing on job training.
7. If the company rejects the application for on job training, the student has to request a rejection letter from the company. The rejection letter can be in the form of an official letter or memo signed by a legitimate official in the company as a liability. Then the rejection letter is submitted to the Secretary of Department 1 and the supervisor. Furthermore, the students repeat the procedures for applying on job training to other companies, identical to the procedures above. (Attention: official letters from the department are only limited to 2 times, make sure the company is willing to accept on job training or not).

### STEP III IMPLEMENTATION OF ON JOB TRAINING

The following are the process of On Job Training.

1. The students who have been accepted for on job training in a company/institution must re-register for on job training through the online form so that the study program receives the information about students who have been accepted for on job training at the institution/company.
2. The students have to begin the on job training at the company **for 1 month** according to the agreement with the company/institution. On Job Training Guidance can be carried out during the On Job Training or thereafter depend on the agreement with the On Job Training supervisor.
3. During the supervising process, the students may begin to work on the on job training report (2 months after the on job training at the company is completed).
4. During the supervising process, students are required to provide Form A and Form B to be signed by the company and the on job training supervisor (the form must be original, not photocopy).



5. Form A and B that are completely signed have to be attached to the On Job Training report book and ready to be bound.
6. The On Job Training Report is signed by the Head of the Department, initialed by the Secretary of Department 1, the Supervisor at the Statistics Department, and the Field Supervisor from the Company.
7. The report book is submitted to the Statistics Reading Room and ITS Library.

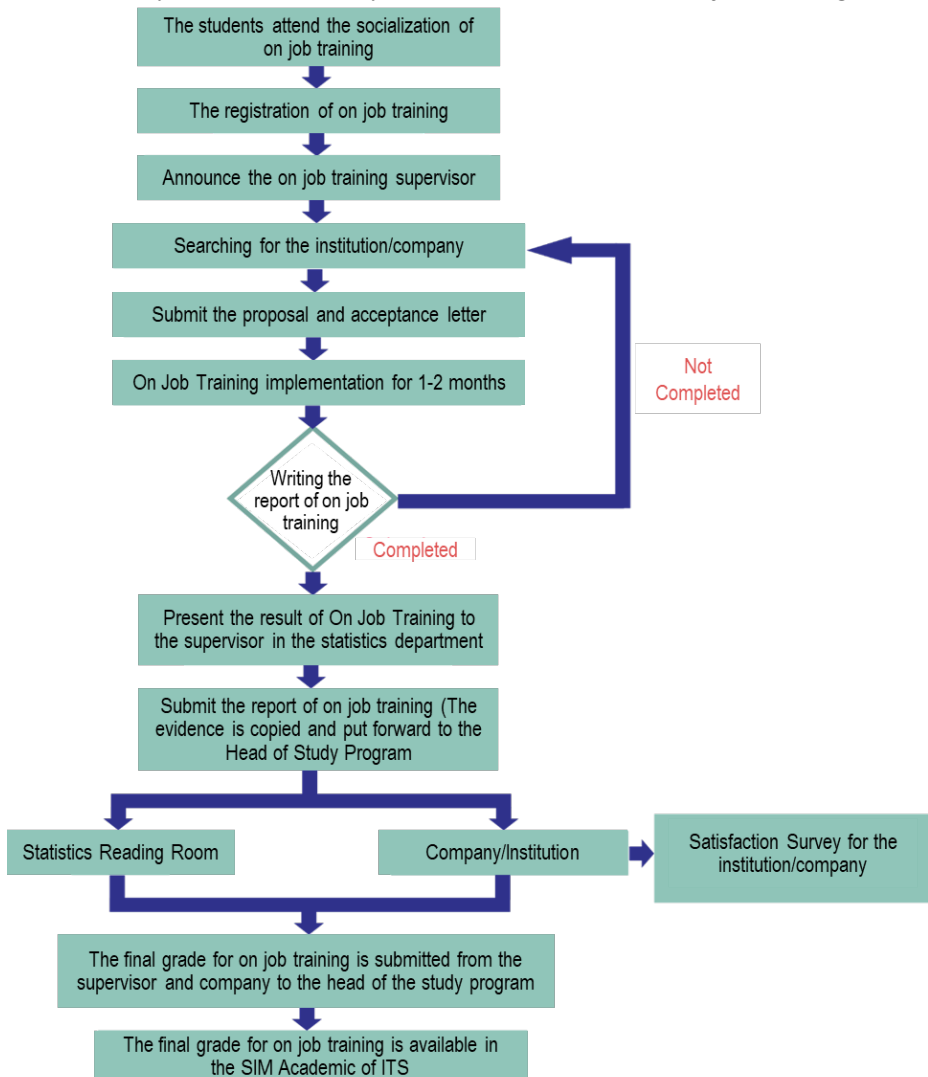
#### **STEP IV SUBMIT THE GRADE OF ON JOB TRAINING**

The following are the process to submit the grade of on job training:

1. After completing the report, the students have to submit form C and form D to the on job training supervisor
2. Form C is an assessment form from the company submitted in a closed envelope.
3. Form D is an assessment form from the supervisor in the Department which is left blank because the supervisor will write and submit it to the Administrator of the Undergraduate Study Program.
4. The students submit a copy of the submission of the On Job Training Report from the Statistics Reading Room and ITS Library to the Undergraduate Study Program Administrator
5. The result is inputted by the Secretary of Department I with the regulation of lateness:
  - a) 1 day to 1 month maximum result is AB
  - b) 1 month to 2 months maximum result is B
  - c) 2 months to 3 months maximum result is BC
  - d) For more than 3 months the maximum result is E and the students are required to submit the report at the institution/company to the on job training coordinator and register for on job training at the other institution/company.
6. The students are permitted to take the On Job Training at Online Study Plan Form after the On Job Training process is completed or at the following semester.



7. The students are not advised to take On Job Training at Online Study Plan Form if they have not carried out the on job training.



**Figure 2.1** Flowchart procedure of On Job Training





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## **CHAPTER III**

### **ON JOB TRAINING WRITING FORMAT**

The following is the format for writing the result of on job training starting from report to poster.

#### **3.1 ON JOB TRAINING REPORT**

The following is the format of the on job training report starting from the content structure of the report and the format of the report book.

##### **3.1.1 The Content Structure of On Job Training Report**

1. Front Cover
2. Inner Cover
3. Approval page I
4. Approval page II
5. Foreword
6. Table of contents
7. List of Figures
8. List of Appendices
9. Chapter I. Introduction
10. Chapter II. General description of Institution/Company
11. Chapter III. Implementation of On Job Training
12. Chapter IV. Result of On Job Training
13. Chapter V. Closing
14. Bibliography
15. Appendices :
  - i. Appendix 1 Acceptance letter for On Job Training from the institution/company
  - ii. Appendix 2 Form A (1 sheet for one student)
  - iii. Appendix 3 Form B (1 sheet for one student)
  - iv. Appendix 4 Data
  - v. Appendix 5 Computer output



### 3.1.2 The book of On Job Training Report

1. Paper size A5
2. The logo in the upper left is a gear, the format will be determined later
3. The cover report must be colored dark blue with color gradation (Red = 0, Green = 103, Blue = 172)
4. The report is bound with a hardcover
5. Approval page using plain papers with white base \*)
6. Separator sheets between chapters using light blue plain papers with color gradation (Red = 204, Green = 236, Blue = 255)

Note: \*) the supervisor from the company/institution has to signed first

### 3.1.3 The Content Rules of On Job Training Report

The writing of the on job training report follows the following terms:

1. Paper type and size  
HVS paper with A5 size (148 mm x 210 mm)
2. Spacing : 1 (one)
3. Margin:
  - Top : 2,5 cm
  - Bottom : 2,5 cm
  - Left : 2,5 cm
  - Right : 2,0 cm
4. Font  
Times New Roman, Normal, size 11 (for titles can be used size 12).
5. Page numbers
  - The page of the first section using roman numerals with lowercase letters (i, ii, iii, iv, v, ... etc.) placed at the middle bottom of the page.
  - The main and final sections are numbered sequentially starting with number 1 from the Introduction Chapter to the Appendix.
  - Page numbers are written in the top right (header) for odd pages and in the top left for even pages, except the first page of a new chapter is written in the bottom right (footer) and starts with odd page numbers. If a





chapter ends on an odd-numbered page, one blank page with an even-numbered page is added (the words "This page is intentionally left blank") are added.

- Between chapters are given a separator page according to the terms without page number.

#### 6. Tables and Figures

The tables are numbered sequentially in each chapter with the following terms:

- The number consists of 2 parts, the first part shows the chapter while the second part shows the serial number of the table (i.e. Table 2.1, Table 3.3, etc.).
- The number and the title of the table are placed above the table and every word begins with a capital letter except for conjunctions.

The figures are numbered sequentially in each chapter with the following terms:

- The number consists of 2 parts, the first part shows the chapter while the second part shows the serial number of the figures (i.e. Figure 2.1, Figure 3.4, Figure 4.2 etc.).
- The figure number and the title are placed at the bottom of the figure.

## CHAPTER I INTRODUCTION

### 1.1 Background

This section consists of:

- The explanation of the importance of on job training for the statistics students
- The reasons in selecting the institution/company (according to the place of on job training of each student)

### 1.2 The objectives of On Job Training

#### 1.2.1 General Objective



Recognizing the working processes at institution/company.

### **1.2.2 Specific Objective**

Complete the specific tasks assigned from the institution/company (if any), and/or identify statistical problems and introduce statistical methods that can be used.

### **1.3 Advantages**

Explaining the advantages from the general purpose and specific purpose.

## **CHAPTER II GENERAL DESCRIPTION OF INSTITUTION/COMPANY**

### **2.1 The history of the Institution/Company**

### **2.2 Organizational Structure**

### **2.3 Production Activities (goods/services)**

## **CHAPTER III IMPLEMENTATION OF ON JOB TRAINING**

### **3.1 Implementation of On Job Training**

Explaining the time, place, and on job training activities (log book) attached with the on job training schedule that has been approved by the supervisor from the company/institution

### **3.2 The Methods in Solving the Specific Task**

Explaining the Statistical method used to complete the specific task as described in sub-chapter 1.2.2, the variables analyzed, and the steps of the analysis.

## **CHAPTER IV RESULT OF ON JOB TRAINING**

This section explains the results of the analysis related to the specific objectives of on job training using the methods described in the previous section..



## **CHAPTER V PENUTUP**

The closing of the On Job Training Report is the conclusion of the analysis from the specific tasks and recommendations based on the results analysis or the difficulties during the analysis.

### **3.2 POSTER FORMAT**

The following terms are a poster format based on the results of the On Job Training report.

1. Paper Size A2
2. Font size and visualization are adjusted to the information explained
3. Grading for poster of on job training
  - a. Poster design that results in interesting information can be read clearly.
  - b. Information content

### **3.3 GRADING FOR ON JOB TRAINING**

Grading for On Job Training are based on:

1. On Job Training Report (50%)
2. Poster (30%)
3. Grading from supervisor in the company/institution (20%)

Notes :

- a. The poster of on job training results will be posted in a public place so that it can be seen by students and lecturers.
- b. Poster is assessed by supervisors and three statistics lecturers, while on job training report is assessed by on job training supervisors.



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## **BAB IV CLOSING**

Thus the On Job Training Guidebook of the Statistics Department is compiled and expected to be used as a guide in implementing the On Job Training for students in the Statistics Departments. Hopefully, this On Job Training Guidebook can be used well.



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## APPENDICES

### Appendix 1. Front Cover of On Job Training Report



**KERJA PRAKTIK - KS 184721**

**NAMA PERUSAHAAN/INSTANSI**

**Disusun Oleh :**

**Nama Mahasiswa I**

**NRP 06211x xxxx xxxx**

**Nama Mahasiswa II**

**NRP 06211x xxxx xxxx**

**Dosen Pembimbing:**

**Nama dan Gelar Dosen Pembimbing I**

**Nama dan Gelar Dosen Pembimbing II**

**PROGRAM STUDI SARJANA**

**DEPARTEMEN STATISTIKA**

**FAKULTAS SAINS DAN ANALITIKA DATA**

**INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

**SURABAYA 2019**

## Appendix 2. Inner Cover of On Job Training Report



**KERJA PRAKTIK – KS 184721**

**NAMA PERUSAHAAN/INSTANSI**

**Disusun Oleh :**

**Nama Mahasiswa I**

**NRP 06211x xxxx xxxx**

**Nama Mahasiswa II**

**NRP 06211x xxxx xxxx**

**Dosen Pembimbing:**

**Nama dan Gelar Dosen Pembimbing I**

**Nama dan Gelar Dosen Pembimbing II**

**PROGRAM STUDI SARJANA**

**DEPARTEMEN STATISTIKA**

**FAKULTAS SAINS DAN ANALITIKA DATA**

**INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

**SURABAYA 2019**





**Appendix 3. Approval Page from Statistics Department****LEMBAR PENGESAHAN I****LAPORAN KERJA PRAKTIK**

**Program Studi Sarjana Departemen Statistika  
Fakultas Sains dan Analitika Data  
Institut Teknologi Sepuluh Nopember Surabaya**

**Surabaya, September 2019**

**Menyetujui,**

**Pembimbing I**

**Pembimbing II**

**Nama & Gelar Dosen I**  
**NIP. ....**

**Nama & Gelar Dosen II**  
**NIP. ....**

**Mengetahui,  
Kepala Departemen Statistika  
FSAD ITS**

**Dr. Drs. Kartika Fithriasari, M.Si.**  
**NIP. 19691212 199303 2 002**



**Appendix 4. Approval Page from the Company****LEMBAR PENGESAHAN II  
LAPORAN KERJA PRAKTIK****Nama Perusahaan/Instansi****Kota Instansi, September 2019****Menyetujui,  
Pembimbing Lapangan****Nama  
Jabatan****Mengetahui,  
Kepala Fungsi Kordinasi dan Komunikasi Kebijakan****Nama  
Jabatan**

## Appendix 5. Questionnaire for User Survey

### KUESIONER TINGKAT KEPUASAN PENGGUNA TERHADAP DEPARTEMEN STATISTIKA ITS

No. Kuesioner : \_\_\_\_\_ Tanggal Survei : \_\_\_\_\_

Kepada Bapak/Ibu, untuk meningkatkan kualitas mahasiswa/i Program Studi Sarjana Departemen Statistika ITS, Kami ingin meminta kesediaan Bapak/Ibu untuk berbagi informasi mengenai performansi mahasiswa/i yang mengambil data untuk Tugas Akhir di perusahaan/instansi Anda. Terima kasih untuk waktu dan kerjasamanya.

#### IDENTITAS RESPONDEN

1. Nama :
2. Posisi :
3. No. HP/Email :
4. Nama Perusahaan :
5. Bidang Pekerjaan :
6. Alamat :
7. Nama Mahasiswa/i :

#### PENILAIAN TENTANG PERFORMANSI MAHASISWA/I

**Petunjuk :** Berilah jawaban pada semua pertanyaan dengan cara menuliskan pendapat Anda mengenai mahasiswa/i kami. Centanglah pada kotak yang disediakan.

Sangat buruk

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5

Sangat baik



No	Kriteria	Skor				
		1	2	3	4	5
1	Integritas mahasiswa/i pada perusahaan					
2	Profesionalisme					
3	Kemampuan kepemimpinan					
4	Kemampuan komunikasi					
5	Kemampuan Bahasa Inggris/asing					
6	Pengetahuan teknologi					
7	Kemampuan kerjasama					
8	Pengembangan diri					
9	Kemampuan adaptasi					
10	Etika saat bekerja					
11	Tanggung jawab					

1. Menurut Bapak/Ibu, apa kelebihan Departemen Statistika ITS ?

.....  
 .....

2. Menurut Bapak/Ibu, apa kekurangan Departemen Statistika ITS ?


.....  
 .....

3. Saran untuk meningkatkan kualitas departemen/mahasiswa/i.

.....  
 .....



## Appendix 6. Students Request Letter to the Company

	<b>PROGRAM STUDI S1 STATISTIKA FSAD-ITS</b> <i>Undergraduate Program, Department Of Statistics FSAD -ITS</i>			<b>F-1</b>
	<b>PERMOHONAN SURAT PENGANTAR KP</b> <i>Students Request Letter For PW To The Company</i>			
KP-S1-03	Curriculum 2018 , May 2019 Ed	Revision Number : 01	Code/sks : KS184721 / (0/0/2)	Page :23 of 42

<b>I. IDENTITAS MAHASISWA/ Student Identity</b> 1) a. Nama/Name : ..... b. NRP/ Student Identity Number : ..... c. Program Studi/Study Program : ..... d. Alamat/ address : ..... e. Telp/HP : ..... 2) a. Nama/Name : ..... b. NRP/ Student Identity Number : ..... c. Program Studi/Study Program : ..... d. Alamat/ Address : ..... e. Telp/HP : ..... <b>II. TEMPAT KERJA PRAKTEK/PRACTICAL WORKPLACE</b> 1. Nama Instansi /Company Name : ..... 2. Alamat/ address : ..... 3. Unit Kerja/Work Unit : ..... 4. Rencana Waktu Pelaksanaan/ Plan Execution Time : ..... Note : Lampirkan Proposal Kerja Praktek/ Attach PW Proposal											
Surabaya,....., 20..... Pemohon I / applicant I (.....) NRP.....					Pemohon II/ applicant II (.....) NRP.....						
Mengetahui, Ketua Program Studi S1 Statistika FSAD- ITS Head of Statistics Study Program FSAD- ITS  (Dr. Santi Wulan Purnami, S.Si, M.Si) NIP. 19720923 199803 2 001			Pembimbing KP I / PW Supervisor I  (.....) NIP.....			Pembimbing KP II / PW Supervisor II  (.....) NIP.....					
Form-F1 adalah surat permohonan dari mahasiswa kepada departemen Statistika untuk membuat surat permintaan kerja Praktek ke perusahaan <i>F1-Form is a request form from student to the Department of Statistics to make a letter of request to the companies to Practical working.</i>											
Proses pembelajaran di Departemen Statistika- ITS meliputi Lecture, Practical Work (PW) dan Final Project (FP). Ada 11 Dokumen dalam proses Kerja Praktek, yaitu : 1). SOP ( D1), 2). Pedoman (D2), 3). Formulir pengajuan Surat permohonan KP (F1), 4).Surata permohonan KP di Perusahaan (F2), 5).Surat balasan dari perusahaan (F3), 5).Formulir rekaman kegiatan ( F4,FA,FB), 6).Formulir penilaian (F-C,F-D dan F-E). <i>The learning process in the Department Statistika- ITS covers Lecture, Practical Work (PW) and Final Project (FP). There are 11 documents in the process of PW, ie: 1). SOP (D1), 2). Manual (D2), 3). Formulir filing request letter PW (F1), 4). Letter of PW request to the Company (F2), 5). Letter reply from the company (F3), 5). Formulir recording activities (F4, FA , FB), 6). Formulir assessment (FC, FD and FE).</i>											
D-1	D-2	<b>F-1</b>	✓	F-2	F-3	F-4	F-A	F-B	F-C	F-D	F-E
SOP of PW	Practical Work Repot Writing Form	Formulir filing request letter PW		Letter of PW request to the Company	Letter reply from the company	PW proposal supervising Form	Activity Form in the Company	PW supervising Form	PW Company Assessment Form	Assessment of Report Form	Poster Assessment Form



## Appendix 7. Evidence of On Job Training Proposal Supervising

	<b>PROGRAM STUDI SI STATISTIKA FSAD-ITS</b>				<b>F-4</b>
	<i>Undergraduate Program Department Of Statistics FSAD -ITS</i>				
Bukti Pembimbingan Proposal Kerja Praktek <i>Evidence of Practical Work Proposal Supervising</i>					
KP-S1-02	Curriculum 2018 , May 2019 Ed	Revision Number : 01	Code/sks : KS184721 / (0/0/6)	Page :24 of 42	

Nama Mahasiswa /Student Name	:	.....
Nrp/ Student Identity Number	:	.....
Nama Perusahaan/ Company Name	:	.....
Unit Kerja/Work Unit	:	.....
Nama Pembimbing / Supervisor Name	:	.....
Waktu Kerja Praktek/ Practical Working	:	.....

No	Tanggal Date	Materi yang dibahas Proposals Component Discussions	TT Pembimbing Supervisor Sign
1			
2			
3			
4			
5			

*Setiap paraf harap disertai stempel perusahaan/ Each initial hope with the company stamp TTPL= Tanda tangan pembimbing Lapangan/Company supervisor Signature		Surabaya,..... Dosen Pembimbing KP/PW Supervisor   (.....) NIP. ....										
Form F-4 merupakan bukti bahwa mahasiswa telah melakukan pembimbingan selama pembuatan proposal KP yang akan dilampirkan pada saat mengajukan permohonan KP di perusahaan.												
Proses pembelajaran di Departemen Statistika- ITS meliputi Lecture, Practical Work (PW) dan Final Project (FP). Ada 11 Dokumen dalam proses Kerja Praktek, yaitu : 1). SOP ( D1), 2). Pedoman (D2), 3).Formulir pengajuan Surat permohonan KP (F1), 4).Surat permohonan KP di Perusahaan (F2), 5).Surat balasan dari perusahaan (F3), 5).Formulir rekaman kegiatan ( F4,FA,FB), 6).Formulir penilaian (F-C,F-D dan F-E). <i>The learning process in the Department Statistika- ITS covers Lecture, Practical Work (PW) and Final Project (FP). There are 11 documents in the process of Job, ie: 1). SOP (D1), 2). Manual (D2), 3). Formulir filing request letter PW (F1), 4). Letter of PW request to the Company (F2), 5). Letter reply from the company (F3), 5). Formulir recording activities (F4, FA, FB), 6). Formulir assessment (FC, FD and FE).</i>												
D-1	D-2	F-1	F-2	F-3	F-4	✓	F-A	✓	F-B	F-C	F-D	F-E
SOP of PW	Practical Work Report Writing Form	Formulir filing request letter PW	Letter of PW request to the Company	Letter reply from the company	PW proposal supervising Form		Activity Form in the Company		PW supervising Form	PW Company Assessment Form	Assessment of Report Form	Poster Assessment Form

## Appendix 8. Evidence of Activity in the Company

	<b>PROGRAM STUDI SI STATISTIKA FSAD-ITS</b> <i>Undergraduate Program Department Of Statistics FSAD -ITS</i>			<b>F-A</b>
	Bukti Kegiatan di Perusahaan <i>Evidence of Activity in the Company</i>			
KP-S1-07	Curriculum 2018 , May 2019 Ed	Revision Number : 01	Code/sks : KS184721 / (0/0/2)	Page :25 of 42

Nama Mahasiswa /Student Name : ..... NRP/ Student Identity Number : ..... Nama Perusahaan/ Company Name : ..... Unit Kerja/Work Unit : ..... Nama Pembimbing / Supervisor Name : ..... Waktu Kerja Praktek/ Practical Work time : Jam Kerja..... Waktu Pelaksanaan/ Execution Time : tanggal KP awal s.d akhir.....					
No	Tanggal Date	Waktu /Time		Kegiatan Activity	TT PL /CSS <sup>1</sup>
		Start	Finish		
1					
2					
3					
4					
5					
6					
7					

\*) Setiap paraf harus disertai stempel perusahaan/ Each initials must be accompanied by the company stamp  
TTPL= Tanda tangan pembimbing Lapangan/Company Supervisor Signature (CSS)

Form F-A merupakan bukti bahwa mahasiswa telah mengikuti kegiatan di perusahaan tempat KP. Formulir ini dilampirkan di laporan Kerja Praktek sebagai bukti telah melaksanakan Kerja Praktek  
F-A Form is evidence that the student has attended activities at the company of PW. This form is attached in report as evidence has been carrying out Practical Work

Proses pembelajaran di Departemen Statistika- ITS meliputi Lecture, Practical Work (PW) dan Final Project (FP). Ada 11 Dokumen dalam proses Kerja Praktek, yaitu : 1). SOP ( D1),2). Pedoman (D2), 3).Formulir pengajuan Surat permohonan KP (F1), 4).Surata permohonan KP di Perusahaan (F2), 5).Surat balasan dari perusahaan (F3), 5).Formulir rekaman kegiatan ( F4,FA,FB), 6).Formulir penilaian (F-C,F-D dan F-E).  
The learning process in the Department Statistika- ITS covers Lecture, Practical Work (PW) and Final Project (FP). There are 11 documents in the process of PW, ie: 1). SOP (D1), 2). Manual (D2), 3) .Formulir filing request letter PW (F1), 4) .Letter of PW request to the Company (F2), 5) .Letter reply from the company (F3), 5) .Formulir recording activities (F4, FA , FB), 6) .Formulir assessment (FC, FD and FE).

Surabaya,....., 20..  
Mengetahui  
Pemimpin Perusahaan/Company Leaders \*)

Stempel

NIP. ....

D-1		D-2		F-1		F-2		F-3		F-4		<b>F-A</b>	✓	F-B		F-C		F-D		F-E	
SOP of PW	Practical Work Repot Writing Form	Formulir filing request letter PW	Letter of PW request to the Company	Letter reply from the company	PW proposal supervisin g Form	Activity Form in the Company	PW supervising Form	PW Company Assesmen t Form	Assessment of Report Form	Poster Assessment Form											




## Appendix 9. Evidence of On Job Training Supervising


	<b>PROGRAM STUDI S1 STATISTIKA FSAD-ITS</b> <i>Undergraduate Program Department Of Statistics FSAD -ITS</i>			<b>F-B</b>
	Bukti Pembimbingan Kerja Praktek <i>Evidence of Practical Work Supervising</i>			
KP-S1-08	Curriculum 2018 , May 2019 Ed	Revision Number : 01	Code/sks : KS184721 / (0/0/2)	Page :26 of 42

Nama Mahasiswa /Student Name : ..... NRP/ Student Identity Number : .....  Nama Perusahaan/ Company Name : .....  Unit Kerja/Work Unit : .....  Nama Pembimbing / Supervisor Name : .....  Waktu Kerja Praktek/ Practical Work time : .....											
No	Tanggal Date	Materi yang dibahas Component Discussions	TT Pembimbing Supervisor Sign								
1											
2											
3											
4											
5											
Form-FB merupakan bukti bahwa mahasiswa telah melakukan pembimbingan selama pembuatan Laporan KP. Formulir ini dilampirkan di laporan Kerja Praktek. Bimbingan KP Minimal 5 kali. <i>FB Form is evidence that the student has been supervising for report drafting of PW. This form is attached in PW report. PW guidance least 5 times.</i>		Surabaya,..... Dosen Pembimbing KP/PW Supervisor  (.....) NIP.....									
Proses pembelajaran di Departemen Statistika- ITS meliputi Lecture, Practical Work (PW) dan Final Project (FP). Ada 11 Dokumen dalam proses Kerja Praktek, yaitu : 1). SOP (D1), 2). Pedoman (D2), 3).Formulir pengajuan Surat permohonan KP (F1), 4).Surata permohonan KP di Perusahaan (F2), 5).Surat balasan dari perusahaan (F3), 5).Formulir rekaman kegiatan ( F4,FA,FB), 6).Formulir penilaian (F-C,F-D dan F-E). <i>The learning process in the Department Statistika- ITS covers Lecture, Practical Work (PW) and Final Project (FP). There are 11 documents in the process of PW, ie: 1). SOP (D1), 2). Manual (D2), 3) .Formulir filing request letter PW (F1), 4) .Letter of PW request to the Company (F2), 5) .Letter reply from the company (F3), 5) .Formulir recording activities (F4, FA, FB), 6) .Formulir assessment (FC, FD and FE).</i>											
D-1	D-2	F-1	F-2	F-3	F-4	F-A	<b>F-B</b>	✓	F-C	F-D	F-E
SOP of PW	Practical Work Repot Writing Form	Formulir filing request letter PW	Letter of PW request to the Company	Letter reply from the company	PW proposal supervising Form	Activity Form in the Company	PW supervisin g Form	PW Company Assessmen t Form	Assessment of Report Form	Poster Assessment Form	



## Appendix 10. Form of Company Supervisor Assessment

	<b>PROGRAM STUDI SI STATISTIKA FSAD-ITS</b> <i>Undergraduate Programme - Department of Statistics FSAD -ITS</i> Penilaian Pembimbing Perusahaan Company Supervisor Assessment			<b>F-C</b>
	KP-S1-09	Curriculum 2018 , Desember 2018 Ed	Revision Number : 03	

Nama Mahasiswa / Student Name : ..... Nrp/ Student Identity Number : ..... Nama Perusahaan/ Company Name : ..... Unit Kerja/ Work Unit : ..... Nama Pembimbing / Supervisor Name : ..... Waktu Kerja Praktik/ Practical Work Period : .....											
Component of Assessment						Nilai / Score*					
						0 - 55 Poor	56 - 65 Fair	66 - 85 Good	86 - 100 Excellent		
<b>1. DISCIPLINE</b>											
	A. Datang tepat waktu (Come on time)										
	B. Pulang kerja tepat waktu (Leaving ontime from work)										
	C. Tepat waktu dalam menyelesaikan tugas (Finishing the assignmet on time)										
	D. Mengerjakan tugas sesuai arahan (Completing the assignment as instructed)										
<b>2. KNOWLEDGE</b>											
	A. Kemampuan dasar (Knowledge base)										
	B. Pengetahuan metode yang dimiliki pada saat mulai kerja praktik (Technical knowledge at the beginning of practice work)										
	C. Pengetahuan metode yang dicapai pada akhir kerja praktik (Technical knowledge gained at the end of the practice work)										
<b>3. SKILLS</b>											
	A. Mengoperasikan alat dan menerapkan metode (Operating tools and implementing methods)										
	B. Collecting information (Pengumpulan informasi)										
	C. Penyelesaian masalah (Solving problems)										
	D. Penyampaian pendapat yang dituangkan pada laporan tertulis (Expressing ideas (opinion) in written report)										
	E. Komunikasi (Communication)										
<b>4. Attendance:</b>											
	A. Permission ..... Days										
	B. Sick ..... Days										
	C. Without permission ..... Days										
*) NB : Tuliskan skor nilai pada masing-masing komponen penilaian NB : Write a score in range of each box in according column; Signature of field supervisor must be accompanied by the company stamp, and sent to the supervisor of practice work in a sealed envelope. Form-FC meadalah bukti bahwa mahasiswa telah dinilai oleh pembimbing perusahaan. Formulir ini diserahkan ke dosen pembimbing. Form-FC is evidence that the student has been assessed by the company supervisor. This form is submitted to the university supervisor (lecturer).						Surabaya, ..... Pembimbing KP Perusahaan/PW Company Supervisor   (.....) NIP. ....					
Proses pembelajaran di Departemen Statistika- ITS meliputi Lecture, Practice Work (PW) dan Final Project (FP). Ada 11 Dokumen dalam proses Kerja Praktik, yaitu : 1). SOP (D1), 2). Pedoman (D2), 3).Formulir pengajuan Surat permohonan KP (F1), 4).Surat permohonan KP di Perusahaan (F2), 5). Surat balasan dari perusahaan (F3), 5).Formulir rekaman kegiatan ( F4,FA,FB), 6).Formulir penilaian (F-C,F-D dan F-E). The learning process in the Department of Statistics ITS includes Lecture, Practice work and Final project. There are 11 documents required for practice work process, namely: 1 SOP (D1), 1 Guideline (D2), 1 Form of the request letter of introduction (F1), 1 application letter (F2) and the first letter of reply (F3), 3 Form of activity record (F1, F4, FA, FB) and 3-assessment forms (FC, FD and FE).											
D-1	D-2	F-1	F-2	F-3	F-4	F-A	F-B	F-C	✓	F-D	F-E
SOP of PW	Practical Work Repot Writing Form	Formulir filing request letter PW	Letter of PW request to the Company	Letter from reply the company	PW proposal supervising Form	Activity Form in the Company	PW supervising Form	PW Company Assessment Form		Assessment of Report Form	Poster Assessment Form



## Appendix 11. Form of On Job Training assessment by Lecturer

	<b>PROGRAM STUDI S1 STATISTIKA FSAD-ITS</b>				<b>F-D</b>
	Undergraduate Program Department of Statistics FSAD -ITS				
Penilaian Kerja Praktik oleh Dosen Pembimbing					
Practice work assessment by Lecturer					
KP-S1-10	Curriculum 2018 , May 2019 Ed	Revision Number : 02	Code/sks : KS184721 / (0/0/2)	Page :28 of 42	

Nama Mahasiswa / Student Name	:	.....
NRP / Student Identity Number	:	.....
Nama Perusahaan / Company Name	:	.....
Unit Kerja/Work Unit	:	.....
Nama Pembimbing / Supervisor Name	:	.....
Waktu Kerja Praktik/ Practice Work Period	:	.....

Component of Assessment	Nilai / Score*			
	0 - 55	56 - 65	66 - 85	86 - 100
	Poor	Fair	Good	Excellent
<b>1. KNOWLEDGE</b>				
a. Kemampuan dasar (Knowledge base)				
b. Pengetahuan metode yang dimiliki pada awal kerja praktik (Technical knowledge owned at the beginning of practice work)				
c. Pengetahuan metode yang dicapai pada akhir kerja praktik (Technical knowledge gained at the end of the practice work)				
<b>2. IMPLEMENTATION</b>				
a. Kemampuan menformulasikan masalah (The ability to formulate a problem)				
b. Kesesuaian rencana dan pelaksanaan (The suitability of the plan and implementation)				
<b>3. REPORT</b>				
a. Sistematika (Systematics)				
b. Kemampuan bahasa (Language proficiency)				
c. Isi/ substansi laporan (Report Content)				
				<b>TOTAL SCORE**</b>

<p>*) NB : Tuliskan skor nilai pada masing-masing komponen penilaian</p> <p>NB : Write a score in range of each box in according column;</p> <p>**) Nilai Total Score = Jumlah nilai yang diisiikan pada setiap kolom.</p> <p>Total Score value = Sum of score which are filled in each column.</p>		<p>Surabaya,.....</p> <p>Dosen Pembimbing / University Supervisor</p>	
<p>Form-D adalah bukti Penilaian dosen pembimbing terhadap performa mahasiswa selama KP, meliputi 3 aspek, yaitu: pengetahuan, implementasi dan laporan. Dosen dapat menilai ke-3 aspek ketika proses pembimbingan berlangsung.</p> <p>Form-D is an assessment from supervisor for the student performance during practice work that covers three aspects, i.e: knowledge, implementation and reporting. Lecturers give evaluation for those 3 aspect.</p> <p>Proses pembelajaran di Departemen Statistika- ITS meliputi Lecture, Practice Work (PW) dan Final Project (FP). Ada 11 Dokumen dalam proses Kerja Praktik, yaitu : 1). SOP ( D1),2). Pedoman (D2), 3).Formulir pengajuan Surat permohonan KP (F1), 4). Surat permohonan KP di Perusahaan (F2), 5).Surat balasan dari perusahaan (F3), 5).3 Formulir rekaman kegiatan ( F4,FA,FB), 6). 3 Formulir penilaian (F-C,F-D dan F-E). <b>12-21-2018</b></p> <p>The learning process in the Department of Statistics ITS includes Lecture, Practice work and Final project. There are 11 documents required for practice work process, namely: 1 SOP (D1), 1 Guideline (D2), 1 Form of the request letter of introduction (F1), 1 application letter (F2) and the first letter of reply (F3), 3 Form of activity record (F1, F4, FA, FB) and 3-assessment forms (FC, FD and FE)</p>		<p>(.....)</p> <p>NIP. ....</p>	

D-1	D-2	F-1	F-2	F-3	F-4	F-A	F-B	F-C	F-D	✓	F-E
SOP of PW	Manual of Practical Work Repot Writing	Formulir filing request letter PW	Letter of PW request to the Company	reply Letter the company	PW proposal supervising Form	Activity Form in the Company	PW supervising Form	PW Company Assessment Form	Assessment of Report Form		Poster Assessment Form

DoS= Departement of Statistics ; Note: Results of the assessment is sent to the administration in a sealed envelope.