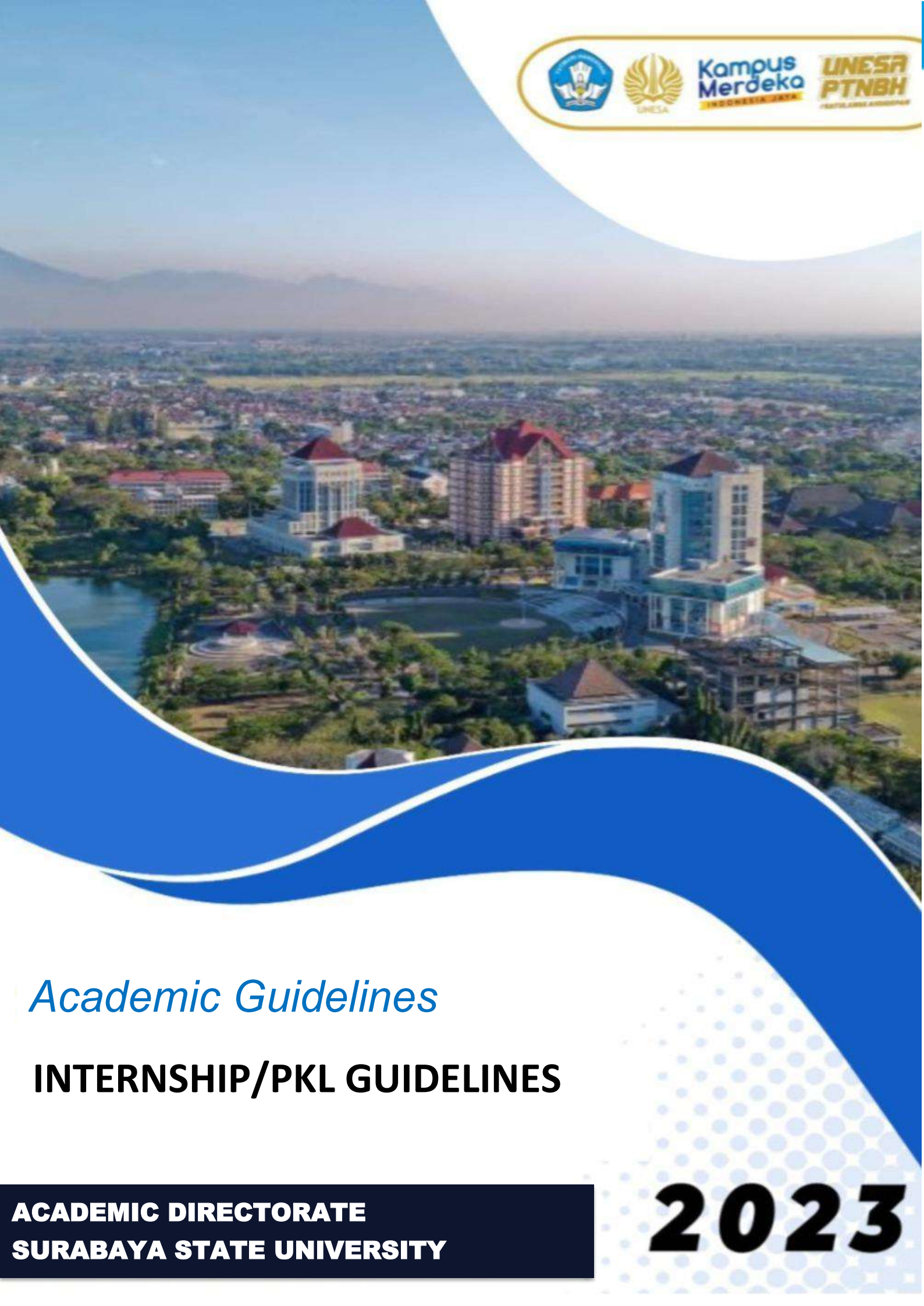




Kampus  
Merdeka  
INDONESIA

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## *Academic Guidelines*

# INTERNSHIP/PKL GUIDELINES

**ACADEMIC DIRECTORATE  
SURABAYA STATE UNIVERSITY**

# 2023

Director : Prof. Dr. Nurhasan, M. Kes

Person In Charge : Prof. Dr. Madlazim, M.Si.  
Prof. Dr. Fida Rachmadiarti, M.Kes.

Writer : Dwi Anggorowati Rahayu, S.Si., M.Sc  
Dr. M. Jacky, S.Sos., M.Sc.  
Rusly Hidayah, S.Pd., M.Pd.  
Supriyanto, S.Pd., M.Pd.  
Tutur Jatmiko, S.Pd., M.Kes.  
Zainur Rahman, S.E., M.Si.  
Bellina Yunitasari, S.Si., M.Si.  
Febriyan Eprilianto, S. Sos., MPA.

**UNIVERSITAS NEGERI SURABAYA**  
**2023**

## Preface

Internship/Work Practice is a form of BKP MBKM which opens opportunities for students to apply and acquire knowledge, general and specific skills/work skills, and internalize professional attitudes and work culture that are appropriate and necessary for the business world. The Internship/Work Practice Program is a program of educational, training, and learning activities carried out at relevant partner institutions to achieve student competency according to the IQF and SN-Dikti levels in their respective fields. Internship/Work Practice Programs can be implemented in government or private institutions, the business world and the industrial world (DU/DI), foundations/non-profit organizations, multilateral organizations, as well as startups that are required to have legal status. The implementation of the Internship must be guided by a lecturer and supervisor from the partner. This BKP will develop the ability to think critically, be creative, problem-solving, communication, and student collaboration. For implementing activities to run smoothly in a planned and measurable manner, technical guidelines outlining the processes and roles of each party are indispensable. Therefore, this Internship/Work Practice Guidelines is prepared as an implementation guideline for to various parties.

The Internship/Work Practice Guidelines publication aims to ensure that the Merdeka Belajar-Kampus Merdeka program is directed according to its goals. This guideline is expected to direct program implementation optimally, high in quality, and smoothly. University-level policymakers, faculties, departments/programs, lecturers, students, and partners can use this as a reference for implementation. As a new policy, the Merdeka Belajar-Kampus Merdeka program has several challenges at the program implementer and participant levels. Therefore, technical instructions are expected to solve practical problems encountered and form understanding and standard practice in program implementation.

These guidelines are operational within the context of implementing Merdeka Belajar-Kampus Merdeka. This book describes the planning and reporting of activities which cover general provisions, program schemes, requirements, roles and responsibilities of executors, implementation, implementing ethics, guidance, assessment, and reporting. Program awards in the form of conversion or recognition are also critical aspects detailed in this technical guide.

This Internship Guide is open to future corrections and improvements. Experience gained during program implementation and policy changes at the ministry level and Surabaya State University will be part of the adjustment. Thus, suggestions from all parties involved in program implementation are essential for improving program quality and these technical guidelines. This technical manual was made possible thanks to the full support of the Rector of Universitas Negeri Surabaya, the Vice-Rector for Academic, Student, and Alumni Affairs, as well as the Academic Director, and the hard work of the drafting team. Thanks also go to the Head of the Sub-Directorate and the Section Head of the Sub-Directorate of MBKM and all related parties who contributed ideas in preparing the technical guidelines for the Form of Independent Learning Activities for Independent Campus Learning, especially this Internship/Work Practice.

We hope that these technical instructions will contribute to preparing Surabaya State University students to become competitive and competitive graduates. In a broader scope, we hope that the implementation of Merdeka Belajar-Kampus Merdeka can be part of Universitas Negeri Surabaya's contribution to advancing Indonesian civilization and creating superior human resources for advanced Indonesia.

***Unesa Independent Campus, Superior Human Resources for Advanced Indonesia, Unesa One Step Ahead for an Advanced Indonesia***

**TABLE OF CONTENT**

<b>DRAFTING TEAM</b>	<b>2</b>
<b>PREFACE</b>	<b>3</b>
<b>TABLE OF CONTENT</b>	<b>5</b>
<b>INTRODUCTION</b>	<b>7</b>
Scheme of Universitas Negeri Surabaya Internship	8
Legal Basis	13
Internship Objective	13
Internship Benefit	14
<b>GENERAL TERM</b>	<b>16</b>
Internship Place Requirements	16
Apprentices Requirements	17
Supervisor Requirements	18
Lecturer Course Companion Requirement	18
Field Supervisor Requirements	18
<b>INTERNSHIP PROGRAM IN COURSE CONVERSION</b>	<b>20</b>
<b>INTERNSHIP SCHEME</b>	<b>24</b>
Definition of Internship-MBKM Ministry	24
Definition of Internship-MBKM Regular Study Program	25
Definition of Internship-MBKM University	25
<b>ROLE OF INTERNSHIP STAKEHOLDER</b>	<b>31</b>
Internship/Work Practice Section	31
Study Programs	31
Intern Partner	32
Student as Apprentice	33
<b>IMPLEMENTATION OF INTERNSHIP</b>	<b>35</b>
Time for Implementatin	35
Pendaftaran Program Magang	36
Internship Program Selection Process	37
Implementation of the Internship Program	38
<b>CURRICULUM INTERNSHIP CONVERSION COURSES</b>	<b>55</b>
MPK-Program Planning	55
MPK- Occupational Safety and Health (K3)	56
MPK- Operational Management	58
MPK-Design program	60
MPK-Program Implementation	62

MPK- Program Assessment	63
MPK- Program Reporting	64
MPK- Program Dissemination	71
<b>INTERNSHIP ASSESMENT</b>	<b>75</b>
Apprentice Assessment Weight	75
General Terms of Assessment	75
Performance Achievement Assessment	76
Report Writing Assessment	76
Apprentice Video Creation	78
Internship Report Presentation Assessment	78
<b>INTERNSHIP ETHICS</b>	<b>82</b>
Implementation Ethics	82
Ethics of Communicating with Supervisors	82
Student Dress Ethics in Internships/Work Practices	83
Lecturer Ethics in the Implementation of Internships/Work Practices	83
Mentor/Supervisor/Coach Ethics in Internships/Work Practices	84
<b>CLOSING</b>	<b>86</b>
<b>BIBLIOGRAPHY</b>	<b>88</b>
<b>Appendix</b>	<b>89</b>

# Pendahuluan



## 01

## INTRODUCTION

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Law Number 12 of 2012 concerning Higher Education states that one of the functions of tertiary institutions is to develop capabilities and shape dignified national character and civilization to educate the nation's life. To carry out this function, the State University of Surabaya has set the 2020 Education Standards as a reference for educational and learning activities. In addition, Permendikbud Number 3 of 2020 mentions the National Higher Education Standards, where paragraph 15 (1) of the Minister of Education and Culture explains that this form of learning can be carried out inside and outside the Study Program. One form of learning outside the Study Program is learning at non-Higher Education institutions in the form of an Internship, which is carried out for a maximum of 2 (two) semesters or the equivalent of 40 credit units. In order to realize this Permendikbud, the Ministry of Education and Culture 2020 has established a policy of Merdeka Belajar-Kampus Merdeka (MBKM), one of which is to provide opportunities for students to gain a broader learning experience and new competencies through several learning activities outside the study program.

Based on the Universitas Negeri Surabaya Rector's Regulation Number 3 of 2021, paragraph 4 states that internship/work practice is an activity for students to learn to apply professionalism in institutions/agencies, companies, organizations or other names, both public and private, domestic and overseas. country. This activity is mandatory for non-educational and applied undergraduate undergraduate students. This activity includes Field Work Practices (PKL), Industrial Practices (PI), or other names.

In order to prepare Superior Human Resources in dealing with social, cultural changes, technological advancements of Society 5.0, and the free market, student competencies need to be improved to become competent individuals and able to adapt to the times. There needs to be a bridge between the world of education, one of which is higher education and industry to



exchange information and knowledge, *knowledge transfer*. A positive role for Education (University) is to help Higher Education to prepare students with the knowledge, attitudes, and skills needed in the industrial world. A positive role for the industry, this bridge will help develop research and technology that can be developed on both sides and get an overview of Human Resources that can be absorbed into the industrial world. With the Free Learning - Independent Campus (MBKM) policy, it is hoped that it will solve these demands.

Based on the UNESA Rector's Regulation Number 3 of 2021 concerning Apprentice Quality Standards for Apprentice and Undergraduate Study Programs, 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 work culture that are appropriate and necessary for the business world.

## 1.1.

### **Scheme of Universitas Negeri Surabaya Internship**

Surabaya State University has three (3) Internship/Work Practice Schemes: Ministry Apprentice-MBKM, Study Program Regular-MBKM Apprentice, and University Internship-MBKM. This scheme is applied to students who take Internships/Work Practice in the country and abroad. The definition of the three internships is presented in the following presentation.

#### **1. Definition of Internship-MBKM Ministry**

The Ministry's Internship-MBKM is a form of learning activity that provides insight and practical experience to students regarding real activities in the industrial world, the business world, and the world of work (IDUKA), which is carried out for one semester (equivalent to 20 credits). Through the internship, students gain hard skills (skills, complex problem-solving, analytical skills, and so on) as well as soft skills (professional/work ethics, communication, cooperation, and so on). This internship is offered or initiated by parties outside UNESA, namely the Ministry of Education and Culture or other Ministries, and/or industry or the world of work (BUMN,

etc.). These parties determine the recruitment process, the apprenticeship's location, the apprenticeship process, and financing. The Unesa's MBKM team is required to assist and oversee from socialization to conversion of values by solving existing obstacles. An example of implementing BKP Internships in Ministry schemes such as Internships and Certified Independent Studies (Technical Instructions can be seen in the MSIB Unesa Booklet).

## 2. **Definition of Internship-MBKM Regular Study Programs**

Internship-MBKM Regular is a form of learning activity that provides insight and practical experience to students regarding real activities in the industrial world, the business world, and the world of work (IDUKA) which is carried out for one semester (equivalent to 20 credits). Through the Internship, students gain hard skills (skills, complex problem solving, analytical skills, and so on), as well as soft skills (professional/work ethics, communication, cooperation, and so on). These internships are offered, or initiated by the respective Study Programs. The selected industrial partner must have a cooperative agreement (PKS) with a study program and an MoU with the university.

## 3. **Definition of Internship-MBKM University**

University Internship-MBKM is a new scheme that this year will be open to the public for Study Programs with special offers from industry partners. This scheme is a form of learning activity that provides insight and practical experience to students regarding actual activities in the world of industry, the business world, and the world of work (IDUKA), which is carried out for one semester (equivalent to 20 credits). Through the internship, students gain hard skills (skills, complex problem-solving, analytical skills, and so on) as well as soft skills (professional/work ethics, communication, cooperation, and so on). This internship is offered or initiated by the University (Section Head of Internship/Work Practice). The chosen industrial partner must have an MoU with Surabaya State University. Differences in characteristics between Ministry Internship-MBKM, Study Program Regular Internship-MBKM, and University Internship-MBKM are presented in Table 1-1.

**Table 1.1.** Differences in characteristics between Ministry Internship-MBKM, Study Program Regular Internship-MBKM, and University Internship-MBKM

<b>Num.</b>	<b>Internship Aspect</b>	<b>Internship-MBKM Ministry</b>	<b>Internship-MBKM Regular Study Programs</b>	<b>Internship-MBKM University</b>
1	Objective	Encouraging students' rights to study at outside UNESA	Encouraging students' rights to study at outside UNESA	Encouraging students' rights to study at outside UNESA
2	Number of Semester Credit Unit	20 Semester Credit Unit (1 semester)	20 Semester Credit Unit (1 semester)	20 Semester Credit Unit (1 semester)
3	Time for Implementation	Odd Semester and Even Semester	Odd Semester or Even Semester (following the Study Program Curriculum)	Odd Semester and Even Semester
4	Requirements	Student has passed a minimum of 80 credits	Student has passed a minimum of 80 credits	Student has passed a minimum of 80 credits
5	Partner's Acquisition	Internship offers from Ministry Partners (Elections using the Merdeka platform or other similar program)	Placement by Study Programs	Placement by Unesa's MBKM Team
6	Implementation of MPK	Conversion of 8 MPK directly	Participated in MPK lectures with DPMK lecturers in accordance with the Study Program assessment pattern	Participated in MPK lectures with DPMK lecturers
7	Implementation of MPK-Program Dissemination	Presentation in front of the MBKM team (via zoom or simultaneously participate in the dissemination of the Study Program Internship)	Presentation according to the schedule determined by the Study Program	Presentation in front of the MBKM team (via zoom or simultaneously participate in the dissemination of the Study Program Internship)
8	Management	University	Universities and Study Programs	University

The following is an illustration in describing alternative implementations of MPK carried out through the Internship Program, namely:

DRAFT 2



Figure 1.1 Implementation of the conversion of Ministry Internship-MBKM courses



Figure 1.2. Implementation of the conversion of Internship-Regular Study Program courses



Figure 1.3. Implementation of the conversion of Internship-University courses

## 1.2.

### Legal Basis

Implementation of Internship-MBKM Ministry, Regular Study Program Internships-MBKM, and University Internships-MBKM are held based on:

1. Law Number 20 of 2003 of the National Education System.
2. Government Regulation Number 19 of 2005 on the National Education Standards.
3. Presidential Regulation Number 8 of 2012 on the Indonesian National Qualifications Framework.
4. Permendikbud Number 3 of 2020 on National Higher Education Standards.
5. Rector Regulation Number 3 of 2021 on Implementation of the Merdeka Belajar Program and Recognition and Conversion of Courses at Universitas Negeri Surabaya
6. Rector Regulation of Universitas Negeri Surabaya Number 9 of 2020 on Academic Regulations for Merdeka Belajar Kampus Merdeka
7. Rector Circular Letter Number B/6508/UN38/HK.01.01/2022 on Conversion of UNESA MBKM Courses

## 1.3.

### Internship Objective

Following the 2023 UNESA Internship MBKM Guidelines, the objectives of the MBKM Internship/Work Practice:

1. Providing experience to students with direct learning in the workplace ( experiential learning ) so that they will be more confident in entering the world of work and career.
2. Improving hard skills (skills, complex problem solving, analytical skills, and so on) and soft skills (professional/work ethics, communication, cooperation, etc.) according to the field of expertise.
3. Accelerate the transfer of knowledge and technology from the Industrial, Business World, and World of Work (IDUKA) to Higher

Education environments and vice versa so that learning and research development in tertiary institutions is also more relevant.

4. Apply theory and practice that students have gained in lectures in the world through practical work activities both in the laboratory and in the field
5. Familiarize students with a work culture that is very different from the learning culture regarding time management, communication skills, teamwork, and higher pressure to complete work on time.
6. Develop student knowledge according to the chosen theme.

## 1.4.

### Internship Benefit

#### 1. Benefit for Universitas Negeri Surabaya

- a. Creating partnerships with government and private institutions, DU/DI, non-profit foundations/organizations, multilateral organizations, as well as startups with legal status.
- b. Ensuring that the knowledge gained in lectures is relevant to the needs of apprentice partners.
- c. Follow the latest information updates and technology about industrial processes.
- d. Providing opportunities for supervising lecturers to see the reality of science and technology development in DU/DI.
- e. As a program that can support the achievement of key performance indicators, especially for active students outside the campus. Sebagai program yang dapat mendukung kampanye indikator kinerja utama, khususnya mahasiswa yang berkegiatan di luar kampus.

#### 2. Benefit for Students

- a. As a medium for applying knowledge in lectures to the world of work to train student skills according to the field of science through real experience obtained during the program of Internship/Work Practice process.

- b. As a medium for studying industrial processes and the world of work practices starting from planning, organizing, implementing, and evaluating programs in work units by developing creative and innovative scientific thinking insights.
- c. To train students' adaptability to work culture and interactions with all elements and parties, starting from leadership, officials/employees to the community and institutional/industry customers where the Internship Program/Work Practice is located.
- d. As a medium of obtaining final project materials and completing course credits.
- e. Develop student knowledge according to the chosen theme.
- f. Build and hone student soft skills needed in the world of work, such as how to communicate and manage projects as well as professional values and attitudes
- g. Providing opportunities for students to build networks from both the academic world, government agencies and the industrial world.

### **3. Benefits for Partners**

- a. Obtain a workforce that is expected to participate in implementing work and solving existing problems.
- b. Grow mutually beneficial cooperation, both in the form of introducing scientific and technological innovations that students get from universities, as well as facilities for partner institutions/industries in obtaining human resource inputs as new workers.
- c. Identify potential employees early on.
- d. Reducing education funding and training for employees with the presence of apprentice students.



## 02

**GENERAL TERM**

General term for internship partner, student apprentices, and supervising lecturers both for Internship-MBKM Ministry, Internship-MBKM Study Program Regular, and Internship-MBKM University both carried out domestically and abroad are as follows.

## 2.1.

**Internship Place Requirements**

1. Have a Company Profile
2. Companies with legal entities (Perseroan Terbatas, Perusahaan Negara, Perusahaan Daerah, Perum, Perjan, Persero, and Yayasan, etc.)
3. Has collaboration with Universitas Negeri Surabaya
4. The internship place has a work process or management that is in accordance with the student study program's field of study.
5. Have detailed details of internship activities to be included in the contract agreement.
6. The internship place has a valid business license from the authorities.
7. The internship place provides field supervisors who will provide guidance and evaluation to students known as DPL or mentors.
8. Provide work facilities for student interns to work.  
Willing to be occupied by a minimum student internship and one semester or 20 weeks (minimum 4 months)
9. Willing to provide learning experiences to achieve the learning outcomes set by the Study Program.
10. One internship place can be occupied by a maximum of 3 students from the same study program.
11. The internship place has been verified and approved by the Study Program.

12. The Appendix shows the willingness to issue an internship certificate (for MBKM apprentices).
13. Carry out internship activities following the contract agreement
14. Does not charge fees to students/universities.

## 2.2.

### Apprentices Requirements

1. Active students in Diploma or Bachelor programs and registered with PDDikti.
2. Have taken at least four semesters and have earned a minimum of 80 semester credit unit.
3. Have a cumulative grade point average (GPA) of at least 2.75.
4. It has never been subject to academic and non-academic sanctions from the Study Program Coordinator.
5. Apprentices (Magang-MBKM Regular Study Program) must upload an internship cover letter at Simagang.
6. Apprentices (internship-MBKM University) are selected as apprentice candidate candidates through the mandatory selection stage of selecting partners that the Internship/Work Practice has prepared in simagang.
7. <https://kampusmerdeka.kemdikbud.go.id> page and for apprentices (Internship MBKM-University and Regular Study Program 20 semester credit unit). Please upload proof of internship registration.
8. Have written permission from a parent or guardian.
9. Have a health certificate from an authorized institution.
10. It is recommended to have health insurance/BPJS.
11. Obtain approval from the Study Program Coordinator.
12. Have a Letter of Acceptance (LoA) from the internship.

**2.3.**

**Supervisor Requirements**

1. Dosen UNESA lecturer and able to carry out the task of mentoring apprentice students.
2. Have a minimum academic position of Junior Advisor Level I (III/b) and the functional position of Expert Assistant.
3. Preference will be given to those with experience of internship or industrial practices.
4. Recommended by the Study Program Coordinator
5. For DPL Internship-MBKM University is determined by internship section head.

**2.4.**

**Lecturer Course Companion Requirement**

1. UNESA lecturers and able to carry out the task of giving internship conversion courses.
2. Have a minimum academic position of Junior Advisor Level I (III/b) and a minimum functional position of Expert Assistant.
3. Recommended by the Study Program Coordinator based on the SK that has been made.
4. For University Internship DPMK-MBKM determined by internship section head.
5. For DPMK Internship-MBKM Regular Study Programs are determined by the Study Program Coordinator.

**2.5.**

**Field Supervisor Requirements**

1. Assigned by the director of the partner' internship place.
2. Have competence and work experience following the field of study of the student study program.



Konversi

Mata Kuliah

03

## INTERNSHIP PROGRAM IN COURSE CONVERSION

For students who are in Programming Internship-MBKM Ministry, Regular Internship-MBKM Study Programs, and Internship-MBKM University programs who do not program other subjects, the internship certificate is automatically converted to MPK activities (8 courses). The procedure for inputting values is as follows::

- 1) Students report certificates, final reports, and grades obtained to the Study Program Coordinator (Intern-MBKM Study Program/Head of Internship Section/PKL (Intern-MBKM University and Ministry)
- 2) The Study Program Coordinator verifies scores and scores synchronisation in Siakadu.

In general, equalising the weight of the Merdeka Belajar-Kampus Merdeka activities can be grouped into two forms, namely free form and structured form or through a combination of both. The Study Program Coordinator/Internship Section Head has the right to determine course conversions for students. The equating criteria can be taken in free form (courses taken from university choices/general conversion courses) or a combination of both.

Students who take the Internship-MBKM Ministry will take part in the course conversion according to the Rector's Circular Letter number Rector Number B/6508/UN38/HK.01.01/2022 with the MPK table serving, namely:

Courses	Credits (1 Credit = 170 min.)	Minutes Equivalent/Week
M K- 1: MPK-Planning	2	340
M K -2: MPK-Occupational Safety and Health	3	510
M K -3: MPK-Operational Management	2	340
M K -4: MPK-Design program	3	510
M K -5: MPK-Program execution	4	680

M K -6: MPK-Appraisal program	2	340
M K -7: MPK-Dissemination of the program	2	340
M K -8: MPK-Reporting program	2	340

For students who participate in the Regular Study Program Internship-MBKM, the Study Program Coordinator has the right to determine the pattern of awarding course conversions. The study program coordinator can take free-form courses from the university's choice and structured forms from the study program's scientific group. However, following the Academic Papers for MK 1 and MK 8, they are aligned with the existing provisions in the Academic Manuscripts of the State University of Surabaya. An example of implementing the course conversion, such as:

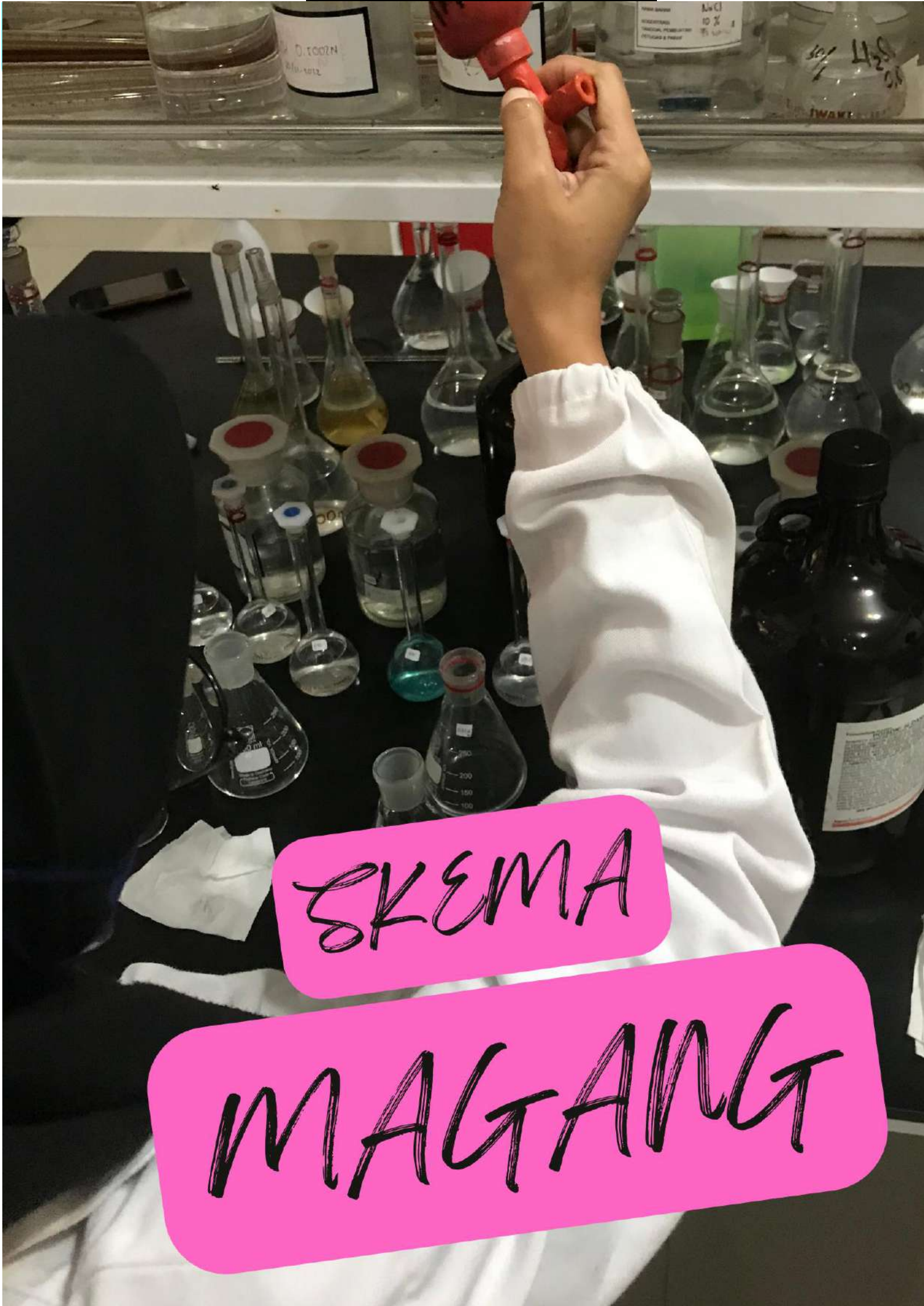
Courses	Credits (1 Credit = 170 min.)	Minutes Equivalent/Week
<b>M K- 1: MPK-Planning</b>	2	340
M K -2: MPK-Free form (University Choice) study program's scientific course	3	510
M K -3: MPK-Free form (University Choice) study program's scientific course	2	340
M K -4: MPK-Free form (University Choice) study program's scientific course	3	510
M K -5: MPK-Free form (University Choice) study program's scientific course	4	680
M K -6: MPK-Free form (University Choice) study program's scientific course	2	340
M K -7: MPK-Free form (University Choice) study program's scientific course	2	340
<b>M K -8: MPK-Reporting program</b>	2	340

Note: Yellow colored highlight= programming conversion mandatory courses

Students who participate in Internship activities which also program the Scientific MK Study Program in the same semester the same, then what is recognized in the eyes of the study program's scientific course; apprentice certificate convert to in Sipena. Consequently, students still have to do program internships in the following semester. At the end of completing the Internship-MBKM, partners must provide Internship certificates for students (example in Appendix 22).

Study programs can arrange courses as details of MPK courses for MPK courses that are more specific to study programs with the following notes:

- a. Typical MPK course, which designed a study program totalling 20 credits
- b. The naming of courses is aligned with the MPK course naming technique, with the format: MPK- [Initial Study Program]- [Course Name]  
example: MPK-Chemical-Occupational Safety
- c. Furthermore, the Coordinator of the Study Program, coordinated through WDI, proposes course codes, course names, and credit weights for the MPK course typical of the Study Program. The proposal was conveyed to WR1 with a copy to the Head of BAKPK and the Chairman of the PTI.
- d. The Coordinator of Study Program includes the course code, course name, and credit weight per course in the Study Program Curriculum Structure.
- e. Then the Head of BAKPK issues the course code, and the Head of the Study Program enters the coded courses in the data-based MK Siakadu.



SKEMA

MAGTANG

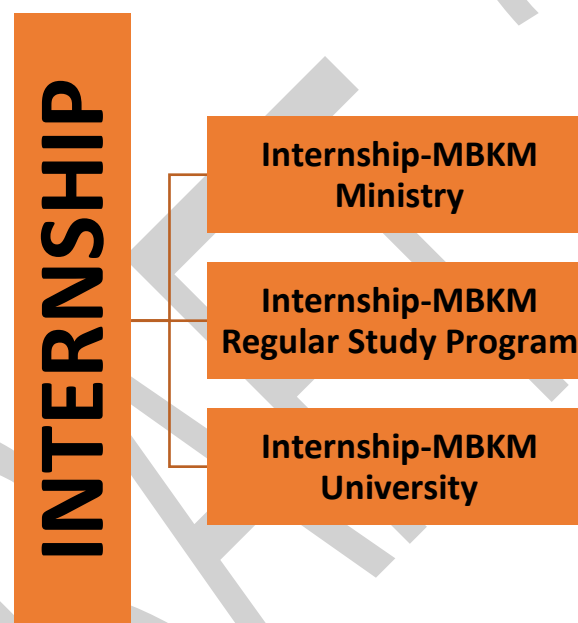


04

**INTERNSHIP SCHEME**



Universitas Negeri Surabaya has three Internship/Work Practice Schemes: Internship-MBKM Ministry, Internship-MBKM Study Program Regular, and Internship-MBKM University. The Internship Scheme includes Internships that are implemented domestically and abroad. The definition of the three internships is presented in the following presentation.



**Figure 4.1 .** Universitas Negeri Surabaya Internship Scheme

4.1.

**Definition of Internship-MBKM Ministry**

The Internship-MBKM Ministry is a form of learning activity that provides insight and practical experience to students regarding actual activities in the industrial world, the business world, and the world of work (IDUKA) which is carried out for one semester (equivalent to 20 credits). Through the Internship, students gain hard skills (skills, complex problem solving, analytical skills, and so on), as well as soft skills (professional/work ethics, communication, cooperation, and so on).

This internship is offered or initiated by parties outside UNESA (Kemendikbudristek or other Ministries, and/or industry or the world of work). These parties determine The recruitment process, the apprenticeship's location, the apprenticeship process, and financing. The Unesa MBKM team is required to assist and oversee starting from socialization to value conversion without problems. The flow of the Internship implementation is presented in Figure 4.1.

## 4.2.

### Definition of Internship-MBKM Regular Study Program

Internship-MBKM Regular Study Program is a form of learning activity that provides insight and practical experience to students regarding *actual activities* in the industrial world, business world, and world of work (IDUKA), which is carried out for one semester (equivalent to 20 credits). Through the Internship, students gain *hard skills* (skills, *complex problem solving, analytical skills*, etc.) and *soft skills* (professional/work ethics, communication, cooperation, etc.). These internships are offered or initiated by the respective Study Programs. Selected industrial partners must already have a PKS with a study program. The flow of the Internship implementation is presented in Figure 4.2.

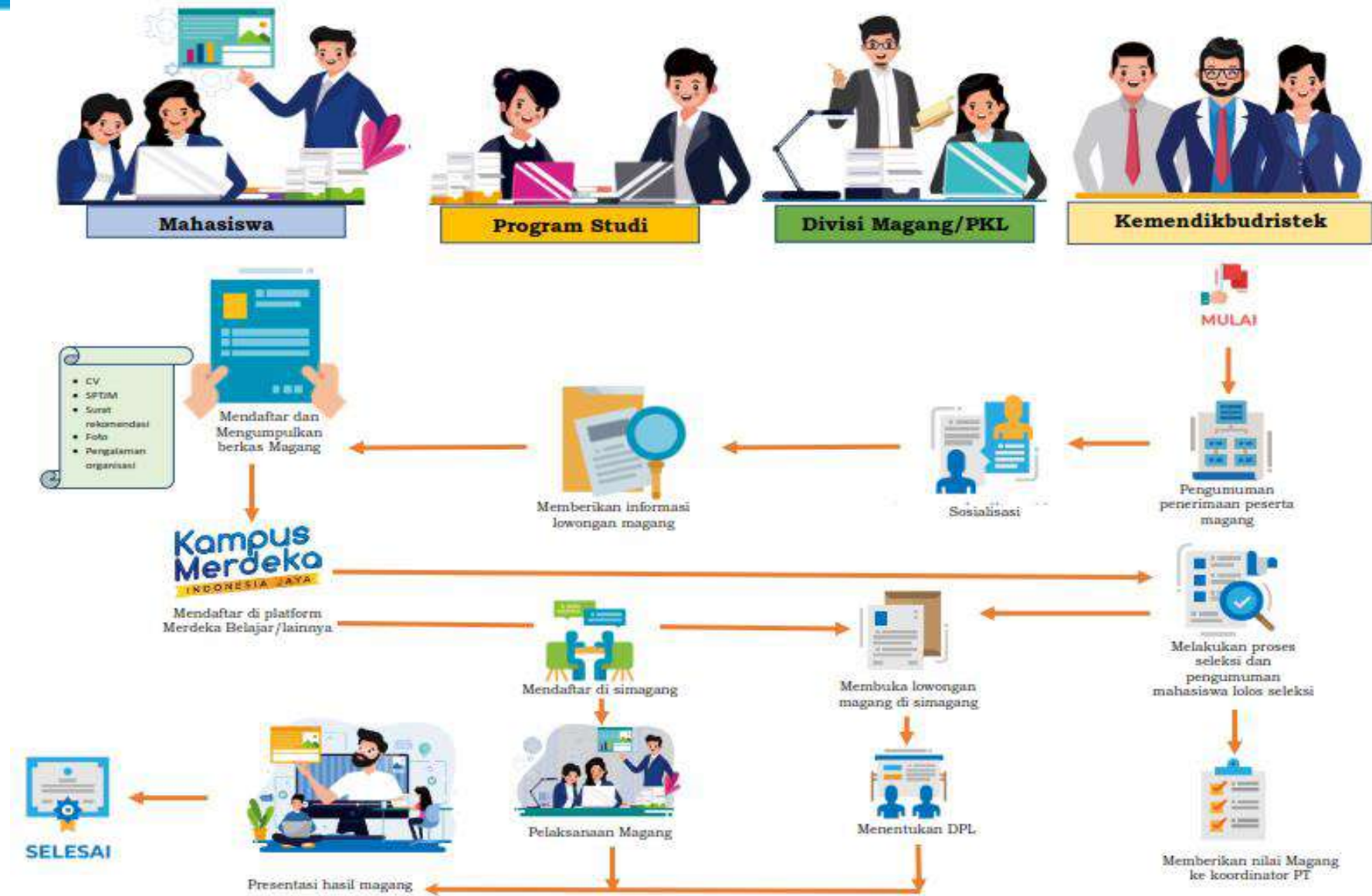
## 4.3.

### Definition of Internship-MBKM University

The Internship-MBKM University is a new scheme that will pilot the Special Study Program selected by the MBKM Sub Directorate this year. This scheme is a form of learning activity that provides insight and practical experience to students regarding real activities in the industrial world, the business world, and the world of work (IDUKA), which is carried out for one semester (equivalent to 20 credits). Through the internship, students gain hard skills (skills, complex problem-solving, analytical skills, etc.), as well as soft skills (professional/work ethics, communication, cooperation, etc.). This

internship is offered or initiated by University (Internship/Work Practice Section Head). The chosen industrial partner must have an MoU or Cooperative Agreement with Universitas Negeri Surabaya.

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**Figure 4.1.** Internship-MBKM Ministry Scheme

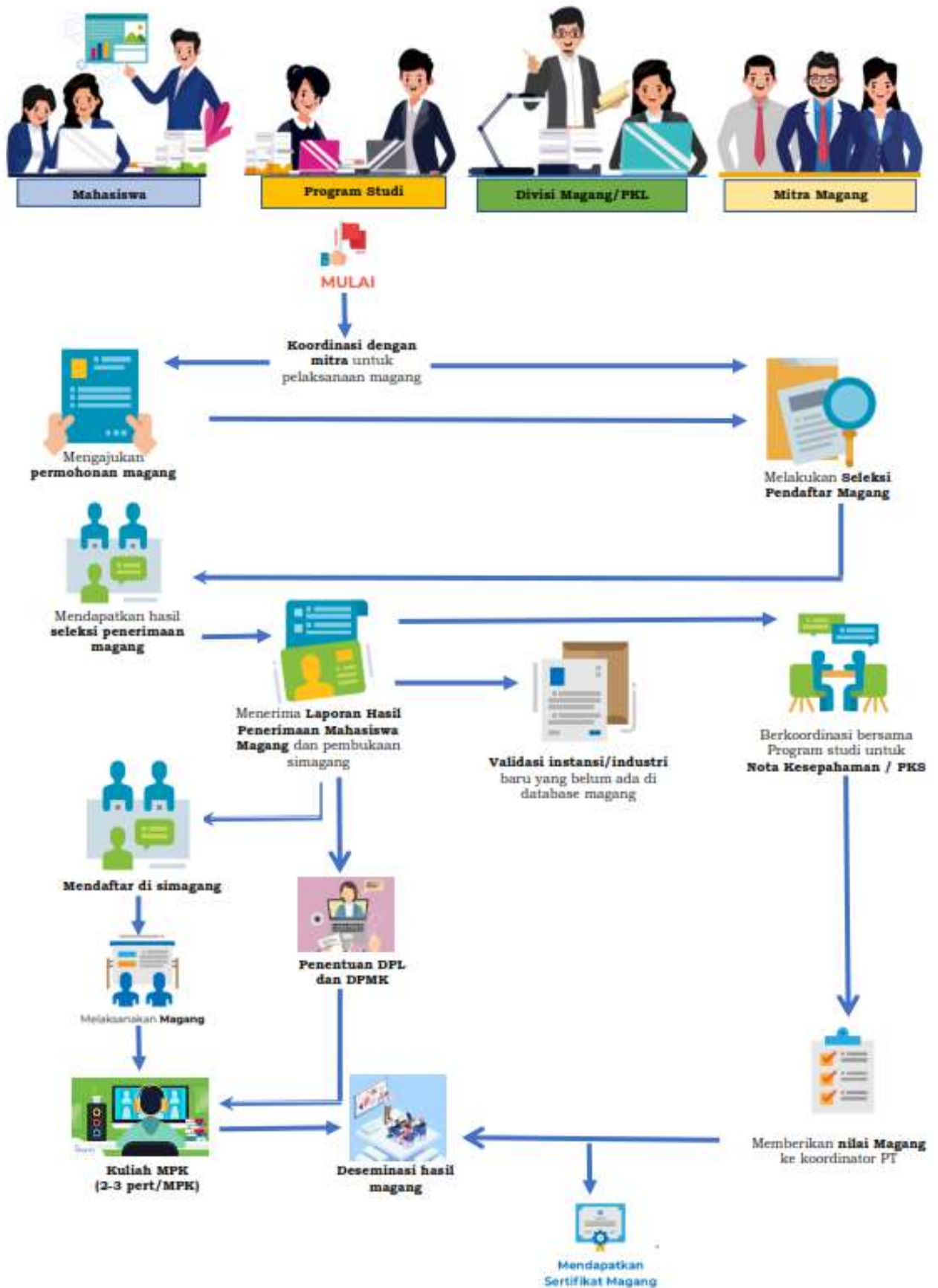


Figure 4.2. Internship-MBKM Regular Program Study Scheme

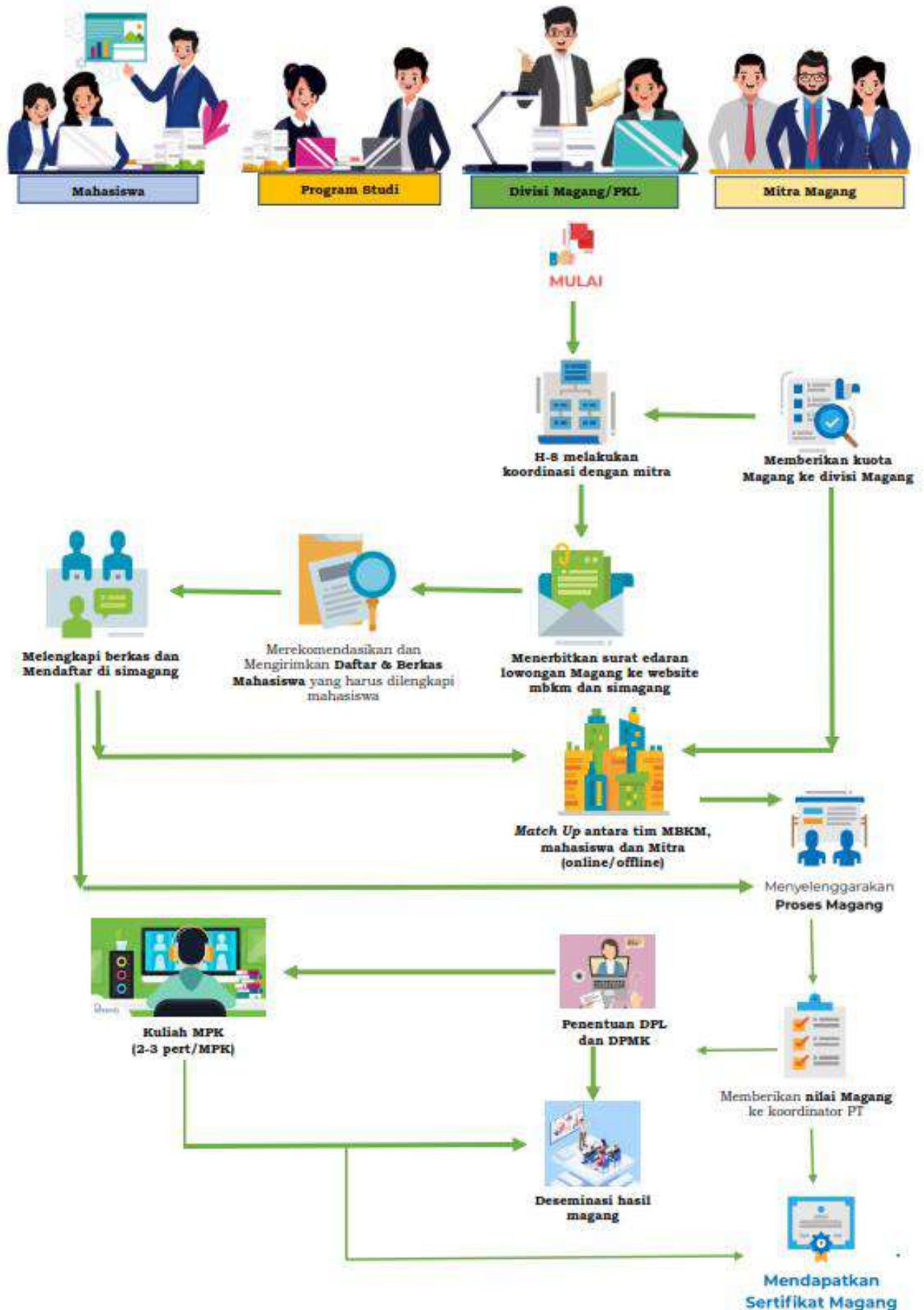


Figure 4.3. Internship-MBKM University Scheme

# PERAN STAKEHOLDER



## 05

## ROLE OF INTERNSHIP STAKEHOLDER

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

### 5.1.

#### Internship/Work Practice Section

The following is the role of the Internship/Work Practice section in implementing the Internship program as follows::

1. As a coordinator in the implementation of the Internship program
2. Develop policies related to apprenticeships to facilitate academic learning activities and Internship Programs
3. Coordinating the preparation of the Cooperation Agreement (PKS) with Apprentice Partners.
4. Initiate apprenticeship collaborations with apprentice partners
5. Escorting the conversion value of student internships
6. Internship partner verification at Simagang
7. Determining field supervisors and DPMK Internship-MBKM University

### 5.2.

#### Study Programs

The following is the role of the Study Program in implementing the Internship program as follows::

1. Conduct course review and verification in accordance with the details of the internship assignments.
2. Inform students about 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. Proposing decree letter of internship supervisor and course companion lecturer (DPMK) to the Faculty
6. Facilitate the process of converting courses if the internship has been completed
7. Initiate internship collaborations with intern partners.

### 5.3.

#### Intern Partner

Intern Partners in the Internship Program are state-owned and non-state-owned companies domestically and abroad. The following is the role of Internship Partners in implementing the Internship Program:

1. Providing company profiles or similar information to prospective apprentice students. A company profile can be the company's official website.
2. Coordinate with the Internship/Work Practice section as the coordinator of the Internship section for UNESA students in the framework of planning, placing, implementing, and evaluating apprenticeships.
3. Providing detailed details of internship activities will be included in the Internship contract in coordination with the relevant Study Program.
4. Directing and giving assignments that apprentices must do
5. Provide work and study facilities for students participating in internships.
6. Coordinating with the UNESA Study Program and Internship/Work Practice section related to monitoring and evaluating apprentices and providing student achievement assessments.
7. Carry out the Internship Program in accordance with the provisions of the Cooperation Agreement.
8. Assign a person in charge to coordinate internship activities.

## 5.4.

### Student as Apprentice

Students who have been selected as apprentices must fulfil the following assignments:

1. Complete academic registration according to a predetermined schedule.
2. Comply with the provisions of the work schedule and other conditions set by the internship partner based on the signed internship contract.
3. Carry out the tasks or work given by the Intern Partner properly.
4. Conduct consultations with apprentice supervisors during the Internship Report preparation process following the consultation schedule determined by the supervisor.
5. Take personality development course (MPK) Internship lectures (for Internship-MBKM Regular Study Programs and Internship-MBKM seriously).
6. Report internship activities in the Internship Report.

Pelaksanaan

Magang



## 06

## IMPLEMENTATION OF INTERNSHIP



## 6.1.

### Time for Implementatin

The following is the implementation time for the apprenticeship program based on the three internship schemes:

#### **Internship-MBKM Ministry**

**The internship is held for a minimum of 4 months**

**The internship is held for 2 periods (depending on the Ministry)**

- 1. February-August**
- 2. September-January**

#### **Internship-MBKM Regular Study Program**

**The internship is held for a minimum of 4 months**

**The internship is carried out according to the Study Program curriculum in Odd or Even semesters**

#### **Internship-MBKM University**

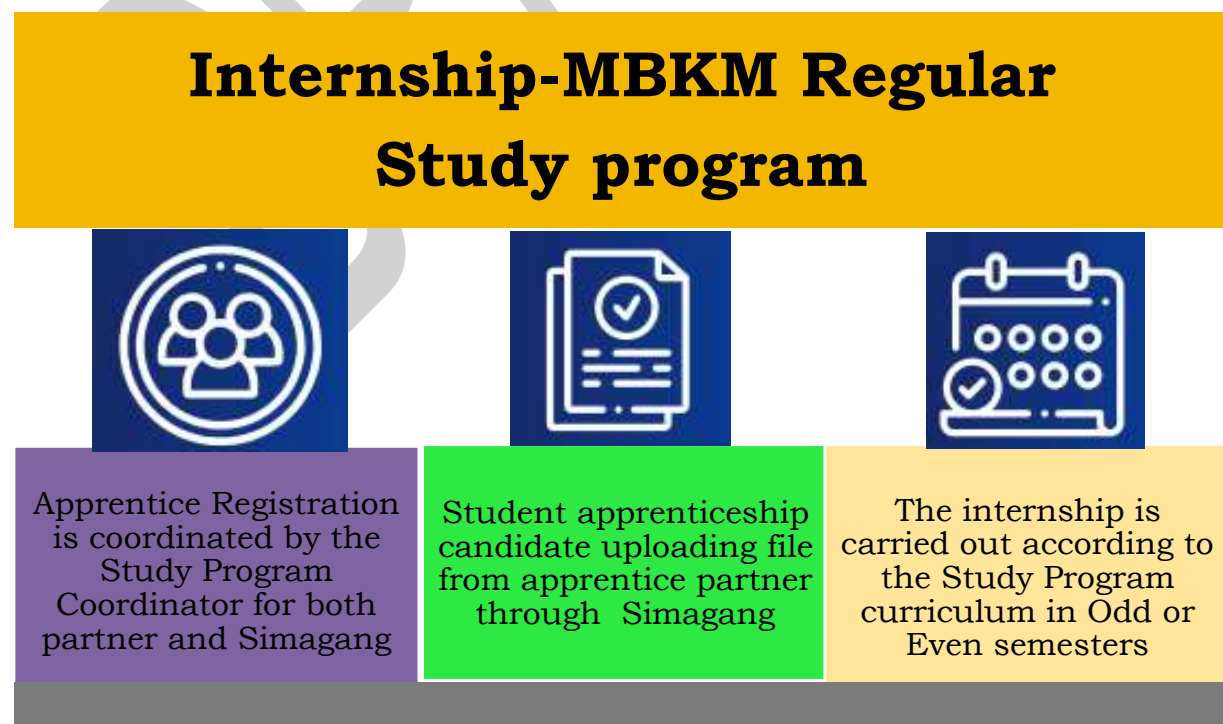
**The internship is held for a minimum of 4 months**

**The internship is carried out in Odd and Even periods**

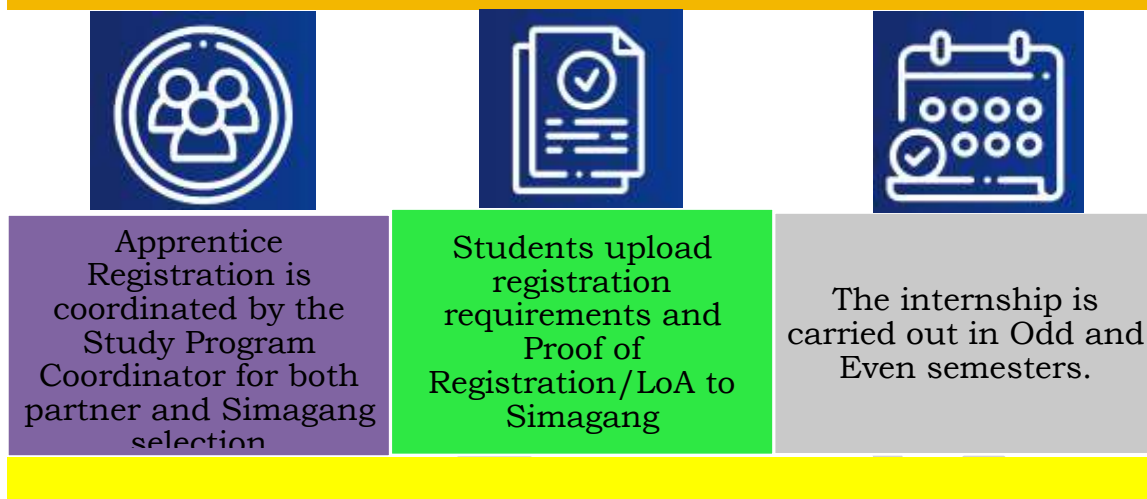
6.2.

**Pendaftaran Program Magang**

Berikut pendaftaran program magang berdasarkan 3 skema magang:



## University Internship-MBKM



### 6.3.

#### Internship Program Selection Process

The apprenticeship selection process is based on three schemes:

##### Internship-MBKM Ministry



The selection of the internship program is carried out by the Ministry/Ministerial Partner directly



Selection process implemented accordingly with Ministry/Ministerial partner policy



The results of the selection process will be announced on the Ministry platform and the Internship Section will provide a circular letter to the Study Program

##### Internship-MBKM Regular Study Program



The selection for the Internship program is carried out by the intended partners who already have cooperative agreement

**University Internship-MBKM**



The selection for the Internship program is carried out by the intended partners who already have cooperative agreement

**6.4.**

**Implementation of the Internship Program**

Implementation of the third Internship Scheme carried out in the country and abroad includes three stages, namely process registration and acceptance, the process of implementation, and the process of monitoring, evaluation, and evaluation. Each Internship implementation process will be described as follows according to the Scheme chosen by the student with the approval of the Study Program Coordinator.

**Internship-MBKM Ministry**

The Ministry's Internship-MBKM is a form of learning activity that provides insight and practical experience to students regarding *actual activities* in the industrial world, the business world, and the world of work (IDUKA), which is carried out for one semester (equivalent to 20 credits). The process of registration and acceptance carries out the process, the process of implementation, and the process of monitoring, evaluation, and assessment (Figure 4.1.) is described as follows:

**Registration and Acceptance Stage**

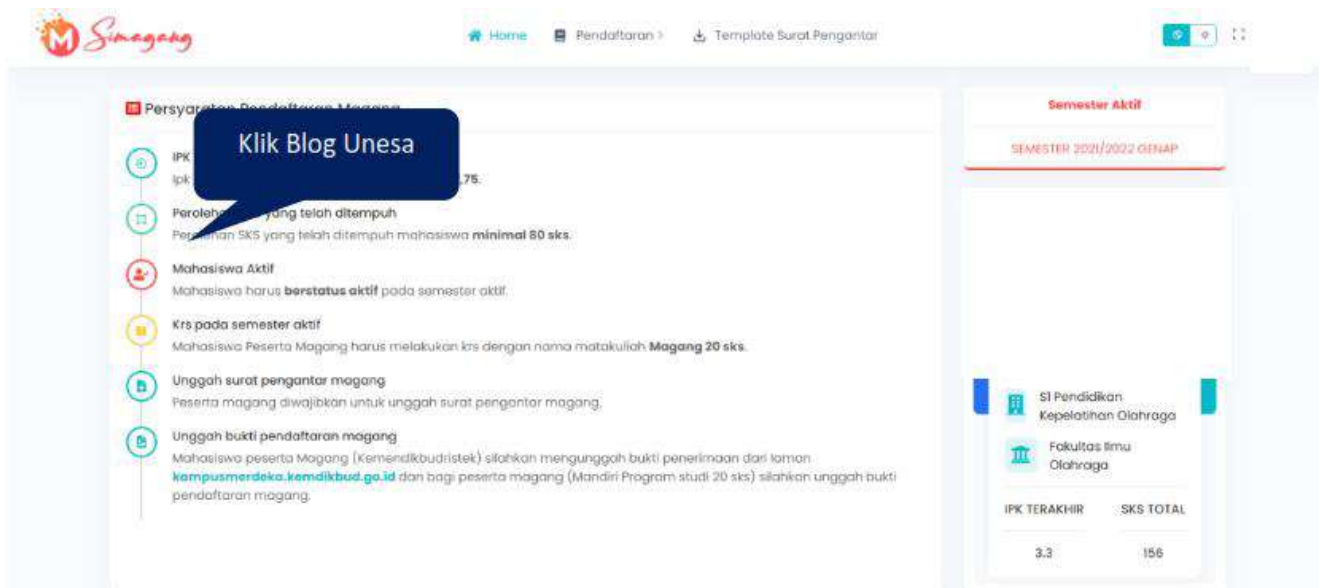
The registration and acceptance stage will be delivered by the relevant Ministry through the Merdeka platform (Kemendikbudristek MBKM Program) <https://kampusmerdeka.kemdikbud.go.id/> , Kemenkau (Ministry of Finance) via <https://magang.kemenkeu.go.id> , Ministry of Tourism Indonesia and the Creative Economy/Tourism and Creative Economy agency through

<https://sippn.menpan.go.id/pelayanan-public/8104145/kementerian-pariwisata-indonesia-dan-economic-kreatifbadan-pariwisata-dan-economic-kreatif/pelayanan-facilitating-magangpractice-work-field> or activities internship program from other Ministries with a minimum of four months implementation. **The registration and acceptance process is as follows:**

1. The Ministry carried out socialization and launched the internship program, which will be taken by undergraduate and D3 students
2. The Internship/Work Practice Section provides information on the Ministry's apprenticeship program for publication on the mbkm.unesa.ac.id page
3. The Internship/Work Practice Section conducts socialization for Surabaya State University students either through webinars, online information through leaflets and the like
4. Before registering, students are required to consult and agree with the Study Program Coordinator for the Internship option to be determined
5. Students complete all the requirements needed
6. Particularly for SPTJM, which requires the signature of the university leadership, it will be coordinated by the Internship/Work Practice Section
7. After completing the student documents, upload the requirements to the Platform of each Ministry
8. Ministry partners will verify and carry out the interview process. Students must be alert to check regularly
9. Students take part in the selection determined by the Ministry Partners
10. If accepted, the Ministry or Ministry Partner will provide an Apprentice Acceptance Letter (LoA) or information through the platform directly
11. After being declared passed, the next step is for students to inform the Study Program Coordinator
12. The Internship/Work Practice Section Section will issue a student circular letter that passes the Ministry's Internship program
13. Students follow all the rules before mobilizing to the relevant Ministry
14. Students register for an internship at Simagang UNESA. Check the Simagang guidelines for students (



<https://drive.google.com/file/d/133SQIP-k6HOujH5GdS0129Zw5uRyKX8y/view?usp=sharing> )



**Figure 6.1.** Main page of student's Simagang

15. Students participating in the internship (Kemendikbudristek) please upload proof of acceptance from the [kampusmerdeka.kemdikbud.go.id](http://kampusmerdeka.kemdikbud.go.id) page or other ministries
16. Next, please register for Simagang according to the partner that has been created by the internship section based on the selected Ministry
17. The internship Section will carry out the validation

## Internship Implementation Process

1. The Internship Section assigns and issues assignment letters for the supervisor (DPL) to guide students during Internship/Work Practice activities.
2. Partners to implement the Internship/Work Practice, assign one supervisor/mentor/ *coach* to guide students during the Internship/Work Practice activities.
3. Students carry out Internship/Work Practice activities according to the supervisor's direction from the study program and supervisor/mentor/ coach from partners.

4. Students create and fill in a logbook according to the activities in the attached format and upload it on the ministry platform. The logbook is adjusted to the format of the ministry so that students stay focused on participating in the Ministry Internship. Students who participate in MSIB can also see the UNESA version of the MSIB Booklet.
5. Students create and fill in a logbook according to the activities.
6. Students upload weekly logbooks at Simagang for monitoring and evaluation materials for field supervisors
7. Students provide guidance to Field Supervisors and Supervisors during the internship.
8. Students compile activity reports while carrying out internship activities.
9. The mentor conducts an assessment related to implementing student internships
10. Students must be prepared to participate in a series of examination activities set by the Ministry (for example, the Ministry of Education and Culture's certified apprenticeship program has a mid-activity and final evaluations). Provisions are adjusted to the partners who have been selected
11. Supervisors/PT Coordinators can make visits to internships for monitoring and evaluation.
12. Students upload the final report in the Simagang
13. Students upload certificates at the Simagang
14. State-owned companies/Company partners of the Ministry of Internship will submit a certificate and an apprenticeship assessment to the Coordinator of PT/Internship Section immediately after the student has completed the Internship assignment
15. The Internship Section oversees the Internship value and inputs the conversion value according to the Internship activities that have been carried out by students

## **Proses Monitoring, Evaluasi, dan Penilaian**

- a. Students fill out the weekly internship logbook, which must be filled in during the Internship activity.
- b. Field supervisors and internship partners coach, monitor and direct interns during the internship.
- c. On the 16th - 17th week, students register for the Internship seminar by filling out the Internship Seminar Registration Form (Appendix 24) and uploading it to the Simagang page
- d. The apprentice section issues Letters of Assignment to Apprentice Seminar Examiners consisting of field supervisors.
- e. The apprentice section fills in the value of equivalent courses in Simagang and synchronizes them with Siakadu.

### **Internship-MBKM Regular Study Program**

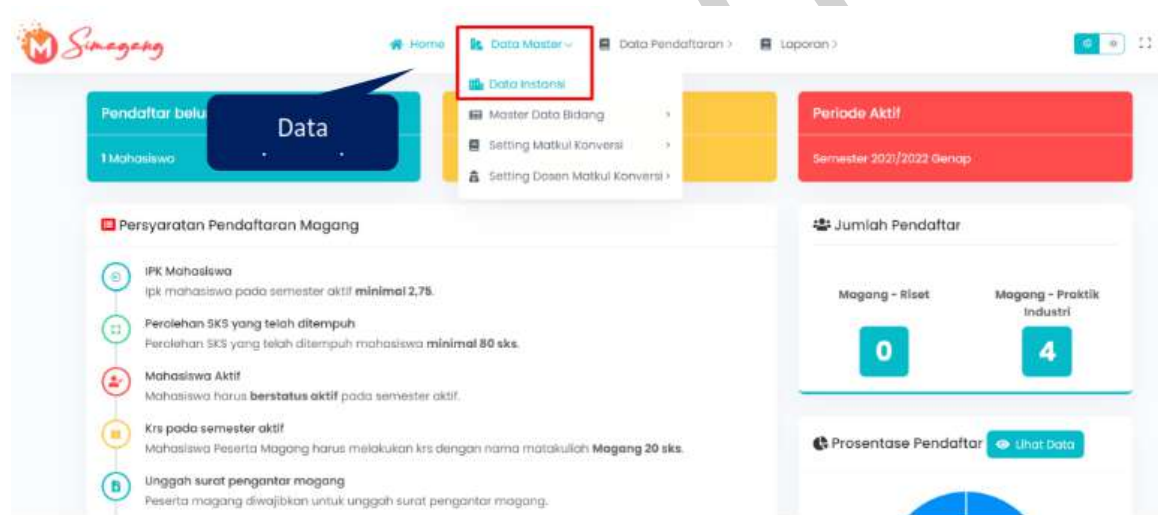
The process carried out by the process registration and acceptance, the process of implementation, and the process of monitoring, evaluation, and assessment (Figure 4.2.) is described as follows:

#### **The registration and acceptance process is as follows:**

1. Students who have fulfilled the minimum number of credits (80 credits) fill out the Apprentice registration form according to the form provided by the study program (can be downloaded via Simagang)
2. Students fill in all the required data in the registration form, which is signed by the student concerned and known by the academic advisor lecturer (Appendix 2)
3. Students upload the Internship registration letter to the internship, and the study program coordinator validates it according to the uploaded file
4. At least H-12 weeks of apprenticeship, the study program coordinator has interacted with partners with cooperative agreement (PKS) with in the study program to implement internship activities that will be attended by students

5. The study program coordinator announces the list of agencies that have approved the implementation of the internship program for students to participate in
6. In addition, the study program coordinator opens internship vacancies at Simagang according to the approved agency and the specified quota  
Notes:

The Study Program Coordinator must create agency master data if it does not yet exist. Open internship vacancies are based on institutions data that has been created.



**Figure 6.2.** Menu dan institutions in Simagang

7. Students choose the topic and place of internship that they are interested in with the condition that one internship place is attended by at most 2-3 students or according to the approval of the institutions where the internship is held according to the input of the study program coordinator at Simagang
8. Students return the registration form by attaching the final transcript to the study program coordinator
9. Students prepare internship proposals:
  - Institution requests  
Usually delivered in a group when applying for an internship/work practice permit (according to the policies and rules of the institutions/place of work internship).

- Individual

It is mandatory for every student following the field to be followed with guidance from Field Supervisors.

10. Students arrange a letter of introduction at the Faculty to be given to the target partner
11. Students submit a work internship proposal and a letter of introduction from the faculty to the intended agency
12. Students will receive answers from Intern partners
  - a. If students and teams pass, students submit a copy of the answer letter from the destination institution to the Study Program Coordinator and continue with the next step.
  - b. If students and teams do not pass, then the steps above are repeated
13. If students are declared passed, then the next step is for students to register at Simagang by uploading a Letter of Acceptance (LoA) and choosing an agency at Simagang



**Figure 6.3.** Student registration in Simagang

14. The study program coordinator conducts the conversion course settings through a Simagang. Conversion course settings are menus used for course settings that will be converted from student internships. Provisions for setting general courses or study programs can refer to the Guide for filling out internships for Heads of Study Programs (

<https://drive.google.com/file/d/1Q-heU-C1RMcS40k79ocG1HTvQo9Xvbrm/view?usp=sharing>).

15. The study program coordinator determines field supervisors to be set at Simagang
16. The study program coordinator issues an assignment letter for field supervisors
17. The study program coordinator determines the DPMK (Conversion Course Supervisor). The conversion determination is adjusted to the curriculum of each study program

**Tips for Setting Conversion Course Lecturer (General)**

- a. The name of the conversion course (General) has been set by
- b. Make sure the names of the supporting lecturers from the conversion course (General) are fixed to be set in Simagang. There are eight general conversion courses according to the Rector's Circular Letter number Rector Number B/6508/UN38/HK.01.01/2022

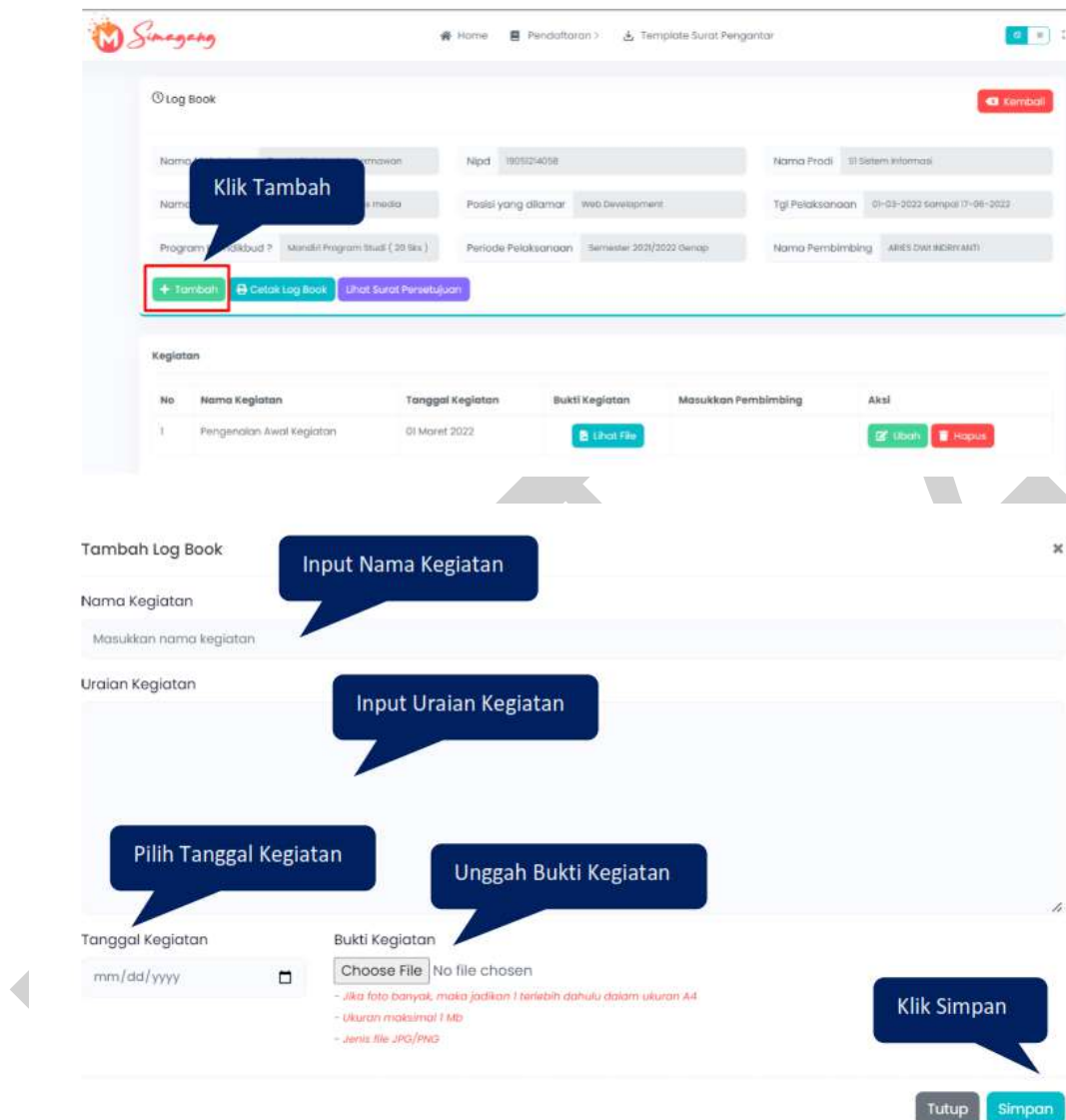
**Tips for Setting Conversion Course Lecturer (Keprodian)**

- a. The name of the conversion course (Keprodian) is set by the Coordinator of the Study Program and reported to the MBKM Sub Directorate team
- b. The conversion course (Keprodian) is taken from the curriculum of each study program.

**Internship Implementation Process**

1. The study program coordinator assigns and issues assignment letters for supervising lecturers (DPL) to guide students during Internship/Work Practice activities.
2. Partners to implement the Internship/Work Practice assign one supervisor/mentor/ coach to guide students during the Internship/Work Practice activities.
3. Students carry out Internship/Work Practice activities according to the direction of the supervisor from the study program and supervisor/mentor/ coach from partners.

- Students create and fill in a logbook according to the activities carried out according to the attached format and upload it on the ministry platform. The logbook is adapted to the contents of the internship



**Figure 6.4.** Completion of the intern student logbook

- Students create and fill in a logbook according to the activities carried out
- Students take part in conversion lectures with the Conversion Advisor with a schedule in accordance with the internship activities
- Students upload weekly logbooks at Simagang for monitoring and evaluation materials for field supervisors
- Students provide guidance to Field Supervisors and Supervisors during the internship.

9. The field supervisor conducts guidance and provides an assessment on the form provided
10. The internship supervisor supervises at least once during the internship
11. During the apprenticeship, students are required to take eight work practice apprentice conversion courses equivalent to 20 credits determined by the University following the circular letter on Intern Conversion. The conversion lecture schedule can be discussed with DPMK
12. Students compile activity reports while carrying out internship activities.
13. Mentors/Field Supervisors conduct assessments related to the implementation of student internships

### **Proses Monitoring, Evaluasi, dan Penilaian**

- a. Students fill out the weekly internship logbook which must be filled in during the internship activity.
- b. Students make Internship reports
  1. Students make individual/group reports on the implementation of work internships with guidance from the work internship supervisor and field supervisor, respectively in accordance with the provisions for making work practice internship reports from in the MPK Program Reporting
  2. Students submit group reports that have been signed by the internship supervisor and field supervisor to the MPK supervisor for Program Reporting through SIMAGANG
  3. Students submit individual reports that have been approved by the work internship supervisor, lecturer apprentice examiner and Study Program Coordinator to the Head of the Study Program accompanied by an assessment form that has been filled out by the field supervisor.
- c. Field Supervisors and Partner mentors monitor and direct intern students during the internship.
- d. On the 16th - 17th week students register for the Internship seminar by filling out the Internship Seminar Registration Form (Appendix 8) and uploading it to the Simagang page



- e. The Study Program Coordinator issues a Letter of Assignment of Apprentice Seminar Examiners consisting of field supervisors and examiners
- f. DPMK fills in the equivalent course scores at Simagang and syncs them to Siakadu.
- g. The study program coordinator oversees student conversion scores to completion

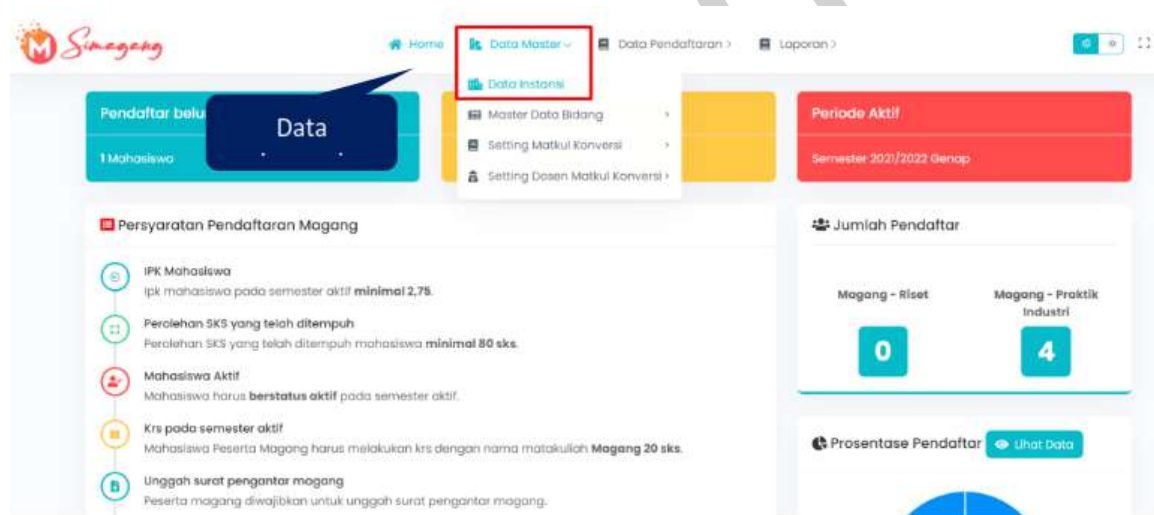
## Magang-MBKM Universitas

This Internship activity is managed by the University Internship Section by initiating communication with agency/industry partners H-12 weeks prior to the Odd/Even Period Internship.

### **The registration and acceptance process is as follows:**

1. Students who have fulfilled the minimum number of credits (80 credits) and fill out the Apprentice registration form according to the form provided by the study program (which can be downloaded via Simagang)
2. Students fill in all the required data in the registration form and it is signed by the student concerned and known by the academic advisor lecturer (Appendix 2)
3. Students upload the Internship registration letter to the Simagang and the Head of the Intern section validates according to the uploaded file
4. At least H-12 weeks of apprenticeship, the Head of the Apprenticeship section has interacted with partners who already have PKS with study programs for the implementation of Internship activities that will be attended by students
5. The head of the internship section announces the list of institutions that have given approval and the respective quotas for the implementation of the apprenticeship program for students to participate in

6. The head of the internship section provides a circular listing agency vacancies to the Study Program Coordinator via e-office, the MBKM website and other digital media.
7. The Study Program Coordinator continues to the student head
8. In addition, the Head of the Intern Section opens internship vacancies at Simagang according to the approved agency and the specified quota  
Note: The Head of Internship must create agency master data if it doesn't already exist, open Internship vacancies based on institutions data that has been created



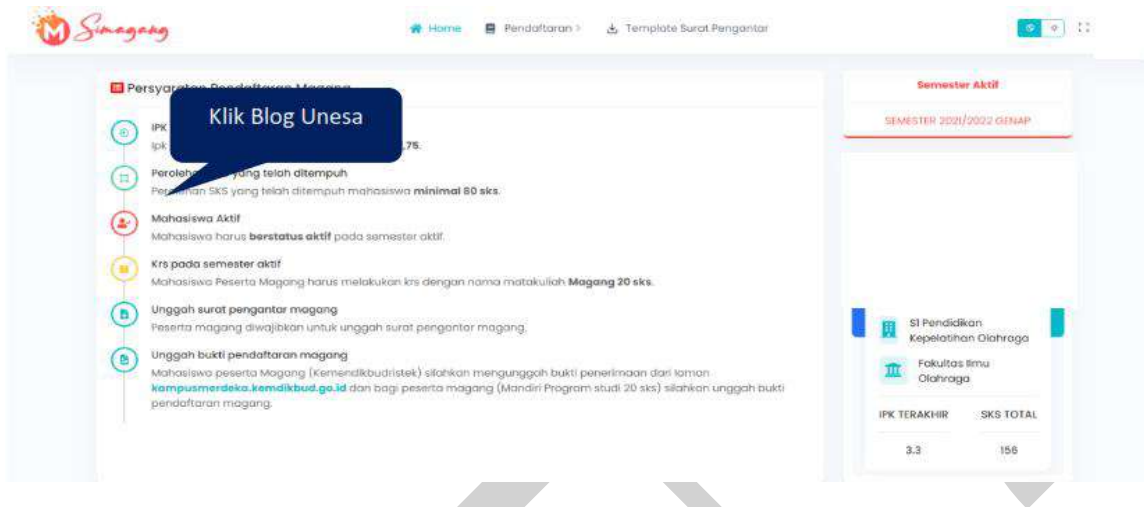
**Figure 6.5.** Menu and Institutions in Simagang

9. Students choose the topic and place of Internship that they are interested in with the condition that one internship place is attended by at most 2-3 students or according to the approval of the agency where the Internship is held according to the input of the study program coordinator at Simagang
10. The Head of the Internship Section reports to partners a list of names of students who will take part in the Internship
11. Students prepare work internship proposals:  
At the request of the agency:
  - a. Usually delivered in a group when applying for a work apprentice permit (according to the policies and rules of the agency/place of work apprenticeship).

- b. Individually. It is mandatory for every student in accordance with the field, to be followed with guidance from Field Supervisors.

12. Partner provides Internship Letter of Acceptance(LoA)

13. Students choose internship in Simagang



**Gambar 6.3.** Pendaftaran mahasiswa di simagang

14. The head of the apprenticeship section conducts the conversion course settings through the Simagang. Conversion course settings are menus used for course settings that will be converted from student internships. Internship-MBKM University conversion courses are general with eight courses.

15. The head of the Internship section determines the field supervisor to be set at the Internship

16. The head of the Internship section issues a letter of assignment for field supervisors

17. The head of the Internship section determines the DPMK. The determination of conversion is adjusted to the curriculum of each study program

## Internship Implementation Process

1. The study program coordinator assigns and issues assignment letters for field supervisor(DPL) to guide students during Internship/Work Practice activities.

2. Partners to implement the Internship/Work Practice, assign one supervisor/mentor/ *coach* to guide students during the Internship/Work Practice activities.
3. Students carry out Internship/Work Practice activities according to the direction of the supervisor from the study program and supervisor/mentor/ *coach* from partners.
4. Students create and fill in a *logbook* according to the activities carried out according to the attached format and upload it on the ministry platform. The logbook is adapted to the contents of the internship (Figure 6.4).
5. Students create and fill in a logbook according to the activities carried out.
6. Students attend conversion lectures with Conversion Advisors by setting a schedule according to the Internship activities
7. Students upload weekly logbooks at Simagang for monitoring and evaluation materials for field supervisors
8. Students provide guidance to Field Supervisors and Supervisors during the internship.
9. The field supervisor conducts guidance and provides an assessment on the form provided
10. The internship supervisor supervises at least once during the internship
11. During the apprenticeship, students are required to take eight work practice apprentice conversion courses equivalent to 20 credits determined by the University following the Circular Letter Internship Conversion. The conversion lecture schedule can be discussed with DPMK
12. Students compile activity reports while carrying out internship activities.
13. Mentors/Field Supervisors conduct assessments related to implementing student internships

**Process of Monitoring, Evaluation, and Assessment**

1. Students fill out the Weekly internship logbook, which must be filled in during the Internship activity.
2. Students make Internship reports
  - a. Students make individual/group reports on the implementation of work apprenticeships with guidance from work apprentice supervisors and field supervisors, respectively in accordance with the provisions for making work practice apprenticeship reports from MPK Program Reporting
  - b. Students submit group reports that have been signed by the internship supervisor and field supervisor to the MPK supervisor for Program Reporting through SIMAGANG
  - c. Students submit individual reports that have been approved by the internship supervisor, and work internship examiner to the Head of the Intern Section accompanied by an assessment form that has been filled in by the field supervisor.
3. Field Supervisors and Partner mentors monitor and direct intern students during the internship.
4. On the 16th - 17th week students register for the Internship seminar by filling out the Internship Seminar Registration Form (Attachment 8) and uploading it to the Simagang page
5. The head of the internship section makes a schedule for carrying out the work apprenticeship exam
6. The head of the Apprentice section informs students of the schedule for carrying out the internship exam
7. Students carry out work internship exams based on a predetermined schedule
8. Supervisors/work apprentice examiners give Seminar scores to DPMK Program Reporting
9. After the internship exam, students are required to submit a report that has been revised and approved by the Field Advisor, internship supervisor, and Head of the Intern Section. Reports with a soft red cover are made in at least four copies with details for the institutions where

the internship is located, the study program, the internship supervisor and the students themselves

10. The DPMK Reporting Program will recap values, including the results of the seminar, to be entered into SIMAGANG after revision based on input during the seminar, and mentoring. The value of the DPL mentoring and the field supervisor, the value of the report from the DPMK and the average trial score.
11. The value of the apprenticeship will be announced if the approved apprenticeship report has been submitted to the apprenticeship agency, department, and supervisor
12. The head of the Apprentice section oversees student conversion scores to completion

DRAFT



Matakuliah

Konversi

# 07

## CURRICULUM INTERNSHIP CONVERSION COURSES



### 7.1.

#### MPK-Program Planning

##### Short course description

This course provides experience to students by planning internship activities including: describing the urgency of activities, determining activity objectives, scope of activities, activity methods, activity phase plans as materials for adapting to the internship environment and used in completing special assignments during the internship. Lectures are conducted to measure the achievement of learning competencies using a *project-based learning approach*, discussions, questions and answers, and assignments. Assessment is carried out with project assignments and portfolios. This MPK is carried out 4 weeks before the Internship begins.

##### Graduate Learning Outcomes (CPL)

CPL Attitude	Demonstrate a responsible attitude towards work in the field of expertise independently
CPL Knowledge	Demonstrate a responsible attitude towards work in the field of expertise independently
CPL General Skills	Able to demonstrate independent, quality, and measurable performance
CPL Special Skills	Able to apply their field of expertise and utilize science, technology, and/or art in their field in solving problems and being able to adapt to the situation at hand.

##### Course Learning Outcomes (CPMK)

CPMK Attitude	Demonstrate a responsible attitude towards the work of planning an apprenticeship program according to the area of expertise independently
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CPMK Knowledge	Mastering theoretical concepts in the field of program planning in-depth, and being able to formulate solutions to procedural problems.
CPMK General Skills	Able to demonstrate independent, quality, and measurable performance in program planning
CPMK Special Skills	Able to plan programs by utilizing science, technology, and/or art in the field of program planning in solving problems and being able to adapt to the situation at hand.

**MPK-Program Planning outputs** , namely: Internship proposal which consists of a component description of the institutional situation, Internship objectives, scope of Internship activities to be carried out, activity methods and activity plans and schedules (attachment 3. Internship proposal format)

**Assessment Components and Instruments**

In general, the objective of evaluating apprenticeship activities is the ability, skills, and attitudes of students in doing work. DPMK can use the holistic rubric assessment components as in **Appendix 4** or determine the criteria/assessment components and develop their own Assessment Form according to the output characteristics and learning outcomes of MPK.

**7.2.**

**MPK- Occupational Safety and Health (K3)**

**Short course description**

This course provides experience to students in understanding procedures and implementation of occupational safety and health (K3) in the industry, including factors that influence OSH, principles of occupational accident prevention, OSH management systems, measuring threshold values for human physical factors, handling and action of helping work accidents, use of personal protective equipment (PPE), fire hazard prevention systems, analysis of work accidents and work-related diseases.

**Graduate Learning Outcomes (CPL)**

CPL Attitude	Demonstrate a <b>responsible attitude</b> towards work in the field of expertise independently (SN Dikti/Permendikbud 3/2020).
CPL Knowledge	Understand <b>implementation of occupational safety and health</b> in internship places (KKNI level 6, PP 8/2012)
CPL General Skills	Able to make appropriate <b>decisions in the context of solving problems in their area of expertise, based on the results of information and data analysis</b> (SN Dikti/Permendikbud 3/2020).
CPL Special Skills	Able to <b>analyze the implementation of occupational safety and health</b> by utilizing various data sources according to process and quality standards (KKNI level 6, PP 8/2012)

**Course Learning Outcomes (CPMK)**

CPMK Attitude	Able to show a <b>responsible attitude</b> in <b>analyzing implementation of occupational safety and health</b> independently
CPMK Knowledge	Able to identify <b>the implementation of occupational safety and health</b> in the internship place
CPMK General Skills	Able to make the right <b>decisions</b> against evaluation of the implementation of <b>occupational safety and health</b>
CPMK Special Skills	Able to <b>analyze the implementation of occupational safety and health</b> by utilizing various data sources according to process and quality standards

**MPK output- Occupational Safety and Health (K3)**, namely output reports related to the system and implementation of OSH in work apprenticeship agencies. Study material (attachment 5. Format of K3 implementation report at internship site). Study materials that must be available are factors that influence OSH, principles of work accident prevention, OSH management systems, measuring threshold values for human physical factors, handling and action for work accident assistance, personal protective equipment (PPE), Fire hazard prevention system, and analysis of work accidents and occupational diseases

**Assessment Components and Instruments**

In general, the goals for the assessment of the Safety and MPK Internship activities are the abilities, skills, and attitudes of students in carrying out work. DPMK can use the holistic rubric assessment components as in **Appendix 6** or determine the criteria/assessment components and develop their own Assessment Form according to the output characteristics and learning outcomes of MPK.

### 7.3.

## MPK- MPK-Operational Management

### Short course description

In this course, students study processes in company operational management in Industrial Practice activities. The operational management of the company consists of production activities, marketing activities, financial management activities, and human resource management activities. In this course, there will be an interrelationship of the theory that students learn on campus with practice in the real world of work so that students can apply their knowledge in this industrial practice with a sense of responsibility and professional ethics and are able to communicate effectively, through discussions, assignments/projects, practice, and presentations.

### Graduate Learning Outcomes (CPL)

CPL Attitude	Demonstrate a <b>responsible attitude</b> towards work in the field of expertise independently (SN Dikti/Permendikbud 3/2020).
CPL Knowledge	Mastering the theoretical concepts of a particular field of knowledge in general and the theoretical concepts of specific sections in that field of knowledge in depth, and being able to formulate procedural problem-solving.(KKNI level 6, PP 8/2012)
CPL General Skills	Able to apply logical, critical, systematic, and innovative thinking in the context of the development or implementation of science knowledge and technology that pays attention to and applies humanities values in accordance with their areas of expertise (SN Dikti/Permendikbud 3/2020).
CPL Special Skills	Able to apply their field of expertise and utilize science and technology in their field in solving problems as

	well as able to adapt to the situation at hand. (KKNI level 6, PP 8/2012)
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**Course Learning Outcomes (CPMK)**

CPMK Attitude	Students are able to show a responsible attitude towards work in their field of expertise independently
CPMK Knowledge	Students are able to analyze company operations for appropriate operating decisions.
CPMK General Skills	Students are able to show conscientious, broad-minded, and intelligent characters in Operational Management learning activities
CPMK Special Skills	Able to analyze operational management by utilizing various data sources according to process and quality standards

**Output of MPK-Operational Management** : lectures and reports of Pjbl MPK-Operational Management. The MPK study materials are Overview of operations management, Analysis of the factory location, Production planning based on production forecasting, Planning for raw material requirements, Raw material inventory planning, Supply chain management, Layout of production facilities, Design work, Statistical quality control and Equipment maintenance and reliability (appendix 7. Format of Operations Management report at Internship location).

**Assessment Components and Instruments**

In general, the objective of evaluating the MPK Operations Management Internship activities is in carrying out work. DPMK can use the holistic rubric assessment components as in **Appendix 8** or determine the assessment criteria/component and develop self-assessment forms according to the output characteristics and learning outcomes of MP

7.4

**MPK-Design program**

**Short course description**

This course provides students with experience in understanding and identifying general assignments and special assignments during internships at IDUKA (Industry and World of Work), determining methods for completing general assignments and special assignments, and preparing activity plans for completing general assignments and special assignments in a structured and systematic manner.

**Graduate Learning Outcomes (CPL)**

CPL Attitude	<ul style="list-style-type: none"> <li>• Able to show responsibility for work in their field of expertise independently (SN Dikti/Permendikbud 3/2020).</li> <li>• Able to work together and have social sensitivity and concern for society and the environment</li> </ul>
CPL Knowledge	<p>(KKNI level 6, PP 8/2012)</p> <ul style="list-style-type: none"> <li>• Able to apply his field of expertise and utilize science, technology, and/or art in his field in completion problems and able to adapt to the situation at hand.</li> </ul>
CPL General Skills	<p>SN Dikti</p> <ul style="list-style-type: none"> <li>• Able to study the implications of developing or implementing technological science that pays attention to and applies humanities values in accordance with their expertise based on scientific principles, procedures and ethics in order to produce solutions, ideas, designs or art criticism, Compile scientific descriptions of the results of their studies in the form of a thesis or final assignment report, and upload them on the university's website;</li> <li>• Able to document, store, secure, and retrieve data to ensure validity and prevent plagiarism.</li> </ul>
CPL Special Skills	<p>IQF</p> <ul style="list-style-type: none"> <li>• Able to make the right decisions based on information and data analysis, and able to provide guidance in choosing various alternative solutions independently and in groups.</li> </ul>

	<ul style="list-style-type: none"> <li>Mastering the theoretical concepts of certain fields of knowledge in general and the theoretical concepts of special parts in the field of knowledge in general in-depth, and able to formulate procedural problem-solving.</li> </ul>
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**Course Learning Outcomes (CPMK)**

CPMK Attitude	Able to demonstrate a responsible attitude and professional ethics in carrying out program design activities. (attitude).
CPMK Knowledge	Able to understand and identify general assignments and special assignments during the IDUKA (Industry and World of Work) internship. (knowledge).
CPMK General Skills	Able to cooperate and communicate in carrying out various project design activities in the industry contextually. (general skills)
CPMK Special Skills	Able to determine methods in completing general assignments and special assignments and develop activity plans in completing general assignments and special assignments in a structured and systematic manner. (special skills)

**Output of MPK-Operational Design** : structured learning based on DPMK's time agreement with students. Study materials include Profile of IDUKA (Industry and World of Work; Standard Operating Procedures (SOP) of IDUKA (Industry and World of Work); conditions of IDUKA (Industry and World of Work) and Selecting and using the Analysis method.

**Assessment Components and Instruments**

In general, the objective of evaluating the MPK Design Program Internship activities is to carry out work. DPMK can use the holistic rubric assessment components as in **Appendix 4** or determine the criteria/assessment components and develop their own Assessment Form according to the output characteristics and learning outcomes of MPK.

## 7.5

### MPK-Program Implementation

#### Short course description

This course provides students with experience in adapting to an industrial environment, applying their knowledge/skills in solving problems in the industry, understanding work processes in the industry, and collecting and analyzing data related to general and specific assignments.

#### Graduate Learning Outcomes (CPL)

CPL Attitude	Responsible, professionally ethical, and adaptable in the environment and rules of conduct at IDUKA (SN Dikti Permendikbud 3/2020).
CPL Knowledge	Able to understand work processes, data collection and analysis techniques in program implementation at IDUKA (KKNI level 6, PP 8/2012)
CPL General Skills	Able to cooperate and communicate in implementing programs at IDUKA (SN Dikti Permendikbud 3/2020)
CPL Special Skills	Able to apply skills, science, technology, and/or art in their field in solving problems in IDUKA (KKNI level 6, PP 8/2012)

#### Course Learning Outcomes (CPMK)

CPMK Attitude	Able to be responsible, professionally ethical, and adapt in implementing programs in a planned manner based on effective and efficient performance indicators
CPMK Knowledge	Able to understand work processes, data collection techniques and analysis related to specific tasks given by IDUKA
CPMK General Skills	Able to cooperate and communicate in implementing programs at IDUKA according to their area of expertise.
Special Skills CPMK	Able to apply skills, science, technology, and/or art in their fields of completion problem at IDUKA

#### MPK Outcome-Program Implementation

Task 1: Presentation on preparation for the Internship

Task 2: Presentation on the principles of responsibility, professional ethics and adaptation at IDUKA.

Task 3: Presentation on various work processes at IDUKA

Task 4: document the results of data tabulation according to the specific task requirements of IDUKA

Task 5: record daily logbooks during the internship implementation  
**(Appendix 9)**

### **Assessment Components and Instruments**

In general, the objective of evaluating MPK Internship activities is Program Implementation in carrying out work. DPMK can use the discussion participation rubric assessment component as in **Appendix 10** , the group presentation rubric in **Appendix 11** or determine the criteria/assessment components and develop self-assessment Forms according to the output characteristics and learning outcomes of MPK.

## **7.6**

### **MPK- Program Assessment**

This course contains evaluation activities for the implementation of internship activities which include: the preparation of a summary of the success of the internship implementation, difficulties and obstacles encountered during the internship, efforts made to overcome difficulties and obstacles during the implementation of the internship, preparing a presentation schedule for the internship report with the Assessing Lecturer from the Study Program.



**Graduate Learning Outcomes (CPL)**

CPL Attitude	Responsible, professionally ethical, and adaptable in the environment and rules of conduct at IDUKA (SN Dikti Permendikbud 3/2020).
CPL Knowledge	Able to understand work processes, data collection and analysis techniques in program implementation at IDUKA (KKN level 6, PP 8/2012)
CPL General Skills	Able to cooperate and communicate in implementing programs at IDUKA (SN Dikti Permendikbud 3/2020)
CPL Special Skills	Able to apply skills, science, technology, and/or art in their field in solving problems in IDUKA (KKN level 6, PP 8/2012)

**Course Learning Outcomes (CPMK)**

CPMK Attitude	Able to be responsible, professionally ethical, and adapt in implementing programs in a planned manner based on effective and efficient performance indicators
CPMK Knowledge	Able to understand work processes, data collection techniques and analysis related to specific tasks given by IDUKA
CPMK General Skills	Able to cooperate and communicate in implementing programs at IDUKA according to their area of expertise.
CPMK Special Skills	Able to apply skills, science, technology, and/or art in their fields of completion problem at IDUKA

7.7

**MPK- Program Reporting**

This course provides student experience in understanding scientific principles in writing program reports, compiling program reports based on the principles of writing scientific papers, evaluating all stages of programs that have been carried out, and presenting program reports that have been arranged.

**Graduate Learning Outcomes (CPL)**

CPL Attitude	(SN Dikti/Permendikbud 3/2020) Able to demonstrate a responsible attitude towards work in the field of expertise independently
CPL Knowledge	(KKN level 6, PP 8/2012) Able to apply his field of expertise and utilize science, technology, and/or art in his field in completion

	problems and able to adapt to the situation at hand.
CPL General Skills	SN Dikti Able to document, store, secure, and retrieve data to ensure validity and prevent plagiarism.
CPL Special Skills	IQF Mastering the theoretical concepts of certain fields of knowledge in general and the theoretical concepts of special parts in the field of knowledge in general in-depth, and able to formulate procedural problem solving.

**Course Learning Outcomes (CPMK)**

CPMK Attitude	Responsible and professional ethics in compiling program reports
CPMK Knowledge	Able to understand scientific principles in writing program reports
CPMK General Skills	Able to cooperate and communicate in preparing program reports and evaluating activities that have been carried out
Special Skills CPMK	Able to compile program reports based on the rules of writing scientific papers, evaluate all stages of activities that have been carried out, and Present the activity report that has been prepared

**The output of MPK-Program Planning** is: Internship report which contains the following presentations:

1. Program reporting system
2. Program reporting opening section (title page, endorsement page, preface, table of contents, list of tables/charts/figures, list of terms and abbreviations)
3. Part of the content of program reporting (introduction, literature review, method/technique/program design, program results and implementation, as well as conclusions and recommendations)
4. Closing part of program reporting (reference list and attachments)
5. Program report editing
6. Program report presentation

## Internship Report Function



Consideration of giving internship scores to students in accordance with the reports which has been made by the student



Accountability of student Internship activities to Intern Partners and Study Programs



Submission of information for UNESA students, as well as Internship Partners regarding reporting of Internship activities that have been carried out



Bonding relationship of cooperation, mutual understanding, and coordination between students and UNESA and Intern Patners



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

## General Provisions in Report Writing

1. Internship/Work Practice Report is written and will be presented at the end of the Internship/Work Practice (for value conversion)

2. In addition to submitting the Internship Report to the Study Program and Internship partners in hardcopy form, it is also submitted to the Subdirector of MBKM in softcopy form via Simangang.

### Report Writing Principles

1. Correct and Objective: Internship/Work Practice Reports must comply with the provisions contained in this guideline and contain correct and objective information.
2. Clear and Thorough: Internship/Work Practice Reports should be straightforwardly understood/understood by the reader by avoiding the use of words/terms, series of words/sentences or style language that is less understandable by the reader as well the author himself. Use simple words but clear meanings.
3. Straight to the Point: Internship/Work Practice Reports must be precise, concise and to the point. Descriptions should not be too long or use figurative language just to give the impression that the report is thick (bold does not always mean good).
4. Complete: Internship/Work Practice Reports must be presented in full in the form of a thorough description based on the selected data accompanied by the necessary supporting data. Therefore the Internship/Work Practice Report must contain all of the Internship/Work Practice material carried out
  - a. students and does not cause new problems, issues, or questions, accompanied by supporting data, such as graphs, tables, maps, schematics, and others when needed.
5. Firm and Consistent: Internship/Work Practice Reports must be firm and consistent so that there are no contradictions between one section and another, both in terms of substance, terminology, and presentation writing techniques.
6. Timely: Writing, submitting, evaluating, and correcting Internship Reports/Work Practices must be carried out in accordance with applicable

regulations. To fulfill these requirements, the author of the Internship/Work Practice Report must:

- a. Complete control over the reported issue.
- b. Have interest, ability, objectivity, thoroughness, and analytical skills in preparing reports.
- c. Able to work together, as well as responsive and open to criticism.
- d. Able to use good written language.
- e. Can use words, terms, sentences and language styles that are simple, clear and easy to understand.
- f. Able to select and organize the necessary data.
- g. Able to observe and assess carefully the various processes, events, benefits and weaknesses that exist during the Internship/Work Practice activities.

## Report Format and Systematics

### Internship/Work Practice Report Writing Format

- a. Paper Type and Size: 70-gram HVS paper, A4 size
- b. Report cover.
- c. The attestation sheet with a plain white base.
- d. Font: Times New Roman, Normal, 12 pt (title), 11 pt (body).
- e. The text uses line spacing of 1.15 spacing and text alignment using left and right alignment.
- f. *Layouts* using A-4 paper size, one column, left margin 4 cm, right, top and bottom margins each 3 cm.

## Internship Report Systematics/Work Practices

Outer Cover

Inside Cover

Validity sheet

Foreword

List of contents

List of Figures

List of Tables

CHAPTER 1 INTRODUCTION)

CHAPTER 2. OVERVIEW OF INTERNSHIP/WORK PRACTICES

CHAPTER 3. APPLICATION METHODS/WORK PRACTICES

CHAPTER 4. RESULTS ACHIEVED FOR INTERNATIONALS/WORK PRACTICES AND DISCUSSION

CHAPTER 5. CLOSING (CONCLUSIONS AND SUGGESTIONS)

CHAPTER 6. SELF-REFLECTION

BIBLIOGRAPHY

ATTACHMENT

- a. PRACTICE BIODATA
- b. INTERNSHIP CERTIFICATE
- c. DIARY/LOGBOOK
- d. DOCUMENTATION

**Provisions for Contents of Internship Reports/Work Practices**

**CHAPTER 1. INTRODUCTION** (*Times New Roman 14 in bold*)

1.1. Background

Students describe the background of the Internship / Work Practice activities, especially the programs implemented. The background explains the urgency of the topic being implemented. Basics of topic selection using scientific justification. Through creative thinking and critical analysis, it is hoped that the right solution will be obtained from the existing problems.

1.2. Objective Internship/Work Practice, includes the formulation of objectives that reflect the matters described in the implementation chapter as part of the Internship/Work Practice program.

1.3 Benefits of Internship/Work Practice, including a description of benefits for Surabaya State University, benefits for partners, benefits for Study Programs, and benefits for students implementing the program.

**CHAPTER 2. OVERVIEW OF INTERNSHIP/WORK PRACTICES** (*letter*)

*Times New Roman 14 bold)*

Exposure to general conditions of Internship/Work Practice. An overview contains profiles of apprentice/work practice partners, especially the conditions of the partner organizations that are relevant to the activities carried out.

**CHAPTER 3. APPLICATION METHODS/WORK PRACTICES** *(letter*

*Times New Roman 14 bold)*

Internship Implementation Method/Work Practice contains stages/procedures, frequency of activities, parties involved, and others in accordance with the program implemented

**CHAPTER 4. RESULTS ACHIEVED FOR INTERNATIONALS/WORK PRACTICES AND DISCUSSION** *(Times New Roman 14 in bold)*

The results obtained as part of the implementation of the Internship/Work Practice, such as increasing capacity, knowledge, skills, attitudes, and values and project activities carried out during the Internship/Work Practice and added discussions supported by supporting references.

**CHAPTER 5. CLOSING** *(Times New Roman 14 in bold)*

5.1 Conclusion. Contains descriptions of student abstractions on the implementation of Internship/Work Practice activities.

5.2 Suggestion. Proposed improvements to the Internship/Work Practice program to related parties.

**CHAPTER 6. SELF-REFLECTION** *(Times New Roman 14 in bold)*

- **S**tudents describe the positive things received during lectures that are useful/relevant to work during their internship/work practice.
- Students explain the benefits of Internships/Work Practices for the development of *soft skills* and the deficiencies of their *soft skills*.
- Students provide an explanation of the benefits of Internship/Work Practice on the development of cognitive abilities and their lack of cognitive abilities.

- Students provide an explanation of self-improvement/development plans, careers, and further education.

**BIBLIOGRAPHY**

Contains all references that are referred to in the implementation of work internships in alphabetical order (according to the procedures that apply to thesis writing in the Biology Department). Citation writing and bibliography use the year name system, which refers to the APA system.

**Attachment**

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

**7.8**

**MPK- Program Dissemination**

The course description aims to develop media for the dissemination of internship activities in a systematic way. The dissemination media developed can be in the form of posters, videos, or drafts of scientific articles. The development of dissemination media in this course is intended so that the internship activities carried out by students can be known by both the general public and academics.

**Graduate Learning Outcomes (CPL)**

CPL Attitude	(SN Dikti/Permendikbud 3/2020) Able to demonstrate a responsible attitude towards work in the field of expertise independently
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CPL Knowledge	(KKNI level 6, PP 8/2012) Able to apply his field of expertise and utilize science, technology, and/or art in his field in completion problems and able to adapt to the situation at hand.
CPL General Skills	SN Dikti Able to document, store, secure, and retrieve data to ensure validity and prevent plagiarism.
CPL Special Skills	IQF -3 Able to make the right decisions based on information and data analysis, and able to provide deep guidance to choose various alternative solutions to disseminate programs independently and in groups.

**Course Learning Outcomes (CPMK)**

CPMK Attitude	Able to prepare dissemination materials and publication of work practice results with appropriate publication media independently and responsibly
CPMK Knowledge	Able to apply publication materials resulting from work practices by utilizing science, technology, and/or art and able to adapt to situations encountered in program dissemination
CPMK General Skills	Able to document, store, secure, and refind published work practice results to ensure validity and prevent plagiarism in program dissemination
CPMK Special Skills	Be able to determine the form of publication of the results of work practices in the form of for example articles, activity videos, after movies, books appropriately based on analysis of information and data independently and in groups

**The output of the MPK-Program Dissemination** is the publication of the results of student work practices, for example, articles, activity videos, after movies, books. Study materials include 1. Work Practice Program; 2. Preparation of work practice publication materials; 3. Determining the form of program publication in the form of, for example, articles, activity videos, after movies, and books; and 4. Publication of the Work Practice Program in the specified media

### **Assessment Components and Instruments**

In general, the goals for evaluating the MPK Internship-Dissemination activities are adjusted to the output of student publications. MPK Assessment for the Dissemination of Internship Program Internships is an assessment of one of the output products produced by students, which can be in the form of posters, videos, or *drafts* of scientific articles. On appraisal, MPK Dissemination of Work Practice Internship Program is the average of the combined scores from the MPK Lecturer team for the Intern Work Practice Program Reporting. DPMK can develop the rubric of the output assessment.

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## 08

# INTERNSHIP ASSESSMENT



### 8.1.

#### Apprentice Assessment Weight

The weight of the Apprenticeship/Work Practice assessment with the following components.

**60%**

*Internship/work practice performance*

**40%**

*Writing reports on internship/work practice*

### 8.2.

#### General Terms of Assessment

- a. The process and performance of the implementation of the Internship/Work Practice report writing are assessed by the supervising lecturer.
- b. Additional Internship/Work Practice videos (optional, but it is recommended that students make an internship video)
- c. Values are given using a Likert scale.
- d. Assessment refers to the established assessment format and criteria.
- e. The results of the assessment are carried out by filling out the existing forms and submitted to the study program
- f. Assessment is done fairly and objectively.

### 8.3.

## Performance Achievement Assessment

In carrying out Internship/Work Practice activities, students will receive an assessment from the supervisor with Process assessment items and Internship/Work Practice performance achievements. The items assessed as work performance are described as follows.

1. Competency Field of Activity:
  - a. Mastery of Activities
  - b. Activity Planning
  - c. Implementation of Activities
  - d. Evaluation and Follow-Up
2. Attitude and Behavior:
  - a. initiative
  - b. communication skills (verbal and written)
  - c. discipline
  - d. appearance
  - e. perseverance
  - f. technical ability
  - g. think critically, creatively and analytically
  - h. ability to work in a team
  - i. adaptability
  - j. results of work (contribution)

### 8.4.

## Report Writing Assessment

The following are general provisions regarding Internship Reports/Work Practices.

1. At the end of the Internship/Work Practice, students are required to write an Internship/Work Practice Report.
2. Guidelines for writing Internship Reports/Work Practices can be found in Chapter 7 of this manual.
3. The Internship/Work Practice report must be approved by the Intern/Work Practice supervisor and the field lecturer

4. The Internship/Intern Practice Report must be completed immediately after the last day of the Internship/Internship Program.
5. In preparing Internship/Work Practice Reports, students must comply with data/information confidentiality provisions stipulated by the Supervisor.
6. An assessment of the writing of Internship/Work Practice reports made by students includes the following aspects:
  1. Description of the Internship/Work Practice activities carried out. This aspect relates to:
    - a. overview of partners' Internship/Work Practice
    - b. student assignments during the Internship / Internship are explained well
  2. Report substance completeness. This aspect relates to:
    - a. arguments/reasons for the activities carried out as well the urgency is clearly written in the background;
    - b. Internship Partners/Work Practices are described in detail and complete;
    - c. appropriate and relevant implementation methods;
    - d. programs implemented, results of programs implemented, challenges encountered, including new findings during the implementation of activities, as well as descriptions of program sustainability have been explained;
    - e. conclusions are formulated following the implementation of the Internship/Work Practice; And
    - f. self-reflection reflects the learning process during the Internship/Work Practice.
  3. Appropriate report format. This aspect relates to:
    - a. follow the Internship/Work Practice report guidelines;
    - b. coherent presentation logic, and
    - c. standard and scientific language.

Provisions that need to be considered, especially for students participating in Internships / Work Practices before evaluating the final report are:

1. the supervisor must sign the report;
2. Reports must be completed within two weeks at the latest after the program ends; And
3. In preparing reports, students must obey data/information confidentiality provisions set by partners.

## 8.5.

### Apprentice Video Creation

The making of this Internship video is recommended and uploaded at Simangang. Video formats as follows:

No	Criteria
1	<b>Design and creativity</b>
	a) Well-organized video content
	b) The transitions between scenes are logical and effective
	c) Adequate video resolution.
	d) Audio sounds fine
2	e) Taking pictures from various <i>angles</i> and not monotonous
	<b>Substance/content</b>
	a) There is an activity title at the beginning of the video
	b) There is accurate information regarding the activities that appear in the video in the form of text and or narration
	c) Images are recorded properly and are stable or not shaken
d) The plot or <i>storyline</i> that is displayed is coherent and easy for the audience to follow	

## 8.6.

### Internship Report Presentation Assessment

The Internship Report presentation assessment items cover the following aspects:

Alur Presentasi	<ol style="list-style-type: none"> <li>1. Logika dalam Analisis Presentasi</li> <li>2. Substansi Isi Presentasi</li> </ol>
Proses Presentasi	<ol style="list-style-type: none"> <li>1. Kualitas <i>Slides</i> Presentasi</li> <li>2. Sistematika <i>Slides</i> Presentasi</li> </ol>
Komunikasi dalam Presentasi	<ol style="list-style-type: none"> <li>1. Kemampuan Menjelaskan Isi Laporan Magang</li> <li>2. Kemampuan Menjawab Pertanyaan Penguji</li> </ol>

Some provisions that need to be considered, especially by apprentice student participants in planning and carrying out the Internship Report presentation exam, are as follows:

1. 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 and field supervisor
2. The Internship Presentation Examination is carried out after the Apprentice performance appraisal file has been filled in by the apprenticeship unit and has been received by the study program/apprentice section head following the selected Apprenticeship scheme
3. The Internship Presentation Examination will be conducted in the Examination Room or in the classroom, or synchronously using Zoom.
4. 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.
5. The Internship Presentation Examination will be tested by 2 (two) examiner lecturers, one of which is the apprentice supervisor and lasts about 1 hour, including a question and answer session.



6. In making presentations, apprentice students must prepare presentation materials of 10 slides (minimum) to 20 slides (maximum).
7. This amount is for presenting the internship results and does not include attachments of tables, figures, calculations, and so on.
8. After the presentation of the Internship Report, the supervisor and other appointed lecturers (the team of examiners) asked comprehensive questions. Comprehensive questions are questions related to the Internship Report and theories related to the topics raised in the Internship Report.

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## 09

**INTERNSHIP ETHICS**

## 9.1

**Implementation Ethics**

1. Students must complete all assignments the supervisor gives correctly, neatly and on time.
2. Students are honest, disciplined, polite, professional, and maintain a work ethic while participating in the Internship/Work Practice.
3. Students must maintain attitudes and ethics in interacting with society
4. Students must respect employees at the internship/work practice location regardless of ethnicity, religion, race, gender, and class.
5. Students must maintain the good name of the alma mater of Surabaya State University

## 9.2

**Ethics of Communicating with Supervisors**

Student ethics in communicating with lecturers during the internship/work practice are described as follows.

1. Communication with supervisors is carried out by referring to generally accepted norms.
2. Students communicate with lecturers by finding the right time, avoiding communicating during breaks or praying for lecturers.
  - a. Telephone Communication
    - 1) Introduce yourself before delivering the goal
    - 2) Contacting lecturers via telephone conversations by using time efficiently and sufficiently
    - 3) Speak only for important matters.

b. Communicate Via Text Message

- 1) Start communication by greeting and introducing yourself.
- 2) Convey text messages in a short, clear, and use good and correct Indonesian.
- 3) Express thanks at the end of the communication.

c. Communicating Face to Face

- 1) Choose the right time to communicate with the lecturer.
- 2) Communication is carried out on campus on weekdays.
- 3) Wear neat and polite clothes.

### 9.3

#### Student Dress Ethics in Internships/Work Practices

The etiquette for student dress during the Internship/Work Practice is described as follows.

1. Students wear alma mater suits / institutional uniforms in Internship / Work Practice activities.
2. Students do not wear clothes that are too tight, open, or sexy, such as a top that is too low or a skirt that is too short.
3. excessive jewelry, accessories or *makeup*.

### 9.4

#### Lecturer Ethics in the Implementation of Internships/Work Practices

Lecturer ethics in mentoring during the implementation of the Internship/Work Practice is described as follows.

1. Communication is done in the context of mentoring assignments Internship/Work Practice for students.
2. The assignments and directions given are only in the context of carrying out the task of mentoring Internships/Work Practices to students.

3. Communication with guidance students is done by referring to generally accepted norms.
4. If communication and mentoring are carried out face-to-face, mentoring activities are carried out in a place open to the public.

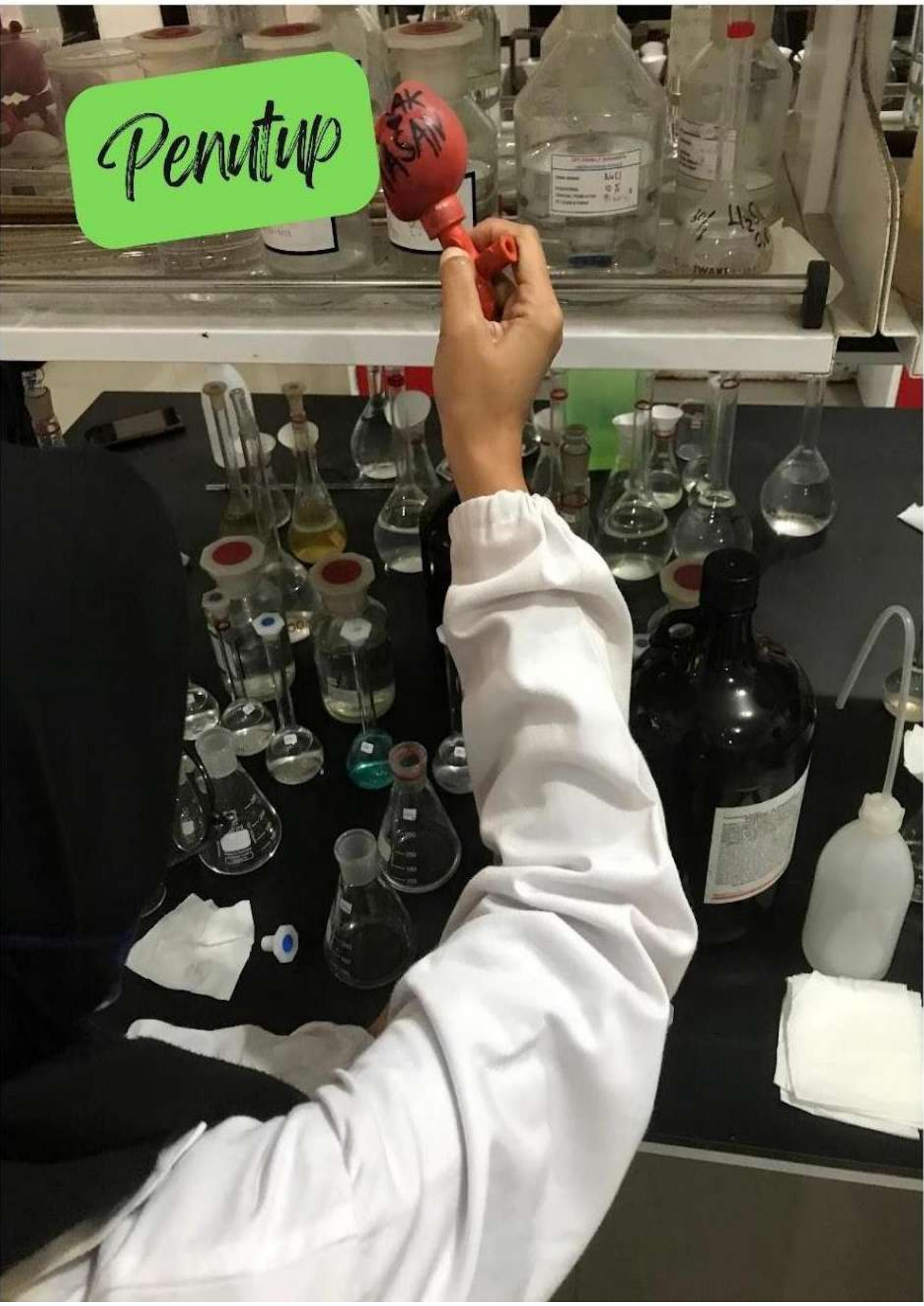
## 9.5

### **Mentor/Supervisor/Coach Ethics in Internships/Work Practices**

Mentor/Supervisor/Coach ethics in mentoring during the Internship/Work Practice implementation are described as follows.

1. Communication is done in the context of mentoring assignments Internship/Work Practice for students.
2. The assignments and directions given are only in the context of carrying out the task of mentoring Internships/Work Practices to students.
3. Communication with guidance students is done by referring to generally accepted norms.
4. If communication and mentoring are carried out face-to-face, mentoring activities are carried out in a place open to the public.

Penutup





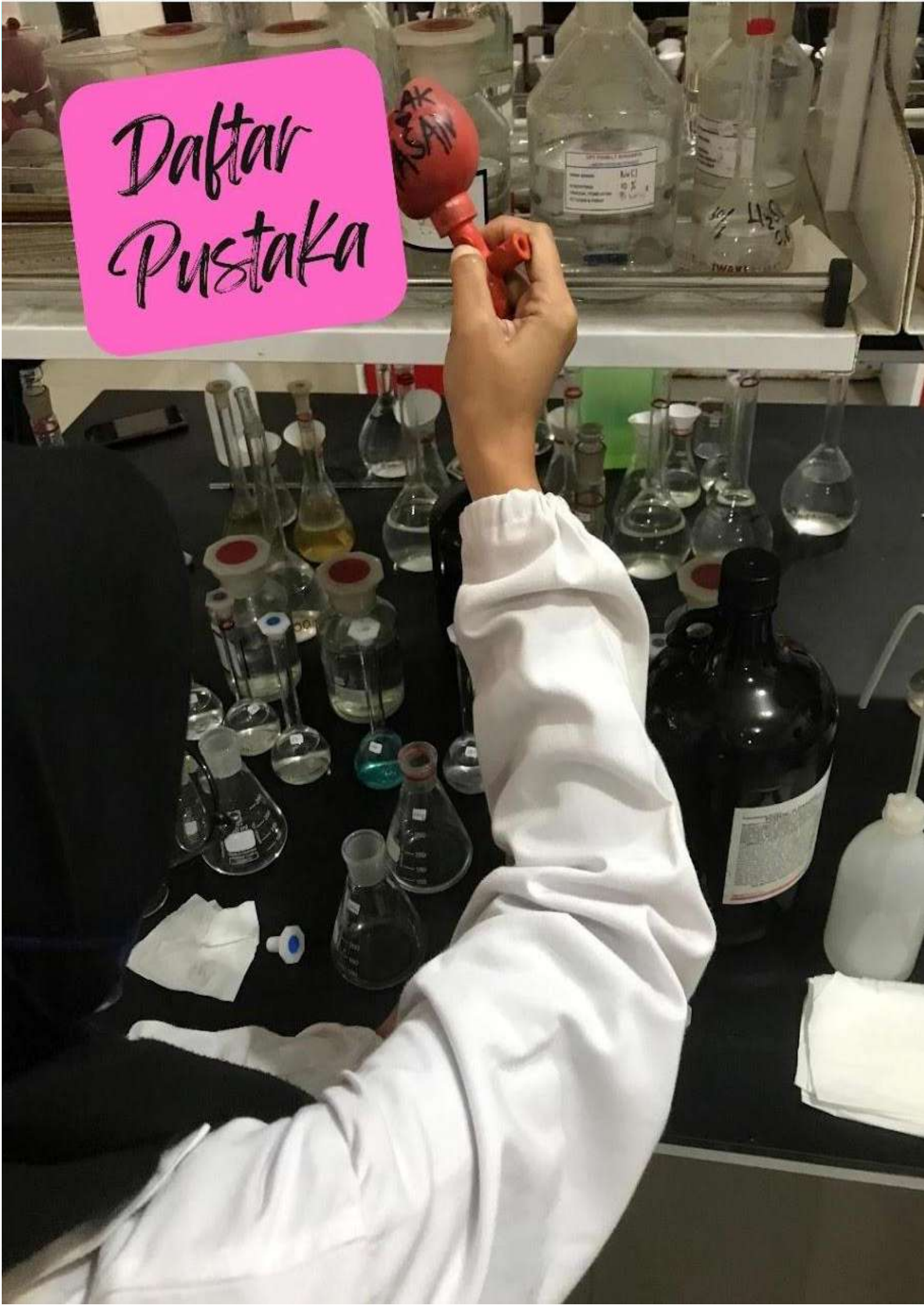
## CLOSING

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This technical manual was published to become a guide for the implementation of MBKM, especially the Forms of Activities Learning (BKP) Apprenticeship/Work Practice. Through this guide, it is expected that the Surabaya State University Study Program can organize the MBKM Internship/Work Practice program on an ongoing basis optimal, effective, efficient, and of good quality following the National Higher Education Standards. This guideline has explained each Internship scheme that students can choose from and the conversion process in courses that are following the SE Chancellor and study program.

This manual is a dynamic guide that can always be repaired, renewed, and updated according to the dynamics of needs and changing times. This guidebook was prepared with the hope that it will be helpful in the Study Program and can be used as a reference for the implementation MBKM at Surabaya State University. Hope is given to the Study Program to produce human beings in Indonesia that is civilized, knowledgeable, professional and competitive, as well as contribute to the welfare of the nation's life.

# Daftar Pustaka







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- Direktorat Kemahasiswaan Institut Teknologi Sepuluh November Surabaya. 2021. *Petunjuk Teknis Asistensi Mengajar pada Satuan Pendidikan Mahasiswa ITS*. Surabaya: Institut Teknologi Sepuluh November Surabaya.
- Direktorat Kemahasiswaan Institut Teknologi Sepuluh November Surabaya. 2020. *Buku Petunjuk Teknis Magang*. Surabaya: Direktorat kemahasiswaan Institut Teknologi Sepuluh.
- Universitas Negeri Makassar. 2020. *Buku Panduan Merdeka Belajar Kampus Merdeka*. Makassar: Universitas Negeri Makassar.
- Sub Direktorat Merdeka Belajar Kampus Merdeka. Universitas Negeri Surabaya. 2023. *Buku Panduan Merdeka Belajar Kampus Merdeka*. Surabaya: Universitas Negeri Surabaya.

# Lampiran



**Appendix 1 . Cover Letter for Internship (For Regular Study Program Internship-MBKM Scheme students)**



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
UNIVERSITAS NEGERI SURABAYA  
**Fakultas.....**  
Kampus Lidah Wetan, Jl. Lidah Wetan, Surabaya 60213  
Telepon : +6231 - 7532160, Faksimil : +6231 – 7532112  
Laman : ..... email : .....

Nomor : .....  
Lampiran : -  
Hal : **Surat Pengantar Magang/Praktik Kerja**

Yth, ..... (Pimpinan perusahaan/instansi)  
.....  
di .....

Sehubungan dengan pelaksanaan Magang MBKM-Reguler Program Studi, Mahasiswa Universitas Negeri Surabaya Semester .... Tahun Akademik .... berkerjasama dengan beberapa mitra industri dan dunia kerja (Iduka) di seluruh Indonesia, bersama ini kami mohon diberikan izin mahasiswa :

Nama : .....  
NIM : .....  
Program Studi : .....  
Fakultas : .....  
Semester : .....  
IPK : .....,

untuk melaksanakan Magang MBKM/Praktik Industri/Praktik Kerja Lapangan di..... (nama perusahaan/instansi) dengan durasi waktu selama 1 semester/4 bulan, berikut :

Mulai kegiatan :  
Selesai kegiatan :

Demikian permohonan kami, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Dekan,

Nama .....  
NIP .....

- Tembusan
- 1) Kasubdit MBKM (sebagai laporan)
  - 2) Kasie Magang/PKL
  - 3) Koordinator Program Studi.....
  - 4) Arsip

**Appendix 2 . Study Program Regular Internship Registration Form**



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
UNIVERSITAS NEGERI SURABAYA

**Program Studi.....**

Kampus Lidah Wetan, Jl. Lidah Wetan, Surabaya 60213  
Telepon : +6231 - 7532160, Faksimil : +6231 – 7532112  
Laman : ..... email : .....

**FORMULIR PENDAFTARAN MAGANG**

**Yang bertanda tangan dibawah ini**

Nama lengkap sesuai KTP :  
 NIK :  
 NIM :  
 Program studi/jurusan :  
 Fakultas :  
 semester saat ini :  
 IPK :  
 Jumlah SKS yang sudah ditempuh dan lulus :  
 e-mail :  
 Instansi Magang Tujuan :  
 Alamat Instansi Magang :

Mengajukan permohonan Magang-MBKM Reguler Program Studi Semester ..... Tahun Akademik..... Saya bersedia melengkapi segala persyaratan Magang dan apabila diterima oleh Mitra Magang, saya akan menjalankan Etika Magang dengan baik.

Dokumen yang perlu dilampirkan yaitu transkrip nilai akhir yang telah mendapatkan ttd Dosen Penasehat Akademik dan proposal Magang (tim) untuk instansi (mitra Magang).

Demikian formulir pendaftaran Magang ini sudah diisi dan dilengkapi dengan penuh tanggung jawab.

Surabaya, .....

Menyetujui,

Dosen Penasehat Akademik

Mahasiswa

(.....)

(.....)

NIP.....

NIM.....

**Appendix 3 . Internship Proposal Format**

**COVER  
VALIDITY SHEET  
LIST OF CONTENTS**

**I. INTRODUCTION**

**1.1. Backgorund**

- ✓ The important role of apprenticeship in improving the quality of graduates of the intended apprenticeship program
- ✓ Description of important industries that will be the subject of student work internships, especially in the future (projections). Associate it with current and future challenges
- ✓ Explanation of the chosen internship location (PT, Agency, UKM, or whatever). Of course, the selected location is a location that has *very good performance* so that it has advantages compared to existing competitors.
- ✓ For example: The East Java Fisheries Cultivation Center was chosen as the location for the internship because it has a very strong competitive advantage in fish farming in Indonesia.

**1.2. Tujuan Magang**

- ✓ Testing students' readiness to enter the world of work, industry, and business by practicing mastery of conceptual, technical, and relational skills in accordance with the standards expected by the industrial world.
- ✓ Target of work internship: Students have skills according to world industry standards which include contextual, technical, relational, and personal skills. Specifically, context objectives are aimed at the following:
  - ✓ Students are able to explain the business processes that exist in the workplace in a comprehensive manner.
  - ✓ Students are able to identify/demonstrate the key factors that determine the success of an apprenticeship business.
  - ✓ Students are able to compile an action plan to solve the problems identified on the spot internship by applying the ability to think critically, systematically, and logically.

As for technical skills, they are intended for the following:

- ✓ Students are able to prepare the technical things needed to carry out a work activity in accordance with the conditions of the work apprenticeship.
- ✓ Students are able to explain or carry out appropriate work operation activities with the terms of the place of work internship.
- ✓ Students are able to compile work reports on each work activity that has been carried out.

Meanwhile, relational skills are aimed at the following:

- ✓ Students are able to receive complete and accurate information both orally nor written.
- ✓ Students are able to submit good work internship reports to superiors (supervisors). field) or work apprenticeship committee accurately and on time (on time)
- ✓ Students are able to establish working relationships with superiors (field supervisors), work internship committees and colleagues or teams.
- ✓ Students are able to build dynamic and tough work teams.

## II. METHOD

### 2.1. Task Form (*Task Assignment*)

To achieve the goals and objectives of the apprenticeship effectively and efficiently, all apprentices, both individually and as a team, need to get clarity about the assignment ( *Task Assignment* ) from the apprenticeship. The form of assignment can refer to an existing position or position or it can also be based on certain responsibilities if the internship has certain events. Based on the job analysis for these positions or events, specific jobs can be derived implementation of apprentices. In addition, this information can also be used to prepare apprentices for coaching activities before leaving for the internship location to equip participants with technical matters.

### 2.2. Time

The internship will be carried out for a minimum of 4 months. However, if there are differences with the place where the apprentice works, adjustments will be made, including the length of work. If the apprentice time is extended if it is felt to be very important for the participant, it will be considered.

### 2.3. Prosedur

The procedure for implementing a work apprenticeship can be explained as follows:

- ✓ Submission of proposals to work internship locations.
- ✓ Discussion and approval of assignment forms to apprentices.
- ✓ Provision of apprentices related to the assignments that have been discussed and approved.
- ✓ Departure of participants to the location.
- ✓ Intern orientation.
- ✓ *Carry out* the assignments that have been given.
- ✓ A brief explanation of the guidance on the task to be explained.
- ✓ Supervision of the place of guidance or implementation of tasks.

✓ Evaluation of jobs that become prospective apprentices  
Specifically related to contextual abilities, each participant is required to produce a working paper that will be submitted to the supervisor to obtain an assessment of the extent to which **contextual abilities** and apprenticeship have developed. The first work letter contains a description of the business process where the internship takes place, which the second contains the assistance of the key determinants of choosing a business for an internship, the third and so on is related to the description and analysis of problems that can be identified by the participants. Following are the alternative solutions, the more work papers are produced, the more often students practice their conceptual abilities. In this case the role of the field supervisor is expected to sharpen students' abilities regarding the actual conditions that exist at the internship location.

### 2.4. Monitoring and Supervision

Monitoring activities are carried out by DPL every week based on report every time it is sent by students through simagang to ensure the implementation of the internship goes well. If necessary, DPL conducts direct monitoring at the

work apprenticeship site. Therefore, assistance from field supervisors (internship sites) is highly expected, especially in conveying important matters related to the performance, health and safety of participants. Supervision activities will be carried out in the first weeks of the participants' presence at the location or at least in the first month. This activity aims to ensure the presence of participants at the location from the start and ensure that apprentices understand the form of assignments that will be or are being carried out. In addition to improving relations with the location of the internship.

### **2.5. Evaluasi**

Evaluation of apprenticeship activities is carried out to assess the performance of apprentice participants and the apprenticeship process. Evaluate the participant's performance on several things:

- a. Weekly report
- b. working Paper
- c. Placement guidance observations were carried out twice, in the first month and the last week of the internship vacancy.
- d. The observation sheet will be given to the field supervisor during supervision.
- e. Final report.
- f. Presentation of internship results.

### **III. PLAN AND SCHEDULE OF ACTIVITIES**

The internship activity plan is prepared after the location of the internship decides on the form of assignments to the apprentices, either individually or in teams. Preparation work plan if possible can be done before the participant's departure apprentice to the location and can be consulted with the field supervisor for approval. Another alternative, the completion of the work apprenticeship plan is definitely carried out simultaneously with the orientation at the beginning of the work apprenticeship. The activity plan at least contains assignments or work that students do accompanied with the



time allocation needed to implement it. Whenever possible an explanation of the responsibilities that must be carried out by students can be explained

#### **IV. CLOSING**

If there are other things that have not been mentioned in this proposal, discussion and discussion on this matter can be done either directly or indirectly.

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**Appendix 4. MPK Planning Program Assessment Form**

<b>Grade</b>	<b>Skor</b>	<b>Kriteria Penilaian</b>
Very less	<b>&lt;20</b>	The design presented is irregular and does not match the description of the situation of the institution, the objectives of the Internship, the scope of the Internship activities to be carried out, the method of activity and the plan and schedule of activities
Not enough	<b>21-40</b>	Drafts that are presented regularly but do not mention a description of the situation of the institution, the objectives of the Internship, the scope of the Internship activities to be carried out, the method of activity and the plan and schedule of activities
Enough	<b>41-60</b>	The design presented is systematic, solves the problem, but cannot be implemented
Good	<b>61-80</b>	The designs presented are systematic, solve problems, can be implemented, are less innovative
Very good	<b>&gt;80</b>	The designs presented are systematic, solve problems, can be implemented and are innovative, and are real according to the conditions of the internship place

**Appendix 5 . K3 Report Format**

**COVER  
VALIDITY SHEET  
LIST OF CONTENTS**

**I. INTRODUCTION**

**1.1. Background**

Chapter I Introduction

1.1. Background

Describe the types of OSH systems and equipment owned by the agency. Complete your writing with an adequate website if needed. Complete with how to apply K3 to the institution where the apprentice is currently being implemented. This section also helps with problems that appear to be related to the implementation of K3.

1.1. Objective

- Islamic boarding school equipment K3
- K3 Implementation Explanation
- Describe the K3 SOP that has been implemented

1.2. Benefit

- Benefits of K3 equipment assistance
- Benefits of implementing K3
- The benefits of describing the implemented K3 SOP

**CHAPTER II. K3 Overview**

2.1. Overview of each type of K3

2.2. K3 SOP in Institutions (citation from existing SOPs)

**CHAPTER III. K3 Implementation in Institutions**

This chapter describes the OSH implementation process that has been carried out by agencies based on SOPs that have been made and equipped with how to use OSH equipment at the internship location. Identify positive factors and barriers to existing implementation

**CHAPTER IV. Conclusions and recommendations**

5.1. The conclusion contains points: Identification of K3 equipment at Apprentice Agencies; Existing K3 implementation

5.2. Suggestion. Provide suggestions for the implementation of K3 at the current and future internship agency locations to make it better

**Reference**

**Attachment** : Photo supporting K3 at the Agency

**Appendix 6** . MPK-K3 Report assessment rubric

NO	Criteria	Score 4	Score 3	Score 2	Score 1	Acquisition
1	<p><b>Introduction</b></p> <p>(a) Explain the meaning of K3</p> <p>(b) Describe the type of K3 (in general)</p> <p>(c) Describe the K3 system in the Agency</p> <p>(d) Write down the 3-point goal of the K3 goal report</p> <p>(e) Write down the benefits of 3 points targeting the objectives of the K3 report</p> <p>(f)</p>	If the report made contains these 5 criteria	If the report made contains 4 of these criteria	If the report made contains 3 of these criteria	If the report made contains 2 of these criteria	
2	<p><b>K3 Overview</b></p> <p>(a) Write down the definition of K3</p> <p>(b) Describe the types of K3, especially the elaboration of K3 in agencies (referring to references)</p> <p>(c) Describe the benefits of K3 in the institution</p> <p>(d) Writing SOP K3 at the Agency</p> <p>(e) especially the parties involved in K3 management in the agency</p>	If the report made contains these 5 criteria	If the report made contains 4 of these criteria	If the report made contains 3 of these criteria	If the report made contains 2 of these criteria	

3	<p><b>K3 Implementation</b></p> <p>(a) explanation of the application of K3 at the internship location</p> <p>(b) Linking the implementation of K3 with the SOP that has been made</p> <p>(c) explanation of the use of K3 equipment in apprenticeship internships</p> <p>(d) explanation of supporting factors</p> <p>(e) inhibiting factor</p>	If the report made contains these 5 criteria	If the report made contains 4 of these criteria	If the report made contains 3 of these criteria	If the report made contains 2 of these criteria	
4	<p><b>Conclusion</b> Conclusion contains points: A. Identification of K3 equipment at Apprentice Agencies; B. Existing OSH implementation</p> <p><b>Suggestion.</b> Contains K3 implementation at current and future internship agency locations so that it is better</p>	Related to the implementation of K3 at the internship location and there are suggestions for improving K3 next worthy	Related to the implementation of tasks and there are suggestions for improving the assignment next but less feasible	Related to the implementation of the task but no suggestions	Not related to the implementation of the task and no suggestions	
5	<p><b>Reference</b></p>	Use the latest references > 80% of relevant and key references	Using the latest references < 80% between 60% relevant and main references	Use the latest references 20-40% relevant and main references	Use recent references <20% relevant and primary references	

6	<b>Report View</b>	Neat and attractive report, complete with cover and photos/pictures	Neat and attractive report, complete with cover or photo/image	The report includes a cover or photos/pictures but is not neat or less attractive	Reports are untidy and unattractive, not equipped with a cover and photos/pictures	
7	<b>Legibility</b>	Easy to understand, right choice of words, and all correct spelling	Easy to understand, right choice of words, some spelling mistakes	Incomprehensible, inaccurate choice of words, & some spelling Wrong	Not easy to understand, inappropriate word choice, and lots of spelling wrong	

DRAFT

**Appendix 7 . Operational Management Report Format**

- COVER**
- VALIDITY SHEET**
- LIST OF CONTENTS**

**I. INTRODUCTION**

**1.1. Background**

Chapter I Introduction

1.1. Background

Describe the background of the internship program that you did, which agency you chose. Complete your writing with an adequate website if needed. Therefore, in order for the apprenticeship program to be directed and systematic, an analysis is needed regarding operational management during the start of the apprenticeship program as well as apprentice program rules, apprentice administration, infrastructure, evaluation of agency activities, human resources, organizational structure, and others

1.2. Objective

- example of operational management during apprenticeship activities at .....includes apprenticeship rules, apprentice agency administration, infrastructure, evaluation of agency activities, human resources, organizational structure
- Promoting apprenticeship plans at ..... including rules for apprenticeship activities, administration of apprentice agencies, infrastructure, evaluation of agency activities, HR, organizational structure, etc.

**CHAPTER II. Overview of Operational Management**

2.1. Overview of Types of Operational Management

2.2. Explanation of the rules for apprenticeship activities, apprentice company administration, infrastructure, evaluation of agency activities, human resources, organizational structure, and others

**CHAPTER III. Agency Operational Management**

This chapter describes the review of the rules for apprenticeship activities, positions of apprentice agencies, infrastructure, evaluation of agency activities, human resources, organizational structure, and others. Adjust to the characteristics of the institutions/PT/IDUKA that are followed

**BCHAPTER IV. Conclusions and recommendations**

4.1. The conclusion contains points: rules for apprenticeship activities, positions of apprentice agencies, infrastructure, evaluation of agency activities, human resources, organizational structure, and others

4.2. Suggestion. Provide advice to the current and future operational management of Internship agencies so that they are better

**Reference**

**Appendix** : Photo supporting operational management

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**Appendix 8 . MPK-Operational Management Report assessment rubric**

<b>NO</b>	<b>Criteria</b>	<b>Score 4</b>	<b>Score 3</b>	<b>Score 2</b>	<b>Score 1</b>	<b>Acquisition</b>
1	<p><b>Introduction</b></p> <p>a. Explanation of the factors for choosing an internship location</p> <p>b. Explanation of the description of the internship agency</p> <p>c. Explanation of internship operational management</p>	If the report made contains these 3 criteria	If the report made contains 2 of these criteria	If the report made contains 1 of these criteria	If the report created contains 0 of these criteria	
2	<p><b>Operational Management Objectives</b></p> <p>a. operational management</p> <p>b. operational planning</p>	If the report made contains these 2 criteria	If the report made contains 1 of these criteria	If the report made contains 1 of the criteria but has not been properly described	If the report does not contain the next criteria	

3	<p><b>Overview of Operational Management</b></p> <p>A. Overview of Operational Management Types</p> <p>B. Explanation of the rules for apprenticeship activities, apprentice company administration, infrastructure, evaluation of agency activities, human resources, organizational structure, and others</p>	If the report made contains these 2 criteria	If the report made contains 1 of these criteria	If the report made contains 1 of the criteria but has not been properly described	If the report does not contain the next criteria	
4	<p><b>Agency Operational Management</b></p> <p>Rules for internship activities, internship positions, infrastructure, evaluation of agency activities, human resources, organizational structure</p>	If the report made contains these 5 criteria	If the report made contains 4 of these criteria	If the report made contains 3 of these criteria	If the report made contains 2 of these criteria	
5	<p><b>Conclusion</b></p>	Related to the implementation of operational management at the internship location and there are suggestions for improving operational management next worthy	Related to the implementation of operational management and there are suggestions for improving operational management next but less feasible	Related to the implementation of operational management but no suggestions	Not related to implementing operational management and no suggestions	
6	<p><b>Reference</b></p>	Use the latest references > 80% of relevant and key references	Using the latest references < 80% between 60% relevant and main references	Use the latest references 20-40% relevant and main references	Use recent references <20% relevant and primary references	
7	<p><b>Report View</b></p>	Neat and attractive report, complete with cover and photos/pictures	Neat and attractive report, complete with cover or photo/image	The report includes a cover or photos/pictures but is not neat or less attractive	Reports are untidy and unattractive, not equipped with a cover and photos/pictures	

8	<b>Legibility</b>	Easy to understand, right choice of words, and all correct spelling	Easy to understand, right choice of words, some spelling mistakes	Incomprehensible, inaccurate choice of words, & some spelling Wrong	Not easy to understand, inappropriate word choice, and lots of spelling wrong	
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**Appendix 9 . Internship Logbook**



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
UNIVERSITAS NEGERI SURABAYA

**Fakultas.....**

Kampus Lidah Wetan, Jl. Lidah Wetan, Surabaya 60213

Telepon : +6231 - 7532160, Faksimil : +6231 – 7532112

Laman : .....

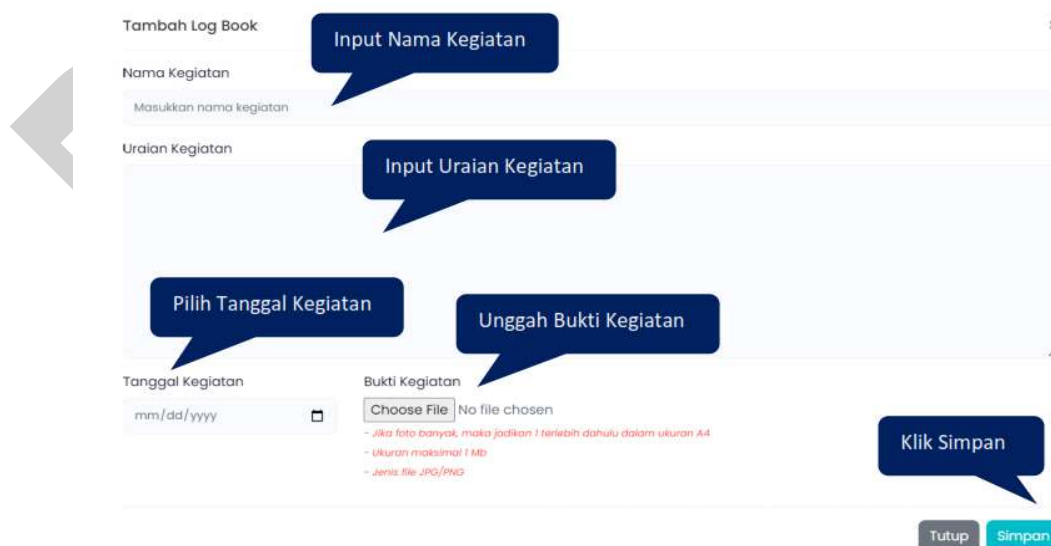
## LOGBOOK MAGANG

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

**Nama** :  
**NIM** :  
**Posisi Magang** :  
**Pembimbing Magang** :  
**Nama Perusahaan mitra Magang** :

No	Hari/Tanggal	Deskripsi Kegiatan	Catatan (Jika diperlukan)	Bukti kegiatan

**Note: Logbook Magang diunggah ke simagang per minggu dilengkapi foto**



### Appendix 10. Rubric participation during online MPK lectures

NO	Aspect Observation	Values are circled				Mark
		1	2	3	4	
1	Student activeness in discussion	1	2	3	4	

2	The ability of students to master the material discussed	1	2	3	4	
3	Student's ability to ask questions	1	2	3	4	
4	Students' ability to express opinions	1	2	3	4	
5	The ability of students to refute the opinions of others	1	2	3	4	
6	Student's ability to answer questions	1	2	3	4	
7	The ability of students to support the opinions of others	1	2	3	4	
8	Student's ability to formulate conclusions	1	2	3	4	
Total value						
Average score = (total score: 32)*100						

**Information:**

**1=Less**

**2=Enough**

**3=Okay**

**4=Very good**

**Appendix 11.** Group Presentation Assessment Rubric

<b>NO</b>	<b>Aspect</b>	<b>Score</b>	<b>Criteria score</b>
1	Material equipment	4	<ol style="list-style-type: none"> <li>1. The power point consists of the title, group name, content and bibliography</li> <li>2. Power point Arranged systematically according to the material</li> <li>3. There is a list of relevant references</li> <li>4. Equipped with interesting pictures</li> </ol>
		3	There is 1 criterion on the completeness of the material from a score of 4 which is not fulfilled
		2	There are 2 criteria on the completeness of the material from a score of 4 that are not met
		1	There are more than 2 material completeness criteria from a score of 4 not fulfilled
2	Author material	4	<ol style="list-style-type: none"> <li>1. The material is made in the form of power point</li> <li>2. Each slide can be read clearly</li> <li>3. The contents of the material are made concise and weighty</li> <li>4. The language used is appropriate to the material</li> </ol>
		3	There is 1 criterion on the completeness of the material from a score of 4 which is not fulfilled
		2	There are 2 criteria on the completeness of the material from a score of 4 that are not met
		1	There are more than 2 material completeness criteria from a score of 4 not fulfilled

3	Presentation ability	4	<ol style="list-style-type: none"> <li>1. Presented confidently, enthusiastically and with loud language</li> <li>2. All group members participate in the presentation</li> <li>3. Can express ideas and argue well</li> <li>4. Good serving time management</li> </ol>
		3	There is 1 criterion on the completeness of the material from a score of 4 which is not fulfilled
		2	There are 2 criteria on the completeness of the material from a score of 4 that are not met
		1	There are more than 2 material completeness criteria from a score of 4 not fulfilled

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**Appendix 12.** Group Presentation Assessment Rubric

**Group Presentation Scoring Guidelines**

NO	Student name	Material equipment				Material Writing				Material Writing				Total score	Final score
		4	3	4	3	2	1	2	1	4	3	2	1		

$$\text{Scoring} = \frac{\text{students scor}}{\text{total scor}} \times 100$$



**Appendix 13. Internship Report Approval Sheet**

PENGESAHAN

Setelah diperiksa dan diteliti, Laporan Pelaksanaan Magang/Praktik Kerja atas nama:

Nama :  
 NIM :  
 Prodi :  
 Lokasi Magang :

Demikian Pengesahan ini kami berikan agar dapat dipergunakan sebagaimana mestinya.

Disahkan pada tanggal.....

Mengetahui,  
 supervisor/mentor/coach.....\*) Dosen Pembimbing,

..... NIP. ....

\*) Dibubuhi stempel

**Appendix 14 . Internship Performance Appraisal Sheet**

LEMBAR PENILAIAN KINERJA  
MAGANG/PRAKTIK KERJA

Periode Magang/Praktik Kerja  
Tahun Akademik:

Nama :  
NIP :  
Program Studi :  
Dosen Pembimbing/mentor :  
Mitra Magang :  
Waktu Pelaksanaan :

No	Aspek yang Dinilai	Nilai			
		1	2	3	4
<b>A</b>	<b>Kompetensi Bidang Kegiatan</b>				
1	Penguasaan Bidang Kegiatan				
2	Perencanaan Kegiatan				
3	Pelaksanaan Kegiatan				
4	Evaluasi dan Tindak Lanjut				
<b>B</b>	<b>Sikap dan Perilaku</b>				
1	Inisiatif				
2	Kemampuan komunikasi (lisan dan tulisan)				
3	Disiplin				
4	Penampilan				
5	Ketekunan				
6	Kemampuan teknis				
7	Berpikir kritis, kreatif dan analitis				
8	Kemampuan bekerja sama dalam tim				
9	Kemampuan beradaptasi				
10	Hasil pekerjaan (kontribusi)				

**Keterangan:** 1: Sangat Kurang, 2: Kurang, 3: Baik, 4: Sangat Baik

**Appendix 15 . Internship Report Assessment Sheet**

LEMBAR PENILAIAN LAPORAN  
MAGANG/PRAKTIK KERJA

Periode Magang/Praktik Kerja  
Tahun Akademik:

Nama :  
NIP :  
Program Studi :  
Dosen Pembimbing/Mentor :  
Mitra Magang :  
Waktu Pelaksanaan :

No	Aspek yang Dinilai	Nilai			
		1	2	3	4
A	Proses				
1	Gambaran umum mitra magang				
2	Deskripsi tugas selama Magang/Praktik Kerja				
B	Subtansi Kegiatan				
3	Pendahuluan/latar belakang dan perumusan masalah ditulis secara jelas.				
4	Masalah dianalisis menggunakan landasan teoritis dan bukti pendukung yang kuat.				
5	Metode pelaksanaan kegiatan jelas dan relevan				
6	Kesimpulan dirumuskan sesuai dengan hasil analisis.				
7	Refleksi diri mencerminkan proses pembelajaran selama Magang/Praktik Kerja secara pribadi, meliputi aspek technical skill dan social-emotional skill.				
8	Rekomendasi yang dibuat memuat rekomendasi terkait masalah yang dianalisis				
C	Teknis dan Bahasa				
9	Mengikuti panduan laporan Magang/Praktik Kerja				
10	Logika penyajian yang runtut				
11	Bahasa yang baku serta ilmiah				

**Keterangan:** 1: Sangat Kurang, 2: Kurang, 3: Baik, 4: Sangat Baik

**Appendix 16** . Video grading sheet

LEMBAR PENILAIAN VIDEO  
MAGANG/PRAKTIK KERJA

Periode Magang/Praktik Kerja  
Tahun Akademik:

Nama :  
NIP :  
Program Studi :  
Nomor HP :  
Dosen Pembimbing/mentor :  
Mitra Magang :  
Waktu Pelaksanaan :

No	Aspek yang Dinilai	Nilai			
		1	2	3	4
1	Efektivitas setting cerita yang dipaparkan (memuat bagian-bagian dari kegiatan yang dilaksanakan selama program Magang/Praktik Kerja)				
2	Organisasi/susunan konten (memuat konten yang tersusun dan mengalir/terdapat hubungan antarbagian)				
3	Konten (subtansi video ditampilkan)				
4	Kualitas gambar dan suara				

**Keterangan:** 1: Sangat Kurang, 2: Kurang, 3: Baik, 4: Sangat Baik

Appendix 17 . Work practice internship monitoring instrument



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, Riset, dan Teknologi
UNIVERSITAS NEGERI SURABAYA
FAKULTAS .....
PROGRAM STUDI S1 .....
Alamat.....
Telepon : ....., Faksimil : .....
Laman : ..... email : .....

INSTRUMEN SUPERVISI MAGANG KERJA MBKM
MAHASISWA S1 PROGRAM STUDI .....
TAHUN .....

- 1. Tempat Magang Kerja MBKM : .....
2. Nama Mahasiswa : 1. ....
2. ....
3. ....
4. ....
3. Hasil Supervisi :
a. Faktor pendukung pelaksanaan Magang Kerja MBKM:
b. Faktor penghambat pelaksanaan Magang Kerja MBKM:
c. Masalah yang muncul:





KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
UNIVERSITAS NEGERI SURABAYA  
FAKULTAS .....  
PROGRAM STUDI .....

Alamat.....  
Telepon : ....., Faksimil : .....  
Laman : ..... email : .....

---

d. Cara mengatasi masalah jika ada:

e. Catatan lain:

f. Rekomendasi:

.....  
Dosen Pembimbing Lapangan Magang Kerja  
MBKM (Dari DPL Unesa)

\_\_\_\_\_  
NIP



**Appendix 18.** Internship Report Exam Assessment Rubric

**APPLICATION REPORT TEST ASSESSMENT RUBRIC**

Name	:
NIM	:
Exam Date	:

Component	Score 55-69	Grade 70-80	Grade 81-100	Average value
<b>Internship report</b>				
<b>A. Internship reports convey the apprenticeship process that has been carried out (15%)</b>				
1	Overview of the internship	There is no clear general description of the place of apprenticeship	There is an overview of the place of internship	There is a general description of the place of apprenticeship and is described in detail Good
2	Intern student assignments	Student assignments are not completed properly	Student assignments are completed well but not in accordance with competence of graduates	Student assignments are completed properly and in accordance with competence graduate of
3	presence presence	There is attendance presence but attendance is not 100%	There is 100% presence but not signed by an official who is fully in place apprenticeship	There is a 100% presence and is signed by an official who has income at the internship
<b>B. The internship report describes the following: (70%)</b>				
1	Introduction	Less apprentice background explain purpose	Less apprentice background explain purpose	Less apprentice background explain purpose

		internship and reasons why a topic selected for discussion	internship and reasons why a topic selected quite well for discussion	internship and reasons why a topic selected very well for discussion	
2	Rationale	Basic thinking location selection apprenticeship is not suitable with fields apprenticeship	Basic thinking location selection apprenticeship is appropriate but fields apprentice yet outlined specific with the relationship with location apprenticeship	Basic thinking location selection apprenticeship is appropriate and apprenticeship has been described specifically with the relationship with location apprenticeship	
3	Organization and Activity Profile Apprenticeship	Did not explain organization profile and internship activity	There is a profile organization however not described internship activity clearly	Outlining profile organization and internship activity clearly and Good	
4	Discussion	Theory / evidence that supporter used not in accordance with the that problem Language	Theory / evidence that supporter used less in accordance with the that problem Language	Theory / Evidence that supporter used accordingly with problems which is discussed	
5	Self reflection	Self reflection student obviously not includes two aspects <i>technical skills</i> and <i>social-emotional skills</i> (incomplete)	Self reflection student fully explained (2 aspects) however <i>lessons learned</i> not complete	Self reflection student fully explained (2 aspects) with <i>lessons learned</i> complete and Good	
6	Conclusion	Conclusion not formulated according to the results discussion	Conclusion not enough according to the results discussion	Conclusion suitably formulated with result discussion	



7	Recommendation	The recommendations made are not related to the problem being analyzed	The recommendations made are less related to the problem being analyzed	Recommendations made are related to the problem being analyzed	
C. Internship reports are well organized (15%)					
1	In accordance with the FIA UB Internship Guidelines	Reports are written not in accordance with the guidelines for writing internship reports in the Internship Guidelines FIAUB	Reports are written not in accordance with the guidelines for writing internship reports in the Guidelines FIA UB internship	Reports are written in accordance with the guidelines for writing internship reports in the Internship Guidelines FIAUB	
2	Coherent presentation logic	The arrangement of chapters, paragraphs and sentences is not in accordance with the development of ideas, with the use of inappropriate conjunctions	The arrangement of chapters, paragraphs and sentences is in accordance with the development of ideas, but there is still the use of conjunctions less precise.	The arrangement of chapters, paragraphs and sentences is in accordance with the development of ideas, supported by the use of appropriate conjunctions	
3	Standard and scientific language	Does not use standard Indonesian and uses sites/reference lists according to convention correct	Using standard Indonesian but using the site/reference list is not appropriate correct convention	Using standard Indonesian and using the site/reference list according to convention correct	
<b>Internship Report Presentation</b>					
A. Presentation Flow (30%)					
1	Logic in presentation analysis	Presentation delivered with a less sequential flow	The presentations are delivered in a fairly sequential order	The presentation was delivered in a good flow	
2	The substance of the presentation content	The content of the presentation does not match the content internship report	The contents of the presentation are not in accordance with the contents	The contents of the presentation are in accordance with the contents of the report	

			internship report	apprenticeship	
<b>B. Presentation Process (30%)</b>					
1	Presentation slide quality	The slides used are not attractive and do not use an easy-to-read font	The slides used are quite interesting and yet use an easy-to-read font	The slides used are attractive and use easy-to-read fonts	
2	Systematic presentation of slides	The slide order is not the same as the presentation order	Order slides by order presentation is not appropriate	The slide order is the same as the presentation order	
<b>C. Communication in Presentation (40%)</b>					
1	Ability to explain the contents of the internship report	Less fortunate explain the contents of the report properly	Able to explain well filled	Able to explain report clearly	
2	Ability to answer examiner questions	Less able to answer the examiner's questions well	Able to answer questions but still There is small error	Able to answer examiner's questions very well	
<b>Amount</b>					





**Appendix 19. Minutes of internship supervision**



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
 RISET, DAN TEKNOLOGI  
 UNIVERSITAS NEGERI SURABAYA  
 FAKULTAS .....  
 PROGRAM STUDI S1 .....  
 Alamat.....  
 Telepon : ....., Faksimil : .....  
 Laman : ....., email : .....

**BERITA ACARA  
 SUPERVISI MAGANG KERJA MBKM  
 PROGRAM STUDI S-1 ..... TAHUN 2023**

Pada hari ini \_\_\_\_\_, tanggal \_\_\_\_\_, pukul \_\_\_\_\_ - \_\_\_\_\_ WIB,  
 telah dilaksanakan supervisi Magang Kerja MKBM Mahasiswa Program Studi ..... angkatan  
 ....., Fakultas ....., Universitas Negeri Surabaya:

- Nama Mahasiswa : 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_

Tempat Magang Kerja : \_\_\_\_\_

dengan hasil : \_\_\_\_\_

	Nama / NIP	TTD
1.	_____ (Pembimbing Lapangan Magang Kerja MBKM dari Instansi/industri) NIP	_____
2.	_____ (Pembimbing Lapangan Magang Kerja MBKM dari Instansi/industri) NIP	_____
3.	_____ (Dosen Pembimbing Lapangan MBKM dari Prodi S1 Biologi)	_____





KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
UNIVERSITAS NEGERI SURABAYA

FAKULTAS .....  
PROGRAM STUDI .....

Alamat.....

Telepon : ....., Faksimil : .....

Laman : ..... email : .....

	Nama / NIP	TTD
	NIP	
4.	_____ (mahasiswa)	_____
	NIM	
5.	_____ (mahasiswa)	_____
	NIM	
6.	_____ (mahasiswa)	_____
	NIM	
7.	_____ (mahasiswa)	_____
	NIM	

**Appendix 20. Assessment Instrument for Internship Reports/Work Practices (Hard Skills)**



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
 RISET, DAN TEKNOLOGI  
 UNIVERSITAS NEGERI SURABAYA  
 FAKULTAS .....  
 PROGRAM STUDI S1 .....  
 Alamat.....  
 Telepon : ....., Faksimil : .....  
 Laman : ..... email : .....

**APPLICATION REPORT/WORK PRACTICE ASSESSMENT INSTRUMENTS  
 STUDY PROGRAM S1 STUDENTS .....  
 YEAR .....  
 (filled by the supervisor in the institution/company)**

Name : \_\_\_\_\_  
 NIM : \_\_\_\_\_  
 Agency / Industry : \_\_\_\_\_  
 \_\_\_\_\_  
 Execution time : \_\_\_\_\_  
 Mentor Name : \_\_\_\_\_

NO	Rated aspect	Mark			
		1	2	3	4
<b>A</b>	<b>Process</b>				
1	Overview of apprentice partners				
2	Description of duties during Internship/practical work				
<b>B</b>	<b>Activity Substance</b>				
3	The introduction/background is clearly written				
4	Problems are written using a strong theoretical basis and supporting evidence				
5	Methods of implementing activities are written clearly and relevantly				

**PEDOMAN MAGANG/PKL**

6	The results and discussion are supported by supporting theory / evidence used according to the problem which is discussed				
7	Conclusions are formulated according to the results of the analysis				
8	Self-reflection reflects the learning process during the internship/work practice personally including: technical skills and social emotional skills				
9	Recommendations are published related to the problem being analyzed				
<b>C</b>	<b>Engineering and Language</b>				
10	Follow the Internship/work practice guidelines				
11	Convolutated presentation logic				
12	Standard and scientific language				

**Information**

- 1: very less
- 2. less
- 3: fine
- 4.very good

.....,.....

...  
Field Advisor,

\_\_\_\_\_

NIP

Advice to Unesa:





**Appendix 21. Appraisal Instrument for Internship Reports/Work Practices (Soft Skills)**



**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
 RISET, DAN TEKNOLOGI  
 UNIVERSITAS NEGERI SURABAYA**  
 FAKULTAS .....  
 PROGRAM STUDI S1 .....  
 Alamat.....  
 Telepon : ....., Faksimil : .....  
 Laman : ..... email : .....

**MBKM APPLICATION FIELD ASSESSMENT INSTRUMENT  
 STUDY PROGRAM S1 STUDENTS .....  
 YEAR .....  
 (filled by the supervisor in the institution/company)**

**Name** : \_\_\_\_\_  
**NIM** : \_\_\_\_\_  
**Agency / Industry** : \_\_\_\_\_  
 \_\_\_\_\_  
**Execution time** : \_\_\_\_\_  
**Mentor Name** : \_\_\_\_\_

NO	Rated aspect	Mark			
		1	2	3	4
<b>A</b>	<b>Competency Areas of Expertise</b>				
1	Mastery of Expertise				
2	Activity planning				
3	Implementation of activities				
4	Evaluation and follow up				
<b>B</b>	<b>Attitude and behavior</b>				
1	initiative				
2	Discipline				
3	Appearance				
4	Perseverance				
5	technical ability				
6	Think critically, creatively and innovatively				
7	Ability to work together in a team				
8	Adaptability				

**PEDOMAN MAGANG/PKL**

9	Oral and written communication skills				
10	Results of work/contributions				

**Information**

- 1: very less
- 2. less
- 3: fine
- 4.very good

.....

...  
Field Advisor,

\_\_\_\_\_  
NIP

Advice to Unesa:

Appendix 22 . Example of Internship MBKM certificate for students



# URAIAN KEGIATAN

NAMA :  
 Perguruan Tinggi :  
 Program Studi :

Project NAMA :  
 Periode :  
 Supervisor :

Nama Matakuliah	SKS (1 SKS = 170 menit)	Ekuivalen Menit tiap Minggu
<b>MK-1: MPK-Perencanaan</b>	2	340
MK-2: MPK-Free form (Pilihan Universitas)/ matakuliah keilmuan Prodi	3	510
MK-3: MPK-Free form (Pilihan Universitas) matakuliah keilmuan Prodi	2	340
MK-4: MPK-Free form (Pilihan Universitas) matakuliah keilmuan Prodi	3	510
MK-5: MPK-Free form (Pilihan Universitas) matakuliah keilmuan Prodi	4	680
MK-6: MPK-Free form (Pilihan Universitas) matakuliah keilmuan Prodi	2	340
MK-7: MPK-Free form (Pilihan Universitas) matakuliah keilmuan Prodi	2	340
<b>MK-8: MPK-Pelaporan program</b>	2	340

Appendix 23 . Example of Internship MBKM certificate for students



Appendix 24 . University Apprentice Recruitment-MBKM Leaflet



**SAMATOR**

**STUDENT  
INTERNSHIP**

*Technique  
Sustainability*

**SKEMA MAGANG  
UNIVERSITAS**

*Limited  
seat*

Universitas Negeri Surabaya bekerjasama dengan PT Samator melaksanakan program Internship (Magang) Batch 1 dengan durasi minimal 4-5 bulan yang akan dilaksanakan pada Semester Ganjil 2023/2024

**PERSYARATAN**

- Mahasiswa aktif Prodi Teknik Mesin/Teknik Elektro
- Mahasiswa S1 maupun D4
- Telah menempuh minimal 80 sks
- Minimal IPK 3.00 (transkrip nilai)
- Mengumpulkan Surat Pernyataan, CV, Transkrip nilai, Fc KTP, File foto



*Register Now!!!*



*20 sks*

**MEKANISME  
SELEKSI**

Batas Pendaftaran: 25 Juni 2023

Validasi Dokumen : 26-27 Juni 2023

Pengumuman Lanjut *Campus scouting* : Info menyusul

*Business case challenges*  
melalui interview oleh  
Direksi PT Samator

**For more information: Contact Person: Bu Dwi (081235407983)**

**Appendix 25 . Letter Registration Seminar**



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
UNIVERSITAS NEGERI SURABAYA

**Fakultas.....**

Kampus Lidah Wetan, Jl. Lidah Wetan, Surabaya 60213

Telepon : +6231 - 7532160, Faksimil : +6231 – 7532112

Laman : ..... email : .....

**SURAT PERNYATAAN**

Yang bertanda tangan di bawah ini :  
 Nama lengkap sesuai KTP :  
 NIK :  
 NIM :  
 Program Studi :  
 Fakultas :  
 Semester saat ini :  
 IPK :  
 jumlah SKS yang sudah ditempuh dan lulus :  
 e-mail :

Telah mengikuti Magang di ..... Dengan ini mengajukan Seminar Hasil Magang dengan persyaratan yang telah terpenuhi.

Pendaftaran seminar melalui link: .....

Unggah Berkas pendaftaran seminar magang:

1. File laporan magang yang telah disetujui dosen pembimbing
2. KTM
5. KRS
6. KHS
7. Kartu Bimbingan Magang
8. File Surat Ijin Magang
9. File Surat Balasan Magang
9. File Sertifikat Magang
10. File nilai magang

Surabaya, .....2023

Nama Mahasiswa

ttd

.....