



**Kampus
Merdeka**
INDONESIA JAYA

**UNESA
PTNBH**
PASTILAH ANAK AHADIRAN

GUIDELINE OF EMANCIPATORY LEARNING INTERNSHIP

Direktorat Akademik
Universitas Negeri Surabaya
2023

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UNIVERSITAS NEGERI SURABAYA
2023

Foreword

An internship serves as a manifestation of BKP MBKM, providing students with the chance to both implement and obtain knowledge in general and specialized work skills, as well as internalize work cultures and professional attitudes that are pertinent and essential in the realm of business. The internship program aims to help students attain competency following the Indonesian National Qualifications Framework and SN-Dikti levels by conducting an educational, training, and learning initiative at partner Agencies relevant to their disciplines of study. Government and private Agencies, the business and industrial sectors, foundations and non-profit organizations, multilateral organizations, and legally recognized start-up companies conduct the internship program. The interns shall receive guidance from a lecturer and a supervisor affiliated with the partner party. This program will improve students' critical, creative, problem-solving, communication, and collaboration abilities. To facilitate the efficient and meticulous execution of activities, it is necessary to have technical guidelines that delineate the procedures and responsibilities of each participant, rendering them quantifiable. This internship guideline serves as a practical directive for multiple stakeholders.

The purpose of the internship guidelines is to ensure that the objectives of the Merdeka Belajar-Kampus Merdeka program are adhered to throughout implementation. This directive aims to ensure the efficient, effective, and high-quality execution of the program. It can serve as a reference for implementation by policymakers, faculty members, departments and programs, students, lecturers, and partners at the university level. Due to its standing as a new policy, the Merdeka Belajar-Kampus Merdeka program faces many challenges at both the participant and implementer levels. As a result, we anticipate that technical guidance will facilitate the resolution of practical issues, the development of standardized practices, and the comprehension of program implementation. In the context of implementing the Merdeka Belajar-Kampus Merdeka, this guideline is applicable. This book covers general provisions, program schemes, requirements, roles and responsibilities of implementers, implementation, implementing ethics, guidance, assessment, and reporting about planning and reporting activities. This technical guide also elaborates on the significance of program awards, whether in the form of recognition or conversion. In the future, these apprenticeship guidelines are

amenable to revision. During program implementation and policy modifications at both the ministry level and Universitas Negeri Surabaya, stakeholders will incorporate the acquired experience into the adjustments made. Therefore, input from all stakeholders engaged in program execution is critical to improving the standard of the program and these guidelines.

The rector, the vice chancellor for academic, student, and alumni affairs, the academic director, and the compiler team of Universitas Negeri Surabaya, all contributed significantly to the completion of these guidelines. We want to extend our gratitude to the Head of the Sub-Directorate, the Head of the Environment Section of the MBKM Sub-Directorate, and all relevant stakeholders who provided input during the development of guidelines for the activities of the Merdeka Belajar-Kampus Merdeka, with particular emphasis on this internship. These guidelines will aid in the preparation of students at Universitas Negeri Surabaya to become competitive graduates. Further, we believe that Universitas Negeri Surabaya's implementation of Merdeka Belajar-Kampus Merdeka can contribute to the development of Indonesian civilization and the generation of excellent human capital for developing Indonesia.

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01 INTRODUCTION

Law Number 12 of 2012 concerning higher education emphasizes the great importance of the role of higher education in developing a nation's intellectual capital and forming its character and civilization. Universitas Negeri Surabaya has adopted the 2020 Education Standards to guide educational and learning activities. Furthermore, Regulation No. 3 of the Ministry of Education and Culture of 2020 emphasizes the importance of national higher education standards. Article 15(1) of the Regulation of the Ministry of Education and Culture allows for the conduct of this type of learning within and outside the study program. Internships at non-tertiary Agencies provide an excellent opportunity to gain practical experience outside of the study program. These internships usually have a duration of up to 2 semesters, or 40 credit units. In 2020, the Ministry of Education and Culture introduced the Independent Campus Learning (MBKM) policy as part of the implementation of the Regulation of the Ministry of Education and Culture. The policy aims to offer students opportunities to broaden their learning experiences and acquire new skills through a range of activities beyond their academic curriculum.

Universitas Negeri Surabaya's Regulation Number 3 of 2021 emphasizes the significance of internships and work practices for students, as stated in Article 4. These activities offer students the chance to put their knowledge into practice in a wide range of Agencies, agencies, companies, and organizations, both at home and abroad. country. Participation in this activity is mandatory for students in non-education undergraduate programs and applied undergraduate programs. Participation in this activity is mandatory for students in non-education undergraduate programs and applied undergraduate programs, also known as internship (PKL), industrial practices (PI), or other similar terms.

To adequately equip individuals for the complexities of social and cultural shifts, technological advancements in Society 5.0, and the requirements of the free market, it is essential to improve student competence. This will empower them to become flexible and skilled individuals who can excel in a constantly changing world. It is essential to foster a robust connection between the realms of education, such as universities, and industry to facilitate the seamless exchange of information and knowledge transfer. Education is essential for preparing students with the knowledge, attitudes, and skills needed in the industrial world. Universities play a crucial role in equipping students with the necessary

skills and knowledge to navigate the demands of their future professions. This bridge will be instrumental in promoting the development of research and technology on both sides, while also offering valuable insights into the pool of talented individuals who can make significant contributions to the industrial sector. The Independent Learning-Independent Campus (MBKM) policy aims to address these demands by offering a potential solution. Thus, the UNESA Rector's Regulation No. 3 of 2021 states that the internship program enables students to acquire real-world experience, hone their talents, and establish a professional work ethic that is crucial in the business sector.

1.1. Internship Scheme at Universitas Negeri Surabaya

Universitas Negeri Surabaya offers three internship schemes: internship-MBKM Ministry, internship-MBKM Study Program, and internship-MBKM University. Students who participate in internships, whether they are conducted domestically or internationally, are eligible for this program. The following presents an explanation of these schemes.

1. Internship-MBKM Ministry

The Internship-MBKM Ministry offers students the opportunity to gain valuable insights and practical experience in the industrial, business, and work sectors. This program lasts for one semester and is equivalent to 20 credits. Internships provide students with valuable hard skills such as problem-solving and analytical abilities, as well as important soft skills like professionalism, communication, and teamwork. This internship is facilitated by external entities such as the Ministry of Education and Culture, other Ministries, industries, and Agencies (BUMN, etc.). The recruitment process, determination of internship location, internship process, and financing are all determined by these parties. The Unesa MBKM team is responsible for guiding and supervising all aspects, from informing and promoting to addressing any challenges that may arise. Here are some examples of how BKP Internships for Ministry schemes, like Internships and Certified Independent Studies, can be implemented (the detailed instructions can be found in the Unesa MSIB Booklet).

2. Internship-MBKM Regular Study Program

The Internship-MBKM Study Program offers students the opportunity to gain practical experience and valuable insights into the industrial, business, and professional realms. This program spans one semester and is equivalent to 20 credits. Internships provide students with valuable hard skills such as problem-solving and analytical abilities, as well as important soft skills like professionalism, communication, and teamwork. This internship is provided by the respective Study Program. The selected industrial partner should already have a PKS with a study program and an MoU with the University.

3. Internship-MBKM University

Internship-MBKM University is a new scheme that will be available for study programs with exclusive benefits from industry partners. This program offers students the opportunity to gain valuable knowledge and hands-on experience in the industrial, business, and professional sectors. It spans a semester and carries a credit equivalent of 20. Internships provide students with valuable hard skills such as problem-solving and analytical abilities, as well as important soft skills like professionalism, communication, and teamwork. This internship is provided by the University (Ka. Sie Internship/PKL). The chosen industrial partner should already have a Memorandum of Understanding (MoU) with Surabaya State University. The distinctions in features between Internship-MBKM Ministry, Internship-MBKM Study Program, and Internship-MBKM University are outlined in Table 1-1.

Tabel. 1.1. Characteristics of Internship Program MBKM Ministry, Regular Study Program, and University

No	Aspect	MBKM Ministry	MBKM Regular Study Program	MBKM University
1	Objectives	Implementing students' rights to study outside UNESA	Implementing students' rights to study outside UNESA	Implementing students' rights to study outside UNESA
2	Number of credits	20 credits (1 semester)	20 credits (1 semester)	20 credits (1 semester)
3	Schedule	Even and Odd Semesters	Even and Odd Semesters (following curriculum study of Study Program)	Even and Odd Semesters
4	Requirement	Earning a minimum of 80 credits	Earning a minimum of 80 credits	Earning a minimum of 80 credits
5	Partnership	Internship offers from Ministry Partners (Selection using the Merdeka platform or similar)	Allocated by Study Program	Allocated by MBKM UNESA
6	MPK Implementation	Not required to attend lectures (converted into 8 MPK)	Require to attend lectures (DPMK lecturer) set by evaluation pattern of study program	Require to attend lectures with the assigned DPMK
7	MPK Program Dissemination Implementation	Presenting in front of the MBKM team (via zoom) or participating in the dissemination of Internship Program (parallel)	Presenting according to the schedule set by Study Program	Presenting in front of MKBM team (via zoom) or participating in the dissemination of Internship (parallel)
8	Management/ Organizer	University	University and Study Program	University

These following are illustrations in describing alternative implementation of MPK carried out through the Internship Program.



Figure 1.1. Course conversion for the implementation of the Internship-MBKM Ministry



Gambar 1.2. Pelaksanaan konversi mata kuliah Magang-Reguler Program Studi

Figure 1.2. Course conversion for the implementation of the Internship-MBKM Study Program



Gambar 1. Pelaksanaan konversi mata kuliah Magang-MBKM Universitas

Figure 1.3. Course conversion for the implementation of the Internship-MBKM University

1.2. LEGAL BASIS

The scheme for Internship-MBKM Ministry, Internship-MBKM Study Program, and Internship-MBKM University are implemented in accordance with:

1. Law no. 20 of 2003 concerning the National Education System.
2. Government Regulation no. 19 of 2005 concerning National Education Standards.
3. Presidential Regulation No. 8 of 2012 concerning the Indonesian National Qualifications Framework.
4. Regulation of the Ministry of Education and Culture No. 3 of 2020 concerning National Higher Education Standards.
5. Regulation of Universitas Negeri Surabaya Rector No. 3 of 2021 concerning the Implementation of the Independent Learning Program and Recognition and Conversion of Courses at Surabaya State University
6. Regulation of Universitas Negeri Surabaya Rector No. 9 of 2020 concerning Independent Campus Learning Academic Regulations
7. Chancellor's Circular Letter Number B/6508/UN38/HK.01.01/2022 concerning UNESA MBKM Course Conversion.

1.3. OBJECTIVES OF THE PROGRAM

Considering the MBKM Internship Guidebook 2023, the objectives for the MBKM internship are to:

1. Provide students with direct workplace learning (experiential learning) to improve their confidence as they enter the workforce and pursue professional professions.
2. Develop the soft skills (communication, cooperation, professionalism/work ethics, and complex problem-solving abilities) and hard skills (skills, analytical abilities, etc.) of students per their area of expertise.
3. Promote the expeditious exchange of knowledge and technology between higher education and the industrial, business, and professional sectors; conversely, enhance the applicability of research and learning initiatives within higher education.

4. Implement the knowledge and skills acquired by students in lectures worldwide by engaging in hands-on projects in both laboratory and field settings.
5. Acquaint students with a work culture that differs significantly from an academic culture about the emphasis on collaboration, time management, communication, and timely project completion.
6. Promote students' understanding following the selected theme

1.4. FUNCTION OF THE PROGRAM

1. For Universitas Negeri Surabaya

- a. Creating partnerships with legal entities such as start-up companies, foundations, non-profit organizations, government, and private Agencies, as well as the business/industry sector.
- b. Ensuring the applicability of lecture-acquired knowledge to the requirements of internship partners.
- c. Keeping updated on the most recent technological developments and information on industrial processes.
- d. Facilitating supervisors' exposure to technical and scientific advancements in the business/industry sector in a practical setting.
- e. Supporting the attainment of critical performance indicators, particularly for students engaged in extracurricular pursuits.

2. For Student

- a. An opportunity to apply theoretical concepts covered in lectures to practical situations, enabling students to develop specialized scientific expertise through practical experience acquired during their internships.
- b. A method for examining industrial processes and work practices in the real world, starting with the planning, organization, implementation, and evaluation of programs within workplaces through the application of innovative and creative scientific thought.
- c. A means to develop students' capacity to acclimate to the work environment and engage with all stakeholders, including officers,

employees, the community, and customers of the organization or sector where the internship is conducted.

- d. Resources for procuring final assignment materials and fulfilling the requirements for course credit.
- e. A means to improve students' understanding of the selected theme
- f. A method to develop and refine the soft skills that are essential in the professional world, including effective communication and project management, in addition to professional values and attitudes.
- g. An opportunity for students to establish professional connections with experts, government entities, and industry professionals.

3. For Partner

- a. Acquiring employees who are expected to actively engage in task execution and problem-solving.
- b. Promoting collaboration that is advantageous to both parties, by facilitating the integration of scientific and technological advancements developed by university students and assisting partners in recruiting fresh talent.
- c. Identifying potential employees.
- d. Lowering expenses in employee education and training by employing student interns.

02 GENERAL PROVISION

The subsequent are general instructions on internship locations, student interns, and supervisors for Internships-MBKM Ministry, Internship-MBKM Study Program, and Internships-MBKM University, irrespective of whether the internships are conducted domestically or internationally.

2.1 Requirements for Internship Place

1. Having a Company Profile
2. A legal entity company, including but not limited to a Foundation, Limited Liability Company, State Company, and Regional Company
3. Collaborating with Universitas Negeri Surabaya
4. Having work procedure/management that corresponds to student's area of study.
5. Incorporating comprehensive information regarding the internship activities into the contractual agreement.
6. Owning a valid business permit issued by the appropriate governing body.
7. Appointing field supervisor (DPL/mentor) to guide and evaluate students.
8. Ensuring the provision of work areas for intern students.
9. Demonstrating a readiness to participate in a student internship for a minimum of four months or twenty weeks (one semester)
10. Facilitating educational experiences that align with the predetermined learning objectives of the Study Program
11. Facilitating a maximum of three students of the same study program in a single internship position.
12. Having been authenticated and authorized by the study program.
13. Willing to issue an internship certificate (for MBKM internships).
14. Performing internship duties in adherence to the stipulations outlined in the contractual agreement.
15. Not charging any fee to universities/students.

2.2 Requirements for Internship Applicants

1. Registered in PD Dikti and enrolled in Diploma or Bachelor programs.

2. Completed a minimum of 80 credits and four semesters of coursework.
3. Maintaining an average GPA of no less than 2.75.
4. Having never been a subject to any academic/non-academic sanctions from the Study Program Coordinator.
5. Obligated to submit a cover letter as proof of their internship application at Simagang.
6. Selected by partners (passing the selection criteria set by partners) - especially for Internship-MBKM University; these partners were determined by the internship team (included at Simagang).
7. Required to upload documentation proving their acceptance through the website <https://kampusmerdeka.kemdikbud.go.id>. Candidates of MBKM University and Study program must obtain 20 credits and upload the related document.
8. Owning a letter of written consent from parents or guardians.
9. Having a certificate of health issued by an accredited Agency.
10. Recommended to have health insurance (e.g., BPJS).
11. Obtaining the Coordinator of the Study Program's approval
12. Having a Letter of Acceptance (LoA) issued by the internship partner.

2.3 Requirements for Student Advisor

1. Possessing the credentials of a UNESA lecturer and the ability to oversee intern students.
2. Possessing an academic rank of at least III/b and holding the functional position of novice lecturer.
3. Preferred experience working with street vendors or in industrial settings.
4. Recommended by the Coordinator of the Study Program
5. Ascertained by the Internship Section Head (concerning the DPL Internship-MBKM University).

2.4 Requirements for Academic Advisor

1. Possessing the credentials of a UNESA lecturer and the capability to carry out courses for internship conversion.
2. Possessing an academic rank of at least III/b and a functional rank of at least novice lecturer.

3. Recommended by the Study Program Coordinator following the aforementioned decision.
4. Ascertained by the Head of the Internship Section (for DPMK internship-MBKM university).
5. Ascertained by the coordinator of the study program (for DPMK Internship-MBKM study Program).

2.5 Requirements for Internship Advisor

1. Assigned by the internship partner's leader.
2. Having work experience and expertise relevant to the student's area of study.

03 COURSE CONVERSION OF INTERNSHIP PROGRAM

Students programming Internship-MBKM Ministry, Internship-MBKM Study Programs, and Internship-MBKM Universities that do not program other courses will automatically have their internship certificates converted to MPK (8 MK) activities. The procedure for imputing values is as follows:

1. Students report the certificate, final report, and grades obtained to the Study Program Coordinator (Internship-MBKM Study Program) or Head of the Internship Section (Internship-MBKM University and Ministry).
2. The Study Program Coordinator verifies grades and synchronizes grades in Siakadu. Generally, we can group the equalization of the weight of Merdeka Belajar-Merdeka Campus activities into two forms: free form and structured form, or a combination of both. The Study Program Coordinator/Head of the Internship Section has the right to determine course conversion for students. Students can fulfil the equivalency criteria by taking courses of their choice from the university, general conversion courses, or a combination of both. Students who participate in the Internship-MBKM Ministry will undergo course conversion as per the Rector's Circular Letter Number B/6508/UN38/HK.01.01/2022, with the MPK presentation.

Subject Courses	Credits (1 credit = 170 minutes)	Equivalent Minute per week
MK-1: MPK-Planning	2	340
MK-2: MPK-Occupational, Health, & safety	3	510
M K-3: MPK-Operational Management	2	340
MK-4: MPK-Program Design	3	510
MK-5: MPK-Program Implementation	4	680
MK-6: MPK-Program Evaluation	2	340
MK-7: MPK-Program Dissemination	2	340
MK-8: MPK-Report	2	340

For students who take part in the Regular Internship-MBKM Study Program, the Study Program Coordinator has the right to determine the course conversion pattern. The study program coordinator can take free-form courses from the university of choice and structured-form courses from the study program's scientific group. However, according

to the academic text for MK 1 and MK 8, it is aligned with the provisions in the Surabaya State University academic text. Examples of applying course conversion include:

Subject Courses		Credits (1 credit = 170 minutes)	Equivalent Minute per week
MK-1	: MPK-Planning	2	340
MK-2	: MPK-Free form (University choice)/subject matter of study program	3	510
MK-3	: MPK-Free form (Universitas choice)/subject matter of study program	2	340
MK-4	: MPK-Free form (Universitas choice)/subject matter of study program	3	510
MK-5	: MPK-Free form (Universitas choice)/subject matter of study program	4	680
MK-6	: MPK-Free form (Universitas choice)/subject matter of study program	2	340
MK-7	: MPK-Free form (Universitas choice)/subject matter of study program	2	340
MK-8	: MPK-Report	2	340

Note: yellow highlighted = compulsory MK for program conversion

Students who take part in internship activities and also program the Prodi's Scientific MK program in the same semester are recognized as the Prodi's Scientific MK course; the certificate of internship results is converted into Sipena. As a consequence, students still have to program internship activities in the following semester period. At the end of the MBKM internship, the partner must provide an internship certificate for students (example in Appendix 22).

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

- a. Specialized MPK courses designed by the study program have a total of 20 credits.
- b. The course naming technique aligns with the MPK course naming technique, following the format: MPK-[Initial study program]-[Course Name]

Example: Occupational, Health, & Safety in MPK-Chemistry.

- c. The Head of Study Program, coordinated through Vice Dean I, proposes course codes, course names, and credit loads for the specialized MPK courses in the

study program. The proposal was submitted to WR1 with a copy from the head of BAKPK and the chair of PPTI.

- d. The Head of Study Program enters the course code, course name, and credit weight per course into the Study Program Curriculum Structure.
- e. Next, the Head of BAKPK issues course codes, and the Head of Study Program enters the coded courses into the data-based MK Siakadu.

04 INTERNSHIP SCHEME

Universitas Negeri Surabaya has three (3) internship schemes, namely: Internship-MBKM Ministry, Internship-MBKM Study Program, and Internship-MBKM University. These internship schemes carry out the programs both domestically and internationally. The following explanation presents the meaning of the three internships:

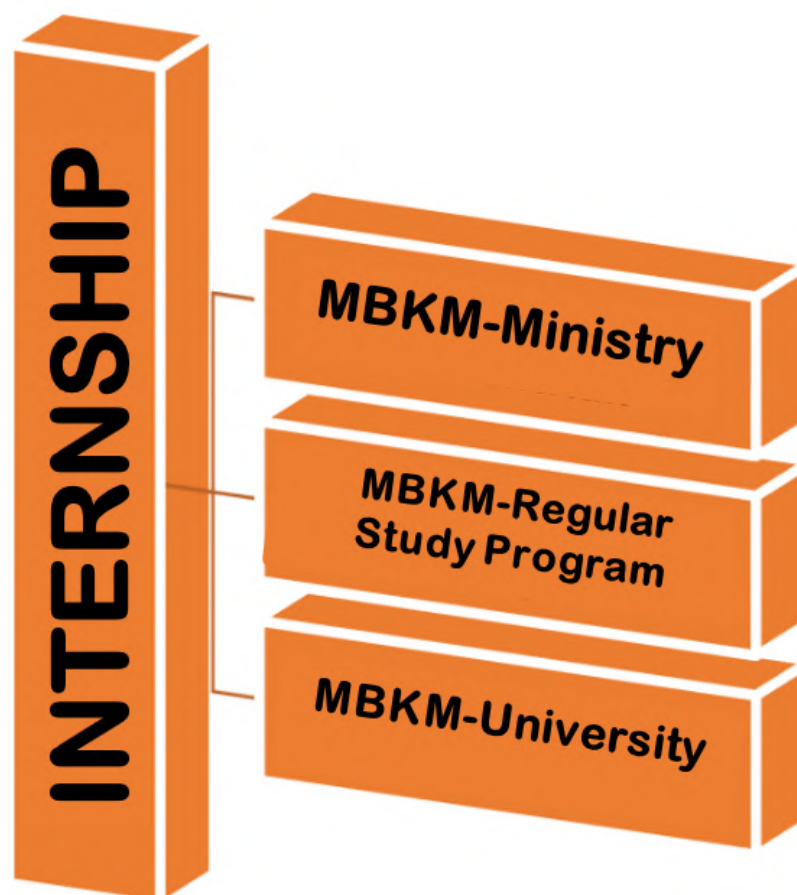


Figure 4.1. Internship Schemes at Universitas Negeri Surabaya

4.1 Definition of Internship-MBKM Ministry

Internship-MBKM Ministry is a form of learning activity that provides insight and practical experience to students regarding real activities in the industrial world, business world, and world of work. It is carried out for 1 semester (equivalent to 20 credits). Through internships, students gain hard skills (skills, complex problem solving, analytical skills, etc.) as well as soft skills (professional/work ethics, communication, cooperation, etc.). Parties outside UNESA (such as Kemendikbudristek or other ministries, and/or industry or the

world of work) offer or initiate this internship. These parties determine the recruitment process, internship location, internship process, and financing. The Unesa MBKM team must accompany and oversee everything from socialization to value conversion without any problems. Figure 4.1 presents the flow of internship implementation.

4.2 Definition of Internship-MBKM Regular Study Program

The Internship-MBKM Study Program is a form of learning activity that provides insight and practical experience to students regarding real activities in the industrial world, business world, and world of work. It is carried out for one semester (equivalent to 20 credits). Through internships, students gain hard skills (skills, complex problem solving, analytical skills, etc.) as well as soft skills (professional/work ethics, communication, cooperation, etc.). The respective study program offers or initiates this internship. The selected industry partner must already have a MoU or PKS with a study program. Figure 4.2 presents the flow of internship implementation.

4.3 Definition of Internship-MBKM University

Internship-MBKM University is a new scheme that this year will pilot a Special Study Program that has been selected by the MBKM Sub-Directorate. This scheme is a form of learning activity that provides insight and practical experience to students regarding real activities in the industrial world, business world, and world of work. It is carried out for 1 semester (equivalent to 20 credits). Through internships, 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 the university (Ka. Sie Internship). The selected industrial partner must already have an MoU or PKS with Universitas Negeri Surabaya.

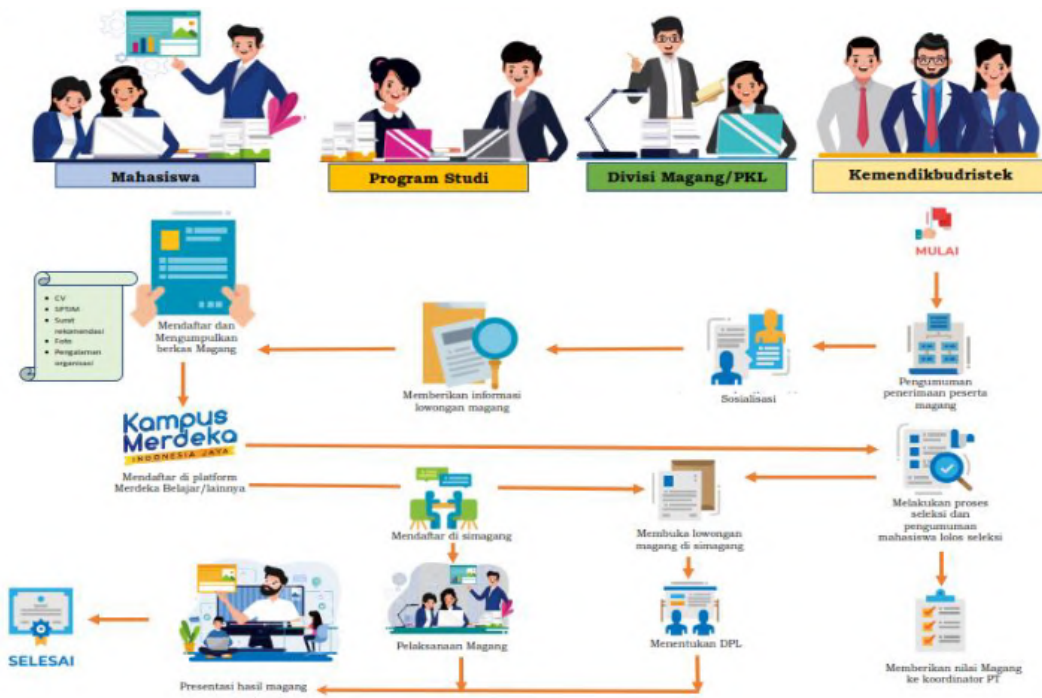


Figure 4.1. Scheme for Internship-MBKM Ministry

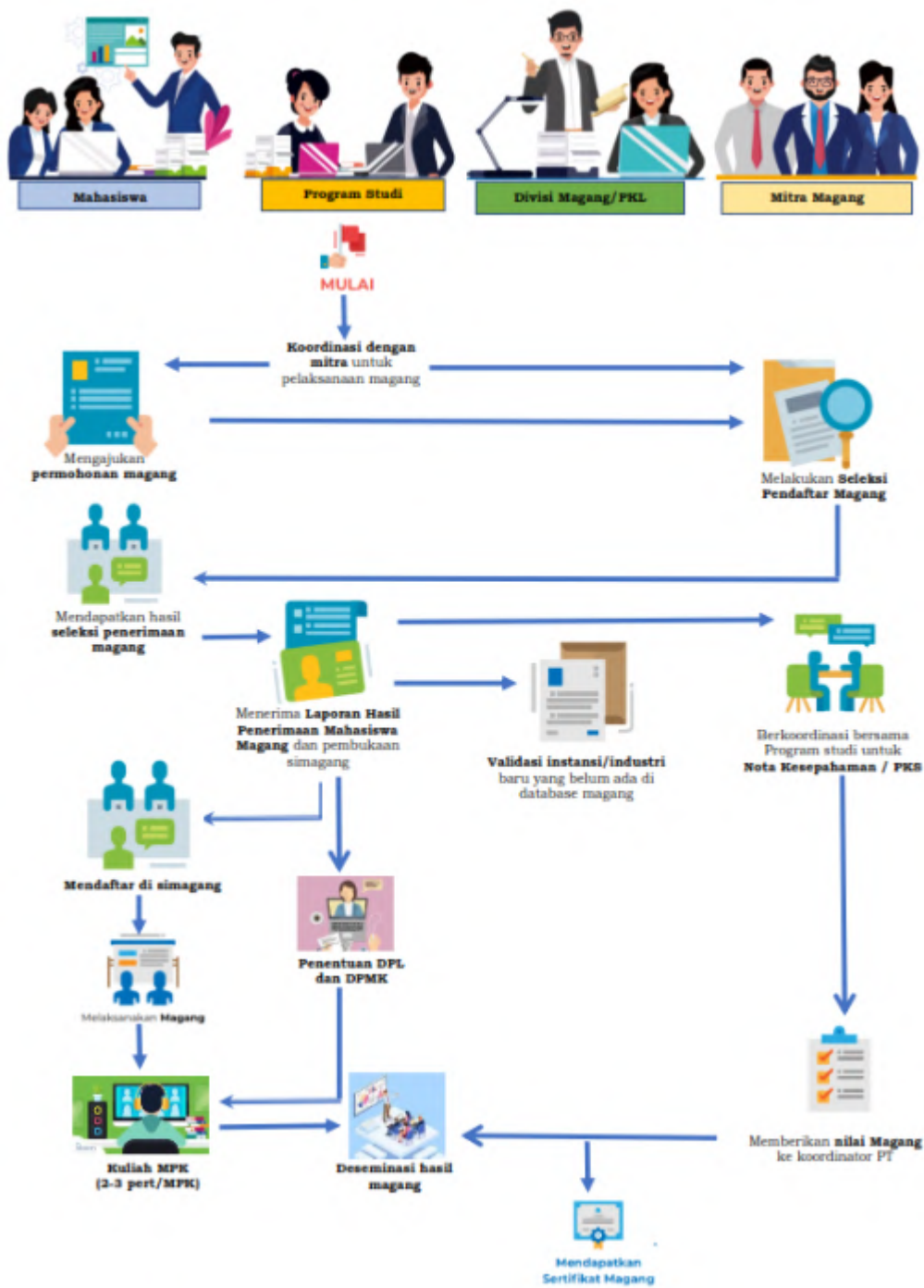


Figure 4.2. Scheme for Internship-MBKM Study Program

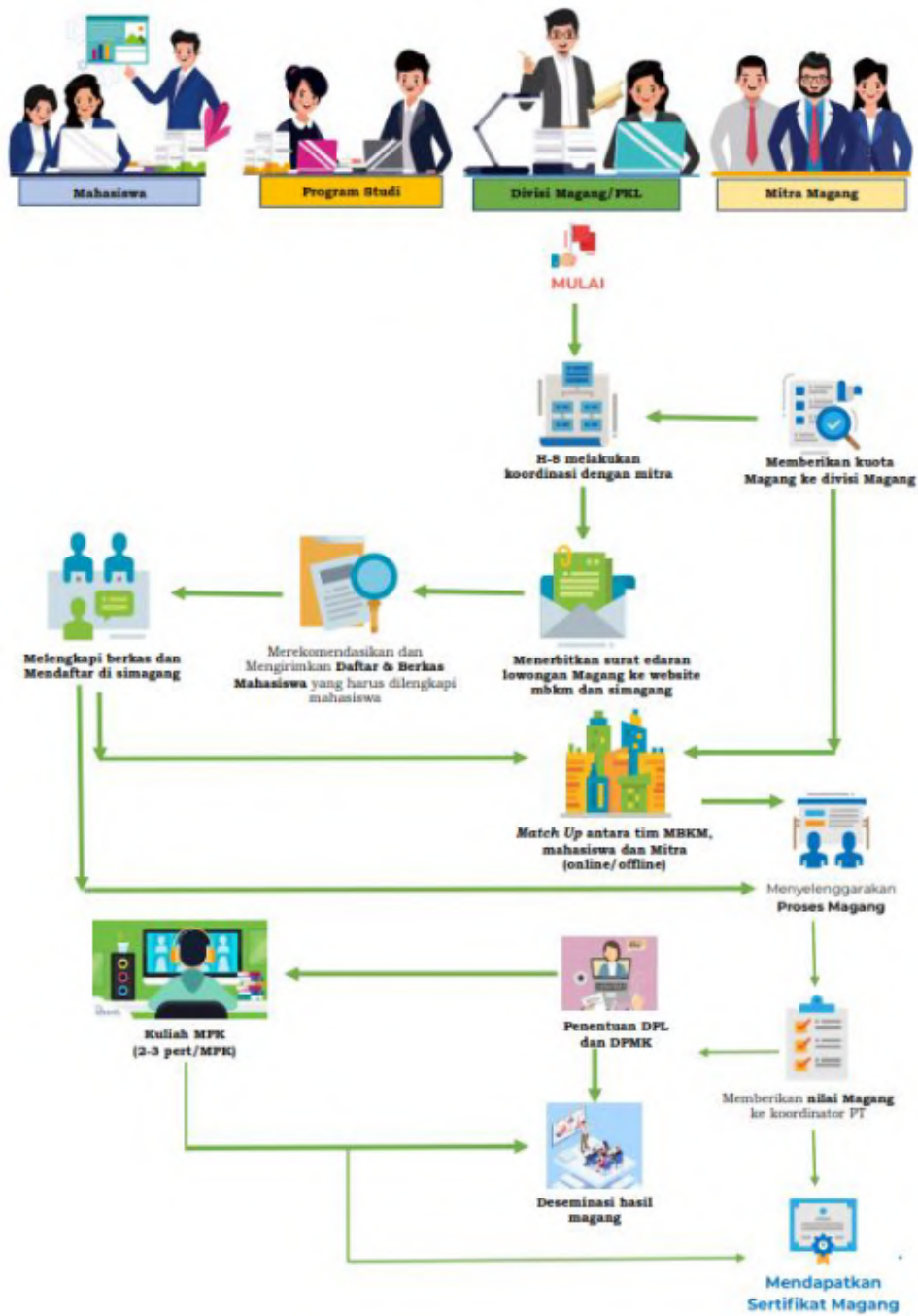


Figure 4.1. Scheme for Internship-MBKM University

05 ROLES OF STAKEHOLDERS

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

5.1 Internship Section

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

1. Being a coordinator in organizing the Internship program
2. Developing policies related to internships to facilitate academic learning activities and Internship Programs
3. Coordinating the preparation of MoU (PKS) with Internship Partners.
4. Initiating internship collaboration with internship partners
5. Monitoring student internship conversion scores
6. Verifying Internship partners in Simagang
7. Determining the field supervisor and DPMK Internship-MBKM University

5.2 Study Program

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

1. Reviewing and verifying the MK according to the details of the internship assignments.
2. Notifying students of courses that can be transformed into internship activities.
3. Providing recommendations for students who will register for internships.
4. Determining the internship supervisor for each student.
5. Proposing a decree from the internship and DPMK supervisor to the faculty.
6. Facilitating the course conversion process when the internship activity has been completed.
7. Initiating internship collaboration with internship partners.

5.3 Internship Partners

Internship Partners in the Internship Program are state-owned and non-state-

owned companies, both domestic and foreign. The following is the role of the internship partner in organizing the internship program:

1. Providing company profiles or similar information to students who are prospective internship participants. A company profile can be the company's official website.
2. Coordinating with the Internship Section as coordinator of the Internship section for UNESA students in the context of planning, placement, implementation, and evaluation of internships.
3. Providing details of internship activities will be included in the internship contract in coordination with the relevant study program.
4. Directing and assigning tasks to be carried out by interns.
5. Providing work and study facilities for students participating in internships.
6. Coordinating with the relevant UNESA Study Program and Internship Section in monitoring and assessing internship participants as well as providing an assessment of the achievements of students participating in the internship.
7. Implementing the internship program in accordance with the provisions in the cooperation agreement.
8. Determining the person in charge of coordinating internship activities.

5.4 Interns Student

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

1. Completing academic registration according to the specified schedule.
2. Complying with the provisions of the work schedule and other provisions that have been determined by the internship partner based on the signed internship contract.
3. Carrying out the tasks or work given by the internship partner well.
4. Consulting with the internship supervisor during the process of making the internship report according to the consultation schedule determined by the supervisor.
5. Participating in MPK Internship lectures (MBKM Interns and MBKM Internship Programs) seriously.
6. Reporting internship activities in the Internship Report.

06 INTERNSHIP PROGRAM IMPLEMENTATION

6.1 Internship Schedule

The following are the schedule for internship program of three MBKM scheme.

Internship-MBKM Ministry

Program is carried out with a minimum period of 4 months

Program is carried out into 2 period (according to Ministry)

1. February-August
2. September-January

Internship-MBKM Program Study

Program is carried out with a minimum period of 4 months

Program is carried out on Odd and Even Semester

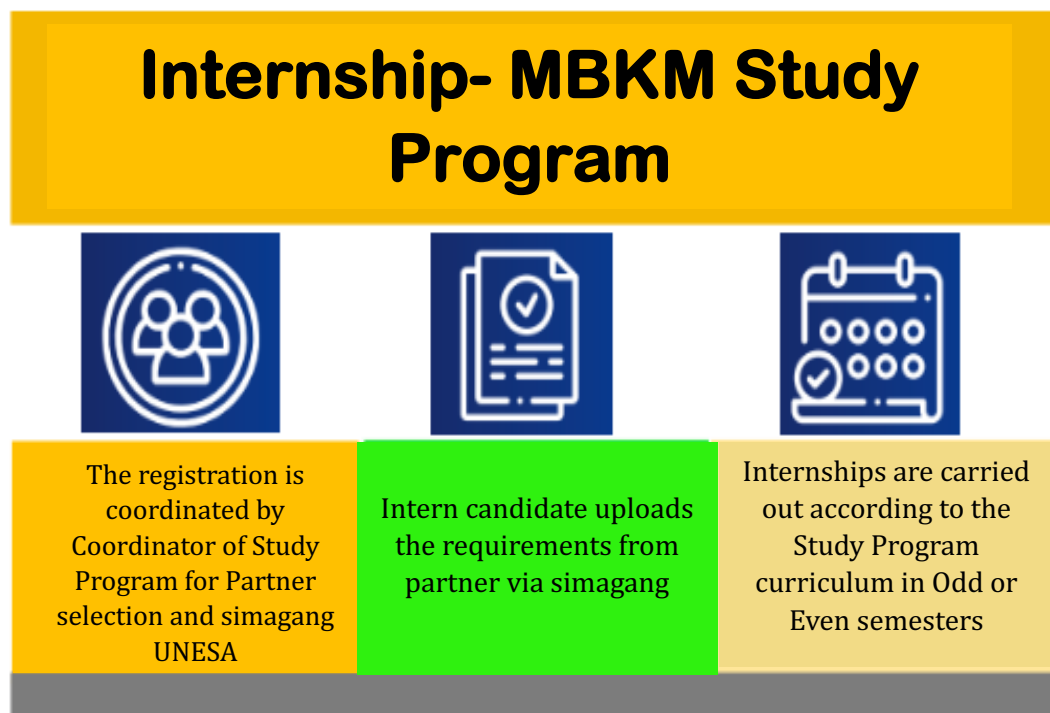
Internship-MBKM University

Program is carried out with a minimum period of 4 months

Program is carried out on Odd and Even Semester

6.2 Registration for Internship Program

The following is the flow for internship registration for three MBKM schemes.



Internship- MBKM University



The registration is coordinated by Coordinator of Study Program for Partner selection and simagang UNESA



Intern candidate uploads all requirements and the submission proof at Simagang



Internships are carried out in Odd and Even semesters

6.3 Internship Selection Process

The following is the selection process of three MBKM schemes.

Internship MBKM-Ministry



Selection is directly organized by the Ministry/Partner



Selection process is carried out in accordance with Ministry/partner policies



Selection results will be announced on the Ministry's website, and the Internship Division will send circular letter to Study Program Coordinator

Internship MBKM-Study Program



Selection for the Internship program is carried out by the intended partner who already has a PKS (Partnership Agreement) with the Study Program

Internship MBKM-University



Selection for the Internship program is carried out by the intended partner who already has a PKS (Partnership Agreement) with the University

6.4 Program Implementation

Regardless of whether it is executed domestically or internationally, all MBKM internship schemes consist of three phases: registration and acceptance, implementation, and monitoring, evaluation, and assessment. The implementation procedure for each internship shall be delineated in compliance with the scheme selected by the student and approved by Study Program Coordinator.

1. Internship MBKM-Ministry

Internship-MBKM Ministry is a form of learning activity that provides students with insight and practical experience regarding real-world operations in the business, industrial, and professional sectors. The internship is conducted for one semester and is equivalent to 20 credits. The subsequent sections delineate the procedures executed during the registration and acceptance process, the implementation process, and the monitoring, evaluation, and assessment process (as illustrated in Figure 4.1).

Registration and Acceptance

The relevant Ministries will communicate the registration and acceptance phases through Merdeka platform (MBKM Kemendikbudristek) <https://kampusmerdeka.kemdikbud.go.id/>; Ministry of Finance through <https://magang.kemenkeu.go.id>; Ministry of Tourism and Creative Economy through <https://sippn.menpan.go.id/pelayanan-publik/8104145/kementerian-pariwisata-indonesia-dan-ekonomi-kreatifbadan-pariwisata-dan-ekonomi-kreatif/pelayanan-fasilitasi-magangpraktik-kerja-lapangan>; or other internship program offered by other ministries (with minimum period of four months).

Registration and Acceptance Process:

1. The Ministry is carrying out socialization and launching an internship program that can be taken by undergraduate and D4 students.
2. The Internship/PKL Section creates information on the Ministry's internship program to be published on the page mbkm.unesa.ac.id.
3. The Internship/PKL Section carries out outreach for Surabaya State University students either through webinars, online information through leaflets, and the like.
4. Before registering, students are required to consult and approve the Study Program Coordinator regarding the internship option they will choose.
5. Students complete all the necessary requirements.
6. Specifically, for SPTJM, which requires the signature of the university leadership, it will be coordinated collectively by the internship section.
7. After the documents are complete, students upload the requirements to the platform of each ministry.
8. Ministry partners will carry out verification and carry out the interview process; students must be alert to carry out regular checks.
9. Students take part in the selection determined by the ministry partners.
10. If accepted, the Ministry Partner or Ministry will directly provide an internship acceptance letter (LoA) or information via the platform.
11. After being declared to have passed, the next step is for the student to inform the Study Program Coordinator.
12. The Internship Section will issue a circular for students who pass the

Ministry's Internship program.

13. The head of the internship section creates vacancies at the Simagang.
14. Students follow all the rules before mobilizing for the relevant ministry.
15. Students register for an internship at Simagang UNESA. Check the internship guidelines for students (<https://drive.google.com/file/d/133SQIP-k6H0ujH5GdS0129Zw5uRyKX8y/view?usp=sharing>).

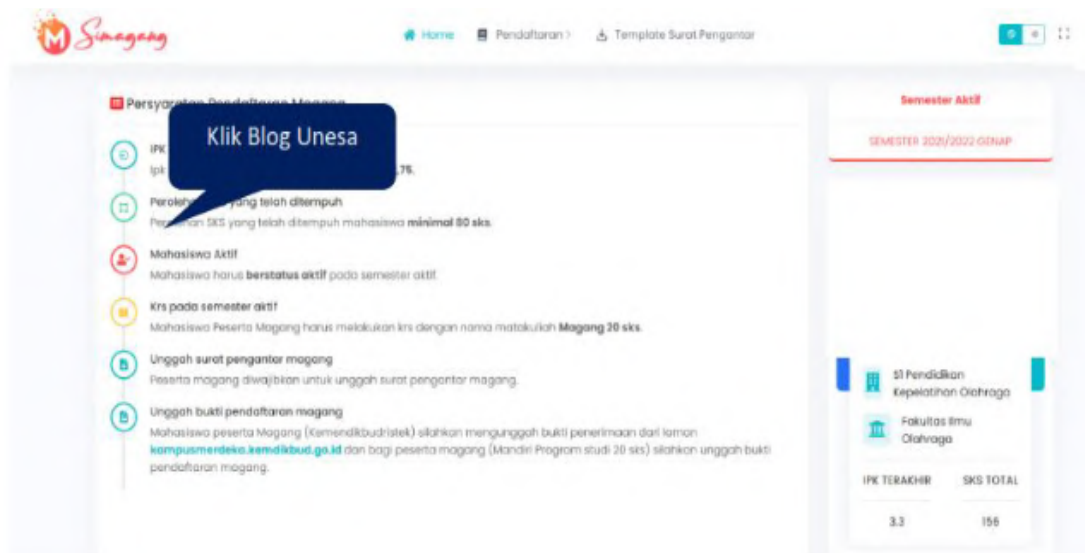


Figure 6.1. Main Page of Simagang UNESA

16. Students participating in internships (Kemendikbudristek) please upload proof of acceptance from the campusmerdeka.kemdikbud.go.id page or other ministries.
17. Next, students must register for an apprenticeship according to the agency or partner that has created the internship section based on the chosen ministry.
18. The Internship Section will carry out validation.

Implementation Process:

1. The Internship Section assigns and issues assignment letters for supervisors (DPL) to guide students during their internship or practice activities.
2. The partner, for the purpose of implementing the internship, assigns one supervisor, mentor, or coach to guide students during the internship activities.
3. Students carry out internship/work practice activities according to the direction of the supervisor from the study program and the supervisor, mentor, or coach from the partner.

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. Students adapt the logbook to the ministry format to maintain focus on participating in the ministry internship. If students take part in MSIB, they can also see the UNESA version of the MSIB booklet.
5. Students create and fill in a logbook according to the activities carried out.
6. Students upload weekly logbooks to Simagang for monitoring and evaluation materials for field supervisors.
7. Students provide guidance to field supervisors and supervisors during the internship.
8. Students prepare activity reports while carrying out internship activities.
9. Mentors carry out assessments regarding the implementation of student internships.
10. Students must be ready to take part in a series of examination activities determined by the Ministry (for example, the Kemendikbudristek-certified internship program has a mid-activity evaluation and a final evaluation). The conditions are adjusted based on the partner you have chosen.
11. The supervisor or PT coordinator can visit the internship location for monitoring and evaluation.
12. Students upload the final report to Simagang.
13. Students upload certificates at Simagang.
14. BUMN/Ministry of Internship Partner Companies will deliver the certificate along with the internship assessment to the PT/Internship Section Coordinator immediately after the student has completed the internship assignment.
15. The Internship Section monitors the internship value and inputs the conversion value according to the internship activities carried out by the student.

Monitoring, Evaluation, and Assessment

1. Students fill out a weekly internship logbook, which must be filled in during the internship activity.
2. Field supervisors and mentors monitor and direct intern students during the internship.

3. In the 16th–17th week, students register for the internship results seminar by filling out the Internship Results Seminar Registration Form (Appendix 24) and uploading it to the internship page.
4. The internship section issues a Letter of Assignment for Internship Results Seminar Examiners consisting of field supervisors.
5. The internship section fills in equivalent course grades in Simagang and synchronizes them to Siakadu.

2. Internship MBKM-Study Program

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

Registration and Acceptance Process:

1. Students who have met the minimum number of credits (80 credits) fill out the internship 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, which is signed by the student concerned and acknowledged by the academic advisor (Appendix 2).
3. Students upload the internship registration letter to the Simagang, and the study program coordinator validates it according to the uploaded files.
4. At least after 12 weeks of internship implementation, the study program coordinator has interacted with partners who already have PKS with the study program for implementing internship activities that will be participated in 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 agency that has approved it and the quota determined.

Notes: The Study Program Coordinator must create agency master data; if it does not already exist, open internship vacancies based on the agency data

that has been created.

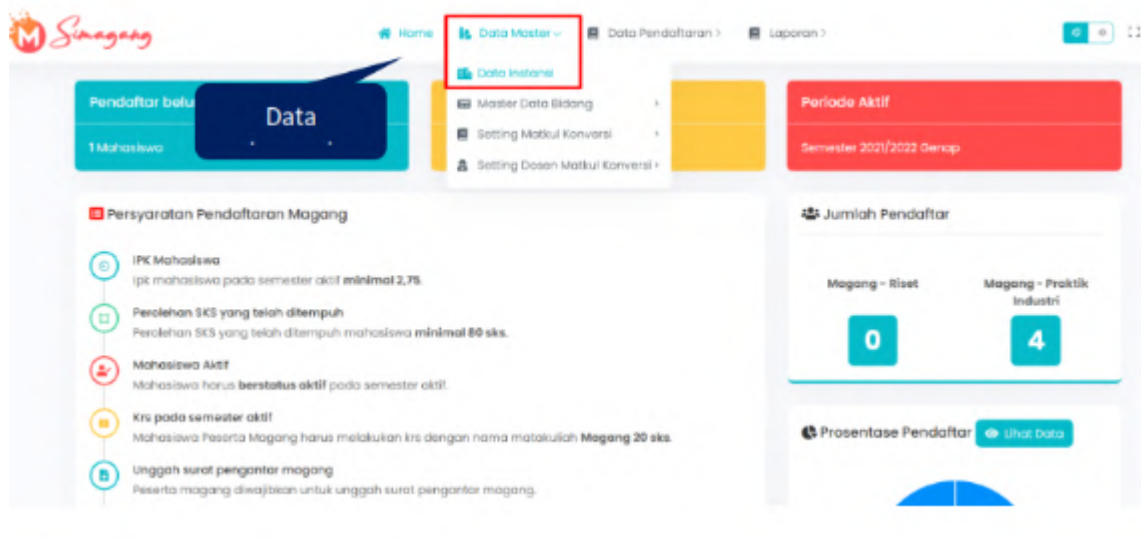


Figure 6.2. Menu and Agency on simagang

7. Students choose the topic and place of work internship that they are interested in with the condition that one place of work internship is attended by at most 2-3 students or according to the approval of the agency where the work internship takes place, according to input from the study program coordinator at Simagang.
8. Students return the registration form by attaching their final transcript to the study program coordinator.
9. Students prepare a work internship proposal:
 - According to agency requests Usually in groups and submitted when applying for a work internship permit (according to the policies and regulations of the agency or place of work internship).
 - Individually It is mandatory for every student according to the field they will follow with guidance from the field supervisor.
10. Students arrange a cover letter at the faculty to be given to the target partner.
5. Students submit an internship proposal, along with a cover letter from the faculty, to the target agency.
6. Students will receive answers from the internship partner.
 - a. If the student and team pass, the student submits a copy of the answer letter from the destination Agency to the Study Program Coordinator and continues to the next step.

- b. If the student and team do not pass, then the steps above are repeated.
11. If the student is declared to have passed, then the next step is for the student to register at Simagang by uploading an internship acceptance letter (LOA) and selecting an agency at Simagang.

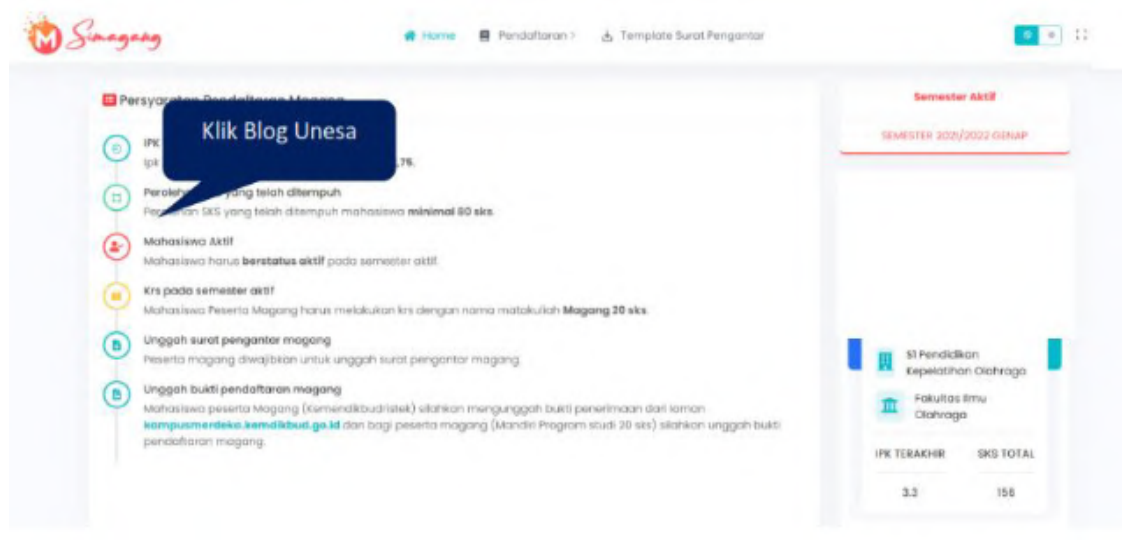


Figure 6.3. Preface for Intern registration on Simagang

12. Study program coordinator sets up conversion courses through Simagang. The menu for conversion course settings is used to set courses that will be converted from student internship activities. Provisions for setting general courses or study programs can be referred to in the Guide to Filling Out Internships for Heads of Study Programs (<https://drive.google.com/file/d/1Q-heU-C1RMcS40k79ocG1HTvQo9Xvbrm/view?usp=sharing>).
13. Study program coordinator set up field supervisor at Simagang.
14. Study program coordinator issues an assignment letter for field supervisor.
15. Study program coordinator determines the DPMK (Conversion Course Supervisor). The determination of conversion is adjusted to each curriculum.

Tips Setting Conversion Subject Course (General):

- a. Name of the conversion course (general) has been set up.
- b. Ensure that the lecturers responsible for the general conversion course submit their names for inclusion in the Simagang. There are 8 general conversion courses according to Rectors Decision No. B/6508/UN38/HK.01.01/2022.

Tips for Setting Conversion Subject Course (According to Study Program):

- a. Name of the conversion course (general) has been set up by head of study program and reported to MBKM Sub-Directorate
- b. Each conversion course (study program) is taken from respective curriculum.

Implementation Process:

- a. The study program coordinator assigns and issues assignment letters for supervisors (DPL) to guide students during internship activities.
- b. The partner, for the purpose of implementing the internship, assigns one supervisor, mentor, or coach to guide students during the internship activities.
- c. Students carry out internship or work practice activities according to the direction of the supervisor from the study program and the supervisor, mentor, or coach from the partner.
- d. Students create and fill in a logbook based on the activities they have completed, using the attached format, and upload it on the ministry platform. The logbook aligns with the contents of the Simagang.
- e. Students create and fill in a logbook according to the activities carried out.
- f. Students attend conversion lectures with the conversion supervisor with a schedule that is appropriate to the internship activities.
- g. Students upload weekly logbooks to Simagang for monitoring and evaluation materials for field supervisors.
- h. Students provide guidance to field supervisors and supervisors during the internship.
- i. Field supervisors provide guidance and provide assessments on the form provided.
- j. The work internship supervisor supervises at least once during the work internship.

- k. During the internship, students are required to take 8 work-practice internship conversion courses equivalent to 20 credits that have been determined by the university in accordance with the SE for Internship Conversion. The conversion lecture schedule can be discussed with DPMK.
- l. Students prepare activity reports while carrying out internship activities.
- m. Mentors and field supervisors carry out assessments regarding the implementation of student internships.

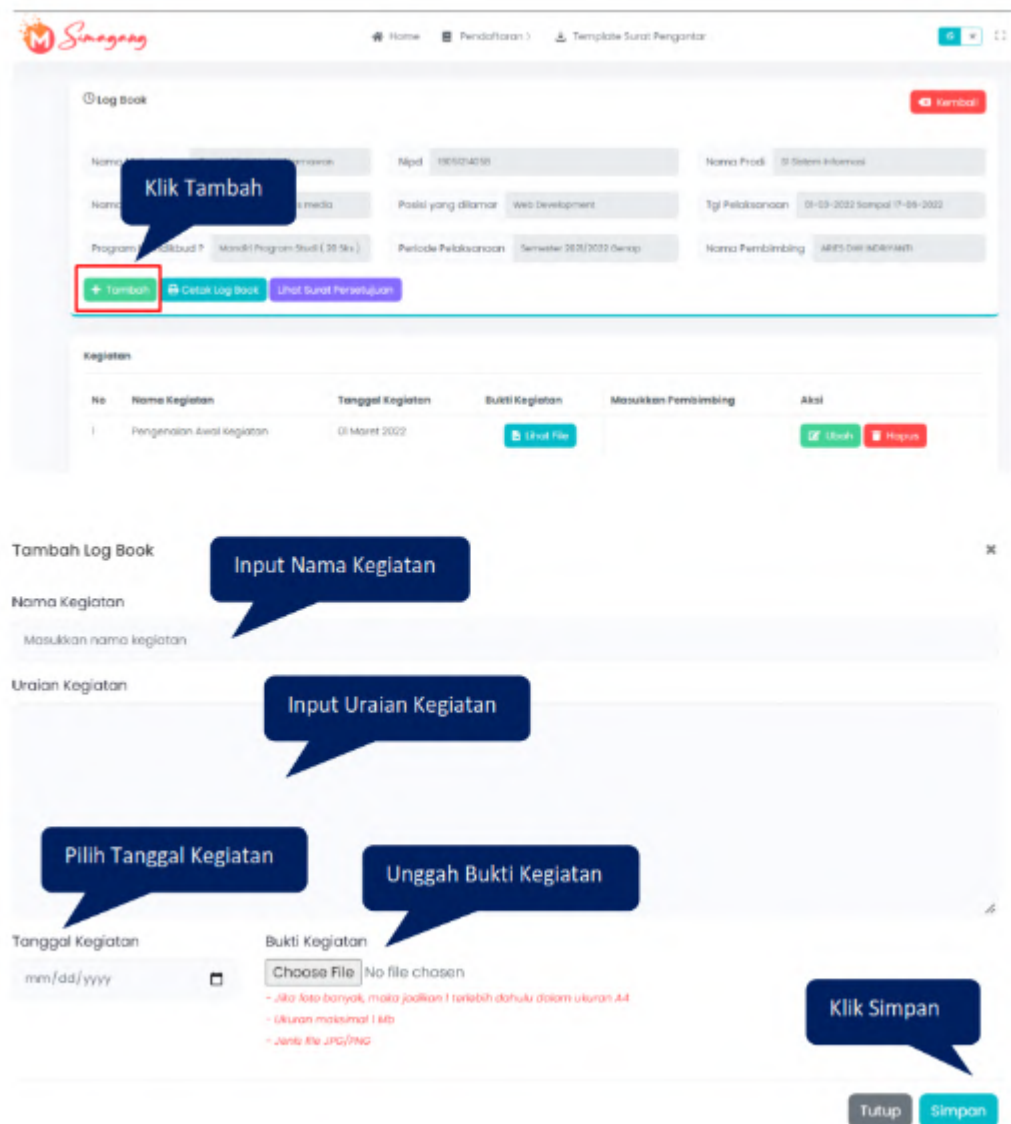


Figure 6.4. The internship student logbook

Monitoring, Evaluation, and Assessment Process

- a. Students fill out a weekly internship logbook which must be filled in during the internship activity.
- b. Students make a Work Practice Internship report.
 1. Students make individual or group reports on the implementation of work internships with guidance from their respective work internship supervisors and field supervisors in accordance with the provisions for making work practice internship reports from the MPK Reporting Program.
 2. Students submit group reports that have been signed by the work internship supervisor and field supervisor to the MPK Program Reporting lecturer via Simangang.
 3. Students submit individual reports that have been approved by the work internship supervisor, work internship 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. In the 16th–17th week, students register for the internship results seminar by filling out the Internship Results Seminar Registration Form (Appendix 8) and uploading it to the internship page.
- e. The study program coordinator issues an assignment letter for internship seminar results. The Assignment Letter for Internship Seminar Results Examiners includes field supervisors and examining lecturers.
- f. DPMK fills in equivalent course grades in Simangang and synchronizes them to Siakadu.
- g. The study program coordinator monitors student conversion scores until completion.

Internship MBKM-University

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

Registration and Acceptance Process

1. Students who have met the minimum number of credits (80 credits) fill out the internship registration form according to the form provided by the study program (which can be downloaded via Simagang).
2. Students fill in all the data required in the registration formula, and it is signed by the student concerned and acknowledged by the academic advisor (Appendix 2).
3. Students upload the internship registration letter to the Simagang, and the head of the internship section validates it according to the uploaded files.
4. At least 12 weeks after the internship, the Head of the Internship Section has interacted with partners who already have PKS with study programs for implementing internship activities that will be participated in by students.
5. The head of the internship section announces the list of agencies that have given approval and quotas for each implementation of the internship program to be followed by students.
6. The head of the internship section provides a circular with a list of agency vacancies to the study program coordinator via e-mail, the MBKM website, and other digital media.
7. The Study Program Coordinator is the head of the student body.
8. Apart from that, the Head of the Internship Section opens internship vacancies at Simagang according to the agency that has approved and the quota determined.

Note: The Head of Internship Section must create agency master data; if it doesn't exist yet, open internship vacancies based on the agency data that has been created.

9. Students choose topic and place of work internship interested in with the condition that one place of work internship is attended by at most 2-3 students or according to the approval of the agency where the work internship takes place, according to input from the study program coordinator at Simagang.

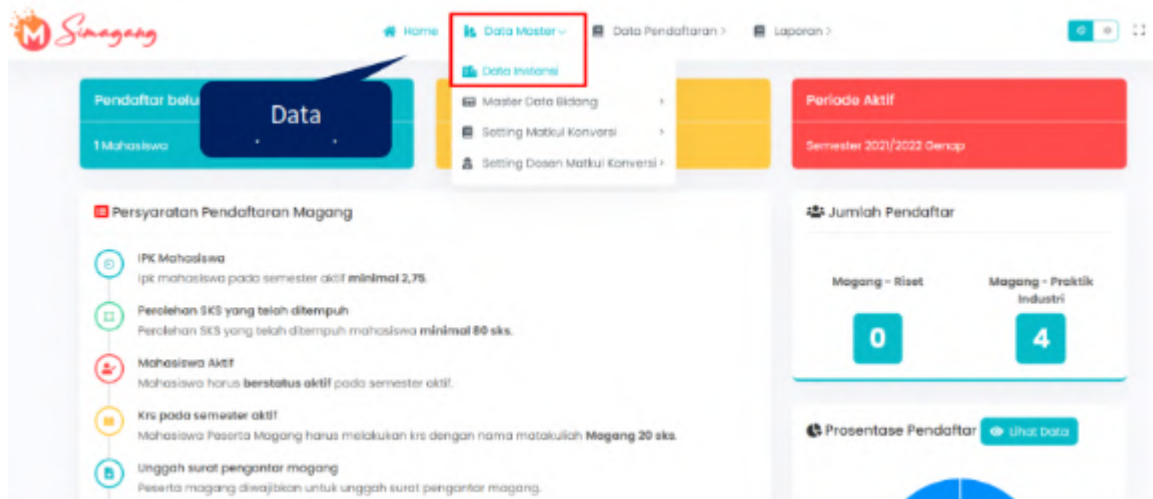


Figure 6.5. Menu and Agency on simangang

10. The Head of the Internship Section reports to partners the list of names of students who will take part in the internship.
11. Students prepare a work internship proposal: According to the agency request:
 - a. Usually in groups and submitted when applying for a work internship permit (according to the policies and regulations of the agency or place of work internship).
 - b. Individually. It is mandatory for every student according to the field they will follow with guidance from the field supervisor.
12. The partner provides an internship acceptance letter (LOA).
13. Students choose an agency in Simangang.

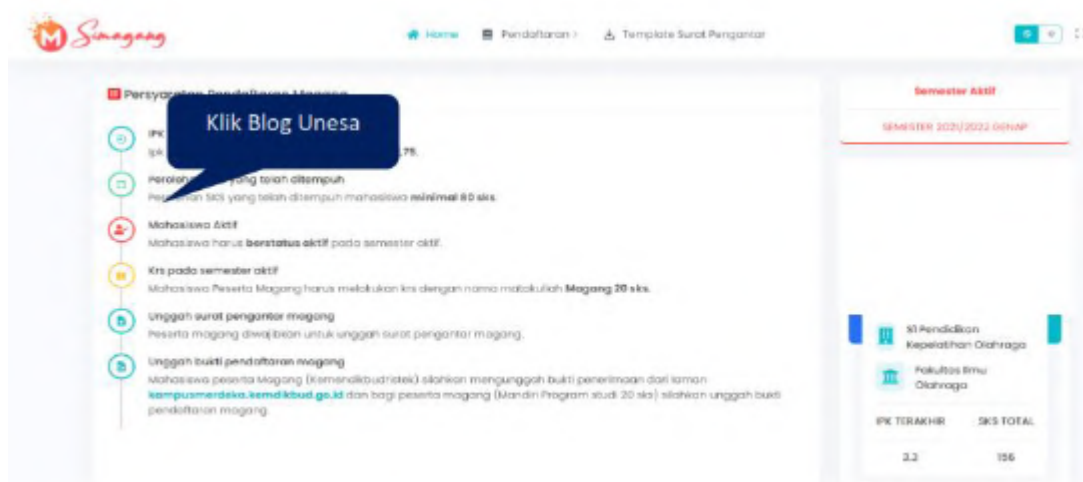


Figure 6.3 Registration on simangang

14. The head of the internship section sets the conversion courses through the Simagang. The conversion course settings menu is used to set courses that will be converted from student internship activities. The university's internship-MBKM conversion courses are general, with 8 courses.
15. The head of the internship section determines the field supervisor to be set at the Simagang.
16. The head of the internship section issues an assignment letter for the field supervisor lecturer.
17. The head of the internship section determines the DPMK (Conversion Course Supervisor). The determination of conversion is adjusted to the curriculum of each study program.

Implementation Process

1. The study program coordinator assigns and issues assignment letters for supervisors (DPL) to guide students during internship activities.
2. The partner, for the purpose of implementing the internship, assigns one supervisor, mentor, or coach to guide students during the internship activities.
3. Students carry out internship/work practice activities according to the direction of the supervisor from the study program and the supervisor, mentor, or coach from the partner.
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 adapts to the contents of the Simagang (Figure 6.4).
5. Students create and fill in a logbook according to the activities carried out.
6. Students attend conversion lectures with the conversion supervisor with a schedule that is in accordance with the internship activities.
7. Students upload weekly logbooks to Simagang for monitoring and evaluation materials for field supervisors.
8. Students provide guidance to field supervisors and supervisors during the internship.
9. Field supervisors guide and assess using the provided form.
10. The work internship supervisor supervises at least once during the work internship.

11. During the internship, students are required to take 8 work-practice internship conversion courses equivalent to 20 credits as determined by the university in accordance with the SE for Internship Conversion. Students can discuss the conversion lecture schedule with DPMK.
12. Students prepare activity reports while carrying out internship activities.
13. Mentors and field supervisors carry out assessments regarding the implementation of student internships.

Monitoring, Evaluation, and Assessment Process

1. Students fill out the weekly internship logbook, which must be filled in during the internship activity.
2. Students make an internship report.
 - a. Students make individual or group reports on the implementation of work internships with guidance from their respective work internship supervisors and field supervisors in accordance with the provisions for making work practice internship reports from the MPK Reporting Program.
 - b. Students submit group reports that have been signed by the internship supervisor and field supervisor to the MPK Program Reporting lecturer via Simagang.
 - c. Students submit individual reports that have been approved by the work internship supervisor, work internship examiner, and lecturer to the Head of the Internship Section, accompanied by an assessment form that has been filled out by the field supervisor.
3. Field supervisors and partner mentors monitor and direct intern students during the internship.
4. In the 16th–17th week, students register for the internship results seminar by filling out the Internship Results Seminar Registration Form (Appendix 8) and uploading it to the internship page.
5. The head of the internship section makes a schedule for implementing the internship exam.
6. The head of the internship section informs students of the internship exam schedule.

7. Students carry out work internship exams based on a predetermined schedule.
8. The supervisor/apprentice examiner provides the seminar value to the DPMK for program reporting.
9. After the work internship exam, students are required to submit a report that has been revised and approved by the field supervisor, work internship supervisor, and head of the internship section. Reports with a red soft cover are made in at least 4 copies with details for the agency where the internship works, the study program, the internship supervisor, and the students themselves.
10. The DPMK Reporting Program will summarize the scores, including the results of the seminar, to be included in Simagang after revisions based on input during the seminar and mentoring. Values from DPL guidance and field supervisors, report values from DPMK, and average siding scores.
11. The value of the work internship will be announced if the approved work internship report has been submitted to the work internship agency, department, and supervisor.
12. The head of the internship section monitors student conversion scores until completion.

07 CONVERSION COURSE CURRICULUM FOR INTERNSHIP PROGRAM

7.1 MPK Program Planning

Course Description

This course provides students with experience in planning internship activities, including describing the urgency of activities, determining activity goals, scope of activities, activity methods, and planning activity stages as material for adapting to the internship environment and used in completing special tasks 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 through project assignments and portfolios. Assessment is conducted 4 weeks prior to the commencement of the internship activity.

Program Output – MPK Program Planning adjusts the planning outputs to the learning outcomes of students. DPMK can assess students' final reports or assignments from discussions during meetings. Apart from that, DPMK can assess the internship proposal, which consists of components of a description of the Agency situation, the objectives of the internship, the scope of the internship activities to be carried out, activity methods, and activity plans and schedules. (Appendix 3, Internship Proposal Format).

Assessment Components and Instruments

In general, the targets for assessing internship activities are students' abilities, skills, and attitudes toward carrying out work. DPMK can use holistic rubric assessment components as in Appendix 4 or determine assessment criteria and components and develop their own assessment form according to the characteristics of MPK learning outcomes and achievements.

7.2 MPK- Occupational, Health, and Safety

Course Description

This course provides students with experience in understanding procedures and implementation of occupational, health, and safety in industry, including factors that

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

Program Output – MPK Occupational, Health, and Safety: This report output is related to the implementation of the OHS system in work internship agencies. Study materials (Appendix 5; OHS implementation report format at the internship location). The study materials that need to be available include things that affect OHS, how to prevent work accidents, OHS management systems, how to measure threshold values for human physical factors, how to handle and help people who have been hurt on the job, personal protective equipment (PPE), fire hazard prevention systems, and an analysis of work accidents and occupational diseases.

Assessment Components and Instruments

In general, the targets for assessing internship activities are students' abilities, skills, and attitudes toward carrying out work. DPMK can use holistic rubric assessment components as in Appendix 6 or determine assessment criteria and components and develop their own assessment form according to the characteristics of MPK learning outcomes and achievements.

7.3 MPK- Operational Management

Course Description

In this course, students study the processes of company operational management in industrial practice activities. Company operational management consists of production activities, marketing activities, financial management activities, and human resources management activities. In this course, there will be an interrelation of the theory that students learn on campus with practice in the real world of work so that students can

apply their knowledge in industrial practice with a sense of responsibility and professional ethics and are able to communicate effectively through discussions, assignments and projects, practice, and presentation.

Program Output – MPK Operational Management: lectures and reports from PjBL MPK, Operational Management. The materials for this MPK study are an overview of operations management, an 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. Operational Management Report Format at the Internship Location).

Assessment Components and Instruments

In general, the targets for assessing internship activities are students' abilities, skills, and attitudes toward carrying out work. DPMK can use holistic rubric assessment components as in Appendix 8 or determine assessment criteria and components and develop their own assessment form according to the characteristics of MPK learning outcomes and achievements.

7.4 MPK- Program Design

Course Description

This course provides students with experience in understanding and identifying general assignments and special assignments during internships in industry and the 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.

Program Output – MPK Program Design: structured learning based on a time agreement between DPMK and students. Study materials include: Industry and World of Work Profiles; Standard Operating Procedures (SOP) for Industry and the World of Work; Industrial and World of Work Conditions; and Selecting and Using Analysis Methods.

Assessment Components and Instruments

In general, the objectives of assessing MPK Operational Management Internship activities in carrying out work. DPMK can use holistic rubric assessment components as in Appendix 4 or determine assessment criteria and components and develop their own assessment form according to the characteristics of MPK learning outcomes and achievements.

7.5 MPK- Program Implementation

Course Description

This course provides students with experience in adapting to an industrial environment, applying the knowledge and skills they have to solving problems in industry, understanding work processes in industry, and collecting and analyzing data related to general and special tasks.

Program Output – MPK Program Implementation:

Task 1 : presentation about preparations for implementing the Internship

Task 2 : presentation on the principles of responsibility, professional ethics and adapting at working world.

Task 3 : presentation about various work processes at working world

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

Task 5 : daily record (logbook) during the practical work internship (Appendix 9)

Assessment Components and Instruments

In general, the target of assessing MPK internship activities is program implementation in carrying out work. DPMK can use the assessment component of the discussion participation rubric as in Appendix 10, the group presentation rubric in Appendix 11, or determine the assessment criteria and components and develop their own assessment form according to the characteristics of MPK learning outcomes and achievements.

7.6 MPK- Program Evaluation

Course Description

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

7.7 MPK- Program Report

Course Description

Students in this course gain experience in understanding scientific principles, writing program reports, preparing program reports based on the rules for writing scientific papers, evaluating all stages of the program, and presenting the prepared program reports.

Program Output - MPK Program Report: Internship report, which contains the following:

1. Systematic program reporting
2. Opening part of the program report (title page, approval page, foreword, table of contents, list of tables, charts, and images, list of terms and abbreviations)
3. Program reporting content (introduction, literature review, methods/techniques/program design, program results and implementation, as well as conclusions and recommendations)
4. Closing part of the program report (list of references and attachments)
5. Editing program reporting
6. Presentation of program reporting

Purposes of Program Report



Consider for granting students internship marks based on the reports made



Pertanggungjawaban kegiatan Magang mahasiswa kepada Mitra Magang dan Program Studi



Providing UNESA students and internship partners information about the internship report



Improve the collaboration, partnerships, communication, and coordination among students, UNESA, and



A way for students, internship partners, and the community to share thoughts, views, evaluations, and experiences related to the internship program

General Provisions in Report

1. The internship report is written and will be presented at the end of the internship (for value conversion).
2. The internship report is also submitted to the study program and internship partners.

Principles of Report Writing

1. **Correct and Objective:** The internship report must comply with the provisions in these guidelines and contain correct and objective information.
2. **Clear and thorough:** Internship reports must be easy for readers to understand by avoiding the use of words, terms, series of words, sentences, or language styles that are less understandable for readers and the authors themselves. Use simple words that have a clear meaning.
3. **Straight to the Target:** The internship report must be precise, concise, and straight to the point. The description should not be too long or use figurative words just to give the impression that the report is thick (a thick report doesn't always mean it's good).
4. **Complete:** The internship report must be presented completely in the form of a comprehensive description based on selected data, accompanied by the necessary supporting data. Therefore, the internship report must contain all internship material carried out and students do not raise new problems, issues, or questions, accompanied by supporting data, for example, graphs, tables, maps, schemes, etc. if necessary.
5. **Firm and Consistent:** The internship report must be firm and consistent so that there are no contradictions between one part and another, both in terms of substance, terms, and presentation writing techniques.
6. **Timely:** Writing, submitting, evaluating, and revising the internship report must be carried out in accordance with applicable regulations. To fulfil these requirements, an internship report writer shall:
 - a. Completely master the reported issue.
 - b. Have interest, ability, objectivity, thoroughness, and analytical skills in preparing reports.

- c. be able to work together, as well as being responsive and open to criticism.
- d. be able to use good written language.
- e. can use words, terms, sentences, and language styles that are simple, clear, and easy to understand.
- f. be able to select and organize the necessary data.
- g. be able to observe and carefully assess various processes, events, benefits, and weaknesses that exist during internship activities.

Format and Systematics of Report

Format for Writing an Internship Report

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

Systematic of Internship Report

Cover

Inner Cover

Approval Page

Foreword

Table of Content

List of Pictures

List of Table

CHAPTER 1. INTRODUCTION

CHAPTER 2. GENERAL OVERVIEW OF INTERNSHIP

CHAPTER 3. METHOD

HAPTER 4. RESULT AND DISCUSSION DURING INTERNSHIP

CHAPTER 5. CLOSING

CHAPTER 6. SELF-REFLECTION

REFERENCE

APPENDIX

- a. INTERN BIODATA
- b. INTERNSHIP CERTIFICATE
- c. LOGBOOK
- d. DOCUMENTATION

Content in the Internship Report

CHAPTER 1. INTRODUCTION (Times New Roman 14 BOLD)

1.1. Background

Students provide an explanation of the background of their internship activities, particularly the implemented program. In the background, students explain the urgency of implementing the topic. The basics of selecting topics using scientific justification. Creative thinking and critical analysis can lead to obtaining the right solution to existing problems.

1.2. Objectives

includes a formulation of objectives that reflect the matters outlined in the implementation chapter as part of the internship program.

1.3 Purposes

includes a description of the benefits for Universitas Negeri Surabaya, benefits for partners, benefits for study programs, and benefits for students implementing the program.

CHAPTER 2. GENERAL OVERVIEW OF INTERNSHIP (Times New Roman 14 BOLD)

Exposure to general conditions of internships. The general description contains the profile of the internship partner, especially the conditions of the partner organization that are relevant to the activities carried out.

CHAPTER 3. METHOD (Times New Roman 14 BOLD)

The Internship Implementation Method contains stages, procedures, frequency of activities, parties involved, and others according to the program being implemented.

CHAPTER 4. RESULT AND DISCUSSION OF INTERNSHIP (Times New Roman 14 BOLD)

Results obtained as part of the implementation of the internship, such as increasing capacity, knowledge, skills, attitudes, and values, and project activities carried out during the internship, as well as additional discussion supported by supporting references.

CHAPTER 5. CLOSING (Times New Roman 14 BOLD)

5.1 Conclusion. Contains a description of the student's abstract regarding the implementation of internship activities.

5.2 Suggestions. Proposed improvements to the internship program to related parties.

CHAPTER 6. SELF-REFLECTION (Times New Roman 14 BOLD)

- Students describe positive things received during lectures that are useful or relevant to work during their internship,
- Students explain the benefits of internships and work practices for developing soft skills and the shortcomings of their soft skills.
- Students provide an explanation of the benefits of internships and work practices for the development of cognitive abilities and the shortcomings of their cognitive abilities.
- Students provide an explanation of plans for self-improvement and development, careers, and further education.

REFERENCES

Contains all references referred to in the implementation of the work internship in alphabetical order (according to the procedures that apply to thesis writing in the Biology Department). Writing citations and references uses the year name system, which refers to the APA system.

Appendixes

- Includes texts or documents that must be submitted to support and enhance the report.
- Mandatory attachments include attendance
- A daily activity logbook report signed by the field supervisor

- Supporting attachments can be in the form of the organizational structure of the internship institution, work procedures or processes, photographs, and so on.
- Internship certificate

7.8 MPK- Program Dissemination

Course Description

The course description aims to develop a systematic medium for disseminating internship activities. 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 aims to make the internship activities carried out by students known to both the general public and academic circles.

Assessment Components and Instruments

In general, the assessment targets for MPK internship activities (dissemination) are adjusted to the output of student publications. The MPK Assessment for the Dissemination of the Work Practice Internship Program 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. The MPK assessment for the dissemination of the work practice internship program is the average of the combined scores from the MPK lecturer team for reporting the work practice internship program. DPMK can develop an output assessment rubric.

08 INTERNSHIP PROGRAM EVALUATION

9.1 Evaluation score for Internship Program

Score for internship is measured using the following formula.

60%

Internship/work
Performance evaluation

40%

Internship/work
Report Evaluation

9.2 General Provision for Evaluation Score

- a. The supervisor assesses the process and performance of implementing internships, work practices, and report writing.
- b. Students are encouraged to create videos showcasing their internship implementation (optional).
- c. Participants provide values using a Likert scale.
- d. Assessment refers to the established assessment format and criteria.
- e. Students fill out the form and submit it to the study program to carry out the assessment.
- f. The assessment team conducts the assessment fairly and objectively.

9.3 Evaluation Score for Individual Performance

In carrying out internship activities, students will receive an assessment from the supervisor with assessment points and achievements of internship performance.

The items that are assessed as work performance are described as follows:

1. Competence in Field of Activity:
 - a. Mastery of Field of Activity
 - b. Activity Planning
 - c. Implementation of Activities
 - d. Evaluation and Follow-up
2. Attitude and Behavior:
 - a. initiative

- b. communication skills (oral and written),
- c. discipline
- d. appearance
- e. perseverance
- f. technical abilities
- g. think critically, creatively and analytically
- h. ability to work in a team
- i. adaptability
- j. results of work (contribution)

9.4 Report Evaluation Score

The following are general provisions regarding internship reports:

1. 1. At the end of the internship, students are required to write an internship report.
2. Chapter 7 of this manual contains guidelines for writing internship or practice reports.
3. The internship supervisor and the field lecturer must approve the internship report.
4. Complete the internship report immediately after the last day of the internship program.
5. In preparing the internship or practice report, students are required to comply with the data and information confidentiality provisions stipulated by the supervisor.
6. We assess students' writing of the internship report based on the following aspects:
 - 6.1 Description of the process of Internship activities carried out. This aspect relates to:
 - a. overview of Internship/Practice partners
 - b. Student assignments during internship are explained well
 - 6.2 Completeness of the report substance. This aspect relates to:
 - a. the arguments or reasons for the activities carried out and their urgency are clearly written in the background;
 - b. Internship partners are described in detail and completely;

- c. appropriate and relevant implementation methods;
- d. the programs implemented, the results of the programs implemented, the challenges encountered, including new findings during the implementation of activities, as well as a description of program sustainability, have been explained;
- e. conclusions are formulated in accordance with the implementation of the internship or work practice; and
- f. self-reflection reflects the learning process during the internship.

6.3 Suitability of report format. This aspect relates to:

- a. internship report guidelines;
- b. coherent presentation logic, and
- c. standard and scientific language.

Provisions that need to be considered, especially for students participating in internships, before assessing the final report are:

1. The supervisor must sign the report;
2. The report must be completed no later than two weeks after the program ends; and
3. In preparing reports, students are required to comply with data and information confidentiality provisions established by partners.

9.5 Video-Making for Internship Program

Making this internship video was suggested and uploaded to Simagang. The video format is as follows:

No	Criteria
1	Design and Creativity
	a) Video content is well organized
	b) Transitions between scenes are logical and effective.
	c) Adequate video resolution
	d) Audio sounds good
2	e) Pictures taken from various angles and not be monotonous
	Substance/content
	a) There is an activity title at the beginning of the video

	b) There is accurate information regarding the activities seen in the video in the form of text and/or narration
	c) The image is recorded well and is stable or not shaky
	d) The plot or storyline displayed is coherent and easy for the audience to follow

9.6 Evaluation Score for Field Practice

Presentation evaluation on internship report includes the following aspects.

Presentation Flow	<ol style="list-style-type: none"> 1. Logic in the presentation analyses 2. Content
Presentation Process	<ol style="list-style-type: none"> 1. Quality of presentation slide 2. systematic in presentation slide
Communication during Presentation	<ol style="list-style-type: none"> 1. Ability to explain the presentation materials (content) 2. Ability to answer/respond questions/ comments from examiners

Students participating in internships need to pay attention to several provisions when planning and carrying out the Internship Report presentation exam. The provisions are as follows:

1. The Internship Report Presentation The examination is carried out by students who have completed the preparation of the final internship report, which has been approved by the internship supervisor and field supervisor.
2. The internship presentation examination is carried out after the internship performance assessment file has been filled out by the internship unit and has been accepted by the study program/head of the internship section in accordance with the chosen internship scheme.
3. The internship presentation examination will be carried out in the session examination room, 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 determined by the study program.

5. The internship presentation exam will be tested by two examining lecturers, one of whom is the internship supervisor, and will last approximately 1 hour, including a question-and-answer session.
6. When making a presentation, student interns must prepare presentation materials of 10 slides (minimum) to 20 slides (maximum).
7. This amount is to explain the results of the internship and does not include attached tables, figures, calculations, and so on.
8. After the presentation of the internship report, the supervisor and other appointed lecturers (examining team) ask comprehensive questions. Comprehensive questions are questions related to the internship report and theories related to the topics raised in the internship report.

09 INTERNSHIP PROGRAM EVALUATION

9.1 Implementation Ethics

1. Students must complete all assignments given by their supervisor correctly, neatly, and on time.
2. Students are honest, disciplined, polite, professional, and maintain a work ethic while participating in internships or work practices.
3. Students must maintain attitudes and ethics when interacting with the community.
4. Students must respect employees at internship or work practice locations without distinguishing between ethnicity, religion, race, gender, or class.
5. Students shall maintain the good name of the Universitas Negeri Surabaya.

9.2 Communication Ethic with Student Advisor

Student ethics in communicating with lecturers during internships/work practices is described as follows:

1. Employees communicate with the supervisor by following generally accepted norms.
2. Students communicate with lecturers by finding the right time, avoiding communicating during lecture breaks or prayer times.
 - a. Telephone Communication:
 - 1) Introduce yourself before conveying your purpose.
 - 2) Contact lecturers via telephone conversations, using time efficiently and adequately.
 - 3) Only talk about important matters.
 - b. Communicate Via Text Messages:
 - 1) Start communication by greeting and introducing yourself.
 - 2) Write text messages briefly, clearly, and in good and correct Indonesian.
 - 3) Say thank you at the end of the communication.
 - c. Communicate face-to-face
 - 1) Choose the right time to communicate with the lecturer.

- 2) On weekdays, we communicate on campus.
- 3) Wear neat and polite clothes.

9.3 Dress Ethic at Internship Place

Student dress etiquette during internship/work practice is described as follows:

1. Students wear alma mater jackets and institutional uniforms for internship and work practice activities.
2. Students do not wear clothes that are too tight, revealing, or sexy, such as tops that are too low or skirts that are too short.
3. Students should avoid using excessive jewellery, accessories, or makeup.

9.4 Lecturer Ethic during Program Implementation

Lecturer ethics in supervising during internship/work practice is described as follows:

1. Students communicate within the context of the internship guidance task.
2. The tasks and directions given are only in the context of carrying out the duties of mentoring internships for students.
3. We communicate with guidance students by following generally accepted norms.
4. If communication and mentoring are carried out face-to-face, mentoring activities are carried out in places open to the public.

9.5 Instructor/Supervisor/Coach Ethic during Program Implementation

The ethics of the mentor, supervisor, and coach in mentoring during the internship are described as follows:

1. Communication is carried out in the context of the internship guidance task for students.
2. The tasks and directions given are only in the context of carrying out the duties of mentoring internships and work practices for students.
3. We communicate with guidance students by following generally accepted norms.

4. If communication and mentoring are carried out face-to-face, mentoring activities are carried out in places open to the public.

CONCLUSION

The purpose of this guidebook is to serve as a manual for the implementation of MBKM, with a particular focus on the Internship Activity Form (BKP). By adhering to the National Higher Education Standards, this guidebook is intended to assist the Study Program at Universitas Negeri Surabaya in organizing the MBKM Internship in an optimal, effective, efficient, and high-quality manner. Each internship program from which students may select, as well as the procedure for converting courses to those that comply with the Rector's Circular Letter and study program decisions, have been detailed in this guideline. This manual is a continually changing document that is continuously revised, updated, and improved in response to changing conditions and evolving requirements. To provide assistance for the Study Program and serve as a reference for the implementation of MBKM at Universitas Negeri Surabaya, this manual has been compiled. Accordingly, the Study Program aims to nurture Indonesian citizens who are not only cognizant of contemporary affairs but also proficient, competitive, and civilized, thereby making valuable contributions to the betterment of the nation.

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APPENDIXES

Appendix 1. Recommendation letter (for internship candidate of Internship-MBKM Study Program)



**MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY
UNIVERSITAS NEGERI SURABAYA**

Faculty

Lidah Wetan Campus, Jl. Lidah Wetan, Surabaya 60213
Telephone: +6231 - 7532160, Facsimile: +6231 - 7532112
website: email:

Number
Number of Appendix
Regarding

To, (Agency leader/company director)
.....
at

For the MBKM-Study Program Internship, students of Universitas Negeri Surabaya in the semester of the academic year have collaborated with several industrial entities and Agencies throughout Indonesia. Thus, we would recommend that the student with the name below:

Name :
Student ID :
Study Program :
Faculty :
Semester :
GPA :

to be granted an internship at (name of Agency) for the period of one semester/four months with detail stated as:

Start of the program :
End of the program :

Sincerely, we are thankful for the attention and cooperation.

Dean,

Name

Official reg. No.

CC:

- 1) Head of MBKM division (for the report)
- 2) Head of MBKM section
- 3) Study Program Coordinator
- 4) Archive

Appendix 2. Internship Registration Form MBKM-Study Program



**MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY
UNIVERSITAS NEGERI SURABAYA**

Faculty

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Telephone: +6231 - 7532160, Facsimile: +6231 - 7532112
website: email:

INTERNSHIP REGISTRATION FORM

The undersigned below:

Name (per ID Card) :
ID Card Number :
Student ID :
Study Program :
Faculty :
Current Semester :
GPA :
Total Credit taken :
Email address :
Intended Agency for internship program :
Agency address :

apply for the internship-MBKM form for semester of academic year I am willing to carry out all the internship requirements, and if the internship partner approves, I will adhere to the internship ethics properly.

The documents attached were academic transcripts that have been approved by the academic advisor and the internship coordinator (team).

The registrant has correctly and responsibly filled out this registration form.

Surabaya,

Approved by
Academic Advisor;

Student

(.....)
Official reg. No.

(.....)
Student ID

Appendix 3. Format for Internship Proposal

COVER

LEMBAR PENGESAHAN

DAFTAR ISI

I. INTRODUCTION

1.1. Background

- ✓ Work internships play a crucial role in enhancing the quality of graduates from the intended internship program.
- ✓ Description of the importance of the industry that will be the subject of student work internships, especially in the future (projection). Relate it to current and future challenges.
- ✓ Explanation of the chosen internship location (PT, agency, UKM, or whatever). Of course, the location chosen is one that has excellent performance, so it has advantages compared to existing competitors.
- ✓ For example, the East Java Fisheries Cultivation Center was chosen as the internship location because it has a very strong competitive advantage in fish cultivation in Indonesia.

1.2. Objective of Internship

- ✓ 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 work skills in accordance with industrial world standards, which include conceptual, technical, relational, and personal skills. The following are the specific targets aimed at the conceptual skills:
 - Students are able to explain the business processes that exist at work internships in a comprehensive manner.
 - Students are able to identify and demonstrate key factors that determine the success of the internship business.
 - Students are able to develop an action plan to solve problems identified in the work internship by applying critical, systematic, and logical thinking

skills.

As for technical skills, they are aimed at the following:

- ✓ Students are able to prepare the technical matters needed to carry out a work activity in accordance with the conditions of the work internship site.
- ✓ Students are able to explain or carry out work operation activities in accordance with the conditions of the work internship site.
- ✓ Students are able to prepare 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 verbally and in writing.
- ✓ Students are able to submit work internship reports to either their supervisor (field supervisor) or the work internship committee accurately and on time.
- ✓ Students are able to establish working relationships with superiors (field supervisors), internship committees, and colleagues or teams.
- ✓ Students are able to build dynamic and tough work teams.

II. METHOD

2.1. Task Assignment

To achieve the goals and objectives of a work internship effectively and efficiently, all work internship participants, both individually and in teams, need to receive clarity regarding assignments from the work internship site. The form of assignment can refer to the existing position or title or can also be based on certain responsibilities if the internship site has certain events. Interns can derive specific job responsibilities based on the job analysis for these positions or events. This information can also be used to prepare interns for coaching activities before they leave for the internship location, equipping participants with technical matters.

2.2. Time

The internship will last for a minimum of 4 months. If there are differences with the place where the intern works, adjustments will be made, including the length of

work. If the participant feels that additional internship time would be of significant benefit, it will be considered.

2.3. Procedure

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

- ✓ Submitting proposals to internship locations.
- ✓ Discussing and approving forms of assignments for interns.☐ Providing internship participants with assignments that have been discussed and approved.
- ✓ Sending interns to the location.☐ Orienting the intern at the internship location.
- ✓ Performing assignments that have been given.
- ✓ Providing a brief explanation from the field supervisor about the tasks that must be explained.
- ✓ Supervising the internship task (by field supervisors).
- ✓ Getting the field supervisors to evaluate the interns' performance.

Specifically, regarding conceptual abilities, each participant is required to produce a working paper, which will be submitted to the supervisor to obtain an assessment of the extent of the development of the apprentice's conceptual abilities. The first working paper contains a description of the business process of the internship site; the second contains the identification of key factors determining the success of the internship site business; and the third and subsequent ones are related to the description and analysis of problems that can be identified by the participants. The following are alternative solutions: The more worksheets produced, the more often students train their conceptual abilities. The field supervisor is expected to sharpen students' abilities regarding the actual conditions at the internship location.

2.4. Monitoring dan Supervision

Monitoring activities are carried out by DPL every week based on weekly reports sent by students via Simagang to ensure that the internship is running well. If necessary, DPL carries out monitoring directly at the internship site. Therefore, assistance from field supervisors (internship places) 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

participant's presence at the location, or at least in the first month. The purpose of this activity is to ensure that participants are present at the location from the start and understand the forms of assignments that will be or are currently being carried out by the interns. Apart from that, to improve relations with internship locations.

2.5. Evaluation

We evaluate internship activities to assess the performance of intern participants and the process of organizing the internship. The evaluation of participant performance is based on several things:

- a. Weekly report
- b. Worksheet
- c. Field supervisor observations were carried out twice (the first month and the last week of the internship).
- d. An observation sheet will be given to the field supervisor during supervision.
- e. Final report.
- f. Presentation for internship result.

III. PLANNING AND SCHEDULE

The work internship activity plan is prepared after the work internship location has decided on the forms of assignment for the interns, either individually or in teams. Interns can prepare work plans before departing for the location and consult with the field supervisor for approval. Another alternative is that the preparation of a work internship activity plan is carried out indefinitely at the same time as orientation at the beginning of the work internship period. The activity plan at least contains assignments or work carried out by students, accompanied by the time allocation needed to carry them out. Where possible, explain the responsibilities that students must carry out.

IV. CLOSING

If there are other matters that have not been mentioned in this proposal, discussions about these matters can be carried out either directly or indirectly.

Appendix 4. Evaluation Form for MPK Program Planning

Grade	Score	Criteria
Very Poor	< 20	The design presented is irregular and does not match the description of the institutional situation, internship objectives, scope of internship activities to be implemented, activity methods, and activity plans and schedules.
Poor	21 – 40	The plan presented is orderly but does not include a description of the institutional situation, internship objectives, scope of internship activities to be carried out, activity methods, and activity plans and schedules.
Adequate	41 – 60	The design presented is systematic and solves the problem, but it cannot be implemented.
Good	61 – 81	The design presented is systematic, solves problems, and can be implemented, but it is less innovative.
Very Good	> 80	The presented design is systematic, problem-solving, implementable, innovative, and aligns with the conditions of the internship site.

Appendix 5. Format for Occupational, health, and Safety Report

COVER

APPROVAL PAGE

TABLE OF CONTENT

CHAPTER I. Introduction

1.1. Background

Describe the type of OHS system and equipment owned by the agency. Complete your writing with adequate citations if necessary. Complete with how to implement OHS at the agency where the internship is currently being implemented. Additionally, this section identifies problems that may arise during the implementation of OHS.

1.2. Objectives

- Identify OHS equipment
- Explain the implementation of OSH.
- Describe the OHS SOP that has been implemented.

1.3. Benefit

- Benefits of the results of identifying OHS equipment
- Benefits of implementing OHS
- Benefits of describing the OHS SOP implemented

CHAPTER II. Theoretical Framework for OHS

2.1 Overview of the types of each OHS

2.2. OHS SOP in the Agency (citation of existing SOP)

CHAPTER III. OHS Implementation at Agency

The agency has carried out the OHS implementation process based on the created SOP and equipped with instructions on how to use OHS equipment at the internship location. Identify existing positive factors and barriers to implementation.

CHAPTER IV. Conclusion and Recommendation

5.1. The conclusion contains the following points: identification of OHS equipment in the internship agency; implementation of existing OHS.

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

References

Appendix: Photos to support Occupational, Health, and Safety

Appendix 6. Scoring Rubric for MPK Occupational, Health, and Safety Report

No	Criteria	Scores				Total
		4	3	2	1	
1	Introduction a. Explaining the definition of OHS b. Determining types of OHS (in general) c. Describing the OHS system in the agency or Agency d. Describing the three-point objectives of the OHS report e. Describing the benefits of the three target points of the OHS report	Containing of 5 criteria mentioned	Containing of 4 criteria mentioned	Containing of 3 criteria mentioned	Containing only 2 criteria mention	
2	OHS Literature Review a. Explaining the definition of OHS. b. Describing the types of OHS (OHS implemented in the Agency), referring to references used c. Describing the benefits of OHS in the Agency d. Describing the OHS SOP in the Agency e. Explaining the parties involved in the OHS management in the Agency	Containing of 5 criteria mentioned	Containing of 4 criteria mentioned	Containing of 3 criteria mentioned	Containing only 2 criteria mention	
3	OHS Implementation a. Explaining the implementation of OHS at the internship location b. Connecting OHS implementation with established SOP c. Describing the use of OHS equipment at the internship location d. Describing the supporting factors e. Describing inhibiting factors	Containing of 5 criteria mentioned	Containing of 4 criteria mentioned	Containing of 3 criteria mentioned	Containing only 2 criteria mention	
4	Conclusion Conclusion contains points: a. identifying OHS equipment at the internship location;	It is referred to task assigned There are suggestions for feasible OHS implementation at internship	It is referred to task assigned There are suggestions for OHS implementation, but not feasible	It is referred to task assigned But there is no suggestion mentioned	It is not addressed the task assigned nor any suggestion mentioned	

	<p>b. describing the existing OHS implementation</p> <p>Suggestion It contains the existing OHS implementation at the internship location and suggestion for the betterment</p>	location.	to be implemented at internship location			
5	References	Using > 80% update references that are relevant for the framework	Using < 85% update references but only 60% are relevant for the framework	Using 20-40% update references for the framework	Using < 20% update reference for the framework	
6	Report Appearance	A neat and attractive report with a cover, photos, & illustrations	A neat and attractive report with a cover, photos, or illustrations	A less neat or unattractive report with a covers, photos, or illustrations	Disorganized & unattractive report without any cover, photo, and illustration	
7	Readability	Easy to read with proper diction and correct spelling	Easy to read with proper diction but with few incorrect spelling	Quite hard to read with some improper diction and incorrect spelling	Unreadable or very hard to read with many improper dictions and incorrect spelling	

Appendix 7. Format for Operational Management Report

COVER

APPROVAL PAGE

TABLE OF CONTENT

CHAPTER I Introduction

1.1. Background

Describe the background of internship activities carried out and which agency chosen. Complete the writing with adequate citations. For internship activities to be focused and systematic, analysis is needed regarding operational management when the activity begins, its rules, administration of the internship agency, infrastructure, evaluation of agency activities, human resources, organizational structure, etc.

1.2. Objectives

- Identify operational management during internship activities at including internship activity rules, internship agency administration, infrastructure, evaluation of agency activities, human resources, and organizational structure.
- Make plans for internship activities at including internship activity rules, internship agency administration, infrastructure, evaluation of agency activities, human resources, organizational structure, etc.

CHAPTER II. General Review of Operational Management

1.1. Overview of Types of Operational Management

1.2. Explanation of rules for internship activities, internship agency administration, infrastructure, evaluation of agency activities, human resources, organizational structure, etc.

CHAPTER III. Agency Operational Management

This chapter explains the review of rules for internship activities, administration of internship agencies, infrastructure, evaluation of agency activities, human resources, organizational structure, etc. Adjust to the characteristics of the agency, company, or world of work you are participating in.

CHAPTER IV. Conclusion and Recommendation

1.1. The conclusion contains points: rules of internship activities, administration of internship agencies, infrastructure, evaluation of agency activities, human resources, organizational structure, etc.

1.2. Suggestion. Provide suggestions for the current and future operational management of the internship agency to make it better.

References

Appendix: Photos to support operational management

Appendix 8. Scoring Rubric for MPK Operational Management

No	Criteria	Scores				Total
		4	3	2	1	
1	Introduction a. Explaining the factor in determining internship location b. Describing the internship location (Agency) c. Describing the operational management of the Agency (internship location)	Containing of 5 criteria mentioned	Containing of 4 criteria mentioned	Containing of 3 criteria mentioned	Containing only 2 criteria mention	
2	OM Purposes a. Operational Management b. Operational Planning	Containing of 5 criteria mentioned	Containing of 4 criteria mentioned	Containing of 3 criteria mentioned	Containing only 2 criteria mention	
3	OM Implementation a. Describing the types of OM b. Describing the rules of internship, administrative at Agency, facilities & infrastructure, operation at Agency, HR, organizational structure, etc.	Containing of 5 criteria mentioned	Containing of 4 criteria mentioned	Containing of 3 criteria mentioned	Containing only 2 criteria mention	
4	OM Agency Describing the rules of internship, administrative at Agency, facilities & infrastructure, operation, HR, organizational structure, etc at the Agency location	Containing of 5 criteria mentioned	Containing of 4 criteria mentioned	Containing of 3 criteria mentioned	Containing only 2 criteria mention	
5	Conclusion	It is referred to task assigned There are suggestions for feasible OM implementation at internship location.	It is referred to task assigned There are suggestions for OM implementation, but not feasible to be implemented at internship location	It is referred to task assigned But there is no suggestion mentioned	It is not addressed the task assigned nor any suggestion mentioned	

6	References	Using > 80% update references that are relevant for the framework	Using < 85% update references but only 60% are relevant for the framework	Using 20-40% update references for the framework	Using < 20% update reference for the framework	
7	Report Appearance	A neat and attractive report with a cover, photos, & illustrations	A neat and attractive report with a cover, photos, or illustrations	A less neat or unattractive report with a covers, photos, or illustrations	Disorganized & unattractive report without any cover, photo, and illustration	
8	Readability	Easy to read with proper diction and correct spelling	Easy to read with proper diction but with few incorrect spelling	Quite hard to read with some improper diction and incorrect spelling	Unreadable or very hard to read with many improper dictions and incorrect spelling	

Appendix 9. Logbook for Internship Activity



MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY

UNIVERSITAS NEGERI SURABAYA

Faculty

Lidah Wetan Campus, Jl. Lidah Wetan, Surabaya 60213

Telephone: +6231 - 7532160, Facsimile: +6231 - 7532112

website: email:

LOGBOOK FOR INTERNSHIP ACTIVITY

Period of

Academic Year of 20...../20.....

Name :
Student ID :
Position (in Internship Program) :
Internship Advisor :
Internship Partner :

No.	Day/Date	Activities	Note (if needed)	Proof

Note: Logbook is uploaded to simagang weekly and attached with photos



Appendix 10. Participation Rubric for MPK online class

No.	Aspect	Score				Total
1.	Activeness in discussion	1	2	3	4	
2.	Ability to master the topic discuss	1	2	3	4	
3.	Ability to throw/make questions	1	2	3	4	
4.	Ability to express opinion	1	2	3	4	
5.	Ability to make argument	1	2	3	4	
6.	Ability to answer/respond questions	1	2	3	4	
7.	Ability to support other opinions	1	2	3	4	
8.	Ability to draw conclusion	1	2	3	4	
Total score						
AVE score = (total score: 32) * 100						

Note:

1 = poor

2 = Adequate

3 = Good

4 = Very good

Appendix 11. Group Participation Rubric

No	Aspect	Score	Criteria
1	Report Completion	4	<ol style="list-style-type: none"> 1. PPT consists of group name, content, and references 2. PPT is systematically arranged for report 3. There are relevant references 4. It is attached with illustration (pictures/photo)
		3	There is a criterion of 4 failed to be completed
		2	There are 2 criteria of 4 failed to be completed
		1	There are more than 2 criteria of 4 failed to be completed
2	Writing Report	4	<ol style="list-style-type: none"> 1. Report is written in PPT (slides) 2. Each slide must be clearly readable 3. Contents must be precise and qualified 4. Report must be written in good language
		3	There is a criterion of 4 failed to be completed
		2	There are 2 criteria of 4 failed to be completed
		1	There are more than 2 criteria of 4 failed to be completed
3	Presentation skill	4	<ol style="list-style-type: none"> 1. Able to present the report confidently, enthusiastically, and clearly 2. All members participate in the presentation 3. Able to present the ideas and arguments 4. Able to manage time well
		3	There is a criterion of 4 failed to be completed
		2	There are 2 criteria of 4 failed to be completed
		1	There are more than 2 criteria of 4 failed to be completed

Appendix 12. Scoring Rubric for Group Participation

No	Name	Report completion				Report Writing				Presentation skill				Total
		4	3	2	1	4	3	2	1	4	3	2	1	

$$Score = \frac{\textit{individual score}}{\textit{total score}} \times 100$$

Appendix 13. Validation Sheet for Internship Report

VALIDATION

The Internship report has been thoroughly examined and checked on behalf of:

Name :

NIM :

Study Program :

Internship Location :

Thus, we provide this validation so that it can be used properly.

Validated on

Known by,
Supervisor/mentor/Coach*)

Student Advisor

(.....)

(.....)

**) must be stamped*

Appendix 14. Performance Evaluation Sheet for Internship Program

Performance Evaluation Sheet for Internship Program

Period of

Academic Year of:

Name :

Official Reg. No. :

Student Advisor/Mentor :

Internship Partner :

Implementation Period :

No.	Aspect	Score			
		1	2	3	4
A	Skill Competence				
1.	Mastering on required skills				
2.	Planning				
3.	Implementation				
4.	Evaluation and follow-up				
B	Attitude and Behavior				
1.	Initiative				
2.	Communication skill (both oral and written)				
3.	Discipline				
4.	Appearance (outlook)				
5.	Diligence				
6.	Technical skills				
7.	Critical thinking, creative, and analytic				
8.	Team work				
9.	Adaptability				
10.	Contribution (result)				

Note: 1: Very poor; 2: Poor; 3: Good; 4: Very good

Appendix 15. Report Evaluation Sheet for Internship Program

Performance Evaluation Sheet for Internship Program

Period of

Academic Year of:

Name :

Official Reg. No. :

Study Program :

Student Advisor/Mentor :

Internship Partner :

Implementation Period :

No.	Aspect	Score			
		1	2	3	4
A	Process				
1.	General description for internship partner				
2.	Job description for internship program				
B	Content				
3.	Introduction/background and Problems are clearly stated				
4.	Problem analyzed using theoretical framework and proved by evidences				
5.	Method is clearly and relevantly explained				
6.	Conclusion drawn according to the analysis				
7.	Self-reflection illustrates the learning process during internship personally, including technical and socio-emotional skills				
8.	Recommendation is made related to problems analyzed				
C	Technical and Language				
9.	Following the Internship guidebook				
10.	Presenting orderly				
11.	Using academic language				

Note: 1: Very poor; 2: Poor; 3: Good; 4: Very good

Appendix 16. Video Evaluation Sheet for Internship Program

Performance Evaluation Sheet for Internship Program

Period of

Academic Year of:

Name :

Official Reg. No. :

Study Program :

Student Advisor/Mentor :

Internship Partner :

Implementation Period :

No.	Aspect	Score			
		1	2	3	4
1.	Effectiveness of the message explained (including all activities during the internship)				
2.	Content Organization (considering the plot and flow)				
3.	Content presentation				
4.	Quality of video (pictures) and audio				

Note: 1: Very poor; 2: Poor; 3: Good; 4: Very good

d. Solution (if any):

e. Notes:

f. Recommendation:

.....,

MBKM Internship advisor (Unesa)

Official Reg. No.

Appendix 18. Evaluation Rubric for Internship Report Assessment

EVALUATION RUBRIC FOR INTERNSHIP REPORT ASSESSMENT

Name	:	
Student ID	:	
Assessment Date	:	

Component		Score			
		55 – 69	70 – 80	81 – 100	AVE score
Report criteria					
A. Report explains the internship process (70%)					
1	General description of internship	There is no general description of the internship location	There is general description (but explain briefly)	There is general description and it is well described	
2	Student task/assignment during internship	It does not explain the task well	It explains the task but does not comply with the graduate competence	It explains the task and fully comply with the graduate competence	
3	Attendance	It is attended but not fully (less than 100%)	It is attended but there is no signature (approval) from the person-in-charge of internship location	It is fully attended and obtained the signature (approval) from the person-in-charge of the internship location	
B. Report contains these following (70%)					
1	Introduction	Background does not explain the objectives and rationality of the topic	Background does not clearly explain the objective, but it adequately explains the rationality	Background clearly explains the objective, and the rationality	

2	Theoretical framework	Framework does not relate to the topic (internship)	Framework relates to the topic but does not clearly explain its relation with the internship location	Framework relates to the topic and clearly explain its relation with the internship location	
3	Organization profile and internship activities	Do not explain the organization profile and internship activities	There is organization profile but does not explain internship activities	Explain the organization profile and internship activities	
4	Discussion	Theories or evidences does not support the analysis	Theories or evidences does not fully support the analysis	Theories or evidence completely support the analysis	
5	Self-reflection	It does not address two aspects (technical & socio-emotional skills)	It addresses two aspects but incomplete (in lessons learned)	It addresses two aspect and explain the lesson learned clearly	
6	Conclusion	Conclusion is unrelated to the discussion	Conclusion does not completely relate to the discussion	Conclusion completely relate to the discussion	
7	Recommendation	Recommendation does not address the problems analyzed	Recommendations partially address the problem analyzed	Recommendations fully address the problems analyzed	
C. Report is written in organized manner (15%)					
1	In compliance with the Internship guidebook (FIA UB)	Report is written without following the internship guidebook FIA UB	Report is written with slight error in following Internship guidebook FIA UB	Report is written following the Internship guidebook FIA UB	
2	The order of presentation logic	Chapter arrangement does not comply with the	Chapter arrangement comply with the idea	Chapter arrangement comply with the idea development and	

		idea development and use incorrect conjunction	development but use some incorrect conjunctions	use correct conjunction	
3	Academic language use	Do not use academic language (bahasa Indonesia) and citation or reference correctly	Use academic language (bahasa Indonesia) but do not use citation/reference correctly	Use both academic language (bahasa Indonesia) and citation/reference correctly	
Report Presentation					
A. Presentation Flow (30%)					
1	Logic in presentation	Presentation is done with unorganized flow	Presentation is done with adequately organized flow	Presentation is done well	
2	Content presentation	Content does not explain the written report	Content slightly differs from the written report	Content well explains the written report	
B. Presentation Process (30%)					
1	PPT quality	Slides are not interesting and use less readable font	Slides are interesting but use less readable font	Slides are interesting and use readable font	
2	Systematic of PPT	Slides are not in order (different with the order of presentation)	Slides are not in line with the presentation flow	Slides are well arranged	
C. Communication during Presentation (40%)					
1	Skill in explaining the content	Not able to explain the content	Able to explain the content adequately	Able to explain the content clearly	
2	Skill in answering/responding the questions	Not able to answer/respond the questions	Able to answer/respond the questions with minor mistakes	Able to answer/ respond the questions well	
Total					

Appendix 19. Minutes for Monitoring Internship Program



**MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY
UNIVERSITAS NEGERI SURABAYA**

Faculty

Lidah Wetan Campus, Jl. Lidah Wetan, Surabaya 60213
Telephone: +6231 - 7532160, Facsimile: +6231 - 7532112
website: email:

**MINUTES
MONITORING FOR MBKM INTERNSHIP
STUDY PROGRAM**

Academic Year of 20...../20.....

On this day, date, at, the internship monitoring for students of the study program of of the academic year of Faculty of, Universitas Negeri Surabaya has been carried out.

- Name: 1.
2.
3.
4.

Internship location :
.....

Monitoring result :
.....,

Name/Official Reg. No.		Signature
1. Internship MBKM from Agency/industry Official Reg. No.	Field advisor
2. Internship MBKM from Agency/industry Official Reg. No.	Field advisor
3. Internship MBKM from Agency/industry Official Reg. No.	Lecturers in-charge



**MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY
UNIVERSITAS NEGERI SURABAYA**

Faculty

Lidah Wetan Campus, Jl. Lidah Wetan, Surabaya 60213
Telephone: +6231 - 7532160, Facsimile: +6231 - 7532112
website: email:

Name/Student ID		Signature
4. Student ID	Student
5. Student ID	Student
6. Student ID	Student
7. Student ID	Student

Appendix 20. Evaluation Instrument for Internship Report (hard skill)



**MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY
UNIVERSITAS NEGERI SURABAYA**

Faculty

Lidah Wetan Campus, Jl. Lidah Wetan, Surabaya 60213
Telephone: +6231 - 7532160, Facsimile: +6231 - 7532112
website: email:

**EVALUATION INSTRUMENT FOR MBKM INTERNSHIP
STUDY PROGRAM**

(filled by field advisor/supervisor in the internship location)

Name :

Student ID :

Agency :

Implementation Period :

Field Supervisor :

No.	Aspect	Score			
		1	2	3	4
A	Process				
1.	General description of internship				
2.	Student task/assignment during internship				
B	Activity				
3.	Introduction is clearly written				
4.	Theoretical framework and evidences are clearly stated				
5.	Method is clearly and relevantly stated				
6.	Result and Discussion are clearly stated and supported with the theory/evidence				
7.	Conclusion is drawn according to the discussion				
8.	Self-reflection is written to illustrate internship process covering two aspects (technical & socio-emotional skills)				
9.	Recommendation is written related to problems analyzed				

C.	Technique and Language				
10.	In compliance with the Internship guidebook (FIA UB)				
11.	The order of presentation logic				
12.	Using academic language				

Note:

1: Very poor

2: Poor

3: Good

4: Very good

..... ,.....
Field supervisor

Official Reg. No.

Suggestion to Unesa:

Appendix 21. Evaluation Instrument for Internship Report (soft skill)



**MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY
UNIVERSITAS NEGERI SURABAYA**

Faculty

Lidah Wetan Campus, Jl. Lidah Wetan, Surabaya 60213
Telephone: +6231 - 7532160, Facsimile: +6231 - 7532112
website: email:

**EVALUATION INSTRUMENT FOR MBKM INTERNSHIP
STUDY PROGRAM**

(filled by field advisor/supervisor in the internship location)

Name :

Student ID :

Agency :

Implementation Period :

Field Supervisor :

No.	Aspect	Score			
		1	2	3	4
A	Skill competence				
1.	Mastery at skill competence				
2.	Planning				
3.	Implementation				
4.	Evaluation and follow-up				
B	Attitude and Behavior				
1.	Initiative				
2.	Discipline				
3.	Appearance (outlook)				
4.	Diligence				
5.	Technical skills				
6.	Critical thinking, creative, and analytic				
7.	Team work				
8.	Adaptability				
9.	Communication skill				
10.	Contribution (result)				

Note:

1: Very poor

2: Poor

3: Good

4: Very good

..... ,.....
Field supervisor

Official Reg. No.

Appendix 22. Example of Internship certificate for students

LOGO INSTANSI

Kampus Merdeka
INDONESIA JAYA

SERTIFIKAT

Diberikan kepada:

Laskia Maxwell

dalam kegiatan Program Magang Praktek Kerja Merdeka Belajar Kampus Merdeka (MBKM) di:

NAMA INSTANSI

PERIODE BULAN 2022 – BULAN 2022

Kota, Hari Tanggal 202...

ttd dan stempel

NAMA

JABATAN/POSOSI

URAIAN KEGIATAN

NAMA :

Perguruan Tinggi :

Program Studi :

Project NAMA :

Periode :

Supervisor :

Nama Matakuliah	SKS (1 SKS = 170 menit)	Ekuivalen Menit tiap Minggu
MK-1: MPK-Perencanaan	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
MK-8: MPK-Pelaporan program	2	340

Appendix 23. Example of Internship certificate for students



UNESA **PTNBH** **Kampus Merdeka** **SAMATOR**

STUDENT INTERNSHIP

Technique Sustainability

SKEMA MAGANG UNIVERSITAS

Limited seat

Register Now!!!

Universitas Negeri Surabaya bekerjasama dengan PT Samator melaksanakan program Internship (Magang) Batch I 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

20 sks

MEKANISME SELEKSI

Business case challenges melalui interview oleh Direksi PT Samator

Batas Pendaftaran: 25 Juni 2023
Validasi Dokumen : 26-27 Juni 2023
Pengumuman Lanjut *Campus scouting* : Info menyusul

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

Appendix 25. Seminar Application



**MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY
UNIVERSITAS NEGERI SURABAYA**

Faculty

Lidah Wetan Campus, Jl. Lidah Wetan, Surabaya 60213
Telephone: +6231 - 7532160, Facsimile: +6231 - 7532112
website: email:

STATEMENT

The undersigned below

Name :
Citizen ID :
Student ID :
Study Program :
Faculty :
Current Semester :
GPA :
Total credits acquired :
Email :

Has been completed the internship program at

Thus, we apply for the seminar as all requirements are fulfilled.

Seminar application via :

Uploaded files

1. Internship reports that has been approved by the student advisor
2. Student ID card
3. Program (credit) transcript
4. Academic transcript
5. Internship permit letter
6. Internship follow-up letter
7. Internship certificate
8. Internship score

Surabaya,

Student Name

(Signature)

.....