THE DECREE OF RECTOR OF INSTITUT TEKNOLOGI KALIMANTAN

NUMBER 13 OF 2020

ON

PRACTICAL TRAINING GUIDELINE OF INSTITUT TEKNOLOGI

KALIMANTAN

WITH THE GRACE OF GOD ALMIGHTY

RECTOR OF INSTITUT TEKNOLOGI KALIMANTAN,

Considering: a.   that in terms of the implementation of practical training for the students of Institut Teknologi Kalimantan, the guideline for practical training should be given as part of the curriculum for students;

b.   that in accordance with point (a) above, a Rector's Decree on the Practical Training Guideline of Institut Teknologi Kalimantan needs to be stipulated;

In view of: 1.   The Law Number 20 of 2003 on the System of National Education;

2.   The Law Number 12 of 2012 on Higher Education;

3. The Government Regulation Number 4 of 2014 on the Implementation of Higher Education and Management of Higher Education;

4. The Presidential Regulation Number 125 of 2014 on the Establishment of Institut Teknologi Kalimantan;

5. The Ministerial Regulation of Research, Technology and Higher Education Number 40 of 2015 on the Organization and Governance of Institut Teknologi Kalimantan;

6. The Ministerial Regulation of Research, Technology and Higher Education Number 6 of 2017 on the Statute of Institut Teknologi Kalimantan as revised into the Ministerial Regulation of Research, Technology and Higher Education Number 25 of 2017;

7. The Ministerial Regulation of Research, Technology and Higher Education Number 50 of 2018 on The Change of The Ministerial Regulation of Research, Technology and Higher Education Number 44 of 2015 on The National Standard of Higher Education;

8. The Decree of the Minister of Research, Technology, and Higher Education Number 835/M/KPT.KP/2018 on the Inauguration of Professor Budi Santosa, M.S., Ph.D as the Rector of Institut Teknologi Kalimantan;

HAS DECIDED TO:

Stipulate : RECTOR'S DECREE ON THE PRACTICAL TRAINING GUIDELINE OF INSTITUT TEKNOLOGI KALIMANTAN

Article 1

The Practical Training Guideline of Institut Teknologi Kalimantan is as followed in the attachment that is not separable from this decree.

Article 2

The Practical Training Guideline of Institut Teknologi Kalimantan is for students starting from academic year of 2020/2021.

Article 3

This Rector's Decree shall come into force on the date of stipulation, provided that if in the future there are inaccuracies in this regulation, improvements will be made accordingly.

Set in Balikpapan

On September 1st, 2020

RECTOR

signed

BUDI SANTOSA

PRACTICAL TRAINING GUIDELINE 2020

Quality Assurance
Institut Teknologi Kalimantan

ACKNOWLEDGEMENT

We extend our praise and gratitude to the presence of God Almighty for the publication of the Practical Training Guideline of Institut Teknologi Kalimantan 2020/2025. This guideline was prepared with the intention that students can understand the procedures for implementing Practical Training, starting from the preparation of the proposals, implementation in Practical Training partners, to the procedure for evaluating and reporting the results.

We realize that the implementation of Practical Training (Kerja Praktik / KP) will not run well without the participation and assistance of the relevant parties, especially the KP partners, both private and government partners where it is implemented. Therefore, supportx from all parties are highly expected, so that the implementation of KP of Institut Teknologi Kalimantan can run smoothly and in accordance with the objectives. Even homers sometimes nod, this manual is still not perfect, so in the future there needs to be continuous improvement. Finally, we sincerely hope that this guideline will be useful in the process of implementing KP.

Balikpapan, September 2020
INSTITUT TEKNOLOGI KALIMANTAN

Center for Quality Assurance

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CHAPTER I INTRODUCTION

1. BACKGROUND

Practical Training (or Kerja Praktik, in this guideline, it would henceforth be abbreviated as KP) is a form of subject that must be taken by students of Institut Teknologi Kalimantan (ITK) in order to complete studies according to the study program they are pursuing. With the KP, students are expected to gain professional practice experience that is useful for developing their personal capacity in entering the world of work after graduation.

As a state university in Kalimantan based on science and technology, ITK has a great opportunity to collaborate with various types of industries or agencies both in Kalimantan and outside Kalimantan, so that the opportunities for ITK students to get KP partners will be more widely open. In addition to carrying out KP, ITK students also have the opportunity to conduct research in the industry or institution.

With the increasing level of competition in fighting for job opportunities, KP is an important activity for students in order to improve work skills, train to interact with other people according to their fields, and recognize the work environment. Therefore, KP is a manifestation of the learning process with facilities provided by partners or institutions (teaching companies) because such facilities cannot be provided by universities independently. With good cooperation between the two parties, starting from the KP preparation program by the institute as well as support from company managers or partner KP agencies, it is hoped that the implementation of KP can provide benefits for both parties.

In order to expedite and make it easier for students of the ITK undergraduate program in understanding various things about KP, as well as guidance for lecturers, managers of companies or partner institutions of KP and their administrative services, a guideline is needed that contains rules, writing strategies and several examples of reporting methods related to these activities. With the above considerations, this KP guideline is prepared so that it can be used as a reference for related parties, so that the KP objectives can be achieved.

2. OBJECTIVES

The purpose of the Practical Training (KP) for students of Institut Teknologi Kalimantan is for students to have the ability to:

a. Internalize academic values, norms, and ethics;

b. Demonstrate a responsible attitude towards work in their area of expertise independently;

c. Be able to demonstrate independent, qualified and measurable performance;

d. Be able to maintain and develop a network with supervisors, colleagues, colleagues both inside and outside the institution.

3. BENEFITS

The benefits expected from the implementation of this practical training are as follows:

1. For the Institute

   As an additional reference, especially regarding the latest developments in science and technology carried out by agencies/industry/research institutes.

2. For KP Partners

   The results of the analysis and research carried out during the KP can be used as input for the KP Partners to determine the policies of the agency/industry/research institute in the future.

3. For Students

   Students can better understand real conditions in the world of work in institutions/industry/research institutions in more depth, so that they are expected to be able to apply the knowledge and experience in the real world.

4. OUTLINE OF IMPLEMENTATION

In general, the implementation of practical training through several stages, namely:

1. Registration of Practical Training (KP) and Preparation of Practical Training Proposals

2. Implementation of Practical Training

3. Preparation of KP Reports and Implementation of Practical Training Result Seminar

5. SCOPE

In general, the scope or field of study in the implementation of practical training is adjusted to each study program.

6. TARGET

Practical training is directed at various types of industries, both service and non-service or government/private institutions such as institutions or research centers that can utilize science and technology, so that students can understand work procedures, analyze problems, and design solutions to these problems.

7. LIMITATIONS

The following limitations must be considered in determining KP partners, namely:

1. KP can be implemented in various types of industries or institutions such as manufacturing/process companies, service companies, laboratories, educational institutions, research institutes/institutions or other institutions related to the field of study in their respective study programs.

2. The KP implementation time is a minimum of one month and a maximum of two months, depending on the type of activity offered by the KP partner and it is recommended that it is carried out during academic holidays.

3. KP activities based on problem-solving, simulation, Project Base-Learning (PBL), case studies, and special instrumentation. KP participants are given a task (project) or cases that have existed in the KP Partner and are required to analyze or find solutions to problems in the KP Partner.

4. KP proposal submission can be done individually, or in groups at KP Partners. Meanwhile, KP reporting is carried out individually in accordance with the specific tasks assigned.

5. KP proposal preparation can be tailored to the needs of KP partners.

6. If the student has taken the Internship elective course, then there is no need to take the Practical Training course if taking a structured scheme.

8. DEFINITION

a. **Practical Training (KP)** is a course whose learning activities are carried out in industry/government or private institutions/institutions/other business entities through simulation methods, case studies, project-based learning or problem-based learning, software application, use of instruments in accordance with their

respective fields and must be taken by ITK students in completing their studies. KP course weight is 2 credits.

b. **The form of KP** is an observation/research/project activity in the industry or KP partner agency that is carried out by KP participants.

c. These are the definitions for KP activities:

  – *Problem-Solving* is the process of solving a problem or event, an effort to choose one of several alternatives or options that are close to the truth of a particular goal.

  – **Simulation** is a training method that demonstrates something in an artificial form that is similar to the real situation.

  – *Project Based-Learning (PBL)* or **Pembelajaran Berbasis Proyek** is a learning method that uses projects/activities as a learning process to achieve attitude, knowledge, and skill competencies.

  – **Case study** is an approach by focusing on a case or exploring a problem intensively and in detail.

  – **Special instrumentation** is a professional ability in terms of installation, operation, maintenance, analysis, and calibration of measuring instruments and instrumentation equipment, as well as making reports.

d. **KP partners** are industries or agencies that accept KIP participants to implement KP.

e. **Field Supervisors** are KP partner employees who are given the authority to guide KP participants.

f. **Advisors** are ITK lecturers who are tasked with guiding KP participants in the overall KP implementation.

g. **KP participants** are students of the study programs who implement KP.

h. **Audiences are** students from the same study program or across study program who witness the Result Seminar of KP.

i. **KP Specific Tasks** are tasks given by Advisors and or Field Supervisors related to problems that occur in KP partners.

j. **KP Monitoring** is a monitoring activity carried out by Advisors to check the implementation of KP carried out by KP participants. Monitoring can be carried out directly or indirectly by KP participants with their Advisors or KP participants with their Field Supervisors or Advisors with their Field Supervisors.

k. **KP Log Sheet** is a worksheet containing the work activities of KP Participants which is known and signed by the KP Field Supervisor and must be reported to the Advisor periodically. The log sheet serves as evidence of monitoring the activities of KP Participants by the Advisor.

l. **KP Result Seminar** is a mandatory KP output in the form of a KP presentation or presentation which is carried out after the KP implementation is complete. The KP Results Seminar must be held at the ITK and can also be done at the KP (depending on the policy of the KP partners).

m. **KP Poster** is the mandatory output of the KP results in the form of softcopy containing the composition of images and letters.

n. **KP Result Seminar presenters** are KP Participants who have met the requirements to conduct KP Results Seminar activities at ITK.

o. **KP report** is a mandatory KP output in the form of a report text that has been approved by the Advisor and Field Advisor before the KP Result Seminar at ITK and reports on implementation activities both at KP partners and on the ITK campus. KP report is made in hardcopy and softcopy on CD (containing KP Report file and KP Poster).

p. **The KP Results Seminar Attendance Sheet** is proof of the KP Participants' attendance at the KP Result Seminar from other KP Participants. This sheet serves as a mandatory requirement for KP Participants to participate in the KP Result Seminar. Each KP Participant is required to attend a minimum of 5 (five) KP Result Seminars and obtain initials from the presenters and Advisor of the KP Result Seminar Presenters. The KP Result Seminar Attendance Sheet must be submitted to the Academic Administration of the Department as evidence that the KP Participants have attended the KP Result Seminar.

9. ADVISORS

1. The criteria for KP Advisors are:
   a. The KP advisor for each KP participant consists of one Advisor.
   b. Advisor with at least a Master's degree (Academic Assistant Expert Position)
   c. Advisors are appointed and dismissed by the Rector's decree on the proposal of the Study Program Coordinator.
   d. The number of KP guidance students follows the policies of each study program.

2. The Duties and Responsibilities of KP Advisors are:
   a. Guiding the preparation of KP proposals.
   b. Monitoring the implementation of KP.
   c. Guiding the preparation or writing of KP reports.
   d. Providing time to consult with the mentoring of KP participants.
   e. Guiding aspects of methodology, content and writing.
3. A Replacement of Advisory Lecturer can be done if:
   a. Sick, or permanent disability (passed away)
   b. Get a study assignment or get an off-campus assignment for more than 4 months.
   c. Resign with acceptable reasons.
   d. The advisor is negligent in carrying out the task of guidance.
   e. The replacement of the KP Advisor is determined by the Rector's decree at the suggestion of the Study Program Coordinator.

10. FIELD SUPERVISOR
   1. The criteria for Field Supervisor are:
      a. Supervisors with qualifications have a bachelor's degree and/or 5 years of work experience.
      b. The supervisor has supervised before.
      c. Supervisors are appointed and dismissed based on the policy of the KP partners.
      d. The number of KP guidance students follows the policy of KP partners..
   2. The duties and responsibilities of the KP Field Supervisor are:
      a. Providing tasks in the form of simulations/case studies/projects/software application/utilization of instruments that are appropriate to the field of KP participants.
      b. Monitoring the attendance and implementation of KP participants every day.
      c. Guiding the implementation of KP.
      d. Guiding the preparation or writing of KP reports.
      e. Providing time for KP participants to consult.
   3. The replacement of the Field Supervisor follows the policy of the KP partners.

11. STAKEHOLDERS

The parties involved in the KP include:

1. KP participants;
2. Coordinator of Study Program;
3. Academic Administrative Staff of the Department;
4. ITK Advisor and Field Supervisor;
5. Head of the Department

12. KP's CODE OF ETHICS

The KP Code of Ethics is a norm that must be obeyed by KP participants in implementing KP.

The following is the KP code of ethics that applies to ITK and KP partners:

a. Maintain ethics when communicating directly or indirectly.

b. Wait for instructions from the Field Supervisor before starting KP activities.

c. Maintain the good name of Institut Teknologi Kalimantan.

d. Obey the rules made by KP Partners.

e. Pay attention to K3 (Occupational Safety and Health) in the KP Partner environment.

f. KP participants should avoid deviating from practices that would constitute mistakes.

- Fabrication (composing, creating data, or research results without any scientific process to be reported or published), falsification (falsifying or manipulating things related to the implementation and/or results), other actions that deviate from the usual practice in the scientific community.

- Plagiarism which means the act of imitating/plagiarizing the work of other people/KP partners without mentioning the source/without the permission of the person concerned.

- Auto plagiarism which means the act of repeating a previously published work without mentioning the work that was first published.

g. Each KP participant must avoid conflicts of interest with KP Partners which result in trust issues between ITK individuals/agencies and KP Partners.

h. Obtain approval from KP Partners if there is important information or data belonging to KP Partners to be disclosed to the public as evidenced by the **Approval Form for Publication of KP Partner Practical Training Report.**

CHAPTER II IMPLEMENTATION

1. GENERAL REQUIREMENTS

1. 1 KP Participants

The following are general conditions that must be met by prospective KP Participants in order to be able to carry out KP:

- The number of credits accumulated when applying for a KP is a minimum of 72 credits. While the number of credits passed before going to KP Partner is a minimum of 72 credits.
- Have fulfilled the special requirements in each study program.

1. 2 Presenter of KP Result Seminar at ITK

The following are the documents that must be completed by KP Participants in order to carry out the KP Results Seminar at ITK:

- Registration Form for Practical Training Seminar **(Form. KP-003)**
- Weekly log sheet **(Form. KP-004)**
- Consultation Sheet (**Form.KP-005**)
- Attendance sheet (**Form. KP-006**)
- KP report that has been approved by the Advisor
- Certificate of Completion of KP from KP Partner (if any)
- Assessment Sheet from Field Supervisor **(Form. KP-007)**
- Approval Form for Publication of KP Partner Practical Training Reports **(Appendix 1)** (For KP Partners outside of ITK)

2. PRACTICAL TRAINING REGISTRATION PROCEDURE

The following is the procedure for submitting a KP that must be carried out by prospective KP participants:

1. Conduct a preliminary survey to determine which KP partners will be chosen. The mechanism of the preliminary survey is adjusted to the requirements of each study program.
2. Prospective KP Participants submit an application for KP to the Academic Administration of the Department by bringing:
   - KP Registration Form that has been filled **(Form.KP-001)**
   - Photocopy of temporary transcript that has been legalized

- Additional requirements that have been determined by the study program

3. After the KP application file is declared complete, the Academic Administration of the Department will provide Receipt of Practical Training Registration **(Form. KP-002).**

4. After 3 (three) working days, the KP Participant Candidate takes the **KP Proposal Cover Letter** at the Academic Administration of the Department by submitting the KP Application Receipt.

5. The KP Proposal Cover Letter issued is only intended for one KP Partner.

6. A study program meeting would be held to determine the KP Advisor. The Study Program Coordinator will announce the name of the Advisors for prospective KP participants who submitted. (**Form. KP-012**).

7. Prospective KP Participants immediately consult with the KP Advisor regarding the KP Proposal that will be made to the KP Partner.

8. Prospective KP Participants immediately prepare a proposal to the designated KP Partner in accordance with the provisions of the KP Partner (if any) and or the direction of the KP Advisor. The KP Proposal Format is determined by the Study Program Coordinator in accordance with the characteristics of each study program.

9. The KP proposal that has been accepted must be approved by the KP Advisor and Study Program Coordinator.

10. Prospective KP Participants send KP Proposals along with a **KP Proposal Cover Letter** to the designated KP Partners.

11. The KP Partner will give approval or rejection of the KP Proposal submitted by the KP Participant Candidate. The approval or rejection letter will be addressed to the Head of the Department and forwarded to the Study Program Coordinator and then to the Academic Administration of the Department.

12. The Academic Administration of the Department will announce the approval or rejection of the KP Participant Candidate.

13. Prospective KP Participants who have been accepted by the KP, henceforth referred to as KP Participants, must fill out the Application Form for KP Cover Letter (**Form. KP-014**) to the Academic Administration of the Department and will receive the KP Cover Letter after 3 (three) working days. KP participants immediately consult with KP Advisors regarding the preparation of specific tasks to be carried out at KP Partners.

14. The KP Cover Letter must be submitted to the HR Unit at the KP Partner or who is responsible for the activities of the KP participants.

15. KP participants are allowed to submit a new proposal cover letter to other KP Partners if the KP application is rejected with written evidence (rejection letter). Then submit a new application without collecting the files again (No. 3) without any changes to the Advisor.

16. If there is no written evidence (letter) or there is no reply from the KP Partner for 3 (three) months, the Prospective KP Participant can apply for a change to the KP Partner by submitting a resignation letter to the intended KP Partner. Submission of a new KP application must be with the approval of the Study Program Coordinator and the stages of submission such as a new KP application without submitting the file again (No. 3) without any changes to the Advisor.

17. KP participants can carry out practical training activities by bringing a KP cover letter and a photocopy of the KP approval letter from the KP partner as well as other documents determined by the KP partner.

3. **PRACTICAL TRAINING IMPLEMENTATION**

    During KP activities, KP Participants are required to:

1. Fill out the weekly log sheet (**Form. KP-004**), Consultation Sheet (**Form. KP-005**) and Attendance Sheet (**Form. KP-006**) at KP Partner. The log sheet and attendance must be approved and initialed by the Field Supervisor and reported periodically to the Advisor. Practical Training Consultation Sheet with the Advisor is carried out in three stages (**Form. KP-005**), namely:
    − Stage of Implementation → two weeks after working at KP Partner company at least once.
    − Stage of Monitoring → one week before the KP period expires at least twice.
    − Stage of Report → after the end of the KP period at least twice.

2. Obey the rules set by the KP Partner, behave politely and always maintain the good name of the ITK alma mater.

3. Conduct KP Result Seminar at KP partners at the end of KP implementation (if required by the Field Supervisor).

4. Request a certificate of completion of KP from the KP Partner or an Assessment Sheet from the Field Supervisor (**Form. KP-007**) if KP activities at the KP Partner are completed.

4. PROCEDURE FOR PRACTICAL TRAINING RESULT SEMINAR

The following is the procedure for implementing the KP Result Seminar that must be carried out by KP participants:

1. After the KP Participants have finished carrying out KP activities, they are required to report and consult with the KP Advisors regarding the KP results and preparation of KP Report.

2. The KP report must have been revised and approved by the Advisor prior to the registration for KP Result Seminar. The KP report is in the form of a softcopy that has been revised, it is necessary to insert a watermark on each page before it is transferred to a CD and is ready to print.

3. KP participants also must have done KP Poster assistance prior to registration for the KP Results Seminar. KP Poster contents are be related to KP Specific Tasks at KP Partners. KP template format can be seen at **Appendix 3.**

4. The following are the requirements of the KP Poster:
   a. Colored poster in jpg format with size A2 up to 10 MB file size.
   b. The poster contains the title of the specific task, the name of the KP participant, the name of the field supervisor, the name of the ITK advisor, affiliation, the ITK logo, and the KP Partner logo.
   c. The posters are made by the participants themselves and have not been published elsewhere.
   d. The poster files are uploaded on Google Drive of each study program.

5. There will be an assessment of the KP Poster based on a poll from the audience from each Study Program. KP Poster assessment criteria are based on the poster rubric (**Appendix 4**). The score can be taken from the average total value of the entire audience. The best poster will be given a reward (can be in the form of a certificate) by the Study Program Coordinator. The poster rubric can be assessed using Google Form and the example can be seen in **Appendix 5**.

6. The maximum limit for uploading the KP Poster file is the 3rd (third) week of lecturing activities. KP participants upload KP Poster files on Google Drive provided by their respective Study Programs.

7. The maximum limit for the implementation of the KP Result Seminar is the 4th (fourth) week of lecturing activities. Scheduling of KP Result Seminar can be

done in each department. The schedule that has been determined is then reported to the Head of the Academic and Student Affairs Section which will later be announced through the ITK website.

8. The KP Participants' obligation during the KP Result Seminar is to have participated in at least 5 KP Result Seminars in the same batch as evidenced by the KP Result Seminar Attendance Sheet **(Form. KP-010)**.

9. KP participants apply for the implementation of the KP Result Seminar to the Academic Administration of the Department by bringing:
   − KP Report Approval Sheet which has been signed by the Advisor and Study Program Coordinator.
   − Completed KP Result Seminar Registration Form **(Form. KP-003)**.
   − Weekly log sheet (**Form. KP-004**).
   − Consultation Sheet that has been approved by the Advisor (**Form. KP-005**).
   − Attendance sheet approved by the Field Supervisor (**Form. KP-006**).
   − Certificate of completion of KP from KP Partners or assessment sheet from Field Supervisor (**Form. KP-007**).
   − Approval Form for Publication of KP Partner Practical Training Report **(Appendix 1)** (For KP partners who are outside ITK).

10. The Study Program Coordinator will announce the schedule of KP Result Seminar (**Form. KP-015**).

11. KP Result Seminar is conducted openly, where students across generations and across Study Programs can become the audience.

12. There are two schemes for implementing the KP Result Seminar at ITK:
    a. Online Scheme (Tentative)
       − The implementation of the KP Result Seminar is carried out online with YouTube Live Streaming which can be watched by the academic community in the internal environment of ITK campus. For KP Partners that do not agree when their important data can be disseminated or the data are considered highly confidential, then the KP Result Seminar can be carried out in private using Google Meet or Zoom Meeting.
       − The presenter of the KP Result Seminar prepares a YouTube Live Streaming link which will later be distributed to the academic community through the Academic Administration of the Department. The presenter then shares the Google Form link (provided by the respective Study

Programs) in the YouTube "Description" column which contains the poster assessment, Advisor assessment, KP Poster file (from the Study Program Google Drive link) and Audience Attendance Form (**Appendix 5**). The YouTube Live Streaming technical guide is described in **Appendix 6**.

- KP Result Seminar presenters must attend virtual presentations of other presenters at least 5 seminar activities.
- The presenter of the KP poster invites his/her advisor in the form of a Google Calendar invitation according to the presentation schedule.
- The assessment from the Advisor can be done online using Google Form by paying attention to the KP assessment rubric and an example can be seen in **Appendix 5**.

b. Normal Scheme (Tentative)

- The implementation of the KP Result Seminar is carried out in a classroom that can be attended by the academic community in the internal environment of ITK campus. For KP Partners that do not agree when their important data can be disseminated or the data are considered highly confidential, then the KP Result Seminar can be carried out in a closed manner which is only attended by the Advisor.
- The presenters of the KP Result Seminar are required to attend the presentations of other presenters directly at least 5 KP seminar activities.
- KP participants take the Advisor Invitation Letter in Academic Administration Department 3 (days) after submitting the registration file for the KP Result Seminar.
- KP participants submit registration documents for the KP Result Seminar to the Academic Administration of the Department.
- The Academic Administration of the Department sends an Invitation Letter for the KP Result Seminar to the Advisor no later than 3 (three) days before the seminar is held.

13. The KP Advisors have the task of evaluating the performance and level of understanding of the KP Participants in the KP Result Seminar.
14. If possible, the Field Supervisor can also attend the KP Result Seminar.
15. KP participants collect the **KP Result Seminar Attendance Sheet** to the Academic Administration of the Department as a requirement before issuing KP scores.

16. The requirements for passing KP for KP Participants are if the KP Participants have performed KP Result Seminar presentation activities, collected KP Reports and Posters, and attended other KP Result Seminars at least 5 times in the same batch.

17. Prior to/after the implementation of the KP Result Seminar, KP participants can print and duplicate the KP Report in hard file (book) or digital (KP Report and KP Poster file on Compact Disc or CD) in two copies, with the following details:
    – KP Partners : 1 book dan 1 CD[b]
    – ITK Archive[a] : 1 book dan 1 CD[b]
    – Advisor : 1 CD[b]
        a) Submitted to the Academic Administration of the Department & the Library
        b) KP Report and KP Poster file in PDF format

18. The deadline for submitting the KP Report is 3 weeks after The Result Seminar, which is on the 7th (seven) week of lecturing activities. If there is a delay in submission, the consequence is a reduction in the score of the KP participant and the maximum percentage of the reduction is 10% (determined by the Advisor).

19. Other matters beyond this provision can be consulted with the Study Program Coordinator and the ITK Quality Assurance Center.

20. The score for KP will be issued after the KP participant has completed all the KP activities. The score will be described into types of assessment criteria, namely report, poster, presentation, and performance assessments.

5. **PRACTICAL TRAINING ASSESSMENTS**

KP assessments are carried out by Field Supervisors and Advisors. The assessment components used include:
– **Performance**:
   The process and work results are seen from the hard skills and soft skills achieved by KP participants in carrying out their duties in accordance with the responsibilities given.
– **Presentation**:
   The level of presentation ability or explaining the results of research both to the audience and field supervisors/advisors when presenting the results of the KP.
– **Poster:**

The ability of KP Participants to create designs, contents, and information for specific tasks.

  – **KP Report**:

  The level of quality of the KP report in terms of writing procedures and completeness of information on the substance of specific tasks.

The KP assessment was carried out by the Field Supervisor and Advisor with a percentage of 67% and 33%, respectively. The following are the details of the KP assessments:

1. Field Supervisor's Assessment (**Form. KP-007**):
   a. **KP Report (33%)** whose assessment criteria includes:
      – The KP report conveys the KP process that has been implemented (25%)
      – The content of KP Report (50%)
      – KP report is written and well organized (25%)
   b. **Performance (67%)**
   Total: 100%

2. Advisor's Assessment (**Form. KP-008)**
   a. **KP Report (50%)** whose assessment criteria includes:
      – The KP report conveys the process of KP that has been implemented (25%)
      – The content of KP report (50%)
      – KP report is well written and well organized (25%)
   b. **Poster (25%)** whose assessment criteria include:
      – Poster's content (60%)
      – Poster's design (40%)
   c. **Presentation (25%)** whose assessment criteria includes:
      – Presentation media/Power Point (20%)
      – Communication of the presentation (40%)
      – Mastery of the contents (40%)
   Total : 100 %

3. KP Final Score
   a. Advisor: 33%
   b. Field Supervisor: 67 %
   Total : 100 %

The assessment from the Field Supervisor is combined with the assessment from the Advisor and then converted into letter grades. Here's the conversion of numeric scores into letter scores:

Score A   : 86 ≤ Score = 100

Score AB   : 76 ≤ Score < 86

Score B   : 66 ≤ Score < 76

Score BC   : 56 ≤ Score < 66

Score C   : 51 ≤ Score < 56

Score D   : 41 ≤ Score < 51

Score E   : 0 = Score < 41

All matters related to the KP assessment and the results of the KP report must be included in the Minutes of Practical Training Result Seminar (**Form. KP-009**). The score from the Field Supervisor, must be included in the calculation of the final score on (**Form. KP-010)**. KP participants are declared to have passed KP, if they get a score as low as C. KP participants who get scores lower than C are required to retake KP with the procedure from the beginning.

The KP assessment rubric with various criteria can be seen in **Appendix 2.**

CHAPTER III WRITING STRUCTURE OF PROPOSAL AND REPORT

1. PRACTICAL TRAINING PROPOSAL STRUCTURE (CAN BE CUSTOMIZED)

The KP proposal has the following structure:

- Cover
- Approval Sheet
- Acknowledgment
- Table of Contents
- List of Tables (If any)
- List of Pictures (If any)
- Chapter I Introduction
  - Background
  - Objectives (General and Specific)
  - Benefits (For the campus, institution/industry and students)
- Chapter II Company Profile
- Chapter III Implementation of Practical Training
  - Form of activity
  - Time/duration and place of activity
  - Practical Training Stages
  - Practical Training Organizer
  - Practical Training Participants
- Chapter IV Practical Training Methodology (If you already have a specific task plan at the KP partner)
  - Formulation of Problem
  - Research design
  - Equipment and Materials
  - Research Procedure
  - Result Analysis
- Chapter V Conclusion
- References
- Appendixes
  - Student/participant CV

- Transcript (temporary)
- Copy of Student ID

2. PRACTICAL TRAINING REPORT STRUCTURE

The KP report has the following structure:

- Cover
- Approval Sheet
- Acknowledgment
- Abstract/Summary
- Table of Contents
- List of Pictures (If any)
- List of Tables (If any)
- List of Notations (If any)
- Chapter I Introduction
  - Background
  - Objectives (General and Specific)
  - Benefits (For the campus, institution/industry and students)
- Chapter II Company Profile
  - History of the institution/industry
  - Vision and Mission of the institution/industry
  - Location of the institution/industry
  - Logo of the institution/industry
  - Organization Structure
- Chapter III Description of Unit in the Company
- Chapter IV Specific Tasks
  - Introduction (Background of the Study, Problem Formulations, Objectives, and Benefits)
  - Literature Review
  - Methodology
  - Results and Discussion
  - Conclusion and Suggestion of Specific Task
  - References
- Appendixes
  - Weekly log sheet

- Pictures of KP Activity
- Attendance List approved by Field Supervisor
- Guidance Consultation Sheet that has been approved by the Advisor
- Certificate of completion of KP or assessment sheet from the Field Supervisor
- Specific Task Support Data
- Specific task calculation results, etc.

3. SETTINGS FOR WRITING PRACTICAL TRAINING PROPOSAL AND REPORT

A. REQUIREMENTS FOR WRITING KP PROPOSALS AND REPORTS IN GENERAL

1. The KP proposal or report is typed using Microsoft Word computer program, and printed on A4 80 gr plain white HVS paper bound in softcover.
2. The texts are written and printed on both sides (back and forth).
3. The spacing between lines is 1.5 spaces, except for the abstract/summary, table of contents, list of tables, and list of pictures with 1 space.
4. The left margin is 4 cm from the edge of the paper, while the top, right and bottom margins are 3 cm from the edge of the paper.
5. Writing space for paragraphs starts from the left margin and ends at the right margin, with the left and right alignment (justify alignment), the first line of each paragraph protrudes in (first line paragraph format) ¼ inch or 6.3 mm.
6. The font used in all paragraphs is Times New Roman size 12.
7. It is not allowed to write headers or footers on the texts except for page numbers.

B. LANGUAGE

1. The writing of the KP Proposal or Report must follow the standards of scientific writing.
2. The writing uses standard formal Indonesian, according to the Enhanced Spelling or Ejaan yang Disempurnakan (EYD).
3. The use of words or terms originating from foreign languages that already have their equivalents in Indonesian must be used, if there are none, the words have to be italicized. New terms that have not been standardized in Indonesian can be used as long as they are consistent. In the first use, it is necessary to give the equivalent in a foreign language (in brackets). If you use a lot of new terms, you should make

glossary of terms in the appendix. Terms in Indonesian can be found in the online Indonesian Dictionary (KBBI).

4. The presentation of the material is described in full sentences by using passive sentences, not imperative sentences and not using first person pronouns (I, we, we, or the author).

C. THE WRITING OF ABSTRACT (for KP REPORTS)

1. The abstract/summary contains an overview of the KP report covering the background, specific tasks and methods of completing the tasks, and results.
2. The maximum number of pages in the abstract/summary is 1 page.
3. The font used is Times New Roman size 12.
4. The spacing between lines is 1 space.
5. The abstract/summary is written in Indonesian.

D. THE WRITING FOR CHAPTERS, SUB CHAPTERS, AND SUB-SUB CHAPTERS

1. Each chapter starts on a new page

    Writing chapter numbers must use capital Roman numerals starting with (CHAPTER I, CHAPTER II, CHAPTER III, and so on), while writing sub-chapters and sub-sub chapters uses a mixed system of letters and numbers.

    1.
        A.
            1)
                a.
                    (1)
                        a)   and so on

2. Chapter titles are written entirely in capital letters (upper case) with center alignment. The font size used is 16 in bold letter.
3. Numbers and chapter titles are written symmetrically/centered.
4. The titles of sub-chapters and sub sub-chapters are written in capital letters only on the first letter of each word (title case) except for conjunctions. The font size used is 14 in bold letter.
5. Number and title of sub-chapters and sub sub-chapters start from the left margin of the typing space.

6. Chapter numbering is generally only up to 3 levels (chapters/sub-chapters/sub-sub-chapters).

E. PAGE NUMBERING

1. Page numbering uses lowercase Roman numerals (i, ii, iii, and so on) for the beginning and Arabic numerals (1, 2, 3, and so on) for the body/content and the end.
2. The page number is placed at the bottom center of the paper, approximately 1.5 cm from the bottom edge of the paper for the beginning. The body/contents of the page number are placed in the bottom center for the beginning of the chapter, and for the continuation of the chapter, it is typed on the top right.

F. MAKING TABLES AND PICTURES

1. Each picture and table in the proposal and report must be numbered and titled.
2. The number and title of the picture are placed below the picture in question and are given the picture number preceded by the chapter number.
3. The image, number and title of the picture are placed in the center.
4. The table number and title are placed above intended the table and are given the table number preceded by the chapter number.
5. Tables, table numbers and titles are centered.
6. If needed, the font size in the table can be reduced and the distance between rows in the table is 1 space.
7. Every picture and table must be referenced in the text.
8. If the table or picture is too long, it can be cut and continued on the next page. For tables that are cut, each section must be equipped with a table head.
9. If the tables and pictures are too wide, there are the following conditions:
    -   Placed lengthwise on a separate page
    -   Placed on wide paper then folded so it doesn't exceed the paper format
    -   Reduced in size, but the size of the letters listed in it must not be smaller than 8
10. For pictures and tables quoted from other sources, the source must be stated. For tables, citation sources are written under the table, while for pictures the source of citations is written under the number and title of the picture.
11. The inclusion of the source of the citation is done by writing the author's surname/last name followed by the year of publication and in brackets.

12. Pictures/tables from other sources that have been processed are given additional information in brackets.

13. Example of the writing of number and image title

Picture 2.1. Example of placing a picture and writing the number and title of the picture

Source: Alex (2011)

14. Example of writing table number and title

Table 2.1. Example of laying out table and writing table number and title

Header 1	Header 2	Header 3
A	1	A
B	2	B

Source: Statistics Data (2011)

G. EQUATION WRITING

1. Mathematical equations are written with numbered equations preceded by the chapter number in parentheses.

2. Equation numbers are written right aligned.

3. Each notation that is used for the first time must be explained along with its units.

4. Example of writing mathematical equations

$$P = F/A \dots\dots\dots\dots\dots\dots\dots\dots\dots(2.1)$$

P shows the pressure in kPa, F is the force in kN, and A is the cross-sectional area perpendicular to the internal force in m^2.

H. WRITING OF REFERENCES

Reference list or bibliography is a collection of sources of information used in writing. Sources of information listed in the reference list are sources of information cited in the description/text and which support or are used as references. Information about the sources used must be written correctly, completely, and consistently using certain formats/standards. In a paper, the writing format used in writing citations must be the same as the format for writing the list of references.

1. The writing of references follows the rules of the **HARVARD style**.

2. The writing of references can use reference management software such as Mendeley, Zotero, Endnote, and others. Guide to using Mendeley can be found at **Appendix 7.**

3. Sources cited in descriptions/texts, tables and/or pictures must be written in full in the References/Bibliography.

4. The first line of each reference starts from the left margin, while the second line and so on are written at a distance of 1.27 cm from the left margin (*hanging format*).

5. The list is sorted alphabetically without numbers.

Appendix 1: Forms

Form. KP-001

PRACTICAL TRAINING REGISTRATION FORM[*)]

Student Name   :   (NIM.   )

Study Program   :

Department   :

KP Partner Candidate

  Partner's Name   :

  Partner's Address   :

  Type/Field   :

  KP Period   : Month   …………… - …………… , Year …………….

                                                    Balikpapan,   20

              Advisor,   Student,

          (   )   (   )
          NIP/NIPH.   NIM.

*) Individual Form

Form. KP-002

RECEIPT OF PRACTICAL TRAINING REGISTRATION

The complete application for Practical Training has been received as listed below, on behalf of :

Student / NIM :

Study Program / Dept. :

The following are the documents for Practical Training Application :

1. Form of KP Application (**Form. KP-001**)	
2. Legalized copy of temporary transcript	
3. Other documents : ………………………………………….	

Balikpapan,   20

Received by,   Submitted by,

Academic Administrative Staff   Student

……………………………..   ……………………………..

The complete application for Practical Training has been received as listed below, on behalf of :

Student / NIM :

Study Program / Major :

Balikpapan,   20

Received by,   Submitted by,

Academic Administrative Staff   Student

……………………………..   ……………………………..

Form. KP-003

PRACTICAL TRAINING RESULT SEMINAR APPLICATION FORM

Student Name   :   (NIM.   )

Study Program   :

Department   :

KP Partner

  Name   :

  Address   :

  Type/Field of Business :

  KP Period   : Month …………… - …………… , Year …………….

Application's documents :

1. Weekly log sheet (**Form. KP-004**)	
2. Consultation Sheet (**Form.KP-005**)	
3. Attendance Sheet (**Form. KP-006**)	
4. KP report that has been approved by the Advisor	
5. Certificate of Completion of KP from KP Partner (if any)	
6. Assessment Sheet from Field Supervisor (**Form. KP-007**)	
7. Approval Form for Publication of KP Partner Internship Reports	

Balikpapan,   20

Academic Administrative Staff,   Student,

        (   )

                                              (   )

     NIP/NIPH.   NIM.

Form. KP-004

WEEKLY LOG SHEET OF PRACTICAL TRAINING

Student Name   : 1.   (NIM.   )

                                2.   (NIM.   )

Study Program   :

Department   :

Advisor   :

Place of KP   :

Period of KP   :   20   to   20

Week -   :

DAY / DATE	ACTIVITY DESCRIPTION	NOTES	FIELD SUPERVISOR SIGN

Acknowledged by,
Field Supervisor

(   )

Form. KP-005

PRACTICAL TRAINING CONSULTATION SHEET

Student Name   : 1.   (NIM.   )

                        2.   (NIM.   )

Study Program   :

Department   :

Place of KP   :

Period of KP   :   20   to   20

NO	DATE	CONSULTATION	MEDIA OF COMMUNICATION	ADVISOR'S SIGN
STAGE OF IMPLEMENTATION (1st AND 2nd WEEK) MINIMUM 1X				
STAGE OF MONITORING (3rd WEEK) MINIMUM 2X				
STAGE OF REPORTING (AFTER KP) MINIMUM 2X				

Acknowledged by,
Advisor

(   )

Form. KP-006

PRACTICAL TRAINING ATTENDANCE

Student Name   : 1.   (NIM.   )

                            2.   (NIM.   )

Study Program   :

Department   :

KP Partner   :

Period of KP   :   20   to   20

NO	DATE	ACTIVITY	ARRIVED	FINISHED	SIGN*)

*) Signed by Field Supervisor

Form. KP-007

FIELD SUPERVISOR ASSESSMENT FORM[*)]

Student / NIM   :

Study Program / Dept.   :

University   : Institut Teknologi Kalimantan

KP Partner   :

Period of KP   :   20   to   20

NO	ASSESSMENT CRITERIA	PERCENTAGE	NUMBER
1.	Report - KP Report Presenting KP process that has been done (25%) - KP Report's content (50%) - KP Report is written in well-organized manner (25%)	33 %	
2.	Performance (Attitude, Diciplinary, Inisiative, Independent, Critical Thinking, Creative, Analitical, Adaptive, Communication, *Skill*, Cooperative, Appearance, and Contribution).	67 %	
	TOTAL		

Notes :
Assessment Scale (0 – 100). The rubric for KP assessment can be observed in **Appendix 2.**

Acknowledged by,   ----------, ------------ 20--
Field Supervisor Head,   Field Supervisor,

<Sign and Stamp of Institution >

(   )   (   )
Employee Number   Employee number

[*)] Individual Form

Form. KP-008

ADVISOR'S ASSESSMENT FORM

FOR ADVISOR

Student / NIM   :

Study Program / Dept.   :

KP Partner   :

Period of KP   :   20   to   20

NO	ASPEK PENILAIAN	PERSENTASE	ANGKA
1.	Report - KP Report Presenting KP process that has been done (25%) - KP Report's content (50%) - KP Report is written in well-organized manner (25%)	50 %	
2.	Poster - Poster's content (60%) - Poster's design (40%)	25 %	
3.	Presentation - Presentation Media/Power Point (20%) - Communication of the presentation (40%) - Mastery of content (40%)	25 %	
	TOTAL		

Keterangan : Assessment scale (0 – 100). The rubric for KP assessment can be observed in **Appendix 2.**

Balikpapan, --------------- 20--
Advisor,

(   )
NIP/NIPH.

Form. KP-009

MINUTES OF REPORT OF PRACTICAL TRAINING RESULT

On this day ……….., date …………………, at …….. to …….. WITA, a Result

Seminar for KP Report has been held in the campus of Institut Teknologi Kalimantan for :

Student Name / NIM	:	
Study Program / Dept.	:	
KP Partner	:	
Period of KP	:	20 sampai 20
Specific Task Title	:	
Advisor	:	
Field Supervisor	:	

Based on the decision of Examiner Team of KP Result Seminar, the student is declared to :

☐ Pass   ☐ Not pass

NO	EXAMINER'S NAME	SCORE	SIGN
1.	ADVISOR / …………………………………..		
2.	FIELD SUPERVISOR*⁾		
	TOTAL		

With the Total Score of ………..   *⁾ **Form. KP-008**

Thus this minutes of report is made with actual situation.

NOTES

KP Final Score Percentage

Advisor	33 %
Field Supervisor	67 %

Balikpapan, ……………… 20….

Advisor

(   )

NIP/NIPH.

Form. KP-010

ATTENDANCE SHEET FOR KP RESULT SEMINAR

Student Name / NIM   :

Study Program / Dept. :

NO	DATE	PRESENTER	KP'S SPECIFIC TASK TITLE	SUMMARY OF KP RESULT SEMINAR	PRESENTER'S SIGN	PRESENTER'S ADVISOR SIGN

*) This sheet can be copied.

Form. KP-011

RECEIPT FOR

SUBMISSION OF PRACTICAL TRAINING REPORT

Student 1 / NIM   :

Student 2 / NIM   :

Study Program / Department   :

No	Recipient Unit		Recipient's Name	Date Received	Sign
1	Advisor	☐ 1 CD			
2	Study Program	☐ 1 Book of Report ☐ 1 CD			
3	UPT Perpustakaan ITK	☐ 1 Buku Laporan ☐ 1 CD			

Submitted by,

Student I   Student II

………………………..   ……………………..

(………………………..)   (………………………..)

NIM.   NIM.

Form. KP-012

RECAPITULATION OF ADVISOR AND INTEREST'S

DETERMINATION FOR PRACTICAL TRAINING

PERIOD OF ODD/EVEN YEAR OF 20…./20….

Study Program   :

Department   :

Semester   : Odd / Even

Academic Year of   : 20….. / 20…..

NO	STUDENT NAME / NIM	Passed Credits	KP's PARTNER CANDIDATE	ADVISOR	PRIORITY OF INTEREST		KP PERIOD	VERIFICATION RESULT
					PRIORITY 1	PRIORITY 2		
1.	Bagus Kurniawan (05121014)	72 credits	PT PUPUK KALTIM	Bambang Jaya, S.T., M.T.	Water Management	Land Management	June 12 – August 16, 2017	√
2.								
3.	Etc ……….							

Approved by,   Arranged by,

Study Program Coordinator ...   Academic Administrative Staff

(   )   (   )

NIP/NIPH.   NIP/NIPH.

Form.   KP-013

RECAPITULATION OF KP RESULT SEMINAR REGISTRATION FOR ODD/EVEN PERIOD YEAR OF 20…./20….

Study Program   :

Department   :

Semester   : Odd / Even

Academic Year of   : 20….. / 20…..

NO	STUDENT (NIM)	PRACTICAL TRAINING TITLE	ADVISOR	FIELD SUPERVISOR
1.	Bagus Kurniawan (05121014)	The Effect of Water Discharge on Seawater Management	Bambang Jaya, S.T., M.T.	Budi Hadi, S.T., M.T.
2.				
3.				

Balikpapan,   20

Approved by,   Arranged by,

Study Program Coordinator ….   Academic Administrative Staff

(   )   (   )

NIP/NIPH.   NIP/NIPH.

Form. KP-014

APPLICATION FORM FOR KP COVER LETTER

Study Program   :

Department   :

Semester   : Odd / Even

Academic Year of   : 20….. / 20…..

NO	STUDENT NAME / NIM	KP PARTNER	KP PERIOD	RECEIVED MARK
1.	Bagus Kurniawan (05121014) Asful Hariyadi (05121015)	PT. Pupuk Kaltim	June 12 – August 16, 2017	√
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.	Etc ………………….			

Form. KP-015

THE SCHEDULE OF PRACTICAL TRAINING RESULT SEMINAR

ODD/EVEN PERIOD OF THE YEAR 20xx/20yy

Study Program   :

Department   :

No	Student (NIM)	Practical Training Title (Specific Task)	Advisor	Field Supervisor	Date, Place, and Time

Balikpapan,   20

Approved by,   Arranged by,

Study Program Coordinator   ……….   Academic Administrative Staff

(   )   (   )

NIP/NIPH.   NIP/NIPH.

Format for KP Proposal Application Letter :

Number   :

Attachment   : 1 (one) set of proposal

Subject   : Application for Practical Training

To.   : Head of [**KP Partner's Name**]

One of the educational programs in the Study Program [**Study Program Name**] Major [**Name of Major**] of Institut Teknologi Kalimantan (ITK) is Practical Training for students. The Practical Training is carried out in a company or institution as a practice in developing student knowledge and skills.

We kindly request that [**2 (two) or 1 (one)**] of our students who are currently in undergraduate program can be given a chance, namely :

No	Name/NIM	Study Program
1.		
2.		

to carry out Practical Training in [**KP Partner's Name**] for [**Duration of KP**] months. Starting effectively from [**Date of starting**] to [**Date of finishing**].

We thank you for your attention and cooperation.

Acknowledged by,

Head of Department ………………..   Program Study Coordinator ,

Umi Sholikah, S.Si., M.Si   [**Coordinator's Name**]
NIP. 197104251994122001   NIP/NIPH.

Format for KP Application Letter : [letter of response when student's KP proposal is granted]

Number   :

Subject   : Practical Training

To   : The Head of [**KP Partner's Name**]

(make proper adjustments based on the previous letter)

With reference to your letter No : [**the number of response letter of the student KP proposal**] dated [**date of the letter**] with the same subject, we hereby express our gratitude for the practical training opportunity given to [**2 (two) or 1 (one)**] of our students, namely :

No	Name/NIM	Study Program
1.		
2.		

who will conduct the Practical Training in [**KP Partner's Name**] for [**Duration of KP**] months. Starting effectively from [**Date of starting**] to [**Date of finishing**].

With this we also ask you to provide the necessary guidance, so that the objectives of this practical training can be achieved as well as possible.

We thank you for your attention and cooperation.

Head of … Department

Study   Program
Coordinator also
gives initial here

Umi Sholikah, S.Si., M.Si.
NIP. 197104251994122001

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Format for KP Partner's Response Letter

Number   : …

Subject   : Practical Training

Attachment : …

To   : Head of … Department of Institut Teknologi Kalimantan

              (make proper adjustments based on the previous letter)

Dear Mr./Mrs.,

Following up your letter with the subject of **Practical Training Application** No : [**the number of KP proposal application letter**] dated [**date of the letter**] to:

No	Name/NIM	Study Program
1.		
2.		

We hereby inform you that we [**KP Partner's Name**] [**accept / refuse**] the student/s to finish the Practical Training course (KP) for [**Duration of KP**] months. Starting effectively from [**Date of starting**] to [**Date of finishing**].

And all costs that arise in the implementation of this Practical Training Activity [**to become / not become**] the responsibility of the KP partner.

Thus, we made this notification letter, we thank you for your trust.

Manager [**KP Partner's Name**]

Andrivo Maulana, S.T.

KP Partner Approval Form for Publication of Practical Training Report

---

As KP Partner [**Name of KP Partner**], I, who signed the letter below :

Name   : [**Name of the Field Supervisor or KP Partner's official**]

Position   :

KP Partner's Name   :

For the sake of scientific development, agreed to give the Institut Teknologi Kalimantan approval to publish the practical training report for the Institut Teknologi Kalimantan KP participant entitled:

………………..[The Title of Practical Training in Bold] ………………….

along with existing devices (if needed). With the approval of the publication of this practical training report, Institut Teknologi Kalimantan has the right to store, transfer, manage in the form of a database, maintain, and publish through YouTube channels or other media as long as the KP Partner's name is still listed as the copyright owner.

Thus the statement in this letter is made in truth.

Balikpapan, [month] [date] [year]

[signature]

[Name of Field Supervisor's Superior or KP Partner's Official]

Appendix 2: KP Assessment Rubrics

Rubrics for KP Report

Assessment Criteria	Fair (51-70)	Good (71-80)	Excellent (81-100)
KP Report presents the process of KP that has been done (25%)			
KP Partner company overview (10%)	There is no explanation about the company profile which includes business processes and company divisions.	There is an explanation of the company profile which includes business processes and company divisions.	There is an explanation of the company profile which includes business processes, company divisions, and other information.
The tasks of the KP Participants during KP are well explained and relevant to the study program (15%).	Student tasks are not explained clearly and well.	Student tasks are explained well but there are still things that are not clear.	Student tasks are explained clearly and well.
KP Report's Content (50%)			
Introduction/ background and formulation of problem are written clearly (5%)	The background does not explain the purpose of the KP and the reasons why the topic was chosen.	The background explains the KP's objectives and the reasons why the topic was chosen quite well.	The background explains the purpose of the KP and the reasons why the topic was chosen very well and supported by a journal.
Problems were analyzed using a strong theoretical basis and supporting evidence (20%)	The theory / supporting evidence used is not suitable with the problem discussed.	The theory / supporting evidence used is less suitable with the problems discussed.	The theory / supporting evidence used is suitable with the problem discussed.
Conclusions are formulated based on the analysis results (15%)	The conclusions formulated are not based on the results of the analysis.	The conclusions formulated are less in accordance with the results.	Conclusions are correctly formulated based on the results of the analysis.
The recommendations made include recommendations related to the problems analyzed and recommendations for KP Partners (if any) (10%)	Recommendations are not in accordance with the results of analysis and reflection.	The recommendations / solutions given are based on the results of the analysis/reflection but are not quite right.	The recommendations / solutions given are made based on the results of analysis and reflection correctly.
KP Report is well-organized and well written (25%)			

Follow KP Report guidelines (10%)	The report is written not in accordance with the guidelines.	The report is written less in accordance with the guidelines.	The report is written in accordance with the guidelines.
Words and sentences correctly written (5%)	There are still many mistakes in spelling.	There are less mistakes in spelling.	There are little to no mistakes in spelling.
Standard and scientific language (5%)	Do not use standard Indonesian and use citations / reference lists according to the correct convention.	Using standard Indonesian but the use of citations / reference lists is not according to the correct convention.	Use standard Indonesian and use citations / reference lists according to the correct convention.
Reference List (5%)	The reference list is inadequate for the following reasons: 1. Incomplete or contains uncited sources. 2. Less detailed references to find the source again. 3. Incorrect and inconsistent format. 4. Reference rejected.	The reference list is complete and generally follows the format guidelines but there are a few errors.	Complete reference list and according to the format.

Rubric for Poster

Assessment Criteria	Fair (51-70)	Good (71-80)	Excellent (81-100)
Content of Poster (60%)			
Text (15%)	The content of the text is too long, lack of information, unclear legibility.	The content of the text is quite short, full of info, but not clearly legible.	The contents of the text are short, full of info, clearly legible.
Sunstance of poster content (30%)	The contents of the poster do not match KP report's contents.	The contents are less suitable with KP report's contents.	The contents of the poster match KP report's contents.
Message Delivery (25%)	The message cannot be captured by the reader.	Messages are quite easy for readers to catch.	Messages are very easy to catch.
Poster Design (40%)			
The quality of poster design (15%)	The design used is unattractive and uses a template that is difficult to understand.	The design used is quite attractive but there are still templates that are difficult to understand.	The design used is very attractive and the template used is easy to understand.
Selection of colors and constituent elements (10%)	Color, size of the constituent elements, center of attention do not indicate a good design.	The colors are attractive, the size of the constituent elements is proportional, but the message to be conveyed is not the center of attention.	Attractive colors, proportionate size of the constituent elements, the message to be conveyed becomes the center of attention.
Picture (15%)	The image is unattractive, has no meaning, and is not original.	Images are quite interesting, quite meaningful, and quite original.	Attractive images, meaningful, and original.

Appendix 3: KP Proposal Template (Adjusted to Each Study Program)

TABLE OF CONTENT

[spacing : 2x space 1,5;
font size 12]

APPROVAL SHEET

PROPOSAL OF PRACTICAL TRAINING
[KP PARTNER INSTITUTION NAME]
PERIOD OF [BULAN PERIODE KP] [YEAR]

ARRANGED BY
[STUDENT I]   [NIM]
[STUDENT II]   [NIM]

HAS BEEN APPROVED BY

COORDINATOR [NAME   ADVISOR
 OF STUDY PROGRAM]

[NAME]   [NAME]
NIP/NIPH   NIP/NIPH

CHAPTER 3
DESCRIPTION OF INSTITUT TEKNOLOGI KALIMANTAN (ITK)
[spacing : 2 x space 1,5; font size 12]

3.1. General Condition

Institut Teknologi Kalimantan (shortened ITK) is a new state higher education (PTNB) which was established in 2012 and ratified with Presidential Decree no. 125 Year of 2014. Through the Presidential Decree dated October 6, 2014 it is stated that ITK provides academic and vocational education in a certain number of science and/or technology clusters and if it fulfills the requirements it can provide professional education. ITK has a campus located in Karang Joang, Balikpapan, East Kalimantan. The East Kalimantan Provincial Government supports the establishment of ITK by providing 300 hectares of land. ITK was established as an effort and a form of equal distribution of higher education in the fields of science and engineering in areas outside Java. ITK is intended to meet the needs of higher education in science and engineering in eastern Indonesia.

Institut Teknologi Kalimantan is a state university under the guidance of the Directorate General of Higher Education of the Ministry of Research, Technology and Higher Education which since 2020 has returned to the Ministry of Education and Culture. The only State Institute of Technology in Kalimantan is located in the city of Balikpapan, East Kalimantan Province. The main tasks and functions as well as the organizational structure of Institut Teknologi Kalimantan are stated in the Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 40 of 2015 on the Organization and Governance of Institut Teknologi Kalimantan. The main task of the Kalimantan Institute of Technology is to organize academic education and vocational education in a number of science fields and technology and if they meet the requirements they can organize professional education.

ITK as a new technical institute in Balikpapan City has become one of the most popular universities for prospective students from various regions. With a ratio of the number of students accepted and the number of applicants reaching 1: 8, ITK is a destination campus not only for prospective students in Kalimantan, but also for students from Sulawesi, Java, Bali and Sumatra. A large number of enthusiastic students who applied is one of the supporting

factors to increase students capacity and to open new study programs in ITK. Currently, there are 14 study programs out of 27 planned study programs.

As a developing PTNB, ITK continues to have a simple organizational structure. At the leadership level there is a Rector who is assisted by 2 (two) vice-rectors, namely the Vice-Rector for academic affair and the Vice-Rector for non-academic affair. In addition, at the lower level, one Head of Division is assisted, but there is no Head of Bureau yet. In addition to the rectorate, there is an ITK Senate. The explanation of the organizational structure is described as shown in Figure 3.1.

ITK has 5 (five) departments, each of which is led by a Head of Department. Each Department oversees several study programs. Other units as additional organization are the Institute for Research and Community Service (LPPM), Internal Supervisory Unit (SPI), Quality Assurance Unit (PJM), Language Unit, UPT ICT, UPT Library, Institute for Academic and Student Development.
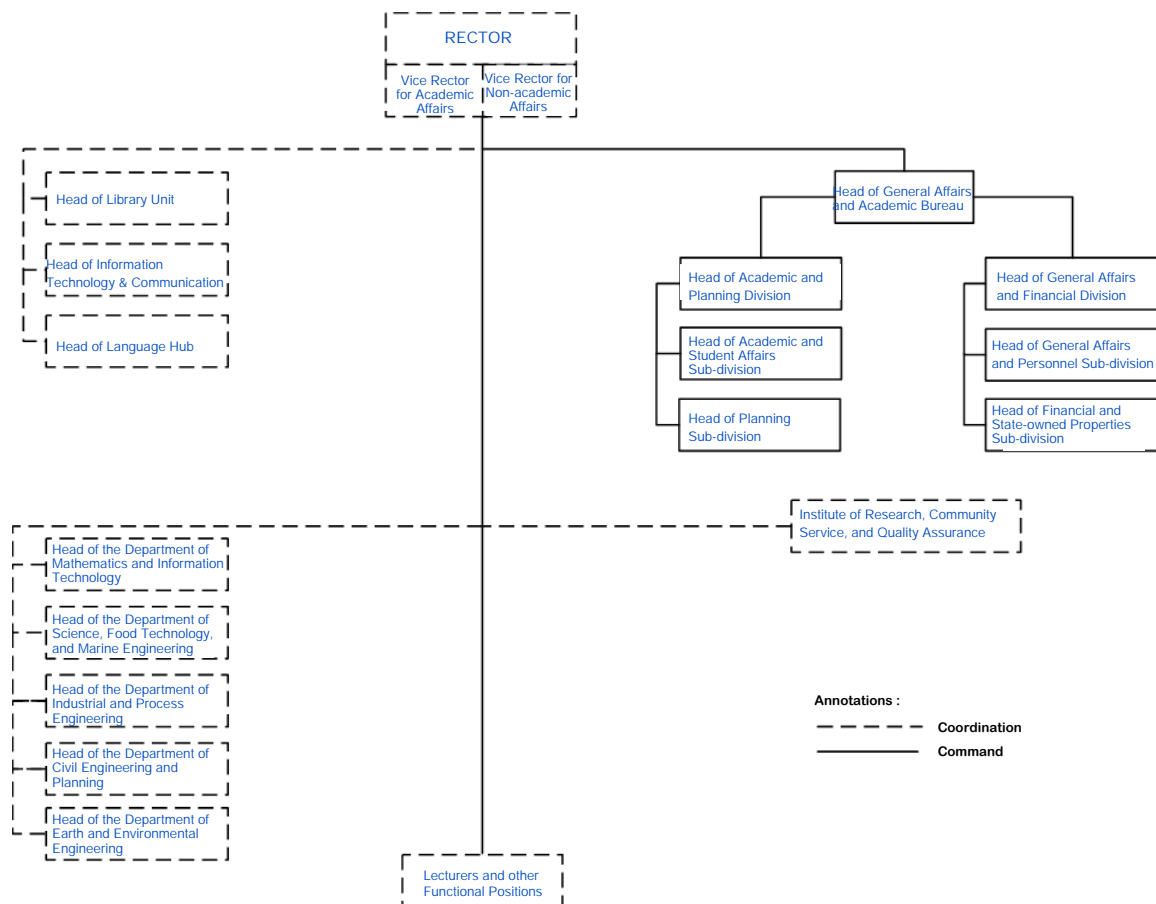
Picture 3.1 Organizational Structure of ITK [spacing 1,0; font 12 and must add *"add space after paragraph"*]

[spacing : 1 x space 1,5; font size 12]

3.2. Educational Field

Institut Teknologi Kalimantan in providing higher education has the task of preparing students to become members of the community who have academic and vocational abilities, and are obliged to play a role in the application, development and creation of science, technology and the arts, as well as strive for their use to improve people's lives and enrich national culture. As for the basis for organizing activities that become a reference for planning, implementing and developing programs, as well as organizing functional activities in accordance with the objectives of Institut Teknologi Kalimantan, and for this reason, the Strategic Plan of Institut Teknologi Kalimantan is drawn up.

Institut Teknologi Kalimantan is a university that focuses on technology to support the needs of the industrial world. Through various educational programs at ITK, it is hoped that it will increase the knowledge and skills of human resources (students who study at ITK) which will have an impact on increasing mastery of technology and increasing capital productivity. Furthermore, the increase in capital productivity is able to give rise to new industries, thereby increasing the number of existing industries in Kalimantan.

Institut Teknologi Kalimantan started the lecturing activities in 2012. In that year, ITK accepted the first batch of 100 students and distributed them to 5 ITK initial study programs, namely: Electrical Engineering, Mechanical Engineering, Naval Engineering, Chemical Engineering and Civil Engineering. The enrollment for ITK students was through the ITK Entrance Selection (SMITeK) which is the result of a collaboration between Institut Technologi Sepuluh November (ITS) Surabaya and the Provincial Government of Kalimantan Timur, through the Kaltim Cemerlang scholarship. In 2013, ITK held SMITeK by opening a national independent enrollment for prospective students from outside Kalimantan Timur. In addition, five new study programs were also opened, namely the study programs of Materials and Metallurgy Engineering, Physics, Mathematics, Information Systems, and Urban and Regional Planning. SMITek in 2014 was held through 2 ways, namely the Local Selection with Scholarships for the Kalimantan Timur Provincial Government and the Joint Selection for State Universities Admission (SBMPTN). This year also ITK was inaugurated as a PTN by President Susilo Bambang Yudhoyono. From 2012 to 2014, ITK had a total of 263 students who carried out academic activities and lectures at the ITS Surabaya campus. In 2015, academic activities and the lecturing were moved to ITK Karang Joang Campus, Balikpapan. Up to now, there are 3,137 active ITK students from 14 study programs. This number includes students in the newly opened study programs, namely Industrial Engineering, Environmental

Engineering and Informatics in 2017 and Marine Engineering in 2018. It is predicted that there will be 1,220 new students in 2020 from 14 study programs, either through the SNMPTN, SBMPTN or Independent Pathways. ITK enthusiasts from year to year have also experienced a fairly good increase in line with promotions carried out in the form of campus introductions as well as ITK activities and achievements, both through print and electronic media. The list of departments and study programs in ITK is as follows:

A. Department of Mathematics & Information Technology

    1. Mathematics

    2. Information System

    3. Informatics

B. Department of Science, Food & Maritime Technology

    1. Physics

    2. Naval Engineering

    3. Marine Engineering

C. Department of Earth & Environmental Sciences

    1. Materials & Metallurgical Engineering

    2. Environmental Engineering

D. Department of Industrial Engineering & Process

    1. Mechanical Engineering

    2. Electrical Engineering

    3. Chemical Engineering

    4. Industrial Engineering

E. Department of Civil Engineering & Planning

    1. Civil Engineering

    2. Urban & Regional Planning

<div align="center">[spacing : 1 x space 1,5; font size 12]</div>

Appendix 4: KP Report Template

PT. PUPUK KALTIM

KP Partner's Company Name

The color of this box should be adjusted to the color of the Department

itk
Institut
Teknologi
Kalimantan

PERFORMANCE ANALYSIS OF COMPRESSOR G-332 A
ON SYN GAS COMPRESSOR UNIT AMMONIA PLANT
KALTIM - 5

Specific Task Title

Bagus Kurniawan
NIM. 05121014

Asful Hariyadi
NIM. 05121015

Name of Advisor

Name of Field Supervisor

Bangkit Gotama, S.T., M.T.
Advisor

Ir. Nugraha Budi Irianto
Supervisor Engineer

Program Studi Teknik Kimia
Jurusan Teknologi Industri dan Proses
Institut Teknologi Kalimantan
Balikpapan

2017

APPROVAL SHEET

PRACTICAL TRAINING REPORT
[UNIT NAME/DEPARTMENT] [KP PARTNER'S COMPANY NAME]
PERIOD OF [KP PERIOD MONTH] [YEAR]

ARRANGED BY

[STUDENT I]	[NIM]
[STUDENT II]	[NIM]

HAS BEEN EXAMINED AND APPROVED BY

COORDINATOR [STUDY PROGRAM NAME]	ADVISOR
[NAME]	[NAME]
NIP/NIPH	NIP/NIPH

APPROVAL SHEET

PRACTICAL TRAINING REPORT
[UNIT NAME/DEPARTMENT] [KP PARTNER'S NAME]
PERIOD OF [KP PERIOD MONTH] [YEAR]

KP PARTNER LOGO

ARRANGED BY

[STUDENT I]   **[NIM]**
[STUDENT II]   **[NIM]**

HAS BEEN EXAMINED AND APPROVED BY

HEAD OF DEPARTMENT   **ADVISOR**
/DIVISION/UNIT/SECTION/
DIRECT SUPERVISOR
[KP PARTNER COMPANY
NAME] <Company Stamp>

[NAME]   **[NAME]**

ACKNOWLEDGMENT

Praise be to God Almighty for His blessings and grace so that we can complete the practical training report entitled :

"[Practical Training Report in PT xxxxxx]"

This practical training report is one of the requirements that must be taken to complete the Undergraduate Program in the Study Program [Name of Study Program], Department of [Department Name], Institut Teknologi Kalimantan (ITK) Balikpapan. Therefore, we express our deepest gratitude to:

1. Mr./Mrs. [Name of Advisor] as the Advisor.

2. Mr./Mrs. [Name of Supervisor] as the Field Supervisor.

3. Mr./Mrs. [Name of Dept. Head] as the Head of [Dept. Name] of ITK.

4. Mr./Mrs. [Name of Study Program Coordinator] as the Coordinator of Study Program [Name of Study Program] Dept. [Name of Dept.] of ITK.

5. Mr./Mrs. [Name of Supervisor] as the [Head of Human Resource Section of PT xxxx, name of Field Supervisor's Superior].

6. And all parties involved in the preparation of this final report.

We realize that the preparation of this practical training report is still far from perfect, therefore we expect all constructive criticism and suggestions. Hopefully this practical work can be useful for all of us. Thank you for your attention.

Balikpapan, January 2020

Writer

[TITLE OF SPECIFIC TASK WITH CAPITAL LETTERS IN INDONESIAN]

[spacing : 3 x space 1,0; font size 12]

Student's Name	: [Name of student]
NIM	: [NIM]
KP Partner's Name	: [Name of KP Partner]
Advisor	: [Name of Advisor]
Field Supervisor	: [Nama of Field Supervisor]

[spacing : 2 x space 1,0; font size 12]

ABSTRACT

[spacing : 2 x space 1,0; font size 12]

Abstract is an overview of practical training activities that contains the background, specific tasks and methods of completing tasks, and results. This is made to make it easier for readers to quickly understand the contents of the Practical Training activities. The maximum number of pages in the abstract is 1 page. Abstract is written in one paragraph, typed with Times New Roman font size 12 with single spacing (line spacing = single). The abstract is written in Indonesian. Any use of a foreign language must be in italic. Writing format must refer to this.

[spacing : 3 x space 1,0; font size 12]

Keywords   :
keyword 1, keyword 2, keyword 3, keyword 4 and keyword 5 [keywords are 5 at maximum, one keyword can consist of more than one word]

TABLE OF CONTENT

[spacing : 2 x space
1,5; font size 12]

Appendix (Weekly Log Sheet, Pictures of KP Activities, Attendance Sheet, etc)

LIST OF PICTURES

[spacing : 2 x space 1,5; font size 12]

LIST OF TABLES

[spacing : 2 x space
1,5; font size 12]

LIST OF NOTATIONS

[spacing : 2 x space 1,5; font size 12]

Notation	Notes	Units
x	Flow rate	m/s
y	Acceleration	m/s^2
z	Power	watt
	And so on	

CHAPTER 1

INTRODUCTION

[spacing : 2 x space 1,5; font size 12]

1.1 Background

Description of things behind the implementation of practical training (KP) in KP partner and the importance of implementing KP.

[spacing : 1 x space 1,5; font size 12]

1.2 General Objectives

Description of general objectives of practical training implementation. **The objectives are explained in *points*.**

1. Objective A
2. Objective B
3. Etc

[spacing : 1 x space 1,5; font size 12]

1.3 Specific Objectives

Description of specific objectives of practical training implementation. **The objectives are explained in points.**

1. Objective A
2. Objective B
3. Etc

[spacing : 1 x space 1,5; font size 12]

1.4 Benefits of Practical Training

Descriptions of the benefits of practical training implementation. **The benefits are explained in *points*.**

1. Benefit A
2. Benefit B
3. Etc

[spacing : 1 x space 1,5; font size 12]

CHAPTER 2

GENERAL OVERVIEW [KP PARTNER]

[spacing : 2 x space 1,5; font size 12]

2.1. Description A

Description A is a description of a certain unit or section in the organization or unit of process in the KP Partner's company. For instance, the identity, history, organizational structure, and office or factory location of KP Partner. Here is the example of the table :

Table 2.1 Table of direction board of PT Asam Tambang*) Example of Table with the format "*Capitalize Each Word*" [table content : font 12 and space 1,0]

Table of journal format (without vertical axis)

Name	Position	Grade
Rujito	President Director	A1
Bambang S	Operational Director	A2
Paul L	Financial Director	A2
Asmono	General and HR Director	A2
Robert K	Company Secretary	A3

*) PT Asam Tambang, 2010 [how to make citation for table data source, if any]

[spacing : 1 x space 1,5; font size 12 and *"add space before paragraph"*]

2.2. Description B

Description B is a description of a certain unit or section in the organization or unit of process in the KP Partner's company. For instance, the identity, history, organizational structure, and office or factory location of KP Partner. Here is the example of the picture : [must add *"add space after paragraph"*]

There has to be no frame/border/box in the picture

Picture 2.1 Organizational Structure of PT XXX [space 1,0; font 12 and must add *"add space after paragraph"*]

[spacing : 1 x space 1,5; font size 12]

CHAPTER 3

DESCRIPTION OF UNIT A/B IN [KP PARTNER]

[spacing : 2 x space 1,5; font size 12]

3.1. Description of Section Unit I

Description of Section Unit I is a more detailed description or explanation on the unit description in the previous chapter. For example, the process unit related to the field or type of business in KP Partner, like the production process, the process of providing services, administrative process and others.

[spacing : 1 x space 1,5; font size 12]

3.2. Description of Section Unit II

Description of Section Unit II is a more detailed description or explanation on the unit description in the previous chapter. For example, the process unit related to the field or type of business in KP Partner, like the production process, the process of providing services, administrative process and others.

[spacing : 1 x space 1,5; font size 12]

CHAPTER 4

SPECIFIC TASK

[spacing : 2 x space 1,5; font size 12]

4.1. Introduction

Description of an overview of the specific task, such as the Background of the Problem, Formulation of Problems, Objectives, and benefits of specific task.

[spacing : 1 x space 1,5; font size 12]

4.2. Literature Review

Description of the literature review that supports the specific task completion.

[spacing : 1 x space 1,5; font size 12]

4.3. Methodology

Description of methodology of specific task completion.

[spacing : 1 x space 1,5; font size 12]

4.4. Findings and Discussion

Description of the findings and discussion of the specific task.

[spacing : 1 x space 1,5; font size 12]

4.5. Conclusion and Suggestion of the Specific Task

Description of conclusion and suggestion of the specific task. Presented in points.

Conclusion

    1. Conclusion A

    2. Conclusion B

[spacing : 1 x space 1,5; font size 12]

Suggestion

    1. Suggestion A

    2. Suggestion B

[spacing : 1 x space 1,5; font size 12]

4.6. References

Aisyah, Y. (2010), "Identifikasi Sifat Fisiko-Kimia Komponen Penyusun Minyak Nilam", *Jurnal Hasil Penelitian Industri*, Vol. 23, No. 2, page 79-87.
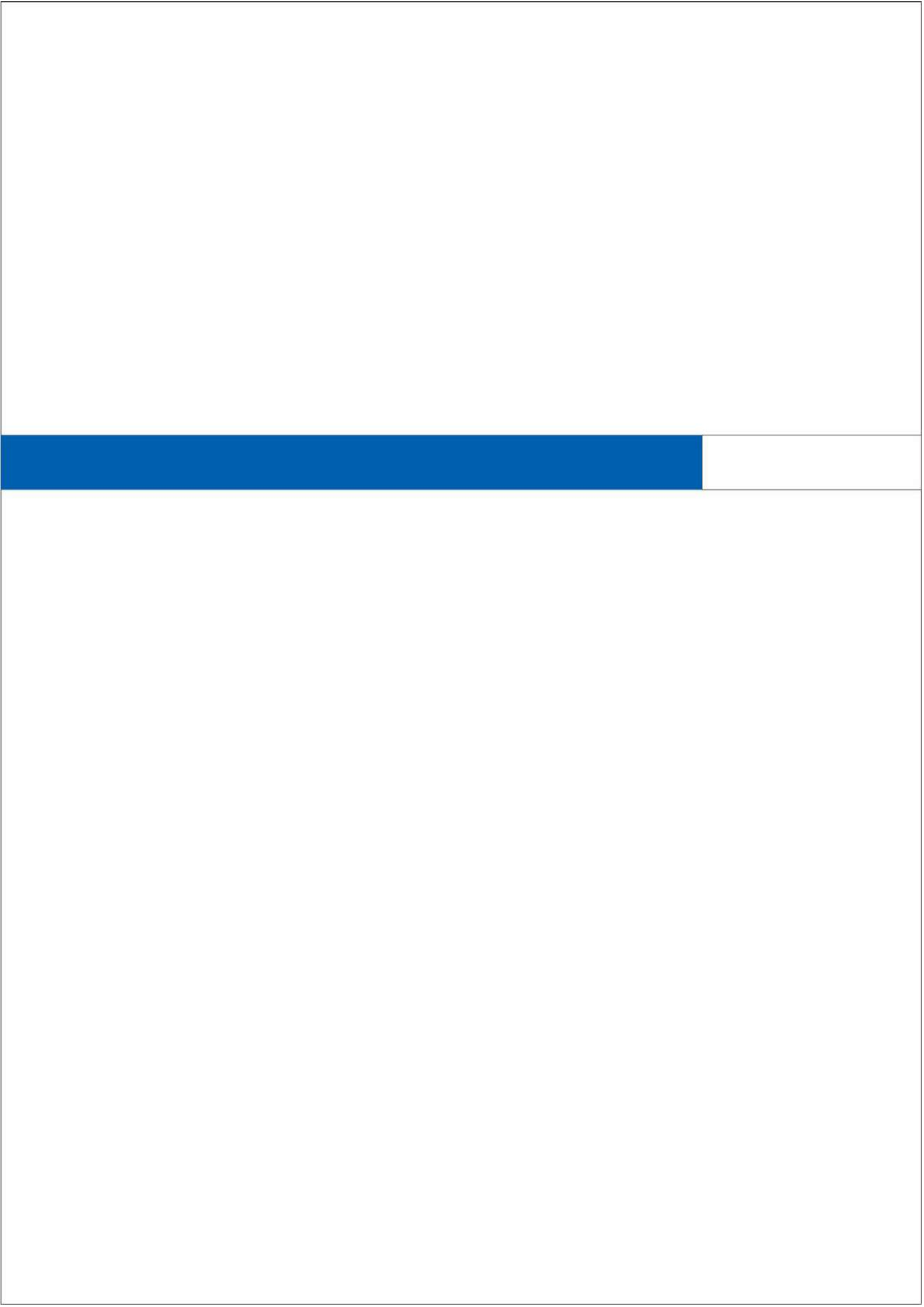
Akrap, M., Kuzmanic, N., and Kardum, J.P. (2010), "Effect of Mixing on The Crystal Size Distribution of Borax Decahydrate in A Batch Cooling Crystallizer", *Journal of Crystal Growth*, Vol. 312, No. 24, page 3.603-3.608.

And so on

APPENDIX

FIELD DATA

Table A.1 Observations on the well B-1

Method	Yield	Recovery	Loss
A	16%	17%	0,011%
B	98%	44%	98%

Laporan Kerja Praktik PT. Pupuk Kaltim - Bagus Kurniawan (05121014) - Asful Hariyadi (05121015)

1. The picture on the side is the Back of the Book Design with the thickness of the KP Report Book ± 12 mm.

2. If the thickness of the KP Report Book is more or less than 12 mm, then the size of the ITK Font and Logo can be adjusted to the width of the book spine.

The color of this box is adjusted to the color of the Department

The book spine of KP Report

Sticker of KP Report CD

KP Partner's Name

Name of
Advisor
&
Field
Supervisor

Specific Task Title

The color of this
box is adjusted
to the color of
the Department

PRACTICAL TRAINING

PT PUPUK KALTIM

Performance Analysis of Compressor G-332 A
On Syn Gas Compressor Unit
Ammonia Plant Kaltim - 5

Advisors
Bangkit Gotama, S.T., M.T.
Ir. Nugraha Budi Irianto

Writers
Bagus Kurniawan - 05121014
Asful Hariyadi - 05121015

Program Studi Teknik Kimia
Jurusan Teknologi Industri dan Proses
Institut Teknologi Kalimantan
Balikpapan

2017

Appendix 5: KP Poster Template

Analysis of Types of Cast Sand on the Quality of Casting Products in Unit X at PT XXX

ITK Logo

KP Partner's Logo

elnusa

Gilang Ramadhan, Iqbal ramadhan, dan Andromeda Dwi Laksono
Program Studi Teknik Material dan Metalurgi, Jurusan Ilmu Kebumian dan Lingkungan, Institut teknologi Kalimantan

Name of Participants

Specific Task Title

Name of Field Supervisor

Study program, dept. and inst.'s name

Name of Advisor

Introduction

Metal casting techniques have been applied around 4,000 BC, which started with making jewelry from gold or silver by forging processes and making weapons by forging copper. Then, the copper was melted to make bronze for the first time in Mesopotamia around 3,000 BC. As time goes by and science and technology develops, the methods used for metal casting techniques are also increasing (Surdia, 2013).

Sand casting is a metal casting method using a mold in the form of sand that has been given a binder. There are some advantages of using sand molds, namely the ability to make cast products of various sizes, its suitability for mass production, and easier application. However, there are also some disadvantages. For products that are made as special requests from consumers, it takes longer time, costs a lot for the number of units of goods, and requires more volume of liquid metal than the actual volume of the object. This results in the imprecise shapes and a lot of waste of the remaining products.

Methodology

This test was conducted to determine the percentage of ash content and the rate of evaporation of molding sand. This is used to determine the amount of binder or moisture in the sand (Woods, 2018). The test was performed in accordance with American Foundry Society AFS 5100-00-S procedures. Good sand molding cannot occur if there is no moisture in the sand because the moisture in the sand mold will evaporate when the liquid metal enters the mold. When the liquid metal enters the mold, the sand will take water vapor (Binoniemi, 2015).

Findings and Discussions

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXX.

Picture 1. An example of Analysis Result in the form of a bar chart

Picture 2. An example of Product

Table 1. An example of a table layout and the writing of the table title and number

Variasi Rasio Penggunaan Pasir Baru dengan Pasir Bekas	Jumlah Biaya Pengeluaran Pasir
100% Baru	Rp 2640
70:30	Rp 2372
50:50	Rp 2200
30:70	Rp 2024

Conclusions

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

References

Aisyah, Y. (2010), "Identifikasi Sifat Fisiko-Kimia Komponen Penyusun Minyak Nilam", Jurnal Hasil Penelitian Industri, Vol. 23, No. 2, hal. 79-87.

Akrap, M., Kuzmanic, N., dan Kardum, J.P. (2010), "Effect of Mixing on The Crystal Size Distribution of Borax Decahydrate in A Batch Cooling Crystallizer", Journal of Crystal Growth, Vol. 312, No. 24, hal. 3.603-3.608.

Dan seterusnya

Appendix 6: Google Form Example for Assessment and Attendance

1. Online Form. Poster Assessment and Attendance for Audience of KP
   Result Seminar. Click the link for an example.

shorturl.at/ehmGY

KP Result Seminar Attendance Form

Isilah kolom di bawah ini. Audience merupakan civitas akademika internal ITK. Maka dari itu, Audience diwajibkan login akun email ITK terlebih dahulu sebelum mengiri form.

Your email address (andromeda@lecturer.itk.ac.id) will be recorded when you submit this form. Not you? Switch account

* Required

Full Name *

Your answer

NIM/NIP *

Your answer

Presenter's Name *

Your answer

The title of Specific Task *

Your answer

Summary of KP Result Seminar

Poster Content's Score (60%)*

Rubrik Poster			
Kriteria penilaian	**Cukup (51-70)**	**Baik (71-80)**	**Sangat Baik (81-100)**
Konten Poster (60%)			
Teks (15%)	Isi teks terlalu panjang, miskin informasi, tidak jelas keterbacaannya.	Isi teks cukup singkat, padat akan informasi, namun kurang jelas keterbacaannya.	Isi teks singkat, padat akan informasi, jelas keterbacaannya.
Substansi isi poster (30%)	Isi poster tidak sesuai dengan isi laporan KP.	Isi poster kurang sesuai dengan isi laporan KP.	Isi poster sesuai dengan isi laporan KP
Ketersampaian Pesan (25%)	Pesan tidak dapat ditangkap pembaca.	Pesan cukup mudah ditangkap pembaca.	Pesan sangat mudah ditangkap pembaca.

Your answer

Poster Design's Score (40%) *

Rubrik Poster			
Kriteria penilaian	**Cukup (51-70)**	**Baik (71-80)**	**Sangat Baik (81-100)**
Desain Poster (40%)			
Kualitas desain poster (15%)	Desain yang digunakan tidak menarik dan menggunakan template yang sulit dipahami.	Desain yang digunakan cukup menarik namun masih ada template yang sulit dipahami.	Desain yang digunakan sangat menarik dan template yang digunakan mudah dipahami.
Pemilihan warna dan elemen penyusunnya (10%)	Warna, ukuran elemen penyusun, pusat perhatian tidak menunjukkan desain yang baik.	Warna menarik, ukuran elemen penyusun proporsional, namun pesan yang ingin disampaikan kurang menjadi pusat perhatian.	Warna menarik, ukuran elemen penyusun proporsional, pesan yang ingin disampaikan menjadi pusat perhatian.
Gambar (15%)	Gambar tidak menarik, tidak bermakna sebagai penyampai pesan, dan tidak orisinil.	Gambar cukup menarik, bermakna sebagai penyampai pesan, dan cukup orisinil.	Gambar menarik, bermakna sebagai penyampai pesan, dan orisinil.

Your answer

2. Online Form. Special Assessment for Advisor.
   Click the link for the example.

   shorturl.at/hwR06

Assessment Form for Advisor

Isilah kolom di bawah ini berdasarkan Nama dan Prodi. Dosen Pembimbing diwajibkan login akun email ITK terlebih dahulu sebelum mengiri form.

Your email address (andromeda@lecturer.itk.ac.id) will be recorded when you submit this form. Not you? Switch account

* Required

Name with Title *

Your answer

NIP/NIPH *

Your answer

Study Program*

Your answer

Name of KP Participant under guidance *

Your answer

Score of KP Report Presentation (25%) *

Rubrik Laporan KP			
Kriteria Penilaian	Cukup (51-70)	Baik (71-80)	Sangat Baik (81-100)
Laporan KP menyampaikan proses KP yang telah dilaksanakan (25%)			
Gambaran umum perusahaan Mitra KP (10%)	Tidak ada penjelasan tentang profil perusahaan yang meliputi proses bisnis dan divisi perusahaan.	Ada penjelasan tentang profil perusahaan yang meliputi proses bisnis dan divisi perusahaan.	Ada penjelasan tentang profil perusahaan yang meliputi proses bisnis, divisi perusahaan, dan informasi lain tentang perusahaan.
Tugas Peserta KP selama KP dijelaskan dengan baik dan relevan dengan prodi (15%)	Tugas mahasiswa tidak dijelaskan dengan jelas dan baik.	Tugas mahasiswa dijelaskan dengan baik namun masih ada yang kurang jelas.	Tugas mahasiswa dijelaskan dengan jelas dan baik.

Your answer

Score of KP Report Content (50%) *

Rubrik Laporan KP			
Kriteria Penilaian	Cukup (51-70)	Baik (71-80)	Sangat Baik (81-100)
Isi Laporan KP (50%)			
Pendahuluan/latar belakang dan perumusan masalah ditulis secara jelas (5%)	Latar belakang KP kurang menjelaskan tujuan KP dan alasan mengapa topik tersebut dipilih untuk dibahas.	Latar belakang KP menjelaskan tujuan KP dan alasan mengapa topik tersebut dipilih untuk dibahas dengan cukup baik.	Latar belakang KP menjelaskan tujuan KP dan alasan mengapa topik tersebut dipilih untuk dibahas dengan sangat baik dan didukung dengan jurnal.
Masalah dianalisis menggunakan landasan teoritis dan bukti pendukung yang kuat (20%)	Teori / bukti pendukung yang digunakan tidak sesuai dengan masalah yang dibahas.	Teori / bukti pendukung yang digunakan kurang sesuai dengan masalah yang dibahas.	Teori / Bukti pendukung yang digunakan sesuai dengan masalah yang dibahas.
Kesimpulan dirumuskan sesuai dengan hasil analisis (15%)	Kesimpulan dirumuskan tidak sesuai dengan hasil analisis.	Kesimpulan dirumuskan kurang sesuai dengan hasil analisis.	Kesimpulan dirumuskan sesuai dengan hasil analisis dengan tepat.
Rekomendasi yang dibuat memuat rekomendasi terkait masalah yang dianalisis dan rekomendasi untuk Mitra KP (jika ada) (10%)	Rekomendasi tidak sesuai dengan hasil analisis dan refleksi.	Rekomendasi / solusi yang diberikan sudah berdasarkan hasil analisis / refleksi namun kurang tepat.	Rekomendasi/solusi yang diberikan dibuat berdasarkan hasil analisis dan refleksi secara tepat.

Your answer

Appendix 7: Guide to YouTube Live Streaming

Here are the steps to be able to do YouTube Live Streaming:

1. Have a verified YouTube account. For those who have not been verified, you can visit http://www.youtube.com/verify
2. Activate the Live streaming feature on the page https://www.youtube.com/features
3. The Live Streaming feature must be in the Enabled state.
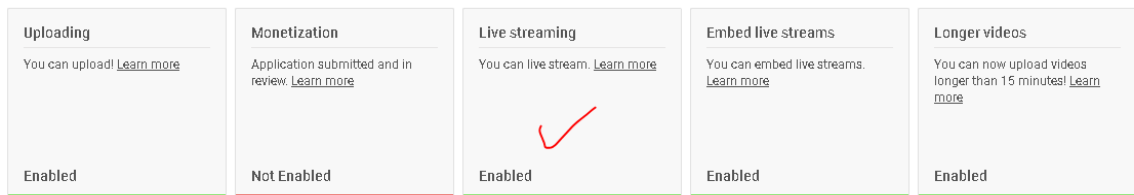
4. Click "Handy Cam with plus sign" then click "Go live" in the upper right corner to set up the live streaming.

5. Then set the Live Streaming schedule. Make sure in the Description column to add the link for **Poster Assessment and Attendance for Audience of KP Result Seminar Online Form**, **Special Assessment for Advisor Online Form,** and **KP Poster (link from Study Program Gdrive)**
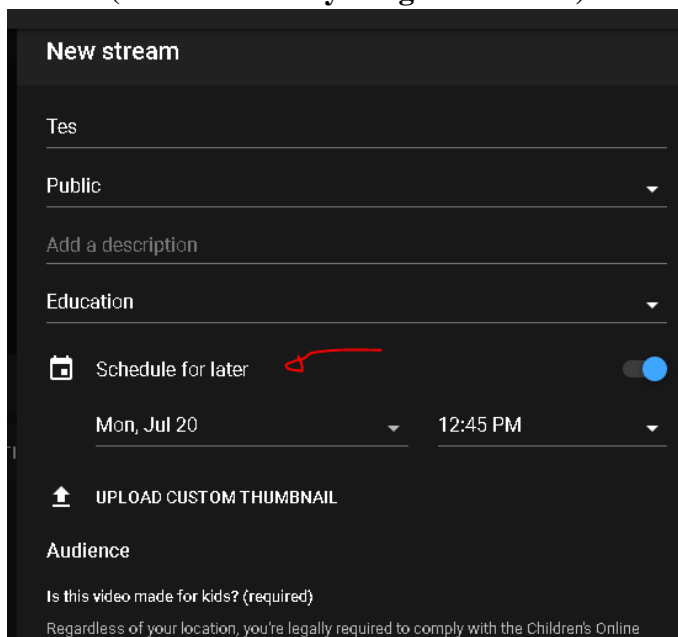
6. Live Streaming can be supported using OBS Studio Software.

Appendix 8: Guide to Mendeley

GUIDE TO USING MENDELEY

Downloading and installing Mendeley

Mendeley software can be downloaded for free via the website:
https://www.mendeley.com/downloads

Picture 1 Mendeley Web View

Then select download and then a dialog box will appear for storing Mendeley files
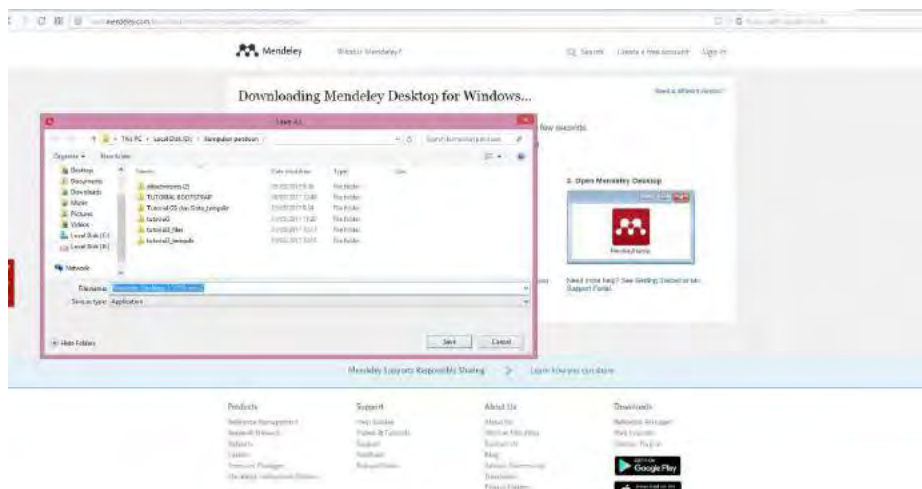
Picture 2 Download Dialog Box View

After downloading the file, install the Mendeley application. Follow the installation steps as follows:

Picture 3 Installation Step 1

Picture 4 Installation Step 2
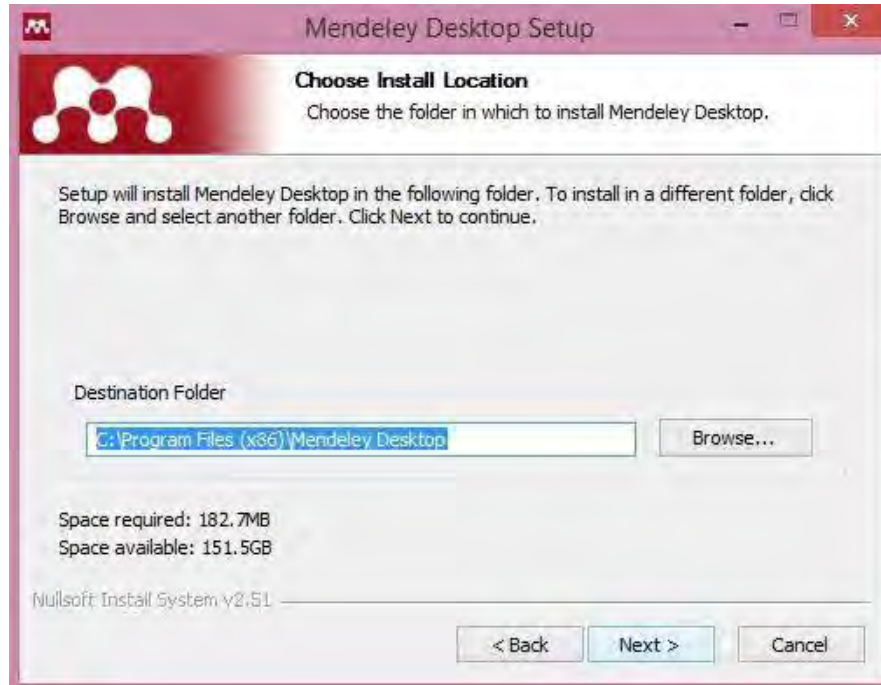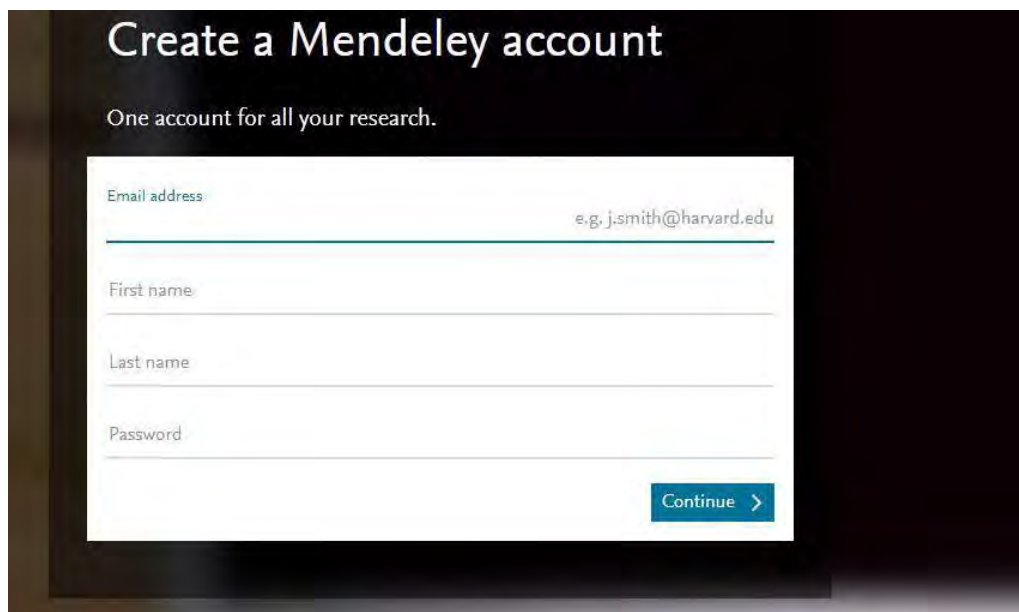
Picture 5 dialog box for installation file

After the installation is complete, before using the Mendeley desktop, the user is required to login using the email that was previously registered. If you have not registered, you should select Register to register your email.

Picture 6 Register page and Mendeley account login

Registering steps are as follows:
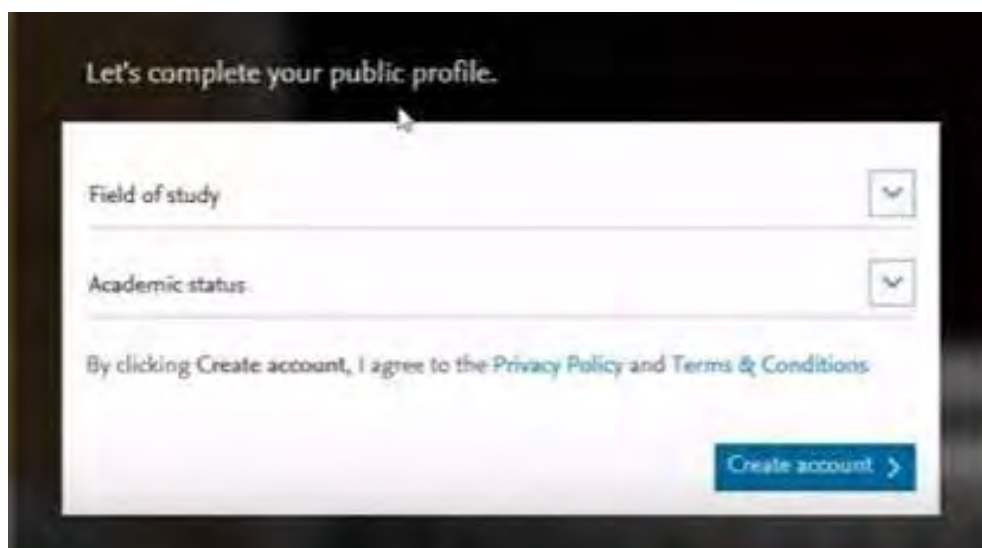
Picture 7 Making a Mendeley Account

1. Enter your active email address
2. Enter your first name
3. Enter your last name
4. Create a password to login to your desktop Mendeley

After everything is filled, select Continue, then this fill in your field of study box appears

Picture 8 Entering Field of Study

1. Choose Field of Study according to your field of study/department of study
2. Choose academic status according to your current status whether you are a lecturer, student, researcher, or librarian.
3. Then click Create account
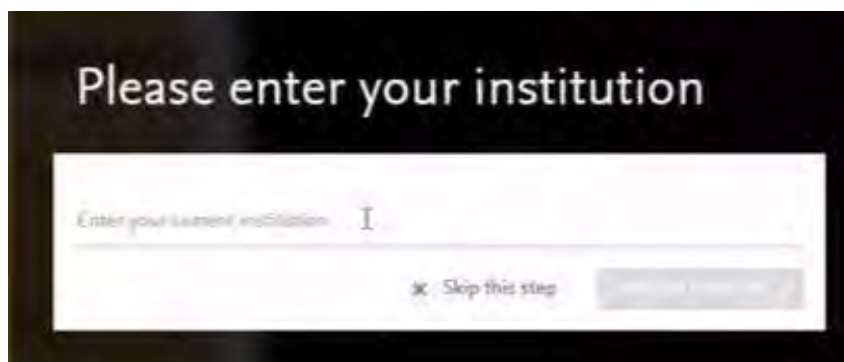
Picture 9 Entering Institution

Then enter the institution where you are now. Then select **save and continue.**

At this point, you have successfully created an account that can be used to log in to the web-based Mendeley and desktop Mendeley that are already installed on your laptop or PC.
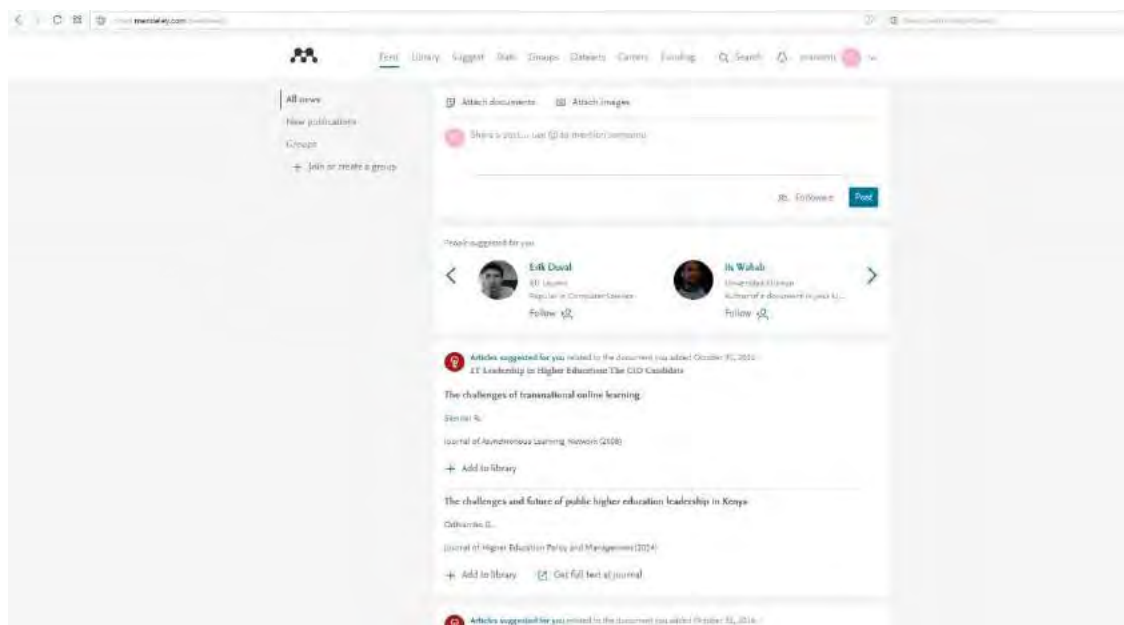
Picture 10 Mendeley Web Referral Management Pages

PERSONAL LIBRARY MANAGEMENT ON DEKSTOP MENDELEY

Open the desktop Mendeley that is already installed on your PC or laptop, enter the email and password that was registered in the registration process in the previous step.

Picture 11 Mendeley Dekstop Login
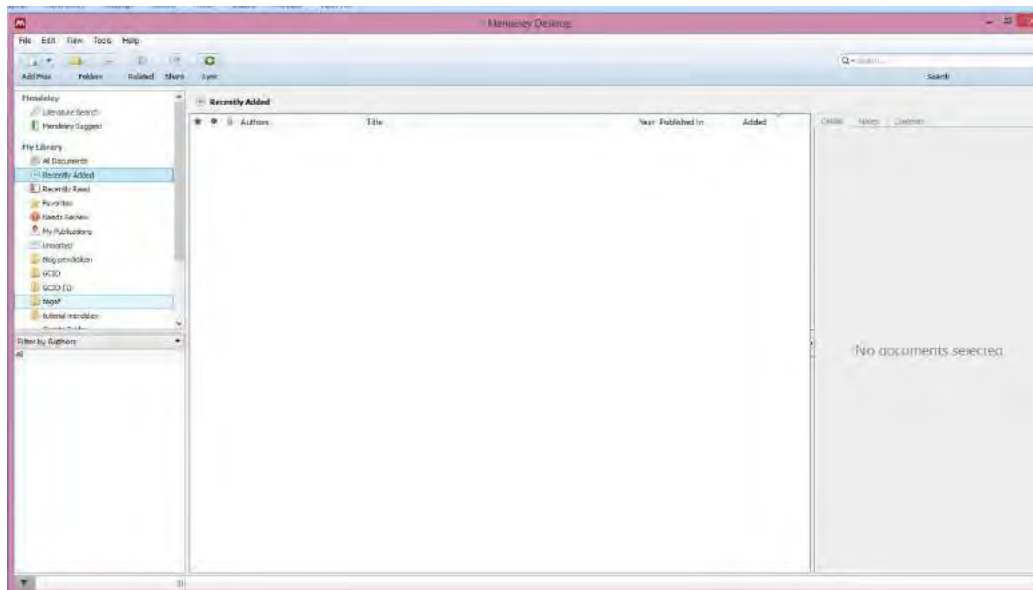
Picture 12 Mendeley Desktop Display After Login

Prior to library management, settings for easier use include **install web importer and install MS Word Plugin.**

Install Web Importer

Web importer is useful for saving search results via a browser.
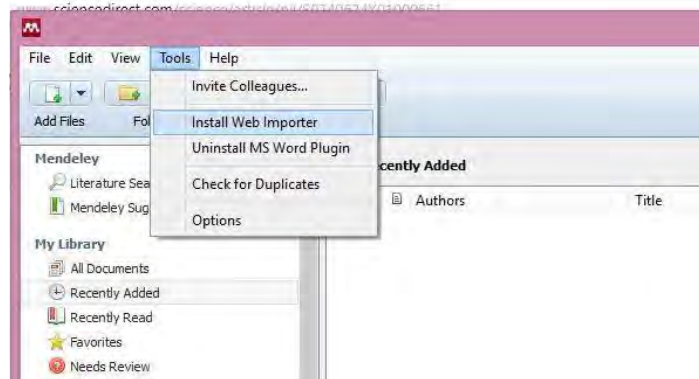
Gambar 13 Tool Install Web Importer
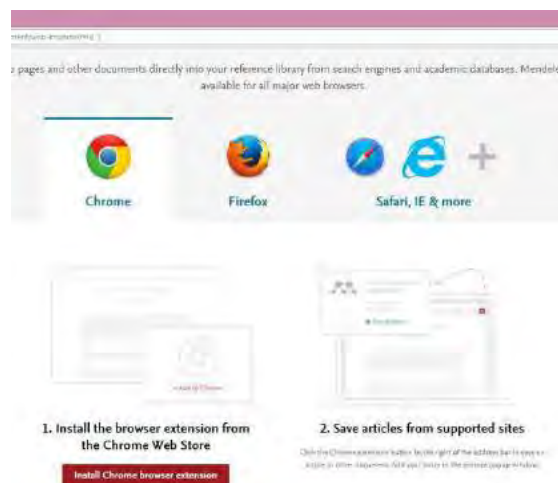
Picture 14 Steps to install Web Importer adjusted to your browser (1)
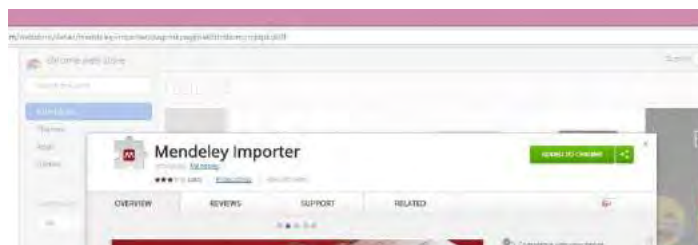
Picture 15 Steps to install Web Importer (2)
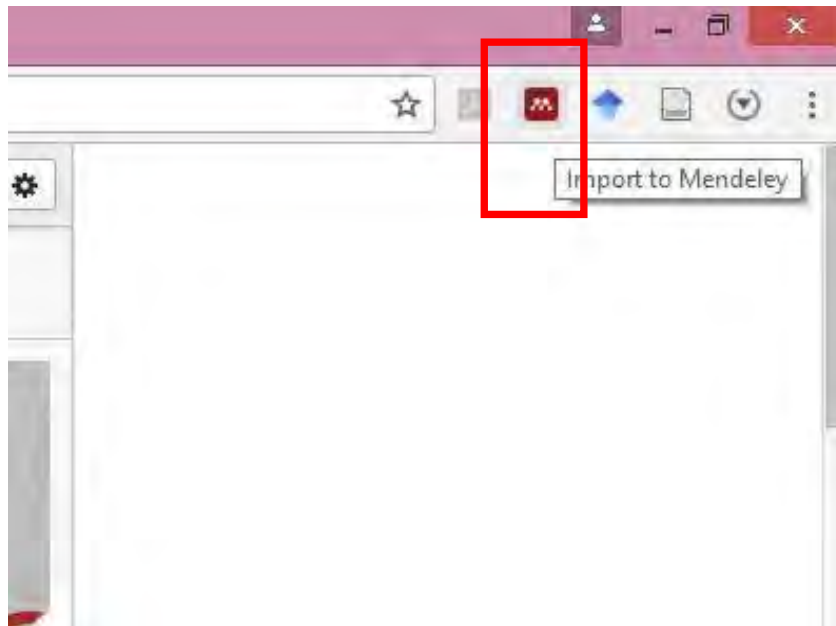
Picture 16 Web Importer installation result on browser

 Install MS Word Plugin

In order for citation writing and bibliography on Microsoft Word to be connected to Mendeley, first activate it from the Desktop menu, Mendeley Tool   Install MS Word Plugin.
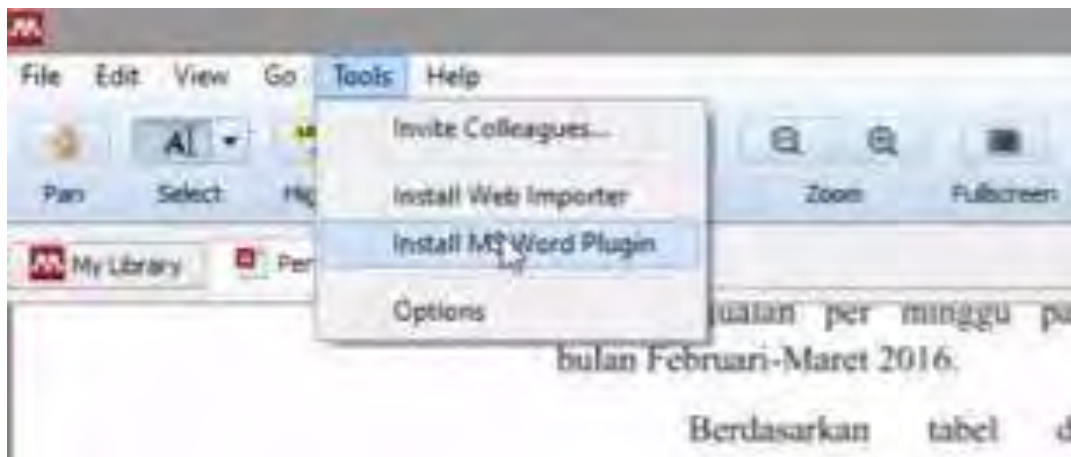
Picture 17 Install MS Word Plugin

If it is already installed, in your Microsoft Word application, on the References menu, there will be an automatic Mendeley Cite addition.
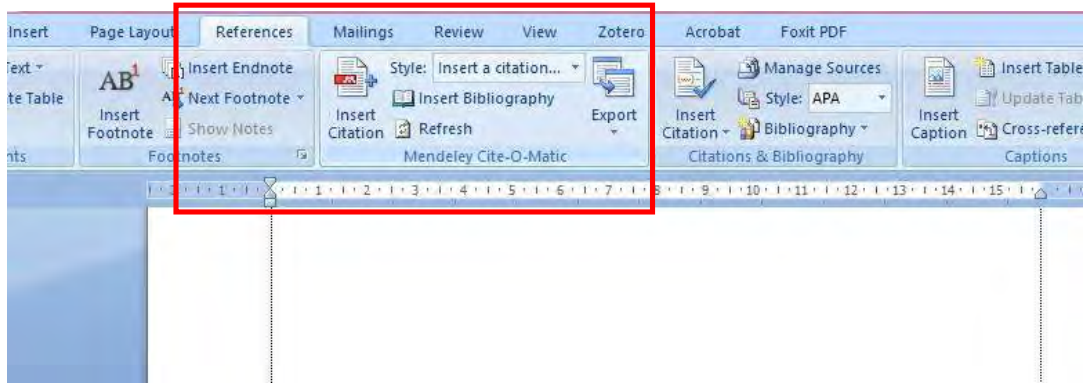
Picture 18 MS Word Plugin installation result

Using Desktop Mendeley

Open the already installed Desktop Mendeley

Create a Folder to store your reference articles
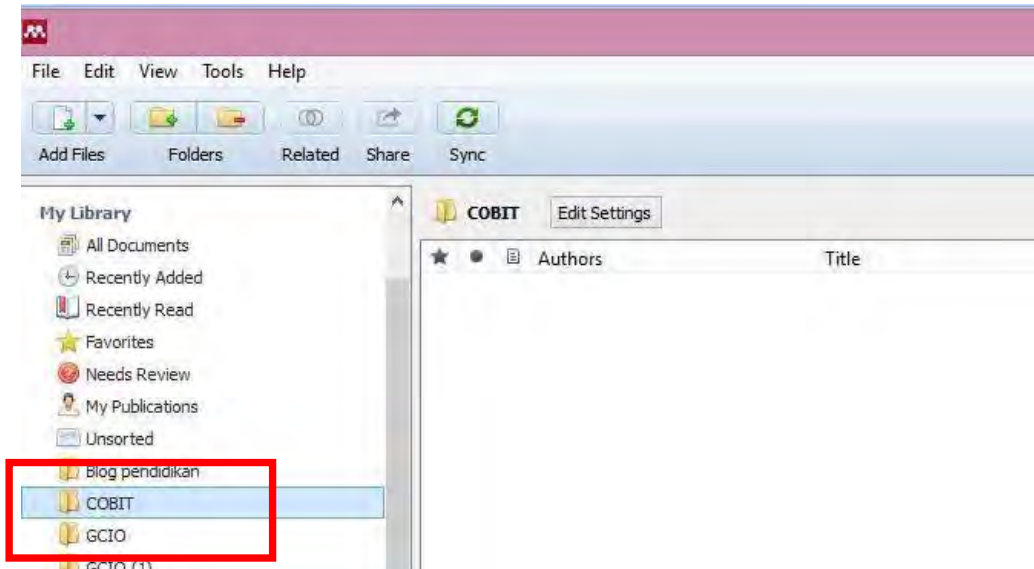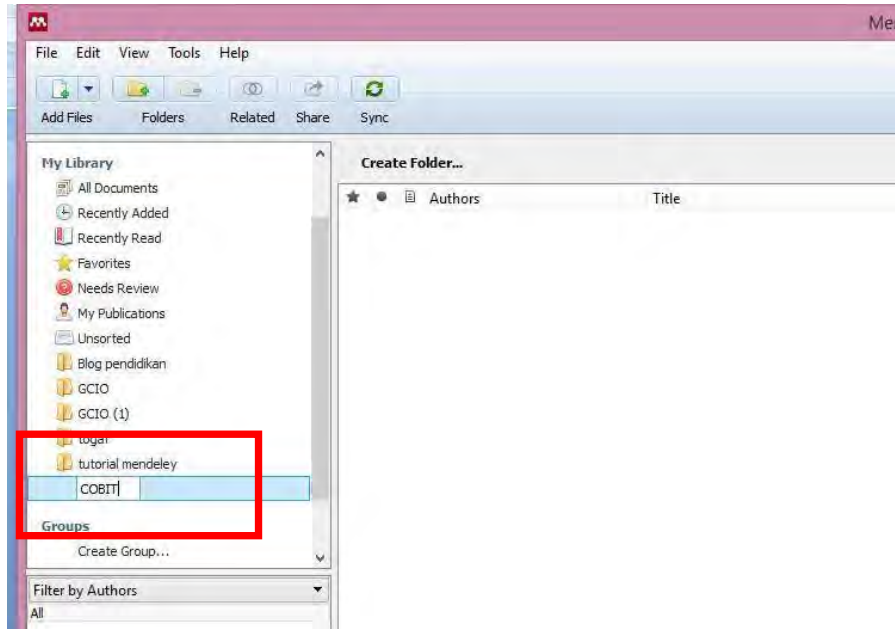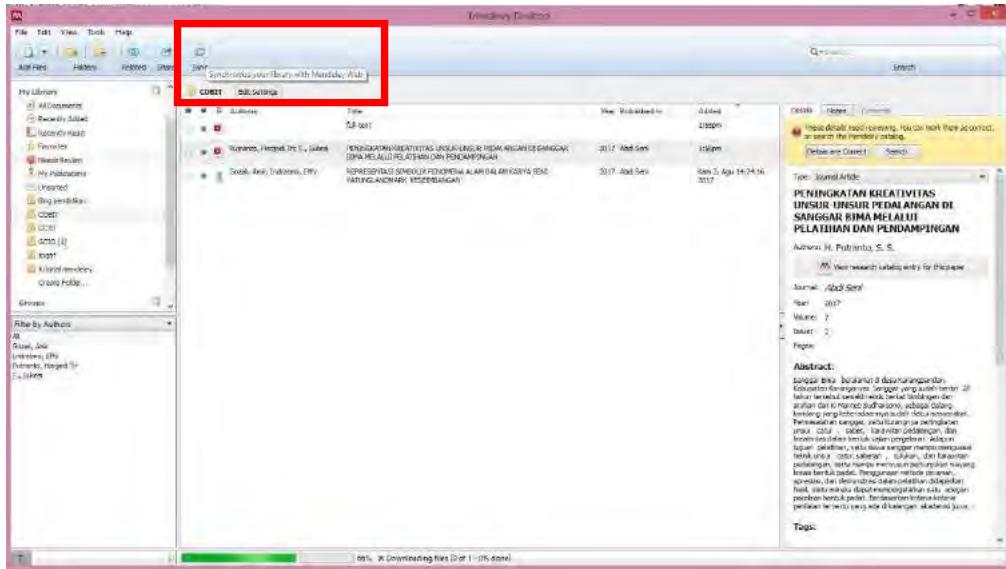
To save search results using the web importer:

1. Click Mendeley icon
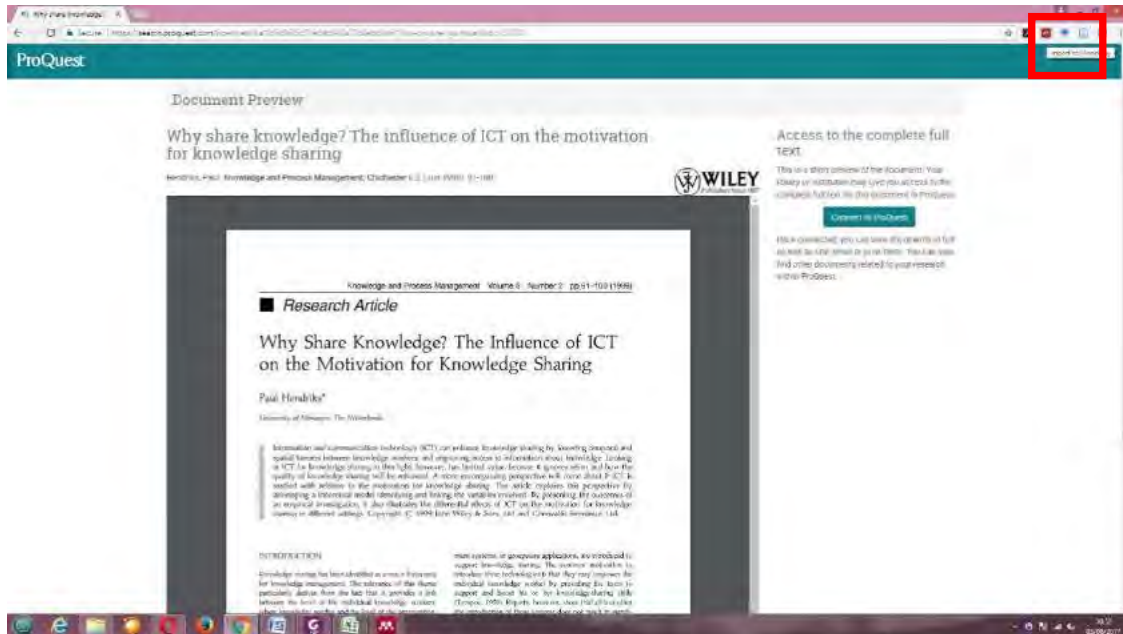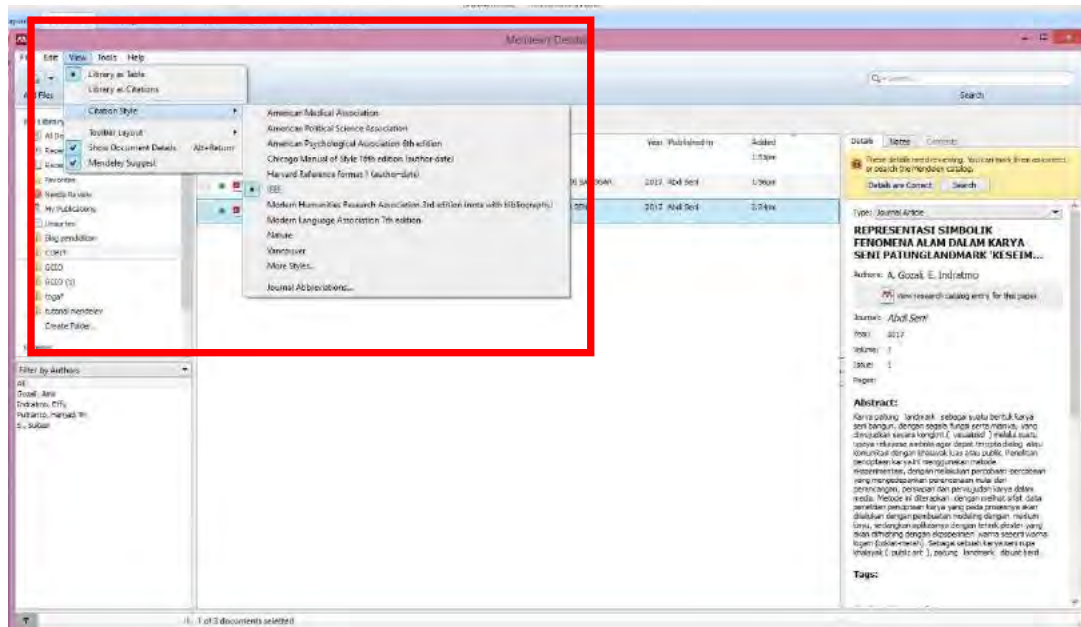

2. Choose a location in the folder you created earlier
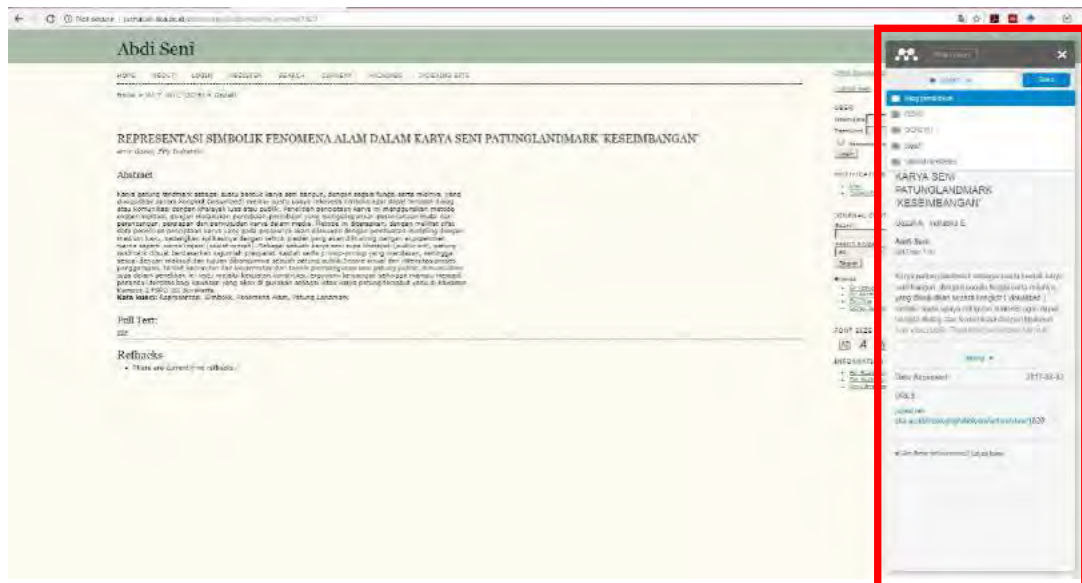
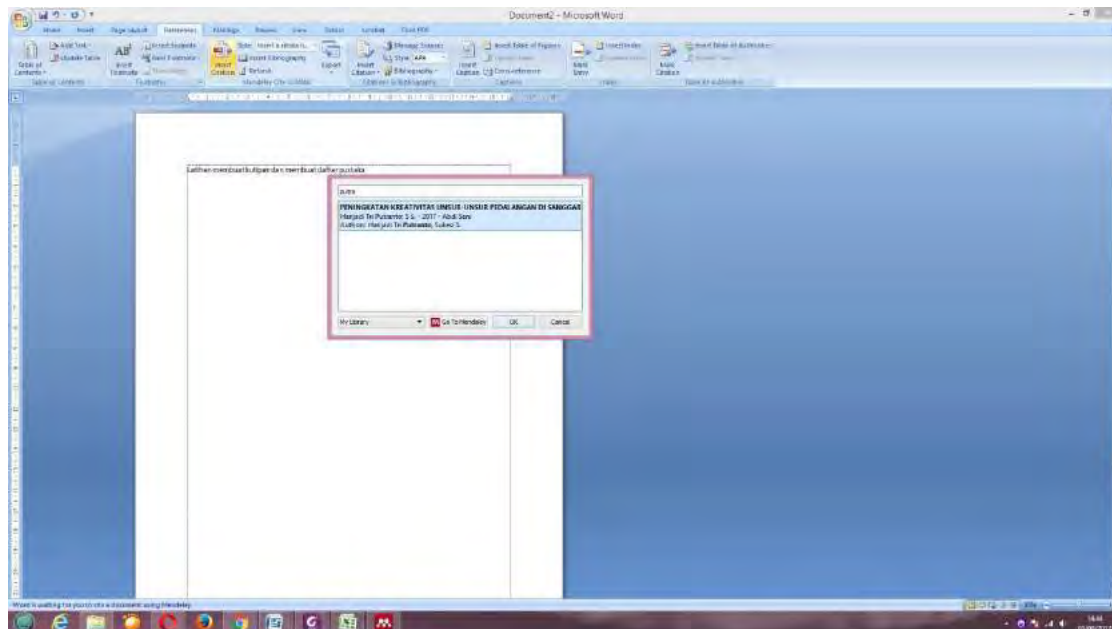3. View saved results on previous desktop Mendeley, click sync to connect with desktop Mendeley

Creating Quotations and References Using Mendeley

1. Make sure desktop Mendeley is active (open)
2. Choose citation style through dekstop Mendeley→view →citation style
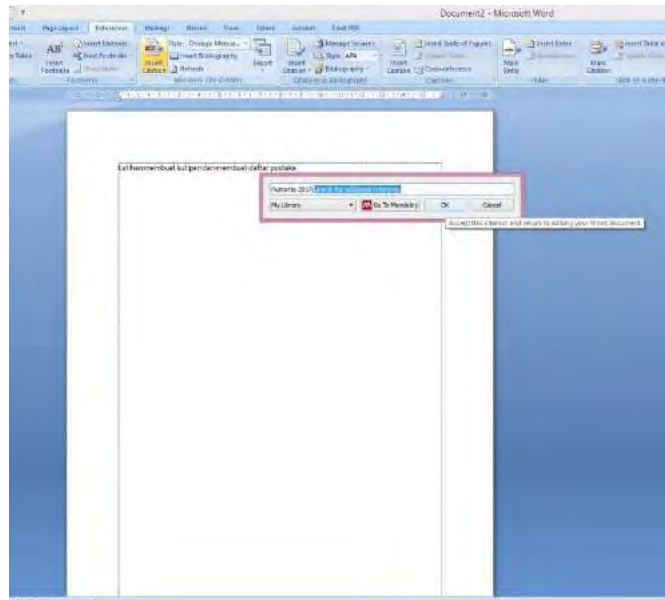

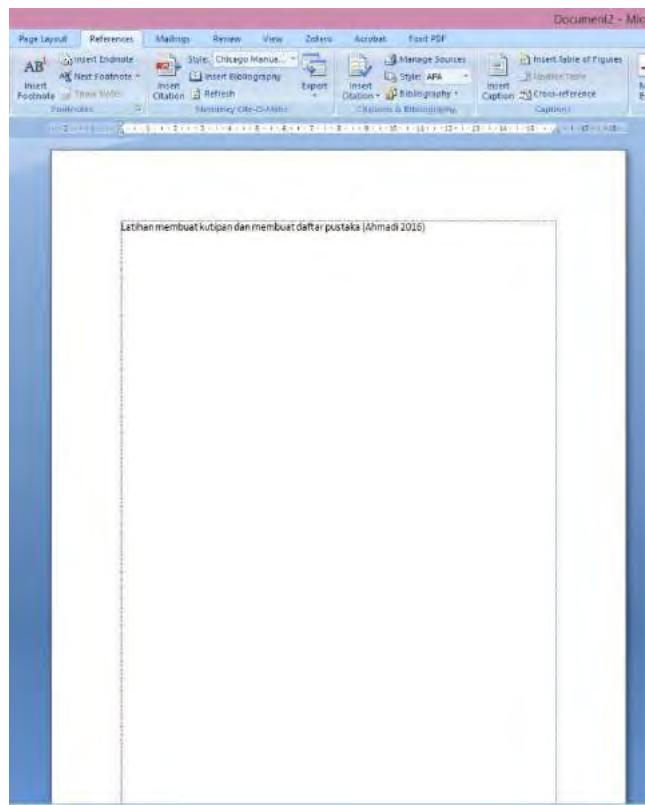3. Choose references →Insert citation →type title or writer's name
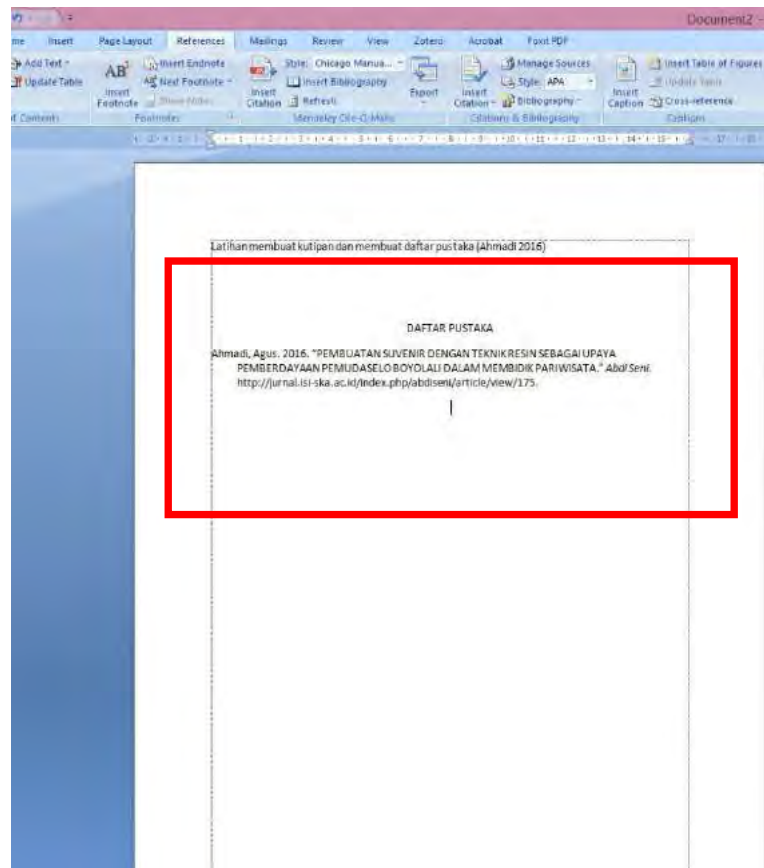
4. After it appears, select OK or Enter

5. Writing quotes according to the selected style will appear

WRITING THE REFERENCES

Choose References → Insert Bibliography

Appendix 9: KP SOP

NO	ACTIVITY	EXECUTOR					COMPREHENSION			NOTES
		KP CANDIDATES	ACADEMIC ADM OF THE DEPT.	COORD. OF SP	KP PARTNER	KP ADVISOR	INPUT	TIME	OUTPUT	
1	KP Candidates collect the registration file of KP		Not passed				1. Form. KP-001 2. Copy of temporary transcript (legalized)	2 days	1. Form. KP-001 2. Copy of temporary transcript (legalized)	1. Students must keep all copies of application forms submitted. 2. All process for KP Application can not be represented.
2	Verification of the registration file		Passed				1. Form. KP-001 2. Copy of temporary transcript (legalized)	10 minutes	Receipt of KP Application (Form. KP-002)	
3	Making cover letter for KP Proposal						1. Form. KP-001 2. Copy of temporary transcript (legalized)	3 days	Cover Letter of KP Proposal	A. Process Order : 1. Make the letter 2. Apply the letter to Head of Dept. 3. Make a Recap. B. KP Proposal Cover Letter is only published for one KP.
4	Announcing the Name of KP Advisor from the Recapitulation of KP Advisor Determination						Recapitulation ofAdvisor and Interest Determination of KP (Form. KP-012)	2 days	Name of KP Advisor (Form. KP-012) signed by the Coord. of Study Program	
5	Taking KP Proposal Cover Letter in the Academic Adm. of the Dept.						Receipt of KP Application (Form. KP-002)	5 minutes	Cover Letter of of KP Proposal	Without Form. KP-002, Cover Letter of KP Proposal can not be taken.
6	Consultation of KP Proposal with the Advisor						KP Proposal Draft	1-2 weeks	KP Proposal	1. Format of KP Proposal is determined by Coord. of Study Program based on each characteristic 2. KP Proposal must be approved by KP Advisor and Coord. of Study Program
7	Send KP Proposal & The Cover Letter to the KP Partner Candidate						KP Proposal and Cover Letter	1 day	KP Proposal and Cover Letter	
8	Review KP Proposal		Approved		Rejected		KP Proposal & Cover Letter	1-6 months	Approval/Rejection Letter of KP Proposal	1. No confirmation (>3 bulan) then apply for KP Proposal to new KP Partner by sending resignation letter to the previous KP Partner 2. Rejected KP Proposal can directly apply for KP Proposal to the new KP Partner
9	Accept and Announce KP Proposal Approval						Approval Letter of KP Proposal	2 days	Approval Letter of KP Proposal	For the approved proposals , KP Participants must fill in Form.KP-014 in Academic and Students Administration
10	Make Cover Letter of KP						Approval Letter of KP Proposal Form. KP-014			Students must bring KP Cover Letter and the copy of KP Approval Letter from KP Partner along with other documents requested by KP Partner.
11	Accept KP Cover Letter from the Academic Administration of the Dept.						KP Cover Letter	Max. 3 days	KP Cover Letter	
12	Implement KP						KP Cover Letter & Copy of KP Proposal Approval Letter	1-2 months	Draft of KP Report	During the implementation of KP, Participants must consult with the KP Advisor & Field Supervisor in the process of making KP Reports.

STANDAR OPERATIONAL PROCEDURE – APPLICATION FOR PRACTICAL TRAINING RESULT SEMINAR IN ITK

NO	ACTIVITY	EXECUTOR			COMPREHENSION			NOTES
		KP PARTICIPANTS	ACADEMIC ADM. OF THE DEPT.	COORD. OF SP	INPUT	TIME	OUTPUT	
1	Consult the draft of KP Report and KP Poster with the Advisor				1. Draft of KP Report 2. Draft of KP Poster	1 month	1. KP Report 2. KP Poster	KP Report and Poster must be approved by the Advisor
2	Apply for the Registration of KP Result Seminar to the Academic and Students Administrative Staff		Not Passed		1. Approval Sheet of KP Report signed by the Advisor and Coord. of Study Program 2. Form. KP-003 (original) 3. Form. KP-004 (original) 4. Form. KP-005 (original) 5. Form. KP-006 (original) 6. Form. KP-007 (original) 7. KP Partner Approval Form for Publication of Practical Training Report (for KP Partners outside of ITK)	10 minutes	1. Approval Sheet of KP Report signed by the Advisor and Coord. of Study Program 2. Form. KP-003 (original) 3. Form. KP-004 (original) 4. Form. KP-005 (original) 5. Form. KP-006 (original) 6. Form. KP-007 (original) 7. KP Partner Approval Form for Publication of Practical Training Report (for KP Partners outside of ITK)	1. KP Participants must keep the copies of all application documents submitted. 2. Coord. of Study Program will determine the schedule of KP Result Seminar Application. 3. All process of Result Seminar Application can not be represented.
3	Verify the documents for application of KP Result Seminar				1. Approval Sheet of KP Report signed by the Advisor and Coord. of Study Program 2. Form. KP-003 (original) 3. Form. KP-004 (original) 4. Form. KP-005 (original) 5. Form. KP-006 (original) 6. Form. KP-007 (original) 7. KP Partner Approval Form for Publication of Practical Training Report (for KP Partners outside of ITK)	10 minutes	1. Approval Sheet of KP Report signed by the Advisor and Coord. of Study Program 2. Form. KP-003 (original) 3. Form. KP-004 (original) 4. Form. KP-005 (original) 5. Form. KP-006 (original) 6. Form. KP-007 (original) 7. KP Partner Approval Form for Publication of Practical Training Report (for KP Partners outside of ITK)	
4	Announce the schedule of KP Result Seminar	Passed			The Schedule of KP Result Seminar (Form. KP-015)	1 day	Schedule of KP Result Seminar (Form. KP-015) that has been signed by the Coord. of Study Program	1. Academic Administrative Staff recapitulates the application for KP Result Seminar 2. KP Result Seminar Presenter prepares the documents for KP Result Seminar (minutes of report, attendance sheet and invitation for Advisor)
5	Upload the KP Poster file in the Google Drive provided by the Study Program				File of KP Poster	10 minutes	Google Drive Link of KP Poster File	Academic Administrative Staff provides Google Drive link that can be accessed by KP Participants to upload their files.
6	Give an invitation of KP Result Seminar to the Advisor				KP Result Seminar Schedule (Form. KP-015)	3 days	KP Result Seminar Invitation	KP Result Seminar Presenter applies for KP Result Seminar based on the schemes (Online/Normal).
7	Carry out the KP Result Seminar as scheduled	Not Passed			1. Form. KP-008 2. Form. KP-009	D-Day (1 day)	1. Form. KP-008 (Has been filled and signed by the Advisor) 2. Form. KP-009 (Has been filled and signed by the Advisor)	If the result seminar is pronounced "not passed" because of absence or lack of presentation, KP Participant must redo the seminar (scheduled by the Advisor).
8	Collect the result of KP Result Seminar Assessment and Attendance Sheet to the Academic and Students Administrative Staff	Passed	Retake > 2 minggu		1. Form. KP-008 (Has been filled and signed by the Advisor) 2. Form. KP-009 (Has been filled and signed by the Advisor) 3. Form. KP-010	Max. D+7 hari	Recapitulation of KP Scores	1. Academic Administrative Staff recaps the scores of KP from the 4 assessment criteria (Report, Presentation, Poster & Performance) 2. If the completion time of the KP Result Seminar presentation assessment is > 2 weeks, the KP Result Seminar will be held in the following semester.
9	Collect the KP Result (Book and Digital ver.) to the Dept. Adm. Staff and Library Unit of ITK				Book & Digital ver. of KP Report & Poster	Max. D + 3 weeks (7th week of Lectures)	Book & Digital ver. of KP Report & Poster	1. KP Partner : 1 book and 1 CDb) 2. ITK Archive a) : 1 book and 1 CDb) 3. Advisor : 1 CDb) a) Submitted to Academic and Student Affairs Staff & Library Unit (1 pair each) b) KP Report and KP Poster in PDF format

Rejected

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