



INTERNSHIP GUIDELINE 2020

QUALITY ASSURANCE
INSTITUT TEKNOLOGI KALIMANTAN

PREFACE

Praise be to God Almighty who has given grace so that the Kalimantan Institute of Technology (ITK) Internship Guideline can be completed properly.

The ITK Internship Program is a form of independent campus learning (Kampus Merdeka). Kampus Merdeka is a policy of the Minister of Education and Culture, which aims to encourage students to master various practical skills for entering the world of work. Kampus Merdeka provides an opportunity for students to choose the courses they will take. The Internship Program is not compulsory, but students can convert their activities into credits following applicable regulations. Learning during internships provides challenges and opportunities for students to develop creativity, capacity, personality, and student needs. It can also develop independence in finding knowledge through realities and field dynamics such as ability requirements, real problems, social interaction, collaboration, self-management, performance demands, targets, and achievements.

The authors realize that this Internship Guideline is still far from perfect and should always be reviewed periodically to adapt to the dynamics of existing developments. We hope the existence of this Internship Guideline can be helpful for students, lecturers, and other parties involved in managing and improving Kampus Merdeka Internship in a sustainable manner.

Balikpapan, January 2020

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CHAPTER I INTRODUCTION

1.1 Background

The Kalimantan Institute of Technology (ITK) is a science and technology-based state university that has a hand in producing graduates who can compete in the era of industrial revolution 4.0. The demands of the world of work require graduates to have the skills and attitudes and work ethic. In improving the ability of scientific theory and its application in the world of work, ITK carries out an Internship program in the 2020/2025 curriculum. In addition, the Internship program is a form of activity in the policy of Independent Learning - Independent Campus (Merdeka Belajar - Kampus Merdeka / MBKM). Kampus Merdeka is autonomous and flexible learning in higher education to create a learning culture that is innovative, unfettered, and in accordance with the needs of students. The internship is one of the tools to blend theory and practice that will provide students with the ability to understand and analyze case studies with the internship partners. It can also provide work experience for students as well as to understand the organizational environment in internship partners and the problems that exist in them. This Internship Program is held with the support of partners with assistance by ITK Lecturers. Students carry out internships with partners within a certain period to understand operational activities and be able to translate all these activities into their comprehensive scientific fields. This Internship Program is expected to produce ready-use and competent graduates in the world of work.

Internship activities are carried out in various partners for a minimum of 6 (six) months and a maximum of 12 (twelve) months. Internships can be converted into credits for courses that have the same Learning Outcomes. For students carrying out internships by the provisions, they are not required to take Practical Work. During the Internship, students will carry out the task and work assigned by the Field Supervisors. The task and work must be supplemented by guidance and direction from the Advisors and Field Supervisors so that students can carry out their duties and work well. Field Supervisors are expected to direct Internship Participants to have creative thinking patterns, initiative, responsibility, and responsiveness to all work problems they face. Therefore, Field Supervisors can create a rational atmosphere about work situations in daily activities.

To expedite and make it easier for ITK undergraduate students to understand various things about Internships, as well as being a guidance for Field Supervisors and Lecturers, Internship Partner managers, and their administrative services, guideline containing rules, writing guidelines, and assessments is needed. With the above considerations, this Internship guideline is

prepared as a reference for related parties so that the objectives of the Internship can be achieved.

1.2 Objectives

The objectives of the ITK Student Internship are for students to be equipped with the following abilities:

1. Students have practical experience according to their respective study programs.
2. Provide a real picture of the work environment.
3. Understanding of professional and ethical responsibilities.
4. Communicate effectively.
5. Able to apply scientific fields to problems occurring in the Internship Partner company.

1.3 Benefits

The expected benefits of this Internship Program are as follows:

1. For The Institution

Obtain feedback to improve the curriculum according to stakeholder needs and contemporary issues.

2. For Internship Partners

The results of the problem-solving analysis carried out by students during the Internship can be used as recommendations for Internship Partners to make improvements and establish cooperation with ITK in other fields that provide mutual benefits for both the Internship Partners and ITK.

3. For Students

- a. Students can apply science and technology in solving problems at Internship Partners.
- b. Familiarizing students with a work culture that is very different from the learning culture in terms of time management, communication skills, teamwork, and higher pressure to complete work on time.

1.4 Implementation Outline

In general, the implementation of the Internship goes through several stages, namely:

1. Apprenticeship Registration;
2. Inputting Internship credits;
3. Carrying out the Internship;
4. Undertaking Internship Result Seminar and Composing Internship Reports.

1.5 Scope

In general, the scope or field of study of the Internship is adjusted to the respective study program, namely:

1. Internship is the implementation of knowledge and skills that have been obtained from class lectures to contribute to problem-solving in the Internship Partners' work field according to the scientific family of the study program.
2. Scope of internships works must not only include studies, but also provide real work results such as analysis and outcomes, or recommendations for solving a problem, information systems, policies, planning, and others.

1.6 Internship Partners

Internship partners consist of companies, non-profit organizations, multilateral organizations, government institutions, and start-ups. Internship Partners are categorized as follows:

1. Internship partners who are members of the company in the Certified Student Internship Program (PMMB).
2. Internship Partners who have made an MoU with ITK.
3. Internship Partners who have not entered into an MoU with ITK.

The following are the obligations of Internship Partners:

1. Together with the university, formulate and agree on Internship programs that will be offered to students.
2. Ensure a quality internship process according to the cooperation document (MoU).
3. Provide Field Supervisors who accompany Internship Participants.
4. Provide rights and assurances according to laws and regulations to Internship Participants.
5. The Field Supervisor accompanies and assesses the performance of the Internship

Participants and, together with the Supervisor, provides an assessment.

6. For companies that are members of PMMB, the Internship Partner must follow the provisions that apply to the program.

1.7 Internship Duration

The duration of the internship is a minimum of 6 (six) months and a maximum of 12 (twelve) months and obtains approvals from Internship Partners and ITK. The internship is carried out in 5 (five) working days, 8 (eight) hours per day.

1.8 Definitions

1. **Internships** are learning activities carried out by students, are not mandatory in nature, and can be converted into credits. The weight of the Internship credits depends on the duration of the Internships.
2. **Internship participants or interns** are active students of study programs who participate in the Internships.
3. **Internship Partners** are industries/government agencies or private/legal entities that accept students to carry out Internships.
4. **Field Supervisors** are employees at Internship Partners who are authorized to guide the Interns.
5. **Supervisor** is a permanent ITK lecturer in charge of guiding the interns as a whole.
6. **Examiner** is an ITK lecturer assigned by the Study Program Coordinator to conduct an assessment/testing of students conducting internship result seminars.
7. **The Internship Examiner Team** is the Supervisor and Examiner in charge of evaluating the Seminar on the Results of the Internship.
8. **The Head of the Internship Examiner Team** is the Examiner for Internship Participants appointed by the Study Program Coordinator to lead the Internship Results Seminar.
9. **Departmental Academic Education Personnel** are departmental education staffs (tendik) in charge of carrying out the administrative process of Internships for study programs in one department.
10. **Consultation** is the guidance of all Internship activities carried out by Internship Participants with their Supervisor.
11. **Internship Report** is a report of the results of the Internship activities that have been revised after the implementation of the Internship Results Seminar.
12. **Plagiarism** is an intentional or unintentional act in obtaining or trying to obtain credit or

value for scientific work, by quoting part or all of the work and or scientific work of another party that is then recognized as the another's scientific work, without acknowledging the source accurately and adequately.

1.9 Internship Supervisors

Internship participants are guided by field supervisors and study program supervisors. Supervisors have an important role in the implementation of Internships, both in academic guidance and coordination with Internship Participants and Internship Partners, and are required to monitor continuously during the Internship.

1.9.1 Supervisors

1. Criteria

- a. One supervisor guides 1 Internship Participant.
- b. Have appropriate disciplines according to the Internship material submitted by Internship Participants.
- c. Main Supervisor with at least a Master's degree (Strata-2) with a minimum academic position of Expert Assistant.
- d. Supervisors are appointed and dismissed by the Rector's decision letter on the proposal of the Study Program Coordinator.

2. Duties and Responsibilities

- a. Provide briefing for students before leaving for Internships.
- b. Provide directions and tasks for Intern Participants during the Internship.
- c. Provide technical and substantial guidance on writing Internship Reports.
- d. Provide evaluation and assessment of Internship students.
- e. If possible, Supervisors make visits to Internship Partners for monitoring and evaluation.
- f. Coordinate with the Field Supervisor regarding the progress of the Interns during the Internship.
- g. Testing Internship Participants at the Internship Results Seminar.

3. Supervisors can be replaced due to the following:

- a. Sickness, or permanent disability (died).
- b. Receive a study assignment or get an off-campus assignment for more than four months.

- c. Resign with acceptable reasons.
- d. The supervisor is negligent in carrying out the duties.
- e. The replacement of the supervisor is determined by the decision of the Rector at the suggestion of the Study Program Coordinator.

1.9.2 Field Supervisors

1. Criteria

- a. Supervisor with a minimum of a bachelor's degree and/or work experience of at least 5 (five) years.
- b. Have experience in supervision.
- c. Have the ability to provide technical guidance to Internship participants according to their competence.

2. Duties and Responsibilities

- a. Provide time for face-to-face consultations.
- b. Provide direction and guidance on topics or case studies chosen by Interns.
- c. Provide technical guidance regarding activities in the field related to Internship activities.
- d. Provide advice and solutions to various problems faced by Internship Participants in the field during Internship activities.
- e. Conduct evaluations and assessments of the interns based on predetermined assessment criteria.

3. Replacement of Field Supervisors

The replacement of the Field Supervisor can be carried out following the Internship Partner's policy by not neglecting the duties and obligations of the Field Supervisor.

1.10 Examiners

1.10.1 Free-form Examiners

1. Criteria

- a. There are 2 (two) Examiners for each Internship participant.
- b. Examiners are ITK lecturers who have a minimum requirement of a Master's degree (Strata-2).
- c. The Intern Examiner Lecturer has a minimum academic position of Expert Assistant.

- d. There is a minimum of 1 (one) Examiner who has a discipline following the Internship material submitted by the intern.
- e. At the time of the Internship Results Seminar, if the Examiner is unable to attend due to some conditions, the Study Program Coordinator has the right to replace and determine a new Examiner.
- f. Examiners are appointed and dismissed by the Rector's decision letter on the proposal of the Study Program Coordinator.

2. Examiners' Duties and Responsibilities

- a. Arrive on time according to the schedule set by the Study Program Coordinator.
- b. Asking questions to Internship Participants regarding the Internship material being tested and must not deviate from the material.
- c. Correcting Internship reports and providing corrections to Internship Participants for revision.
- d. Heed all the rules set by the Study Program Coordinator.
- e. Giving Internship marks to Internship Participants objectively as per the applicable assessment rubric.
- f. Attending the Internship Results Seminar, or if this is not possible, it can be done by attending a teleconference.
- g. Signing the Minutes of the Internship Results Seminar.

3. Tugas dan Kewajiban Ketua Tim Penguji

- a. Leading the Internship Results Seminar.
- b. Carry out duties and responsibilities as Examiner Lecturer.
- c. Starting and closing the Internship Results Seminar.

1.10.2 Structured-form Examiners

1. Criteria

- a. The Examiner in the structured form is the lecturer in charge of the courses converted to the Internship credits.
- b. If there is more than one supporting lecturer in a course, the Study Program Coordinator has the authority to assign some or all of the lecturers supporting the course as Examiners.
- c. Examiners are appointed and dismissed by the Rector's decision letter on

the proposal of the Study Program Coordinator.

2. Examiners' Duties and Responsibilities

- a. Arrive on time according to the schedule set by the Study Program Coordinator.
- b. Asking questions to Internship Participants regarding the Internship material being tested according to the learning achievement (CPMK) of each course.
- c. Correcting Internship reports and providing corrections to Internship Participants for revision.
- d. Heed all the rules set by the Study Program Coordinator.
- e. Giving Internship marks to Internship Participants objectively in accordance with the assessment rubric that applies to the converted course.
- f. Attending the Internship Results Seminar, or if this is not possible, it can be done by attending a teleconference.
- g. Signing the Minutes of the Internship Results Seminar.

3. Head of The Examiner Team's Duties and Responsibilities

- a. Leading the Internship Results Seminar.
- b. Carry out duties and responsibilities as Examiner Lecturer.
- c. Starting and closing the Internship Results Seminar.

1.10.3 Hybrid-form Examiners

Provisions on hybrid form examiners are a combination of free and structured form examiners.

1.11 Stakeholders

The parties involved in the Internship include:

- a. Internship Students
- b. Departmental Academic Education Personnel
- c. Lecturers
- d. Career Guidance and Job Exchange for Student and Alumni Centers
- e. Study Program Coordinator
- f. Head of Department

1.12 Plagiarism

1.12.1 Scope of Plagiarism

- a. Quoting other people's words or sentences without using quotation marks and without mentioning the source's identity.
- b. Using other people's ideas, views, or theories without acknowledging the source's identity.
- c. Using facts (data, information) belonging to others without mentioning the source's identity.
- d. Acknowledging other people's writings as their own.
- e. Paraphrasing (changing other people's sentences into their own sentences without changing the idea) without mentioning the source's identity.
- f. Submit a scientific work produced and/or published by another party as if it were one's work.

1.12.2 Types of Plagiarism

- a. Word for Word Plagiarism. Internship participants use the words of other authors (exactly) without mentioning the source.
- b. Plagiarism of Source. Internship participants use other people's ideas without giving sufficient acknowledgment (without clearly citing the source).
- c. Plagiarism of Authorship. Internship participants claim as the authors of other people's works.
- d. Self-Plagiarism. Internship participants publish one article in more than one editorial publication and recycle their own writings or scientific works.

1.12.3 Scope and Minimum Standards Equivalence Value Setting On Turnitin

- a. The Definition of Turnitin

Turnitin is an application to detect plagiarism of academic work. This application was developed to check or detect the level of similarity of the text of a manuscript or written work with other publications that have been previously published. Based on the similarity analysis, this application then displays the level of similarity indicated by a percentage based on the number of similarities.

- b. The Usage of Turnitin

Internship participants can check for plagiarism to the Supervisor, and then the Supervisor can coordinate with the Study Program Coordinator/Head of the Laboratory to access Turnitin.

c. The Scope of Verification

Parts of the Internship Report that must be checked/inspected using the Turnitin application are as follows:

- Abstract
- Chapter 1 Introduction
- Chapter 3 Literature Review

d. Minimum Standards Equivalence Value Setting

In the case of setting the minimum standard for the similarity value, it is determined that the Internship Report with the similarity value is $\leq 30\%$.

1.12.4 Sanksi Plagiarisme

Based on Article 70 of Law no. 20 of 2003 concerning the National Education System, which regulates penalties for people who commit plagiarism, especially in the academic environment, the penalties are as follows:

A graduate whose scientific work used to obtain an academic, professional, or vocational degree as referred to in Article 25 Paragraph (2) is proven to be plagiarism, shall be sentenced to a maximum imprisonment of two years and/or a maximum fine of Rp 200,000,000.00 (two hundred million rupiahs).

a. Plagiarism prevention procedures

- Students check for plagiarism regularly with the help of a Supervisor.
- Students revise the draft of the Internship Report after the results of the similarity scores are above the threshold.

b. Penalty

For students who do not meet the similarity value threshold until the time limit for the Internship Results Seminar is held, the schedule for the Internship Results Seminar is postponed until the similarity value threshold is met.

CHAPTER II IMPLEMENTATION

2.1 General Requirements

Some of the requirements that must be considered by students who will carry out the Internship are:

1. At least pass semester 5 with a minimum number of passing credits is at least 100 credits.
2. The implementation of the Internship is recognized in semester credit units (sks).
3. The number of credits for Internships can equal the credits of Compulsory Courses, Practical Work, Final Projects, and/or elective courses.
4. Technicality of the Internship will be regulated in the Internship Agreement between ITK represented by the Interns' Study program and Internship Partners.

2.2 Credit Equalization Weight

The focus of the independent learning program (*program merdeka belajar*) is on learning outcomes. The curriculum of the study program at ITK is not just a collection of courses but is the design of a series of learning processes to produce learning outcomes. The equalization of Internship credits is carried out at the beginning of the semester (before classes start) before undertaking an advisory meeting. In general, the weight equalization of the *Merdeka Belajar – Kampus Merdeka* activities can be grouped into 3 (three) forms, namely:

2.2.1 Free Form

Internship activities are carried out for six months or 12 months and are equivalent to several credits without equivalence with courses. The number of credits is stated in competencies obtained by Internship Participants during the program, both in hard skills and soft skills, following the desired learning outcomes. This form of an internship is divided into two, namely:

- Internship for six months is equivalent to 20 credits. The internship can be equated with Internship E (20 credits).
- Internships for 12 months are equivalent to 40 credits. The internships can be equated with several Internship Courses provided they weigh 40 credits. For example, Internship Course E and Internship E (total 40 credits).
- Students are required to input courses that are equivalent to Internships at the time of the advisory meeting.

2.2.2 Structured Form

Internship activities can be equated with credits following the curriculum in the Interns' study program. The number of credits is stated in the form of equivalence with courses that have the same competence as Internship activities. Internship participants can also conduct Final Project research and the Internship at Internship Partners simultaneously and can be converted into Final Project course credits following the applicable credits in the Interns' study program. The implementation of this form of Internship is divided into 2, namely:

- Internships carried out for six months are equivalent to 20 credits
- Internships carried out for 12 months are equivalent to 40 credits

Example of a Chemical Engineering student's 6-month Internship in the Petrochemical Industry (20 credits total):

- Transport Phenomenon 2 credits
- Unit Operation 3 credits
- Chemical Process Industry 3 credits
- Chemical Reaction Engineering 3 credits
- Chemical Process Control 3 credits
- Separation Technology 2 credits
- Thesis 4 credits

Some conditions when using the structured form are:

- Equalization of the number of Internship credits is carried out by the Advisor and Study Program Coordinator after agreement with the Internship Partner regarding the competencies obtained by Internship Participants.
- Equalization of the number of Internship credits into courses following the provisions of each study program by referring to the suitability of Course Learning Outcomes (CPMK) in courses equated with the competencies obtained by students after carrying out the Internship.
- Courses converted into Internship activities are not limited by the curriculum. Example: Internships are carried out in odd semesters, so the converted courses can be courses in even or odd semesters according to CPMK and have been agreed upon between the Advisor, Study Program Coordinator, and Internship Partners.
- Students are required to input courses that are equivalent to Internships at the time

of advisorial meeting.

2.2.3. Hybrid Form

Hybrid form is a combination of free and structured forms. The hybrid form uses the following scheme:

- Internship for six months is equivalent to 20 credits. Internships can be equated with Internship Course A/Internship Course B/Internship Course C/Internship Course D plus Compulsory Courses/Elective Courses/practical training (KP)/thesis.
- Internships for 12 months are equivalent to 40 credits. Internships can be equated with Internship Course A/Internship Course B/Internship Course C/Internship Course D/Internship Course E plus Compulsory Courses/Elective Courses/practical training (KP)/thesis.

Some conditions when using a hybrid form are:

- The equalization of the number of Internship credits is carried out by the Advisor and Study Program Coordinator.
- The choices of Internship course at the Academic Information System gerbang.itk.ac.id are:

Internship A (4 credits)

Internship B (8 credits)

Internship C (12 credits)

Internship D (16 credits)

Internship E (20 credits)

Internship F (24 credits)

An example of a Mechanical Engineering student interning at PT. Trakindo for 12 months:

- Internship E 20 credits
- Welding Techniques 3 credits
- Heavy Equipment 3 credits
- Corrosion 3 credits
- Material and Process Selection 3 credits
- Engine Design 2 credits
- Thesis Proposal 2 credits
- Thesis 4 credits

2.3 Inputting Internship Equalization Courses in the Gerbang ITK Academic Information System

The equalization of Internship credits is adjusted to the agreement between the Interns' Study Program and the Internship Partner whether to use a free, structured, or hybrid form. The agreement between the ITK Study Program and the Internship Partner is stated in the Internship Agreement and must be completed before the students input the Internship course at gerbang.itk.ac.id. The subject course is inputted every semester.

2.3.1 Free Form

- Internship participants input the Internship course according to the duration.
- Internship for six months is equivalent to 20 credits. Internship participants input Internship E.
- Internships carried out for 12 months are equivalent to 40 credits.

First semester

Internship E 20 credits

Second semester

Internship E 20 credits

2.3.2 Structured Form

Internship participants input courses that are equivalent to Internships and have been agreed upon between the Advisor and the Coordinator of the KP (practical training) Partner Study Program.

2.3.3 Hybrid Form

Internship participants take Internship courses and compulsory/elective/practical training (KP)/thesis courses as per the conditions agreed upon by the Advisor and Coordinator of the KP Partner Study Program.

2.4 Inputting Internship Score in Gerbang ITK Academic Information System

Inputting Internship scores is done after the 6-month Internship has been completed. If the Internship duration is 12 months, then the input at Gerbang ITK is done every semester according to the Internship equivalence each semester.

2.5 Internship Application Procedure

Internship Application Procedures are classified based on Internship Partners, namely:

2.5.1 PMMB

1. The procedure for applying for Internships follows the PMMB program, which is

held by BUMN regularly.

2. Students take part in the selection of candidates for Internships conducted by the Indonesian Human Capital Forum (FHCI) and facilitated by the Career Guidance and Job Exchange Division of Student and Alumni Center.
3. Students taking part in the selection must bring:
 - CV (Curriculum Vitae).
 - Copy of grade transcript.
 - Integrity Pact signed by Study Program Coordinator.
4. Students are willing to follow all the rules set by the industry.
5. Internship students must bring a Letter of Assignment signed by the Head of the Department

2.5.2 Internship Partners Who Have Made an MoU with ITK

1. Conduct an initial survey to determine Internship Partners. The initial survey mechanism is adjusted to the provisions of each study program.
2. Students discuss with the advisor the desire to apply for an internship.
3. Students submit applications to the Career Guidance and Job Exchange Division of Student and Alumni Center by bringing:
 - Completed and signed Internship Registration Form (**Form. MG-001**).
 - Photocopy of student ID.
 - A temporary transcript that has been approved by the Head of the Academic and Planning Subdivision.
4. The Career Guidance and Job Exchange Division of Student and Alumni Center verify the data and then announce the verification results to students.
5. Students bring the registration file in point 1 to be submitted to the Study Program Coordinator.
6. The Study Program Coordinator will verify and analyze the feasibility of Internship Partners.
7. The Study Program Coordinator announces to students the application for Internship, if approved, the Study Program Coordinator appoints one of the study program lecturers to be the Internship Supervisor and announces it to students.

8. Students meet the Internship Supervisor to conduct discussions related to the implementation of the Internship, including the problem as the topic of the Internship activity. If the Internship Participant conducts thesis research at the Internship Partner, the Internship Supervisor will automatically become the Thesis Supervisor. The implementation of the Thesis follows the applicable provisions of the thesis itself.
9. After fulfilling the requirements for Internship registration, the students submit all the completed requirements signed by the student, the Career Guidance and Job Exchange Division for Student Affairs and Alumni Center, Study Program Coordinator, and Internship Supervisor to the Departmental Academic Education Personnel.
10. After the Internship application file is declared complete, the Departmental Academic Education Personnel will provide Proof of Receipt for the Internship Application (**Form. MG-002**).
11. After 3 (three) working days, students take an Internship Cover Letter, Assessment Sheet for Field Supervisors, and a reply envelope that reads the ITK address at the Departmental Academic Education Personnel.
12. Students bring all the files required by the Internship Partner to the HR Unit at the Internship Partner or to those responsible for Internship activities.
13. After receiving a reply from the Internship Partner, the students are declared as Internship Participants.
14. The Study Program Coordinator coordinates the agreement with the Internship Partners including Field Supervisor, Supervisor, Internship title/topic or Internship competency, implementation time, and Internship equivalence in the form of credits written in the Internship Agreement.
15. The Internship Agreement is signed by the Internship Participants, Study Program Coordinator, ITK Leaders, and Internship Partner Representatives.
16. Study Program Coordinator coordinates with the PDDikti Team regarding the input process of courses at Gerbang ITK before the Study Plan Form (FRS) is carried out by Internship Participants.
17. Internship Participants submit the signed Internship Agreement to the Career





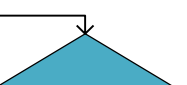


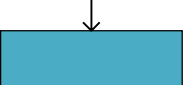

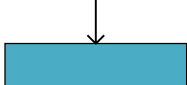

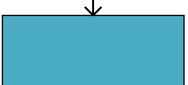
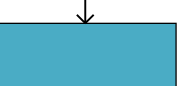
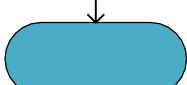
Guidance and Job Exchange Division of Student and Alumni Center, Supervisor, and Departmental Academic Education Personnel for archives.

18. Inputting Internship credits in the Academic Information System gerbang.itk.ac.id
19. Internship students must bring a Letter of Assignment signed by the Head of the Department


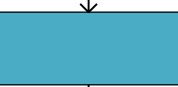
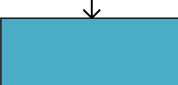

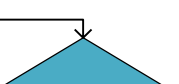
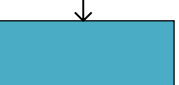

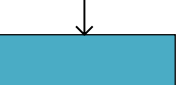

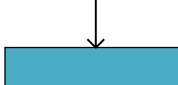

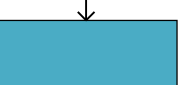


2.5.3 Internship Partners Who Have Not Made an MoU with ITK

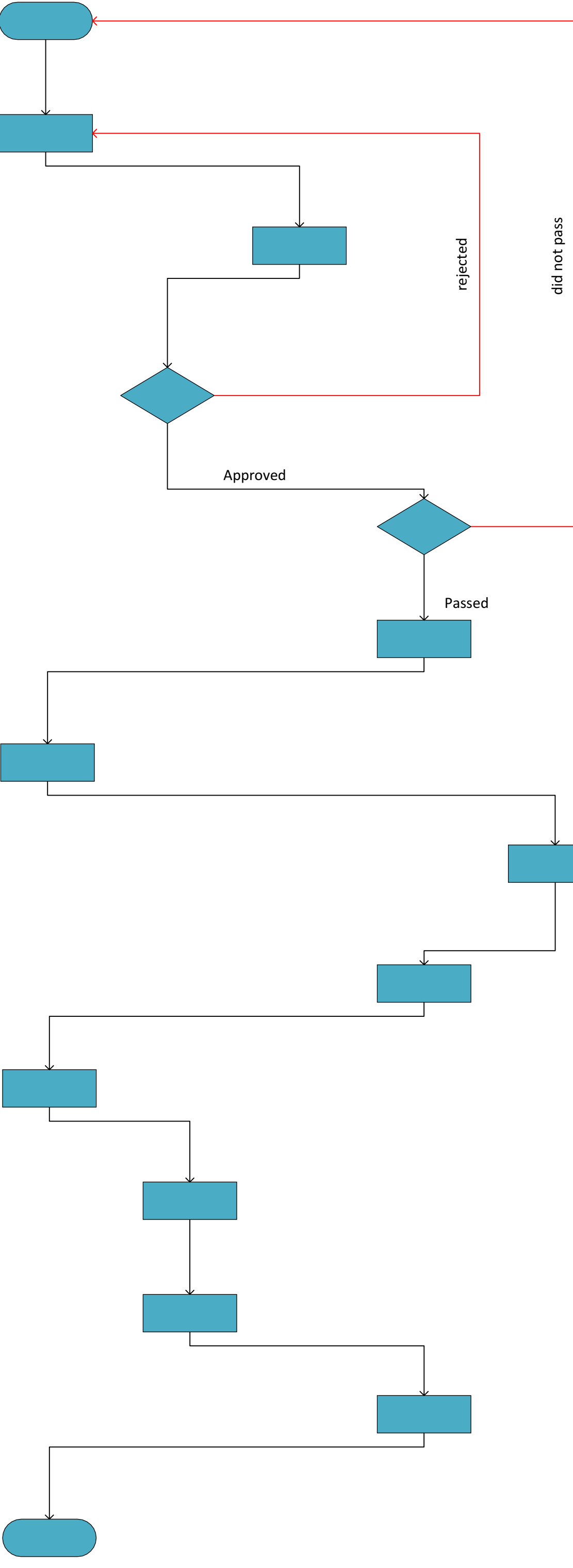
1. Conduct an initial survey to determine Internship Partners. The initial survey mechanism is adjusted to the provisions of each study program.
2. Students discuss with the advisor the desire to apply for an internship.
3. Students submit applications to the Career Guidance and Job Exchange Division of Student and Alumni Center by bringing:
 - Completed and signed Internship Registration Form (Form. MG-001).
 - Photocopy of student ID.
 - A temporary transcript that has been approved by the Head of the Academic and Planning Subdivision.
4. The Career Guidance and Job Exchange Division for Student and Alumni Center will verify data related to Internship partner companies because they do not yet have an MoU with ITK.
5. Career Guidance and Job Exchange Division for Student and Alumni Center coordinates with the ITK Collaboration Center to conclude an MoU with the company.
6. After the Internship Partner company and ITK make an MoU, the Student Career Center will announce to students to proceed to the next process.
7. The next stage is the same as the stages in point b sequences 5 to 19.

Internship Registration SOP for Partners who already have an MoU with ITK

No	ACTIVITY	EXECUTANT				STANDARD QUALITY			NOTE
		STUDENT	STUDY PROGRAM COORDINATOR	STUDENT CAREER CENTER	ACADEMIC EDUCATIONAL PERSONNE	PARTNER	INPUT	DURATION	
1	Students plan Internships and prepare the documents.					1. Form MG.001 2. Copy of temporary transcript (legalized)	1 day	1. Form MG.001 2. Copy of temporary transcript (legalized)	Students are looking for Partner's profiles that will be used as Internships.
2	Students consult with the advisor regarding the Internship plan.					1. Form MG.001 2. Copy of temporary transcript (legalized)	1 week	1. Form MG.001 2. Copy of temporary transcript (legalized)	Students discuss what type of internship to take to match the course credits.
3	Checking completeness of Partner's profile and MoU					1. Form MG.001 2. Copy of temporary transcript (legalized)	2 days	1. Form MG.001 2. Copy of temporary transcript (legalized)	Student Career Center checks Partner's profiles to match the MoU in the Cooperation Center.
4	Verifying the suitability of the Partner's profile with existing competencies in the Study Program					1. Form MG.001 2. Copy of temporary transcript (legalized)	1 - 2 weeks	1. Form MG.001 2. Copy of temporary transcript (legalized)	The study Program Coordinator checks the suitability of the Partner's profile with the curriculum in each Study Program.
5	Verifying the Internship registration file					1. Form MG.001 2. Copy of temporary transcript (legalized)	20 minutes	Receipt for the internship application (Form MG.002)	1. Students are required to have photocopies of all submitted files. 2. All registration processes cannot be represented.
6	Making an Internship Cover Letter					Receipt for the internship application (Form MG.002)	1 day	Internship Cover Letter	1. Educational Personnel (<i>tendik</i>) made a letter of application to the Department Head. 2. The Cover Letter issued is only valid for 1 Internship Partner..
7	Sending the Cover Letter to prospective Internship Partner					Internship Cover Letter	1 day	Internship Cover Letter	
8	Make a reply letter for Internship Approval					Internship Cover Letter	2-3 weeks	Internship Approval Letter	Internship Partner conducts a review of the Internship Cover Letter to be followed up.
9	Receive and announce Approval Letter for Internship					Internship Approval Letter	1 day	Internship Approval Letter	
10	Receiving Approval Letter for Internship					Internship Approval Letter	2 days	Supervisor's Name	
11	Announce the name of the Supervisor					Internship Approval Letter	1 week	Cooperation Agreement and Internship Agreement Draft (in triplicate)	Cooperation Agreements and Internship Agreements are drawn up by involving Field Supervisors and students.
12	Discussing Cooperation Agreements and Internship Agreements					Internship Approval Letter	1 day	Letter of Assignment for Internship	The assignment letter is signed by the Head of the Department.
13	Make a Letter of Assignment for the implementation of the Internship					Cooperation Agreement and Internship Agreement Draft	6-12 months	Internship Report Draft	During the Internship, Participants must consult with the Supervisor and Field Supervisor.
14	Carrying out Internship								

Internship Registration SOP for Partners who have not made an MoU with ITK

No	ACTIVITY	EXECUTANT					STANDARD QUALITY			NOTE
		STUDENT	INPUT	STUDENT CAREER CENTER	ACADEMIC EDUCATIONAL PERSONNE	PARTNER	INPUT	DURATION	OUTPUT	
1	Students plan Internships and prepare the documents.						1. Form MG.001 2. Copy of temporary transcript (legalized)	1 day	1. Form MG.001 2. Copy of temporary transcript (legalized) 3. Partner's profile	Students are looking for Partner's profiles that will be used as Internships.
2	Students consult with the advisor regarding the Internship plan.						1. Form MG.001 2. Copy of temporary transcript (legalized)	1 week	1. Form MG.001 2. Copy of temporary transcript (legalized) 3. Partner's profile	Students discuss what type of internship to take to match the course credits and potential partner's profile
3	Checking completeness of Partner's profile and MoU						1. Form MG.001 2. Copy of temporary transcript (legalized)	2-3 weeks	1. Form MG.001 2. Copy of temporary transcript (legalized) 3. Partner's profile	Student Career Center checks Partner's profile for a recommendation of MoU in coordination with Cooperation Center and Department Head
4	Verifying the suitability of the Partner's profile with existing competencies in the Study Program						1. Form MG.001 2. Copy of temporary transcript (legalized)	1-2 weeks	1. Form MG.001 2. Copy of temporary transcript (legalized)	The study Program Coordinator checks the suitability of the Partner's profile with the curriculum in each Study Program.
5	Verifying the Internship registration file						1. Form MG.001 2. Copy of temporary transcript (legalized)	20 minutes	Receipt for the internship application (Form MG.002)	1. Students are required to have photocopies of all submitted files. 2. All registration processes cannot be represented.
6	Making an Internship Cover Letter						Receipt for the internship application (Form MG.002)	1 day	Internship Cover Letter	1. Educational Personnel (<i>tendik</i>) made a letter of application to the Department Head. 2. The Cover Letter issued is only valid for 1 Internship Partner..
7	Sending the Cover Letter to prospective Internship Partner						Internship Cover Letter	1 day	Internship Cover Letter	
8	Make a reply letter for Internship Approval						Internship Cover Letter	2-3 weeks	Internship Approval Letter	Internship Partner conducts a review of the Internship Cover Letter to be followed up.
9	Receive and announce Approval Letter for Internship						Internship Approval Letter	1 day	Internship Approval Letter	
10	Receiving Approval Letter for Internship						Internship Approval Letter	2 days	Supervisor's Name	
11	Announce the name of the Supervisor						Internship Approval Letter	1 week	Cooperation Agreement and Internship Agreement Draft (in triplicate)	Cooperation Agreements and Internship Agreements are drawn up by involving Field Supervisors and students.
12	Discussing Cooperation Agreements and Internship Agreements						Internship Approval Letter	1 day	Letter of Assignment for Internship	The assignment letter is signed by the Head of the Department.
13	Make a Letter of Assignment for the implementation of the Internship						Cooperation Agreement and Internship Agreement Draft	6-12 months	Internship Report Draft	During the Internship, Participants must consult with the Supervisor and Field Supervisor.
14	Carrying out Internship									



SOP for Certified Student Internship Program (PMMB)

No	ACTIVITY	EXECUTANT				STANDARD QUALITY			NOTE
		STUDENT	STUDENT CAREER CENTER	SOE & FHCI	STUDY PROGRAM	INPUT	DURATION	OUTPUT	
1	Students prepare PMMB documents	<pre> graph TD Start([Start]) --> P1[] P1 --> D1{ } D1 -- "Did not pass" --> Start D1 -- "Passed" --> P2[] P2 --> D2{ } D2 -- "Did not pass" --> Start D2 -- "Passed" --> P3[] P3 --> P4[] P4 --> P5[] P5 --> P6[] P6 --> P7[] P7 --> P8[] P8 --> P9[] P9 --> End([End]) </pre>				1. Curriculum vitae 2. Temporary transcript (legalized) 3. Integrity pact	3 days	1. Curriculum vitae 2. Temporary transcript (legalized) 3. Integrity pact	
2	Selecting PMMB candidate files according to the specified criteria					1. Curriculum vitae 2. Temporary transcript (legalized) 3. Integrity pact	1-2 weeks (depending on the number of registered participants)	List of prospective PMMB participants who passed the ITK level selection	The selection process is carried out in two stages: 1. Document selection. 2. Interview
3	Inputting data on prospective PMMB participants so that FHCI can do a match-up					List of prospective PMMB participants who passed the ITK level selection	1 day	List of prospective PMMB participants who passed the ITK level selection	Input is done online on the FHCI website.
4	Doing Match-ups					List of prospective PMMB participants who passed the ITK level selection	1 week	List of PMMB ITK participants who passed the Match-up	Match-up results can be categorized as a final decision if the SOE (state-owned enterprises) does not add a selection process, however, if there is an additional selection, the participants must comply.
5	Receive and announce FHCI Match-up results					List of PMMB ITK participants who passed the Match-up	1 day	List of PMMB ITK participants who passed the Match-up	
6	Receive and announce FHCI Match-up results								
7	Announce the name of the Supervisors					List of PMMB ITK participants who passed the Match-up	2 days	Name of practical work (KP)'s supervisor	
8	Students discuss the type of internship to be taken with the Supervisors and Study Program Coordinator					Internship Agreement Draft	1 week	Internship Agreement Draft	The Internship Contract is prepared to facilitate discussions with SOEs regarding the competence of the scientific field obtained during the Internship.
9	Discussing Cooperation Agreements and Internship Agreements					1. Cooperation Agreement Draft 2. Internship Agreement Draft	2-3 weeks	1. Cooperation Agreement 2. Internship Agreement	1. The Cooperation Agreement is discussed with the Cooperation Center and Study Program Coordinator. 2. The Internship Agreement is discussed with Study Program Coordinator, Supervisor, Field Supervisor, and Students.
10	Carrying out Internship					1. Cooperation Agreement 2. Internship Agreement	6 months	Internship Report	During the Internship, Participants must consult with the Supervisor and Field Supervisor.

2.6 Internship Implementation

During the Internship, Internship participants have to do the following:

1. Fill out the daily log sheet (**Form. MG-003**), the Consultation Form with the Supervisor (**Form. MG-004**) and Field Supervisor (**Form. MG-005**), and the Attendance form (**Form. MG-006**) at Internship Partner. The daily log sheet and attendance form must be approved and signed by the Field Supervisor then reported to the Supervisor once a week.
2. Consultations with Supervisors are carried out at least eight times in one Internship period or one semester which are carried out face-to-face, by email, or other communication media.
3. Heed the rules set by the Internship Partner, behave politely, and maintain the good name of the ITK alma mater.
4. Complete the tasks assigned by the Field Supervisor at the Internship Partner.
5. Prepare Internship Reports under predetermined formats and systematics.
6. Preparation of Internship Reports must comply with the data/information confidentiality provisions set by the Internship Partner company.
7. Request a certificate of completion of the Internship or certificate of Internship as well as an Assessment Form from the Field Supervisor (**Form. MG-005**) after completing the Internship.

2.7 Procedure for the Internship Result Seminar

The following is the procedure for the Internship Result Seminar that must be carried out by Internship Participants:

1. Internship participants who carry out Internships for 12 months are required to conduct an Internship Results Seminar every semester based on the activities during the one semester.
2. After completing the Internship activities, Internship Participants are required to report and consult with the Internship Supervisor regarding the Internship results and the preparation of the Internship Report.
3. The deadline for the Internship Results Seminar is the 18th week of lectures.
4. Internship Participants register the Internship Results Seminar to the Departmental Academic Education Staff by attaching:
 - Completed Internship Seminar Registration Form (**Form. MG-007**).
 - Daily log sheet (**Form. MG-003**).

- Signed Consultation Form (**Form. MG-004** and **Form. MG-005**).
 - Attendance form (**Form. MG-006**).
 - Field Supervisor assessment form (**Form. MG-008**).
 - Internship Report Draft.
 - Certificate of Internship completion from the Internship Partner company, if available.
5. The study program coordinator announces the schedule of the Internship Result Seminars along with the name of the Examiners (**Form. MG-014**), which has been prepared by the Departmental Academic Education Personnel. If possible, the Field Supervisor can attend the Internship Results Seminar directly or by teleconference.
 6. The Internship Result Seminar is held openly, so students across generations and study programs can become the audiences for the seminar.
 7. The Internship Result Seminar is held for a maximum of 1.5 hours, including a question and answer session.
 8. The supervisor and examiners act as the Examiner Team for the Internship Seminar. They have the task of evaluating the performance and level of understanding of the Internship Participants in the Internship Seminar by using the Assessment Form.
 9. Whether the Students pass or not in the Internship Result Seminar is determined by agreement from the Examiner Team of the Internship Seminar based on an objective assessment.
 10. The Study Program Coordinator summarizes and processes the assessment results of the Supervisor, Examiners, and Field Supervisor (**Form.MG-015**).
 11. After being declared to have passed the Internship Result Seminar, students are required to revise the Internship Report if there are revisions or suggestions for improvement from the Internship Seminar Examiner Team. If the revision is not made within 2 (two) weeks after the Internship Result Seminar, a **10% reduction will be made from the total score obtained**.
 12. If the Internship Result Seminar is declared unsuccessful, the Internship Participants are required to repeat the Internship Results Seminar with the schedule determined by the Supervisor a maximum of 1 week after the previous Internship Result Seminar was conducted.
 13. After the Internship Report drafts are revised and approved by the Supervisor and Examiner, students print and duplicate the Internship Report in a hard file (book) or digital form (Internship Report on Compact Disc or CD) in two copies, with the

following details:

- Internship Partner : 1 book and 1 CD ^{b)}
- ITK archives ^{a)} : 1 book and 1 CD ^{b)}
- Supervisor : 1 CD ^{b)}

^{a)} Submitted to the Departmental Academic Education Staff and the ITK Library

^{b)} Internship reports and presentation slides of the Internship Seminar in PDF format

14. The deadline for submitting Internship Reports is two weeks after students carry out the Internship Results Seminar.
15. Other matters outside of these provisions can be consulted with the Student Career Center and ITK Quality Assurance Division.
16. Internship scores will be issued after students complete all the series of Internship activities.

SOP for Internship Result Seminar Registration in ITK

No	ACTIVITY	EXECUTANT			STANDARD QUALITY			NOTE
		STUDENT	ACADEMIC EDUCATIONAL PERSONNE	STUDY PROGRAM COORDINATOR	INPUT	DURATION	OUTPUT	
1	Consulting internship reports with Internship Supervisors	<pre> graph TD Start([Start]) --> A[] A --> B[] B --> C{ } C -- "Did not pass" --> B C -- "Passed" --> D[] D --> E[] E --> F{ } F -- "Did not pass" --> E F -- "Passed" --> G[] G --> H([End]) </pre>			Internship Report Draft	1 month	Internship Report Draft	The Internship Report must have been approved by the Supervisor
2	Applying for the registration of the Internship Results Seminar to Academic and Student Affairs Personnel				1. Approval of Internship Report which has been signed by the Supervisor and Study Program Coordinator. 2. Form MG.003 (original) 3. Form MG.004 (original) 4. Form MG.005 (original) 5. Form MG.006 (original) 6. Form MG.007 (original) 7. Approval Form for Internship Report Publication signed by the Internship Partner	30 minutes	1. Approval of Internship Report which has been signed by the Supervisor and Study Program Coordinator. 2. Form MG.003 (original) 3. Form MG.004 (original) 4. Form MG.005 (original) 5. Form MG.006 (original) 6. Form MG.007 (original) 7. Approval Form for Internship Report Publication signed by the Internship Partner	1. Students are required to have all the copies of the registration documents that have been submitted. 2. The Study Program Coordinator will determine the schedule for the Registration of the Internship Seminar. 3. The entire registration process for the Internship Seminar cannot be done through a proxy.
3	Verifying the registration file for the Internship Seminar				1. Approval of Internship Report which has been signed by the Supervisor and Study Program Coordinator. 2. Form MG.003 (original) 3. Form MG.004 (original) 4. Form MG.005 (original) 5. Form MG.006 (original) 6. Form MG.007 (original) 7. Approval Form for Internship Report Publication signed by the Internship Partner	30 minutes	1. Approval of Internship Report which has been signed by the Supervisor and Study Program Coordinator. 2. Form MG.003 (original) 3. Form MG.004 (original) 4. Form MG.005 (original) 5. Form MG.006 (original) 6. Form MG.007 (original) 7. Approval Form for Internship Report Publication signed by the Internship Partner	
4	Announcing the Schedule of the Internship Seminar				Internship Seminar Schedule (Form MG.007)	3 days	Internship Seminar Schedule (Form MG.007) signed by Study Program Coordinator.	1. Academic and Student Affairs Personnel recapitulate the registration files for the Internship Result Seminar. 2. Participants of the Internship Seminar prepare the documents (minutes, assessment sheets, and invitation for the Supervisor)
5	Providing Internship Seminar's invitation to the Supervisor				Internship Seminar Schedule (Form MG.007)	3 days	Internship Seminar Invitation	Participants of the Internship Seminar prepare the Invitations according to circumstances (online/normal)
6	Conducting an Internship Seminar				1. Form MG.009/Form MG.010/Form MG.011 (depending on the type of internship) 2. Form. MG.012	D Day (1 day)	1. Form MG.009/Form MG.010/Form MG.011 (depending on the type of internship) which has been signed by the Supervisor. 2. Form MG.012 which has been signed by the Supervisor.	1. If the Internship Seminar is declared unsuccessful due to nonappearance or incomplete presentation, the Internship participant must repeat the Seminar (scheduled by the Supervisor) a maximum of 2 weeks after the previous Seminar. 2. Participants of the Internship Results Seminar who repeat the Seminar must notify Academic and Student Affairs Personnel
7	Collecting the assessment and minutes of the Internship Result Seminar to the Academic and Student Affairs Personnel				1. Form MG.009/Form MG.010/Form MG.011 (depending on the type of internship) which has been signed by the Supervisor. 2. Form MG.012 which has been signed by the Supervisor.	Max D+7 days	KP Score Recapitulation	Academic and Student Affairs Personnel submit the recapitulation results to Study Program Coordinator
8	Collecting Internship Reports (printed and digital) to Academic and Student Affairs Personnel and the ITK Library				Printed and digital versions of Internship Report	Maximum 3 weeks after the Internship Result Seminar (Week 20)	Printed and digital versions of Internship Report	1. Internship Partner : 1 book dan CD 2. ITK archives: 1 book dan CD 3. Supervisor : 1 book dan CD

2.8 Assessment

Internship assessments are carried out by Field Supervisors, Supervisors, and Examiners. The assessment components used include:

– **Internship Performance**

The process and work results are seen from the hard skills and soft skills achieved by Internship Participants in carrying out their duties as per the responsibilities given.

– **Internship Results Seminar**

The level of ability in presenting or explaining the results of the Internship to the audience, Field Supervisor, Supervisor, and Examiner during the Internship Result Seminar.

– **Internship Report**

The level of quality of the Internship report in terms of writing procedures and completeness of information on the substance of the assignment during the Internship.

2.8.1 Free Form Internship Assessment

Assessment Variables	Field Supervisor	Supervisor	Examiner
Result Seminar	25%	33%	50%
Report	25%	34%	50%
Performance	50%	33%	-

Final score composition:

- Field Supervisor (44%)
- Supervisor (34%)
- Examiner (22%)

2.8.2 Structured Form Internship Assessment

Assessment Variables	Field Supervisor	Supervisor	Examiner
Result Seminar	25%	33%	42%
Report	25%	34%	25%
Performance	50%	33%	33%

Final score composition:

- Field Supervisor (40%)
- Supervisor (30%)
- Examiner (30%)

2.8.3 Hybrid Form Internship Assessment

The hybrid form Internship Assessment is a combination of free form and structured Internship assessments. Example:

A mechanical engineering student interns at PT. Trakindo for six months equivalent to 20 credits:

Internship B	(8 credits): using free form assessment
Welding Techniques	(3 credits): using structured form assessment
Heavy Equipment	(3 credits): using structured form assessment
Thesis Proposal	(2 credits): using structured form assessment
Thesis	(4 credits): using structured form assessment

The assessments from the Field Supervisor, Supervisor, and Examiner are then converted into letter grades. The following is the conversion of numeric grades into letter grades:

Numeric Grade	Letter Grade
$86 \leq \text{grade} = 100$	A
$76 \leq \text{grade} < 86$	AB
$66 \leq \text{grade} < 76$	B
$56 \leq \text{grade} < 66$	BC
$51 \leq \text{grade} < 56$	C
$41 \leq \text{grade} < 51$	D
$0 = \text{grade} < 41$	E

All matters relating to the Internship assessment and the results of the Internship report must be included in the Internship Assessment Recapitulation form (**Form. MG-015**). Internship participants are deemed as Passing the Internship if they get a minimum C for all converted courses, whether in free, structured, and/or hybrid form.

CHAPTER 3 REPORTING SYSTEM

3.1 Internship Report Structure

The Internship Report has the following structure:

- Cover
- Approval sheet
- Preface
- Digest/Summary
- Table of Contents
- List of Figures (If any)
- List of Tables (If any)
- List of Notation (If any)
- Chapter I Introduction
 - Background
 - Internship Objectives and or Benefits
 - Scope/Boundaries (if any)/Assumptions (if any)
- Chapter II Internship Partner Profile
- Chapter III Description of Units in the Agencies/Industry
- Chapter IV Results and Discussion
- Chapter V Conclusions and Suggestions
- References
- Appendix
 - Weekly log sheet
 - Photos of Internship activities.
 - Attendance sheet that has been approved by the Field Supervisor
 - Consultation Sheet that has been approved by the Supervisor.
 - Certificate of completion of KP or assessment sheet from the Field Supervisor.
 - Supporting data for special tasks.
 - Special task calculation results, etc.

3.2 Writing Procedure

3.2.1 Material and Size

Materials and sizes include manuscripts, sizes, and covers.

- a. The manuscript is made on 80-gram HVS paper and should be printed on one side of the paper only
- b. The manuscript size is A4
- c. The cover is made of dark blue buffalo skin paper.

3.2.2 Typing

a. Font Type

1. Manuscripts are typed in Times New Roman 12. Italic and square fonts are not permitted except for writing in foreign languages.
2. Symbols, Greek letters, or signs that cannot be typed must be written neatly using black ink.

b. Numerical Unit

1. Numbers are typed with numeric, for example, 1.250 units of sales (except at the beginning of the sentence).
2. Decimal numbers are marked with a comma (,), not with a period (.). For example, the storage fee is Rp 150,50.
3. The unit is stated by its official abbreviation without a dot behind it. For example, m (for meters), kg (for kilograms), and so on.

c. Line Spacing

The spacing between lines is 1.5 spaces except for direct quotations, titles of tables and figures, bibliography, which are using 1 space.

d. Text Border

1. The text border is 3 cm from the top, right, and bottom edges of the paper, and 4 cm from the left edge of the paper.
2. 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 indents (first line paragraph format) 0.38 inches (0.38").

e. New Paragraph

A new paragraph starts at the 7th space from the left border. One paragraph must consist of more than one sentence.

f. Sentence

Sentences should not be too long or short, with a maximum of 5 lines.

g. Sentence Beginning

A number that starts a sentence must be spelled (written with letters). For example, 50 is written as Fifty.

3.3 Language

1. Writing an Internship Proposal or Report must follow the standards of scientific writing.
2. Write using standard Indonesian, following the Indonesian Standardized Grammar.
3. The use of words or terms originating from foreign languages that already have their equivalents in Indonesian must be used otherwise, they must be italicized. New terms that have not been standardized in Indonesian can be used as long as they are consistent. For the first use, it is necessary to give the equivalent in a foreign language (in brackets). If you use many new terms, you should make a glossary in the appendix. Terms in Indonesian can be seen in the Indonesian Dictionary (KBBI) online.
4. The presentation of the material is described in complete sentences by using passive sentences, not imperative sentences, and not using first-person pronouns (I, we, or the author).

3.4 Titles, Subtitles, and Others

1. Title
 - Not too general; need to be more specific.
 - Not too long.
 - The meaning of the word used must be general.
 - The title is expressed in nouns or noun forms; The pronoun "nya" should be avoided if possible.
 - Chapter titles are written in capital letters (upper case) with center alignment. The font size used is 16 with bold type.
2. Each chapter must be numbered sequentially with capital roman numerals. The introduction and chapter titles are written symmetrically in the center with capital letters without lines and periods.
3. The chapter is divided into several sub-chapters, which are numbered sequentially with Arabic numerals. The numbering of sub-chapters is with two numbers: the

number in front shows the chapter number, while the number behind it shows the sub-chapter number. The two numbers are separated by a period. Between the sub-chapter number and the sub-chapter title, give one space. **Sub-chapter titles should be written using capital letters only for each initial letter of the word other than conjunctions.**

4. If the sub-chapters are still further divided into several sub-sub-chapters, then each sub-sub-chapter title is given a triple number (3 numbers in a row) written in Arabic numerals. The first one shows the chapter number, the middle one shows the sub-chapter number, and the last one shows the sub-sub-chapter number. Between each number is separated by a period. Between the number of sub-sub-chapters and the title of the sub-sub-chapter is given one space. **Sub-chapter titles should be written using capital letters only for each initial letter of the word other than conjunctions.**
5. The composition of chapter content must be balanced, and the numbering of sub-chapters is recommended to be **no more than four levels**. If the entire report is considered as a tree structure, then the text with the same level number in the same chapter/sub-chapter must be 'equivalent'.
6. Down Details

If in the writing of the manuscript there are details that must be arranged down, use serial numbers with numbers or letters according to the degree of detail. If using bullets, using connecting lines (-) is not allowed.

3.5 Numbering

3.5.1 Pages

- The first part of the report, starting from the title to the list of appendices, is numbered in lowercase Roman numerals.
- The main and final sections from the introduction (chapter-1) to the last page use Arabic numerals as page numbers.
- Page numbers are placed at the bottom right unless there is a chapter title at the top of the page, then the page number is written at the bottom center.
- Numbers are typed at a distance of 2,5 cm from the right edge and 1,5 cm from the top or bottom edge.

3.5.2 Tables

- The table number followed by the title is placed symmetrically above the table without a period in the end.
- The table should not be cut off unless it is too long and does not fit on one page, then on the table continuation page, include the table number and the word 'continued' in bold and bracket.
- Columns are named and maintained so that they are separated from one another.
- If the table is wider than the width of the paper in portrait position, the paper should be in landscape layout.
- The table is typed symmetrically.
- Tables that are more than two pages or that must be folded, should be placed in the appendix.
- Write the title of the table with each word beginning in the capital letter except for conjunctions.
- For tables quoted from other sources, the source must be stated. The source of citations is written below the table.

3.5.3 Figures

- Charts, graphs, maps, and photos are all called figures. The figure number followed by the title and source is placed symmetrically below the figure.
- Figures should not be cropped. Figure captions are written in the vacant space in the figures and not on other pages.
- If the figure is drawn wide along the paper's height, the top of the image must be placed to the left of the paper. The scale on the graph is made to be easy to use to interpolate or extrapolate.
- The layout of the image is set symmetrically.
- Write the title of the figure with each word beginning in the capital letter except for conjunctions.
- For figures quoted from other sources, the source must be stated. For figures, the sources of the quotes are written after the number and title of the figure with one space.

3.5.4 Equations

- Mathematical equations are given equation numbers preceded by the chapter number in parentheses.
- The meaning of the notation in the mathematical equation is listed in the List of

Notation.

- Equation numbers are right-aligned.

3.5.5 References

A reference list or bibliography is a collection of sources of information used in writing. The sources of information listed in the reference list are sources of information cited in the description or text and which support or are used as references. Information about the sources must be written correctly, wholly, and consistently using a specific format or standard. In a written work, the writing format used in writing quotations must be the same as the format for writing the references, namely:

- Writing references follow the *HARVARD style* rules.
- Sources cited in descriptions, texts, tables, and/or figures must be written in full in the References.
- No peerage titles or academic degrees need to be written.
- The first line of each reference starts from the left margin, while the second line and so on are written with a distance of 0.5 inches (0.5”) from the left margin (hanging format).
- References are sorted alphabetically without being numbered.

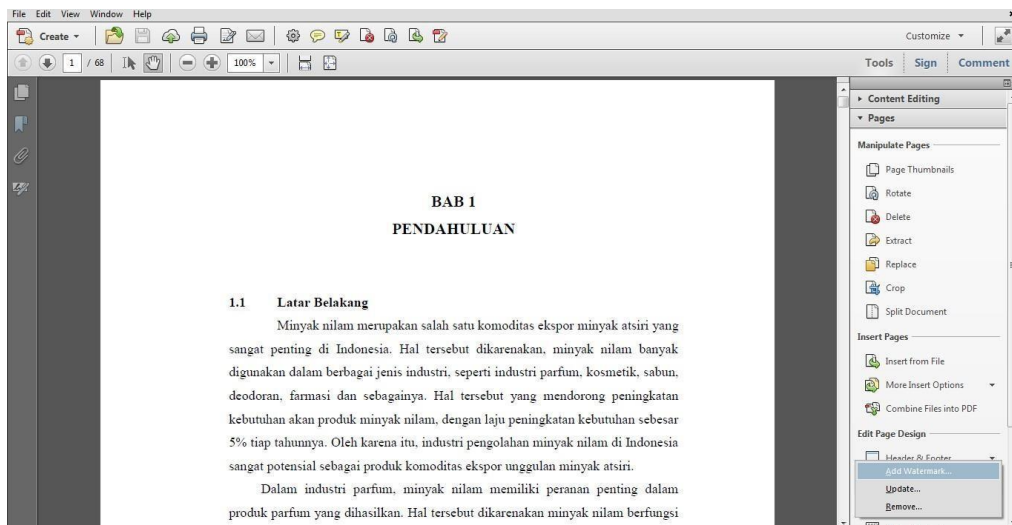
APPENDIX

Appendix 1 Report Template

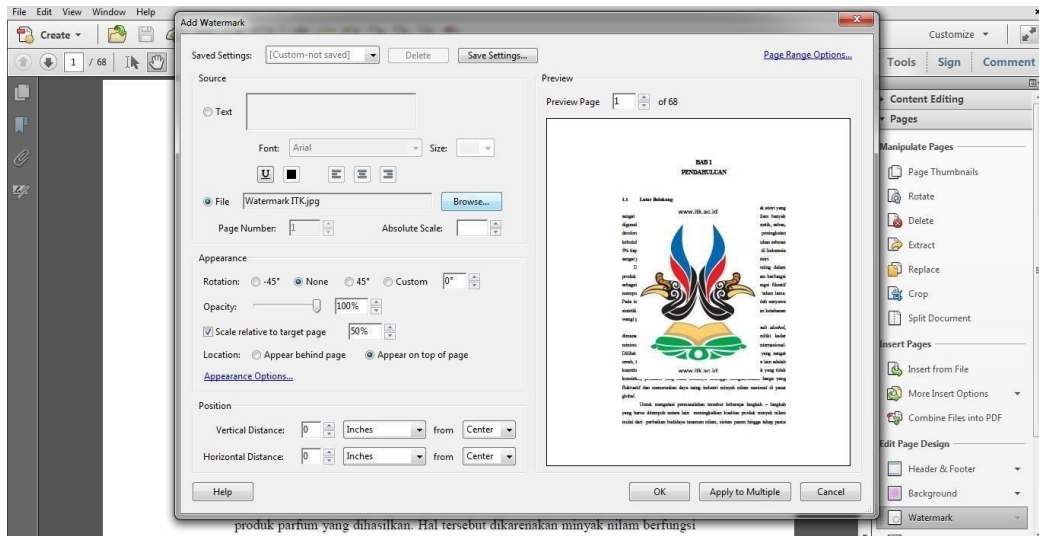
The rules for preparing Internship Reports in digital format (softcopy) are as follows:

1. The Internship Report in softcopy (PDF format) must be submitted to the Library and Study Program, 1 CD each.
2. Contents of the Internship Report CD (softcopy):
 - a. Internship Report with Approval Sheet signed. (Scan of the Approval Sheet with signs of both the Supervisor and Examiner and stamp)
 - b. Internship Seminar Presentation Slide
3. The instructions for naming files in the softcopy Internship Report:
 - a. Outer Cover of Internship Report: student_ID_cover.pdf
 - b. Approval Sheet : student_ID_approval_sheet.pdf
 - c. Preface : student_ID_preface.pdf
 - d. Indonesian Abstract : student_ID_abstract_id.pdf
 - e. English Abstract : student_ID_abstract_en.pdf
 - f. Table of Contents : student_ID_table_of_content.pdf
 - g. List of Figures : student_ID_illustrations.pdf
 - h. List of Tables : student_ID_tables.pdf
 - i. List of Notation : student_ID_notations.pdf
 - j. Chapter I : student_ID_chapter_1.pdf
 - k. Chapter II : student_ID_chapter_2.pdf
 - l. Chapter III : student_ID_chapter_3.pdf
 - m. Chapter IV : student_ID_chapter_4.pdf
 - n. Chapter V : student_ID_conclusions.pdf
 - o. Bibliography/References : student_ID_bibliography.pdf
 - p. Attachment : student_ID_enclosure.pdf
 - q. Internship Report Presentation : student_ID_presentation.pdf
4. The softcopy Internship Report CD must be put in the CD box and complete with the author's identity, student ID, Internship Title, and the name of the Study Program.
5. PDF files in the Internship Report CD must be given an ITK watermark. The watermark rules are as follows:
 - APPROVAL SHEET must be scanned on one page, signed, and be given an ITK stamp.

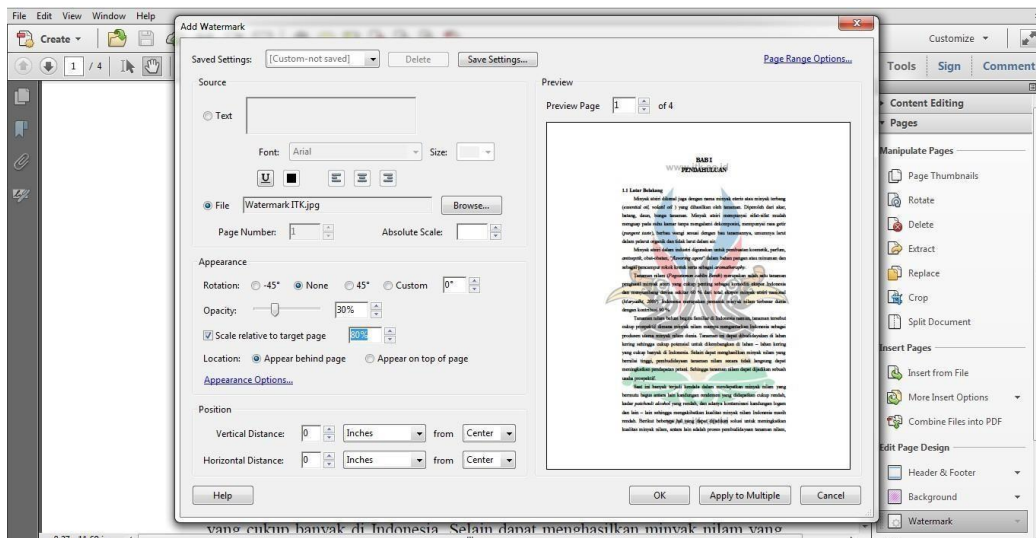
- Pay attention to the contents of your file, whether using portrait or landscape A4 paper.
 - The position of the “**APPEAR BEHIND PAGE**” watermark is with **30%** opacity, except for the APPROVAL SHEET, pages in CHAPTER II, III and IV, THESIS PAPER, and PRESENTATION SLIDE, which are using “**APPEAR ON TOP OF PAGE**” with **30%** opacity.
 - If the Appendix contains pictures, graphs, or tables, the position of the watermark is “**APPEAR ON TOP OF PAGE**” with an opacity of **30%**.
6. The procedure for adding the ITK watermark is as follows:
- Open the Adobe Acrobat XI Pro program, then select the file to be added ITK watermark, then select Tools -> Watermark -> Add Watermark



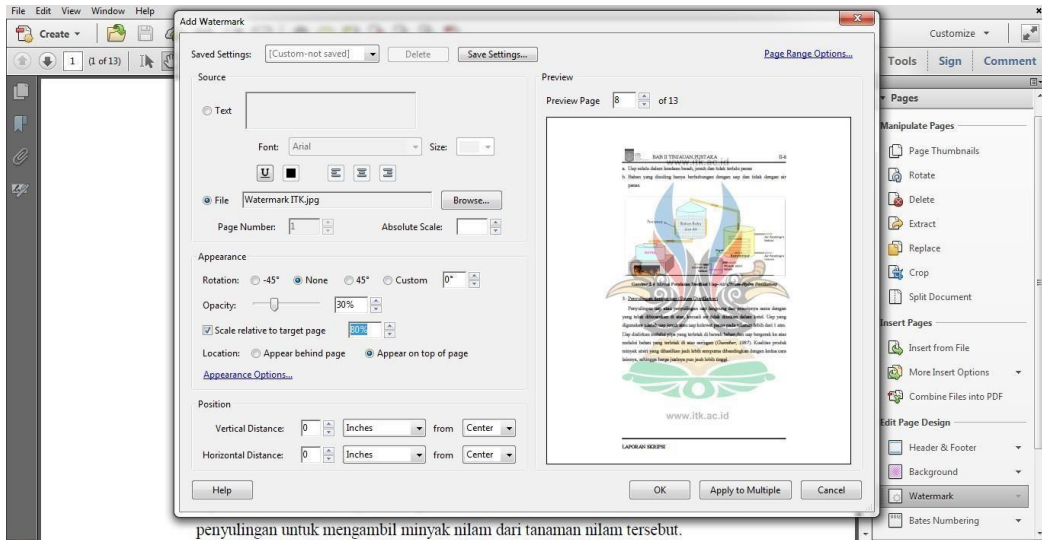
- Browse ITK watermark file



- Set **APPEAR BEHIND PAGE**: opacity 30%, scale relative to page 80%.



- Set **APPEAR ON TOP OF PAGE** : opacity 30%, scale relative to page 80%.



penyulingan untuk mengambil minyak nilam dari tanaman nilam tersebut.

- Then, click OK dan save the file.

FRONT SOFT COVER OF THE INTERNSHIP REPORT



MAGANG

STUDI EKSPERIMEN PENGARUH
JUMLAH SUDU DAN BENTUK
SUDU TERHADAP PERFORMA
PADA TURBIN ANGIN
CROSSFLOW

Abdurrochman Burhan Wibowo
NIM. 03161002

Alfian Djafar, S.T., M.T.
Diniar Mungil Kurniawati, S.T., M.T.

Program Studi Teknik Mesin
Jurusan Teknologi Industri dan Proses
Institut Teknologi Kalimantan
Balikpapan, 2020

INSIDE COVER OF THE INTERNSHIP REPORT



MAGANG

STUDI EKSPERIMEN PENGARUH
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Jurusan Teknologi Industri dan Proses
Institut Teknologi Kalimantan
Balikpapan, 2020

Customized per
Department's color

THE SPINE OF THE INTERNSHIP REPORT



03161002 - Studi Eksperimen Pengaruh Jumlah Sudu dan Bentuk Sudu Terhadap Performa pada Turbin Angin Crossflow

1. The picture on the side is the spine design with the thickness of the Thesis Report Book +- 7mm
2. If the thickness of the Thesis Report Book is more or less than 7mm, then the size of the ITK's Font and Logo can be adjusted to the width of the spine area. Except for Student Name and Graduation Year, which font size cannot be changed.

Abulrohman Birhan Wibawa 2020

Customized per
Department's color

APPROVAL SHEET

} [length: 2 x 1.5 spacing; font size 12]

INTERNSHIP

In

Bachelor degree in [Study Program’s Name]
[Department’s Name] Department
Institut Teknologi Kalimantan

} [length: 1 x 1.5 spacing; font size 12]
Internship Title:

[length: 1 x 1.5 spacing; font size 12]

**[INTERNSHIP TITLE IN CAPITAL LETTER
IN ENGLISH]**

} [minimum length: 2 x 1.5 spacing; font size 12]

By:

[Student’s Name]

Student ID [Student ID]

[length: 1 x 1.5 spacing; font size 12]

Approved by the Internship Examiner Team:

[length: 1 x 1.5 spacing; font size 12]

- | | | |
|------------------------|----------------------------|-------|
| 1. [Supervisor’s Name] | 1 st Supervisor | |
| 2. [Examiner’s Name] | 1 st Examiner | |
| 3. [Examiner’s Name] | 2 nd Examiner | |

} [length: 3 x 1.5 spacing; font size 12]

BALIKPAPAN

[MONTH, YEAR] [depend on the period of the Internship Result Seminar]

PREFACE



[length : 2 x 1.5 spacing; font size 12]

The PREFACE usually contains the author's gratitude for completing the INTERNSHIP and conveying gratitude to other people. To maintain the formality of the INTERNSHIP, there should be no declaration sheet. Write your gratitude statements by mentioning names related to the implementation of the INTERNSHIP and using formal sentences.

The Preface may end with a paragraph stating that the author accepts criticism for any flaw in the INTERNSHIP.

Author

TABLE OF CONTENT



[length: 2 x 1.5 spacing; font size 12]

Cover	i
Approval Sheet	ii
Preface	iii
Table of Content	iv
List of Figures	vi
List of Tables	vii
List of Notations	x
CHAPTER I Introduction	
Etc.	

LIST OF FIGURES



[length: 2 x 1.5 spacing; font size 12]

Figure 2.1	Figure 1	10
Figure 2.2	Figure 2	11

LIST OF TABLES



[length: 2 x 1.5 spacing; font size 12]

Table 2.1	Table I	10
Table 2.2	Table II	11

LIST OF NOTATIONS



[length: 2 x 1.5 spacing; font size 12]

Notation	Description	Unit
x	Flow rate	m/s
y	Acceleration	m/s ²
x	Power	watt
	Etcetera	

CHAPTER 1 INTRODUCTION

[length: 2 x 1.5 spacing; font size 12]

In the INTRODUCTION is written the background and what is done in this INTERNSHIP in general. The introduction also serves to direct the reader to read the report as a whole because this chapter contains an overview of the Report. Introduction contains:

1.1 Background of the Problem

Contains the ideas or reasons that underlie the topic of the INTERNSHIP. The paragraphs are indented. Sub-discussions are written with a capital letter at the beginning of each word (except conjunctions).

1.2 Objective and/or Benefits of Internship

Research objectives describe the indicators to be achieved in the research.

Research benefits are positive things that can be contributed from the research results, both for the academic and practical world.

1.3 Scope/Limitations (if any)/ Assumptions (if any)

Express the scope and limitations of the research object as well as the basic assumptions that are used as a foundation for thinking and acting in the research process.

CHAPTER 2 INTERNSHIP PARTNER PROFILE

[length: 2 x 1.5 spacing; font size 12]

In this chapter, the “General condition of the Company” for the INTERNSHIP is written. This chapter usually contains information about:

2.1 Company Description

2.2 Company Vision and Mission

2.3 Organizational Structure

2.4 Internship Partner Department/Unit

2.5 Internship Activity Report

Present other information that supports the study of INTERNSHIP materials

CHAPTER 3 REVIEW OF LITERATURE

[length: 2 x 1.5 spacing; font size 12]

In this chapter, the theoretical basis of the INTERNSHIP topic is written. The theoretical basis that becomes the theoretical basis of the INTERNSHIP topic must be discussed in-depth, complete with references.

1. Example of the number and title of a figure

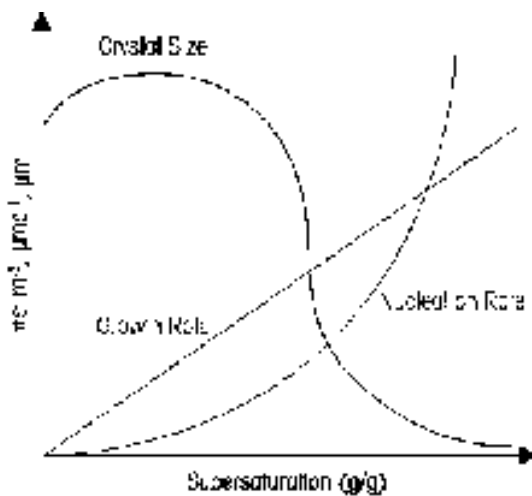


Figure 2.2 Relationship between supersaturation and nucleation rate, crystal growth, and crystal size (O'Sullivan et al., 2012).

2. Example of the number and title of a table

Table 2.1 Comparison of yield and purity of PA crystals
in various separation methods (Gotama, 2014)

Score	HPCPC ^{*)}	Host-Guest Inclusion ^{#)}	Silica Gel Column Chrom. ^{\$)}
Yield	16%	17%	0,011%
Purity	98%	44%	98%

^{*)} Li et al. (2011)

^{#)} Tong et al. (2012)

^{\$)} Xian et al. (2011)

3. Examples of mathematical equations

$$P = F/A \tag{2.1}$$

CHAPTER 4 RESULT AND DISCUSSION

[length: 2 x 1.5 spacing; font size 12]

This chapter contains an analysis of the selected INTERNSHIP topic. This analysis can be in the form of solutions according to the field of study to problems encountered during internships and then appointed as the internship topic.

CHAPTER 5 CONCLUSION

[length: 2 x 1.5 spacing; font size 12]

In this chapter, the conclusions and directions for the development of this INTERNSHIP topic are written more clearly.

5.1 Conclusion

If the conclusion is drawn based on a statistical test or a special methodology, it must be written: "The conclusion answers the research objective". The conclusion is formulated based on the results of the discussion of the previous chapters which reflect the answers to the problems that have been formulated and are not a repetition of the results of the discussion

5.2 Suggestions

Suggestions are a follow-up to the conclusion in the form of suggestions or recommendations concerning operational, policy, or conceptual aspects. Suggestions should be concrete, realistic, practical, and directed to problem-solving.

REFERENCES

Examples of writing literature in scientific works, both proposals and Internship reports are as follows:

General Format:

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

JOURNALS

One author, citation format: (Harunsyah, 2011)

Harunsyah. (2011), "Peningkatan Mutu Minyak Nilam Rakyat melalui Proses Pemurnian", Jurnal Teknologi Politeknik Negeri Lhokseumawe, Vol. 11, No. 1, page. 1-7.

Two authors, citation format: (Al-Zoubi and Malamataris, 2003)

Al-Zoubi, N., and Malamataris, S. (2003), "Effects of Initial Concentration and Seeding Procedure on Crystallisation of Orthorhombic Paracetamol from Ethanolic Solution", International Journal of Pharmaceutics, Vol. 260, No.1, page. 123-125.

More than two authors, citation format: (Akrap et al., 2010)

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.

Li, X.C., Zhang, Q.W., Yin, Z.Q., Zhang, X.Q., and Ye, W.C. (2011a), "Preparative Separation of Patchouli Alcohol from Patchouli Oil Using High Performance Centrifugal Partition Chromatography", The Journal of Essential Oil Research, Vol. 23, No. 6, page. 19-24.

Li, Y.C., Xian, Y.F., Ip, S.P., Su, Z.R., Su, J.Y., He, J.J., Xie, Q.F., Lai, X.P., and Lin, Z.X. (2011b), "Anti-Inflammatory Activity of Patchouli Alcohol Isolated from Pogostemonis Herba in Animal Models", Fitoterapia, Vol. 82, No. 8, page. 1295-1301.

"Use letters a and b if the author and name are the same but the journals' titles are different"

BOOKS

One author, citation format: (Jones, 2002)

Jones, A.G. (2002), Crystallization Process System, Butterworth-Heinemann, Oxford.

Two authors, citation format: (Randolph and Larson, 1988)

Randolph, A.D., and Larson, M.A., (1988), Theory of Particulate Processes: Analysis and Techniques of Continuous Crystallization, 2nd edition, Academic Press, San Diego.

More than two authors, citation format: (Tung et al., 2009)

Tung, H., Paul, E.L., Middler, M., and McCauley, J.A. (2009), *Crystallization of Organic Compounds: An Industrial Perspective*, John Wiley & Sons, Inc., New Jersey.

ARTICLES SUMMARIZED/EDITED IN A BOOK BY EDITORS

One author, citation format: (Fitzpatrick, 2012)

Fitzpatrick, J.J. (2012), “Crystallization Process Design” in *Handbook of Food Process Design*, eds. Ahmed, J., and Rahman, M.S., Wiley- Blackwell, West Sussex, page. 648-681.

“word [eds.] shows more than one editor”

Two authors, citation format: (Schwartz and Myerson, 2002)

Schwartz, A.M., and Myerson, A.S. (2002), “Solutions and Solution Properties” in *Handbook of Industrial Crystallization*, 2nd edition, ed. Myersen, A.S., Butterworth-Heinemann, Boston, page. 1-32.

“word [ed.] shows only one editor”

RESEARCH/THESIS/DISSERTATION RESULTS

Widiyanto, D. and Nugroho, S. (2010), *Pengaruh Kecepatan Pengadukan dan Volume Pelarut pada Kristalisasi Patchouli Alcohol dengan Metode Distilasi Vakum*, Thesis, Institut Teknologi Sepuluh Nopember Surabaya, Surabaya.

Irawan, T.A.B. (2010), *Peningkatan Mutu Minyak Nilam dengan Ekstraksi dan Destilasi pada Berbagai Komposisi Pelarut*, Thesis, Universitas Diponegoro, Semarang.

Häkkinen, A., (2009), *The Influence of Crystallization Conditions on The Filtration Characteristics of Sulphathiazole Suspensions*, Dissertation, Lappeenranta University of Technology, Lappeenranta, Finland.

ARTICLE IN A PROCEEDING (SEMINAR/CONFERENCE)

One author, citation format: (Silviana, 2006)

Silviana (2006), “Studi Awal Deterpenisasi Minyak Nilam melalui Ekstraksi dengan Pelarut Etanol”, *Prosiding Konferensi Nasional Minyak Atsiri*, Eds : Sirait et al., Dirjen IKM Departemen Perindustrian RI dan IPB Bogor, Solo, page. 143-149.

More than two authors, citation format: (Hernani et al., 2002)

Hernani, Munazah dan Ma'mun. (2002), “Peningkatan Kadar Patchouli Alcohol dalam Minyak Nilam (Pogostemon Cablin Benth.) melalui Proses Deterpenisasi”, *Prosiding Simposium Nasional II Tumbuhan Obat dan Aromatik*, Eds: Niola, B.P. et al., Pusat Penelitian Biologi, LIPI- KEHATI-APINMAP-UNESCO-JICA, Bogor, page. 225-228.

OTHER PUBLICATIONS

Can be obtained from internal tool producers/manufacturers.

O'Sullivan, B., Smith, B., and Baramidze, G. (2012), Recent Advances for Seeding a Crystallization Process: A Review of Modern Techniques, Mettler Toledo-AutoChem, Columbia, USA.

INTERNET SOURCES

Malya Optima Indonesia. (2013). Patchouli Oil (Light). [online] available on: <http://malya.co.id/products/patchouli-oil-light> [accessed on 21 December 2013].

Citation format: (malya.co.id, 2013)

BACK SOFT COVER OF THE INTERNSHIP REPORT

Author's Bio

Abdurrochman Burhan Wibowo
Balikpapan, 10 Desember 1998

Jl. Sultan Hasanuddin, RT 10, Kelurahan Kariangau,
Balikpapan

+6281250822810
abdurrochmanwibowo@gmail.com

**Pas Foto
4X6**

Customized per
Department's color

CD STICKER OF THE INTERNSHIP REPORT



Appendix 2 Internship Assessment Rubric

Internship Performance Assessment

Assessment Criteria	Percentage	Passable (51-70)	Good (71-80)	Excellent (81-100)
Initiative and Independent	10%	Never convey ideas/opinions and rely too much on Field Supervisors in carrying out Internships.	Conveys ideas/opinions several times and is fairly independent in carrying out the Internship	Often conveys ideas/ideas and is very independent in carrying out Internships
Discipline	10%	Fail to attend more than three times and did not finish work on time.	Absent less than 3x and finish work on time.	Always attend and complete work on time.
Think Critically, Creatively and Analytically	10%	Lack of acceptable critical, creative, and analytical thinking skills.	Demonstrate good critical, creative, and analytical thinking skills.	Demonstrate excellent critical, creative, and analytical thinking skills.
Adaptability	10%	Fail to adapt to the work environment well.	Able to adapt to the work environment quite well.	Able to adapt to the work environment very well.
Communication Skills (Spoken and Written)	10%	Lack of ability to communicate (written/spoken) at work.	Able to communicate (written/spoken) on the job quite well.	Able to communicate (written/spoken) very well on the job.
Technical Ability/Skill	20%	Lack of mastery of some basic technical skills to carry out Internships	Sufficient mastery of basic technical skills to carry out the Internship.	Strong mastery of the basic technical skills to carry out the Internship
Collaboration Skills	10%	Inability to work in a team.	Can work well in a team.	Can work in a team very well.
Attitude	5%	Impolite and irresponsible.	Quite polite and responsible.	Very polite and responsible.
Appearance	5%	Unable to meet professional standards in the workplace.	Adequately meet the standards of professional work in the workplace.	Meet professional work standards in the workplace.
Work Result/Contribution	10%	Unsatisfactory work and does not contribute to teamwork.	The work results are fairly satisfactory and contribute enough to the team's work.	The work results are satisfactory and contribute to teamwork.

Internship Result Seminar Assessment

	Assessment Criteria	Percentage	Passable (51-70)	Good (71-80)	Excellent (81-100)
Presentation Media /PPT20%	Content	10%	Internship participants explained hardly any topics or did not present any important points.	Internship participants explain important points; some are supported by appropriate arguments, ideas, and data.	Internship participants explain important points and are supported by appropriate arguments, ideas, and data.
	Text)	5%	Most slides lead to too many ideas and too many words.	Most slides point to one idea but use too many words.	All slides point to one idea.
	Pictures and Layout	5%	The images used are distracting and detract from the content and the layout is messy and confusing.	Some of the images use clipart; the images are too large or too small; the quality is low; the layout looks structured.	All slides are very informative; the images are high quality to help listeners understand the content being conveyed; the layout looks attractive.
Communication during Presentation 40%	Presentation Attitude	10%	Rather impolite and uncertain (lack of confidence).	Polite and confident.	Polite, confident, and calm.
	Using Formal Language	10%	There was some error in pronunciation during the presentation.	Using formal Indonesian but with unclear volume.	Using formal Indonesian with clear volume.
	Eye Contact	10%	Interns read all reports without making eye contact.	Interns almost always make eye contact but often look at notes.	Interns always make eye contact and never look at notes.
	Oral Presentation Skill	10%	Having trouble describing ideas. Insufficient preparation and incomplete work	Communicate ideas in a clear voice and understandable manner with enough preparation	Communicate ideas with enthusiasm, clear voice, precise language, and an easy-to-understand manner.
Mastery of the Material 40%	Information Delivery	10%	The information conveyed is unorganized and unstructured.	Some information is organized, structured, and logically accepted	Present logical, organized, and structured information.

	Assessment Criteria	Percentage	Passable (51-70)	Good (71-80)	Excellent (81-100)
	Accuracy in answering questions	15%	Unable to answer questions well.	Able to answer questions with minor errors.	Able to answer questions very well.
	Mastery of the Delivered Material	15%	All explanations are still inaccurate.	Several explanations are still not quite right.	All explanations are correct and accurate.

Internship Report Assessment

	Assessment Criteria	Percentage	Passable (51-70)	Good (71-80)	Excellent (81-100)
Internship Report conveys Internship activities that have been carried out (25%)	Internship Partner's Company Overview	10%	There is no explanation about the Internship Partner profile including the Internship Partner's business processes and divisions	There is an explanation of the Internship Partner profile which includes the Internship Partner's business processes and divisions.	There is an explanation of the company profile including business processes, company divisions, and other information about the company.
	Interns' tasks are well explained and relevant to the study program	15%	Student assignments are not well explained and unclear.	Student assignments are explained well, but there are still some unclear things.	The assignments are explained clearly and well.
Contents of Internship Report (50%)	Introduction/background and problems are written clearly	5%	The Internship Background section does not explain the purpose of the Internship and the reason why the topic was chosen to be discussed.	The Internship Background explains quite well the purpose of the Internship and the reason why the topic was chosen to be discussed.	The Internship Background explains very well both the purpose of the Internship and the reason why the topic was chosen to be discussed and is supported by journals.
	Problems are analyzed using theoretical foundations and supported by strong evidence	20%	The theory/supporting evidence used does not match the problem discussed.	The theory/supporting evidence used is not quite following the problems discussed.	The theory/supporting evidence used is following the problem discussed.

	Assessment Criteria	Percentage	Passable (51-70)	Good (71-80)	Excellent (81-100)
	Conclusions are formulated according to the results of the analysis	15%	The conclusions formulated are not following the results of the analysis.	The conclusions formulated are not quite following the results of the analysis.	Conclusions are formulated according to the results of the analysis correctly.
	The recommendation contains suggestions regarding the analyzed problems and suggestions for Internship Partners (if any)	10%	Recommendations are not following 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 provided are based on the results of analysis and reflection appropriately.
Internship Report was written with a good organization (25%)	Following the Internship Report guidelines	10%	The report is not following the Internship report writing guidelines.	The report is not accurately following the guidelines for writing an Internship report.	Reports are written according to the Internship report writing guidelines.
	Correct writing of words and sentences	5%	There are still many mistakes in spelling.	There are a few mistakes in spelling.	There are little to no errors in spelling.
	Standard and scientific language	5%	Not using standard Indonesian and the citations/references do not follow the correct convention.	Using standard Indonesian, but the use of citations/references is not according to the correct convention.	Use standard Indonesian and use citations/references according to the correct convention.
	References	5%	The reference list is inadequate for the following reasons: 1. Incomplete or contains unquoted sources. 2. Less detailed references to find the sources again. 3. Incorrect and inconsistent format. 4. Invalid reference	The references are comprehensive and generally follow the format guidelines but there are a few errors.	Complete reference list and format according to format.

Appendix 3 Forms

No	Forms' Name
MG 001	internship registration form
MG 002	proof of receipt for the internship application
MG 003	daily log sheet
MG 004	consultation form with the supervisor
MG 005	consultation form with the field supervisor
MG 006	attendance form
MG 007	internship result seminar registration form
MG 008	field supervisor assessment form for the free form
MG 009	supervisor assessment form for the free form
MG 010	examiner assessment form for the free form
MG 011	examiner assessment form for the structured form
MG 012	minutes of internship result seminar form
MG 013	internship report submission receipt form
MG 014	internship result seminar schedule form
MG 015	internship assessment result recapitulation form
	internship agreement



INTERNSHIP REGISTRATION FORM *)

Student's Name : (USID.)
 Study Program :
 Department :
 Internship Partner Plan
 Internship Partner :
 Address :
 Type/Field :
 Internship Period : (month) - , (year)

Balikpapan, 20

Advisor,

Student,

()
 NIP/NIPH.

()
 USID.

Career Guidance and Job
 Exchange for Student and
 Alumni Centers

Study Program Coordinator,

()
 NIP/NIPH.

()
 NIP/NIPH.



PROOF OF RECEIPT FOR THE INTERNSHIP APPLICATION

The complete documents for the Internship application have been received as listed below, on behalf of:

Student/USID :

Study Program/Department :

The following are the documents for the Internship application:

1. Internship Registration Form (Form. MG-001)	
2. A copy of Student ID Card	
3. Legalized Temporary Transcripts	
4. Others:	

	Balikpapan, 20
Receiver,	Sender,
Departmental Academic Education Personnel	Student
.....

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

Name/USID :

Study Program/Department :

	Balikpapan, 20
Receiver,	Sender,
Departmental Academic Education Personnel	Student
.....



INTERNSHIP DAILY LOG SHEET

Student's Name : (USID.)
Study Program :
Field Supervisor :
Project's Title :
Daily Activities :

Day/ Date	Job Description	Types of Physical Evidence and Its Legality				Field Supervisor Signature
		Reference Or Assignment Letter	Documents From the Workplace (Activity Report)	Visual Evidence (Photos of Activities)	Work Results (Photos of Work Results)	
Monday /3 Agustus 2020	Carry out inspections for heavy equipment damage	Assignment letter	Activity report	Photo attached	Photo attached	

Field Supervisor,

()



INTERNSHIP CONSULTATION FORM

Student's Name : (USID.)
Study Program :
Supervisor :
Internship Location :
Internship Period : from 20 to 20

NO	DATE	DESCRIPTION	COMMUNICATI ON MEDIA	SUPERVISOR SIGNATURE

Supervisor,

()
NIP/NIPH



INTERNSHIP CONSULTATION FORM

Student's Name : (USID.)

Study Program :

Internship Unit/Departemen:

NO	DATE	DESCRIPTION	COMMUNICATION MEDIA	FIELD SUPERVISOR SIGNATURE

Field Supervisor,

()



INTERNSHIP RESULT SEMINAR REGISTRATION FORM

Student's Name : (USID.)

Study Program :

Department :

Internship Partner

Name :

Address :

Business Type/Field:

Internship Period : (month) - , (year)

Internship Title :

.....

Registration Documents:

1. Daily Log Sheet (Form. MG-003)	
2. Consultation Form (Form.MG-004 dan Form.MG -005)	
3. Attendance Form (Form. MG-006)	
4. Internship Report Draft	
5. Certificate of Internship Completion from Internship Partner	
6. Field Supervisor Assessment Form (Form. MG-008)	

Balikpapan, 20

Supervisor,

Student,

()

()

NIP/NIPH.

USID.



FIELD SUPERVISOR ASSESSMENT FORM

Student's Name : (USID.)
 Study Program :
 Internship Partner :
 Internship Period : 20 to 20

No	Aspect of Assessment	Weight	Score	Weight*Score
1	Internship Result Seminar 25%			
	Presentation Media			
	Content	2.50%		
	Text	1.25%		
	Picture	1.25%		
	Communication			
	Presentation attitude	2.50%		
	Using formal Indonesian	2.50%		
	Eye contact	2.50%		
	Oral presentation skill	2.50%		
	Mastery Of The Material			
	Information delivery	2.50%		
	Accuracy in answering questions	3.75%		
	Mastering the material presented	3.75%		
2	Report 25%			
	Conveying Internship Activities			
	Internship Partner Company's overview	2.50%		
	The internship's tasks are well explained and relevant to the study program	3.75%		
	Report Content			
	Introduction/background and problem are written clearly	1.25%		
	Problems are analyzed using strong theoretical foundations and supporting evidence	5.00%		
	Conclusions are formulated according to the results of the analysis	3.75%		
	The recommendations made contain suggestions related to the issues analyzed and advice for Internship Partners (if any)	2.50%		
	The Internship Report is well-organized			
	Following the Internship Report guidelines	2.50%		
	Correct writing of words and sentences	1.25%		
	Standard and scientific language	1.25%		
References	1.25%			
3	Performance 50%			



No	Aspect of Assessment	Weight	Score	Weight*Score
	Has Initiative and Independent	5.00%		
	Discipline	5.00%		
	Think critically, creatively and analytically	5.00%		
	Adaptability	5.00%		
	Communication skills (spoken and written)	5.00%		
	Technical ability/Skill	10.00%		
	Cooperation ability	5.00%		
	Attitude	2.50%		
	Appearance	2.50%		
	Results of work/contribution	5.00%		
TOTAL		100%		

Note :
Scoring Range (0 – 100)

Acknowledged by,

Field Supervisor's Superior,

.....20
Field Supervisor,

()

()



SUPERVISOR ASSESSMENT FORM

Student's Name : (NIM.)
 Study Program :
 Internship Partner :
 Internship Period : 20 to 20

No	Aspect of Assessment	Weight	Score	Weight*Score
1	Internship Result Seminar 33%			
	Presentation Media			
	Content	3.30%		
	Text	1.65%		
	Picture	1.65%		
	Communication			
	Presentation attitude	3.30%		
	Using formal Indonesian	3.30%		
	Eye contact	3.30%		
	Oral presentation skill	3.30%		
	Mastery Of The Material			
	Information delivery	3.30%		
	Accuracy in answering questions	4.95%		
	Mastering the material presented	4.95%		
2	Report 34%			
	Conveying Internship Activities			
	Internship Partner Company's overview	3.40%		
	The internship's tasks are well explained and relevant to the study program	5.10%		
	Report Content			
	Introduction/background and problem are written clearly	1.70%		
	Problems are analyzed using strong theoretical foundations and supporting evidence	6.80%		
	Conclusions are formulated according to the results of the analysis	5.10%		
	The recommendations made contain suggestions related to the issues analyzed and advice for Internship Partners (if any)	3.40%		
	The Internship Report is well-organized			
	Following the Internship Report guidelines	3.40%		
	Correct writing of words and sentences	1.70%		
	Standard and scientific language	1.70%		
References	1.70%			
3	Performance 33%			
	Has Initiative and Independent	3.30%		



No	Aspect of Assessment	Weight	Score	Weight*Score
	Discipline	3.30%		
	Think critically, creatively and analytically	3.30%		
	Adaptability	3.30%		
	Communication skills (spoken and written)	3.30%		
	Technical ability/Skill	6.60%		
	Cooperation ability	3.30%		
	Attitude	1.65%		
	Appearance	1.65%		
	Results of work/contribution	3.30%		
TOTAL		100%		

Note :
Scoring Range (0 – 100)

.....20

Supervisor,

()



EXAMINER ASSESSMENT FORM *

Student's Name : (NIM.)
 Study Program :
 Internship Partner :
 Internship Period : 20 to 20

No	Aspect of Assessment	Weight	Score	Weight*Score
1	Internship Result Seminar 50%			
	Presentation Media			
	Content	5,00%		
	Text	2,50%		
	Picture	2,50%		
	Communication			
	Presentation attitude	5,00%		
	Using formal Indonesian	5,00%		
	Eye contact	5,00%		
	Oral presentation skill	5,00%		
	Mastery Of The Material			
	Information delivery	5,00%		
	Accuracy in answering questions	7,50%		
	Mastering the material presented	7,50%		
2	Report 50%			
	Conveying Internship Activities			
	Internship Partner Company's overview	5,00%		
	The internship's tasks are well explained and relevant to the study program	7,50%		
	Report Content			
	Introduction/background and problem are written clearly	2,50%		
	Problems are analyzed using strong theoretical foundations and supporting evidence	10,00%		
	Conclusions are formulated according to the results of the analysis	7,50%		
	The recommendations made contain suggestions related to the issues analyzed and advice for Internship Partners (if any)	5,00%		
	The Internship Report is well-organized			
	Following the Internship Report guidelines	5,00%		
	Correct writing of words and sentences	2,50%		
	Standard and scientific language	2,50%		
	References	2,50%		
TOTAL		100%		



Note :
Scoring Range (0 – 100)

.....,.....20

Examiner,

()

*) Examiner assessment form for the free form



EXAMINER ASSESSMENT FORM *

Student's Name : (NIM.)
 Study Program :
 Internship Partner :
 Internship Period : 20 to 20

No	Aspect of Assessment	Weight	Score	Weight*Score
1	Internship Result Seminar 42%			
	Presentation Media			
	Content	3,40%		
	Text	1,70%		
	Picture	1,70%		
	Communication			
	Presentation attitude	3,40%		
	Using formal Indonesian	3,40%		
	Eye contact	3,40%		
	Oral presentation skill	3,40%		
	Mastery Of The Material			
	Information delivery	3,40%		
	Accuracy in answering questions	9,10%		
	Mastering the material presented	9,10%		
2	Report 25%			
	Conveying Internship Activities			
	Internship Partner Company's overview	1,30%		
	The internship's tasks are well explained and relevant to the study program	2,95%		
	Report Content			
	Introduction/background and problem are written clearly	1.65%		
	Problems are analyzed using strong theoretical foundations and supporting evidence	5.60%		
	Conclusions are formulated according to the results of the analysis	3.95%		
	The recommendations made contain suggestions related to the issues analyzed and advice for Internship Partners (if any)	2.30%		
	The Internship Report is well-organized			
	Following the Internship Report guidelines	3,30%		
	Correct writing of words and sentences	1,65%		
Standard and scientific language	1,65%			
References	1,65%			
3	Performance 33%			
	Has Initiative and Independent	3,30%		
	Discipline	3,30%		



Think critically, creatively and analytically	3,30%		
Adaptability	3,30%		
Communication skills (spoken and written)	3,30%		
Technical ability/Skill	6,60%		
Cooperation ability	3,30%		
Attitude	1,65%		
Appearance	1,65%		
Results of work/contribution	3,30%		
TOTAL	100%		

Note :
Scoring Range (0 – 100)

.....,.....20

Examiner,

()

*) Examiner assessment form for the structured form



MINUTES OF INTERNSHIP RESULT SEMINAR

On the day, the date, at to WITA, an Internship Results Seminar was held at the Institut Teknologi Kalimantan on behalf of:

Student's Name / USID :
 Study Program/Department :
 Internship Partner :
 Internship Period : 20 to 20
 Internship Title :
 Supervisor :
 Field Supervisor :

Based on the decision of the Examiner Team for the Internship Seminar, the student is pronounced:

Passed Failed

NO	ASPECT OF ASSESSMENT	SCORE	SIGN
1.	SUPERVISOR /		
2.	EXAMINER I /		
3.	EXAMINER II /		
TOTAL			

With Final Grades
 Thus the news of this event was made in truth.

Balikpapan,20....

Supervisor

()

NIP/NIPH.



INTERNSHIP REPORT SUBMISSION RECEIPT FORM

Student's Name/NIM :

Study Program/Department:

No	Receiver Unit	Receiver's Name	Receipt Date	Sign
1	Supervisor Y 1 CD			
2	Study Program Y 1 Report Book Y 1 CD			
3	ITK Library Y 1 Report Book Y 1 CD			

Balikpapan,

Sender,

(.....)

NIM.



INTERNSHIP RESUL SEMINAR SCHEDULE
ODD/EVEN PERIOD YEAR 20xx/20yy

Study Program :

Department :

No	Student (NIM)	Internship Titel	Supervisor	Field Supervisor	Examiner	Date, Place, and Time

Acknowledged by
..... Study Program Coordinator

Balikpapan, 20
Drafted by,
Departmental Academic Education Personnel

()
NIP/NIPH.

()
NIP/NIPH.



INTERNSHIP ASSESSMENT RECAPITULATION
ODD/EVEN PERIOD YEAR 20xx/20yy

Study Program :

Department :

No	Student's Name	Evaluator	Grade	Weight*	Grade*Weight
1		Supervisor			
		Field Supervisor			
		Examiner			
		Total			
2		Supervisor			
		Field Supervisor			
		Examiner			
		Total			
	Etc.				

*) The weights are adjusted to the type of Internship listed in the assessment criteria



Internship Agreement

The Internship Agreement or student internship partnership agreement, which provides a professional and educational experience as stated in the Cooperation Agreement, is an integral part of this document.

This agreement can be terminated and can be carried out by one of the signatories of the agreement, and each party has an agreement to precede by a notification of the reasons for the termination to the other party before termination.

I, the undersigned, afterward referred to as **PARTY I**

Name :
NIP :
Position :
Institution :
Address :
Hp/Email :
As : Internship Field Supervisor

Agree to provide internship experience as referred to in the internship guidelines and Cooperation Agreement, which is an integral part of the internship partnership agreement from the Student, afterward referred to as **PARTY II**

Name :
NIM :
Address :
HP/Email :
Institution :
As : Internship Participant
Schedule :

This agreement is made to clarify pre-existing documents without violating the agreed rules. Things that will be clarified through this agreement include:

1. Description of assignments, themes, and course learning outcomes
- Assignment

Including when students take data for the Final Project

Internship activities are carried out at the Operations Department of PT. PLN Transmisi. Internship activities are carried out for 512 hours with a working time of 8 hours a day and six days a week. The main activities in the Operations Department are generation, load sharing, SCADA.



The tasks given to interns include planning generation, monitoring frequency, power and load changes, and scheduling maintenance.

- Theme

Electric Power System (taken from the most frequent activities carried out)

- Course Learning Outcome

Taken from courses related to the Electric Power System include:

- Students can analyze problems in the electric power system by applying the basic concepts of generators systematically
- Students can design distribution and transmission systems on electric power networks correctly
- Students can evaluate the most optimal generator scheduling in the electric power system
- Students can analyze events that cause disturbances in high-voltage equipment in the electric power system

2. Internship Scheme (Free, Structured, Hybrid)

For the example case above, it will be schematized to a hybrid internship because there are several courses related to internship assignments, but the number of credits does not reach 20 credits. So to accommodate all internship activities, the suitable scheme is Hybrid.

3. Credit Conversion

The credit conversion for the Hybrid internship above is:

- Electric Power System 1 (4 credits)
- Electric Power System 2 (4 credits)
- High voltage engineering (3 credits)
- Optimum Operation of Power Plants (3 Credits)
- Practical Work (2 credits)
- Internship A (4 credits)

Party II fully understands the duties and responsibilities of the internship agreement described above and agrees to complete the tasks as set out in the internship guidelines, Cooperation Agreement, and this partnership agreement.

Field Supervisor

Student

(.....)

(.....)



Leader of the Internship Place

(.....)

Concerning internship activities, the undersigned agrees to serve as representatives of the Study Program to guide the academic work of the internship assignments above and to fulfill the responsibilities as described in the internship guidelines.

In agreement
Internship Supervisor

(.....)

As the official representative of the Study Program, we are aware of the above agreement between the registered parties, and it is in line with the applicable curriculum.

Study Program Coordinator

(.....)



LETTERHEAD

No :
Regarding : Internship Application

Dear Leader of **[Name of Internship Partner]**

One of the educational programs in the **[Name of Study Program]** Study Program of **[Department Name]** Department Institut Teknologi Kalimantan (ITK) is a student internship. The internship is carried out in a certain company or institution as an exercise in developing student knowledge and skills. This Internship activity is one of the independent learning activities at the *Merdeka Belajar - Kampus Merdeka*.

We ask for the opportunity to be given to our undergraduate students, namely:

Name :

USID :

Study Program:

to carry out an Internship in **[Name of Internship Partner]** for **[Duration of Internship]** months. Starting from **[Starting Date]** to **[Ending Date]**.

We thank you for your attention and cooperation.

Acknowledging,
Department Head of **xx**

xx Study Program Coordinator

(.....)

(.....)



Internship Reply Letter [when a student is accepted as an Intern]

LETTERHEAD

No :

Regarding : Internship

Dear Leader of [**Name of Internship Partner**] (according to the previous letter)

Concerning your letter No: [**number of the reply letter for student Internship submission**] dated [**date of the letter**] regarding the subject matter of the letter, we hereby express our gratitude for the Internship opportunity given to:

Name :

USID :

Study Program:

to carry out an Internship in [**Name of Internship Partner**] for [**Duration of Internship**] months. Starting from [**Starting Date**] to [**Ending Date**].

We thank you for your attention and cooperation.

Department Head of **xx**

Put Study Program
Coordinator's Sign

(.....)



Appendix 4 Mendeley User Guide

Downloading and Installing Mendeley

Mendeley software can be downloaded for free via the website:

<https://www.mendeley.com/downloads>



Figure 1 Mendeley Web View

Then select download, and a dialog box will appear for storing Mendeley files.

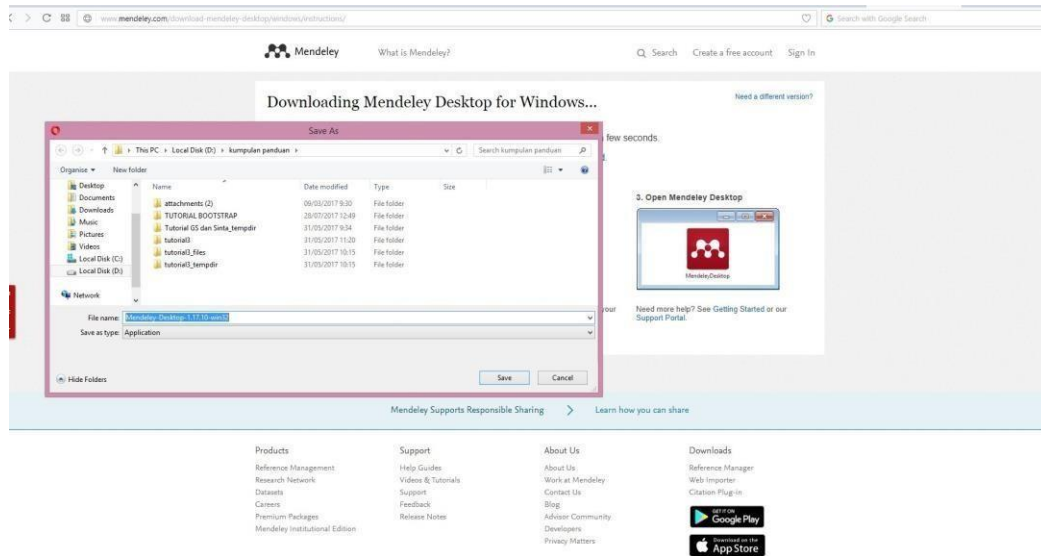


Figure 2 Display of the Download Dialog Box

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



Figure 3 Installation step 1

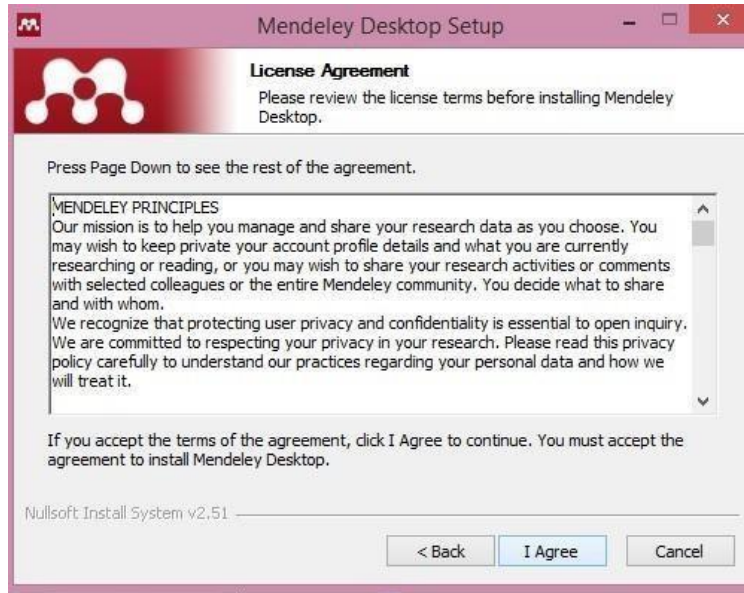


Figure 4 Installation step 2

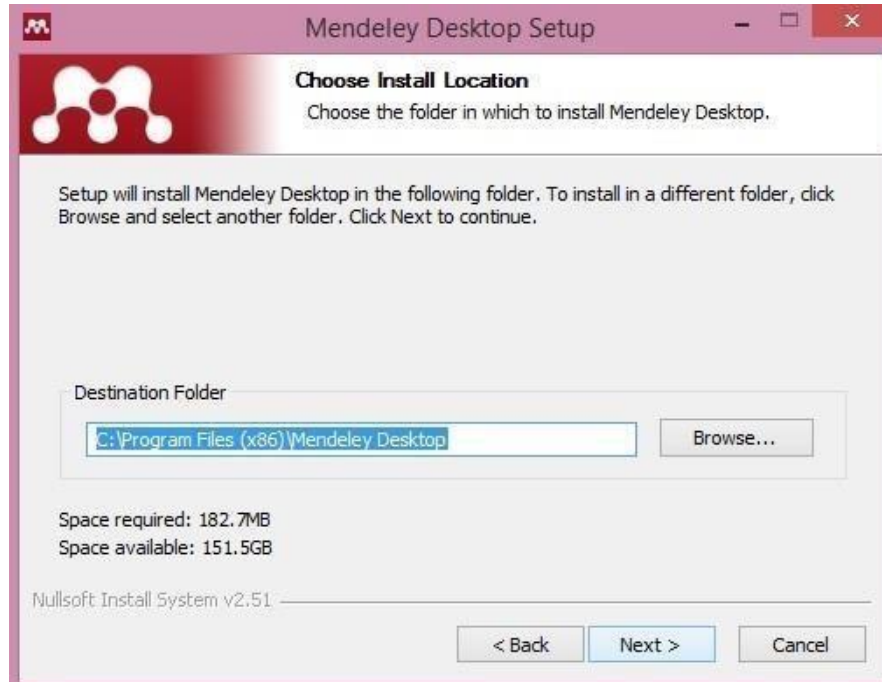


Figure 5 Dialog box for quick installation file



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

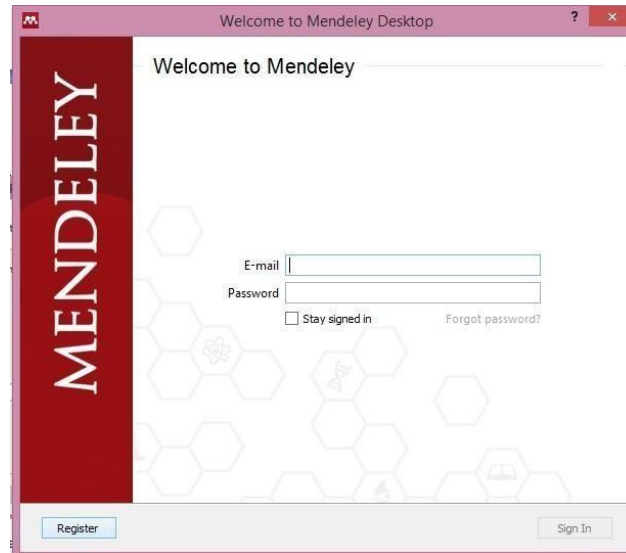


Figure 6 Register and Login to Mendeley Account Page

Register steps are as follows:

Figure 7 Creating a Mendeley Account



1. Enter your active email address
2. Enter your first name
3. Enter your last name
4. Create a password to enter your desktop Mendeley. After filling everything, select Continue, then fill in your field of study

Let's complete your public profile.

Field of study

Academic status

By clicking Create account, I agree to the Privacy Policy and Terms & Conditions

Create account >

Figure 8 Entering the Field of Study



1. Choose Field of Study according to your field of study/department
2. Choose Academic status according to your current status, whether lecturer, student, researcher, or librarian.
3. Next, choose **Create account**



Figure 9 Entering Institution

Then fill in 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 and desktop Mendeley installed on your laptop or PC.

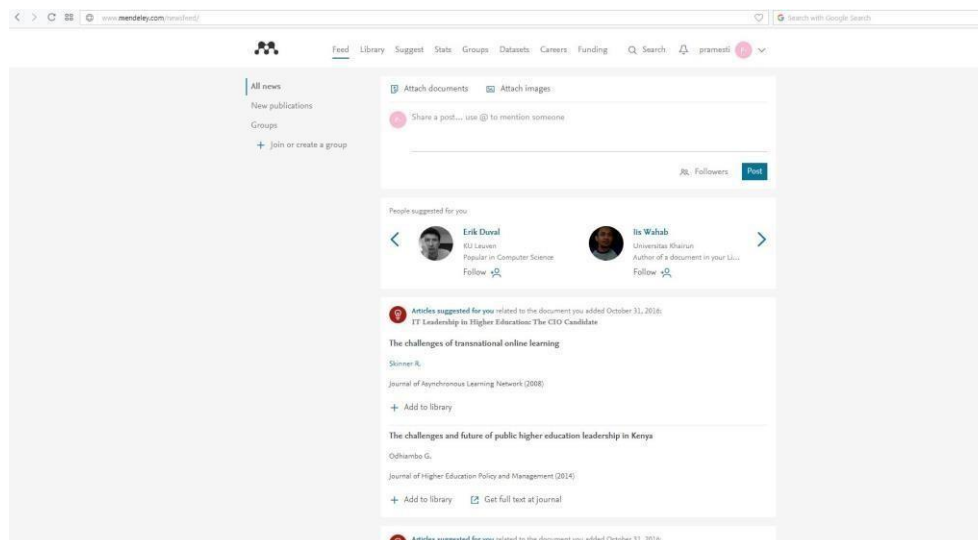


Figure 10 Reference Management Pages Through the Mendeley Web



PERSONAL LIBRARY MANAGEMENT ON MENDELEY DESKTOP

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



Figure 11 Login Mendeley Dekstop

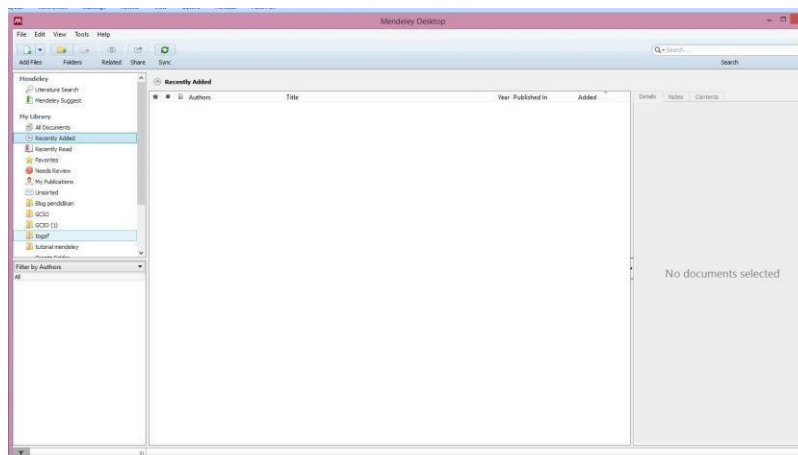


Figure 12 Mendeley Desktop Display After Login



Prior to library management, settings for ease of use include **installing a web importer and installing MS Word Plugin.**

Installing Web Importer

Web importer is useful for saving search results via a browser.

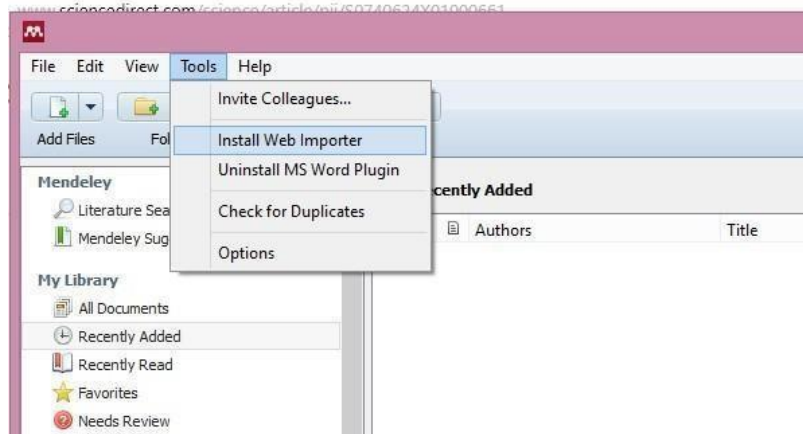


Figure 13 Tool Install Web Importer

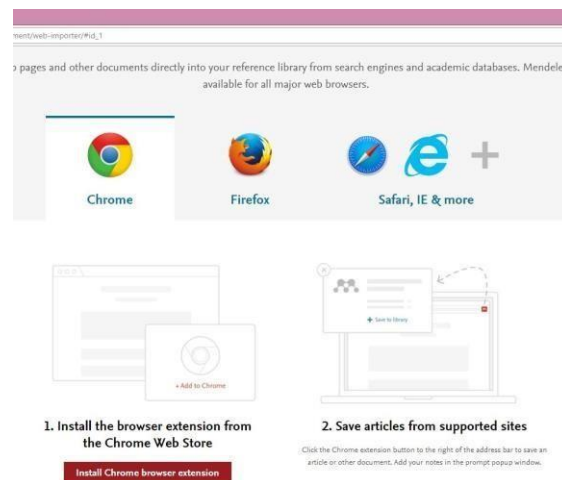


Figure 14 Adjust Steps to Install Web Importer to Your Browser (1)

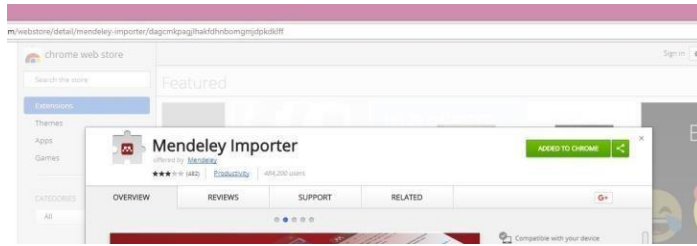


Figure 15 Steps to Install Web Importer (2)