

Guidelines

Internships/Work Practices

DIRECTORATE OF EDUCATION TRANSFORMATION
AND LEARNING TECHNOLOGY
UNIVERITAS NEGERI SURABAYA

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2024

RECTOR'S REGULATION OF UNIVERSITAS NEGERI SURABAYA

NUMBER 18 OF 2023

ABOUT

IMPLEMENTATION OF INDEPENDENT LEARNING-INDEPENDENT CAMPUS

UNIVERSITAS NEGERI SURABAYA

BY THE GRACE OF GOD ALMIGHTY

RECTOR OF UNIVERSITAS NEGERI SURABAYA,

Weigh : a. that supports the implementation of the Independence Program Independent Learning-Independent Campus in order to realize Universitas Negeri Surabaya as a university that produces civilized, knowledgeable, professional and competitive Indonesian people, and contributes to the welfare of the nation's life, it is necessary to regulate the Implementation of the Independent Learning- Independent Campus Program as well as the Recognition and Conversion of Courses;

b. that based on the considerations as referred to in letter a, it is necessary to stipulate the Regulation of the Chancellor of Universitas Negeri Surabaya concerning the Implementation of Independent Learning-Independent Campus of Universitas Negeri Surabaya;

Remember :

1. Law of the Republic of Indonesia Number 20 of 2003 concerning National Education System (State Gazette) Republic of Indonesia 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);

2. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);

3. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions (State Gazette of the Republic of Indonesia 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);

4. Government Regulation Number 37 of 2022 concerning State Universities as Legal Entities of Universitas Negeri Surabaya (State Gazette of the Republic of Indonesia 2022 Number 198, Supplement to the State Gazette of the Republic of Indonesia Number 6825);

5. Presidential Regulation Number 8 of 2012, concerning the Indonesian National Qualifications Framework (State Gazette of the Republic of Indonesia Number 24 of 2012);

6. Regulation of the Minister of Education and Culture Number 73 of 2013 concerning the Implementation of the Indonesian National

Qualifications Framework in the Field of Higher Education;

7. Regulation of the Minister of Education, Culture, Research, and Technology of the Republic of Indonesia Number 53 of 2023 concerning Quality Assurance of Higher Education:

8. Decree of the Minister of Education and Culture of the Republic of Indonesia No. 74/P/2021 concerning Recognition of Semester Credit Units for the Independent Campus Program;

9. Decree of the Minister of Education, Culture, Research, and Technology Number 210/M/2023 concerning the Main Performance Indicators of Higher Education Institutions and Higher Education Service Institutions at the Ministry of Education, Culture, Research and Technology;

10. Decree of the Board of Trustees Number 001/SK/MWA/KP/2022 concerning the Appointment of the Rector of Universitas Negeri Surabaya for the Period of 2022-2027;

DECIDE:

Set : REGULATION OF THE RECTOR OF UNIVERSITAS NEGERI SURABAYA CONCERNING THE IMPLEMENTATION OF INDEPENDENT LEARNING-CAMPUS INDEPENDENCE OF UNIVERSITAS NEGERI SURABAYA.

CHAPTER I

GENERAL PROVISIONS

Article 1

In this Chancellor's Regulation, the following terms are defined:

1. Universitas Negeri Surabaya, hereinafter referred to as UNESA, is a legal entity state university.
2. The Rector is the leader of UNESA who organizes and manages UNESA.
3. Students are learners at the higher education level at UNESA.
4. Study Program is a unit of education and learning activities that has a certain curriculum and learning methods in one type of academic education, professional education, and/or vocational education.
5. Merdeka Belajar Kampus Merdeka, hereinafter referred to as MBKM, is a policy of the Minister of Education and Culture of the Republic of Indonesia, giving students the right to 3 (three) semesters of study outside their study program to enrich, improve their insights and competencies in the real world according to their interests and aspirations.
6. SKS is a measure of learning activity time charged to students per week per semester in the learning process through various forms of learning and the amount of recognition of the success of student efforts in following curricular activities in a study program.

7 Student exchange is taking classes or semesters at another university, either abroad or domestically. Student exchange also counts student activities conducted between study programs at the same university and inbound students accepted by universities in student exchange programs.

8 Teaching at school is a learning activity carried out by students collaboratively with teachers/tutors/facilitators/parents in various educational units in the formal, non-formal and informal education sub-systems. One form of teaching at school is the introduction to school field (PLP).

9 Humanitarian Project is a social/community service activity that is a university program or for a foundation or humanitarian organization, both at home and abroad (such as natural disaster management, community empowerment, environmental rescue, red cross, peace corps, and so on).

10 Village projects are social/community service projects for community empowerment in rural or remote areas in developing the people's economy, infrastructure, and others.

11 Internship or Work Practice is an internship activity at a company, non-profit organization, multilateral organization, government institution, or startup company.

12 Research or Research is an academic research activity, both science and social humanities conducted under the supervision of lecturers or researchers.

13 Entrepreneurial activities are students developing entrepreneurial activities independently or together with other students.

14 Independent Study or Project is a student can develop an independently initiated project (to participate in national and international competitions relevant to their science, technology projects, or social engineering) whose work can be done independently or together with other students.

15 State Defense is an activity carried out in order to provide education and / or training to students in order to develop attitudes and behaviors and instill basic values of State Defense and love for the country (example: State Defense Awareness Development (PKBN), cadalgal component, and so on.

CHAPTER II

IMPLEMENTATION OF THE INDEPENDENT LEARNING PROGRAM

Article 2

(1) UNESA implements the Merdeka Learning Campus Merdeka (MBKM) program with a 5-1-2 and 6-0-2 pattern.

(2) The 5-1-2 pattern as referred to in paragraph (1) is a student learning pattern for activities for 5 semesters in the study program, 1 semester outside the study program at UNESA, and 2 semesters outside UNESA.

(3) The 6-0-2 pattern as referred to in paragraph (1) is a student learning pattern for activities for 6 (six) semesters in the study program and 2 (two) semesters outside UNESA.

(4) Learning activities for 2 (two) semesters outside UNESA as referred to in paragraph (2) and paragraph (3), are taken through:

a. Student exchange
b. Internship or work practice
c. Teaching at school
d. Humanitarian project
e. Entrepreneurial Activity
f. Kegiatan Wirausaha
g. Independent Study or Project
h. Village project
i. State Defense

Article 3

(1) The 5-1-2 pattern does not indicate the order of course programming.

(2) The 5 (five) semester learning activities in the study program contain learning activities based on the study program curriculum.

(3) Learning activities for 1 (one) semester outside the study program at UNESA, can be pursued with one of the following three models:

a. programming of 1 (one) semester or 20 (twenty) SKS course packages provided by other study programs;
b. programming of several courses provided by the origin study program and other study programs;
c. programming of several courses provided by several other study programs;

(4) Students are required to study at least 2 semesters outside the study program as a strategy to provide opportunities for students to enrich and improve their insights, creativity and innovation and competence in the real world.

(5) The 2 (two) semester learning as referred to in paragraph (4) is converted into 40 (forty) credits.

(6) Students of the Bachelor of Education study program are required to take PLP.

(7) Students of Non-Educational Undergraduate and Applied Undergraduate study programs are required to take part in an Internship.

(8) PLP or Internship activities as referred to in paragraphs (5) and (6) are converted to 20 (twenty) credits.

(9) The remaining 20 (twenty) credits in 1 (one) semester can be obtained by participating in activities, other than PLP or Internship.

(10) MBKM is mandatory for students who have taken the 4th semester.

(11) Students can only take the right to convert courses during the program implementation period.

Article 4

(1) The 6-0-2 pattern as referred to in Article 2 paragraph (3) does not indicate the order of course programming.

(2) The 6-0-2 pattern as referred to in Article 2 paragraph (3) is applied to students who take part in MBKM activities at UNESA.

(3) The 6 (six) semester learning activities in study programs at UNESA consist of:

a. learning activities based on the study program curriculum for 5 (five) semesters and 1 (one) semester of the study program reinforcement curriculum; or
b. 1 (one) semester of study program course package provided for students of other study programs at UNESA.

(4) Students are required to study at least 2 semesters outside the study program as a strategy to provide opportunities for students to enrich and improve their insights, creativity and innovation and competence in the real world.

(5) The 2 (two) semester learning as referred to in paragraph (4) is converted into 40 (forty) credits.

(6) Students of the Bachelor of Education study program are required to take PLP.

(7) Students of Non-Educational Undergraduate and Applied Undergraduate study programs are required to take part in an Internship.

(8) PLP or Internship activities as referred to in paragraphs (6) and (7) are converted to 20 (twenty) credits.

(9) The remaining 20 (twenty) credits in 1 (one) semester can be obtained by participating in activities, other than PLP or Internship.

(10) MBKM is mandatory for students who have taken the 4th semester.

(11) Students can only take the right to convert courses during the program implementation period.

CHAPTER III

FORM OF UNESA LEARNING ACTIVITIES

Part One

Internship

Article 5

(1) Internship is a form of learning activity for students to learn to apply the knowledge of the department at institutions, agencies, companies, organizations, or other names, both public and private incorporated, domestically and abroad.

(2) UNESA collaborates with institutions, agencies, companies, organizations, or other names, both public and private that are incorporated, domestically and abroad, as partners.

(3) UNESA organizes the Internship program as follows:

a. Internship program organized by the Ministry;
b. study program's independent Internship program; and
c. University Internship program initiated by UNESA in cooperation with partners.
d. Internship activities are carried out for 1 (one) semester which is equivalent to 20 (twenty) credits with a minimum time limit of 4 (four) months of internship implementation.

e. Course content and course learning outcomes are regulated in the MBKM Internship guidelines.
f. Internship activities are mandatory for students of the Non-Educational Undergraduate Program, and Applied Undergraduate Program.
g. In carrying out the Internship, students are guided by UNESA lecturers and tutors/mentors from legal partners.
h. The learning process and assessment of Internships are carried out on the basis of an agreed agreement between UNESA and a legal partner.
i.

Part Two

Village Building/Thematic Real Work College

Article 6

(1) Village Project Schemes include:
   a. Ministry (KKN Kebangsaan);
   b. Regular; and
   c. Other schemes (Community Service)

(2) The project in the village is a form of activity for students to learn in groups in real communities, whether related to the science of the department or not, in order to mobilize the potential of the village community in accordance with the theme or direction of activity through solving real problems in the community with a multidisciplinary approach.

(3) The Ministry's rural projects include KKN Kebangsaan organized by the Directorate of Learning and Student Affairs in the 3T

(Disadvantaged, Frontier and Outermost) areas.

(4) Projects in the village include the management of Village-Owned Enterprises (BUMDes), Development of Environmentally Cultured villages (Ecovillage), development of village ecotourism or other activities aimed at developing the village.

(5) Other scheme village projects (Community Service) are implemented in the service area by lecturers.

(6) The project in the village is carried out for 1 (one) semester with the recognition of semester credit units (SKS) of the course up to 20 (twenty) credits.

(7) The course content and learning outcomes of the village project course are regulated in the UNESA village project guidelines.

(8) Village projects are optional for students in the Bachelor of Education Program, Bachelor of Non-Education Program, and Applied Bachelor Program.

(9) UNESA cooperates in the implementation of projects in villages with Ministries/Non-Ministerial Government Institutions, or private partners.

(10) In implementing the project in the village, students are guided by Field Supervisors (DPL) from UNESA and the partner.

(11) The learning process and assessment of projects in the village are carried out on the basis of an agreed agreement between UNESA and partners.

Third Section

Student Exchange

Article 7

(1) Student Exchange is a credit transfer activity for students who take courses in the Study Program, both in the field and not in the field.
(2) Student Exchange is carried out at other universities, both domestic and foreign universities.
(3) Student Exchange between study programs within Universitas Negeri Surabaya
(4) Student Exchange activities follow the academic calendar at partner universities or upon mutual agreement between UNESA and partner universities.
(5) The learning and assessment process is carried out based on the agreement between UNESA and partner universities.
(6) Student exchanges are optional.

Part Four

Research

Article 8

(1) Research Schemes include:
   a. Ministry/Agency research;
   b. Independent (Lecturers within and outside UNESA); and
   c. Other schemes (Belmawa Student Creativity Program Funding)
(2) Mandatory outputs of research schemes in paragraph (1) letters a and b include:
   a. final report;
   b. scientific article;
   c. prototype;

d. IPR;
e. patent;
f. monograph.

(3) For students who get the activity program as referred to in paragraph (1) letter c, they must meet the output in accordance with the Student Creativity Program scheme.

Part Five

Teaching at school

Article 9

(1) The Teaching Scheme in schools includes
   a. Ministry
   b. PLP
   c. Other schemes (Surabaya Teaching Program and other teaching programs)

(2) Teaching at school Ministry program is a teaching program organized by the ministry, the teaching campus.

(3) Teaching in schools PLP is a teaching program organized by UNESA and is mandatory for undergraduate Bachelor of Education students.

(4) Teaching in schools other scheme is a teaching program organized by institutions/agencies other than the ministry and UNESA.

Sixth Section

Humanitarian Project

(1)The Humanitarian Project Scheme includes:

a. Ministry
b. Independent

(2) Ministry Humanitarian Projects are programs regulated by the Ministry.

(3) Independent Humanitarian Projects are social activities that are programs initiated by universities and or other institutions both at home and abroad to deal with humanitarian issues.

Seventh Section

Entrepreneurial Activities

(1) Entrepreneurial Schemes include:

a. Ministry
b. Independent
c. Other schemes

(2) Ministry Entrepreneurship is an independent entrepreneurship organized by the Organizing Universities in collaboration with the Ministry of Education and Culture.

(3) Independent Entrepreneurship is an entrepreneurship organized by students / lecturer projects

(4) Other Scheme Entrepreneurship is an entrepreneurial student program organized by UNESA, Merdeka UMKM, P2MW; National Achievement Center, Start Up, etc.

Section Eight

Independent Study/Project

(1)Independent Study/Project Schemes include:

a. Ministry
b. Independent

(2) Ministry Independent Study/Project is the development of a project initiated by the Ministry which is carried out by students individually or in groups.

(3) Independent Independent Study/Project is the development of an independently initiated project (to participate in national and international competitions relevant to their science, technology projects, or social engineering) whose work can be carried out independently or together with other students.

Ninth Section

State Defense

(1) State Defense includes:

a. Ministry
b. Independent

(2) Ministerial State Defense is an activity carried out in the context of providing education and/or training to students in order to develop attitudes and behaviors and instill basic values of State Defense and love for the country initiated by the Ministry.

(3) Independent State Defense is an activity carried out in order to provide education and/or training to students in order to develop attitudes and behaviors and instill basic values of State Defense and love for the homeland initiated by UNESA.

CHAPTER IV

COURSE RECOGNITION

Article 10

Recognition of MBKM courses follows the applicable Curriculum Development, Implementation, and Evaluation guidelines.

CHAPTER V

STUDENT PARTICIPATION

Students take part in two MBKM activities. One activity is mandatory (PLP / Internship), and one must choose from among other MBKM schemes.

CHAPTER VI

MONITORING AND EVALUATION

Article 11

(1) Monitoring and Evaluation is carried out by Field Supervisors and / or Lecturers appointed by the UNESA MBKM Sub Directorate.
(2) Monitoring and Evaluation is carried out periodically during the program.
(3) Field Supervisors and / or Lecturers appointed must make a Monitoring and Evaluation report.
(4) The Monitoring and Evaluation Report is reported to the Head of the UNESA MBKM Sub Directorate.

CHAPTER VII

TRANSITIONAL PROVISIONS

Article 12

When this Law comes into force, Chancellor's Regulation Number 9 of 2020 concerning Academic Regulations for the Implementation of Merdeka Campus Learning is revoked and declared invalid.

CHAPTER VIII

CLOSING

Article 13

This Regulation shall come into force on the date of its enactment.

Established in Surabaya

August 1, 2023

RECTOR OF UNIVERSITAS NEGERI SURABAYA,

ttd

NURHASAN

NIP 196304291990021001

Copy in accordance with the original.

Director of Law and Management,

SULAKSONO

ENDORSEMENT PAGE

This Internship / Field Work Practice Book Edition 2 Year 2024 can be used as a basis for conducting Internships at Universitas Negeri Surabaya.

Surabaya, June 2024

Rector,

Prof. Dr. Nurhasan, M.Kes.

NIP. 196304291990021001

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UNIVERSITAS NEGERI SURABAYA

2024

Internship or Work Practice is an internship activity in a company, non-profit organization, multilateral organization, government institution, or startup company. The Internship / Work Practice Program is a program of education, training, and learning activities carried out at relevant partner institutions to achieve student competencies according to the KKNI and SN-Dikti levels in their fields. The Internship / Work Practice Program can be carried out in government and private institutions, the business world and the industrial world (DU / DI), foundations / non-profit organizations, multilateral organizations, and startup companies that must be incorporated. Internship implementation must be supervised by a lecturer and supervisor from the partner. This BKP will develop students' critical thinking, creative, problem solving, communication, and collaboration skills. In order for the implementation of activities to run smoothly, planned, and measurable, technical guidelines that outline the process and role of each party are needed. Therefore, this Internship/PKL Guideline was prepared as an implementation guideline for various parties.

The issuance of the Internship / PKL Guidelines aims to ensure that the Merdeka Belajar-Kampus Merdeka program is directed in accordance with its objectives. This guideline is expected to direct the implementation of the program optimally, with quality, and smoothly. University, faculty, department / program level policy makers, lecturers, students, and partners can be used as a reference for implementation. As a new policy, the Merdeka Belajar-Kampus Merdeka program has a number of challenges, both at the level of program implementers and participants. Therefore, the presence of technical guidelines is expected to solve the practical problems faced and form a standardized understanding and practice in program implementation.

This guideline is operational in the context of implementing Merdeka Belajar-Kampus Merdeka. This book describes planning to reporting activities which include general provisions, program schemes, requirements,

roles and responsibilities of implementers, implementation, implementing ethics, mentoring, assessment, and reporting. Program awards in the form of conversion / recognition are also an important aspect detailed in this technical guide. This Internship Guideline is open for improvement and refinement in the future. Experiences gained during program implementation and policy changes at the ministry and Universitas Negeri Surabaya levels will be part of the adjustments. Thus, suggestions from every party involved in the implementation of the program are very important for improving the quality of the program and improving these technical guidelines.

This technical guidebook can be realized thanks to the full support of the Universitas Negeri Surabaya Chancellor, the Vice Chancellor for Academic, Student and Alumni Affairs and the Academic Director and the hard work of the drafting team. Thanks are also extended to the Head of the Sub-Directorate and the Head of the Section within the MBKM Sub-Directorate and all related parties who contributed their thoughts in the preparation of the technical guidelines for the Form of Independent Learning Activities for Independent Campus Learning, especially this Internship / Work Practice.

Hopefully this technical guide will contribute to preparing Universitas Negeri Surabaya students to become competitive and competitive graduates. At a broader scope, it is our hope that the implementation of Merdeka Belajar-Kampus Merdeka can be part of Universitas Negeri Surabaya's contribution to the advancement of Indonesian civilization and the creation of superior human resources for advanced Indonesia.

Unesa Independent Campus, Excellent Human Resources for Advanced Indonesia, Unesa One Step Ahead for Advanced Indonesia

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Introduction

01

INTRODUCTION

Law Number 12 of 2012 concerning Higher Education states that one of the functions of higher education is to develop abilities and shape the character and civilization of a dignified nation in order to educate the nation's life. To carry out this function, Universitas Negeri Surabaya has set Education Standards in 2020 as a reference for carrying out education and learning activities. In addition, Permendikbud No. 3 of 2020 states the National Higher Education Standards, where article 15 (1) of the Permendikbud explains that the form of learning can be carried out inside and outside the Study Program. One form of learning outside the Study Program is learning at non-university institutions in the form of an Internship, which is carried out for a maximum of 2 (two) semesters or equivalent to 40 (forty) credit units. In order to realize the Permendikbud, the Ministry of Education and Culture in 2020 and 2024 has established the Independent Campus Learning Merdeka (MBKM) policy, one of which is to provide opportunities for students to gain broader learning experiences and new competencies through several learning activities outside the study program.

Based on the Universitas Negeri Surabaya Chancellor's Regulation Number 18 of 2023, article 5 states that internships / work practices are activities for students to learn to apply departmental knowledge at institutions / agencies, companies, organizations or other names, both public and private, domestically and abroad. This activity is mandatory for students of non-educational undergraduate programs and applied undergraduate programs. This activity is in the form of Field Work Practices (PKL), Industrial Practices (PI), or other names.

The Internship Program is useful in providing experience, industry competition for students, and is able to provide initial learning for students about the world of work. The objectives of the Internship program include

hard skills (skills, complex problem solving, analytical skills and so on) as well as soft skills (professional ethics, communication, cooperation, and so on).

To prepare excellent human resources in facing social and cultural changes, technological advancements in Society 5.0, and the free market, it is essential to enhance the competencies of students, enabling them to become competent individuals who can adapt to the progress of the times. There needs to be a bridge between the world of education, particularly higher education institutions, and industry for the exchange of information and knowledge, through knowledge transfer. The positive role for education (universities) is that this will help universities prepare students with the knowledge, attitudes, and skills required in the industrial world. For the industry, this bridge will facilitate the development of research and technology on both sides and provide a clearer picture of human resources that can be absorbed into the industry. With the implementation of the Freedom to Learn – Independent Campus (MBKM) policy, it is expected to be a solution to these demands.

Based on the Rector's Regulation of UNESA No. 18 of 2023 concerning the Guidelines for the Implementation of the Merdeka Belajar Kampus Merdeka Program, the Internship Program is an activity for students to apply and acquire general and specific knowledge, skills, as well as internalizing professional attitudes and work culture that are appropriate and necessary for the business world. The Internship BKP at State University of Surabaya is centrally managed by the Directorate of Educational Transformation and Learning Technology (Head of the Internship, Research, and Independent Study Section) with three flagship schemes in its classification.

1.1.

Universitas Negeri Surabaya Internship Scheme

State University of Surabaya offers three (3) Internship/Work Practice Schemes, namely: Ministry MBKM Internship, Regular Study Program MBKM Internship, and University MBKM Internship. These schemes are applied to students participating in internships or work practices both domestically and internationally. The definitions of these three internship schemes are explained in the following section.

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

The Ministry Internship-MBKM is a form of learning activity that provides students with practical insights and experiences regarding real activities in the industrial world, business, and the workforce (IDUKA), conducted over one semester (equivalent to 20 credits). Through internships, students gain both hard skills (skills such as complex problem solving, analytical skills, etc.) and soft skills (such as professional/ work ethics, communication, teamwork, etc.). These internships are offered or initiated by parties outside of UNESA, such as the Ministry of Education, Culture, Research, and Technology, or other ministries, as well as industries or the workforce (e.g., state-owned enterprises). The recruitment process, internship placements, the internship itself, and funding are determined by these external parties. The MBKM team at UNESA is responsible for providing support and supervision, from socialization to the conversion of grades, in collaboration with program coordinators to address any issues that arise. An example of the implementation of the Ministry Internship Scheme includes the Certified Internship and Independent Study (detailed guidelines can be found in the MSIB Unesa Booklet). The Ministry Internship-MBKM aims to help students acquire additional competencies, aligned with the Learning Outcomes (CPL) of each study program and their equivalence with the available courses or new competencies that students can obtain.

2. **Definition of Regular Program Study Internship-MBKM**

Real-world activities in industry, business, and the workforce (IDUKA) conducted over one semester (equivalent to 20 credits). Through the internship, students acquire hard skills (such as skills, complex problem solving, analytical skills, etc.) as well as soft skills (such as professional/work ethics, communication, teamwork, etc.). This internship is offered or initiated by the respective study programs. The selected industry partners must have a Cooperation Agreement (PKS) with the study program and a Memorandum of Understanding (MoU) with the university. Students submit a proposal for the planned activities to be carried out.

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

The University Internship-MBKM is a new scheme open to study programs with special offers from industry partners that have a Memorandum of Understanding (MoU) with the university. This scheme is a form of learning activity that provides students with practical insights and experiences regarding real-world activities in industry, business, and the workforce (IDUKA), conducted over one semester (equivalent to 20 credits). Through the internship, students acquire hard skills (such as skills, complex problem solving, analytical skills, etc.) as well as soft skills (such as professional/work ethics, communication, teamwork, etc.). This internship is offered or initiated by the university (Directorate of Educational Transformation and Learning Technology, Internship, Research, and Independent Study Section). The selected industry partners must have an MoU with Universitas Negeri Surabaya. The differences in characteristics between Ministry Internship-MBKM, Regular Program Study Internship-MBKM, and University Internship-MBKM are presented in Table 1-1.

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

No	Internship Aspect	Ministry Internship-MBKM	Regular Program Study Internship-MBKM	University Internship-MBKM
1	Objective	Exercising students' right to study outside UNESA	Exercising students' right to study outside UNESA	Exercising students' right to study outside UNESA
2	Number of Credits	20 credits (1 semester)	20 credits (1 semester)	20 credits (1 semester)
3	Implementation Time	Odd Semester and Even Semester	Odd Semester or Even Semester (following the Study Program Curriculum)	Odd Semester and Even Semester
4	Requirements for Programming	Have completed at least 80 credits	Have completed at least 80 credits	Have completed at least 80 credits
5	Partner Acquisition	Internship offers from Ministry Partners (selection using the Merdeka platform or similar)	Placement by the Study Program in collaboration with the Sub-Directorate of Student Exchange and Academic Mobility	Placement by the University in collaboration with the Study Program
6	Conversion Execution	In accordance with the Study Program Learning Outcomes (CPL)	In accordance with the Study Program Learning Outcomes (CPL)	In accordance with the Study Program Learning Outcomes (CPL)
7	Program Dissemination Execution	Presentation with the mentor	Presentation according to the schedule set by the study program	Presentation with the mentor
8	Management	University and Study Program	University and Study Program	University

The following is an illustration depicting alternative implementations of MPK carried out through the Internship Program:



Figure 1.1. Implementation of course credit conversion for Ministry Internship-MBKM



Konversi magang

Figure 1.2. Implementation of course conversion for Regular Program Study Internship



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

1.2.

LEGAL BASIS

The implementation of Ministry Internship-MBKM, Regular Program Study Internship-MBKM, and University Internship-MBKM is conducted based on:

1. Law No. 20 of 2003 on the National Education System;
2. Government Regulation No. 19 of 2005 on National Education Standards;
3. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
4. Decree of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia No. 123 of 2019 on Internships and Recognition of Semester Credit Units for Industry Internships for Bachelor's and Applied Bachelor's Programs;
5. Ministerial Regulation No. 3 of 2020 on National Higher Education Standards;
6. Regulation of the Minister of Education, Culture, Research, and Technology of the Republic of Indonesia No. 53 of 2023 on Quality Assurance in Higher Education;

7. Regulation of the Rector of Universitas Negeri Surabaya No. 15 of 2023 on the Curriculum of Universitas Negeri Surabaya;
8. Regulation of the Rector of Universitas Negeri Surabaya No. 18 of 2023 on the Implementation of Merdeka Belajar-Kampus Merdeka at Universitas Negeri Surabaya.

1.3.

INTERNSHIP OBJECTIVES

According to the UNESA MBKM Internship Guidelines, the objectives of the MBKM Internship/Practical Work are:

1. Ensuring that the internship implementation, as part of curriculum transformation, complies with applicable regulations and guidelines;
2. Ensuring that the internship provides students with hands-on experience in the workplace, covering both hard skills (such as skills, complex problem-solving, analytical skills, etc.) and soft skills (such as professional/work ethics, integrity, communication, teamwork, etc.).
3. Providing students with direct workplace learning (experiential learning) to better prepare them for entering the job market and their careers.
4. Accelerating the transfer of knowledge and technology between industry, business, and the workforce (IDUKA) and higher education institutions, making educational and research development at universities more relevant.
5. Applying theories and practices learned in lectures to the real world through practical work activities both in laboratories and in the field.
6. Familiarizing students with work culture that differs significantly from the learning culture in terms of time management, communication skills, teamwork, and increased pressure to complete tasks on time.
7. Developing students' knowledge according to the chosen theme.

BENEFITS OF INTERNSHIP

1. Benefits for State University of Surabaya

a. Establishing partnerships with government and private institutions, industry/business partners, non-profit organizations, multilateral organizations, and legally established startups.
b. Ensuring that the knowledge gained from lectures is relevant to the needs of internship partners.
c. Staying updated with the latest information and technology regarding industrial processes.
d. Providing opportunities for supervising lecturers to observe the actual development of science and technology at industry/business partners.
e. Serving as a program that supports the achievement of key performance indicators, particularly for students engaged in off-campus activities.

2. Benefits for Students

a. Provides a platform to apply classroom knowledge to the workplace, allowing students to practice skills relevant to their field through real-world experiences gained during the Internship/Work Practice Program.
b. Offers an opportunity to learn about industry processes and work practices, including planning, organizing, implementing, and evaluating programs within work units, while developing creative and innovative academic insights.
c. Enhances students' ability to adapt to workplace culture and interact with all elements and parties, from leadership, employees, and staff to the community and customers of the institution/industry where the Internship/Work Practice Program takes place.
d. Provides materials for final assignments and helps in completing credits for courses.

e. Expands students' knowledge according to the chosen theme.
f. Develops and hones students' soft skills necessary in the workplace, such as communication, project management, and professional values and attitudes.
g. Offers students the opportunity to build networks with academia, government agencies, and industry.

3. Benefits for Partners

a. Provides labor that is expected to contribute to job execution and problem-solving.
b. Fosters mutually beneficial cooperation, including the introduction of innovative knowledge and technology from students, and facilitates the partner organization/industry in acquiring new human resources.
c. Identifies potential employees early on.
d. Reduces the cost of education and training for employees by having interns.

1.5.

DEFINITION OF TERMS

The following terms are used in this Internship Guide:

1. Learning Activity Form (BKP) MBKM refers to learning activities outside the study program that students can participate in for up to three semesters, either within or outside their university. These activities include nine forms: student exchange, teaching at schools/assisting in teaching, internships/work practice/industrial practice, research, humanitarian projects, entrepreneurship activities, independent study/projects, village projects, and national defense.
2. Internship is a Learning Activity Form for students to apply their field-specific knowledge in institutions, agencies, companies, organizations, or other entities, both public and private, with legal status, whether within the country or abroad.

professional education, and/or vocational education.

4. Graduate Profile is the characterization or roles that graduates can perform in a specific field of expertise or work area after completing their studies.
5. Learning Outcomes refer to the abilities acquired through the internalization of knowledge, attitudes, skills, competencies, and accumulated work experience.
6. Assessment Standards are the minimum criteria for evaluating the learning process and outcomes of students to meet the graduate learning outcomes.
7. Learning Experience is the student's learning activity through interaction with external conditions in their learning environment.
8. Forms of Learning include activities such as lectures; responses and tutorials; seminars; practical work, studio practice, workshop practice, field practice; work internships, research, design, or development; military training, student exchanges, internships, entrepreneurship, and/or other forms of community service.
9. Learning Methods are the ways used to implement teaching strategies by optimally utilizing learning resources, including learning media.
10. Assessment is one or more processes of identifying, collecting, and preparing data to evaluate the achievement of graduate learning outcomes (CPL) and curriculum objectives.
11. Assessment Criteria are the benchmarks used as measures or references for the achievement of learning in assessments based on established indicators. Assessment criteria serve as guidelines for evaluators to ensure consistency and avoid bias.
12. Assessment Indicators are specific and measurable statements that identify the achievement of learning outcomes or performance, accompanied by evidence.
13. Melisa is the integrated MBKM UNESA system that accommodates conversion, logbooks, DPL activities, and student activities.

1.6.
LIMITATIONS

This guideline regulates specific matters related to UNESA Internships. More detailed aspects related to the development, implementation, and evaluation of the

curriculum refer to the "Guidelines for Developing Higher Education Curriculum in the Industry 4.0 Era to Support Merdeka Belajar-Kampus Merdeka" available at the link https://dikti.kemdikbud.go.id/wp-content/uploads/2020/10/BUKU-PANDUANPENYUSUNAN-KURIKULUM-PENDIDIKAN-TINGGI-MBKM.pdf and the Independent Learning – Independent Campus Guidebook available at the link https://dikti.kemdikbud.go.id/wp-content/uploads/2020/04/Buku-PanduanMerdeka-Belajar-Kampus-Merdeka-2020.

GENERAL PROVISIONS



The general provisions for internship locations, student interns, and supervising lecturers for both Ministry-MBKM Internships, Regular Study Program-MBKM Internships, and University-MBKM Internships whether carried out domestically or abroad are as follows.

2.1.

Internship Place Requirements

1. Must have a Company Profile
2. The company must be a legal entity (Limited Liability Company, State-Owned Company, Regional-Owned Company, State Company, Public Company, Foundation, etc.)
3. Must have a partnership with State University of Surabaya
4. The internship place must have a work process or management that is relevant to the student's field of study.
5. Must have detailed internship activities to be included in the contract agreement.
6. The internship place must have a valid business license from the relevant authorities.
7. Must provide a field supervisor who will guide and evaluate the students, known as a DPL (Field Supervisor) or mentor.
8. Must provide work facilities for the intern's workplace.
   Must agree to host interns for at least one semester or 20 weeks (minimum 4 months).
9. Must be willing to provide learning experiences to achieve the learning outcomes set by the Study Program.
10. One internship place can accommodate a maximum of 3 students from the same program.

11. The internship place must be verified and approved by the Study Program.
12. Must be willing to issue an internship certificate (for MBKM internships), as seen in the Attachment.
13. Must carry out internship activities according to the contract agreement.
14. Must not charge fees to students/universities.

2.2.

Internship Participant Requirements

1. Active students in a Diploma or Bachelor's program and registered in PDDikti.
2. Must have completed at least 4 semesters and earned a minimum of 80 credits.
3. Have a minimum Cumulative Grade Point Average (GPA) of 2.75.
4. Must not have been subject to any academic or non-academic sanctions from the Study Program Coordinator.
5. Internship participants (Regular MBKM Study Program Internships) are required to upload an internship introduction letter to Simagang.
6. Internship participants (MBKM University Internships) who are selected as internship candidates through the selection process must choose a partner prepared by the Internship/PKL Section in Simagang.
7. Students participating in Internships (Ministry) should upload proof of acceptance from the website https://kampusmerdeka.kemdikbud.go.id, and those participating in (MBKM Study Program & University Internships 20 credits) should upload proof of internship registration.
8. Must have written permission from parents or guardians.
9. Have a health certificate from an authorized institution.
10. It is recommended to have Insurance/BPJS Kesehatan
11. Obtain approval from the Study Program Coordinator.

12. Have a Letter of Acceptance (LoA) from the internship place.

2.3.

Supervisor Requirements

1. A lecturer from UNESA who is capable of performing internship supervision duties.
2. Must have at least the academic rank of Assistant Junior (III/b) and functional position of Assistant Expert.
3. Preferably with experience in supervising fieldwork or industrial practices.
4. Recommended by the Study Program Coordinator in collaboration with the Head of the Internship, Research, and SIB Section (Ministry Scheme).
5. Initial Briefing: Provide initial direction and information to students about the objectives, procedures, and planned activities during the internship.
6. Communicate regularly with students and the company/institution where the internship takes place to get updates on the student's progress.
7. Monitoring: Track the achievement of activities and the student's progress in filling out the logbook in Simagang.
8. Guidance and Consultation: Provide guidance and support to students in facing issues or challenges that may arise during the internship; Act as a liaison between the student and the company/institution if there are issues requiring intervention.
9. Evaluation and Assessment: Assess the student's performance, development, and achievements during the internship based on reports and direct observations. Provide evaluation and feedback to the students regarding their performance during the internship.

2.4.

Field Supervisor Requirements

1. Assigned by the leadership of the internship partner organization.
2. Must have the competence and work experience relevant to the student's field of study.
3. Guidance and Consultation: Provide guidance and support to students in facing problems or challenges that may arise during the internship; Act as a liaison between the students and the field supervisor at the company if there are issues requiring intervention.
4. Evaluate the implementation of the student's internship.


Conversion
Course

03

Internship Program for Course Credit Conversion

An internship is an activity carried out independently or in groups by students in various industries or institutions such as private companies, government agencies, non-profit organizations, multilateral organizations, and other institutions, both domestically and internationally. This program is designed to introduce students to the professional world, develop the competencies needed by the industry, and bridge the gap between higher education and industry. Students are expected to have high commitment, good communication skills, and the ability to collaborate across professions so that they can contribute to solving industry problems and increase job opportunities in their desired field..

Learning Outcomes

1) Students gain sufficient experience in the professional world from their respective internship locations;
2) Students acquire the competencies needed by the industry according to their field of study;
3) Students become familiar with the post-campus world while still in university;
4) Students develop high commitment, communication skills, and the ability to work collaboratively across professions to contribute to addressing industry issues;
5) Students have opportunities to work in the industry.

Internship programs aimed at acquiring additional competencies must align with the Graduate Learning Outcomes and the Course Learning Outcomes of each study program and their equivalence with courses that are based on

the Study Program's CPL (Course Learning Outcomes) as assigned to the Internship Credit Requirements.

In general, the equivalence of MBKM (Independent Learning Independent Campus) activities can be categorized into two forms: free form and structured form, or a combination of both. The Study Program Coordinator/Head of the Internship Section collaborates to determine course conversion for students. The equivalence criteria can be taken in the form of free form (courses taken from study program options/Institutional Elective Recognition Courses (MKPIR)) or a combination of both (see page 30 of the UNESA Curriculum Implementation Guidelines).

Tabel 3.1. Recommended Conversion Courses

No	MK yang dapat dilaporkan	SKS
1	Program Planning	2
2	Study Program Courses/Institutional Elective Courses/MKPIR	16
3	Program Evaluation	2
		20

Tabel 3.2. Matakuliah Pilihan Institusional Rekognisi

No	Course	UNESA Descriptor	Credits
1	Emotional and Social Learning	Adaptive and collaborative	2
2	Event Management	Resilient, adaptive, and innovative	2
3	Critical and Creative Thinking	Logical, critical, creative, innovative	2
4	Inclusive Leadership	Adaptive and collaborative	2
5	Empathy and Emotional Intelligence	Resilient, adaptive, and innovative	2
6	Communication and Teamwork	Resilient, adaptive, innovative, and communicative	2

7	UNESA Soft Skills	Responsible, independent, and collaborative	2
8	UNESA Communication Skills	Resilient, adaptive, and innovative	2

Reference for Grade Conversion and Weight of Learning Activities towards the Course is

1. Relevance to CPL (Learning Outcomes), and
2. Relevance of learning activity time to credits (SKS)

Learning Activity : Internship/Work Practice

Weight of Activity : 20

1 sks = 170 minutes x 16 weeks = 2,720 minutes = 45 hours

1 day of learning activity = 8 hours

20 SKS of learning activity = 20 SKS x 45 hours = 900 hours / 8 hours = 112.5 days

Calculation of Learning Hours and Internship Activities

Activity/Sub-Activity	Group/Individual	LH (Hours)	LH (Minutes)	Equal Credit
Proses Seleksi Magang (Prakegiatan)/ Perencanaan program				
Creating a CV	Individual	5	300	0.1111111111
Creating a daily internship journal (can be adjusted for students)	Individual	10	600	0.2222222222
Writing a proposal	Individual	20	1200	0.4444444444
Pre-Activity Guidance (Carrying out the program for 60 minutes * 8 effective hours * 5 days (Monday - Friday)	Individual	40	2400	0.8888888889
TRAINING				
Pre-Internship Interview	Individual	5	300	0.1111111111
Introduction to the company's location and management	Individual	10	600	0.2222222222
Total Credit Hours (SKS)		90	5400	2
Implementation of Study Program Activities/Elective Courses/Research Courses				
Participating in daily internship activities, training, learning, and assignments (students can describe according to the activities performed) 60 minutes * 8 effective hours * 5 days (Monday - Friday) (Should be detailed according to the activities performed).	Individual	640	38400	14.22222222

Filling in the Daily Internship Journal	Individual	20	272	0.4444444444
Soft Skill Development	Individual	40	2400	0.8888888889
Participating in Monitoring and Evaluation (Field Visit by the Team)	Individual	10	272	0.2222222222
Workshop Programs	Individual	10	453	0.2222222222
		720	43200	16
Evaluation, Reporting, and Dissemination of Activity Results				
Conducting Activity Evaluation (Certification if available)	Individual	15	900	0.3333333333
Preparing Daily, Monthly, and Final Reports (Writing, Review, Upload)	Individual	30	1800	0.6666666667
Preparing Final Presentation Materials (PPT and Poster)	Individual	20	1200	0.4444444444
Preparing Media Publications (Internship work to be known/used by the public)	Individual	20	1200	0.4444444444
Participating in Program Closing	Individual	5	300	0.1111111111
Total Credit Hours (SKS)	Individual	90	5400	2

Note: 1 credit hour (SKS) amounts to 45 hours per semester as regulated in the Minister of Education, Culture, Research, and Technology Regulation No. 53 of 2023. The calculation of learning hours (LH) is indicative (subject to adjustment according to planned activities) using the provision that 1 credit hour (SKS) equals 2,700 minutes.


Internship
Scheme

INTERNSHIP SCHEMES



State University of Surabaya has three (3) internship schemes, which are: Ministry MBKM Internship, Regular MBKM Program Study Internship, and University MBKM Internship. These schemes include both domestic and international internships. The definitions of these three internships are presented as follows.



Figure 4.1. Internship Schemes at State University of Surabaya

4.1.

Definition of Ministry MBKM Internship

The Ministry MBKM Internship is a form of learning activity that provides students with practical insights and experiences regarding real-world activities in the industry, business, and the workforce (IDUKA), conducted over one semester (equivalent to 20 credits). Through this internship, students gain both hard skills (skills, complex problem solving, analytical skills, etc.) and soft skills (professional/working ethics, communication, cooperation, etc.). This internship is offered or initiated by external parties (such as the Ministry of Education and Culture or other

ministries, and/or industry or the workforce). The recruitment process, placement, internship process, and funding are determined by these external parties. The MBKM Unesa team must assist and supervise from socialization to grade conversion without issues. The internship process flow is shown in Figure 4.1.

4.2.

Definition of Regular MBKM Program Study Internship

The Regular MBKM Program Study Internship is a form of learning activity that provides students with practical insights and experiences regarding real-world activities in the industry, business, and the workforce (IDUKA), conducted over one semester (equivalent to 20 credits). Through this internship, students gain both hard skills (skills, complex problem solving, analytical skills, etc.) and soft skills (professional/working ethics, communication, cooperation, etc.). This internship is offered or initiated by each study program. The chosen industry partners must have a Memorandum of Understanding (MoU) with the study program. The internship process flow is shown in Figure 4.2.

4.3.

Definition of University MBKM Internship

The University MBKM Internship is a new scheme that will pilot this year for specific study programs selected by the MBKM Sub-Directorate. This scheme is a form of learning activity that provides students with practical insights and experiences regarding real-world activities in the industry, business, and the workforce (IDUKA), conducted over one semester (equivalent to 20 credits). Through this internship, students gain both hard skills (skills, complex problem solving, analytical skills, etc.) and soft skills (professional/working ethics, communication, cooperation, etc.). This internship is offered or initiated by the University (Head of the Internship/Field Work Unit).

The chosen industry partners must have a Memorandum of Understanding (MoU) or PKS with State University of Surabaya.

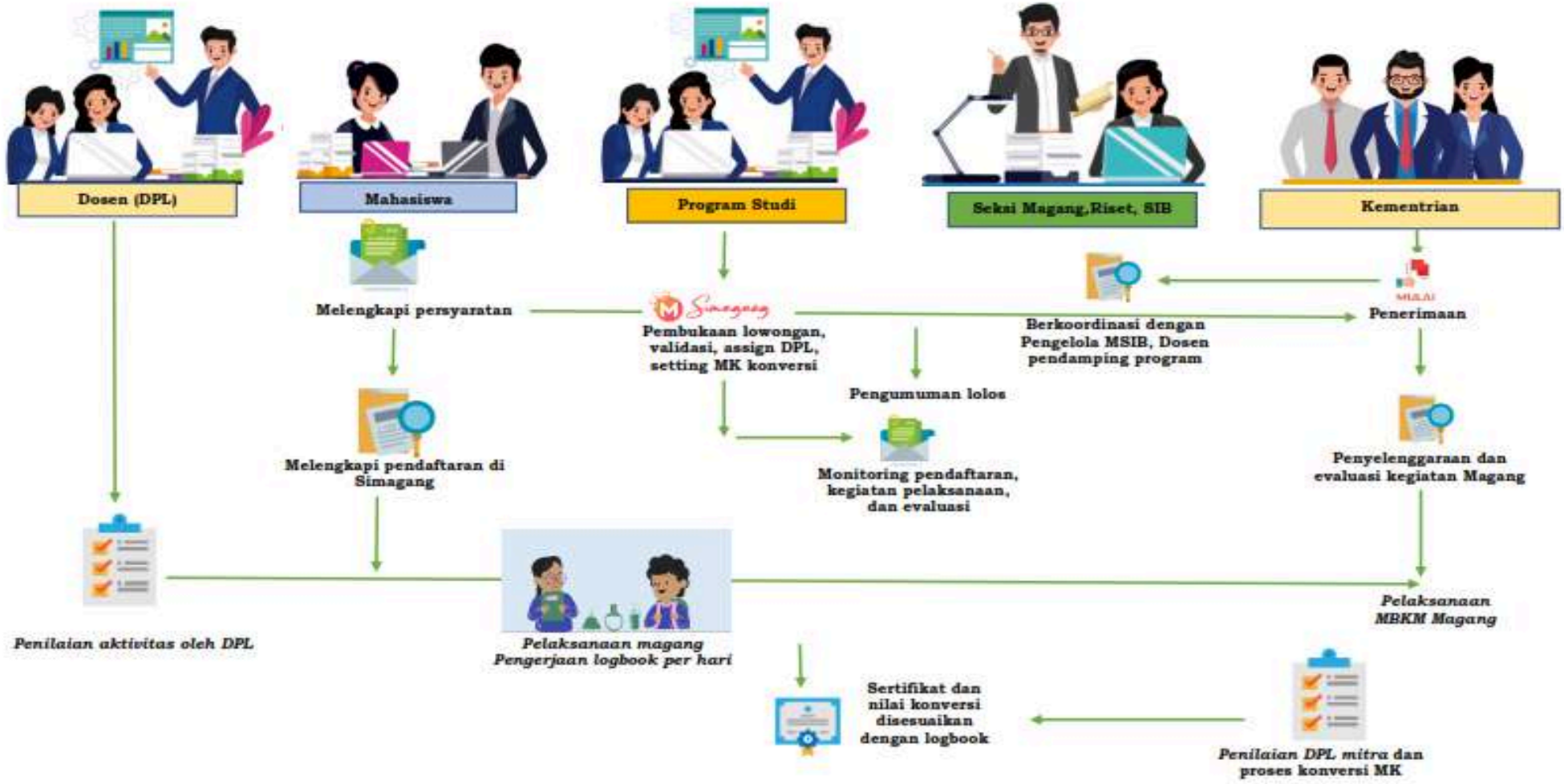


Figure 4.1. Ministry MBKM Internship Scheme

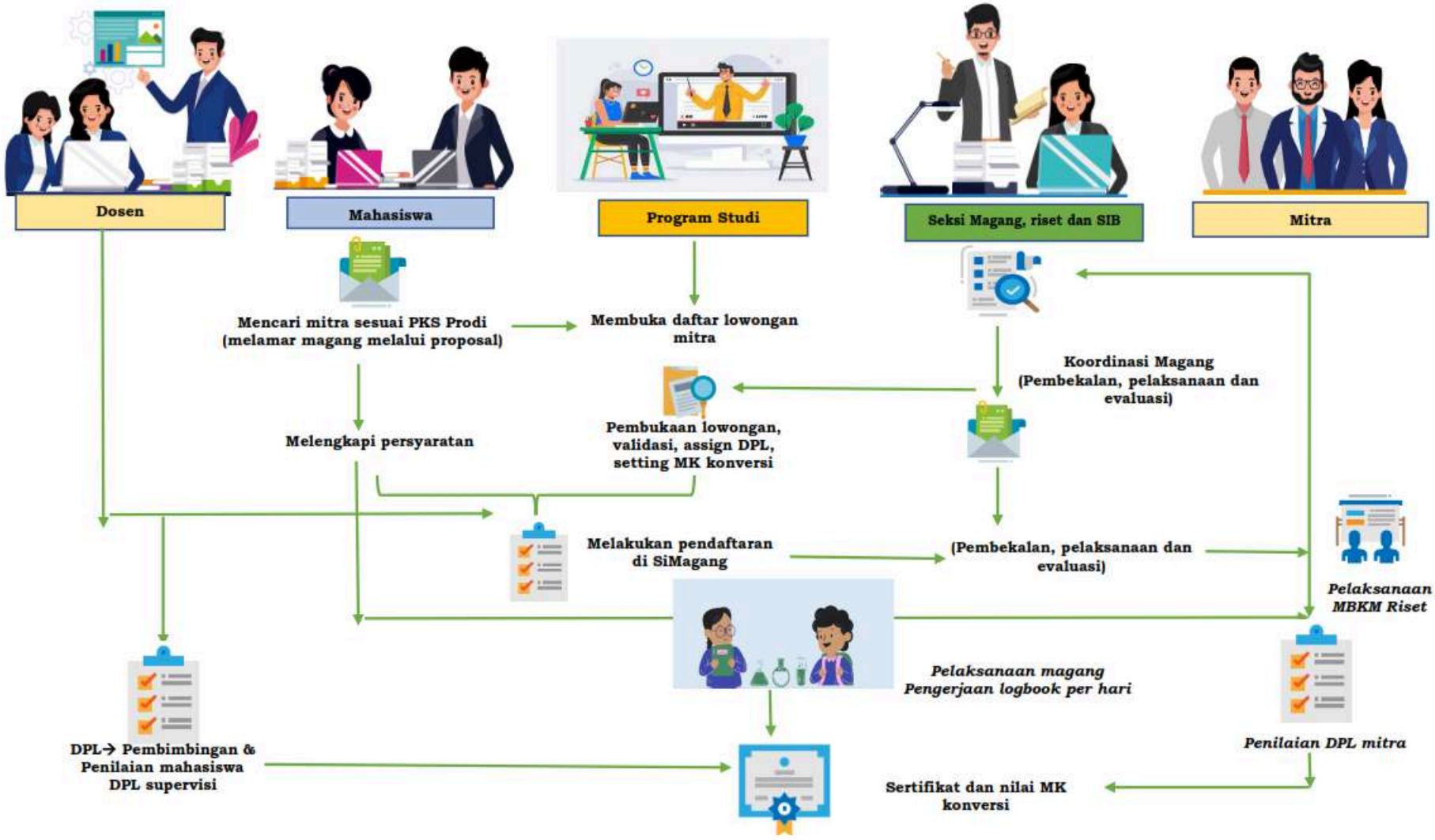


Figure 4.2. Regular MBKM Internship Scheme (Program Study and University)



Figure 4.3. Overview of Regular MBKM Internship Schemes (Program Study and University)

STAKEHOLDER ROLE



05

ROLE OF INTERNSHIP STAKEHOLDERS



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

5.1.

Internship, Research, and SIB Division

The roles of the Internship, Research, and SIB Division in the implementation of the Internship Program are as follows:

1. Act as the coordinator for the implementation of the Internship Program.
2. Develop policies related to internships to facilitate academic learning activities and the Internship Program.
3. Coordinate the drafting of Memorandums of Understanding (MoU) with Internship Partners in collaboration with the Study Program and the Cooperation Sub-Directorate.
4. Initiate internship collaborations with internship partners.
5. Oversee the conversion of internship grades.
6. Coordinate registration, monitoring, and evaluation of internship activities through Simagang.
7. Appoint field supervisors and Internship-MBKM University Supervisors.

9.2.

STUDY PROGRAM

The roles of the Study Program in the implementation of the Internship Program are as follows:

1. Review and verify the conversion of courses according to the Study Program's Learning Outcomes (CPL).
2. Inform students about the courses that can be converted based on the internship activities.
3. Provide recommendations for students who will apply for internships.
4. Determine the internship supervisors for each student.
5. Propose the appointment of internship supervisors and DPL (Field Supervisors) to the Faculty.
6. Facilitate the process of course conversion once the internship is completed.
7. Initiate internship collaborations with internship partners.

9.3.

INTERNSHIP PARTNERS

Internship Partners in the Internship Program include both state-owned and non-state-owned companies, both domestic and international. The roles of the Internship Partners in the implementation of the Internship Program are as follows:

1. Provide company profiles or similar information to prospective internship participants. Company profiles may include the official company website.
2. Coordinate with the Internship/Field Work Division as the coordinator for internship activities for UNESA students in planning, placement, implementation, and evaluation of the internship.
3. Provide detailed descriptions of internship activities to be included in the internship contract, in coordination with the relevant Study Program.

4. Direct and assign tasks to be completed by the interns.
5. Provide working and learning facilities for internship participants.
6. Coordinate with the Study Program and the UNESA Internship/Field Work Division in monitoring and evaluating interns and provide performance assessments for the interns.
7. Implement the Internship Program in accordance with the terms of the Memorandum of Understanding.
8. Designate a person in charge to coordinate internship activities.

9.4.

INTERNSHIP PARTICIPANTS (STUDENTS)

Students selected to participate in the internship are required to fulfill the following assignments:

1. Complete academic registration according to the specified schedule
2. Adhere to the work schedule and other regulations set by the Internship Partner based on the signed internship contract.
3. Perform tasks or work assigned by the Internship Partner diligently.
4. Consult with the internship supervisor during the preparation of the Internship Report according to the consultation schedule set by the supervisor.
5. Attend the MPK Internship classes (for Regular MBKM Program Study Internships and MBKM Internships) seriously.
6. Report internship activities in the Internship Report.

Internship Implementation



06

INTERNSHIP IMPLEMENTATION

6.1.

Time of Internship

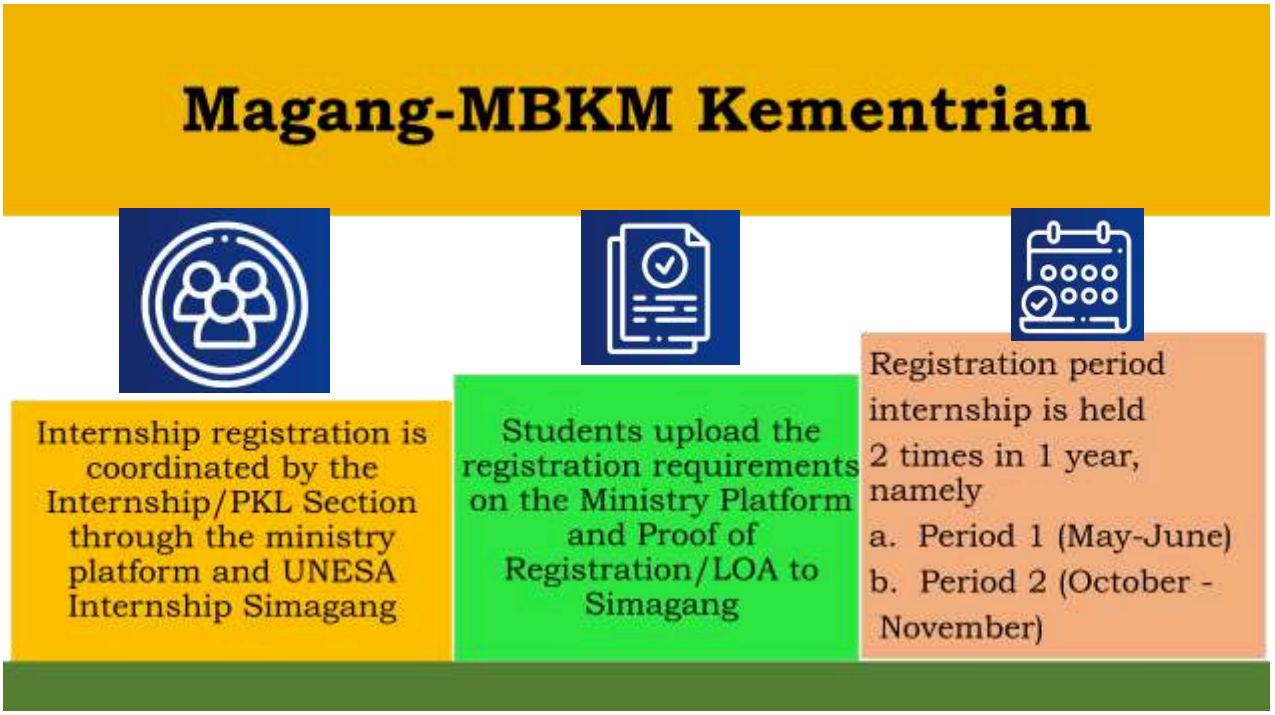
The time of the internship program implementation is based on 3 Internship schemes:

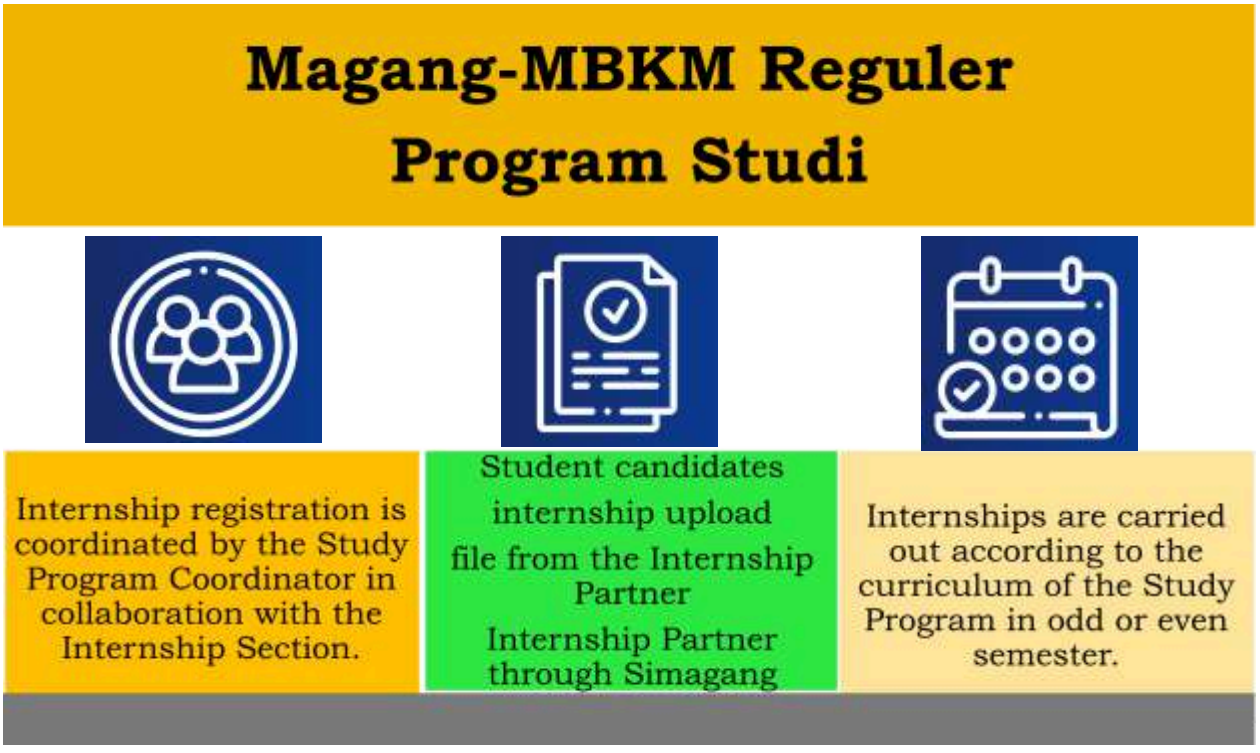


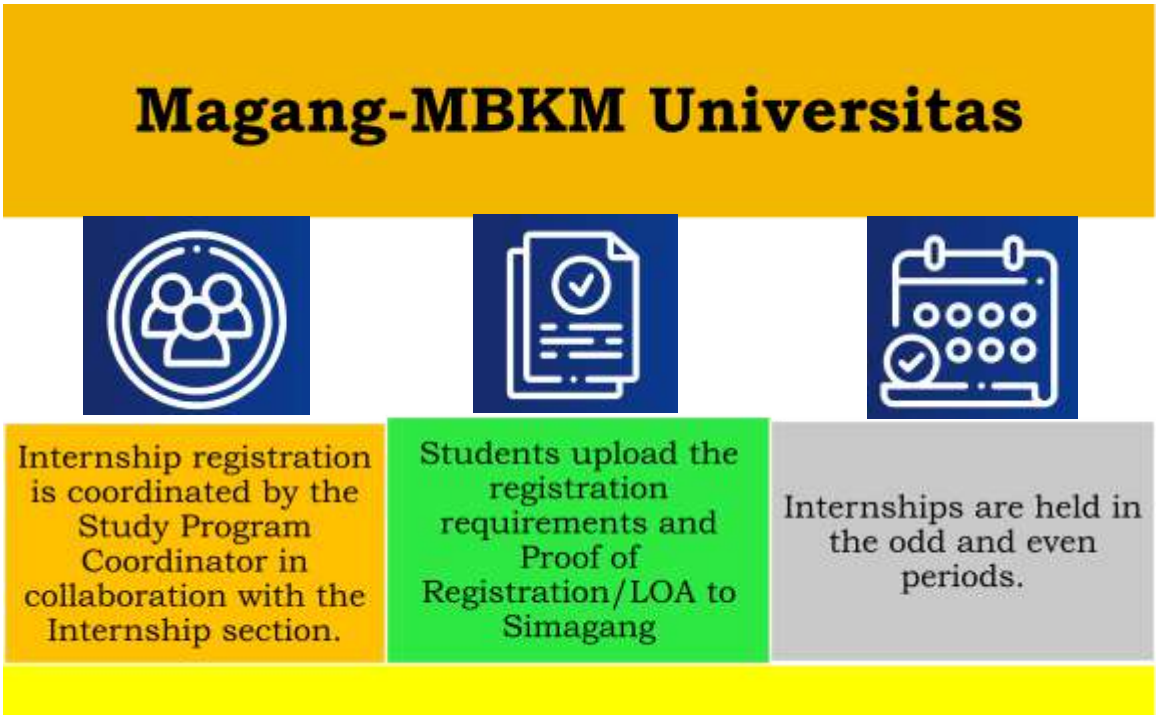
6.2.

Internship Program Registration

The following is the internship program registration based on 3 internship schemes:







6.3.

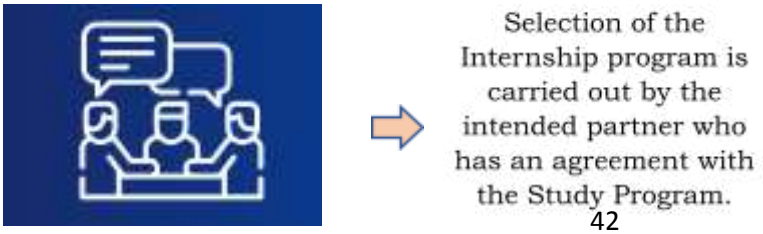
Proses Seleksi Program Magang

Berikut ini adalah proses seleksi program magang berdasarkan 3 skema magang:

Magang-MBKM Kementrian



Magang-MBKM Reguler Program Studi



Magang-MBKM Universitas



Selection of the Internship program is carried out by the intended partner who has an agreement with the University.

6.4.

Implementation of the Internship Program

The implementation of the third Internship Scheme, whether the implementation is carried out domestically or abroad, includes three stages, namely the registration and acceptance process, the implementation process, and the monitoring, evaluation and assessment process. Each Internship implementation process will be described as follows according to the scheme chosen by the student with the approval of the Study Program Coordinator.

Magang-MBKM Kementrian

The Ministry's Internship-MBKM is a form of learning activity that provides insight and practical experience to students regarding real activities in the industrial world, the business world, and the world of work (IDUKA) which is carried out for 1 semester (equivalent to 20 credits). The process carried out by the registration and acceptance process, the implementation process, and the monitoring, evaluation, and assessment process (Figure 4.1.) is described as below:

Registration and Acceptance Stage

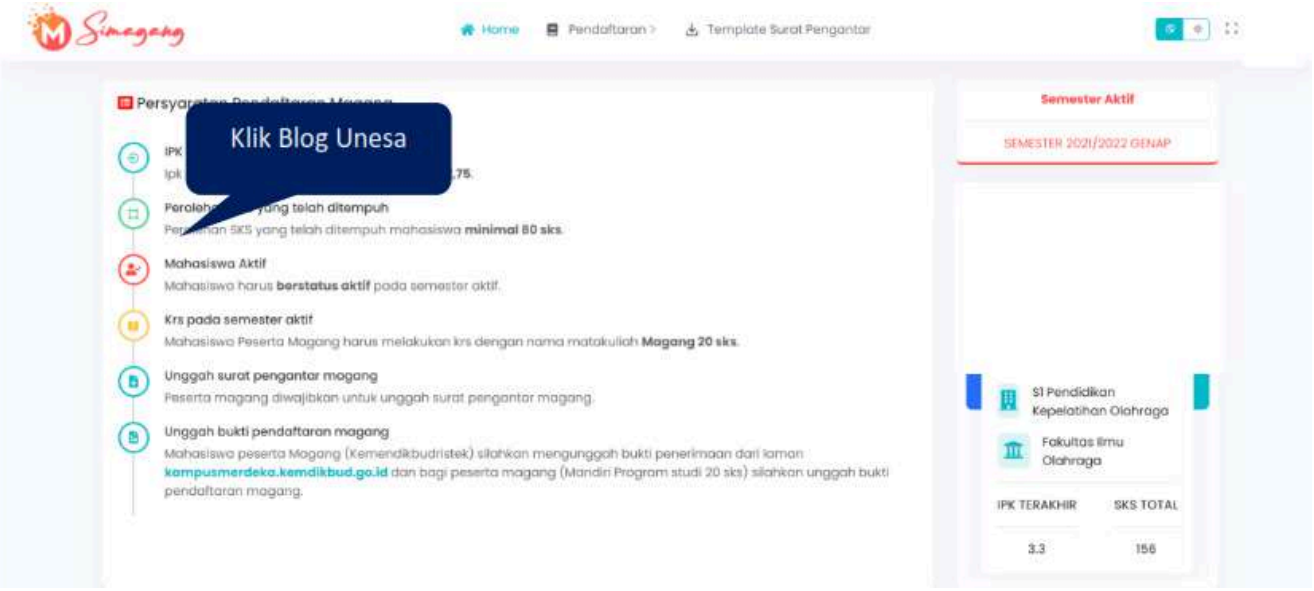
The registration and acceptance stage will be conveyed by the relevant Ministry through the Merdeka platform (Program MBKM Kemendikbudristek) https://kampusmerdeka.kemdikbud.go.id/, Kemenkau (Kementrian Keuangan) through https://magang.kemenkeu.go.id,

Kementerian Pariwisata Indonesia Dan Ekonomi Kreatif/badan Pariwisata dan Ekonomi Kreatif through https://sippn.menpan.go.id/pelayanan-publik/8104145/kementerian-pariwisata-indonesia-dan-ekonomi-kreatifbadan-pariwisata-dan-ekonomi-kreatif/pelayanan-fasilitasi-magangpraktik-kerja-lapangan or Internship program activities from other Ministries with a minimum implementation of 4 months.

Proses pendaftaran dan penerimaan sebagai berikut:

1. The Ministry conducts socialization and launching of the Internship program which will be taken by S1 and D4 students.
2. The Internship/PKL Section creates information on the Ministry's internship program to be published on the Ministry's website mbkm.unesa.ac.id
3. The Internship / PKL Section conducts socialization for Universitas Negeri Surabaya students both through webinars, online information through leaflet media and the like.
4. Before registering, students must consult and approve the Coordinator of the Study Program for the choice of Internship that will be chosen.
5. Students complete all requirements needed
6. Special SPTJM that requires the signature of the University Leader, will be coordinated by the Internship / PKL Section collectively.
7. After the documents are complete, students upload the requirements to the respective Ministry Platform.
8. Ministry partners will verify and carry out the interview process, students must be alert to check regularly
9. Students participate in the selection process determined by the Ministry Partner
10. If accepted, the Ministry Partner or Ministry will directly provide an Internship Acceptance Letter (LoA) or information directly through the Platform.
11. After being declared qualified, the next step is for students to inform the Coordinator of the Study Program.

12. The Internship/PKL Section will issue a circular to students who pass the Ministry's Internship program.
13. Head of Internship/PKL section creates vacancies in simagang
14. Students follow all rules before mobilization to the relevant Ministry
15. Students register for Internship in UNESA Simagang. Check Simagang guidelines for students. (https://drive.google.com/file/d/133SQIP-k6HOujH5GdS0129Zw5uRyKX8y/view?usp=sharing)



Gambar 6.1. Halaman Utama simagang mahasiswa

16. students participating in the Internship (Kemendikbudristek) please upload proof of acceptance from the page kampusmerdeka.kemdikbud.go.id or other ministries
17. Next, please register for an internship in accordance with the agency / partner that has been created by the Internship Section based on the chosen Ministry.
18. The Internship Section will validate

Internship Implementation Process

1. The Internship Section assigns and issues assignment letters for supervisors (DPL) to guide students during Internship / Work Practice activities.

2. The destination partner for the implementation of the Internship / Work Practice assigns one supervisor / mentor / coach to guide students during the Internship / Work Practice activities.
5. Students carry out Internship / Work Practice activities in accordance with the direction of supervisors from the study program and supervisors / mentors / coaches from partners.
6. Students create and fill out a logbook according to the activities carried out according to the attached format and upload it on the ministry platform. The logbook is adjusted to the ministry format so that students remain focused on following the Ministry Internship. If students follow MSIB, they can also see the UNESA version of the MSIB Booklet.
7. Students create and fill out a logbook according to the activities carried out.
8. Students upload weekly logbooks in simagang for monitoring and evaluation by field supervisors.
9. Students are supervised by Field Supervisors and Supervisors during the internship.
10. Students compile an activity report while conducting internship activities.
11. Students compile an activity report while conducting internship activities.
12. Students must be prepared to take a series of examination activities set by the Ministry (for example, the Ministry of Education and Culture certified internship program has a mid-term evaluation and a final evaluation). Conditions are adjusted to the partner that has been chosen
13. The supervisor / Coordinator of the PT can make a visit at the Internship site for monitoring and evaluation.
14. Students upload final report in simagang
15. Students upload certificates in simagang
16. BUMN/Company partners of the Ministry of Internship will submit the certificate along with the internship assessment to the Coordinator

of the PT/Internship Section immediately after the student has completed the Internship assignment.

17. The Internship Section oversees the Internship grades and inputs the conversion grades according to the Internship activities that have been carried out by the students.

Monitoring, Evaluation, and Assessment Process

a. Students fill in the Weekly Internship logbook which must be filled in during the Internship activities.
b. The lecturer and Mintra mentor monitor and direct the interns during the internship.
c. In the 16th - 17th week, students register for the Internship results seminar by filling out the Internship Results Seminar Registration Form (Appendix 24) and uploading it to the simagang page.
d. The internship section issues an Internship Result Seminar Examiner Assignment Letter consisting of field supervisors.
e. The internship section fills in the equivalent course grades in simagang and synchronizes them to siakadu.

2. Magang-MBKM Regular Study Program

The processes involved in the registration and admission process, the implementation process, and the monitoring, evaluation, and assessment process (Figure 4.2.) are described as follows:

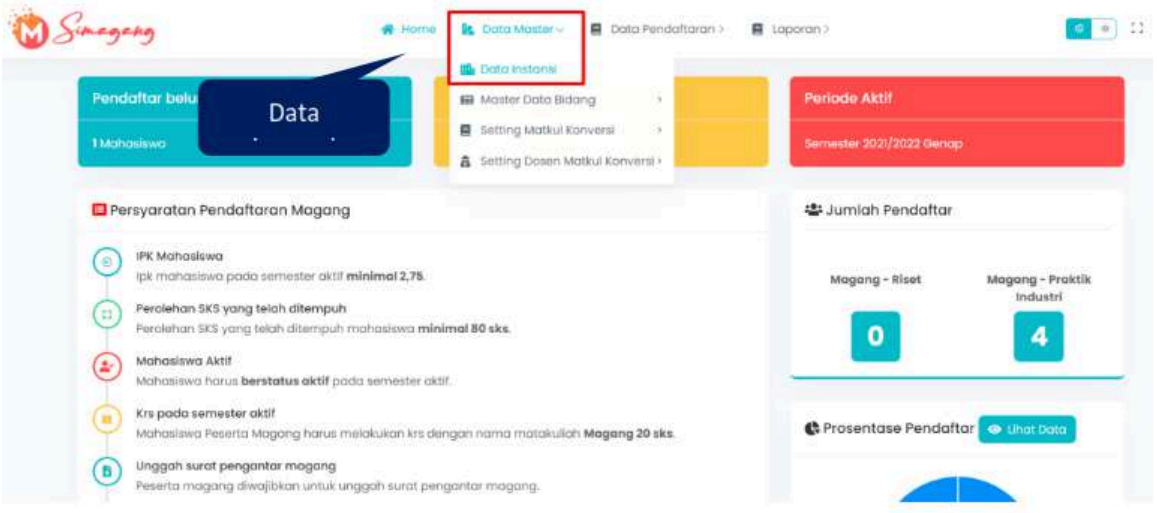
The registration and admission process is as follows:

1. Students who have fulfilled the minimum number of credits (80 credits) fill out the Internship registration form according to the form provided by the study program (can be downloaded through Arisa)
2. Students fill in all the required data in the registration form and signed by the student concerned and known by the academic advisor (Appendix 2)

3. Students upload a Research / Research registration letter to Arisa and the study program coordinator validates according to the uploaded files
4. At least H-12 weeks of internship implementation, the study program coordinator has interacted with partners who have an agreement with the study program for the implementation of internship activities that will be followed by students.
5. The study program coordinator provides an announcement of a list of agencies that have given approval for the implementation of the internship program to be followed by students.
6. In addition, the study program coordinator opens internship vacancies in simagang according to the approved agency and the quota set.

   Note

   The Study Program Coordinator must create master agency data if it does not exist, open Internship vacancies based on the agency data that has been created.



Gambar 6.2. Menu dan instansi di Arisa

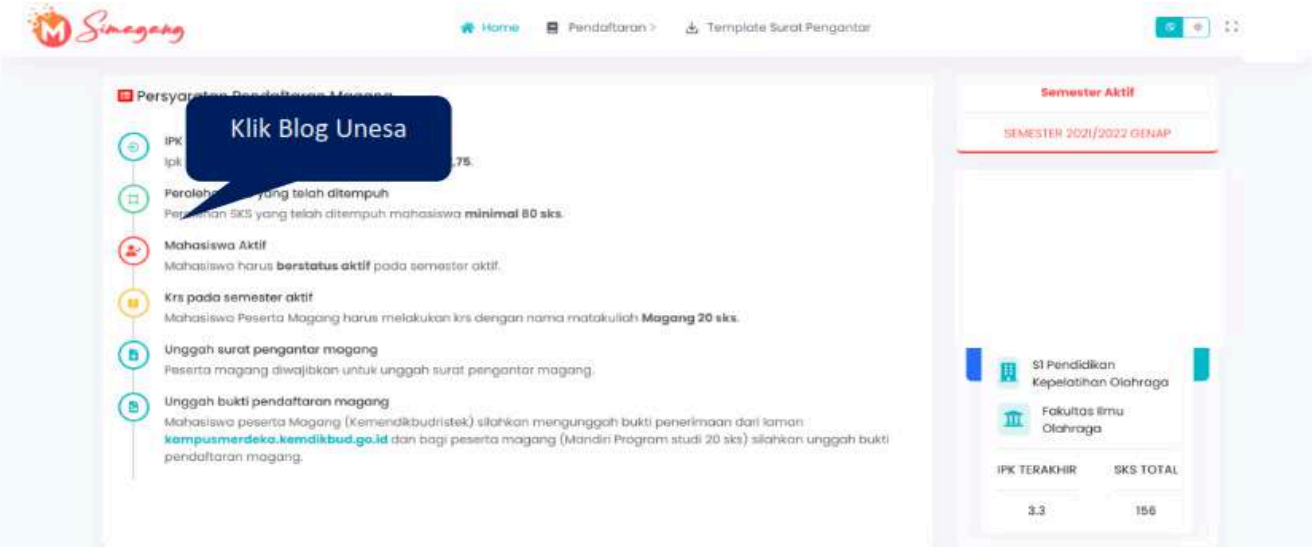
7. Students choose the topic and place of work internship that they are interested in with the condition that one work internship place is attended by 2-3 students at most or according to the approval of the

agency where the work internship is according to the input of the coordinator of the study program in the internship.

8. Students resubmit the registration form by attaching the latest transcript to the study program coordinator
9. Students prepare an internship proposal:
    - As requested by the agency

      Usually in groups and submitted when applying for a work internship permit (adjusted to the policies and rules of the agency / work internship place).
    - Individually

      Mandatory for each student in accordance with the field that will be followed with guidance from Field Supervisors.
10. Students take care of the letter of introduction at the Faculty to be given to the destination partner
11. Students submit a work internship proposal along with a cover letter from the faculty to the intended agency
12. Students will receive an answer from the Internship partner
    a. If the student and team pass, the student submits a copy of the answer letter from the destination institution to the Study Program Coordinator and continues the next step.
    b. If the student and team do not qualify, then the above steps are repeated
13. If the student passes, then the next step is for the student to register in the internship sim by uploading the Internship acceptance letter (LOA) and selecting the agency in Arisa.



Gambar 6.3. Pendaftaran mahasiswa di simagang

14. The Study Program Coordinator sets the conversion course through simagang. Setting conversion subjects is a menu used for setting courses that will be converted from student internship activities. Provisions for setting general or departmental courses can refer to the Arisa filling guide for Kaprodi https://drive.google.com/file/d/1Q-heU-C1RMcS40k79ocG1HTvQo9Xvbrm/view?usp=sharing)
15. The study program coordinator determines the field supervisor to be set up at Arisa.
16. Study program coordinator issues assignment letter for field supervisors
17. The study program coordinator determines the DPL (Conversion Course Supervisor). Determination of conversion is adjusted to the curriculum of each study program.

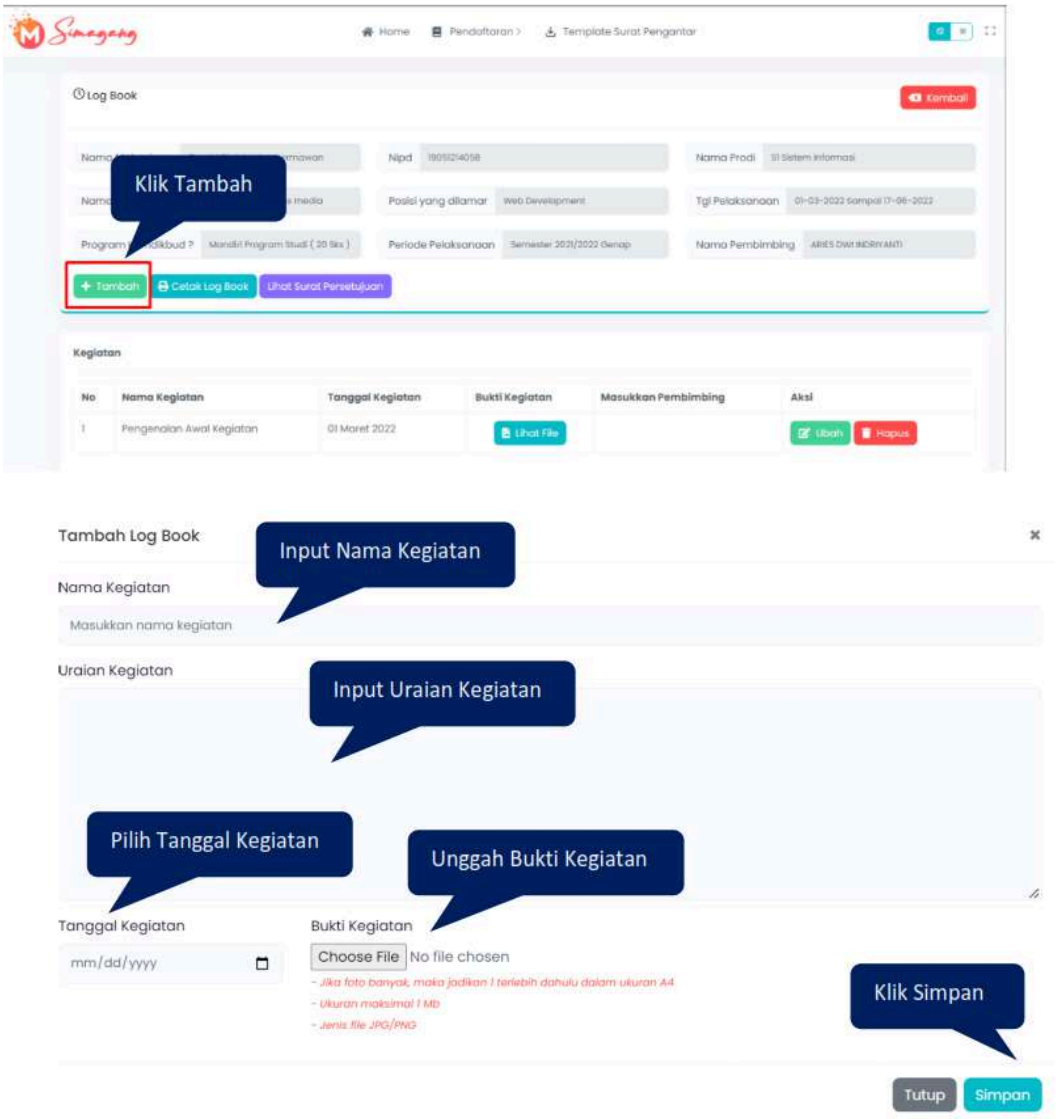
Tips Mengatur Dosen Matkul Konversi (Keprodian)

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

Internship implementation process

1. The study program coordinator assigns and issues a letter of assignment for supervisors (DPL) to guide students during Internship / Work Practice activities.
2. The destination partner for the implementation of the Internship / Work Practice assigns one supervisor / mentor / coach to guide students during the Internship / Work Practice activities.

3. Students carry out Internship / Work Practice activities in accordance with the direction of supervisors from the study program and supervisors / mentors / coaches from partners.
4. Students make and fill out a logbook according to the activities carried out according to the attached format and upload it on the ministry platform. The logbook is adjusted to the contents of the simagang



Gambar 6.4. Completing the internship student logbook

5. Students create and fill out a logbook according to the activities carried out.
6. Students create and fill out a logbook according to the activities carried out

7. Students create and fill out a logbook according to the activities carried out
8. Students create and fill out a logbook according to the activities carried out.
9. Field supervisors conduct mentoring and provide an assessment on the form provided.
10. Internship supervisors supervise at least once during the internship.
11. During the implementation of the internship, students are required to take 8 work practice internship conversion courses equivalent to 20 credits that have been determined by the University in accordance with the SE Internship Conversion. The conversion course schedule can be discussed with DPL
12. Students compile an activity report while conducting internship activities.
13. Mentors / Field Supervisors conduct assessments related to the implementation of student internships

Monitoring, Evaluation, and Assessment Process

a. Students fill in the Weekly Internship logbook which must be filled in during the Internship activities.
b. Students make an Internship report
    1. Students make individual / group reports on the implementation of work internships with guidance from work internship supervisors and field supervisors respectively in accordance with the provisions for making work internship reports from MPK Program Reporting
    2. Students submit a group report that has been signed by the internship supervisor and field supervisor to the lecturer in charge of MPK Program Reporting through SIMAGANG.
    3. Students submit an individual report that has been approved by the internship supervisor, internship examiner and Study Program Coordinator to the Head of the Study Program with an assessment form that has been filled in by the field supervisor.

c. Field supervisors and mentor partners monitor and direct internship students during the internship.
d. Pada minggu ke-16 - 17, mahasiswa melakukan pendaftaran seminar hasil kerja magang dengan mengisi Formulir Pendaftaran Seminar Hasil Kerja Magang (Lampiran 8) dan mengunggahnya ke laman simagang.
e. The Study Program Coordinator issues a Letter of Assignment for Internship Seminar Examiners consisting of field supervisors and examining lecturers.
f. DPL fills in the equivalent course value in simagang and synchronizes it to siakadu.
g. The study program coordinator supervises the conversion value of students until it is completed.

3. Magang-MBKM University

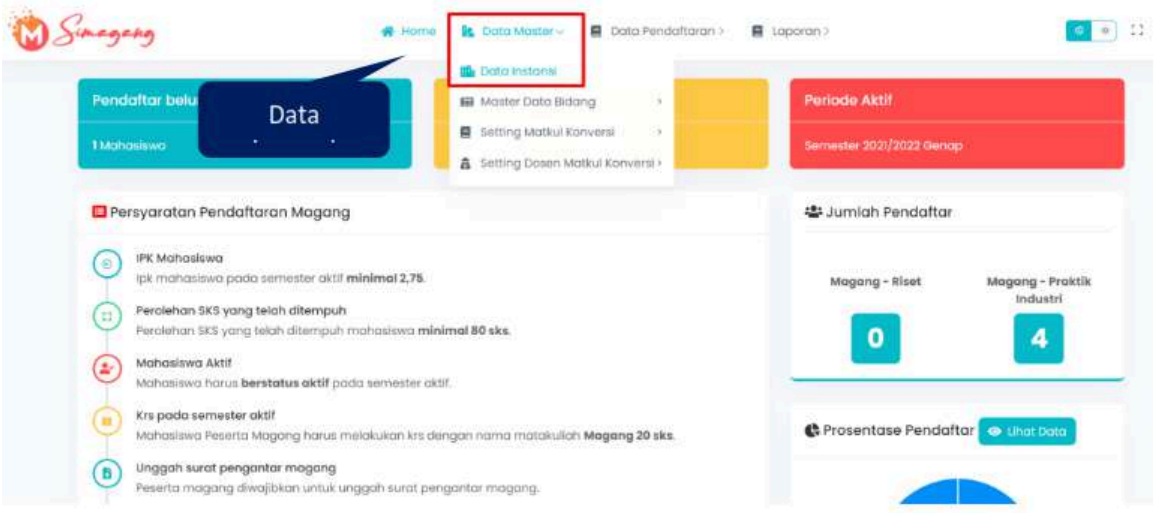
This internship activity is managed by the University Internship Section by initiating communication with agency / industry partners H-12 weeks before the implementation of the Odd / Even Period Internship.

The registration and admission process is as follows:

1. Students who have fulfilled the minimum number of credits (80 credits) fill out the Internship registration form according to the form provided by the study program (can be downloaded via simagang)
2. Students fill in all the required data in the registration form and signed by the student concerned and known by the academic advisor (Appendix 2)
3. Students upload the Internship registration letter to the simagang and the Head of the Internship section validates according to the uploaded files.
4. At least H-12 weeks of internship implementation, the Head of the Internship section has interacted with partners who have an agreement with the study program for the implementation of internship activities that will be followed by students.

5. The head of the Internship section provides an announcement of a list of agencies that have given approval and their respective quotas for the implementation of the internship program for students to participate in.
6. The Head of Internship section provides a circular letter listing agency vacancies to the Study Program Coordinator via e-oofice, MBKM website and other digital media.
7. Study Program Coordinator forwards student head
8. In addition, the Head of the Internship Section opens internship vacancies in accordance with the approved agencies and the quota set.

   Notes: The Head of the Internship Section must create master agency data if it does not exist, open Internship vacancies based on the agency data that has been created.



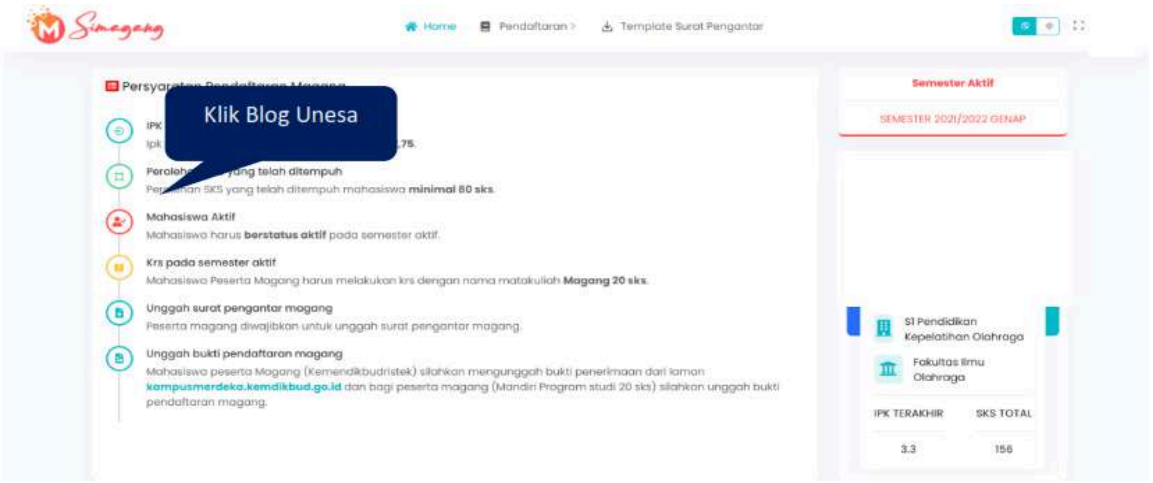
Gambar 6.5. Menu dan instansi di simagang

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

10. The Head of the Internship Section reports to partners the list of names of students who will take part in the Internship

    a.

11. Partner provides Internship acceptance letter (LOA)
12. Mahasiswa memilih instansi di simagang



Gambar 6.3. Pendaftaran mahasiswa di simagang

18. The head of the internship section sets the conversion course through simagang. Setting conversion subjects is a menu used for setting courses that will be converted from student internship activities. University Internship-MBKM conversion courses are general with 8 courses.
19. The head of the Internship section determines the field supervisor to be set up in the simagang
20. Head of Internship section issues a letter of assignment for field supervisors
21. The head of the Internship section determines the DPL (Conversion Course Supervisor). Determination of conversion is adjusted to the curriculum of each study program.

Internship implementation process

1. The study program coordinator assigns and issues a letter of assignment for supervisors (DPL) to guide students during Internship / Work Practice activities.

2. The destination partner for the implementation of the Internship / Work Practice assigns one supervisor / mentor / coach to guide students during the Internship / Work Practice activities.
3. Students carry out Internship / Work Practice activities in accordance with the direction of supervisors from the study program and supervisors / mentors / coaches from partners.
4. Students make and fill out a logbook according to the activities carried out according to the attached format and upload it on the ministry platform. The logbook is adjusted to the contents of the simagang (Figure 6.4).
5. Students make and fill in logbooks according to the activities carried out.
6. Students attend conversion lectures with Conversion Supervisors with schedule arrangements that are in accordance with Internship activities.
7. Students upload weekly logbooks in simagang for monitoring and evaluation materials for field supervisors.
8. Students provide guidance to Field Supervisors and Supervisors during the implementation of the internship.
9. Field supervisors conduct mentoring and provide assessments on the forms provided.
10. The work internship supervisor supervises at least once during the implementation of the work internship.
11. During the implementation of the internship, students are required to take 8 work practice internship conversion courses equivalent to 20 credits determined by the University in accordance with the SE Internship Conversion. The conversion lecture schedule can be discussed with DPL
12. Students compile activity reports while carrying out Internship activities.
13. Mentors / Field Supervisors conduct assessments related to the implementation of student internships.

Monitoring, Evaluation, and Assessment Process

1. Students fill in the Weekly Internship logbook which must be filled in during the Internship activities.
2. Students make an Internship report
    a. Students make individual / group reports on the implementation of work internships with guidance from their work internship supervisors and field supervisors in accordance with the provisions for making work internship reports from MPK Program Reporting
    b. Students submit a group report that has been signed by the work internship supervisor and field supervisor to the lecturer in charge of MPK Program Reporting through SIMAGANG
    c. Students submit an individual report that has been approved by the work internship supervisor, work internship examiner lecturer to the Head of the Internship Section attached with an assessment form that has been filled in by the field supervisor.
3. Field supervisors and Partner mentors monitor and direct internship students during the implementation of internships.
4. In the 16th - 17th week, students register for the Internship results seminar by filling out the Internship Results Seminar Registration Form (Appendix 8) and uploading it to the internship page.
5. The head of the Internship section makes a schedule for the implementation of the work internship exam
6. The head of the Internship section informs the schedule for the implementation of the work internship exam to students
7. Students carry out work internship exams based on a predetermined schedule
8. Internship supervisors / examiners give Seminar grades to DPL Program Reporting
9. After the internship exam, students are required to submit a report that has been revised and approved by the Field Supervisor, Internship Supervisor, and Head of Internship Section. The report with a red soft cover is made in a minimum of 4 copies with details for the agency

where the work internship, the Study Program, the supervisor of the work internship and the student himself.

10. DPL Program Reporting will recap the grades including the results of the seminar to be entered into SIMAGANG after revision based on input during the seminar, mentoring. Grades from DPL guidance and field supervisors, report grades from DPL and trial grades are averaged.
11. The work internship grade will be announced if the approved work internship report has been submitted to the work internship agency, department, and supervisor.
12. The Head of the Internship section oversees the conversion value of students until it is complete.


Conversion
course

07

INTENRNSHIP CONVERSION COURSE CURRICULUM



7.1.

Program planning

Short description of the course

This course provides experience to students by planning Internship activities including: describing the urgency of the activity, determining the objectives of the activity, the scope of the activity, the method of activity, the plan for the stages of the activity as material in adapting to the environment where the internship is and used in completing special assignments during the internship. BKP activities are carried out to measure the achievement of learning competencies while studying off campus with a project-based learning approach through a research plan that will be carried out. Assessment is carried out with the development of an internship proposal. While carrying out program planning activities, students are required to attend debriefings that have been designed by the University and Study Program MBKM teams.

MPK Outputs-Program Planning adjusted to the learning outcomes followed by students. DPL can assess the activities and proposals formed. The Internship proposal consists of components of the description of the institutional situation, the objectives of the Internship, the scope of the Internship activities to be carried out, the method of activity and the plan and schedule of activities (attachment 3. Internship proposal format).

Assessment Components and Instruments

In general, the target of assessing internship activities is the ability, skills, and attitudes of students in doing work. DPL can use the holistic rubric assessment components as in

Appendix 4 or determine the assessment criteria/components and develop their own Assessment Forms according to the characteristics of the outcomes and learning outcomes of MPK.

7.7

Program Evaluation

This course provides students with experience in understanding scientific principles in writing program reports, compiling program reports based on the principles of writing final reports, evaluating all stages of the program that have been carried out, and presenting the program reports that have been prepared.

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

1. Systematics of program reporting
2. The opening part of the program reporting (title page, endorsement page, preface, table of contents, list of tables/charts/figures, list of terms and abbreviations)
3. The body of the program report (introduction, literature review, methods/techniques/program design, results and program implementation, as well as conclusions and recommendations)
4. The closing part of the program report (list of references and appendices)
5. Editing program reporting
6. Presentation of program reporting

Industrial partners /uka have a learning plan provided to students / DPL which can be used as a consideration in determining conversion credits / student activities. Course conversion is adjusted to the SLOs of the Study Program and the scientific clumps of each study program. Some examples of

syllabus and course recommendations that can be given to students are as follows.

SILABUS PROGRAM MAGANG *GO GREEN AND CLEAN LH* SURABAYA
DINAS LINGKUNGAN HIDUP KOTA SURABAYA

MONTH	**: FEBRUARI**							
WEEK	**POSITION**	**TOPIC**	**MENTOR**	**DURATION (jam)**	**SKS**	**TARGET**	**METHOD**	**ASSESMENT**
3	All Potitions	Participant internship preparation 1. Internship Administration 2. Accommodation (if any) 3. Introduction of Interns 4. Internship Location Orientation	1. Srifatunningsih, ST 2. Dyan Prasetyaningtyas, ST 3. Lia Kusuma Wardani, Amd	45	1	Participants are ready to do offline internships	Online class sessions and FGDs	-
4	All Potitions	Introduction to Service Programs and Innovations of the Environmental Agency 1. DLH Application 2. Pollution Control Program 3. Environmental Quality Monitoring 3. Green Open Space Management 4. Community Counseling and Empowerment 5. Energy Conservation	1. Srifatunningsih, ST 2. Dyan Prasetyaningtyas, ST 3. Joni Hosainu, S.Sos 4. Bambang Prakoso	45	1	Participants understand pollution control activities, environmental quality monitoring, environmental counseling and energy conservation.	Lecture and Discussion (online)	-
BULAN	**: MARET**							
MINGGU	**POSISI**	**TOPIC**	**MENTOR**	**DURATION (jam)**		**TARGET**	**METHOD**	**ASSESMENT**

1	All Potitions	General briefings for interns include: 1. Profile of Surabaya City Environment Agency 2. Basic philosophy of public service 3. Public Ethics 4. Public Accountability	1. Srifatunningsih, ST 2. Dyan Prasetyaningtyas, ST 3. Lia Kusuma Wardani, Amd	45	1	Participants understand public services in general and the profile of the Environmental Agency	Lecture and Discussion (online)	-
2	All Potitions	Introduction to the Environment Agency program 1. Overview of Air Pollution Control 2. Overview of Water Pollution Control 3. Overview of Environmental Counseling 4. Overview of Energy Conservati	1. Srifatunningsih, ST 2. Dyan Prasetyaningtyas, ST 3. Lia Kusuma Wardani, Amd 4. Joni Hosainu, S.Sos 5. Bambang Prakoso	45	1	Participants understand the internship program	Lecture and discussion (online)	-
3	LH and community empowerment counselor	• Division of tasks in the Team and Selection of Team Leader • Discussion of extension, community empowerment, and energy conservation activity programs • Introduction to DLH applications and social media	Dyan Prasetyaningtyas, ST	90	1	Participants understand community counseling and empowerment	Discussion Presentation	- Assignment resultspenugasan - Activeness - Attendance

4	LH and community empowerment counselor	• Making technical guidelines, methodologies, etc. • Identification of prospective extension locations • Grouping of Counseling Locations • Carry out counseling according to the group • Conduct location assistance	Dyan Prasetyaningtyas, ST	45	1	Participants are able to conduct counseling and mentoring, and prepare environmental award documents	- Discussion - counseling and mentoring report	- Assignment results - Activeness - Attendance
BULAN	**: APRIL**							
MINGGU	**POSISI**	**TOPIC**	**MENTOR**	**DURATION (jam)**		**TARGET**	**METODE**	**PENILAIAN**
1	LH and community empowerment counselor	• Making the theme of counseling material • Participating in counseling activities • Making counseling reports • Mentoring the community on environmental awareness	Dyan Prasetyaningtyas, ST	45	1	Participants are able to conduct counseling and mentoring, and prepare environmental award documents	- Discussion - counseling and mentoring report	- Assignment results - Activeness - Attendance
2	LH and community empowerment counselor	• Making the theme of counseling material • Participating in counseling activities • Making counseling reports • Mentoring the community on environmental awareness	Dyan Prasetyaningtyas, ST	45	1	Participants are able to conduct counseling and mentoring, and prepare environmental award documents	- Discussion - counseling and mentoring report	- Assignment results - Activeness - Attendance

3	LH and community empowerment counselor	• Making the theme of counseling material • Participating in counseling activities • Making counseling reports • Mentoring the community on environmental awareness	Dyan Prasetyaningtyas, ST	45	1	Participants are able to conduct counseling and mentoring, and prepare environmental award documents	- Discussion - counseling and mentoring report	- Assignment results - Activeness - Attendance
4	LH and community empowerment counselor	• Making the theme of counseling material • Participating in counseling activities • Making counseling reports • Mentoring the community on environmental awareness	Dyan Prasetyaningtyas, ST	45	1	Participants are able to conduct counseling and mentoring, and prepare environmental award documents	- Discussion - counseling and mentoring report	- Assignment results - Activeness - Attendance
BULAN	**: MEI**							
MINGGU	**POSISI**	**TOPIC**	**MENTOR**	**DURATION (jam)**		**TARGET**	**METHOD**	**ASSESMENT**
1	LH and community empowerment counselor	• Making the theme of counseling material • Participating in counseling activities • Making counseling reports • Mentoring the community on environmental awareness	Dyan Prasetyaningtyas, ST	90	1	Participants are able to conduct counseling and mentoring, and prepare environmental award documents	- Discussion - counseling and mentoring report	- Assignment results - Activeness - Attendance

2	LH and community empowerment counselor	• Making the theme of counseling material • Participating in counseling activities • Making counseling reports • Mentoring the community on environmental awareness	Dyan Prasetyaningtyas, ST	45	1	Participants are able to conduct counseling and mentoring, and prepare environmental award documents	- Discussion - counseling and mentoring report	- Assignment results - Activeness - Attendance
3	LH and community empowerment counselor	• Making the theme of counseling material • Participating in counseling activities • Making counseling reports • Mentoring the community on environmental awareness	Dyan Prasetyaningtyas, ST	45	1	Participants are able to conduct counseling and mentoring, and prepare environmental award documents	- Discussion - counseling and mentoring report	- Assignment results - Activeness - Attendance
4	LH and community empowerment counselor	• Making the theme of counseling material • Participating in counseling activities • Making counseling reports • Mentoring the community on environmental awareness	Dyan Prasetyaningtyas, ST	45	1	Participants are able to conduct counseling and mentoring, and prepare environmental award documents	- Discussion - counseling and mentoring report	- Assignment results - Activeness - Attendance
BULAN	**: JUNI**							
MINGGU	**POSISI**	**TOPIC**	**MENTOR**	**DURATION (jam)**		**TARGET**	**METHOD**	**ASSESMENT**

1	All Potitions	- Final Report Preparation - Final Assessment	Semua Mentor	45	1	Participants are able to present the results of ideas and creativity in completing tasks during the internship in the form of documents	- Assignment - Discussion - Presentation	**- Final Asessmen**
2	All Potitions	- Preparation of presentation material (ppt)	Semua Mentor	45	1	Participants are able to conduct counseling and mentoring, and prepare environmental award documents	- Discussion - counseling and mentoring report	- Assignment results - Activeness - Attendance
3	All Potitions	Presentation in front of the Head of Service	Semua Mentor	45	1	Participants are able to conduct counseling and mentoring, and prepare environmental award documents	- Discussion - counseling and mentoring report	- Assignment results - Activeness - Attendance
4	All Potitions	Release of Apprentices	1. Srifatunningsih, ST 2. Dyan Prasetyaningtyas, ST 3. Lia Kusuma Wardani, Amd	45	1	-	-	-
			Total	900	20			

Student internship location: Surabaya city environmental office

Student Internship Position: LH Extension and Community Empowerment

Learning Outcomes (Adjusted ELO Prodi)

1) Able to demonstrate religious values, nationality and national culture, and academic ethics in carrying out their duties.
2) Demonstrate resilient, collaborative, adaptive, innovative, inclusive, lifelong learning, and entrepreneurial characters.
3) Develop logical, critical, systematic, and creative thinking in doing specific work in their field of expertise and in accordance with the work competency standards of the field concerned.
4) Develop themselves sustainably and collaboratively.
5) Able to apply biological expertise and utilize science, technology in problem solving in the fields of environment, plants, animals and mycoorganisms and be able to adapt to the situation at hand.
6) Able to make the right decisions based on information and data analysis, and able to provide guidance in choosing various alternative solutions independently and in groups in the field of environment, plants, animals and mycoorganisms.

Recommendation (Pattern 1) Conversion Courses that are adjusted to the MBKM Internship Syllabus with the conversion of Institutional Recognition Courses and Programming Courses as follows:

No	MK yang dapat dilaporkan	SKS
1	Program Planning	2
2	Pollution Investigation and Mitigation	2
3	Waste Management	2
4	Sustainable Environmental Innovation	4
5	Critical and Creative Thinking	2
6	Empathy and Emotional Intelligence	2
7	Communication and Teamwork	2
8	Professional Ethics	2
10	Program Evaluation	2

Total sks	20

Recommendation (Pattern 2) of the Conversion Course of Keprodian which is adjusted to the Partner Syllabus as follows

No	MK yang dapat dilaporkan	SKS
1	Internship-Program Planning	2
2	Pollution Investigation and Mitigation	4
3	Waste Management	4
4	Sustainable Environmental Innovation	3
5	Environmental Impact Analysis	3
6	Conservation Management	2
7	Internship-Program evaluation	2

Kurikulum Bertani Untuk Negeri

Code	Theme	Learning Module	Learning Objective	Cognitive Level	Learning Details	Learning Duration	Learning Resources	Assessment Method (Measurement Tool)	Assessment Components		Total Duration (in minutes)	Total Duration (in minutes)	Total Duration (in minutes)
S01	Soft Skill	Critical Thinking Skills	- Seeks to evaluate and modify current thinking or ways of working - Open to new ideas and seek to evaluate ideas using existing evidence - Always questioning evidence - Always seek to learn from experience	C5 (Evaluate)	The formation of soft skills will occur in tandem as long as the students participating in the program undergo the activities of the Bertani Untuk Negeri program. To ensure the formation of soft skills in accordance with the expected competencies, mentors will also facilitate feedback and reflection sessions with participants that will be conducted monthly with each participant. On this occasion, the mentor together with the participants will reflect on whether the participants have applied the desired behavior, and together develop an action plan if there are deviations from the expected behavior.	Group Learning : 8 hours x 12 daysi = 96 hours (5760 minutes))	- FGD with facilitator - Mentoring with facilitator - Coaching (Optional)	The assessment of participants' soft skills competencies will be carried out using self-assessment methods as well as assessments from their mentors, who will assess whether the participants have demonstrated the expected behaviors. Raters will be given a number of statements and provide responses to the statements using customized psychological assessments.	Praktical		5760	96	2
S02	Soft Skill	Resilience	- Participants are expected to have the ability to : - Be able to see the positive side of difficult situations and conditions - Realize the value and meaning of life despite being in difficult situations and conditions - Persevere and strive despite obstacles - Depend on themselves, recognize	C3 (Apply)	The formation of soft skills will occur in tandem as long as the students participating in the program undergo the activities of the Bertani Untuk Negeri program. To ensure the formation of soft skills in accordance with the expected competencies, mentors will also facilitate feedback and reflection sessions with participants that will be conducted monthly with each participant. On this occasion, the mentor	Group Learning : 8 hours x 12 days = 96 hours (5760 minutes))	- FGD with facilitator - Mentoring with facilitator - Coaching (Optional)	The assessment of participants' soft skills competencies will be carried out using self-assessment methods as well as assessments from their mentors, who will assess whether the participants have demonstrated the expected behaviors. Raters will be given a number of statements and provide responses to the	Praktical		5760	96	2

			their strengths and limitations and appreciate their uniqueness.		together with the participants will reflect on whether the participants have applied the desired behavior, and together develop an action plan if there are deviations from the expected behavior.			statements using customized psychological assessments.					
S03	Soft Skill	Self-Regulation Ability	- Have clear goals to be achieved or behavioral targets to be changed - Tend to always gather information related to behavioral goals and targets - Always compare the real conditions faced with the ideal conditions expected - Seek alternative ways to achieve goals, make strategic plans to achieve goals, implement plans and evaluate the effectiveness of ways related to achieving goals.	C3 (Apply)	The formation of soft skills will occur in tandem as long as the students participating in the program undergo the activities of the Bertani Untuk Negeri program. To ensure the formation of soft skills in accordance with the expected competencies, mentors will also facilitate feedback and reflection sessions with participants that will be conducted monthly with each participant. On this occasion, the mentor together with the participants will reflect on whether the participants have applied the desired behavior, and together develop an action plan if there are deviations from the expected behavior.	Group Learning : 8 hours x 12 days = 96 hours (5760 minutes)	- FGD with facilitator - Mentoring with facilitator - Coaching (Optional)	The assessment of participants' soft skills competencies will be carried out using self-assessment methods as well as assessments from their mentors, who will assess whether the participants have demonstrated the expected behaviors. Raters will be given a number of statements and provide responses to the statements using customized psychological assessments.	Praktikal		5760	96	2
S04	Soft Skill	Ability to Empathize (Empathy)	- Recognizes one's own emotions as well as those of others - Able to adopt another's point of view while still distinguishing it from one's own - Able to choose appropriate socioemotional responses	C3 (Apply)	The formation of soft skills will occur in tandem as long as the students participating in the program undergo the activities of the Bertani Untuk Negeri program. To ensure the formation of soft skills in accordance with the expected competencies, mentors will also facilitate feedback and reflection sessions with participants that will be conducted monthly with each participant. On this occasion, the mentor together with the participants will reflect on whether the participants	Group Learning: 8 hours x 12 days = 96 hours (5760 minutes)	- FGD with facilitator - Mentoring with facilitator - Coaching (Optional)	The assessment of participants' soft skills competencies will be carried out using self-assessment methods as well as assessments from their mentors, who will assess whether the participants have demonstrated the expected behaviors. Raters will be given a number of statements and provide responses to the statements using customized	Praktical		5760	96	2

					have applied the desired behavior, and together develop an action plan if there are deviations from the expected behavior.			psychological assessments.					
S05	Soft Skill	Problem Solving	- Evaluate the correlation of recording data from each commodity performance - Develop an appropriate problem hypothesis of a problem encountered based on the data - Proving the problem hypothesis to get validation and determine the root of the problem - Analyze the root of the problems faced by assisted farmers/farmers - Develop an improvement initiative plan from the problems faced by the assisted farmers. - Confidence in being able to solve problems and overcome difficult situations - When facing problems, proceed in a structured manner, starting from problem identification, choosing strategies, thinking of alternative solutions, choosing the best solution and evaluating the final results obtained. - Able to control emotions and behavior when solving problems	C4 (Analyze)	Self Learning: Participants will be given material handouts and videos to be studied independently with the flexibility of participants' time (Asynchronous bootcamp). Furthermore, the formation of soft skills will occur simultaneously as long as the program participants undergo the activities of the Bertani Untuk Negeri program. In addition, we also prepare asynchronous training to ensure the formation of soft skills in accordance with the expected competencies, mentors will also facilitate feedback and reflection sessions with participants which will be carried out every month with each mentor.	Self Learning : 2 hours x 7 daysi = 14 hours (840 minutes) Group Learning : 8 hours x 12 daysi = 96 hours (5760 minutes)	-Asynchronous module - Activity handouts - Case study - FGD with facilitator	Assessment of participants' theoretical abilities will be taken using: - Knowledge checking activities during self-study - Tests and Quizzes - Case study work Assessment of participants' soft skills competencies will also be carried out using self-assessment methods as well as assessments from their mentors, who will assess whether the participants have demonstrated the expected behaviors. The assessor will be given a number of statements and provide responses to the statements using a customized psychological assessment.	Praktical	Teoritikal	6600	110	3
S06	Soft Skill	Interpersonal Communication	- Conduct communication to approach and	C3 (Apply)	Self Learning: Participants will be given material handouts and videos to be studied independently with	Self Learning : 2 hours x 7 days = 14	-Asynchronous module - Activity handouts	Assessment of participants' theoretical abilities will be taken using:	Praktical	Teoritikal	6600	110	3

			recognize the stakeholders involved; - Intervene to carry out improvement initiatives for assisted farmers; - Conduct conflict resolution with stakeholders involved in the project. - Feel comfortable to actively open up through verbal and nonverbal communication with others. - Understand the rights and viewpoints of others, without ignoring one's own rights and viewpoints, and provide appropriate communication responses and emotional responses. - Have procedures for communication, such as taking turns communicating or recognizing equality in communication - Use communication as a way to achieve predetermined goals.		the flexibility of participants' time (Asynchronous bootcamp). Furthermore, the formation of soft skills will occur simultaneously as long as the program participants undergo the activities of the Bertani Untuk Negeri program. In addition, we also prepare asynchronous training to ensure the formation of soft skills in accordance with the expected competencies, mentors will also facilitate feedback and reflection sessions with participants which will be carried out every month with each mentor.	hours (840 minutes) Group Learning : 8 hoursx 12 days= 96 hours(5760 minutes)	- Case study - FGD with facilitator	- Knowledge checking activities during self-study - Tests and Quizzes - Case study work Assessment of participants' soft skills competencies will also be carried out using self-assessment methods as well as assessments from their mentors, who will assess whether the participants have demonstrated the expected behaviors. The assessor will be given a number of statements and provide responses to the statements using a customized psychological assessment.					
S07	Soft Skill	Field Stakeholder Management	- Identify and map stakeholder profiles during the Productivity Project Phase - Develop strategies to build good relationships with stakeholders during the Productivity project phase - Develop a strategy for the intervention process with the assisted Farmers/ Ranchers	C3 (Apply)	Self Learning: Participants will be given material handouts and videos to be studied independently with the flexibility of participants' time (Asynchronous bootcamp). Furthermore, the formation of soft skills will occur simultaneously as long as the program participants undergo the activities of the Bertani Untuk Negeri program. In addition, we also prepare asynchronous training to ensure the	Self Learning : 2 hours x 7 days= 14 hours(840 minutes) Group Learning : 8 hoursx 12 days= 96 hours(5760 minutesi)	Asynchronous module - Activity handouts - Case study - FGD with facilitator	Assessment of participants' theoretical abilities will be taken using: - Knowledge checking activities during self-study - Tests and Quizzes - Case study work Assessment of participants' soft skills competencies will also be carried out using self-assessment methods as well as	Praktikal	Teoritikal	6600	110	3

					formation of soft skills in accordance with the expected competencies, mentors will also facilitate feedback and reflection sessions with participants which will be carried out every month with each mentor.			assessments from their mentors, who will assess whether the participants have demonstrated the expected behaviors. The assessor will be given a number of statements and provide responses to the statements using a customized psychological assessment.					
H01	Hardskill	Introduction to Business and Financial Management	- Analyze current business performance for the development plan of assisted farmers; - Analyze the financial statements of assisted farms/farms as a basis for making recommendations for improvement; - Analyze business and investment decisions based on financial considerations;	C2 (Understand)	Self Learning: Participants will be given material handouts and videos to study independently with the flexibility of participants' time (asynchronous bootcamp). Group Learning: Participants will be together in a learning group (8-10 people) accompanied by a facilitator. - Participants are asked to identify how the livestock/agriculture business runs. - Participants are given case studies to analyze business performance - Participants are asked to analyze financial statements - Participants make profit projections - Participants analyze a case study of a farm and assess costs	Self Learning : 2 hours x 7 days= 14 hours(840 minutes) Group Learning : 8 hours x 12 days= 96 hours(5760 minutes)	-Asynchronous module - Activity handouts - Case study - FGD with facilitator - Monitoring sheet	Assessment of participants' theoretical abilities will be taken using: - Knowledge checking activities during self-study - Tests and Quizzes - Case study work		Teoritikal	6600	110	3
H03	Hardskill	Basis for Data Analysis	- Tidying up data in Excel until it is ready to be processed and analyzed - Process and analyze Excel data - Show the results of the analysis in a form that is more easily digested by others	C2 (Understand)	Self Learning: Participants will be given material handouts and videos to study independently with the flexibility of participants' time (Asynchronous bootcamp). Group Learning: Participants will be together	Self Learning : 2 hours x 7 days = 14 hours(840 minutes) Group Learning : 8 hours x 12	-Asynchronous module - Activity handouts - Case study - FGD with facilitator - Monitoring sheet	Assessment of participants' theoretical abilities will be taken using: - Knowledge checking activities during self-study - Tests and Quizzes - Case study work		Teoritikal	6600	110	3

			- Make an analysis based on the business problems faced		in a study group (20 people) accompanied by a facilitator. - Participants are asked to do data input, data cleaning, and data analysis from several case studies. - Participants are asked to create data visualizations from the given case studies - Participants work on case studies and analyze the available data	days = 96 hours(5760 minutes)							
H04	Hardskill	Presentation Ability	- Develop presentations with a logical and easy-to-follow structure and storyline - Design presentation slides with a professional and concise style that leads to insight - Deliver a memorable presentation that is accepted by the audience with the right delivery, intonation, body language	C6 (Create)	Self Learning: Participants will be given material handouts and videos to study independently with the flexibility of participants' time (asynchronous bootcamp). Group Learning: Participants will be together in a study group (8-10 people) accompanied by a facilitator. - Participants are asked to develop a storyline for the TOPIC of the presentation that will be delivered; - Participants are asked to create a data visualization of the TOPIC that will be presented; - Participants design presentation slides; - Participants are asked to observe and evaluate the presentation methods of several expert figures; - Participants practice presentations with the given case study.	Self Learning : 2 hours x 7 days = 14 hours (840 minutes) Group Learning : 8 hours x 12 days = 96 hours (5760 minutes) Praktik Presentasi : 1 hours x 3 days = 3 hours (90 Minutes)	- Asynchronous module - Activity handouts - Case study - FGD with facilitator - Simulation - Video Making	Assessment of participants' theoretical abilities will be taken using: - Knowledge checking activities during self-study - Tests and Quizzes - Case study work Assessment of participants' practical skills will be taken using: - Pitch Day Presentation - Midline Productivity Project Presentation - Presentation at the End of the Productivity Project	Praktikal	Teoritikal	6690	112	3
H05	Hardskill	Facilitation Techniques	- Differentiating between training and facilitation; - Develop an interactive lesson plan for the Field School; - Apply facilitation techniques with	C6 (Create)	Self Learning: Participants will be given material handouts and videos to study independently with the flexibility of participants' time (asynchronous bootcamp).	Self Learning : 2 hours x 7 days = 14 hours (840 minute) Group Learning :	- Asynchronous module - Activity handouts - Case study - FGD with facilitator	Assessment of participants' theoretical abilities will be taken using: - Knowledge checking activities during self-study - Tests and Quizzes - Case study work	Praktikal	Teoritikal	8100	135	3

			different types of audiences in the Field School.		Group Learning: Participants will be together in a learning group (20 people) accompanied by a facilitator. - Participants analyze the facilitator's behavior in the Farming for the Nation Field School; - Participants create a Field School learning plan with TOPICs that suit the needs of farmers; - Participants simulate being a facilitator in a Field School in the Farming for the Country program. Field School: Participants prepare gathering activities together with Farmers to facilitate Farmers in terms of Horticultural cultivation plants. Participants are also asked to conduct training with the concept of Field School once every 2 weeks, detailed activities as follows: - Observe the material needs for Farmers to support Productivity Project activities; - Determine the TOPIC of Field School Training for each session; - Develop a learning plan for the session to be implemented; - Coordinate and validate the lesson plan with the Mentor; - Preparing technical logistic needs to implement the Field School sessions; - Facilitate discussions at the Field School training sessions with Farmers (under the supervision of the Mentor); - Evaluate the Field School sessions that have taken place.	8 hours x 12 days = 96 hours (5760 minutes) Sekolah lapangan : 5 hours x 5 days = 25 hours (1500 minutes))	- Field school simulation and implementation	Assessment of participants' practical skills will be taken using: - Completeness of administration for the implementation process of the field school program - Results of evaluation of satisfaction with the implementation of the field school program by breeders/farmers					

K03	Hardskill	Maize Cultivation	- Comprehensively plan Maize cultivation activities; - Organize the entire set of cultivation activities based on GAP practices; - Prepare all tools and materials needed during the cultivation process; - Create an EWS (Early Warning System) based pest and disease control plan; - Designing technology to support productivity of Maize cultivation; - Develop a harvest plan for Maize cultivation; - Plan for post-harvest processing of Maize cultivation products: - Modify the storage of Maize crops	C5 (Evaluate)	Self Learning: Participants will be given material handouts and videos to study independently with the flexibility of participants' time (asynchronous bootcamp). Online Learning: Participants will be provided with additional material online (via zoom) by means of FGDs with facilitators to discuss the following material; 1. Plant Nutrition, Fertility & Fertilization 2. Plant Physiology 3. Introduction to Cropping System 4. Irrigation and Drainage 5. Introduction to Weed Science, Plant Pests & Diseases 6. Postharvest Management 7. Agricultural Research Group Learning: Participants will be accompanied by experts to discuss Corn Cultivation materials holistically, including: 1. Seed Preparation 2. Land Processing 3. Planting 4. Watering 5. Maintenance (Weeding, and Watering) 6. Fertilization 7. Pest and Disease Control 8. Harvest 9. Post-harvest Farm Experience: For 2 weeks, participants will experience firsthand the experience of being a farm operator to enrich the theoretical learning that has been obtained with its application in the field. Learning will be done in the demoplot provided by EFI	Self Learning : 2 hours x 7 days = 14 hours (840 minutes) Group Learning : 8 hours x 12 days = 96 hours (5760 minutes) Praktik Presentasi : 1 hours x 3 days = 3 hours (90 Minutes)	- Asynchronous module - Activity handouts - Case study - FGD with facilitator - Company cages - Smallholder enclosure	Assessment of participants' theoretical abilities will be conducted using: - Knowledge checking activities during self-study - Tests and Quizzes - Case study work Assessment of participants' practical skills will be carried out using: - Final on-farm experience report - Productivity Project Report - Productivity Project Presentation	Praktikal	Teoritikal	10050	168	4

					with the assistance of the Facilitator and Research Officer in the field.								
K04	Hardskill	Chili Cultivation	- Comprehensively plan chili cultivation activities; - Organize the entire series of cultivation activities based on GAP practices; - Prepare all tools and materials needed during the cultivation process; - Creating an EWS (Early Warning System) based pest and disease control plan; - Designing supporting technology for productivity of Horticulture crops; - Developing a harvest plan for Chili Cultivation crops; - Planning the preparation of post-harvest processing of chili cultivation crops: - Modifying the storage of chili cultivation crops.	C5 (Evaluate)	Self Learning: Participants will be given material handouts and videos to study independently with the flexibility of participants' time (asynchronous bootcamp). Online Learning: Participants will be provided with additional material online (via zoom) by means of FGDs with facilitators to discuss the following material; 1. Plant Nutrition, Fertility & Fertilization 2. Plant Physiology 3. Introduction to Cropping System 4. Irrigation and Drainage 5. Introduction to Weed Science, Plant Pests & Diseases 6. Postharvest Management 7. Agricultural Research Group Learning: Participants will be accompanied by experts to discuss Horticulture crop material holistically, including: 1. Seed Preparation 2. Land Processing 3. Planting 4. Watering 5. Maintenance (Weeding, and Watering) 6. Fertilization 7. Pest and Disease Control 8. Harvest 9. Post-harvest Farm Experience: For 2 weeks, participants will experience firsthand the experience of being a farm operator to enrich the	Self Learning : 2 hours x 7 days = 14 hours (840 minutes) Group Learning : 8 hours x 12 days = 96 hours (5760 minutes) Praktik Presentasi : 1 hours x 3 days = 3 hours (90 Minutes)	- Asynchronous module - Activity handouts - Case study - FGD with facilitator - Company cage - Smallholder enclosure	Assessment of participants' theoretical abilities will be taken using: - Knowledge checking activities during self-study - Tests and Quizzes - Case study work Assessment of participants' practical skills will be taken using: - Final farm experience report - Productivity Project Report - Productivity Project Presentation	Praktikal	Teoritikal	10050	168	4

					theoretical learning that has been obtained with its application in the field. Learning will be done in the demoplot provided by EFI with the assistance of the Facilitator and Research Officer in the field.								
K05	Hardskill	Coffee Cultivation	- Comprehensively plan crop activities; - Organize the entire set of cultivation activities based on GAP practices; - Prepare all tools and materials needed during the cultivation process; - Creating an EWS (Early Warning System) based pest and disease control plan; - Designing supporting technology for crop productivity - Develop a crop harvest plan - Planning the preparation of post-harvest processing of crops - Modifying the storage of crop yields	C5 (Evaluate)	Self Learning: Participants will be given material handouts and videos to study independently with the flexibility of participants' time (asynchronous bootcamp). Online Learning: Participants will be provided with additional material online (via zoom) by means of FGDs with facilitators to discuss the following material; 1. Plant Nutrition, Fertility & Fertilization 2. Plant Physiology 3. Introduction to Cropping System 4. Irrigation and Drainage 5. Introduction to Weed Science, Plant Pests & Diseases 6. Postharvest Management 7. Agricultural Research Group Learning: Participants will be accompanied by experts to discuss the material of Coffee Cultivation plants holistically, including: 1. Irrigation 2. Castration 3. Fertilization 4. Pest control 5. Harvest 6. Post-harvest Farm Experience: For 2 weeks, participants will experience firsthand the experience of being a farm	Self Learning : 2 hours x 7 days = 14 hours (840 minutes) Group Learning : 8 hours x 12 days = 96 hours (5760 minutes) Praktik Presentasi : 1 hours x 3 days = 3 hours (90 Minutes)	- Asynchronous module - Activity handouts - Case study - FGD with facilitator - Company cage - Smallholder enclosure	Assessment of participants' theoretical abilities will be taken using: - Knowledge checking activities during self-study - Tests and Quizzes - Case study work Assessment of participants' practical skills will be taken using: - Final farm experience report - Productivity Project Report - Productivity Project Presentation	Praktikal	Teoritikal	10050	168	4

					operator to enrich the theoretical learning that has been obtained with its application in the field. Learning will be done in the pilot farmer fields provided by EFI with the assistance of the Facilitator and Research Officer in the field.								
K06	Hardskill	Cocoa Cultivation	- Comprehensively plan crop activities; - Organize the entire set of cultivation activities based on GAP practices; - Prepare all tools and materials needed during the cultivation process; - Creating an EWS (Early Warning System) based pest and disease control plan; - Designing supporting technology for crop productivity - Develop a crop harvest plan - Planning the preparation of post-harvest processing of crops - Modifying the storage of crop yields	C5 (Evaluate)	Self Learning: Participants will be given material handouts and videos to study independently with the flexibility of participants' time (asynchronous bootcamp). Online Learning: Participants will be provided with additional material online (via zoom) by means of FGDs with facilitators to discuss the following material; 1. Plant Nutrition, Fertility & Fertilization 2. Plant Physiology 3. Introduction to Cropping System 4. Irrigation and Drainage 5. Introduction to Weed Science, Plant Pests & Diseases 6. Postharvest Management 7. Agricultural Research Group Learning: Participants will be accompanied by experts to discuss the material of Coffee Cultivation plants holistically, including: 1. Irrigation 2. Castration 3. Fertilization 4. Pest control 5. Harvest 6. Post-harvest Farm Experience: For 2 weeks, participants will experience being a farm	Self Learning : 2 hours x 7 days = 14 hours (840 minutes) Group Learning : 8 hours x 12 days = 96 hours (5760 minutes) Praktik Presentasi : 1 hours x 3 days = 3 hours (90 Minutes)	- Asynchronous module - Activity handouts - Case study - FGD with facilitator - Company cage - Smallholder enclosure	Assessment of participants' theoretical abilities will be taken using: - Knowledge checking activities during self-study - Tests and Quizzes - Case study work Assessment of participants' practical skills will be taken using: - Final farm experience report - Productivity Project Report - Productivity Project Presentation	Praktikal	Teoritikal	10050	168	4

					operator to enrich their theoretical learning with application in the field. Learning will be done in the pilot farmer fields provided by EFI with the assistance of the Facilitator and Research Officer in the field.								

Student internship location: Edu Farmers International Foundation

Student Internship Position: Farmers Development Associate (FDA) - Maize

Learning Outcomes (Adjusted by CPL Prodi)

1. Able to demonstrate religious values, nationality and national culture, and academic ethics in carrying out their duties.
2. Demonstrate resilient, collaborative, adaptive, innovative, inclusive, lifelong learning, and entrepreneurial characters.
3. Develop logical, critical, systematic, and creative thinking in doing specific work in their field of expertise and in accordance with the work competency standards of the field concerned.
4. Develop themselves sustainably and collaboratively.
5. Able to apply biological expertise and utilize science, technology in solving problems in the environmental field and be able to adapt to the situation at hand.
6. Able to make the right decisions based on information and data analysis, and able to provide guidance in choosing various alternative solutions independently and in groups in the environmental field.

Recommendations for Conversion Courses (Pattern 1) (Combination of departmental courses with Institutional Recognition courses) adjusted to the Partner Syllabus as follows

No	Mata Kuliah	SKS
1	Program Planning	2
2	Introduction to Business and Management	2
3	Horticulture	2
4	Crop Cultivation Innovation	4
5	Critical and Creative Thinking	2
6	Empathy and Emotional Intelligence	2
7	Communication and Teamwork	2
8	Emotional and Social Learning	2
10	Program Evaluation	2
Total sks		20

Recommended Conversion Courses (Pattern 1) (only departmental courses) adjusted to the Partner Syllabus as follows:

No	Mata Kuliah	SKS
1	Program Planning	2
2	Introduction to Business and Management	3
3	Horticulture	3
4	Plant Cultivation Innovation	4
5	Plant Disease	4
6	Plant Product Processing	3
7	Program Evaluation	2
Total sks		20

Fungsi Laporan Magang



Consideration of granting Internship grades to students in accordance with the reporting made



Accountability of student Internship activities to Internship Partners and Study Programs



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



Strengthen the relationship of cooperation, understanding, and coordination between students and UNESA and Internship Partners.



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

other parties.

General Provisions in Report Writing

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

2. The Internship Report is in addition to being submitted to the Study Program and the Internship partner.

Report Writing Principles

1. True and Objective: The Internship/Work Practice Report must comply with the provisions of these guidelines and contain true and objective information.
2. Clear and Careful: The Internship / Work Practice Report must be easy to understand / understood by the reader, by avoiding the use of words / terms, series of words / sentences or language styles that are less understandable to the reader or the author himself.
3. To the point: The Internship/Work Practice Report should be precise, concise and to the point. The description should not be too long or use figurative words just to give the impression that the report is thick (thick reports do not always mean good).
4. Complete: The Internship / Practical Work Report must be presented in full in the form of a comprehensive description based on selected data accompanied by the necessary supporting data. Therefore, the Internship / Work Practice Report must contain all the Internship / Work Practice material that is done.

a. students and does not raise new problems, issues, or questions, accompanied by supporting data, such as graphs, tables, maps, schemes, etc. if needed.

5. Firm and Consistent: The Internship / Work Practice Report must be firm and consistent so that there are no contradictions between one part and another, both in terms of substance, terms, and presentation writing techniques.
6. Timely: The writing, submission, evaluation, and revision of the Internship / Work Practice Report must be carried out in accordance with applicable regulations. To fulfill this requirement, the writer of the Internship / Work Practice Report must:
   a. Really master the problem being reported.

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

Report Format and Systematics

Internship/Work Practice Report Writing Format

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

Systematics of Internship/Work Practice Report

Outside Cover
Inside Cover
Endorsement Sheet
Foreword
Table of Contents
List of Images
Table List
CHAPTER 1. INTRODUCTION)

CHAPTER 2. OVERVIEW OF INTERNSHIP/PRACTICE WORK

CHAPTER 3. METHOD OF IMPLEMENTATION OF INTERNSHIP/PRACTICE WORK

CHAPTER 4. RESULTS ACHIEVED INTERNSHIP / WORK PRACTICE AND DISCUSSION

CHAPTER 5. CLOSING (CONCLUSIONS AND SUGGESTIONS)

CHAPTER 6. SELF-REFLECTION

LITERATURE

APPENDIX

a. BIODATA PRAKTIKAN
b. INTERNSHIP CERTIFICATE
c. DIARY/LOGBOOK
d. DOCUMENTATION
e. SILABUS OF COMPANY/Project developed

Terms of Content of Internship / Practical Work Report

CHAPTER 1. INTRODUCTION *(huruf Times New Roman 14 cetak tebal)*

1.1. Background

Students describe the background of SIB activities, especially the programs implemented. The background explains the urgency of the TOPIC implemented. The basics of TOPIC selection use scientific justification. Through creative thinking and critical analysis, it is expected to obtain the right solution to the existing problems.

1.2. Objectives of Internship / Practical Work, including the formulation of objectives that reflect the things described in the implementation chapter as part of the Internship / Practical Work program.

1.3Benefits of Internship / Practical Work, including a description of the benefits for Universitas Negeri Surabaya, benefits for partners, benefits for study programs, and benefits for stud nts implementing the program.

benefits for students implementing the program

CHAPTER 2. OVERVIEW OF INTERNSHIP/PRACTICE WORK *(letter Times New Roman 14 bold)*

Paparan kondisi umum Magang/Praktik Kerja. Gambaran umum berisi profil mitra magang/praktik kerja, terutama kondisi organisasi mitra yang relevan dengan kegiatan yang dilakukan.

CHAPTER 3. SIB IMPLEMENTATION METHOD *(font. Times New Roman 14 bold)*

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

CHAPTER 4. INTERNSHIP/PRACTICE WORK RESULTS AND DISCUSSION *(font. Times New Roman 14 bold)*

The results obtained as part of the implementation of the Internship / Work Practice, such as increased capacity, knowledge, skills, attitudes, and values and activity projects undertaken during the Internship / Work Practice and added discussion supported by supporting references.

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

5.1 Conclusion. Contains a description of the student's abstraction of the implementation of the Internship / Work Practice activities.

5.2 Suggestions. Proposed improvements to the Internship / Practical Work program to related parties.

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

- Students describe the positive things received during lectures that are useful/relevant to work during Internships/Work Practices.
- Students explain the benefits of Internship / Practical Work on the development of soft skills and the shortcomings of their soft skills.
- Students provide an explanation of the benefits of Internship / Practical Work on the development of cognitive abilities and deficiencies in cognitive abilities they have.

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

LITERATURE

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

Appendix

- Contains scripts or documents that need to be submitted to support and strengthen the report.
- Attachments are required in the form of attendance and,
- Daily activity logbook report signed by the field supervisor.
- Supporting attachments can be in the form of the organizational structure of the institution where the internship, work procedures or processes, photographs and so on.
- Internship certificate.


Internship
ASSESSMENT

08

INTERNSHIP ASSESMENT



8.1.

Internship Assessment Weight

Internship/Work Practice assessment weight with the following components.

60%

Performance achievement Internship/practical work

40%

Internship/practical work report writing

8.2.

General Terms of Assessment

a. The process and performance of the Internship / Work Practice implementation, report writing are assessed by the supervisor.
b. Additional video of Internship / Work Practice (optional, but it is recommended that students make a video of the internship implementation)
c. Compile Media Publications (Internship work to be recognized / used by the public) can be in the form of posters uploaded in the media / website
d. Grades are given using a Likert scale.
e. Assessment refers to the format and assessment criteria set.
f. The results of the assessment are carried out by filling out the existing form and submitted to the study program.
g. Assessment is carried out fairly and objectively.

8.3.

Performance Achievement Assessment

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

1. Competence in the Field of Activity:
    a. Mastery of the Field of Activity
    b. Activity Planning
    c. Activity Implementation
    d. Evaluation and Follow-up
2. Attitude and Behavior:
    a. initiative
    b. communication skills (oral and written),
    c. discipline
    d. appearance
    e. perseverance
    f. technical ability
    g. critical, creative and analytical thinking
    h. ability to work in a team
    i. adaptability
    j. work result (contribution)

8.4.

Report Writing Assessment

The following are the general provisions regarding the Internship/Work Practice Report.

1. At the end of the Internship/Work Practice, students are required to write an Internship/Work Practice Report.
2. Guidelines for writing the Internship/Work Practice Report can be found in Chapter 7 of this manual.
3. The Internship/Work Practice Report must be approved by the Internship/Work Practice supervisor and the field lecturer.
4. The Internship/Work Practice Report must be completed immediately after the last day of the Internship/Work Practice Program.
5. In preparing the Internship / Work Practice Report, students are required to comply with the data / information confidentiality provisions set by the Supervisor.
6. Assessment of the writing of the Internship / Work Practice report made by students includes the following aspects:

   1. Description of the process of the Internship / Work Practice activities carried out. This aspect relates to:

   a. an overview of the Internship / Work Practice partner

   b. the duties of students during Internship / Work Practices are well explained

   well explained

   2. Completeness of the substance of the report. This aspect relates to:

   a. arguments/reasons for the activities carried out and their urgency are clearly written in the background; and

   urgency is clearly written in the background;

   b. The Internship / Work Practice partner is described in detail and complete;

   c. the implementation method is appropriate and relevant;

   d. the programs implemented, the results of the programs implemented, the challenges encountered, including new findings during the implementation of activities, as well as a description of the sustainability of the program have been explained;

   e. conclusions are formulated in accordance with the implementation of the Internship / Work Practice; and

f. self-reflection reflects the learning process during the Internship / Work Practice.

3. Appropriateness of the report format. This aspect relates to:

a. following the Internship/Work Practice report guidelines;

b. coherent logic of presentation, and

c. standardized and scientific language.

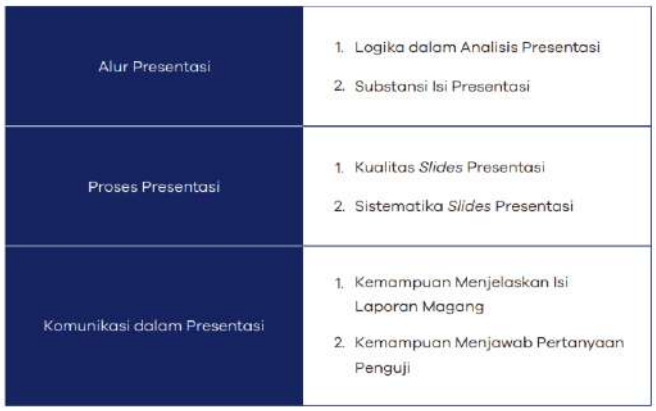
The provisions that need to be considered especially for students participating in Internship / Practical Work before the final report assessment are:

1. the report must be signed by the supervisor;
2. the report must be completed no later than two weeks after the program ends; and
3. in preparing the report, students must comply with the data/information confidentiality provisions set by the partner.

8.5.

Internship Video Production

Making a video of this Internship is recommended and uploaded on simagang. The video format is as follows:



No	Criteria
1	**Design and creativity**
	a) Video content is well organized
	b) Transitions between scenes are logical and effective

	c) Video resolution is adequate.
	d) Audio is well heard
	e) Shooting from various angles and not monotonous
2	**Substance/content**
	a) There is an activity title at the beginning of the video
	b) There is accurate information related to the activities seen in the video in the form of text and / or narration
	c) The image is well recorded and stable or not shaky
	d) The flow or storyline displayed is coherent and easy for the audience to follow

8.5.

Internship Report Presentation Assessment

The assessment items for the Internship Report presentation include the following aspects:

Some provisions that need to be considered especially by internship students in planning and carrying out the Internship Report presentation exam are as follows:

1. The Internship Report Presentation Exam is carried out by students who have completed the preparation of the final work of the Internship Report which has been approved by the Internship supervisor and field supervisor.
2. The Internship Presentation Exam is held after the Internship performance assessment file has been filled in by the internship unit and has been received by the study program / head of the Internship section in accordance with the chosen Internship scheme.
3. The Internship Presentation Examination will be conducted in the Session examination room or in the classroom or synchronously using zoom.
4. To be able to take the Internship Presentation Exam, students must submit an Application for Internship Presentation Exam according to the schedule set by the Study Program.
5. The Internship Presentation Exam will be tested by 2 (two) examining lecturers, one of whom is the internship supervisor and lasts about 1 hour including a session for questions and answers.
6. In making presentations, internship students must prepare presentation materials as many as 10 slides (minimum) to 20 slides (maximum).
7. This amount is to present the results of the internship and does not include attachments of tables, figures, calculations, and so on.
8. After the presentation of the Internship Report, the supervisor and other appointed lecturers (the examination team) ask comprehensive questions. Comprehensive questions are questions related to the Internship Report and the theory related to the TOPIC raised in the Internship Report.

Assessment Rubric

Criteria	Assessment			
	<60	60-69	70-79	80=<
Activity Attendance	Attendance less than 50%	50% attendance	51% attendance - 75%	76% attendance - 100%
Activity Outputs	Final Report	Final report, mbkm product	Final report, mbkm product	Final report, mbkm product
Skills	Demonstrate competencies/skill se ts: creativity, critical thinking, complex problem solving, communication, collaboration (less)	Demonstrate competencies/skill se ts: creativity, critical thinking, complex problem solving, communication, collaboration (good)	Demonstrate Competencies/skill se ts: creativity, critical thinking, complex problem solving, communication, collaboration (good)	Demonstrate competencies/skills et s: creativity, critical thinking, complex problem solving, communication, collaboration (very good)
Attitude	Discipline Responsibility	Discipline Responsibility Initiative	Discipline Responsibility Initiative Persistence	Ÿ Ethics Ÿ Professional Ÿ Discipline Ÿ Responsibility Ÿ Initiative Ÿ Public speaking

Simulation of Internship Value Calculation

Student X participated in a certified internship program organized by a company. This internship requires X to actively participate in all activities with a minimum attendance of 80%. Being placed in the company's HRD Division, X gained indirect experience that enhanced her skills such as creative and critical thinking, problem solving, communication and negotiation, and teamwork. As an HRD position, he is required to always take the initiative in terms of work, discipline, and have high responsibility. This internship program requires a final report as proof of its activities.

Indicator	**Simulation Calculation**	**Value Justificatio n**
Activity Attendance	80%	80
Activity Outputs	Final report, mbkm product	80

Skills	Increased creative and critical thinking patterns, problem solving, communication and negotiation, and teamwork	80
Sikap	Ethics, Professional, Initiative, Discipline, Responsibility, Public Speaking	80
Value Simulation		A

Activity Evaluation

No.	Description	Weight	Assessment Standard
1	Fulfillment of learning hour (hours of activity and attendance)	Prerequisites	Fulfill activity hours in accordance with the number of credits of recognition MK Meet the attendance requirement determined by the EC activity manager Internship time is at least 4 months Planned system and recognition
2	Internship Selection Process (Pre-Activity)	15 percent	Approved by the activity supervisor and DPA Passed the internship selection from the company Completing the files in need
3	Field Assessment (Based on assessment form) by the supervisor (50 percent) and the partner (50 percent)	50 percent	Based on the form assessment, minimum 80% attendance
4	Activity output (Daily, monthly reports)	20 percent	Every week report daily reports and every month report monthly reports so that activities and learning hours are visible.
5	Final report and presentation assessment	15 percent	Final report in the form of a paper and presentation

Rubrik Penilaian untuk Dosen Pendamping Kegiatan

No.	Dokumen/Kriteria	Bobot	Sangat Kurang (Nilai 1)	Kurang (Nilai 2)	Cukup (Nilai 3)	Baik (Nilai 4)	Sangat Baik (Nilai 5)
TAHAP PERSIAPAN							
1	**Proposal Bisnis**						
	Kualitas Proposal	10	Proposal tidak memenuhi standar	Latar belakang, tujuan jelas namun kurang mampu menunjukkan urgensi kegiatan	Latar belakang, tujuan dan manfaat program diuraikan dengan cukup baik	Latar belakang, tujuan dan manfaat program diuraikan dengan baik	Latar belakang, tujuan dan manfaat program diuraikan dengan sangat jelas dan mampu dalam peningkatan kompetensi
PELAKSANAAN							
2	**Pelaksanaan Magang**						
	Kejelasan Lapoiran	20	Tidak jelas	Kurang jelas	Cukup jelas	Jelas	Sangat Jelas
	Refleksi dan Pembelajaran	20	Tidak ada	Kurang	Cukup	Baik	Sangat Baik
EVALUASI							
3	**Penyusunan Laporan Kegiatan**						
	Ketepatan Isi	20	Tidak jelas	Kurang jelas	Cukup jelas	Jelas	Sangat jelas
	Hasil Analisis dan Pembahasan	20	Tidak jelas	Kurang jelas	Cukup jelas	Jelas	Sangat jelas
5	**Presentasi**						
	Kelancaran Penyampaian	5	Tidak lancar	Kurang lancar	Lancar	Sangat lancar	Sempurna
	Kualitas Visual	5	Tidak atraktif	Kurang atraktif	Cukup atraktif	Atraktif	Sangat menarik
	TOTAL	100					

Perhitungan nilai dosen (dalam rentang 0-100)

$$NilaiDosen = \frac{\sum(Bobot \times Nilai)}{5}$$

Nilai akhir diperoleh dengan rumus:

$$\text{Nilai Mitra} = \frac{\text{Total Nilai}}{25} \times 100$$

Nilai Akhir

Tabel. Rubrik rekap penilaian MBKM Magang

No.	Komponen Penilai	Bobot
1	Dosen Pembimbing	60%
2	Mitra Pendamping	40%

Rubrik Penilaian untuk Pendamping Lapangan (Mentor)

No.	Varibel Penilaian	Cukup	Baik	Sangat Baik	Sangat Memuaskan
		60-69	70-79	80-89	90-100
1.	Performance (unjuk kerja)	Mahasiswa cukup mampu bekerja	Mahasiswa dapat bekerja dengan baik	Mahasiswa mampu menyelesaikan pekerjaan sesuai target	Mahasiswa mampu menyelesaikan pekerjaan dan bahkan sering melebihi target
2.	Attitude/sikap (sopan santun, kepatuhan)	Mahasiswa cukup sopan	Mahasiswa sopan dan santun	Mahasiswa sopan santun dan patuh	Mahasiswa selalu menjaga sikap sopan, santun, dan selalu patuh pada peraturan
3.	Kerjasama dalam tim	Mahasiswa agak sulit bekerjasama	Mahasiswa dapat bekerjasama dengan baik namun minim kontribusi	Mahasiswa dapat bekerjasama dengan baik dan cukup memberikan kontribusi	Mahasiswa dapat bekerjasama dengan sangat baik dan selalu memberikan kontribusi positif
4.	Kedisiplinan waktu	Mahasiswa kadang-kadang terlambat datang	Mahasiswa datang tepat waktu	Mahasiswa selalu datang tepat waktu dan sesekali datang lebih awal	Mahasiswa selalu datang lebih awal
5.	Kemampuan dalam komunikasi dan bergaul	Mahasiswa sulit berkomunikasi dan bergaul	Mahasiswa dapat berkomunikasi dengan baik dan dapat bergaul dengan orang tertentu	Mahasiswa dapat berkomunikasi dengan sangat baik dan mudah bergaul	Mahasiswa dapat berkomunikasi dengan sangat baik dan mudah bergaul dengan siapa saja.
6.	Pelaksanaan dan tanggung jawab dalam menjalankan pekerjaan	Mahasiswa kurang mampu melaksanakan pekerjaan	Mahasiswa dapat melaksanakan pekerjaan dengan baik	Mahasiswa dapat melaksanakan pekerjaan dengan sangat baik	Mahasiswa dapat melaksanakan pekerjaan dengan sangat baik dan penuh tanggung jawab menyelesaikan pekerjaannya
7.	Pengetahuan dan keterampilan teknis di bidangnya	Mahasiswa kurang memiliki pengetahuan terhadap pekerjaannya	Mahasiswa memiliki pengetahuan yang baik terhadap pekerjaan	Mahasiswa memiliki pengetahuan yang sangat baik dan mampu menggunakan peralatan kerja yang sesuai	Mahasiswa sangat menguasai pekerjaan dan terampil dalam menggunakan peralatan kerja serta dapat memberikan solusi terhadap permasalahan yang dihadapi.

Internship Ethics



09

INTERNSHIP ETHICS



9.1

Implementation Ethics

1. Students must complete all assignments given by the supervisor correctly, neatly and on time.
2. Students must be honest, disciplined, polite, professional, and maintain work ethic during the Internship / Work Practice.
3. Students must maintain attitudes and ethics in interacting with the community.
4. Students must respect employees at the internship / work practice location without distinguishing ethnicity, religion, race, gender, and class.
5. Students must maintain the good name of the Universitas Negeri Surabaya alma mater

9.2

Ethics of Communicating with Supervisors

The ethics of students in communicating with lecturers during the implementation of Internship / Work Practices are described as follows.

1) Communication with the supervisor is done with reference to generally accepted norms.
2) Students communicate with lecturers by finding the right time, avoiding communicating during breaks or prayers lecturer.
    a) Communication by Phone
        - Introduce yourself before delivering the objectives
        - Contact the lecturer through telephone conversation by using time efficiently and sufficiently.
        - Speak only for important matters.

b) Communicating via Text Message

- Deliver text messages briefly, clearly, and using good and correct Indonesian.
- Say thank you at the end of the communication.

c) Communicate Face-to-Face

- Choosing the right time to communicate with lecturers.
- Communication takes place on campus on weekdays.
- Wear neat and polite clothes.

9.3

Ethics Dress Students at Internship / Work Practice

The dress code of students during the implementation of the Internship / Work Practice is described as follows.

1. Students use alma mater / institutional uniforms in Internship / Work Practice activities.
2. Students should not wear clothes that are too tight, revealing, or sexy, such as shirts that are too low or skirts that are too short.
3. Students avoid wearing jewelry, accessories, or excessive makeup.

9.4

Lecturer Ethics in the Implementation of Internships / Work Practices

The ethics of lecturers in mentoring during the implementation of Internships / Work Practices are described as follows.

1. Communication is conducted in the context of mentoring duties Internship / Work Practice to students.
2. Tasks and directions given are only in the context of carrying out Internship / Work Practice mentoring duties to students.

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

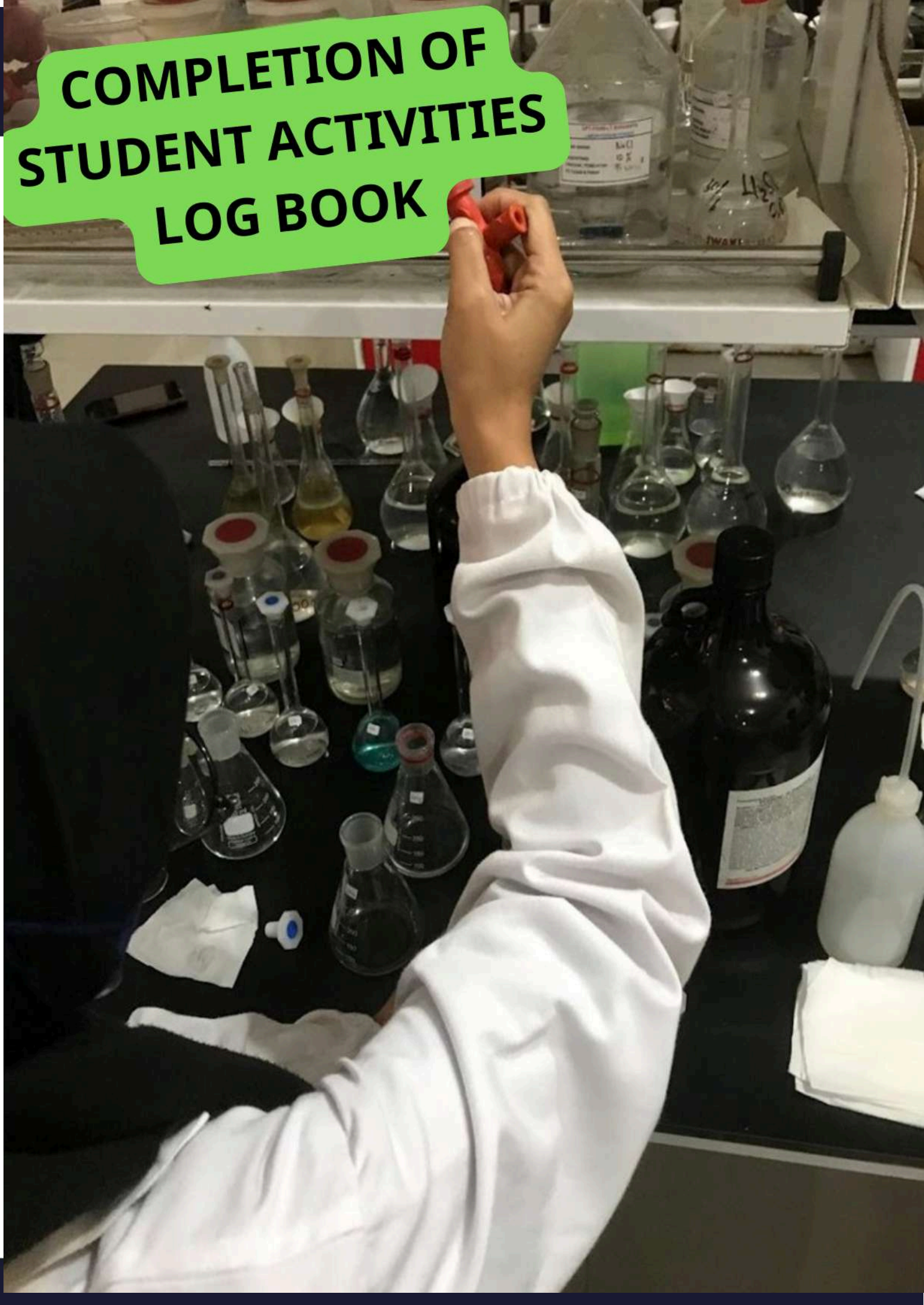
9.5

Ethics Mentor/Supervisor/Coach in Implementation of Internship / Work Practice

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

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

COMPLETION OF STUDENT ACTIVITIES LOG BOOK



10

STUDENT LOGBOOK



The student logbook is an important document that must be filled out by students during the internship program. This logbook serves to record all forms of activities or activities carried out by students during the internship period. Filling out the logbook regularly and completely is very important because it will provide accurate information about how much time students spend in completing their internship tasks. Some important points related to student logbooks include:

1. Activity Description: Every activity or task performed by the student during the internship should be recorded in detail. The description of activities includes a description of the task, the time of implementation, and the results obtained along with documentation (if any).

2. Time Duration: The logbook should record the duration of time spent on each activity. This information will help in measuring the effectiveness and efficiency of the student's work during the internship.

3. Daily Filling: Students are required to fill out a logbook every day. This ensures that all activities are well documented and nothing is missed.

4. Performance Evaluation: The logbook will be used as an evaluation tool by the internship supervisor to assess the student's performance. This evaluation will include an assessment of the student's skills, attendance, and contribution during the internship.

5. Compliance: Completing the logbook appropriately and regularly is one of the requirements for graduation from the internship program. Students who do not fulfill the logbook completion requirements may face academic consequences.

With the student logbook, the internship process can run more structured and well monitored, so that both students, companies, and the campus can take full advantage of the internship program.

Calculation of Learning Hours and Internship Activities

Activities/Sub-Activities	Group/Individual	LH (Hours)	LH (minutes)	Equal credit
Internship Selection Process (Pre-Activity)/Program planning				
Creating a CV	Individual	5	300	0.1111111111
Create an internship daily journal (can be adjusted by students)	Individual	10	600	0.2222222222
Making a proposal	Individual	20	1200	0.4444444444
Pre-Activity Guidance (Implementing the 60 minute program * 8 effective hours * 5 days (Monday - Friday) **SUPPLY**	Individual	40	2400	0.8888888889
Pre-Internship Interview	Individual	5	300	0.1111111111
Introduction to location and company management	Individual	10	600	0.2222222222
Total Credits		90	5400	2
Implementation of Study Program MK Activities/ Study Program MK/MKPIR				
Participate in daily internship activities, training, learning and assignments students can describe according to the activities carried out) 60 minutes * 8 effective hours * 5 days (Monday - Friday) (Need to be explained in detail according to the activities carried out	Individual	640	38400	14.22222222
Filling out a Daily Journal During Internship	Individual	20	272	0.4444444444
Soft skills development	Individual	40	2400	0.8888888889
Following Monev (Team Field Visit)	Individual	10	272	0.2222222222
Program Workshop	Individual	10	453	0.2222222222
		720	43200	16
Evaluation, Reporting and issemination of Activity Results				
Conducting Activity Evaluation (Certification if any)	Individual	15	900	0.3333333333
Compiling Daily, Monthly and Final Reports (Writing, Review, Upload)	Individual	30	1800	0.6666666667
Compiling Final Presentation Materials (PPT and Poster)	Individual	20	1200	0.4444444444
Arranging Media Publications (Internship works to be known/used by the public)	Individual	20	1200	0.4444444444
Mengikuti Penutupan Program	Individual	5	300	0.1111111111
Total Credits	Individual	90	5400	2


Closing



PENUTUP

This technical guidebook is published with the aim of guiding the implementation of MBKM, especially the Form of Learning Activities (BKP) Internship / Work Practice. Through this guide, it is hoped that the Study Program at Universitas Negeri Surabaya can organize the MBKM Internship / Work Practice program optimally, effectively, efficiently, and with quality in accordance with the National Higher Education Standards. In this guideline, each Internship scheme that can be chosen by students and the conversion process in subjects in accordance with the SE Rector and department.

This guidebook is a dynamic guide that can always be improved, updated, and updated according to the dynamics of needs and changing times. This guidebook is prepared with the hope that it will be useful for the Study Program and can be used as one of the references for implementing MBKM at Universitas Negeri Surabaya. Hope is given to the Study Program to produce Indonesian people who are civilized, knowledgeable, professional and competitive, and contribute to the welfare of the nation's life.

Biblio graphy





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Appendix



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

MINISTRY OF EDUCATION, CULTURE,
RESEARCH, AND TECHNOLOGY
UNIVERSITAS NEGERI SURABAYA
Faculty.....
Kampus Lidah Wetan, Jl. Lidah Wetan, Surabaya 60213
Phone : +6231 - 7532160, Faksimil : +6231 – 7532112
Website : ..... email : .....

Number : .....
Attachment : -
Subject : **Internship / Work Practice Cover Letter**

Dear, ... (Head of company/agency)
.....
at .....

In connection with the implementation of the MBKM-Regular Internship Study Program, Surabaya State University Students Semester .... Academic Year .... in collaboration with several industry partners and the world of work (Iduka) throughout Indonesia, we hereby ask for student permission:
Name : .....
NIM : .....
Study Program : .....
Faculty : .....
Semester : .....
GPA : .....,

to carry out MBKM Internship / Industrial Practice / Field Work Practice at ..... (name of the company / agency) with DURATION time for 1 semester / 4 months, as follows:
Start of activity :
Finish the activity :

Thus our request, thank you for your attention and cooperation.

Dean,

Name .....
NIP .....

Copy
1) Head of MBKM Sub-Directorate (as a report)
2) Head of Internship/PKL Section
3) Study Program Coordinator.....
4) Archives

Appendix 2. Study Program Regular Internship Registration Form

MINISTRY OF EDUCATION, CULTURE,
RESEARCH, AND TECHNOLOGY
UNIVERSITAS NEGERI SURABAYA
Study Program……
Kampus Lidah Wetan, Jl. Lidah Wetan, Surabaya 60213
Phone : +6231 - 7532160, Fax : +6231 – 7532112
Website : …… email : ……

INTERNSHIP REGISTRATION FORM

The undersigned is

Full name according to ID card	:
NIK	:
NIM	:
Study program / major	:
Faculty	:
Current semester	:
GPA	:
Number of credits that have been taken and passed	:
e-mail	:
Destination Internship Agency	:
Internship Agency Address	:

Apply for Regular Internship-MBKM Semester Study Program ..... Academic Year..... I am willing to complete all Internship requirements and if accepted by the Internship Partner, I will carry out the Internship Ethics properly.

Documents that need to be attached are the final transcript of grades that have received the signature of the Academic Advisor Lecturer and the Internship proposal (team) for the agency (Internship partner).

Thus this Internship registration form has been filled in and completed with full responsibility.

Surabaya, ……

Approve,

Academic Advisor Lecturer	Student
(……)	(……)
NIP……	NIM……

Appendix 3. Internship Proposal Format

COVER
APPROVAL SHEET
LIST OF CONTENTS

I. INTRODUCTION

1.1. Background

- The significant role of internships in improving the quality of graduates of the targeted Internship Program.
- An explanation of the importance of the industry that will serve as the subject of the student internship, especially with regard to future prospects (projections). Link this with current and future challenges.
- A description of the selected internship location (company, institution, SMEs, etc.). Of course, the chosen location should be one that demonstrates excellent performance and has advantages compared to its competitors.
- For example: The East Java Aquaculture Center was chosen as the internship location because it has a very strong competitive advantage in fish farming in Indonesia.

1.2. Internship Objectives

✔ To assess students' readiness to enter the workforce, industry, and business by training conceptual, technical, and relational skills in line with the standards expected by the industrial world.

✔ Internship targets: Students should possess work skills according to industry standards, which include conceptual, technical, relational, and personal skills. Specifically, the conceptual targets are aimed at the following:

- ✔ Students are able to comprehensively explain the business processes at the internship site.
- ✔ Students can identify and point out the key factors determining the success of the business at the internship site.

- ✔ Students can develop an action plan to resolve identified problems at the internship site by applying critical, systematic, and logical thinking skills.

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

- ✔ Students are able to prepare the technical aspects required to carry out work activities according to the conditions at the internship site.
- ✔ Students are able to explain or perform work operations according to the conditions at the internship site.
- ✔ Students are able to prepare reports on each work activity that has been completed.

Relational skills are aimed at the following:

- ✔ Students are able to receive information completely and accurately, both verbally and in writing.
- ✔ Students are able to submit internship reports accurately and on time to both their supervisors (field advisors) and the internship committee.
- ✔ Students are able to establish working relationships with supervisors (field advisors), the internship committee, and colleagues or team members.
- ✔ Students are able to build a dynamic and resilient work team.

II. METHOD

2.1. Task Assignment

To achieve the goals and objectives of the work internship effectively and efficiently, all work interns both individually and in teams need to get clarity about the assignment (Task Assigment) from the work internship place. The form of assignment can refer to existing positions or positions or can also be

based on certain responsibilities if the place of internship has certain events. Based on the job analysis for these positions or events, specific jobs that must be carried out by interns can be derived. In addition, this information can also be used to prepare interns in coaching activities before being dispatched to the internship site to equip participants with technical matters.

2.2. Time

The internship will be conducted for a minimum of 4 months. However, if there are differences with the internship site, adjustments will be made, including the length of work. Additional internship time, if it is felt that the benefits for participants are very important, will be considered.

2.3. Prosedur

The internship procedure can be described as follows:

- ✔ Submission of a proposal to the location of the internship.
- ✔ Discussion and approval of forms of assignment to interns.
- ✔ Debriefing of interns related to the assignments that have been discussed and approved.
- ✔ Departure of participants to the location.
- ✔ Internship site orientation.
- ✔ Performing the assignments that have been given.
- ✔ Brief explanation from the field supervisor about the tasks that must be explained.
- ✔ Supervision of the field supervisor or performance of tasks.
- ✔ Field supervisor's evaluation of the intern's performance.

Specifically related to conceptual skills, each participant is required to produce working papers that will be submitted to the supervisor to obtain an assessment of the extent of the development of the apprentice's conceptual skills. The first working paper contains a description of the business process of the place of internship, the second contains the identification of key factors determining the success of the business of the place of internship, the third is related to the description and analysis of problems that can be identified by the participants. and so on are related to the description and analysis of problems that can be identified by participants. The more working papers that are produced, the more often students practice their conceptual skills. In this case, the role of field supervisors is expected to sharpen students' abilities related to the actual conditions at the internship location.

2.4. Monitoring dan Supervisi

Monitoring activities are carried out by DPL every week based on weekly reports sent by students through the internship sim to ensure the implementation of the Internship is going well. If needed, DPL conducts monitoring directly to the work internship site. Therefore, assistance from field supervisors (internship sites) is highly expected, especially in conveying important matters related to the performance, health and safety of participants. Supervision activities will be carried out in the early weeks of the participants' presence at the location or at least in the first month. This activity aims to ensure the participant's presence at the location from the start and ensure that the apprentice understands the forms of assignments that will or are being done. In addition, to improve the relationship with the internship site.

2.5. Evaluasi

Evaluation of work internship activities is carried out to assess the performance of internship participants and the process of organizing

internships. Evaluation of participant performance is based on several things:

a. Weekly report
b. Working paper
c. Field supervisor observations conducted twice, during the first month and the last week of the internship.
d. The observation sheet will be given to the field supervisor during supervision.
e. Final report.
f. Presentation of internship results.

III. ACTIVITY PLAN AND SCHEDULE

The work internship activity plan is prepared after the work internship location decides on the forms of assignment to the interns either individually or in teams. The preparation of the work plan, if possible, can be done before the departure of the apprentices to the location and can be consulted with the field supervisor for approval. Alternatively, the preparation of the work internship activity plan is definitively carried out together with orientation at the beginning of the work internship. The activity plan at least contains assignments or work done by students accompanied by the time allocation needed to carry it out. If possible, a description of the responsibilities that must be carried out by students can be explained.

IV. CLOSING

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

Appendix 4. Program Planning GPA Assessment Form

Grade	Score	Scoring Criteria
Very less	**<20**	The design presented is not organized and does not match the description of the description of the situation of the institution, the objectives of the Internship, the scope of the Internship activities to be carried out, the methods of activities and the activity plan and schedule.
Not enough	**21–40**	The design presented is organized but lacks mention of the description of the description of the situation of the institution, the objectives of the Internship, the scope of the Internship activities to be carried out, the methods of activities and the activity plan and schedule
Enough	**41-60**	The design presented is systematic, solves the problem, but cannot be implemented.
Good	**61-80**	The design presented is systematic, solves problems, can be implemented, less innovative
Very good	**>80**	The design presented is systematic, solves problems, can be implemented and innovative, and is real according to the conditions of the internship site.

Appendix 4. Internship Logbook

Calculation of Learning Hours and Internship Activities				
Activities/Sub-Activities	**Group/Individual**	**LH (Jam)**	**LH (minutes)**	**Equal credit**
Internship Selection Process (Pre-Activity)/Program planning				
Creating a CV	Individual	5	300	0.1111111111
Create an internship daily journal (can be adjusted by students)	Individual	10	600	0.2222222222
Making a proposal	Individual	20	1200	0.4444444444
Pre-Activity Guidance (Implementing the 60 minute program * 8 effective hours * 5 days (Monday - Friday) **SUPPLY**	Individual	40	2400	0.8888888889
Pre-Internship Interview	Individual	5	300	0.1111111111
Introduction to location and company management	Individual	10	600	0.2222222222
Total Credits		90	5400	2
Implementation of Study Program MK Activities/ Study Program MK/MKPIR				
Participate in daily internship activities, training, learning and assignments students can describe according to the activities carried out) 60 minutes * 8 effective hours * 5 days (Monday - Friday) (Need to be explained in detail according to the activities carried out	Individual	640	38400	14.22222222
Filling out a Daily Journal During Internship	Individual	20	272	0.4444444444
Soft skills development	Individual	40	2400	0.8888888889
Following Monev (Team Field Visit)	Individual	10	272	0.2222222222
Program Workshop	Individual	10	453	0.2222222222
		720	43200	16
Evaluation, Reporting and issemination of Activity Results				
Conducting Activity Evaluation (Certification if any)	Individual	15	900	0.3333333333
Compiling Daily, Monthly and Final Reports (Writing, Review, Upload)	Individual	30	1800	0.6666666667
Compiling Final Presentation Materials (PPT and Poster)	Individual	20	1200	0.4444444444
Arranging Media Publications (Internship works to be known/used by the public)	Individual	20	1200	0.4444444444
Mengikuti Penutupan Program	Individual	5	300	0.1111111111
Total Credits	Individual	90	5400	2

Appendix 5. Participation Rubric

No	Observation Aspect	Circled values				Mark
1	Student activeness in discussion	1	2	3	4	
2	Students' ability to master the material discussed	1	2	3	4	
3	Students' ability to ask questions	1	2	3	4	
4	Students' ability to express opinions	1	2	3	4	
5	Students' ability to refute other people's opinions	1	2	3	4	
6	Students' ability to answer questions	1	2	3	4	
7	Students' ability to support other people's opinions	1	2	3	4	
8	Students' ability to formulate conclusions	1	2	3	4	
	Total Score Average score = (Total Score :32)*100					

Information:

1=Less

2=Enough

3=Good

4=Very good

Appendix 6. Presentation Scoring Rubric

No	Aspect	Score	Scoring criteria
1	Completeness of materials	4	1. Power points consist of title, group name, content and bibliography. 2. Power points are organized systematically according to the material 3. There is a relevant bibliography 4. Equipped with interesting pictures
		3	There is 1 criterion on the completeness of the material from a score of 4 that is not met
		2	There are 2 criteria on the completeness of the material from a score of 4 that are not met
		1	There are more than 2 criteria for the completeness of the material from a score of 4 that are not met.
2	Writing materials	4	1. Material is made in the form of power points 2. Each slide can be read clearly 3. The content of the material is made concise and weighty 4. The language used is appropriate to the material
		3	There is 1 criterion on the completeness of the material from a score of 4 that is not met
		2	There are 2 criteria on the completeness of the material from a score of 4 that are not met
		1	There are more than 2 criteria for the completeness of the material from a score of 4 that are not met.
3	Abilities presentation	4	1. Material is made in the form of power points 2. Each slide can be read clearly

			3. The content of the material is made concise and weighty 4. The language used is appropriate to the material
		3	There is 1 criterion on the completeness of the material from a score of 4 that is not met
		2	There are 2 criteria on the completeness of the material from a score of 4 that are not met
		1	There are more than 2 criteria for the completeness of the material from a score of 4 that are not met.

Appendix 7. Group Presentation Scoring Rubric

Group Presentation Scoring Guidelines

No	Student Name	Completeness of material				Material Writing				Material Writing				Final Score	Final score
		4	3	4	3	2	1	2	1	4	3	2	1		

Scoring= $\frac{student\ score}{total\ score}\ x\ 100$

Appendix 8. Internship Report Ratification Sheet

PENGESAHAN

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

Nama :
NIM :
Prodi :
Lokasi Magang :

Demikian Pengesahan ini kami berikan agar dapat dipergunakan sebagaimana mestinya.

Disahkan pada tanggal.....

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

.....…… .....

NIP.

*) *Dibubuhi stempel*

Appendix 9. Internship Performance Rating Sheet

LEMBAR PENILAIAN KINERJA
MAGANG/PRAKTIK KERJA

Periode Magang/Praktik Kerja
Tahun Akademik:

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

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

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

Appendix 10. Internship Report Rating Sheet

LEMBAR PENILAIAN LAPORAN
MAGANG/PRAKTIK KERJA

Periode Magang/Praktik Kerja
Tahun Akademik:

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

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

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

Appendix 11. Video Rating Sheet

LEMBAR PENILAIAN VIDEO
MAGANG/PRAKTIK KERJA

Periode Magang/Praktik Kerja
Tahun Akademik:

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

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

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

Appendix 11. Instrument for supervision of internship

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

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

1. Tempat Magang Kerja MBKM : .....
   .....
2. Nama Mahasiswa : 1. .....
   2. .....
   3. .....
   4. .....
3. Hasil Supervisi :
   a. Faktor pendukung pelaksanaan Magang Kerja MBKM:

   b. Faktor penghambat pelaksanaan Magang Kerja MBKM:

   c. Masalah yang muncul:

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

d. Cara mengatasi masalah jika ada:

e. Catatan lain:

f. Rekomendasi:

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

NIP

Appendix 12. Internship Report Exam Rubric

INTERNSHIP REPORT EXAM SCORING RUBRIC

Name	:
NIM	:
Exam Date	:

Component		Score 55-69	Score 70-80	Score 81-100	Average Grade
Internship Report					
A. Internship report conveys the internship process that has been carried out (15%)					
1	General description of the place of internship	There is no clarity of the general description of the place of internship	There is a clear overview of the place of internship	There is a clear overview of the place of internship and it is well described.	
2	Student duties during the internship	Student tasks are not well described	Student tasks are well explained but not in accordance with graduate competencies.	Student tasks are well explained and in accordance with graduate competencies.	
3	Attendance	There is attendance attendance but attendance is not 100%	There is 100% attendance attendance but not signed by the authorized official at the place of internship.	There is 100% attendance attendance and signed by an authorized official at the place of internship.	
B. The internship report outlines the following: (70%)					
1	Introduction	The background of the internship is lacking in explaining the purpose of the internship and	The internship background does not explain the purpose of the internship and the	The internship background does not explain the purpose of the internship and the	

		the reason why a TOPIC was chosen to be discussed.	reason why a TOPIC was chosen to be discussed well enough.	reason why a TOPIC was chosen to be discussed very well	
2	Rationale	The rationale for the choice of internship location is not in line with the field of the internsh	The rationale for the choice of internship location is appropriate, but the field of the internship has not been specifically explained in relation to the internship location.	The rationale for the choice of internship location is appropriate, and the field of the internship has been specifically explained in relation to the internship location.	
3	Organization Profile and Internship Activities	Does not explain the organization's profile and internship activities.	There is an organizational profile, but the internship activities are not clearly explained.	The organizational profile and internship activities are clearly and well explained.	
4	Discussion	The theory/evidence used does not match the problem being discussed.	The theory/evidence used is less relevant to the problem discussed.	The theory/evidence used is relevant to the problem discussed.	
5	Self-Reflection	The student's self-reflection does not cover both technical skills and social-emotional skills	The student's self-reflection is complete (covers 2 aspects), but the	The student's self-reflection is complete (covers 2 aspects) with	

			lessons learned are incomplete.	comprehensive and well-presented lessons learned.	
6	Conclusion	The conclusion formulated does not match the results of the discussion.	The conclusion formulated is less relevant to the results of the discussion.	The conclusion is formulated accurately and in line with the results of the discussion.	

7	Recommendations	The recommendations made are not related to the problem analyzed.	The recommendations made are less related to the problem analyzed.	The recommendations made are related to the problem analyzed.	
C. The internship report is written with good organization (15%)					
1	In accordance with the Internship Guidelines	The report is not written in accordance with the internship report writing guidelines in the Internship Manual.	The report is written somewhat in accordance with the internship report writing guidelines in the Internship Manual.	The report is written in accordance with the internship report writing guidelines in the Internship Manual.	
2	The logic of the presentation is straightforward	The structure of chapters, paragraphs, and sentences does not align with the development of ideas, and the use of conjunctions is inaccurate.	The structure of chapters, paragraphs, and sentences aligns with the development of ideas, but there are still inaccuracies in the use of conjunctions.	The structure of chapters, paragraphs, and sentences aligns with the development of ideas, supported by appropriate use of conjunctions.	
3	Standard and scientific language	Does not use standard Indonesian language and does not follow correct citation/reference conventions.	Uses standard Indonesian language but the citation/reference conventions are not entirely correct.	Uses standard Indonesian language and follows correct citation/reference conventions.	
Internship Report Presentation					
A. Presentation flow (30%)					
1	Logic in presentation analysis	The presentation is delivered with a less coherent flow.	The presentation is delivered with a fairly coherent flow.	The presentation is delivered with a good flow.	
2	Subtance of presentation content	The content of the presentation does not match the content of the internship report.	The content of the presentation somewhat matches the content of the internship report.	The content of the presentation matches the content of the internship report.	

B. Presentation Process (30%)					

1	Quality of presentation slides	The slides used are not appealing and do not use easy-to-read fonts.	The slides used are somewhat appealing but do not use easy-to-read fonts.	The slides used are appealing and use easy-to-read fonts.	
2	Systematics of presentation slides	The order of the slides does not match the order of the presentation.	The order of the slides and the order of the presentation are not fully aligned.	The order of the slides matches the order of the presentation.	
C. Communication in Presentation (40%)					
1	Ability to explain the contents of the internship report	Lacks the ability to explain the contents of the report well.	Able to explain the contents fairly well.	Able to clearly explain the contents of the report.	
2	Ability to answer the examiner's questions	Lacks the ability to answer examiner's questions well.	Able to answer questions but with some minor errors.	Able to answer the examiner's questions very well.	
Total					

Appendix 13. Minutes of the internship supervision

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

BERITA ACARA

SUPERVISI MAGANG KERJA MBKM

PROGRAM STUDI S-1 ..... TAHUN 2023

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

Nama Mahasiswa : 1. _____

2. _____

3. _____

4. _____

Tempat Magang Kerja :

_____

dengan hasil :

----------, ----------

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

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

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

Appendix 14. Internship / Practical Work Report Assessment Instrument (Hard Skill)

MINISTRY OF EDUCATION, CULTURE,
RESEARCH, AND TECHNOLOGY
UNIVERSITAS NEGERI SURABAYA
FACULTY……
S1 STUDY PROGRAM ……..
Address…….
Phone : ……, Facsimile : ……..
Website: …… email : ……..

INTERNSHIP/PRACTICAL WORK REPORT ASSESSMENT INSTRUMENT
UNDERGRADUATE STUDENTS OF STUDY PROGRAM …….
YEAR …….
(filled in by the supervisor at the agency/company)

Name : _____
NIM : _____
Agency/Industry : _____
_____
Implementation Time : _____
Mentor's Name : _____

No	Aspect assessed	Rated			
		1	2	3	4
A	**Process**				
1	Overview of the internship partner				
2	Description of duties during internship/practice work				
B	**Substance of Activity**				
3	Introduction/background is written clearly				
4	Problems are written using theoretical foundations and strong supporting evidence				
5	Activity implementation methods are written clearly and relevant				

6	Results and discussion are supported by the theory/supporting evidence used in accordance with the problem. used in accordance with the problem discussed				
7	Conclusions are formulated in accordance with the results of the analysis				
8	Self-reflection reflects the learning process during the Internship / practical work personally including: technical skills and social emotional skills.				
9	Loaded recommendations related to the analyzed problem				
C	**Technique and Language**				
10	Following the Internship/practice guidelines				
11	Coherent logic of presentation				
12	Standard and scientific language				

Description
1. very less
2. less
3. good
4. very good

……,……
…
Field Supervisor,

NIP

Suggestions to Unesa:

Appendix 15. Internship / Practical Work Report Assessment Instrument (Soft Skills)

MINISTRY OF EDUCATION, CULTURE,
RESEARCH, AND TECHNOLOGY
UNIVERSITAS NEGERI SURABAYA
FACULTY……
S1 STUDY PROGRAM ……..
Address…….
Phone : ……, Facsimile : ……..
Website: …… email : ……..

MBKM WORK INTERNSHIP FIELD ASSESSMENT INSTRUMENT
UNDERGRADUATE STUDENTS OF STUDY PROGRAM …….
YEAR …….
(filled in by the supervisor at the agency/company)

Name : _____
NIM : _____
Agency/Industry : _____
_____
Implementasi Time : _____
Mentor's Name : _____

No	Aspects assessed	Rated			
		1	2	3	4
A	**Competency in Areas of Expertise**				
1	Mastery of Field of Expertise				
2	Activity planning				
3	Activity implementation				
4	Evaluation and follow-up				
B	**Attitude and Behavior**				
1	Initiative				
2	Discipline				
3	Appearance				
4	Diligence				
5	Technical ability				
6	Critical thinking, creative and innovative				

7	Ability to work in a team				
8	Adaptability				
9	Oral and written communication skills				
10	Work result/contribution				

Description
1. very less
2. less
3. good
4. very good

……..,……
…
Field Supervisor,

NIP

Suggestions to Unesa:

Lampiran 16. Contoh sertifikat MBKM Magang untuk mahasiswa



URAIAN KEGIATAN

NAMA :

Perguruan Tinggi :

Program Studi :

Project NAMA :

Periode :

Supervisor :

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

Lampiran 23. Contoh sertifikat MBKM Magang untuk mahasiswa



Appendix 24. University Apprentice-MBKM Recruitment Leaflet



Appendix 25. Seminar Registration Letter

MINISTRY OF EDUCATION, CULTURE,
RESEARCH, AND TECHNOLOGY
UNIVERSITAS NEGERI SURABAYA
Faculty…….
Lidah Wetan Campus, Jl. Lidah Wetan, Surabaya 60213
Phone : +6231 - 7532160, Facsimile : +6231 - 7532112
Website : …… email : ……

STATEMENT LETTER

The undersigned	:
Full name as per ID card	:
NIK	:
NIM	:
Study Program	:
Faculty	:
Current semester	:
GPA	:
number of credits that have been taken and passed	:
e-mail	:

Have followed the Internship at …… ……. Hereby submit the Internship Result Seminar with the requirements that have been met.

Seminar registration via link: …….

Upload the internship seminar registration file:
1. Internship report file that has been approved by the supervisor
2. KTM
5. KRS
6. KHS
7. Internship Guidance Card
8. Internship Permit File
9. Internship Reply Letter File
9. Internship Certificate File
10. Internship grade file

Surabaya, ……..2024
Student's Name

ttd

……