Universitas Alma Ata
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FKT
S1 Informatika

BOOK

INTERNSHIP
Technical
GUIDE

MAGANG
GENERASI
BERTALENTA

Kampus
Merdeka
INDONESIA JAYA

Buku Panduan Magang / Kuliah Kerja Lapangan
Program Studi S1 Informatika
2021

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FIELDWORK LECTURE GUIDE
STUDI S1 INFORMATICS PROGRAMME

FACULTY OF COMPUTER AND

ENGINEERING, ALMA ATA

UNIVERSITY, YOGYAKARTA

2021

FOREWORD

All praise is to Allah SWT who has given the opportunity and time to the writing team to complete this Field Work Lecture Guide (KKL). We offer prayers and greetings to the Great Prophet Muhammad (peace be upon him) who has been a role model for mankind until the end of time.

Field Work Lecture is actually a training forum for informatics engineering students to practice the theory they have learned in lectures in the field of informatics and information engineering in the management of library institutions which includes the main tasks of collecting, processing, serving and maintaining collections and other information sources in the library. Field Work Lecture is part of compulsory courses that have a weight of 3 credits offered in semester VII. As a form of practical learning, studio practice, workshop practice, field practice, research, community service, and/or other equivalent forms of learning, it is 160 (one hundred sixty) minutes per week per semester.

This Field Work Lecture Guidebook is prepared as a guideline in planning, implementing and assessing field practice assignments for Informatics students. This book will be a guideline for both students and lecturers in assessing students.

Thus this book is compiled to be used as a guide and guideline in the implementation of Field Work Lectures.

Yogyakarta,
Drafting Team

TABLE OF CONTENTS

GUIDELINES FOR THE
IMPLEMENTATION OF
FIELDWORK LECTURES

A. INTRODUCTION

Work practice is a form of learning activities through practice, and gaining practical work experience and looking for alternative problem solving found during practice time. This work practice aims to mature the mastery of the material of a subject or knowledge. In this case, students of the S1 Informatics Study Program are expected to be directly involved in tasks, in this case the designated practice land. Students are faced with real activities, namely daily activities in the IT world.

At the practice location, students will get to know the tools that are standard and available, then for the next time they will use them. Likewise, students will immediately know how the procedures for library materials ranging from selection, ordering, receiving, processing, storage on shelves, and service to the user community.

By conducting Field Work Lecture activities, students are expected to develop the ability to identify problems, observe a process, collect data and be able to make a conclusion based on a scientific attitude.

The purpose of participating in this Field Work Lecture is so that students can apply the theory that has been learned in practice in the field so that it can increase participants' understanding and experience in IT management.

This guide is made as a guideline for students and supervisors in carrying out Field Work Lectures. In addition, in the implementation in the field, students still have to comply with the regulations and instructions of the supervisor.

B. PURPOSE OF FIELDWORK LECTURE (KKL)

Field Work Lecture (KKL) aims to:

1. Provide opportunities and opportunities for S1 Informatics Study Program students to implement the knowledge and skills gained in college;

2. Empowering students to have professional abilities in solving problems in the field of Informatics in the world of work.

3. Encourage and motivate S1 Informatics Study Program students to love the world of work more.

C.   REQUIREMENTS FOR FIELDWORK LECTURE PARTICIPANTS

1. Students of the S1 Informatics Study Program who are actively studying in semester VII (seven) with proof of payment of tuition fees, and have registered (KRS).

2. Have completed at least 120 credits.

3. No D value is proven by KHS.

4. Have a minimum grade point average of ≥ 3.00.

5. MPAs must be in the field of Informatics and Computers.

6. The selection of MPA sites must be approved by the study program.

7. Students are required to collect data on the location of Field Work Lectures when taking Student Study Plan Cards (KRS).

8. KKL is carried out for 1 semester.

9. MPA reports are made individually guided by a field supervisor (agency where KKL is located) and a supervisor determined by the S1 Informatics Study Program.

10. Report guidance time for 1 month.

11. Students are not allowed to change supervisors who have been determined by the study program.

D. FIELDWORK LECTURE PROGRAM

A recognized Field Work Lecture is a Field Work Lecture in accordance with the terms and conditions that have been agreed upon in the study program. The Field Work Lecture options that can be taken are as follows:

1. BUMN Field Work Lecture

   Field Work Lecture Program organized by State-Owned Enterprises (BUMN) and has collaborated with universities, such as the State Electricity Company (PLN), PT Pegadaian, PT Asabri, PT Jasa Raharja, PT POS.

2. Certified Field Work Lecture (MBKM)

   Field Work Lecture Program organized by the Ministry of Education and Culture with placement in established partners.

3. LIPI-BRIN Field Work Lecture

   The Field Work Lecture Program is organized by the Indonesian Institute of Sciences with division placement in accordance with the competencies taken.

4. Independent Field Work Lecture

   The Field Work Lecture Program is carried out at the location of the Field Work Lecture proposed by students independently, and validated by the study program. In this program, students are required to submit data on the location of the proposed Field Work Lecture during the KRS process by contacting the Study Program Secretary.

E. SCOPE

The scope of MPA is to cover all aspects related to Information Technology. This scope will differ from one another; depending on the complexity of the service and the resources it has.

F. STAGES OF FIELDWORK LECTURE IMPLEMENTATION

In participating in the Field Work Lecture, students follow the following stages:

1. Preparatory stage

Preparation for the Field Work Lecture is carried out after students receive a letter of introduction to carry out the Field Work Lecture which has been appointed by the local study program.

The goal is for students:

a. Have the same perception in carrying out Field Work Lectures;

b. Understand basic concepts and skills in IT management;

c. Prepare a schedule for the Library Field Work Lecture plan.

2. Stages of Implementation

The overall implementation of the Field Work Lecture is detailed as follows.

a. Students carry out practical activities in groups and individually under the guidance of the referred supervisor.

b. The time for the Field Work Lecture is adjusted to the working hours of the place of practice.

c. Students convey their work to their supervisors.

d. The supervisor checks the work to the student and submits it back to the student concerned (student workbook prepared by the Study Program).

e. After students carry out the overall Field Work Lecture activities, at the end of the activity students are required to make a report on the results of work practices.

f. Field Work Lectures are carried out for 6 months with 8 hours per day or equivalent to 128 hours per week.

Student assignments:

a. Students register for Field Work Lectures

b. Contact the Study Program to get a cover letter for the implementation of the Field Work Lecture.

c. Students by bringing letter Introduction from Program The study came to the MPA Land in question and made an agreement to do the practice.

d. Students carry out practical activities in groups and individually under the guidance of appointed supervisors.

e. Execution time Practice Work Field Customized with working hours of the place of practice.

f. Every student must comply with the rules and working hours that apply to the institution or place of practice.

g. Students must follow the instructions given by their supervisor.

h. Students must fill in a list of daily activities and be known by the practical supervisor (the format of the list of daily activities is attached).

Duties of the supervisor:

a. Make observations to each student during the Field Work Lecture to be able to fill out the report sheet for Field Work Lecture activities.

b. Check the results of each student's practical work and put a signature on the column provided in the workbook.

c. Observe the results used to fill out the list of Field Work Practice scores as listed in the appendix to this guide.

3. Report Preparation Stage

After completing work practices, students with the guidance of supervisors compile a report on the practice that has been implemented. The outline of the Field Work Lecture report contains:

a. Preface containing the purpose of Field Work Practice and gratitude to those who have helped the implementation of the Field Work Lecture.

b. The introduction contains, among others: the importance of carrying out Field Work Lectures, especially in achieving the competencies needed by an IT, an outline of the contents of the report, and things that are very important and interesting in the implementation of Field Work Lectures.

c. The implementation of the Field Work Lecture contains, among others: the schedule of the Library Field Work Lecture implementation plan, a description of each Field Work Practice activity such as collection development and discussion, library material processing, and library material services as well as important events and results in each activity. Also write down the field conditions

d. Obstacles to implementation during Field Work Practice and its solution, contain, among others: what obstacles / obstacles occur during the implementation of Field Work Lecture activities, for example: time, conditions, tools or media used, supervisors, or users, and so on. Next, write down the method of solving taken at that time along with the reason.

e. Closing which contains the conclusion of the implementation of the Field Work Lecture and suggestions that need to be conveyed so that the implementation of future Field Work Practices can be better.

f. Format the report like the example in the appendix.

Report Format

The writing of the Field Work Lecture report follows the following writing rules:

1. The font uses Times New Roman with size 12.
2. The margin distance of the left edge is 4 cm, right 3 cm, top 3 cm, bottom 3 cm.
3. The spacing between lines is 1.5 spaces.
4. A minimum page count of 25 pages does not include covers, table of contents, attestation sheets, prefaces, bibliography and appendices.

5. The report is submitted to the study program in the form of *soft copy* to [informatika@almaata.ac email.id](mailto:informatika@almaata.ac) with subject LaporanKKL_Tahun_Nama Example:

Report KKL_2021_Fulan

(Example) Appendix : Cover Letter to Head (place of practice)

No : .... ……..,   **…………..**20…..

Lamp. : ....

Thing. : ………..

To

Dear Mr. / Mrs. Head of ....

In place of

Assalamu'alaikum Wr. Wb.

Peace be upon you, may Allah SWT always bestow His mercy and grace on all of us, Amen.

3

No	Mata Kuliah Wajib	SKS
1	Kuliah Kerja Lapangan	3
2	Etika Profesi	3
3	Bisnis Digital	2
4	Multimedia	3
5	Manajemen Proyek	3
Total SKS Wajib		**14**
No	Matakuliah Pilihan Konsentrasi	SKS
1	Manajemen Mutu Perangkat Lunak	3
2	Visualisasi Data	3

The total credits of converted concentration elective courses are 3 credits according to the student's chosen specialization.

17

No	Keterangan Matakuliah	SKS
1	Mata Kuliah Wajib	14
2	Mata Kuliah Pilihan	3
Total SKS		**17**

We hereby ask you to be pleased to provide a place for the implementation of Field Work Lecture (KKL) activities in .... Here's the list of names

Dst

No	NIM	Nama
1	1832xxxx	Fulan
2	Dst	

Thus we convey this request, for your attention and cooperation we thank you very much.

Head of Study Program,

Note: cover letters can be used individually / in groups.

Appendix : Report Format

<div align="center">

REPORT ON THE IMPLEMENTATION OF ODD

SEMESTER FIELDWORK LECTURES FOR THE

ACADEMIC YEAR 2021/2022

MPA LOCATION

Filed By : Student

(NIM)

</div>

<div align="center">

S1 INFORMATICS STUDY PROGRAM,
FACULTY OF COMPUTER AND
ENGINEERING, ALMA ATA UNIVERSITY,

</div>

YOGYAKARTA IN 2021

FIELDWORK REPORT FORMAT

COVER

INTRODUCTORY WORD

CONFIRMATION SHEET

TABLE OF

CONTENTS LIST OF

ATTACHMENTS

CHAPTER I: INTRODUCTION
 1.1. Agency Overview
 1.2. History of the Agency
 1.3. Vision, Mission and Objectives of the Agency
 1.4. Organizational Structure
 1.5. Description of Organizational Structure
 1.6. IT Department within the Agency

CHAPTER II : FIELD WORK IMPLEMENTATION

 2.1. Logbook Explained
 2.2. General Work Results
 2.3. Proof of Work

CHAPTER III: LEARNING OUTCOMES

 3.1. Benefits of Practical Work
 3.2. Application of Science and Practical Work
 3.3. Scientific Linearity

CHAPTER IV :

CONCLUSION OF THE

APPENDIX

BIBLIOGRAPHY

REPORT SYSTEMATICS

1. Seismic

Broadly speaking, the Field Work Lecture report consists of 3 (three) parts, namely: the beginning, the core part and the end. In detail the sections are as follows:

Initial Section

1. Front Cover
2. Title Page
3. Confirmation Page
4. Preface Page
5. Table of Contents page
6. Image List Page
7. Table page
8. Foreign Glossary Page
9. Attachment List Page

Core Parts

Chapter I. Introduction

1.1. Agency Overview

Write an explanation of the business and operational fields of the agency used as MPA locations in daily operations.

1.2. History of the Agency

Write down the complete history of the agency where the MPA is.

1.3. Vision, Mission and Objectives of the Agency

Write down the vision, mission and goals of the MPA agency.

1.4. Organizational Structure

Draw an organizational structure chart of the agency where the MPA is. Make sure there is an IT department in the organizational structure.

1.5. Description of Organizational Structure

Write a job description of the existing organizational structure at the agency.

1.6. IT Department in Agencies

Write in detail about the role of the IT department in the MPA agency.

Chapter II. Implementation of Field Works

2.1. Logbook Explained

Write down a logbook or diary including time and a brief description of the work done. A complete daily logbook must be included in the appendix to the MPA report.

2.2. General Work Results

Write down the results of your work during your MPA activities at the agency. What is done and what is produced as a whole.

2.3. Proof of Work

Describe briefly with a description accompanied by proof of work while carrying out MPAs at the agency. Evidence can include image files, scripts, printscreens, photos, videos and other supporting evidence. If there is too much evidence, it can be put in the appendix, and this chapter can only contain a brief description.

Chapter III. Learning Outcomes

3.1. Benefits of Practical Work

Write down the benefits/knowledge experience you gained while carrying out MPAs at the agency.

3.2. Application of Science and Practical Work

Describe the application of Computer science and informatics that you can carry out at MPA locations

3.3. Scientific Linearity

For those who take the Software Engineering (RPL) concentration describes the products developed starting from problem analysis, solutions offered to system development (design, coding and evaluation).

For those who take the Data Science concentration, explaining the data processing process includes problem analysis, solutions offered to the data processing process.

In this sub-chapter, students are required to explain in detail along with proof of work (can be screenshots and source code / script)

Chapter IV. Conclusion

Write down the conclusions that can be drawn from the MPA process that has been implemented.

End of

Bibliography

Citations use the American Psychological Association (APA) style and use Mendeley's reference manager.

Attachments

Contains relevant documents that can prove MPA activities. Documents can be: attendance absence, letters, photocopies of proof of employment, work photos, and other supporting documents.

Writing Format

1. Upper limit: 3 cm. Left border: 4 cm. Lower limit: 3. Right border: 3 cm
2. Header distance : 1.5 cm, footer distance : 1.5 cm
3. The font used is Times New Roman. Except for chapter titles which are 14 pt, all sections are written in 12 pt font size.
4. Titles and subtitles are written in bold.
5. *Foreign terms* are written in italics (*italics*).
6. **Statements that are considered important** can be bolded.
7. Between lines of writing are spaced 11/2 spaces.
8. Between Chapter titles and the beginning of the writing body are spaced 3 spaces
9. Between sub-chapter headings and the beginning of the writing body are spaced 2 spaces.

REPORT ON THE IMPLEMENTATION OF ODD

SEMESTER FIELDWORK LECTURES FOR THE

ACADEMIC YEAR 2021/2022

MPA LOCATION

Filed By : Student

(NIM)

S1 INFORMATICS STUDY PROGRAM,
FACULTY OF COMPUTER AND
ENGINEERING, ALMA ATA UNIVERSITY,
YOGYAKARTA IN 2021

Appendix : Fornat Confirmation Sheet

Report on the Implementation of Odd
Semester Field Work Lectures for Academic
Year *20xx/20xx*
Submitted to S1 Informatics Study Program, Faculty of Computer and
Engineering, Alma Ata University, Yogyakarta
As one of the prerequisites for completing the Field Work Lecture (KKL)

Filed By :
1. Student 1 (NIM)

Approved By :

Supervisor   Field Supervisor

(Full Name)   (Full Name) NIP.
    NIP.

Know
Head of S1 Inform Study
Program atika

(Full Name)

NIP.

Appendix : Weekly Report Format

Paraf Supervisor / Field PJ

	PRODI S1 INFORMATIKA **FAKULTAS KOMPUTER DAN TEKNIK** **UNIVERSITAS ALMA ATA YOGYAKARTA**
	LAPORAN MINGGUAN KKL
	Minggu ke: 1-16
	Hari / Tanggal :

Deskripsi Kegiatan: [*di isi dengan deskripsi pekerjaan yang dilakukan hasil dari kerja yang dilakukan beserta kendala dan tantangannya.]*

Dokument Pendukung: [*foto atau tangkapan layar*]

Paraf Supervisor / PJ Lapangan