

INTERNSHIP HANDBOOK



INFORMATION SYSTEMS

FACULTY OF COMPUTER AND ENGINEERING

ALMA ATA UNIVERSITY

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TABLE OF CONTENTS

TABLE OF CONTENTS

| | |
|--|----|
| FOREWORD | iv |
| CHAPTER I INTRODUCTION | |
| 1.1. General Guidance | |
| 1.2. Benefits of the Internship Programme | |
| CHAPTER II INTERNSHIP PROGRAMME IN CURRICULUM | |
| 2.1. Internship activities that are recognised in the form of one or more courses in the study programme | |
| 2.2. Flow Process of Converting Internship Activities to Subjects Courses | |
| CHAPTER III INTERNSHIP PROGRAMME SCHEME | |
| 3.1. Certificated Student Internship Programme | |
| 3.2. Independent Internship Programme | |
| 3.3. Cooperation Internship Programme | |
| CHAPTER IV INTERNSHIP STAKEHOLDERS | |
| 4.1. Career Development Centre Unit (CDC) | |
| 4.2. Study Programme | |
| 4.3. Internships Partners | |
| 4.4. Participants of Internships Programme | |
| CHAPTER V PROGRAMME IMPLEMENTATION | |
| 5.1. Internship Time | |
| 5.2. Internship Programme Registration | |
| 5.3. Internships Programme Selection Process | |
| 5.4. Internships Programme Implementation | |
| CHAPTER VI PROGRAMME MENTORING PROCESS | 10 |
| 6.1. Internship Supervisor Criteria | 10 |
| 6.2. Internship Supervisor Task Details | 10 |
| 6.3. Internship Supervision Provisions for Students | 10 |
| 6.4. Internship Supervision Provisions for Lecturers | 10 |
| 6.5. Replacement of Internship Supervisor | 11 |
| CHAPTER VII INTERNSHIP PROGRAMME WRITING GUIDELINES | 12 |
| 7.1. Function of Internship Report | 12 |
| 7.2. General provisions in writing the Internship Report | 12 |

| | |
|--|----|
| Information Systems Study Programme | |
| Faculty of Computer and Engineering- Alma Ata | |
| 7.3. Principles of Writing Internships Report | 12 |
| 7.4. Format and Systematics of Internship Report | 13 |
| 7.5. Content of the Internship Report | 15 |
| CHAPTER VIII ASSESSMENT INTERNSHIP PROGRAMME | 18 |
| 8.1. Internship Assessment Weight | 18 |
| 8.2. Assessment of Internship Performance Achievement by Internship Partner Unit | 18 |
| 8.3. Internship Report Writing Assessment | 18 |
| 8.4. Internship Report Presentation Assessment | 19 |
| CHAPTER IX ETHICS INTERNSHIP PROGRAMME | 21 |
| 9.1. Ethics of Internship Implementation at Internship Partner Companies | 21 |
| 9.2. Communication Ethics with Supervisor | 21 |
| 9.3. Dress Code at Internship Partner Companies | 21 |
| APPENDIX | 23 |
| Appendices. Approval form for internship report | 24 |
| Appendix 2. Logbook Form | 25 |

FOREWORD

Alhamdulillahirobbil 'alamin, all praise should only be offered to Allah Subhanahu wata'ala who has given His abundance and grace so that the preparation of the Bachelor of the Information Systems Study Program internship guide can be compiled successfully. This internship guide contains the technical implementation of internships to reporting which can be used as a reference for prospective participants about the process of implementing internships.

Based on the curriculum applied in the Bachelor of Information Systems Study Program, the internship programme is a facility of the study programmes in fulfilling the implementation of Merdeka Learning Campus as a means for students to conduct learning outside the classroom to increase students' knowledge and skills, especially in the world of work.

The internship programme in the Bachelor of the Information Systems Study Programme is carried out in semester 7 while taking compulsory courses which will later be converted to these courses. It is hoped that in this internship programme, students can choose places and internship activities that are relevant to the field of work, especially information systems and computer science clumps in general.

We would like to thank and give our highest appreciation to the team and all those who have participated and contributed either directly or indirectly in the preparation of this internship guide. Hopefully their contribution can be a useful charity for students, lecturers and wider community stakeholders, especially internship partners.

This guide is certainly still far from perfection, therefore we really hope for suggestions, input, and criticism from various parties. Hopefully this guide can be a clear reference for students and related parties to create a maximum internship programme.

Yogyakarta, 17 August 2021

Head of Information

Systems Department

Tri Rochmadi, S.Kom., M.Kom

CHAPTER I INTRODUCTION

1.1. General Guidance

Students in carrying out internships must fulfill the following conditions:

1. The Internship Programme has a minimum duration of 3 months and a maximum of 1 month before the end of the programme.
2. During the Internship Programme, students do not have to apply for leave. Leave without a clear reason is not allowed.
3. During the Internship Programme, students work full-time in the field as agreed.
4. Students can get permission to carry out certain academic activities, through talks and agreements with the Internship Partner.
5. Students can apply for course conversion with Course Learning Outcomes (CPMK) that are aligned with the Internship Programme.
6. Students must be guided by internal supervisors from Information Systems Study Programme lecturers and field supervisors from Internship Partners.
7. Before the Internship Programme takes place, students, Information Systems Study Programmes and Internship Partners are required to sign a cooperation agreement and memorandum of understanding.

1.2. Benefits of the Internship Programme

Benefits of Internship Programme for Information System Study Programmes

1. As a means to harmonize the Information System Study Programme curriculum with the internship partner curriculum.
2. As a means for the Information System Study Programme to implement Merdeka Learning Independent Campus.
3. It is a way to interact between Information System Study Programmes and internship partners.
4. Ensure that classroom knowledge is relevant to the needs of internship partners.
5. Keep abreast of the latest information and technology updates on processes in the business and industrial world.

Benefits of Internship Programme for Students

1. A means of applying the knowledge that has been learnt during lectures to the real world of work.
2. Interact directly with internship partners as a means of obtaining ideas for the final project.
3. Gain recognised out-of-class learning experiences that are converted to courses.
4. There is a greater chance of being accepted as an employee at the internship site.

Benefits of Internship Programme for Internship Partners

1. Gain new information, knowledge, and technology from the background of the student's study programme.

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2. Handling problems and obstacles in carrying out industrial processes by utilising knowledge from the background of the student's study programme.
3. Identify potential employees early.

CHAPTER II INTERNSHIP PROGRAM IN THE CURRICULUM

The Internship Program can be recognised by the Information Systems Study Program in the form of several other courses. The following are the forms of alignment of the Internship Programme in the Information Systems Study Programme curriculum

2.1. Internship activities that are recognised in the form of one or more study program courses

Internship Programmes may be recognised in the form of one or more courses with the following conditions:

- a. The Information Systems Study Programme conducts verification and validation of the Internship Activity Plan that has been provided by the internship partner.
- b. Based on the results of verification and validation of the Information Systems Study Program, students participating in internships can convert internship activities with MK credits equivalent to CPMK in accordance with internship activities.
- c. Students participating in internships can take MK credits that are equivalent to internship activities in parallel (in 1 semester).
- d. In addition to converting internship activities with the equivalent CPMK, internship students can take other courses through online lectures.
- e. The mechanism for transferring internship grades to courses is determined by the Information Systems Study Programme including FIKOM016 Field Work Course, FIKOM017 Professional Ethics, SI043 Customer Relationship Management, SI044 Supply Chain Management, and SI042 Enterprise Resource Planning.

2.2. Flow Process of Converting Internship Activities to Courses

Students are entitled to convert their internship activities with courses whose CPMK is aligned with internship activities through the following flow MK conversion is carried out in the current semester after the internship activities are completed.

1. Students can convert MK after the internship is completed, if they fulfil the following conditions;
 - i. Students have informed in writing to the Information System Study Programme regarding the internship activities that will be carried out.
 - ii. Maximum start of internship beyond the 3rd week of study.
 - iii. The internship partner has not provided an internship activity plan as a basis for determining the MK that will be converted to internship activities or the internship partner provides an internship activity plan after the 3rd week of lectures.
2. The process of applying for the conversion of internship activities with the equivalent CPMK is as follows;
 - i. Students submit an internship report to the Information System Study Programme with a request for MK conversion.

Information Systems Study Programme
Faculty of Computer and Engineering- Alma Ata

- ii. Information System Study Program will conduct verification and validation to assess which courses have CPMK aligned with internship activities.
- iii. The Information Systems Study Programme will submit to students the results of the verification in the form of a list of courses that can be converted into internships.
- iv. Students can take Conversion Courses that have been determined by the SI Study Programme in the current semester RPS in the subjects FIKOM016 Field Work Study, FIKOM017 Professional Ethics, SI043 Customer Relationship Management, SI044 Supply Chain Management, and SI042 Enterprise Resource Planning.

CHAPTER III INTERNSHIP PROGRAMME SCHEME

3.1. Certificated Student Internship Programme

There are 2 Certified Student Internship Programmes (PMMB) that are facilitated and recognised by the Information Systems undergraduate programme:

1. Independent Campus Certified Internship

This is an internship programme facilitated by the Indonesian Ministry of Education, Culture, Research and Technology Directorate General of Higher Education in collaboration with various businesses and industries through the platform kampusmerdeka.kemdikbud.go.id.

2. Forum Human Capital Indonesia (FHCI) Certified Internship

This is an internship programme in collaboration with Forum Human Capital Indonesia (FHCI). FHCI is a forum for managers and practitioners of Human Capital Management within SOEs to interact with each other, conduct learning and synergy for its members for the advancement of Human Capital management in Indonesia. One of FHCI's work programmes is the Certificated Student Internship Programme.

3.2. Independent Internship Programme

The Independent Internship Programme is an internship programme initiated by students of the Information Systems Study Programme independently. Students of the Information Systems Study Programme apply to become interns at internship partners and the Information Systems Study Programme will help facilitate by following up formally. The professional position during the internship is in accordance with the science of the study programme.

3.3. Cooperation Internship Programme

The Cooperation Internship Programme is an internship programme whose recruitment is carried out by internship partners independently through cooperation with the Information System Study Program and or CDC in the recruitment process until formal legal. This cooperation internship programme can be done

1. The Information Systems Study Programme pathway, where the Information System Study Programme is possible to initiate cooperation with internship partners and or Internship Partners apply for internships. CDC will assist with the legal process.
2. The CDC pathway, where the CDC is allowed to initiate cooperation with internship partners and or Internship Partners apply for internships through the University of Alma Ata CDC.

CHAPTER IV INTERNSHIP STAKEHOLDERS

4.1. Career Development Centre (CDC) Unit

The following is the CDC's role in the delivery of the Internship Programme:

1. As the coordinator of the Internship Programme.
2. Develop internship-related policies to facilitate academic learning activities and the Internship Programme.
3. Coordinate the preparation of Cooperation Agreements (PKS) with Internship Partners.
4. Initiate internship co-operation with internship partners

4.2. Study Programme

The following is the role of the Study Programme in the implementation of the Internship Programme:

1. Review and verification of MK in accordance with the details of internship tasks.
2. Inform students about courses that can be converted into internships.
3. Provide recommendations for students who will apply for internships.
4. Determine the internship supervisor for each student.
5. Propose an internship supervisor decree to the Faculty for each student.
6. Facilitate the course conversion process if the internship is completed (or about to start).
7. Initiate internship cooperation with internship partners.

4.3. Internship Partner

Internship Partners in the Internship Programme are BUMN and Non- BUMN Companies.

The following is the role of the Internship Partner in the implementation of the Internship Programme:

1. Provide Company Profil or similar information to prospective internship students.
Company Profil can be in the form of the company's official website.
2. Develop an internship Cooperation Agreement with the Vice Rector for Academic and Student Affairs / Director of Student Affairs / Information Systems Department of the University Of Alma Ata.
3. Coordinate with CDC in the internship section for the Information System students in the planning, placement, implementation, and evaluation of internships.
4. Providing details of internship activities will be included in the internship contract in coordination with the Information Systems Study Programme.
5. Direct and provide tasks that must be done by interns.
6. Provide work facilities for student interns.
7. Coordinating with the Information Systems Study Programme in monitoring and assessing internship participants and providing an assessment of the achievements of internship students.
8. Implement the Internship Programme in accordance with the provisions in the Cooperation Agreement.

Information Systems Study Programme

Faculty of Computer and Engineering- Alma Ata

9. Issuing internship certificates.

10. Assign a person in charge to coordinate the internship activities.

4.4. Students participating in the Internship Programme

Students who can participate in this internship must fulfil the requirements. The following are the requirements that must be fulfilled by students before becoming interns:

1. Internship students are active students of the Information Systems Study Programme.
2. Students have taken at least 90 credits.

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

1. Complete academic registration according to a predetermined schedule.
2. Comply with the provisions of the work schedule and other provisions set by the Internship Partner based on the signed internship contract.
3. Carry out tasks or work assigned by the Internship Partner properly.
4. Consult with the internship supervisor during the process of making the Internship Report in accordance with the consultation schedule determined by the supervisor.
5. Report the internship activities in an Internship Report.

CHAPTER V IMPLEMENTATION OF THE INTERNSHIP PROGRAMME

5.1. Internship Time

The following is the implementation time of the internship programme in semester 7:

A. Certified Internship Student Programme (PMMB). Internships are carried out for a maximum of 6 months. Internships are held in the period of February - August

B. Cooperation Internship Student Programme

Internships are carried out for a minimum duration of at least 3 months and a maximum of 1 month before the end of the UAS programme. Internships are carried out at any time in accordance with the agreement with the Internship Partner.

C. Independent Internship Programme

Internships are carried out for a minimum duration of at least 3 months and a maximum of 1 month before the end of the UAS programme. Internships are carried out at any time in accordance with the agreement with the Internship Partner.

5.2. Apprenticeship Programme Registration

Internship programme registration is based on 3 internship schemes:

A. Certified Internship Student Programme (PMMB)

1. Internship registration coordinated by CDC
2. Prospective internship students upload files that are required by CDC
3. The internship application period is from August to September.

B. Cooperation Internship Programme

1. Internship registration is coordinated by CDC and Information Systems Study Programme.
2. Students candidates participants upload files that match with the requirements of the Internship Partner
3. Internship Registration Period is adjusted to the needs of internship vacancies from Internship Partners

C. Independent Internship Programme

1. Internship registration can be done by the student concerned directly to the Internship Partner.
2. If the student has been declared accepted for internship, the student must report to the Information System Study Programme.
3. The Information Systems Study Programme will submit a request for the preparation of a Cooperation Agreement (PKS) in accordance with the agreement with the Internship Partner to the CDC / Faculty of Computer and Engineering.

5.3. Internship Programme Selection Process

The internship programme selection process is based on 3 internship schemes:

- A. Certified Internship Student Programme (PMMB)
 1. Selection of certified internship programmes is done by Merdeka Campus or FHCI or SOEs.
 2. The selection stage process is carried out in accordance with the policies of the SOE or partner.
 3. The results of the selection process will be submitted to the MBKM team or through their respective accounts or CDC to be announced to prospective internship students.
- B. Cooperation Internship Programme
 1. Selection of the Cooperation Internship Programme is carried out directly by the Internship Partner, or
 2. Selection is done in co-operation between CDC/Faculty of Computer and Engineering and Internship Partners.
- C. Independent Internship Programme
Selection of the Independent Internship Programme is done directly by the Internship Partner.

5.4. Implementation of the Internship Programme

1. The UAA and BUMN / Company will prepare an agreement in the form of a cooperation document (MoU / SK) which contains, among others, the learning process, semester credit recognition and assessment. competencies that will be obtained by students, as well as the rights and obligations of both parties during the internship process.
2. The SI programme will assign an internship supervisor to guide students during their internship.
3. SOEs/Internship Partner Companies will provide supervisors / mentors / coaches who accompany students during the internship.
4. Students compile a logbook. Supervisors together with supervisors assess logbooks and assess student achievements during the internship.
5. Students are required to carry out Internship activities in accordance with the direction of the supervisor and internship supervisor.
6. Students create and fill in the logbook according to the activities carried out.
7. Students compile activity reports and submit reports to supervisors and lecturers.
8. If possible, the supervisor may visit the internship site for monitoring and evaluation.
9. SOEs / internship partner companies will submit certificates along with internship assessments to the UAA through the MBKM team or through their respective accounts or CDC as soon as students have completed their internship assignments.

CHAPTER VI INTERNSHIP PROGRAMME MENTORING PROCESS

6.1. Internship Supervisor Criteria

1. Lecturers who have taught for 4 consecutive semesters.
2. Obtaining an Internship Supervisor Decree from SI Study Programme through the provisions set by the leadership.

6.2. Internship Supervisor Task Details

1. Provide advice and input during scientific consultations if needed by students during the internship.
2. Conduct mentoring activities for internship students to be able to consult during internships or guidance on writing internship reports.
3. Approve and assess the Internship Report.
4. Providing assessment can be done in the form of internship report assessment and or presentation of internship activities.

6.3. Internship Supervision Provisions for Students

1. Students must conduct mentoring before and during the internship to ensure the implementation of the internship and the writing of the Internship Report can run well.
2. Students must make an Internship Report in accordance with the guidelines for writing an Internship Report.
3. Students submit the Internship Report according to the schedule or agreement allocated by the supervisor.
4. Students must fulfil the minimum number of mentorships that have been set.
5. Students must pay attention to communication ethics and behavioural ethics in conducting the mentoring process.

6.4. Terms of Internship Supervision for Lecturers

A. Supervisors must be able to provide input and direction on the implementation of the internship and the writing of the Internship Report. The provision of input and direction includes but is not limited to the following:

1. Provide input, direction, and discuss the formulation of problems and objectives or topics of the Internship Report.
2. Make a guidance plan with students.
3. Directing students in terms of scientific writing methods and analytical methods.
4. Internship Report in accordance with the agreed guidelines for writing the Internship Report.
5. Discuss references to scientific materials relevant to the topic of the Internship Report.
6. Attend the Internship Session and give final judgement on the Internship Report.
7. Provide direction in the completion of the revised Internship Report.

B. The supervisor must ensure that the Internship Report is free from plagiarism.

6.5. Replacement of Internship Supervisor

1. Replacement of internship supervisors must be based on justifiable reasons.
2. Submission of a request to replace the internship supervisor can be done no later than 2 (two) months after the internship starts.
3. The replacement of the internship supervisor must be approved by the Head of the Department of Information Systems.

CHAPTER VII INTERNSHIP PROGRAMME WRITING GUIDELINES

7.1. Function of Internship Report

1. Accountability of student internship activities to the Internship Partner and the SI Study Programme.
2. Materials for consideration of granting grades for Internship activities
3. Submission of information for the Information Systems Study Programme, students, and Internship Partners
4. One of the tools to foster a relationship of cooperation, mutual understanding, and coordination between students and the Information Systems Study Programme and Internship Partners.
5. One of the tools to convey ideas, opinions, judgements, and experiences related to the implementation of the Internship to other parties.

7.2. General provisions in writing the Internship Report

1. Internship Report written and presented at the end of the internship
2. The Internship Report is submitted to the Information Systems Study Programme and the internship partner.

7.3. Principles of Writing an Internship Report

1. **TRUE AND OBJECTIVE**
The internship report must comply with the provisions in this guideline and contain correct and objective information.
2. **CLEAR AND CAREFUL**
The internship report should be easy to understand/understand 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 writer himself. Use words that are simple but clear in meaning.
3. **STRAIGHT TO THE POINT**
The description should not be too long or use figurative words just to give the impression that the report is thick (thick reports are not always good).
4. **FULL**
The internship report must be presented completely in the form of a comprehensive description based on selected data with the necessary supporting data. Therefore, the Internship Report must contain all internship material that students work on (not all project / activity material) and not cause new problems, problems, or questions, accompanied by supporting data, such as graphs, tables, maps, schemes, etc. if needed.
5. **FIRM AND CONSISTENT**
The Internship Report must be firm and consistent so that there are no contradictions between one part and another, both in terms of substance, terms, and presentation writing techniques.

6. ON TIME

The writing, submission, evaluation, and improvement of the Internship Report must be carried out in accordance with applicable regulations. To fulfil these requirements, an Internship Report writer must:

- a. Thoroughly mastered the reported issue.
- b. Have interest, ability, objectivity, rigour, and analytical skills in preparing reports.
- c. Able to co-operate, and 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 organise the necessary data.
- g. Able to keenly observe and assess various processes, events, benefits and weaknesses that exist during the Internship activities.

7.4. Format and Systematics of Internship Report

A. INTERNSHIP REPORT WRITING FORMAT

1. Paper Type and Size A4
size paper.

2. Report *Cover*

3. Endorsement sheet with a plain white base The
supervisor signs the apprentice's signature first.

4. Edge Distance (margin)

- EdgeTop :3 cm
- Bottom Edge: 3 cm
- Edge :4 cm
- Right Edge: 3 cm

5. Typeface

Times New Roman, Normal, 12 pt.

6. Spacing

1.5 (one point five)

B. SYSTEMATISATION OF INTERNSHIP REPORT

Outside *Cover*

Inside *Cover*

Approval Sheet

Ratification Sheet

Foreword Table of

Contents

List of Figures

List of Tables

CHAPTER 1. INTRODUCTION

- 1.1. Background.
- 1.2. Purpose of Internship
- 1.3. Benefits of Internship
- 1.4. Students outline the purpose of writing the internship topic.

CHAPTER 2. INTRODUCTION

- 2.1. History of Internship Partner
- 2.2. Organisational Structure of Internship Partner
- 2.3. Company Vision and Mission
- 2.4. Production activities (goods/services) (if any)

CHAPTER 3. INTERNSHIP IMPLEMENTATION

- 3.1 Position / position of Internship activities
- 3.2 Task completion methodology
- 3.3 Learning New Things

CHAPTER 4. CONCLUSIONS AND

SUGGESTIONS CHAPTER 5. SELF-

EVALUATION APPENDICES

7.5. Terms of Content of the Internship Report

A. CHAPTER 1. INTRODUCTION

1.1. Background, including

Students outline the background (arguments/reasons) of the topic chosen in this Internship Report. The background should demonstrate the urgency of the chosen topic. Urgency is for example indicated by the uniqueness of the topic (cutting-edge issue), uniqueness of the industry, problems or risks posed, or differences of opinion.

1.2. Internship Objectives, including

Reflects the things that will be described in the analysis chapter.

1.3. Benefits of Internship, including Benefits for Information Systems Study Programme Benefits for Internship Partners Benefits for Students

1.4. Students outline the purpose of writing the internship topic.

The objectives should reflect what will be outlined in the analysis chapter.

B. CHAPTER 2. INTERNSHIP PARTNER PROFILE

2.1. History of Internship Partner

- Students outline the history of the internship partner in general as well as the specific (related unit/division) that is the context of the chosen topic.

2.2. Organisational Structure of Internship Partner

- Students are able to explain the organisational structure of the Internship Partner in general, which can include organisational structure, business processes, related provisions/regulations, and the like.

2.3. Company Vision and Mission

- Students are able to explain the Vision and Mission of Internship Partners in general

2.4. Production activities (goods/services) (if any)

- Students are able to explain the process of value creation for stakeholders carried out by the organisation (e.g. through the products or services produced).

C. CHAPTER 3. INTERNSHIP IMPLEMENTATION

3.1. Position / Position Internship Activities

- Students can describe the position/position of the activities assigned by the internship partner within the scope of the overall work/project. This is intended to determine whether students understand the link between what has been done / produced with the work.

3.2. Task completion methodology

- Students elaborate the case/problem into a topic of discussion. Students analyse the case/problem using relevant theories or methods. The analysis does not describe the theory, but uses the theory to explain and compare with the case/problem raised. The description of the theory or method must mention valid and reliable references.

3.3. Learning New Things

- Students can describe the findings related to learning new things that can be during the internship. Students can also compare internship activities carried out / found with theories or concepts that have been learned. Students can also convey the obstacles faced during the internship.

D. CHAPTER 4. CONCLUSION AND SUGGESTIONS

The conclusion summarises the entire report, including the lessons learnt during the internship. Suggestions or recommendations are input for internship partners who have been used as Internship locations, as well as for the next generation of students in determining specifications in the Internship programme.

E. CHAPTER 5. SELF-REFLECTION

- Students describe the positive things received during lectures that are useful / relevant to the work during the internship.
- Students explain the benefits of internships on soft-skills development and the shortcomings of their soft-skills.
- Students elaborated on the benefits of the internship on the development of cognitive abilities and the shortcomings of their cognitive abilities.
- Students provide a description of their plans for self-improvement/development, career, and further education.

F. APPENDIX

- The internship report is collected into a CD (*Compact Disc*) containing all documents.
- Contains scripts or documents that need to be submitted to support and strengthen the report.
- Mandatory attachments include attendance and,
- Daily activity logbook report signed by field supervisor.
- Supporting appendices may include the organisational structure of the internship institution, work procedures or processes, photographs and so on.

Information Systems Study Programme
Faculty of Computer and Engineering- Alma Ata

- Apprenticeship certificate if applicable.

CHAPTER VIII INTERNSHIP PROGRAMME ASSESSMENT

8.1. Internship Assessment Weight

The following are the weights of each assessment component for the final internship grade:

50% :Performance Achievement by the Internship Unit
:Internship Report Writing, and report presentation

The following are general provisions regarding the final internship assessment:

1. Internship supervisors and supervisors from the internship unit assess the Internship Report and internship presentation exam if required.
2. The internship unit assesses the intern's performance.
3. Assessment of internship report writing refers to the provisions.
4. The results of the assessment are carried out by filling out the existing form and submitted to the SI Study Programme.

8.2. Assessment of Internship Performance Achievement by Internship Partner Unit

In conducting internship activities, students will receive an assessment from the internship site unit. The internship assessment form is filled in and signed by the authorised supervisor at the internship site (at least manager level) and stamped using the seal of the internship site unit. The following are the internship performance assessment items:

1. Initiative
2. Discipline
3. Perseverance
4. Critical, creative and analytical thinking
5. Adaptability
6. Communication skills (oral and written)
7. Appearance
8. Technical skills
9. Teamwork skills
10. Work result (contribution)

8.3. Internship Report Writing Assessment

The assessment points of the Internship Report include the following aspects: Description of the process of internship activities carried out

1. Overview of Internship Partner
2. The student's duties during the internship are well explained and relevant.

Completeness of report substance

1. The introduction/background and problem formulation are clearly written.
2. Problems are analysed using theoretical foundations and strong supporting evidence.

Information Systems Study Programme

Faculty of Computer and Engineering- Alma Ata

3. Conclusions were formulated according to the results of the analyses.

4. Self-reflection reflects the learning process during the internship personally, covering aspects of technical skills and social-emotional skills.
5. The recommendations made include recommendations related to the problem analysed and recommendations for the institution (if any).

Appropriateness of report format

1. Follow the internship report guidelines as stated.
2. The logic of the presentation is straightforward.
3. Standardised and scientific language.

The following are general provisions regarding the Internship Report:

1. At the end of the internship students are required to write an Internship Report.
2. The guidelines for writing the Internship Report follow the guidelines listed.
3. The Internship Report must be approved by the internship supervisor and field lecturer.
4. The Internship Report must be completed immediately after the Internship Programme ends.
5. Internship report that has been approved by the internship supervisor can be presented.
6. In preparing the Internship Report, students are required to comply with the provisions of data / information confidentiality set by the internship unit.

8.4. Internship Report Presentation Assessment

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

A. Report Content

1. Description of the internship process
2. Completeness of report substance
3. Appropriateness of report format

B. Presentation

1. Presentation Flow
2. Presentation Process
3. Communication in Presentations:
 - Ability to Explain the Content of the Internship Report
 - Ability to Answer Examiner's Questions

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 conducted by students who have completed the preparation of the final work of the Internship Report which has been approved by the internship 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 Information Systems study programme.

3. The Internship Presentation Exam will be conducted in the Session exam room or in the classroom (offline/online).
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 Information Systems Study Programme.
5. The Internship Presentation Exam will be examined by 3 (three) lecturers, one of whom is the internship supervisor and lasts about 1.5 hours including a session for questions and answers.
6. In making presentations, interns must prepare presentation materials as many as 10 slides (minimum) to 20 slides (maximum).
7. This amount is for presenting the results of the internship and does not include appendix 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.
9. Comprehensive questions are questions related to the Internship Report and theory related to the topic raised in the Internship Report.

CHAPTER IX INTERNSHIP PROGRAMME ETHICS

9.1. Ethics of Internship Implementation at the Internship Partner Company

1. Students must abide by the rules of the Internship Partner properly.
2. Students must work and try to give their best for the benefit of the Internship Partner.
3. Students must be able to complete all tasks given by the Internship Partner correctly, neatly and on time.
4. Students must respect employees of Internship Partners regardless of ethnicity, religion, race, gender and class.
5. Students are honest, disciplined, polite, professional, and maintain work ethic in the Internship Partner work unit.
6. Students must maintain the confidentiality of the Internship Partner's work unit information. All information and data that will be used as sources in writing internship reports must be disguised in writing to maintain the confidentiality of data and information of Internship Partners.
7. Students must maintain the good name of the University of Alma Ata alma mater.

9.2. Ethics of Communicating with Supervisors

Communication with the supervisor is carried out with reference to generally accepted norms (Alma Ata Student Etiquette).

1. Use good and correct Indonesian (not slang). The message consists of: greetings, identity, purpose, and thanks.
 2. The message begins with an unabbreviated greeting.
 3. Students must write their identity when sending messages to lecturers.
 4. Write the message briefly and clearly.
 5. End with a thank you.
 6. If the message has been replied to, don't forget to express your approval and thanks. Etiquette of meeting with the supervisor
1. Enter the lecturer's room with permission and do not insist on meeting when the lecturer is on break and discussing.
 2. Arrive at the agreed time. Wear neat and polite clothes.

9.3. Dress Code at internship partner companies

1. Students must wear formal and polite clothing. Examples of formal attire are shirts, pants or skirts, made of cloth. Clothing that is avoided is clothing made of t-shirts and jeans. Students should also avoid clothes that are too loose or too tight.
2. Students must wear modest clothing. Clothes that are too revealing (sexy), such as wearing upper clothes that are too low, wearing skirts that are too low.

short, or see-through upper and lower garments, should be avoided.

3. Students are advised to wear shoes. The use of sandals during the implementation of internship activities should be avoided. The shoes used should not interfere with the mobility of the internship students in the implementation of the internship.
4. Students should avoid wearing excessive accessories and makeup.

APPENDIX

Appendix 1. Internship Report Approval Sheet

Appendix 2. Internship Report Ratification Sheet

Appendix 3. Logbook Form

Appendix 1. Internship Report Approval Sheet

INTERNSHIP REPORT APPROVAL SHEET

"REPORT TITLE"

Internship Semester: ... Academic Year 20.../20...

Approved by:

Field Supervisor

Supervisor

**Knowing
Head of Information Systems Study
Programme**

Appendix 2. Internship Report Ratification Sheet

ENDORSEMENT SHEET

INTERNSHIP REPORT

"REPORT TITLE"

Compiled by:

STUDENT NAME

NIM

Has Been Defended Before the Board of Thesis

Examiners on Date.....

And Declared Accepted by the Information Systems Study

Programme, Faculty of Computer and Engineering,

The University Alma Ata.

Chief Examiner

Date.....

.....

Knowing,

Head of Information Systems Study Programme

.....

Appendix 2. Logbook Form

The logbook is provided in an online format, please fill in the logbook every day.