

**TECHNICAL GUIDELINES  
WORK/INDUSTRIAL INTERNSHIP FOR STUDENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
2023**

**WORK/INDUSTRIAL INTERNSHIP GUIDELINES**



YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI PGRI SEMARANG  
**UNIVERSITAS PGRI SEMARANG**

Jl. Sidodadi Timur Nomor 24 - Dr. Cipto Semarang - Indonesia

Telp. (024) 8316377 Faks. 8448217 Email : upgris@upgris.ac.id Homepage : www.upgris.ac.id

**DECISION OF THE RECTOR**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**  
NUMBER: 005.P/SK/UPGRIS/I/2023  
**REGARDING**  
**THE IMPLEMENTATION OF WORK/INDUSTRIAL INTERNSHIPS FOR STUDENTS**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**THE RECTOR OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG:**

- Considering :
- that in order to support the implementation of the OBE-MBKM Curriculum of UPGRIS as applied in the 2022/2023 academic year, it is necessary to implement the Centre of Excellence (CoE) Programme in each study programme in the form of work/industrial internships for students of UPGRIS;
  - that in connection with point (a) above, it is deemed necessary to stipulate the implementation of work/industrial internships for students of UPGRIS by means of a Rector's Decision.
- Having regard to :
- Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System;
  - Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education;
  - Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Administration of Higher Education and the Management of Higher Education Institutions;
  - Regulation of the Minister of Manpower and Transmigration Number PER.21/MEN/X/2007 concerning Procedures for the Establishment of Indonesian National Work Competency Standards;
  - Decree of the Minister of Education and Culture of the Republic of Indonesia Number 143/P/2014 dated 17 April 2014 concerning the merger of IKIP PGRI Semarang and Akademi Teknologi Semarang, organised by YPLP PT PGRI Semarang in the City of Semarang, Central Java Province, into UPGRIS, organised by YPLP PT PGRI Semarang in the City of Semarang, Central Java Province;
  - Regulation of the Minister of Education and Culture Number 3 of 2021 concerning the Main Performance Indicators of State Universities and Higher Education Service Institutions at the Ministry of Education and Culture;
  - The Articles of Association and Bylaws of PGRI;
  - The Articles of Association and Bylaws of YPLP PT PGRI Semarang in conjunction with the Amendment to the Decree of the Minister of Law and Human Rights Number AHU-AH.01.08-499 dated 18 August 2010;
  - Decision of YPLP PT PGRI Semarang Number 075/P.YU/Kpts.3.1/YPLP PT PGRI/V/2019 dated 10 May 2019 concerning the Statute of UPGRIS;
  - Decision of YPLP PT PGRI Semarang Number 095/P.YU/Kpts.3.1/YPLP PT PGRI/V/2022 dated 20 May 2022 concerning the Dismissal and Appointment of the Rector of UPGRIS for the 2022-2026 term of office.

**D E C I D E S**

- To stipulate : **A RECTOR'S DECISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG CONCERNING THE IMPLEMENTATION OF WORK/INDUSTRIAL INTERNSHIPS FOR STUDENTS OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**
- First : To implement work/industrial internships for students of UPGRIS;
- Second : The work/industrial internships as referred to in the First dictum of this Decision shall be mandatory for students commencing from the 2022/2023 academic year intake, and shall be regulated by separate provisions;
- Third : This Decision shall enter into force as of the date of its stipulation, and should any errors be discovered hereafter, the necessary amendments shall be made accordingly.

Copies are hereby forwarded to:

- Vice Rectors
- Deans
- Heads of Institutions
- Heads of Bureaux  
within UPGRIS





YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI PGRI SEMARANG  
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Telp. (024) 8316377 Faks. 8448217 Email : upgris@upgris.ac.id Homepage : www.upgris.ac.id

**REGULATION OF THE RECTOR  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

NUMBER: 005.B/PR/UPGRIS/1/2023

**REGARDING**

**TECHNICAL GUIDELINES FOR WORK/INDUSTRIAL INTERNSHIPS FOR STUDENTS  
OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**THE RECTOR OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG:**

- Considering :
- that in order to provide work/industrial internship experience for students in accordance with the flagship programme promoted through the Centre of Excellence (CoE);
  - that in order to enhance students' technical and managerial competencies in working within goods and service industries in accordance with the internship curriculum, technical guidelines are required;
  - that in connection with points (a) and (b) above, it is necessary to issue Technical Guidelines for Work/Industrial Internships for Students of UPGRIS by means of a Rector's Regulation.
- Having regard to :
- Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System;
  - Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education;
  - Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Administration of Higher Education and the Management of Higher Education Institutions;
  - Regulation of the Minister of Manpower and Transmigration Number PER.21/MEN/X/2007 concerning Procedures for the Establishment of Indonesian National Work Competency Standards;
  - Decree of the Minister of Education and Culture of the Republic of Indonesia Number 143/P/2014 dated 17 April 2014 concerning the merger of IKIP PGRI Semarang and Akademi Teknologi Semarang, organised by YPLP PT PGRI Semarang in the City of Semarang, Central Java Province, into UPGRIS, organised by YPLP PT PGRI Semarang in the City of Semarang, Central Java Province;
  - Regulation of the Minister of Education and Culture Number 3 of 2021 concerning the Main Performance Indicators of State Universities and Higher Education Service Institutions at the Ministry of Education and Culture;
  - The Articles of Association and Bylaws of PGRI;
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  - Decision of YPLP PT PGRI Semarang Number 075/P.YU/Kpts.3.1/YPLP PT PGRI/V/2019 dated 10 May 2019 concerning the Statute of UPGRIS;
  - Decision of YPLP PT PGRI Semarang Number 095/P.YU/Kpts.3.1/YPLP PT PGRI/V/2022 dated 20 May 2022 concerning the Dismissal and Appointment of the Rector of UPGRIS for the 2022–2026 term of office.

**DECIDES**

- To stipulate : **RECTOR'S REGULATION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG CONCERNING TECHNICAL GUIDELINES FOR WORK/INDUSTRIAL INTERNSHIPS FOR STUDENTS OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG.**
- First : The Technical Guidelines for Work/Industrial Internships for Students of UPGRIS as set out in the Appendix, which constitutes an integral and inseparable part of this Rector's Regulation;
- Second : Second: This Rector's Regulation shall enter into force as of the date of its stipulation, and should any errors be discovered hereafter, the necessary amendments shall be made accordingly.

Copies are hereby forwarded to:

- Vice Rectors
- Deans
- Heads of Institutions
- Heads of Bureaux  
within UPGRIS

Stipulated in: Semarang  
On: 20 January 2023  
Rector  
Dr. Ari Suciati, M.Hum.  
NIP.196503161990032002

## **A. BACKGROUND**

The demand for higher education institutions to conduct educational processes that *are linked and matched* with the Business and Industrial World (DUDI) has long been echoed. Over time, each higher education institution has also been required to move beyond a focus on graduate *outputs* such as diplomas, transcripts, training certificates, and graduation ceremonies, towards an outcomes-based approach promoted by the Ministry of Education, Culture, Research, and Technology through the *Outcome-Based Education Merdeka Belajar Kampus Merdeka (OBE-MBKM)* programme. This programme increasingly requires higher education institutions to ensure that their graduates not only have academic qualifications at the bachelor's level but also have work competencies proven by work experience and competency certification. Thus, within a relatively short time after obtaining their bachelor's degree, in accordance with the profile of their study programme graduates, graduates are able to obtain decent jobs within a relatively short waiting period and achieve a good standard of living.

The UPGRIS OBE-MBKM curriculum, which has been implemented in the 2022/2023 academic year, will provide selected students with the opportunity to participate in the *Centre of Excellence (CoE)* Programme in each study programme. This programme provides students with work/industrial internship experiences aligned with the flagship programmes highlighted through the CoE. The CoE programmes are designed to meet the demands of current job opportunities and business trends that are absorbing a significant workforce at local, regional, and national scales.

UPGRIS work/industry internship programme will be supervised by instructors and mentors from DUDI, providing the best hands-on field experience to ensure that UPGRIS alumni are always relevant to the needs of the workplace and highly competitive.

## **B. OBJECTIVES**

The objectives of implementing the work/industrial internship programme for students are:

1. To provide experience in interdisciplinary thinking and working, enabling students to understand the interconnection of knowledge in solving problems in DUDI;
2. Strengthen reasoning skills in examining, formulating and solving problems in DUDI and recommending solutions to overcome them;
3. To hone students' technical and managerial skills in working in goods and services industries in accordance with the internship material;
4. Preparing students with work character skills (*soft skills*) acquired through direct practice in the field.

## **C. PRINCIPLES OF INTERNSHIP IMPLEMENTATION**

The principles that must be considered in the work/industrial internship programme are as follows:

1. The work/industrial internship programme is an optional programme for selected students who are enrolled in the CoE programme in each Study Programme at UPGRIS and who have met the requirements;
2. Work/industrial internships are intended to provide work experience in line with real-world working conditions;
3. This work/industrial internship is part of the CoE MBKM programme, which can be converted into lecture credits;
4. The internship is supervised by an Internship Supervisor (DPM) and a Field Supervisor/Instructor/Internship Mentor from a relevant and qualified DUDI.

## **D. PROGRAM DESCRIPTION**

### **1. Definition of Internship**

The Work/Industry Internship Programme is an activity that applies and compares the theoretical and practical knowledge gained during university with actual work in the DUDI environment. The work/industry internship activity is expected to equip students to further enhance their professional experience and knowledge in accordance with the demands of the world of work and technological developments in society.

UPGRIS Work/Industry Internship is open to students who are currently studying at least in their 6th semester in any study programme at UPGRIS. This work/industry internship activity is carried out in the even semester. The duration of the work/industry internship for each student is 3 to 6 months, which is recognised as equivalent to 10 to 20 Semester Credit Units (SKS).

### **2. Sending Institution**

The sending institution is UPGRIS, which is the party responsible for sending students to undertake the work/industrial internship programme for 3 to 6 months at the DUDI.

### **3. Work/Industry Internship Partners**

The work/industrial internship partners of UPGRIS consist of government agencies, private companies, and non-governmental organisations.

### **4. University Internship/Industrial Placement Activity Coordinator**

The university internship/industrial placement activity coordinator is a lecturer assigned by the university unit overseeing internship/industrial placement activities to carry out the following:

- a. Communicate with the DUDI Coordinator;
- b. Promoting the implementation of internships;

- c. Coordinating the placement of internship students with DUDI;
- d. Coordinating the implementation of internships with the DPM and students;
- e. Supervising internship students;
- f. Verifying and validating internship/industrial placement grades from the DPM and Field Supervisors/Instructors/Mentors.

#### **5. Internship Coordinator at DUDI**

The Internship Coordinator at DUDI is the Field Supervisor/Instructor/Mentor assigned by the DUDI management to:

- a. Assign several DUDI staff members as Field Supervisors/Instructors/Mentors;
- b. Field supervisors guide a number of students in accordance with DUDI regulations;
- c. Provide guidance to ensure that the work/industrial internship programme runs smoothly and is beneficial to both parties;
- d. Provide *on-the-job training* to students to perform their tasks to the best of their ability in accordance with applicable regulations;
- e. Creating a conducive environment for students to understand the nature and realities of work as they are in the field.

#### **6. Work/Industry Internship Supervisor Lecturer**

The Internship Supervisor (DPM) is a lecturer who teaches work/industrial internship courses and has competencies in accordance with the field of science/expertise at DUDI. The DPM is selected by the Study Programme and receives a letter of assignment from the University.

DPM duties:

- a. Communicating and coordinating with DUDI and students;
- b. Guiding and directing students participating in work/industrial placements regarding the situation, conditions and issues involved in the implementation of work/industrial placements in a comprehensive manner;
- c. The DPM supervises 3 to 5 students;
- d. Providing guidance on the writing of work/industrial placement reports;
- e. Approving and evaluating work/industrial placement reports;
- f. Assess and report student grades sourced from Field Supervisors/Instructors/Mentors and DPM to the MBKM Study Programme coordinator. The MBKM coordinator is a lecturer in the Study Programme who is tasked with processing all MBKM activities related to Course Conversion and/or Certificate of Completion after work/industrial internships.

## **7. Field Supervisor/Instructor/Mentor for Work/Industrial Internships at DUDI**

Field Supervisors/Instructors/Mentors for Work/Industrial Internships at DUDI are Field Supervisors/Instructors/Mentors assigned by DUDI management to:

- a. Communicate and coordinate with the Work/Industrial Internship Supervisor at DUDI;
- b. Guide and direct internship/industrial placement students regarding the situation, conditions, and issues in the implementation of the internship/industrial placement comprehensively;
- c. The field supervisor provides input in accordance with the competencies agreed upon by the study programme and the company;
- d. Field supervisors act as facilitators for work placement/industrial placement students;
- e. Providing work facilities for internship students;
- f. Conducting regular evaluations of the activities of internship participants;
- g. Assessing work/industrial placement students and sending the assessment results via email/form to the Field Supervisor.

## **8. Students**

Students of UPGRIS who have been selected for the work/industrial internship programme under the CoE programme in each study programme.

The duties of work/industrial internship students are:

- a. Students must undergo guidance before and during their internship to ensure that the internship and the writing of the internship report run smoothly.
- b. Students must pay attention to communication ethics and behavioural ethics when undergoing the mentoring process;
- c. Conduct the internship activities according to the agreed schedule.
- d. Complete the Logbook for each activity and have it signed by the Field Supervisor/Instructor/Mentor.
- e. Consult with the Work/Industry DPM and Field Supervisor regarding the activities to be carried out at the internship location by uploading the activity plan one week before the internship begins;
- f. Students must meet the required number of mentoring sessions;
- g. Compiling a daily activity journal during the work/industry internship and uploading it to the website <https://simekar.upgris.ac.id/>;
- h. Upload a clip of the internship activities to *YouTube* and provide the YouTube link on the website <https://simekar.upgris.ac.id/>;

- i. Upload the YouTube testimonial page from the DUDI regarding the performance of the work/industrial internship students to <https://simekar.upgris.ac.id/>;
- j. Compile a reflection on the work/industrial internship activities conducted and upload it to the website <https://Simekar.upgris.ac.id/>.

## **9. Internship/Industrial Work Participant Requirements**

Work/Industrial Internship participants must meet the following requirements:

- a. Registered as an active undergraduate student of UPGRIS during the semester in which the work/industrial internship activity is conducted;
- b. Have completed a minimum of 100 credits with a minimum grade of C for compulsory and elective courses;
- c. Have completed a package of courses in the semester required to participate in a series of work/industry internships;
- d. Passed the selection process in accordance with the criteria set by each study programme.

## **E. WORK/INDUSTRY PLACEMENT STAGES**

The work/industrial internship stages are as follows:

### **1. Orientation**

The orientation for the work/industrial internship programme is conducted through programme study information channels and publications in various media.

### **2. Determination of Internship Location**

The internship location is a private company/state-owned enterprise/SME determined by each programme, taking into account the field/department within the company/institution in line with *the Centre of Excellence (CoE)* of each programme.

### **3. Registration**

Registration for the work/industrial internship programme is conducted in accordance with the following requirements:

- a. Students review the technical guidelines for the internship programme.
- b. This work/industrial internship is participated in by sixth-semester students in each programme at UPGRIS.
- c. Registration is conducted from December to January of the odd academic year via the website <http://simekar.upgris.ac.id/>
- d. Upload files to the online registration form, including: CV, Transcript, Letter of Recommendation from the Head of Study Programme, Fill in the Integrity Pact Form;
- e. Download and printing the registration online via the website <http://simekar.upgris.ac.id/>

#### **4. Announcement of Internship/Industrial Placement Participants**

The names of students who have registered for work/industrial internships can be viewed at <http://simekar.upgris.ac.id/>

#### **5. Work/Industrial Internship Orientation**

This internship orientation is conducted in accordance with the following provisions:

- a. Organised by the University's Administrative Unit.
- b. The orientation materials include: Explanation of Technical Guidelines for Internship Implementation, Internship Ethics, Communication Techniques, and *Teamwork Building*.
- c. Students who have successfully completed the Internship Orientation will receive a Certificate.

#### **6. Work/Industrial Internship Placement**

The handover ceremony is a process of transferring students from the university to internship/industry partners, which is held ceremonially on campus. The handover ceremony is attended by:

- a. The Rector of UPGRIS
- b. The internship coordinator from the industry/workplace,
- c. The Internship Supervisor (Dosen Pembimbing Magang/ DPM), and
- d. Students undertaking work/industrial placements.

Subsequently, the DPM accompanies the students during the handover to the Field Supervisor/Instructor/Mentor.

#### **7. Implementation of Work/Industrial Internships**

The implementation of work/industrial internships is carried out through the following stages:

- a. Field Supervisors/Instructors/Mentors provide guidance on internship/industrial placement activities aligned with the selected competencies;
- b. Students carry out the tasks assigned by the Field Supervisor/Instructor/Mentor at the work/industrial placement site;
- c. Students fill out a daily activity journal and analyse weekly activities using relevant theories/methods to gain new knowledge (in terms of work quality/product quality/service quality/human resource quality/marketing quality, etc.);
- d. Students are required to undergo supervision with their academic supervisors throughout the internship/industrial placement process;
- e. Students are required to fill out a Log Book containing descriptions of daily activities to be reported to the supervising lecturer periodically;
- f. Students fill out a daily activity journal, upload links to internship activity recordings on *YouTube*, upload links to DUDI testimonials regarding student performance and reflections on work/industrial internship activities to the website <https://simekar.upgris.ac.id/>

g. The DPM monitors and evaluates work/industrial internship activities;

## **8. Reporting**

Internship/industrial placement reporting follows the following provisions:

- a. Students prepare reports in accordance with the systematic writing of work/industrial internship reports;
- b. Report internship must be approved by DPM and Field Supervisor/Instructor/Mentor;
- c. The approved internship/industrial placement report may be presented (if required);
- d. In preparing the internship report, students must comply with the confidentiality of data/information established by the internship unit;

## **9. Assessment**

Assessment is conducted by the DPM and Field Supervisor/Instructor/Mentor at each institution/company using the attached form. The weighting of each assessment is as follows:

### **a. Assessment by the DPM**

The DPM's assessment is based on the Log Book, daily activity journal, and work/industrial internship report, with a weighting of 40%.

### **b. Assessment by the Field Supervisor/Instructor/Mentor**

Assessment by the Field Supervisor/Instructor/Mentor is based on reports and performance achievements by the internship/industrial placement unit, with a weighting of 60%.

## **10. Internship/Industrial Placement Withdrawal**

The withdrawal of work/industrial placements is the process of returning students from work/industrial placement partners to the university, carried out by the DPM.

## **11. Recognition of Credit Weight, Equivalence and Assessment**

In general, the equivalence of work/industrial internship activities can be grouped into three forms, namely *free form*, *structured form*, and *hybrid form*.

### **a. Free form**

Work/industrial internships lasting 3-6 months are equivalent to 10-20 SKS without equivalence to courses. These SKS are expressed in terms of the competencies acquired by students during the work/industrial internship programme, both in terms of *hard skills* and *soft skills*, in accordance with the desired learning outcomes. For example, in the field of engineering, examples of *hard skills* as part of learning outcomes are: the ability to formulate complex engineering problems, the ability to analyse and solve engineering problems

based on scientific and mathematical knowledge, etc.; while examples of *soft* skills are: the ability to communicate in a professional work environment, the ability to work in a team, the ability to uphold professional ethics, etc. Learning outcomes and their assessment can be expressed in these competencies.

According to the Merdeka Belajar Kampus Merdeka (MBKM) curriculum, the weight of the internship is 20 SKS. One credit is equivalent to 170 minutes per week, and 16 weeks per semester. Therefore, 1 credit = 170 minutes × 16 weeks per semester = 2,720 minutes per semester. An internship worth 20 credits is equivalent to 54,400 minutes or 906.67 hours.

For example: Students undertaking an industrial internship for 6 months

<i>Hard Skills</i>		
1. Formulating technical problems	3 credits	A
2. Solving technical problems in the field	3 credits	B
3. Synthesis skills in the form of design	4 credits	A

<i>Soft Skills</i>		
1. Communication skills	2 credits	A
2. Teamwork Skills	2 credits	B
3. Hard work	2 credits	A
4. Leadership	2 credits	A
5. Creativity	2 credits	B

In addition to being assessed in terms of achievement, the experience/competencies gained during the internship can also be documented in the form of a portfolio as an SKPI (accompanying certificate for the diploma).

b. *Structured form*

Work/industrial internships can also be structured in accordance with the curriculum undertaken by students. Credits are expressed in terms of equivalence with courses offered whose competencies are in line with the internship activities. For example, a Chemical Engineering student doing a 6-month internship in the Petrochemical Industry will be equivalent to studying the following courses

1. Transport phenomena	2 credits	A
2. Unit Operations	2 credits	B

2	Chemical process industry	2 credits	A
3	Chemical Reaction Engineering	2 credits	A
4	Chemical Process Control	2 credits	B
5	Separation Technology	2 credits	A
6	Final report in lieu of thesis	3 credits	A

c. Hybrid form

In addition to the two forms above, a hybrid form can also be designed, combining free-form and structured-form.

**F. Conclusion**

We hope that these technical guidelines provide an overview for the implementation of UPGRIS' work/industrial internship programme. We hope that these technical guidelines can serve as a reference for all parties involved so that this work/industrial internship programme can run smoothly and successfully. We would like to express our gratitude to all parties who have supported the implementation of this work/industrial internship programme.

## Appendix 1. Student CV Format (DUDI Standard)



# NAME HERE

JOB TITLE HERE

### PROFILE

Want to add your own image to the circle? It's easy! Select the image and right-click. Select "Fill" from the shortcut menu. Choose "Picture..." from the list. Navigate your computer to find the appropriate picture. Click OK to insert your selected image.

Once your image has been inserted, select it again. Go to the Picture Tools Format menu. Click on the down arrow below "Crop" and select "Fill" from the list. This will auto adjust your image to crop to the image. You can click and drag your image to place it appropriately.

### CONTACT

TELEPHONE:  
678-555-0103

WEBSITE:  
Website goes here

EMAIL:  
[someone@example.com](mailto:someone@example.com)

### HOBBIES

Hobby #1  
Hobby #2  
Hobby #3  
Hobby #4

### EDUCATION

#### [School Name]

[Dates From] - [To]

[It's perfectly acceptable to highlight your GPA, awards, and honours. Feel free to summarise your coursework too.]

#### [School Name]

[Dates From] - [To]

[It's perfectly acceptable to highlight your GPA, awards, and honours. Feel free to summarise your coursework as well.]

### WORK EXPERIENCE

#### [Company Name] [Job Title]

[Dates From]-[To]

[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep it brief.]

#### [Company Name] [Job Title]

[Dates From]-[To]

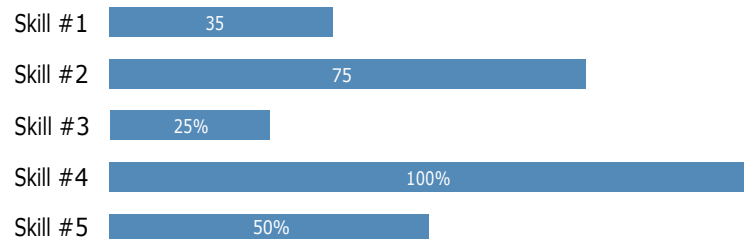
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep it brief.]

#### [Company Name] [Job Title]

[Dates From]-[To]

[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep it brief.]

### SKILLS



## Appendix 2. Programme Coordinator Recommendation Letter

HEAD OF PROGRAMME

---

### LETTER OF RECOMMENDATION

No. ....

The undersigned:

Name :  
NIP :  
Rank/Grade :  
Position :

Hereby recommends:

Name :  
Student ID :  
Programme/Department:  
Faculty :  
Semester :  
GPA :

To participate in/become a participant in the work/industrial internship programme at.....

.....with the Internship Supervisor (DPM) ..... As the student has met the requirements set by the Study Programme.

We, as the Head of the Study Programme, hereby assign the student to:

1. Participate in the work/industrial internship programme, and we will provide full support and assume responsibility in the event of any issues arising during the internship programme from the beginning to the end of the programme for a duration of ..... (*months*)
2. Be placed at the partner ..... (*name of DUDI partner*)
3. To travel across districts/cities/provinces if necessary, depending on the location of the DUDI partner.

And in the interest of the student's personal development, we hereby state:

1. Fully supporting student learning through work/industry internship programmes.
2. Granting academic credit for students' learning outcomes from the work/industrial internship programme equivalent to ... SKS upon completion of the programme (3 months = 10 SKS, 6 months = 20 SKS).

This recommendation letter is hereby submitted for your appropriate consideration.

Semarang, .... Date ....

Programme Coordinator Name  
NPP

**Attachment 3. Integrity Pledge Form**

**INTEGRITY PACT**

=====

The undersigned:

Name : .....  
Student ID : .....  
Department/Faculty : .....  
Home Address : .....  
Mobile/Email : .....

I hereby declare that I am WILLING and AGREE to participate in the Work/Industry Internship Programme and, if selected as a participant in the programme, I am willing to:

1. Comply with the rules and regulations in force at the internship location;
2. Complete all tasks assigned in the programme until its conclusion;
3. Not withdrawing if I have been accepted for the internship;
4. Maintain the good reputation of UPGRIS.

This Integrity Pledge is made sincerely without any coercion from any party. Should I violate this pledge or if any statement herein is found to be untrue, I am prepared to accept all consequences arising from this declaration.

Made on :  
On the date :

(Stamp Rp. 10,000,-)

(.....)

**Full name**

Known by,  
Head of Department

(.....)

**Appendix 4. Internship Log Book**

**INTERNSHIP LOGBOOK**

Internship Period:

Academic Year 20.../20...

Name :

Student ID :

Internship Position :

Internship Supervisor :

Name of Internship Partner Company :

Project/Activity Name :

No.	Date	Activity Description (May include photos)	Internship Supervisor Signature
1			
2			
3			
4			
5			
6			
7			

**Appendix 5. Daily Activity Journal**

**DAILY ACTIVITY JOURNAL FORM**

<b>NO</b>	<b>DAY/DATE</b>	<b>ACTIVITY NAME</b>	<b>ACTIVITY ANALYSIS (task completion method)</b>	<b>CONCLUSION (learning new things)</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
Etc.				



## Appendix 7. Internship/Industrial Work Report Format

Internship Report Writing Format, as follows:

1. Paper Type and Size:  
HVS paper, 70 grams, A4 size.
2. Report Cover
3. Approval Page with a plain white background.  
The field supervisor/instructor/mentor must sign first.
4. Margins  
Top, bottom, and left margins: 2.5 cm; right margin: 2.0 cm.
5. Font  
Times New Roman, Normal, 12 pt (title), 11 pt (body text)
6. Spacing  
1 (one)
7. Internship Report Structure  
Outer Cover  
Inside Cover  
Approval Sheet  
Foreword Table of Contents  
List of Figures  
List of Tables

### CHAPTER 1. INTRODUCTION

#### 1.1. Background

Students describe the background/argument/reasoning behind the topic chosen for this Internship Report. The background must demonstrate the urgency of the chosen topic. Urgency can be demonstrated, for example, by the uniqueness of the topic (current issues), the uniqueness of the industry, the problems or risks involved, or differences of opinion.

#### 1.2. Internship Objectives

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

#### 1.3. Benefits of the Internship

Benefits for UPGRIS, benefits for the internship partner, and benefits for the student.

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

The objectives must reflect the points that will be discussed in the analysis chapter.

### CHAPTER 2. PROFILE OF INTERNSHIP PARTNERS

#### 2.1. History of the Internship Partner

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

#### 2.2. Internship Partner Organisational Structure

Students can explain the general organisational structure of internship partners, which may include organisational structure, business processes, relevant terms and conditions/regulations, and so on.

#### 2.3. Company Vision and Mission

Students can explain the general vision and mission of the internship partner.

#### 2.4. Production Activities (goods/services) (if any)

Students can explain the value creation process for stakeholders carried out by the organisation (e.g. through the products or services it produces).

## CHAPTER 3. INTERNSHIP IMPLEMENTATION

### 3.1. Daily Internship Activities

Students can describe the position/role 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 connection between what has been done/produced and the work itself.

### 3.2. Activity Analysis

Students describe the activities that are the subject of discussion. Students analyse using relevant theories or methods. The analysis is not a description of the theory, but rather an explanation and comparison of the activities raised in order to discover new learning.

### 3.3. New Learning

Students can describe findings related to new learning that can be reinforced during the internship with relevant theories or concepts.

## CHAPTER 4. CONCLUSION AND RECOMMENDATIONS

The conclusion contains a summary of the entire report, including lessons learned during the internship. Suggestions or recommendations are input for the DUDI that has been used as an internship location and for the next batch of students in determining the specifications of the internship programme.

## CHAPTER 5. SELF-REFLECTION

1. Students describe the positive aspects of their studies that were beneficial/relevant to their work during the internship.
2. Students explain the benefits of the internship for the development of soft skills and the shortcomings of their *soft skills*.
3. Students elaborate on the benefits of the internship for the development of cognitive abilities and the shortcomings in their cognitive abilities.
4. Students outline their plans for self-improvement/development, career, and further education.

## ATTACHMENT

1. A signed daily activity logbook by the field supervisor/instructor/mentor.
2. Student activity journal
3. Supporting attachments may include the organisational structure of the internship institution, procedures or work processes, photographs, links to DUDI testimonial recordings, links to recordings of activities during the internship, and so on.
4. Internship certificate or letter of recommendation from the DUDI.

**Appendix 8. Internship Work/Industry Report Approval Form**

APPROVAL FORM FOR INDUSTRIAL INTERNSHIP

“REPORT TITLE”

INTERNSHIP SEMESTER:

..... ACADEMIC YEAR 20...

Company Name

Company Address

Industrial Work/Internship Student,

(signed)

\_\_\_\_\_  
Name

Student ID

Approved,

Internship Supervisor,

Field Supervisor .....,

\_\_\_\_\_  
Name

NPP

\_\_\_\_\_  
Name

Acknowledged,

Dean of the Faculty of .....,

Head of Study Programme .,

\_\_\_\_\_  
Name

NPP

\_\_\_\_\_  
Name

NPP

**Appendix 9. Internship/Industrial Work Performance Assessment Sheet**

INTERNSHIP/INDUSTRY PERFORMANCE EVALUATION SHEET

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

Student Name :

Student ID :

Faculty :

Name of Supervisor :

Name of Internship Partner Company :

Internship Period :

Name of Internship Project/Activity :

No	Aspects Assessed	Weight (B)	Score(N) (0-100)	Total (B × N)
1	Attendance	10		
2	Commitment to carrying out practical work	15		
3	Discipline in completing work	10		
4	Responsibility	15		
5	Professional skills/competencies	20		
6	Creativity/innovation	15		
7	Attitude and behaviour at work	10		
8	Ability to work in a team	5		
Number		100		

**Appendix 10. Internship/Industrial Work Report Assessment Sheet**

Internship/Industrial Work Report Assessment

Format Student Name : .....  
 Student ID : .....  
 Day/Date : .....

Usage Instructions:

Assign a score of 1–4 in the provided column, where 4 = Excellent, 3 = Good, 2 = Fair, 1 = Poor, based on observations in the student's work/industrial internship report.

No	Component	Score			
		4	3	2	1
1.	Accuracy of reports in relation to actual conditions in the field				
2.	Systematicity and consistency of the report				
3.	Organisation of the material and content of the report				
4.	Completeness of report content				
5.	Proper and correct use of standard language and its spelling				

Note:

$$nilai = \frac{jumlah\ skor}{20} \times 100 =$$

Semarang, .....  
 Internship Supervisor

(.....)  
 NPP.

**Appendix 11. Course Conversion Application Form**

Appendix. Course Conversion Application Form

Number : ..... (Student ID Number)/(Semester)/Year (date of letter)  
Attachment : 1 (one copy) Work/Industrial Internship Report  
Subject : Request for Conversion of Work/Industrial Internship

To  
Dear Head of the Study Programme.....  
at Universitas Persatuan Guru Republik Indonesia Semarang

With respect,  
In connection with the the implementation the work/industrial Work/Industry, I the  
undersigned:

Student Name :  
Student ID :  
Faculty :  
Mobile Number :  
Email address :

Submitting a request for course conversion for the Work/Industry Internship activity (Title of  
Work/Industry Internship Activity) with a report titled .....at  
(Company Where the Work/Industry Internship Was Conducted) which was carried out from  
.....to  
.....

The details of the internship partner are as follows:

Name of Internship Company :  
Address of the Internship Company :  
Company Phone Number :  
Company Email :  
Name of Field Supervisor :  
Field Supervisor's Mobile Number :

We have attached the Internship Report and/or other documents.  
I hereby submit this letter of request and thank you for your attention.

Semarang, .....

Internship participant student  
NPM

**Attachment 12. Course Conversion Approval Form**

FACULTY HEADER

---

No : ..... Date .....

Attachment : .....

Subject : Approval of course conversion

To Whom It May Concern:

1. Coordinator of MBKM Study Programme .....
2. Lecturer in Charge of Course .....

at UPGRIS

With respect,

In connection with the request for course conversion from students undertaking work/industrial placements, with the following details:

Student Name :  
 Student ID :  
 Intern Name :  
 Internship Period :

The student in question **has** completed an internship with the following details of tasks:

.....  
 .....  
 .....  
 .....

Based on the results of the review by the course recognition and conversion team, the student in question is entitled to a course conversion to be carried out in semester ... of the academic year ... The details of the courses that can be converted are as follows:

No	Course Code	Conversion Course	Number of SKS	Grade
		Total Credits:		

Semarang, .....

Head of Study Programme

Name  
 NIP/NPP