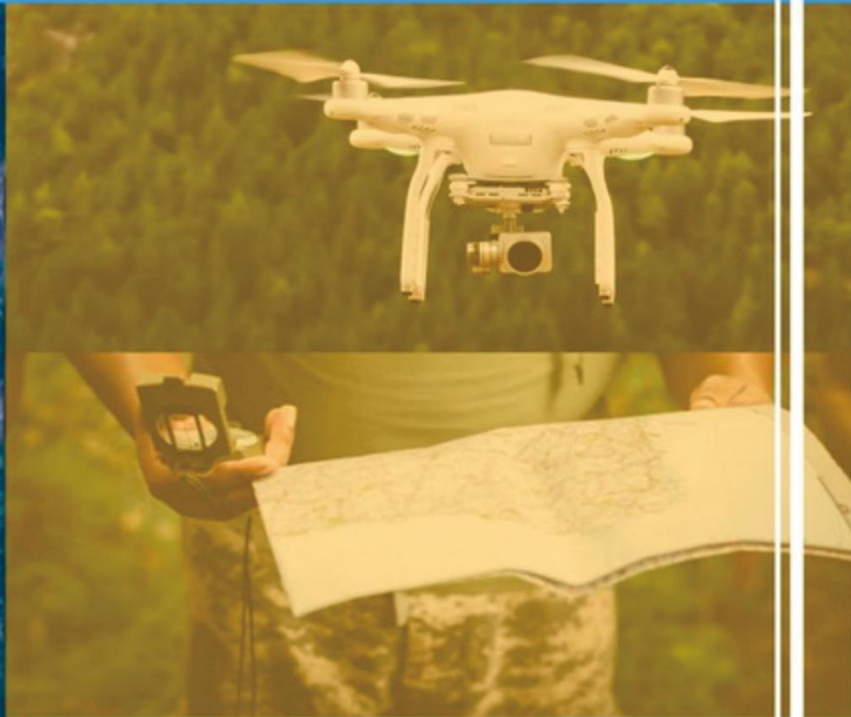
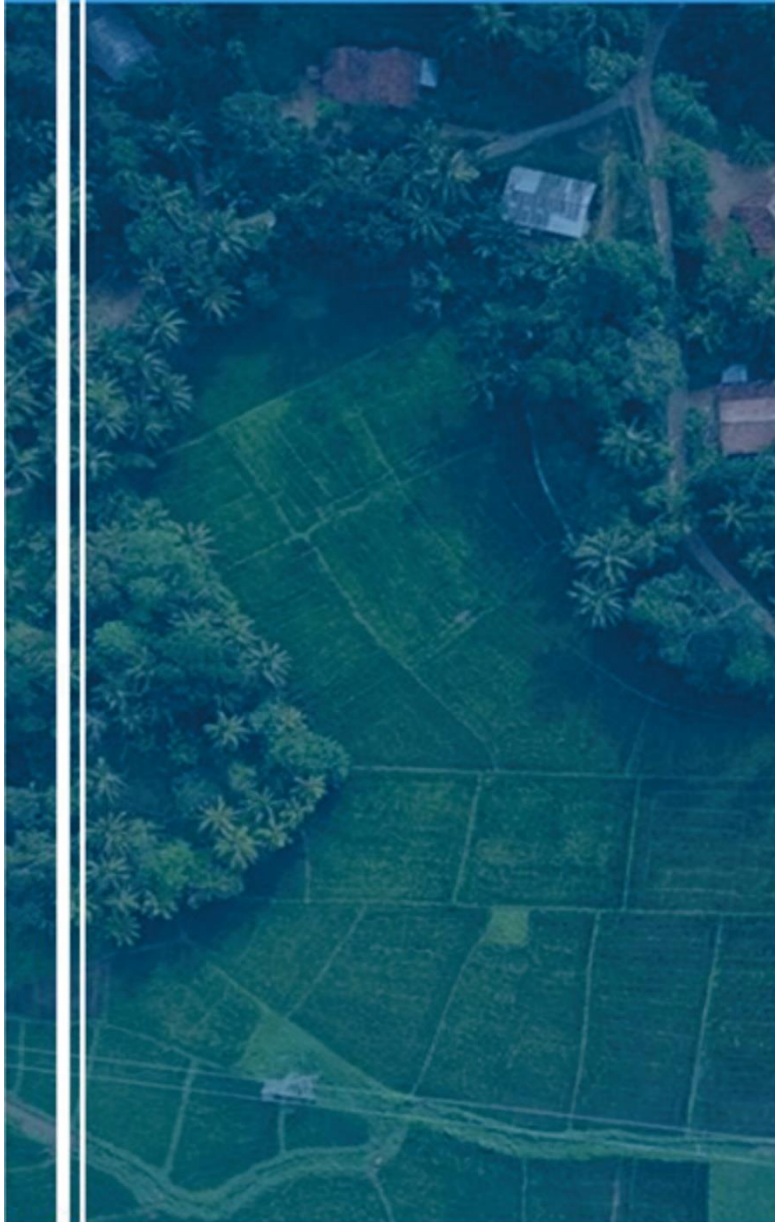


Arranged by:
Geography Team



Manual Internship Guideline

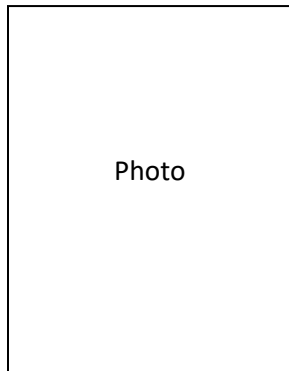
Geography Study Program
Geography Department
2020

STUDENT PERSONAL DATA

1. Name : _____
2. Courses : _____
3. Courses : _____
4. BP/NIM : _____
5. Gender : _____
6. Religion : _____
7. Address: _____

8. Phone/MOBILE : _____
9. Father/Mother Name : _____
10. Father/Mother Jobs : _____
11. Father/Mother Address : _____

12. SMA/SMK origin : _____



Padang.....
Interns

Foreword

Praise be to God Almighty, the manual of The Internship of Geography Study Program department of Geography Faculty of Social Sciences, State University of Padang can be published and used starting from academic year 2020/2021. This manual becomes a reference in the implementation of internship activities so that the activities become measurable and qualified.

Internship in the form of field work practices in government agencies, private, and NGOs is a form of learning process and part of the curriculum implemented in the Geography Study Program of the Department of Geography, Faculty of Social Sciences, State University of Padang. As a course, the internship is expected to complement the competence of students in the form of practical skills and work ethic in accordance with the demands of the world of work. With the internship is expected to be achieved *a link and match* between the Geography Study Program department of the Faculty of Social Sciences, State University of Padang as an educational institution with government and private agencies as parties that will use graduates from higher education institutions.

As an educational institution, the Geography Study Program of the Department of Geography, Faculty of Social Sciences, State University of Padang provides the basics of practical competencies that are in accordance with the needs of the world of work, so that the concern of government and private actors to participate in the internship activities of students of the Geography Study Program of the Department of Geography, Faculty of Social Sciences, State University of Padang is expected. Such concern will improve the quality of human resources produced by PT. In order to support the activities of Merdeka Belajar-Kampus Merdeka (MBKM) Geography Study Program provides 2 (two) models of internship / practical work, namely MBKM and Non MBKM versions.

Moreover, the participation of government and private agencies is also expected in the development of curriculum and learning process in the Geography Study Program of the Department of Geography, Faculty of Social Sciences, State

University of Padang through the evaluation of the competence of interns. With the evaluation, there will be a common view of a skill that is equally expected by universities as a party to producing a work with the business world and instansi government as the user party.

Lastly, we would like to thank the business world and government agencies that have participated in the success of this internship by willing to accept students who are apprentices of geography study program of the Department of Geography, Faculty of Social Sciences, State University of Padang and provide guidance to students during the internship. Hopefully this cooperation can run continuously.

Padang, 2nd November 2020

Head of Geography Department of FIS UNP

A handwritten signature in black ink, appearing to read 'Arie Yulfa', with a stylized flourish at the end.

Dr. Arie Yulfa.,S.T.,M.Sc
NIP: 198006182006041003

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CHAPTER I INTRODUCTION

A. Vision, Mission and Objectives

Vision

Vision Statement of Geography Study Program:

Being a Geography Study Program, famous in Southeast Asia in 2020 in implementing Tridharma Higher Education developed on the basis of Faith and Taqwa To God Almighty by prioritizing academic culture and having a passion to produce qualified graduates based on disaster and science and technology.

Mission

Mission Statement of Geography Study Program:

1. Provide educational services that produce superior human resources, master the field of study (geography science) that is able to compete in the free market and useful for various development interests.
2. Carrying out research in accordance with the development of science and technology
3. Helping the community to solve problems related to the study of geography through community service activities, especially in the field of disaster and the environment.

Goal

Geography Study Program aims to:

1. Producing a Bachelor of Geography (S.Si) who meets the requirements as a geographer candidate who has three main competencies, namely Professional Competency, Personality Competency and Social Competency.
2. Producing a Bachelor of Geography (S.Si) who is able to become a surveyor, geospatial information analyst, environmental manager and disaster prone area.

3. Producing a Bachelor of Geography (S.Si) who is able to conduct research (Research Assistant) in the field of Geography and develop science related to Geography.
4. Producing a Bachelor of Geography (S.Si) as a surveyor who is able to conduct surveys and mapping.
5. Produced a Bachelor of Geography (S.Si) capable of performing spatial analysis with remote sensing technology and GIS.
6. Producing a Bachelor of Geography (S.Si) who is able to conduct research and devotion based on space and environment.
7. Producing a Bachelor of Geography (S.Si) who is able to cooperate with other related fields of science.

B. Internship Courses

Achieving the vision, mission and objectives formulated above, UNP's FIS Geography Study Program compiles internship courses as one of the compulsory courses for each student. With this internship, it is expected that all students will obtain *hard skills* competencies as well as soft *skills* in accordance with the demands of competencies at the Indonesian National Qualification (KKNI) framework level, namely:

1. Able to align the work in a wide circle, choose the appropriate method from a variety of options that have been or have not been standardized by analyzing data, and able to show performance with measurable quality and quantity.
2. Mastering the theoretical concepts of certain areas of knowledge in general, as well as being able to formulate procedural problem solving.
3. Able to manage working groups and compile comprehensive reports.
4. Responsible for their own work and can be held accountable for the achievement of group work.

CHAPTER II SCOPE AND PROCEDURE OF INTERNSHIP

A. Definition of Internship

Internship is a curricular activity that becomes a course in the FIS UNP Geography Study Program. This course learning activity is carried out directly in the world of work. This activity aims to equip students with practical skills that suit the situation and real working conditions that may not have been obtained in college. The result of this internship will be one of the requirements for students to complete their education in the FIS UNP Geography Study Program.

Every student of FIS UNP Geography Study Program must attend an internship course that is held directly in government, private or NGO agencies. Students must carry it out in earnest in order for the implementation of the internship to be successful to the maximum. In the implementation of this internship, it is expected that there is a match between the competencies obtained by students in college and practical activities conducted in government agencies, private or NGOs. To direct the competence of students, the field of science in Geography is divided into 4 areas of expertise, namely:

1. Physical Geography
2. Engineering Geography
3. Social Geography
4. Social Geography

On the other hand, a synergy between the world of work and educational institutions is needed in improving the quality of human resources more broadly. Therefore, through this internship, it is expected that there will be a partnership relationship between the FIS UNP Geography Study Program and the world of work. With the partnership is expected to form an educational program with the needs of the world of work. Currently, The Geography Study Program accommodates 2 (two) models of internship implementation, namely Merdeka Belajar Kampus Merdeka and Non MBKM.

B. Internship Objectives and Benefits

1. Building *a link and match* so that there is a connection and harmony between the curriculum in universities with the needs of the world of work
2. Train students to apply the concepts of Geography to relevant institutions as a first step to creating a Professional Geography.

Special Purpose

1. Have competence and work ethic in accordance with the study program followed
2. Able to carry out routine work that covers a wide range of parts that have been passed in the internship activities
3. Able to manage the working group and adapt to the work environment of the internship properly and properly
4. Able to practice work ethic in an internship environment satisfactorily.

Benefits of Internship

1. Producing graduates who have professional skills with a level of knowledge and skills and work ethic that suits the demands of the world of work
2. As a *feed back* in improving the curriculum and learning process in the FIS UNP Geography Study Program that is relevant to work needs.

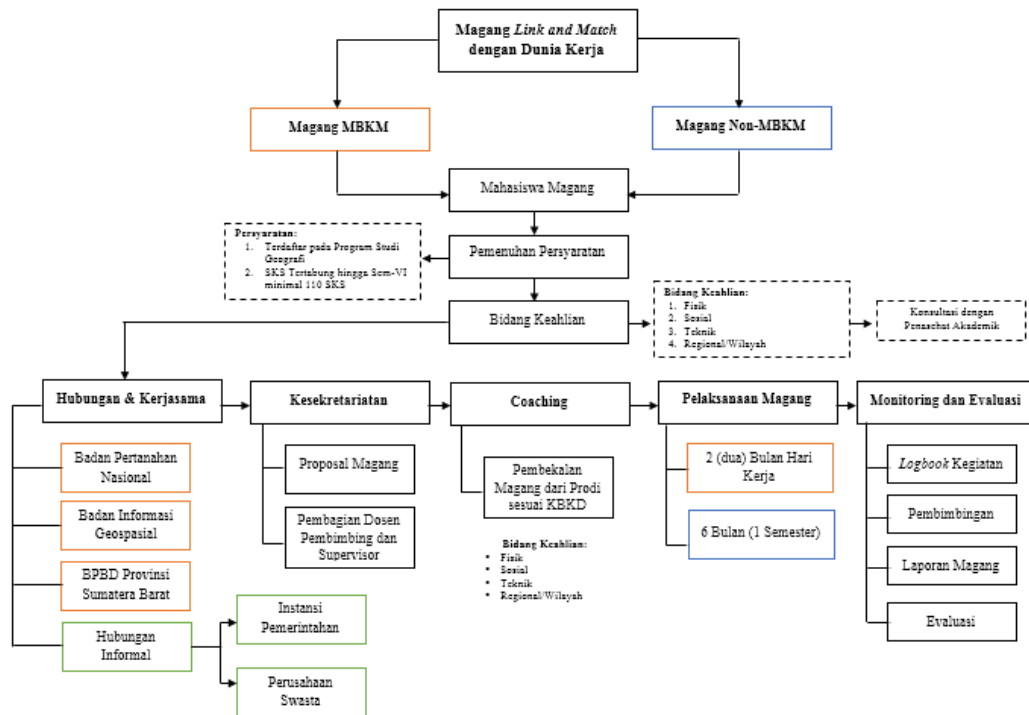
C. Scope of Internship

Internship skills for students Geography Study Program is a learning process related to various activities related to the field of geography expertise so that students get practical experience related to:

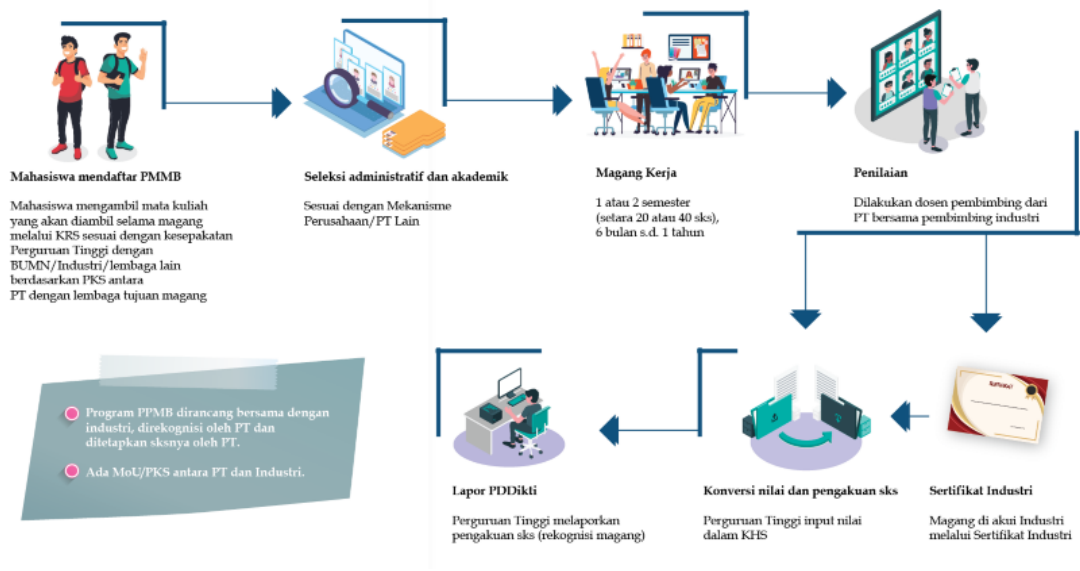
1. Survey activities, geospatial information analysis, environmental management and disaster prone area management
2. Activity of creating maps based on land *surveying* and *aerial surveying* methods
3. Develop and apply scientific concepts and methods of geography for activities of economic value
4. Able to make the right decisions based on spatial data analysis and communicate them to *stakeholders*
5. Able to carry out work effectively as individuals and groups

6. Able to integrate field facts both physical and socioeconomic community with related theories following the sequence of observation, recognition, synthesis and modeling

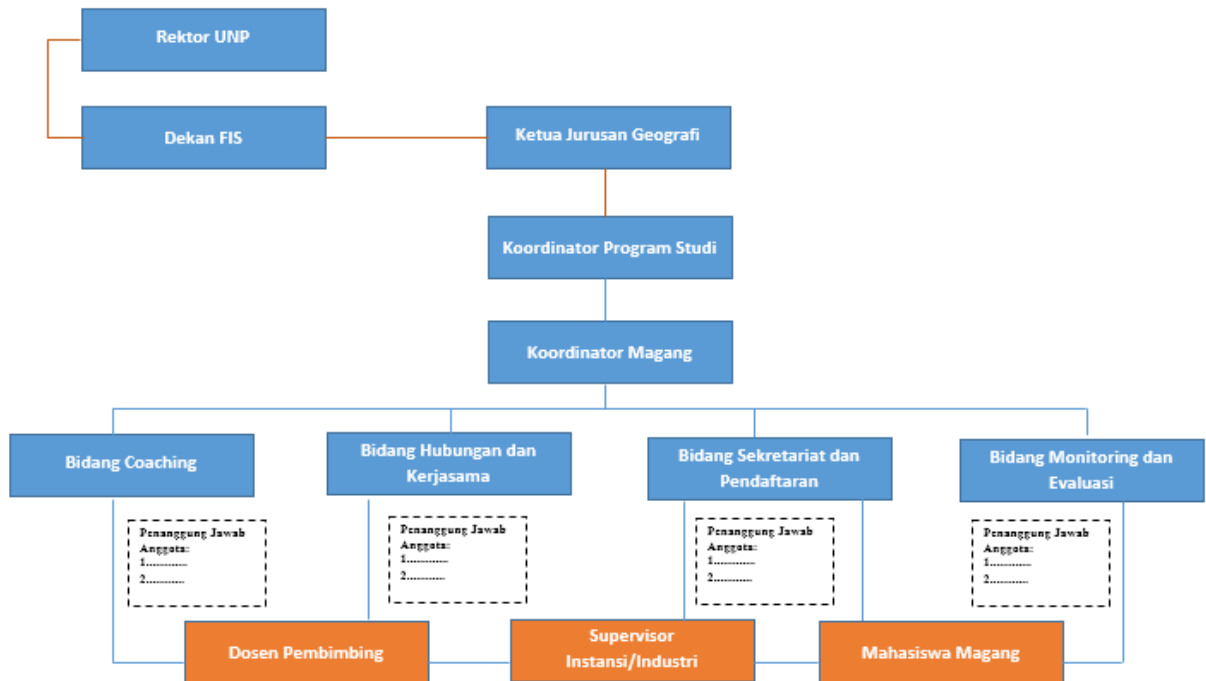
D. Internship Implementation Flow



MBKM Model Internship Flow



E. Internship Organizational Structure



F. Internship Time and Period

- Internship student geography study program department of Geography FIS UNP is a professional internship.
- Internship related to geography is *target oriented* means that the internship is declared completed if the specified target is completed with a minimum time span of 2 months (Non MBKM) and 6 months - 1 year.

CHAPTER III APPRENTICESHIP REQUIREMENTS AND RULES

A. Requirements for Internship

Students who will carry out the internship must meet the following requirements:

1. Students are enrolled in the Geography Study Program of the Faculty of Social Sciences, State University of Padang
2. Students have been or are studying at least semester VI and have taken a minimum of 110 credits.
3. Internship placement must be in accordance with the area of expertise of the student concerned
4. Participated in *coaching* internships conducted simultaneously by the internship committee of FIS UNP Geography Study Program

B. Internship Requirements

The requirements of government agencies or companies that can be used as an internship are:

1. Government Agencies (MOU and non MOU)
2. NGO (non-governmental organization)
3. Consultant /Company (party-3)
4. Industries related to Geography

C. Internship Organization Functions

Internship Coordinator

1. Develop an internship program
2. Responsible for the process of implementing the internship both from the pre-internship process – post-internship.
3. Confirm student internship report
4. Input an internship value into an academic portal

Secretarial Affairs

1. Develop online and conventional registration forms
2. Accepting internship student registration
3. Take care of the administration of intern students to agencies / companies
4. Record the number of interns and the distribution of internships in the form of a database
5. Collecting student grades
6. Determining apprentice lecturers
7. Issue an internship supervisor's decision letter

Field of Relations and Cooperation

1. Establishing cooperation relationships with the World of Work both agencies / companies
2. Exploring the field of work in the place of internship practice
3. Putting together an MoU/MoA with the world of work
4. Publish a list of activities at agencies / companies that already have an MoU / MoA to students
5. Selecting students who are eligible for internship at selected agencies/companies

Field of Coaching / Supply

1. Set a schedule and carry out coaching before students are sent to agencies / companies.
2. The requirements to be able to follow the briefing (coaching) are as:
 - Enrolled as a student of Geography Study Program-UNP during the implementation period of the briefing.
 - At the time of participating in coaching at least courses that have graduated for S1 110 SKS.

Field of Monitoring and Evaluation

1. Monitoring the implementation of internships from the side of students, supervisors and supervisors
2. Develop monitoring and evaluation sheets based on expected competencies

Supervising Lecturer

1. Briefing and guidance on the implementation of internships to students who guided him before students departed to the Institution /company/ industry.

2. Helping students solve the technical problems they face during internships.
3. Guiding students in putting together programs and writing internship reports.
4. Evaluate and reward the interns they mentor.
5. Submit the internship value of the guided student to the secretarial field.

Supervisor

As well as lecturers pembimbing (supervisors from the Geography Study Program), the supervisors from the Agency / company / industry is expected to provide guidance to apprentices in terms of:

- Program Planning Internship activities in agencies /companies /industries.
- Placement of students in the relevant units.
- Implementation of internship activities in the work unit determined by the agency /company
- Writing internship reports and evaluating the progress made by students during their work practices.

D. Internship Report

1. The internship report follows the report format as seen in the attachment
2. The internship report is submitted no later than 1 month after the internship to the supervisor.
3. Apprentices consult draft internship reports to get internship exam approval
4. Approved drafts are reproduced for examiner lecturers.
5. No later than 2 months after the internship report exam is submitted to the Blue Bound Geography Study Program.
6. If the order is not carried out then students must repeat the internship course next semester.

E. Examples of Internship Report Formats

Magan Report Cover Formatg



This Report Was Submitted to Meet Some of the
Internship Completion Requirements
Faculty of Social Sciences, State University of Padang

Semester..... - 20

By
Name
Nim

OUTLINE INTERNSHIP REPORT

Attachment

Outline The Internship Report

CHAPTER I INTRODUCTION

- 1.1 Background (Agencies and theme of activities)
- 1.2 Goal
- 1.3 Forms of Activities Performed
- 1.4 Location

1.5 Time

CHAPTER II OVERVIEW OF THE INSTITUTION WHERE THE INTERNSHIP IS

- 2.1 Organizational Structure of Agencies/Internships
- 2.2 Duties and Functions of Agencies / Internships
- 2.3 A Brief Overview of Activities Carried out by the Agency of Internships.

CHAPTER III DESCRIPTION OF INTERNSHIP ACTIVITIES (conducted by interns)

- 3.1. Duties and Roles of Interns In Agencies
- 3.2. Activity Description (Details Per Item And Time)
- 3.3. Relevance of Internship Materials to Lecture Materials
- 3.4. Difficulties in The Work (Related to The Completion of The Substance of Work Observed and Experienced)

CHAPTER IV RESULTS AND REFORMATION(based on the purpose of focusing the internship conducted)

- 4.1. Data processing
- 4.2. Data analysis

CHAPTER V CONCLUSIONS AND SUGGESTIONS

LIBRARY LIST

GEOGRAPHY STUDY INTERNSHIP CONSULTATION SHEET

Student Name :

BP / NIM :

Internship :

Date	Topics/Issues discussed	Repair Suggestions	Paraf Supervisor

Date	Topics/Issues discussed	Repair Suggestions	Paraf Supervisor
------	-------------------------	--------------------	------------------

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Supervisor

(_____)

SUPERVISOR ASSESSMENT SHEET

Student Name/NIM:
 Internship Unit:
 Agency/Company/SME Name:
 Schedule of Activities: To... 20...
 Supervisor Name (assessor):
 Supervisor Position:

No	Assessed aspects	Rating Weight	Value
1.	Mastery of the field of study (theory) supporting internship	10 - 20	
2.	Skills to use tools or instruments used in internships	5 - 15	
3.	Initiatives to resolve or address problems encountered	5 - 20	
4.	Cooperation with others during the internship	10 - 15	
5.	Discipline and attendance at the internship	5 - 15	
6.	Fairness of appearance and dress at the internship	5 - 15	
	Number of scores	40 - 100	

Rating Weight	Quality Value	Status
85 – 100	A	Pass
80 – 84	A ⁻	Pass
75 – 79	B ⁺	Pass
70 – 74	B	Pass
65 – 69	B ⁻	Pass
< 64		Not Passed

..... 20

(City/location, date, signature, supervisor/assessor name and agency/company/SME stamp)

INTERNSHIP CONSULTATION NOTES WITH SUPERVISORS

Student Name:

BP/ NIM:

Internship:

Date	Topics/Issues discussed	Repair Suggestions	Paraf Lecturer
Date	Topics/Issues discussed	Repair Suggestions	Paraf Lecturer

--	--	--	--

Known
Supervising Lecturer

(_____)
Nip

**ASSESSMENT SHEET OF SUPERVISORS
AGAINST INTERNS**

Student Name: Nim.....

Study Program :
 Title laporan :
 Agency/Company/SME Name:
 Schedule of activities : Sd.....
 Name of supervisor:

Conditions:

1. The assessment goal is the ability of students to produce an internship report that meets the requirements set out in the report writing section.
2. Evaluation of internship activities online becomes a prerequisite to ensure the activities have been running and become a medium to receive *feedback* from supervisors in the internship.
3. The assessment is conducted thoroughly in the sense that it should be separated according to the content of the report.

Implementation: The score or seed value is obtained from filling the following scale columns:

No	Assessed aspects	Rating Weight	Value
1.	Mastery of the rules of writing scientific works in The Indonesian language.	10 - 15	
2.	Ability to absorb and interpret information ideas / instructions provided by the supervisor.	5 - 25	
3.	The ability to present and interpret ideas systematically during consultation of internship reports with supervisors.	5 - 25	
4.	Ability to determine for yourself the irregularities contained in the writing (Content report)	10 - 15	
5.	The initiative presents and completes the necessary data/information.	10 - 20	
	Number of scores	40 - 100	

Rating Weight	Quality Value	Status
85 – 100	A	Pass
80 – 84	A ⁻	Pass
75 – 79	B ⁺	Pass
70 – 74	B	Pass
65 – 69	B ⁻	Pass
< 64		Not Passed

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