



GUIDE BOOK INTERNSHIP PROGRAM

SEAMEO RECFON
Excellence in Food and Nutrition for Quality
Human Resources

KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET,
DAN TEKNOLOGI REPUBLIK INDONESIA
2024



INTRODUCTION



An Internship Program is a very important activity for students. Through internships, students will gain authentic learning of the working world, acquire skills, and develop professional insights and networks that can assist in career development in relevant fields. To realize an excellent internship program, it is necessary to have an institution that can accommodate and facilitate the internship program responsibly and meticulously.

As one of the Capacity Building programs, SEAMEO RECFON offers internship programs for students and university students who are interested in gaining work experience relevant to their field of study. This internship guidebook is designed to present various aspects of the internship at SEAMEO RECFON, from preparation before starting the internship to the ethics during the internship process. It is hoped that this book will also provide inspiration and broaden perspectives to build enthusiasm and a strong foundation for the interns. We recognize that there are still shortcomings in this book, so feedback and suggestions are greatly needed to make this book even better in the future. Our hope is that this book will contribute to the success of the interns during their internship period.

DIREKTUR SEAMEO RECFON

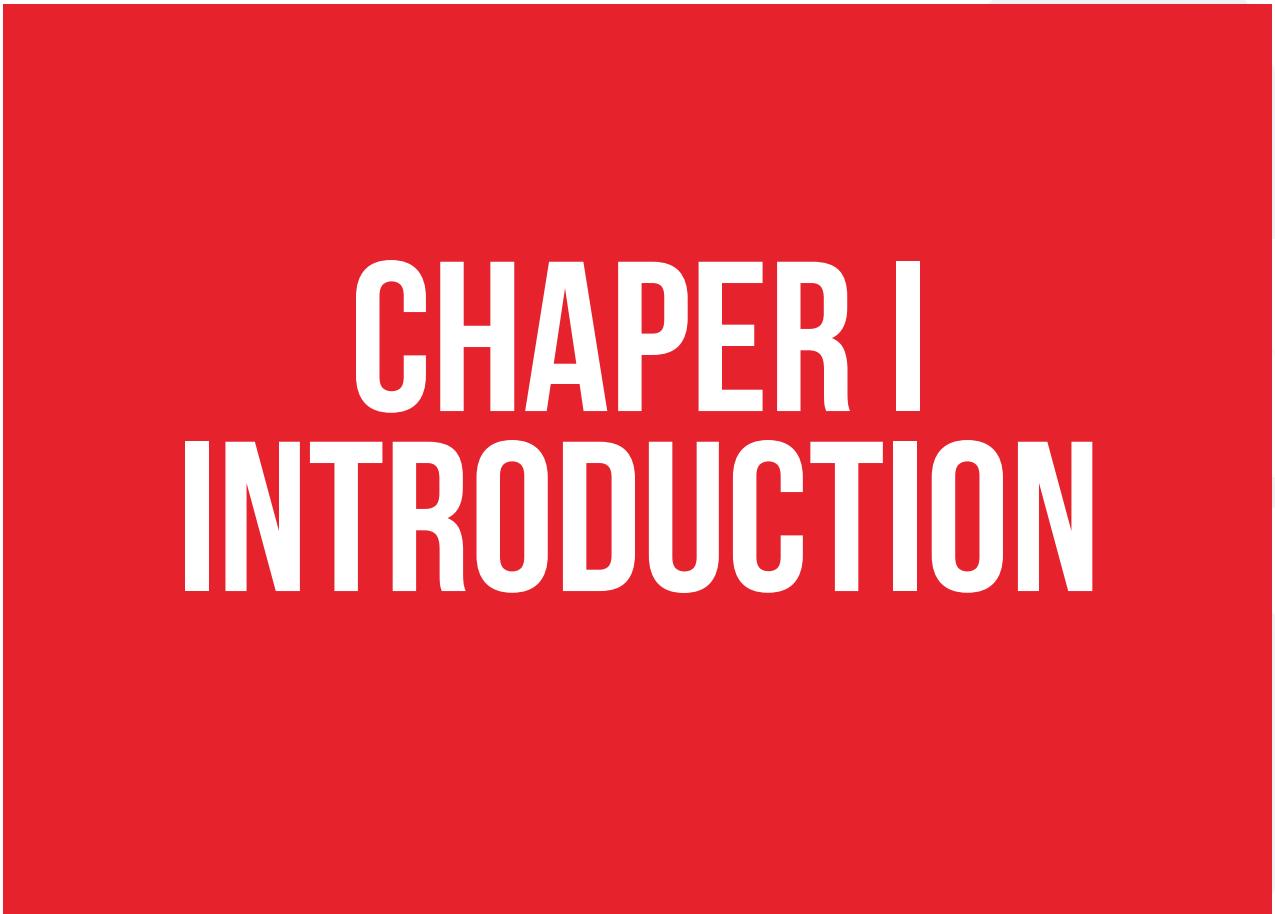
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DR. HERQUTANTO, MPH., MARS

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CHAPTER I INTRODUCTION

PROFILE SEAMEO RECFON

A regional organization in Southeast Asia with a mandate in education, training, capacity building, research, information dissemination, partnerships, and community development in the food and nutrition sector contributes to sustainable human resource development through the following programs Early Childhood Care, Nutrition, and Education/ECCNE for early childhood development, Nutrition Goes to School/NGTS) for nutrition promotion in schools/madrasah, Nutrition Goes to Workplace/NGTW) for nutrition promotion in the workplace.

VISION

As a Center of Excellence for building capacity in the field of food and nutrition for all in Southeast Asia.



MISION

Providing food and nutrition development options for a better quality of life for all communities in Southeast Asia.





MANDATES

1. **Education:** Building the capacity of professionals who will become decision-makers and implementers of nutrition development programs.
2. **Capacity Building:** Creating greater awareness of food and nutrition among all stakeholders.
3. **Research:** Enriching knowledge about food and nutrition, including research areas such as food security, environment, nutrition, etc.
4. **Information and Dissemination:** Providing easy access to relevant knowledge materials on food and nutrition for stakeholders.
5. **Partnership:** Synergizing efforts with institutions that share similar thoughts to enhance quality of life by implementing relevant food and nutrition interventions..
6. **Community Development:** Encouraging collective efforts among communities towards food and nutrition issues through relevant activities.

CORE VALUE

- Integrity
- Respect
- Empowerment and Excellence
- Commitment
- Fortitude
- Optimism
- Nutrition For All

INTERNSHIP

The Internship Program was initiated and organized by the Southeast Asian Ministers of Education Organization Regional Centre for Food and Nutrition (SEAMEO RECFON), as one of the seven excellent flagship program of the seven Capacity Building Programs to carry out institutional functions in the field of strengthening the quality of human resources.



Internship Program

Internship Program is an activity that provides opportunities for students and college students with the aim of applying and gaining knowledge, general and specific skills in the world of work, as well as internalizing professional attitudes and work culture relevant to the needs of the institution.



LEGAL BACKGROUND

- 1 Law Number 20 of 2003 Concerning the National Education System.
- 2 Law Number 12 of 2012 Concerning Higher Education.
- 3 Government Regulation Number 17 of 2010 in conjunction with Government Regulation, Government Regulation No. 66 of 2010 Concerning the Management and Implementation of Education.
- 4 Government Regulation Number 4 of 2014, concerning Implementation of Higher Education and Management of Higher Education.
- 5 President Regulation Number 62 of 2021 Concerning the Ministry of Education and Culture, Research and Technology.
- 6 Minister of Education and Culture Regulation Number 34 of 2018 Concerning National Vocational High School Education Standards/ Vocational Madrasah Aliyah
- 7 Minister of Education and Culture Regulation Number 3 of 2020 Concerning National Higher Education Standards.
- 8 Minister of Education and Culture Regulation Number 50 of 2020 Concerning 2020 concerning Field Work Practices.

AIM

The internship program aims to:

- Provide exposure to the world of professional work to interns and practical experience work experience that is relevant to the field of study taken.



- Encourage institutions to recognize and recruit talented qualified individuals that fit the needs and culture of the culture of the institution for the future



- Strengthen cooperation between educational institutions and SEAMEO RECFON to share knowledge, practical experiences, and share knowledge, practical experience, and relevant fields.



TARGET

The targets of this program consist of:

Vocational High Schools (SMK) /
Vocational Madrasah Aliyah (MAK)
with relevant majors.

Vocational University students D3,D4,S1

- Nutrition
- Public Health
- Food Technology
- Statistics
- Math
- Computer Science
- Graphic Design/Multimedia/Illustrator
- Communication and Information Science
- Biotechnology
- English Literature

- International Relations International Relations
- Informatics Engineering
- Information Systems Information, Human Resource Management
- Accounting
- Archives and Information Records Management.
- Taxation,
- Psychology,
- Law.

TIME TERM

This program lasts between **1-6 months** with maximum of **10 participants** per institution education institution.

ADVANTAGE

This program is expected to provide the following benefits:

For Interns

Gain work experience at SEAMEO RECFON, receive guidance from competent mentors, develop interests and talents, and get a certificate.

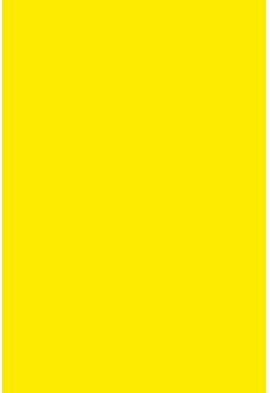
For SEAMEO RECFON

Provide opportunities to contribute, evaluate company performance through internship reports, and improve company image through publicity and employer branding both domestically and abroad.

For Educational Institutions

Facilitate the implementation of field education systems and innovations for educational institutions, providing benefits for apprentices and universities in improving the quality of learning.





OUTCOMES AND SUCCESS INDICATORS

THE PROGRAM OUTCOMES CONSIST OF

For Collage Student:

1. Students are given greater responsibility with significant projects or complex tasks to apply the knowledge and skills learned
2. Broader and more theoretical educational focus and objectives
3. Higher level of independent mentoring in the internship process.

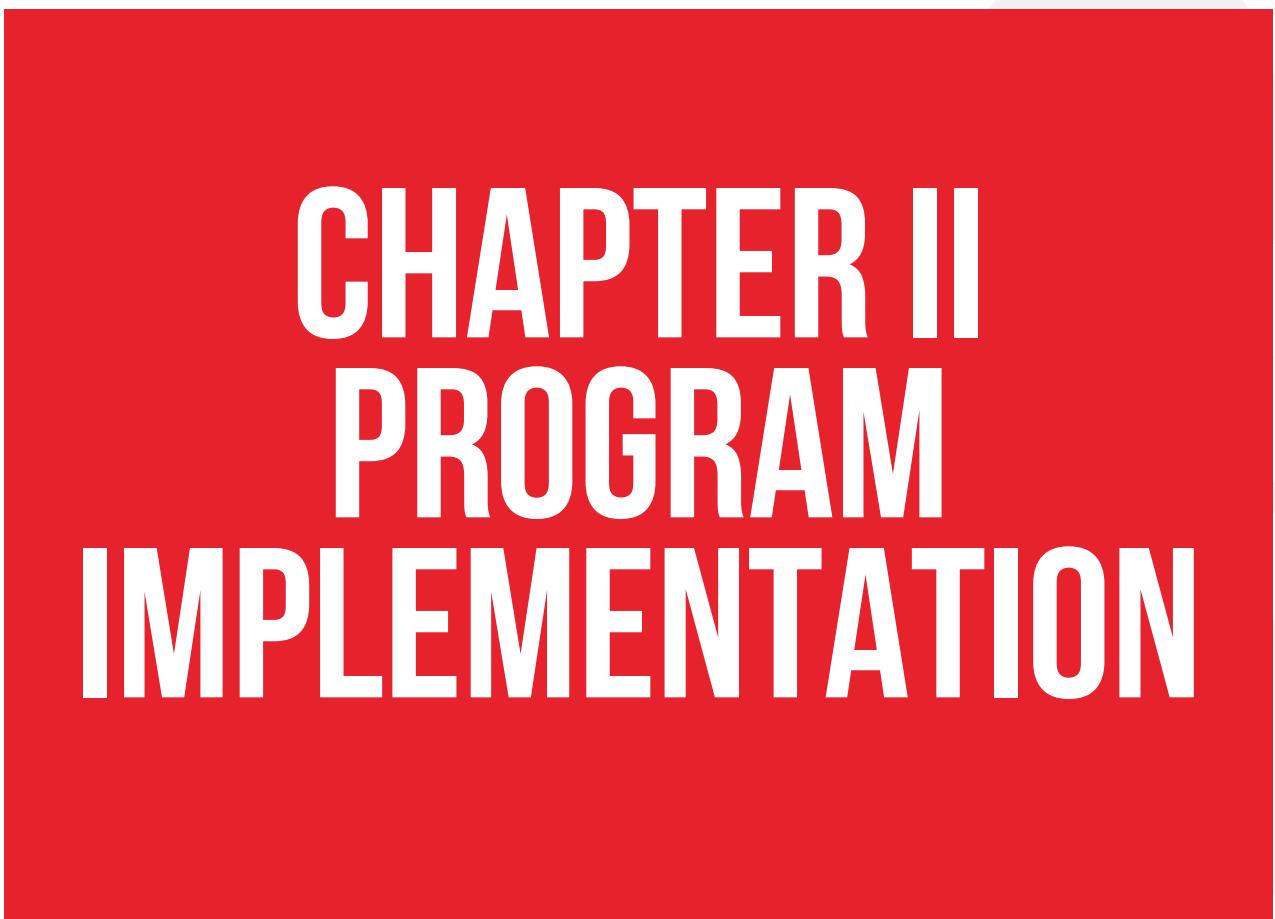
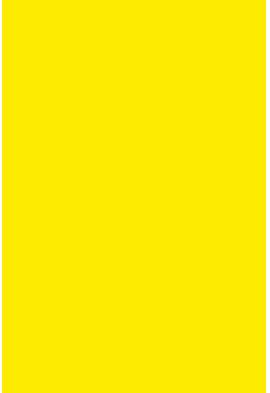
For School Students:

1. Students are engaged in structured and closely supervised tasks.
2. Focus and objectives are on practical skill development.
3. Higher level of guidance from supervising teachers and mentors.

SUCCESS INDICATORS OF THE PROGRAM

1. Interns are able to adapt to the work environment.
2. Interns complete the internship program from start to finish.
3. Interns complete tasks, training, and solve identified problems.
4. Interns provide reports to SEAMEO RECFON as evidence of program completion.



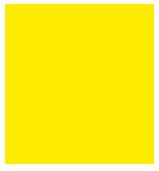


CHAPTER II

PROGRAM

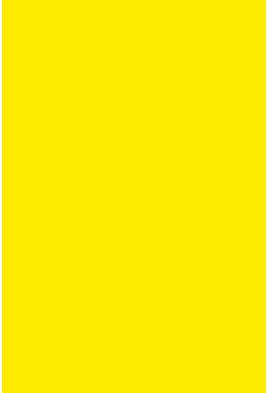
IMPLEMENTATION

PARTIES INVOLVED AND ROLES IN THE INTERNSHIP PROGRAM



1. Students and College Students → execute the internship program from selection to evaluation.
2. Educational Institutions → organize students and internship coordinators to participate in the internship program.
3. Educational Institution Coordinator → coordinates and monitors interns under the auspices of the Educational Institution and maintains good relations with SEAMEO RECFON.
4. Internship Coordinator → serves as a communication bridge between the interns and SEAMEO RECFON, keeps records, and evaluates the internship program with SEAMEO RECFON.
5. Mentor → mentors, supports, and assesses the performance development of interns and coordinates with the internship coordinator regarding intern assessment.

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CHAPTER III

RECRUITMENT

REQUIREMENTS PARTICIPANT

The conditions that must be met as an internship participant are as follows:

NO	PERSYARATAN	DOKUMEN
a.	Active Vocational High School (SMK) or Vocational Madrasah Aliyah (MAK) students with relevant majors.	Internship application form and internship plan
b.	Active students D3/D4, S1: Nutrition, Public Health, Statistics, Mathematics, Computer Science, Graphic Design/Multimedia/Illustrator, Communication and Information Science, Biotechnology, International Relations, Information Engineering, Information Systems, HR Management, Accounting, Archives Management and Information Records, Taxation, English Literature, Psychology, Law.	Internship application form and internship plan
c.	Undergraduate students who have not completed their studies and are willing to postpone graduation during the internship program.	statement letter
d.	Commitment to carry out and complete the internship program until the end.	statement letter
e.	Willingness not to participate in other programs equivalent to internships/trainings during the internship program.	statement letter
f.	Creating a letter of recommendation from the relevant educational institution.	Letter of Recommendation



INTERNSHIP REGISTRATION

apprentices



Upload Documents

Participants complete the registration documents: Statement Letter, Recommendation Letter, CV, Portfolio/Certificate, & Health Insurance



Selection Process

Participants make selections in accordance with the provisions of SEAMEO RECFON



O1

O2

O3

O4

O5

Registration

Participants register on the SEAMEO RECFON Internship page and fill in their personal data



Verification

Verification of administrative files by SEAMEO RECFON



Announcement

Announcement of passing the Internship selection

SEAMEO RECFON

*According to needs (WNA)



REGISTRATION AND SELECTION

Registration for the internship is done via the internship.seameo-recfon.org website. To register for this internship program students need to prepare the following things:

Participants ensure that their personal data matches the data in PDDIKTI (pddikti.kemdikbud.go.id/), KTP, CV, supporting certificates and health insurance.

Foreign Citizen (WNA) intern participants attach a copy/scanned passport, CV, supporting certificate and health insurance.



Internship participants enter active telephone number and email data.

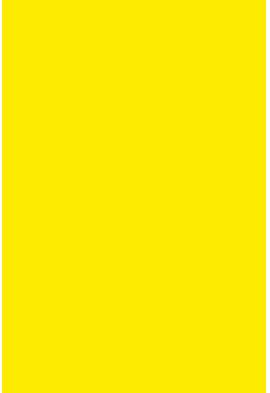


Internship participants prepare and upload the specified internship requirements documents.



Internship participants fill out an internship plan on the website





CHAPTER IV

TECHNICAL

ACTIVITIES

WORK ATTIRE

- Monday: white top, black bottom, shoes.
- Tuesday: casual top, trousers/skirt, shoes.
- Wednesday: casual top, trousers/skirt, shoes.
- Thursday: casual top, wear university almamater, trousers/skirt, shoes.
- Friday: batik top, trousers/skirt, shoes.

notes: For internship participants from Vocational High Schools (SMK) / Vocational Madrasah Aliyah (MAK), wearing school uniforms is required.

WORKING HOURS

- Monday to Friday from 08.00 to 16.00
- Break from 12.00 to 13.00
- SEAMEO RECFON follows the holiday policy issued by the Government of the Republic of Indonesia.
- WFH provisions according to SEAMEO RECFON policy



WORKPLACE



- SEAMEO RECFON Office, Jl. Utan Kayu Raya No 1A, Jakarta 13120 Indonesia
- SEAMEO RECFON Office, Jl. Salemba Raya 6 Jakarta 10430, Indonesia

SPORTS ACTIVITIES

- Tuesday from 15.00 to 16.00
- Friday from 07.30 to 08.00



ACTIVITY DOCUMENTATION



Badminton



Measurement of test compounds

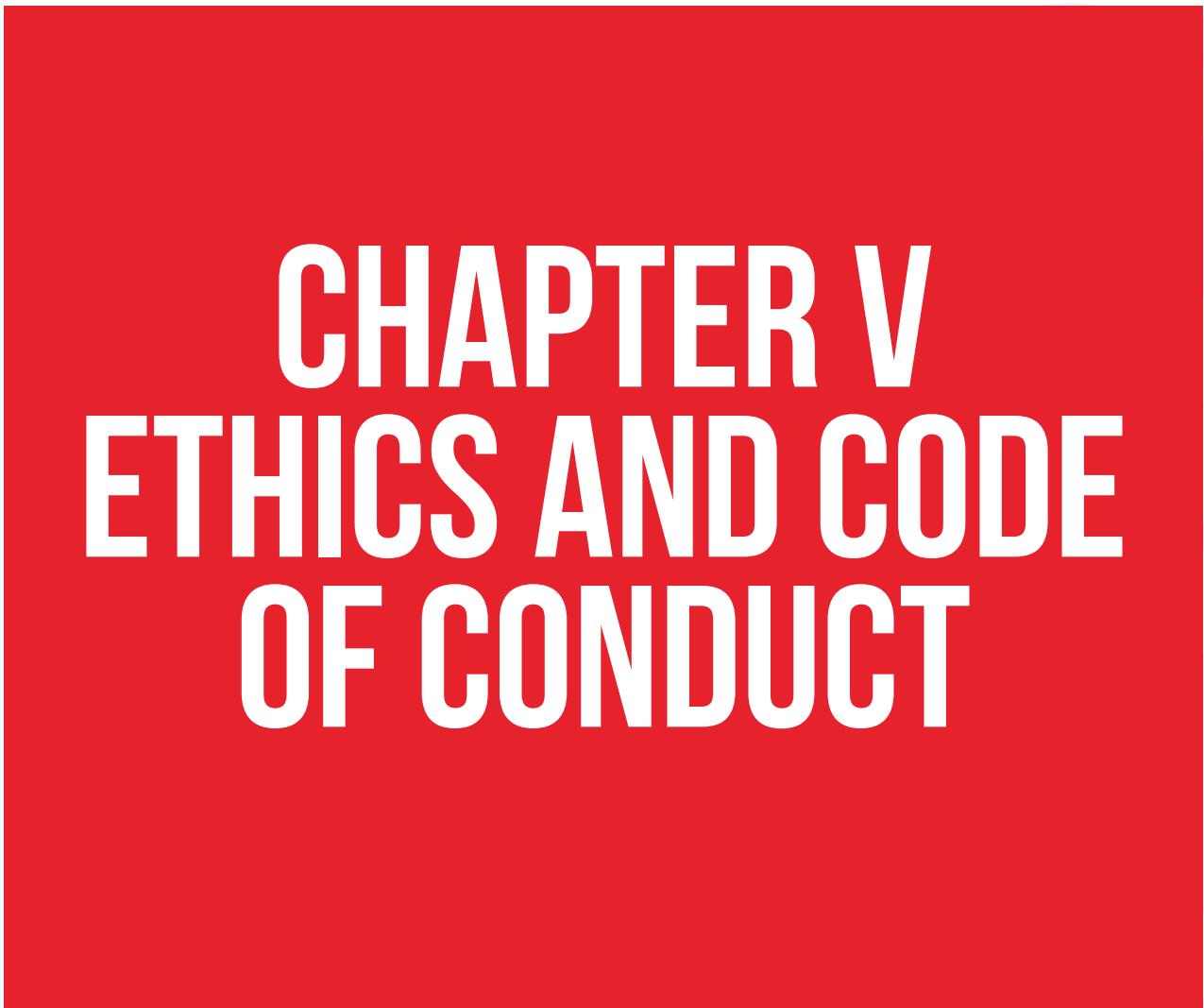
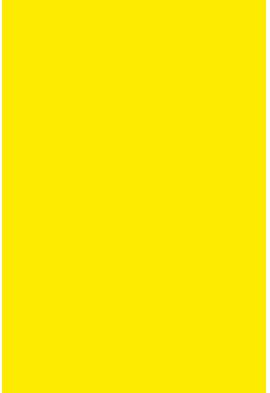


Weight and Height measurement



Socialization of fire extinguisher (APAR) usage





CHAPTER V

ETHICS AND CODE

OF CONDUCT

RIGHTS AND OBLIGATIONS

■ Rights of SEAMEO RECFON Internship Participants:

- Internship participants at SEAMEO RECFON will be guided by mentors, managers and related staff
- Internship participants will receive a certificate reflecting the achievements and knowledge gained.
- Utilize SEAMEO RECFON facilities according to regulations.
- Gain work experience and training according to the position.

■ Obligations of SEAMEO RECFON Internship Participants:

- Comply with the internship rules and regulations at SEAMEO RECFON.
- Carry out main and additional work as directed.
- Maintain the confidentiality of information obtained during the internship.
- Maintain collaboration and a positive attitude in interacting with teams and co-workers.
- Comply with and implement SEAMEO RECFON core values.

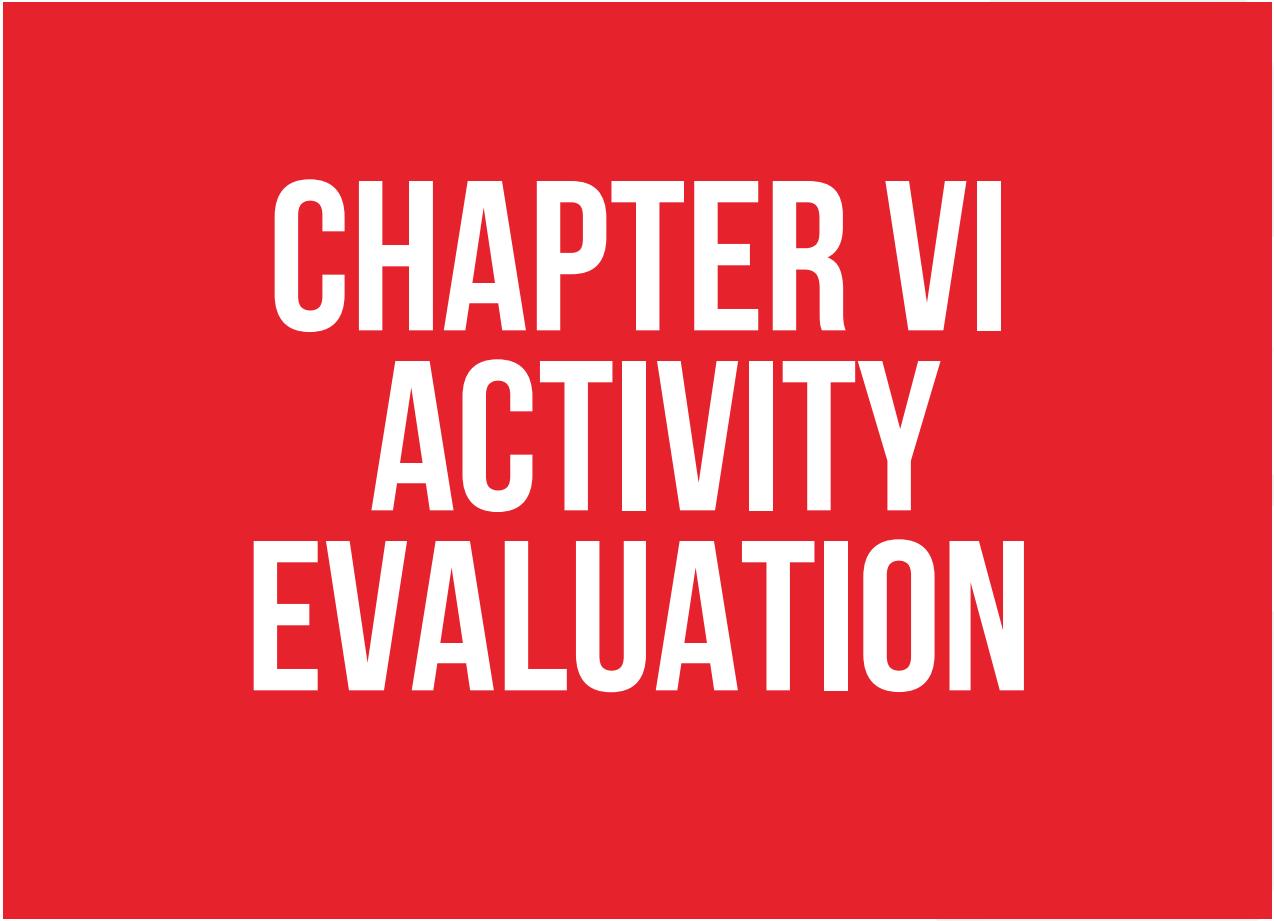
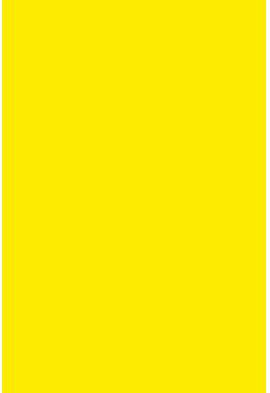
PROHIBITIONS AND SANCTIONS

■ Prohibitions for SEAMEO RECFON Internship Participants:

- Using, accessing, or disclosing confidential information without permission during the internship.
- Engaging in discrimination or verbal or physical harassment against fellow interns, staff, or team members.
- Misusing facilities and property within the SEAMEO RECFON workspace.
- Engaging in fraud, abuse of authority, or illegal activities during the internship.

■ Sanctions for SEAMEO RECFON Internship Participants:

- Verbal Warning
- Written Warning
- Termination of Internship Participation



CHAPTER VI

ACTIVITY

EVALUATION

EVALUATION OF ACTIVITIES



Evaluation of interns at SEAMEO RECFON aims to assess their development and performance, as well as provide feedback to support their development and professionalism.

Task Skills

Evaluation of the internship participant's ability to complete tasks well, accurately, creatively, and overcome problems that arise.

Team Collaboration

Assessment of the behavior and integrity of internship participants in carrying out their duties, including responsibility, discipline, integrity and maintaining confidentiality of information.

Work Ethics

Evaluation of the internship participant's ability to work collaboratively, respect other people's points of view, and contribute to achieving common goals.

Effective Communication

Assessment of the internship participant's ability to listen actively, understand instructions correctly, and adapt to a communication style appropriate to the situation and audience.



IMPLEMENTATION EVALUATION



Assessment of the internship participants' performance is crucial for measuring the effectiveness and quality of the internship experience and assisting SEAMEO RECFON in improving the internship program for better outcomes.

The quality of guidance and support

Measuring the extent to which mentors provide clear guidance and responsive support to internship participants

The relevance and challenges of tasks

Providing crucial insights to SEAMEO RECFON on how the tasks assigned to internship participants can enhance their learning experience.

Social Environment

Evaluating SEAMEO RECFON aims to understand and improve the atmosphere and conditions for internship participants, thus making the internship experience more positive and the internship program more effective.

Opportunities for personal development

Evaluating SEAMEO RECFON to ensure that internship participants have opportunities for personal and professional development throughout the internship program.



TESTIMONI



**Ni Putu Ayu
Sanjiwaning Saraswati**
Universitas Brawijaya

"If you guys are looking for a wonderful experience to upgrade your skills and having a work experience than you should come here at seameo recfon because they have it all. The experience, the learning, and most importantly, the wonderful people".



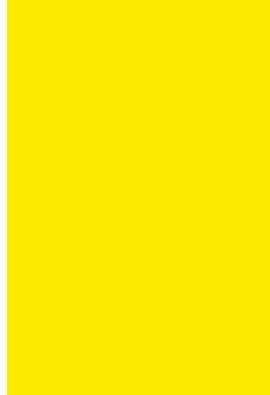
**Fifi Afiyah Ramadita
Hermawan**
Universitas Lampung



Ma Ngoc Yen (Yen)
Universitas
Nagasaki

"If you are wondering where you want to learn about the community nutrition in South East Asia, SEAMEO RECFON is an excellent destination for gaining not only hand on experience, but also expanding the network".





CHAPTER VII CLOSING

CLOSING

INTERNSHIP PROGRAM is one of the programs SEAMEO RECFON aimed at providing students and students from all over Indonesia and the world with the opportunity to develop themselves through real learning experiences and work experiences such as working on relevant projects and expanding their professional networks.

This program is expected to provide benefits by producing high-quality human resources for the industry and fostering harmonious collaboration with all parties involved during the internship process. Additionally, the program aims to positively impact the advancement of education.

Therefore, this internship guidebook has been prepared as a guideline for all parties involved to ensure that the SEAMEO RECFON internship program runs smoothly, achieves optimal results, and provides numerous benefits to all related parties.

FOR MORE

 www.seameo-recfon.org

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 +62-21 22116225

 hr@seameo-recfon.org

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