



PRESIDENT UNIVERSITY
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Internship and Career Center

INTERNSHIP GUIDELINE

Procedure and document submission
guidelines for the internship period of
September 2024, January 2025, May 2025

ACADEMIC YEAR
—2024/2025—

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CHAPTER I -General Information

1.1. What is an internship?

Internships are planned and closely supervised “hands-on” work-related learning experiences providing the students with a chance to acquire essential knowledge and skills in a career-related that may or may not be directly related to their academic coursework. Internship program is essentially planned to meet the student’s interns learning plan while simultaneously addressing the employer’s business needs. The desired outcome must be agreed in advance and reflect the interest of student’s academic advancement and host organization’s strategic or operational interest.

Legally, as per the university decree, internship is a mandatory subject for all President University active students, and is pre-requisite to pass the Bachelor Degree. The number of credits vary depending on the student’s entrance year and the respective semester in which the internship is enrolled. This guideline, therefore, specifically governs the credit-based internship program, and not personal internship which the students may pursue to satisfy the personal needs, outside the curriculum timeframe.

By putting internship as the compulsory subject of the university, President University acknowledges the vital role of its program as the experiential learning opportunities to help advance the growth of student’s performance. As internship provides exposure to career fields of businesses and interests, students will hone their pragmatic perspective where they can exercise their problem solving acumen and learn to approach issues based on customer-orientation and data or information.

1.2. Criteria for an experience to be defined as an internship:

To ensure that an experience is educational and thus eligible to be considered a legitimate internship, President University has adopted the instructive criteria for an experience to be defined as an internship. To be considered a legitimate internship, the following criteria must be met:

- 1.2.1. The internship work activities are supervised under certain leadership whose position is well-defined the official organization structure;
- 1.2.2. The internship work activities have definitive goals which are relevant to the hiring institution’s strategic and/or operational success;
- 1.2.3. Student intern can engage in a routine feedback with the on-site supervisor;
- 1.2.4. Student intern is enrolled for internship subject, and the experience is conducted within the enrollment duration;
- 1.2.5. The experience is constructed under definite period, with a specific beginning and end, and should comply with the minimum duration set by President University;

- 1.2.6. The internship work activities are the extension of student's learning and can complement the theory/knowledge/skills gained during the study in President University;
- 1.2.7. The internship work activities expand the student interns understanding on work skill set, insight about certain industry or profession, and provide sense of contribution for the student interns.

1.3. Objectives and Benefits

The overall goal of internship is to provide the means for each student to mature both personally and professionally, as well as to further their appreciation and understanding of the professional experience in their chosen field of study. Because of the commitment to this vision, the internship program was established with the following specific operating goals, which each student, can have the opportunity to:

- 1.3.1. Understand, observe, and apply the application of certain knowledge or working theory philosophies learned through previous academic and other experiences, in an appropriate work and professional settings;
- 1.3.2. Develop their abilities to achieve performance goals based on the responsibilities and duties.
- 1.3.3. Develop their ability to asses and direct achievement of specified performance goals.
- 1.3.4. Obtain a bird's eye view of how an institution is running and as a medium for the students to have direct interaction with and to learn from industry professionals.
- 1.3.5. Enrich their understanding about how an institution is forming the teamwork, making it effective, and united albeit the diversity, variety of social background, and culture.
- 1.3.6. Develop decision-making and problem-solving skills through the formulation, implementation and evaluation of alternative solutions to problems and approaches to issues.
- 1.3.7. Gain an understanding of the overall institution/organizational structure and their management philosophy (or corporate culture) and clientele base, as well as their relative position to other local, national and /or global competition in the market place.
- 1.3.8. Identify and address personal strengths and weaknesses in light of demands and expectations of employment in the various roles and responsibilities assigned in a work setting.
- 1.3.9. Develop a network of industry professionals that can be used when seeking full-time employment.

- 1.3.10. Share their internship experience and special project with other PU interns, faculty and staff.

In addition, the university recognizes the benefits of an academically sound internship program, which includes the provision and utilization of feedback from the employer and the student in the continuing evaluation of the university curriculum (i.e. the need for new courses and adjustment of existing courses), and the potential of promoting all programs/majors to prospective employers.

1.4. Internship Benefits for Employers

Companies gain advantages and benefits from having a successful internship program. For the hiring employers, an internship program is an effective tool to:

- 1.4.1. Allow the company to better serve its customers through the contributions of an intern. Interns can serve as short-term solution to handle increased workloads and complete needed projects, while at the same time providing the intern with a valuable work experience;
- 1.4.2. Stimulate and promote a learning experience among professional staff. Company employees can learn much from interns who bring a different set of skills, knowledge base, and perspective to the job;
- 1.4.3. Provide company personnel with the opportunity to evaluate the effectiveness of their in-house training programs or other services based on feedback from interns;
- 1.4.4. Afford an opportunity to screen for prospective employees and expand the manpower pipeline/new potential recruit database. Interns become familiar with an organization's culture and work and establish close working relationships with current employees. This makes them ideal candidates for job vacancies. Even if an intern does not end up being employed at their internship placement site, internship program may serve as a good recruitment tool for a company to observe potential workers under actual working conditions without a long-term commitment;
- 1.4.5. Allow the company to contribute to the professional development of future professionals through partnership with President University.

CHAPTER II-General Policies and Procedures

2.1. Stream, Internship Eligibility and Internship Credits

Eligible student interns are those who have enrolled for the internship course as stipulated by the university curriculum. Please refer to the current curriculum documents and check the enrollment period where you are scheduled for your internship enrollment.

As per the 2020 curriculum, President University implements the options of 3 stream to project the future graduate's career aspirations which are "Professional Stream", "Entrepreneurship Stream", and "Scholarship Stream", Internship is one of the flagship programs offered when students have reached their second year of study under the "Professional Stream".

For academic year 2024/2025 and particularly for students of batch 2021 and 2022, Enrollment for internships is adjusted to the current curriculum. The number of internship credits also follows a predetermined curriculum and is scheduled for semester 7 or 8. Although Internship 2 or Internship 3 are not mandatory, students can still continue enrolling for internship for the next semesters depends on curriculum (internship 2 or internship 3).

Table 1
Internship Credits Batch 2022 and schedule for 2024/2025

Internship Course	Number of Credits	Batch	Scheduled timeframe
Internship 1	15/20 SKS	2021 and 2022	Sept 2024
Internship 2	15/20 SKS	2021 and 2022	January 2025
Internship 3	9 SKS	2021 and 2022	May 2025
Internship	9 SKS	2017,2018, and 2019	All semesters

2.2. Student Eligibility for Internship for batch 2019 and below

To enroll for credit-based internship program as specified in the point number 2.1., the student must be deemed eligible.

2.2.1. Internship Eligibility Requirement:

2.2.1.1. By the time of the enrollment, the student must be at least 17 years of age.

2.2.1.2. If the student is registered as "TRANSFER and/or CONVERSION" student from Regular Morning Class, (applied to students who transfer from other universities or study programs within President

University), the student must have passed at least 87 SKS, by the time of internship enrollment;

2.2.1.3. If the student is registered as "TRANSFER and/or CONVERSION" student and enrolled for Regular Evening Class, (applied to students who transfer from other universities or study programs within President University), the student must have passed at least 84 SKS (Regular Evening Class), by the time of internship enrollment.

2.2.1.4. Except for Accounting Regular Morning Class students (refer to point 2.2.1.7), for a student to be eligible to enroll for internship, the student has to complete a minimum 8 semesters of study.

2.2.1.5. For "Accounting Regular-Morning Student", the concerned student must have completed a minimum of 7 semesters, and if the student is registered as "Accounting Regular-Evening Student", the concerned student must have completed a minimum of 9 semesters.

2.2.2. If the students do not meet the requirement stated in 2.2.1., students are deemed not eligible for the credit-internship and need to defer the internship enrollment. The student's internship will be scheduled and determined by the Internship and Career Center and in coordination with Head of Study Program according to the prevailing rules and regulations.

2.3. Internship Program Schedule and Duration for batch 2020 and 2021 (Non-Transfer Students)

As per the new 2020 curriculum, all **REGULAR** students of batch 2020 and 2021 start their internship in semester 7, which can be then extended to semester 8 and semester 9. Respectively, the courses are offered as Internship 1, Internship 2, and Internship 3, for each semester. Please refer to table 2 for description on each semester duration and number of credits.

All active regular students of batch 2020 and 2021 need to undertake **Internship 1** in semester 7. Internship 2 and Internship 3 is the courses offered for students who will choose the Professional Stream. Therefore, students are allowed to choose whether the students will continue the internship in the following semesters, or if the students choose another stream enrollment as provided by the university.

Table 2
Internship Semester and Minimum Duration for Batch 2021 and 2022
Regular Students

Semester	Course Name	Number of credits	Internship Minimum Duration ¹
2022-1	Internship 1	15/20	16 weeks
2022-2	Internship 2	15/20	16 weeks
2022-3	Internship 3	9	10 weeks

2.4. Internship Program Schedule and Duration for batch 2020 and 2021 (Conversion or Transfer Students)

Conversion or Transfer students are permitted not to enroll the internship if they have proven to complete certain internship program in their previous study. The proof has to be recorded in the current academic transcript. For further conversion procedure, transferred/conversion student need to consult with Head of Study Program.

In the event of no internship record, the students are mandated to enroll for internship as specified by the 2020 curriculum with the following enrollment conditions:

- 2.4.1. If the student is registered as "TRANSFER and/or CONVERSION" student from Regular Morning Class, (applied to students who transfer from other universities or study programs within President University), the student must have passed at least 87 SKS, by the time of internship enrollment.
- 2.4.2. If the student is registered as "TRANSFER and/or CONVERSION" student and enrolled for Regular Evening Class, (applied to students who transfer from other universities or study programs within President University), the student must have passed at least 84 SKS (Regular Evening Class), by the time of internship enrollment.

The duration of the internship and deadline for the document submission will follow the timeline stipulated for the respective enrollment period. Please refer to the following table for the internship duration for Conversion/Transfer Students.

2.5. Enrollment

Students who take a-credit based internship must enroll for the subject accordingly as stipulated by the university. Schedule for the enrollment will be determined and announced by Academic and Administration Bureau. Students who do not enroll for

¹ To ensure punctual internship document submission, the university has agreed to offer flexibility of internship minimum duration from 16-weeks to 12-weeks duration.

internship are subject to further administrative penalty as determined by Academic Bureau.

2.6. Adding Courses While Having Internship

The student interns must demonstrate commitment to the hiring employer and abide by the working hours set by the institutions. Therefore, to achieve maximum internship output, students are **NOT RECOMMENDED** to take any additional courses when the student is currently on the credit-internship program.

Student interns who plan to enroll for additional subjects must communicate to ICC prior to class enrollment and obtain written approval from the company.

2.7. Student Placement and Internship Work Arrangement

2.7.1. Students are given full liberty to choose where they want to undertake the internship program.

2.7.2. Student interns must consult with the representatives of the hiring institutions about the internship work arrangement, whether it is Internship from Home or Internship from Site.

2.7.3. Hiring institutions which require internship from site, may require internship candidates to undertake medical examination. If such medical examination is required as part of the recruitment and selection process, the hiring institutions will communicate this matter to the student interns, and the student interns need to follow this regulation.

2.8. Health insurance, living cost, travel and accommodation expense

Students are responsible to all expenses related to the activity of internship which may be incurred as part of the pre-internship preparation, during and/or after the internship program. This cost may comprise of, but not limited to, travel cost (from internship site to student's residents), accommodation, meal, health insurance, and living cost. The University will not be responsible if one of these costs incurred. In case of insurance, students are encouraged to have insurance which will cover the protection for health, and/or medical cost for treatment caused by work-related injury.

2.9. Internship Reference Letter

All eligible students can access the internship online documents which are available in President University Information System (PUIS). The online system covers the administrative procedure starting from the beginning until the grading system.

Internship reference letter confirms that a student is currently registered as President University student, and that a respective student must conduct a compulsory internship program. The reference letter is commonly attached to the student's applications documents sent to the hiring employer. Although highly recommended, attaching internship reference letter is not mandatory unless being required by the hiring employer.

Student who requires internship reference letter can request the letter in PUIS. To access the internship reference letter please follow the attached guideline:

- 2.9.1. Reference letter provided by ICC is only for credit-based internship, and will be obtainable 6-months before the internship enrollment.
- 2.9.2. To access internship reference letter, a student must submit and complete the "Online CV" available in the PUIS.
- 2.9.3. After completing the online cv, go to "Internship" menu and choose "Internship Reference Letter & Agreement Form".
- 2.9.4. Click the (+) button and fill up the required information. In this part, the student must specify and write the name of the institution, the name to whom the letter is sent to, and specify in which semester the internship is enrolled;
- 2.9.5. After completing the required information, student can send email to ICC requesting the validation of the internship reference letter.
- 2.9.6. ICC validates the request;
- 2.9.7. Student can download and print the internship reference letter;
- 2.9.8. Student who needs additional reference letter can request for another reference letter.

2.10. Application Procedures

Students assume full responsibility to find the internship placement and pursue to the internship application. ICC will facilitate the student with liaising and networking with the industry. The students can also refer to ICC if they need information about potential internship placement.

In search of the internship placement, students must follow the general procedure as follows:

- 2.10.1. Eligible students can directly submit their applications to the intended institutions. The documents consist of, but not limited to, CV, cover letter, transcript (if required by institutions), reference letter, and certificates of participation.
- 2.10.2. Students are encouraged to follow up on the status of their application to the intended institutions 2 weeks after they send their application documents.
- 2.10.3. Students must report to ICC if they have secured an internship placement by submitting the Internship Agreement Form or provide a written confirmation by email to icc_pu@president.ac.id as specified by ICC.
- 2.10.4. ICC will determine the deadline for the students to submit the Internship Agreement Form or the written confirmation. Students who have not secured an internship placement on the date assigned by ICC must report to ICC.

2.11. Student's Duties and Responsibilities during the Internship

During the internship, the students must deliver certain responsibilities and duties to the institution /company and/or On-site Supervisor, as well as the University, to fulfill their internship requirements. These include:

2.11.1.To the Institution and/or On-Site Supervisor

- 2.11.1.1. Familiarizing and abiding by all the rules, regulations, policies and procedures of the institution applicable to their conduct while in the institution's employment;
- 2.11.1.2. Reporting directly to the On-site Supervisor for instructions. The intern is responsible for fulfilling their duties as stipulated by their supervisor, and for meeting their scheduled training commitments and arrangements;
- 2.11.1.3. Setting mutually satisfactory and feasible goals and objectives in consultation with the on-site supervisor. These constitute a baseline against which the intern's performance is assessed by the On-site supervisor;
- 2.11.1.4. Becoming an integral and participating member of the institution staff;
- 2.11.1.5. Acting in a professional manner both as an institution staff member and when dealing with the institution's customers. The student is a representative and ambassador of President University. A positive experience effectively 'paves the way' for the future placement of other interning students. It is, therefore, imperative that a cooperative attitude and good work record and habits be maintained for a good rapport between the intern, the university and the employer.
- 2.11.1.6. Visiting, observing and participating, as appropriate, in all levels of the institution's operations, including meetings, programs, projects and training sessions. This enables the intern to strive toward higher levels of personal and professional growth and fulfillment;
- 2.11.1.7. Establishing and maintaining an open, regular communication with the on-site supervisor, and being transparent about the issues/problems/update which takes place in the workplace. This also means that interns need to seek further clarification from the on-site supervisor when encountering tasks or problems that cannot be solved independently;
- 2.11.1.8. Preparing and discussing their progress report with their on-site supervisor in person. After it is approved, the on-site supervisor's signature on each of the report must be secured;
- 2.11.1.9. Notifying the on-site supervisor in advance when it is necessary for the interns to be absent from work. The intern should inform the on-site supervisor as soon as possible if they are unable to complete the internship program due to illness, accident, or other unforeseen circumstances.

2.11.2. To the University

- 2.11.2.1. Adhering to all policies, regulations, procedures and assignments as outlined in the *Internship guideline*;
- 2.11.2.2. Maintaining intensive communication with the university internship mentor by submitting the progress report to the mentor for their review and approval.
- 2.11.2.3. Unless circumstances warrant other arrangements, the student must attend meetings with their University internship mentor and on-site supervisor during a routine on-site visit to discuss their: a) internship experiences; b) special project; c) progress towards meeting personal objectives identified;
- 2.11.2.4. Presenting an overview of their internship site work experience and special project at an internship presentation session which can be attended by all working interns, university internship mentor, Internship and Career Center, relevant faculty advisors and other staff members, as warranted, toward the end of the working semester; and
- 2.11.2.5. Notifying the university internship mentor and Internship and Career Center as soon as possible, if they are unable to complete the internship program due to illness, accident or other unforeseen circumstances.

2.12. Internship Final Presentation

To complete the internship program, student interns must conduct final presentation. The final presentation will describe the overview of internship learning progress, and their experiences, including content from special project (if applicable), at a closing internship session. Interns will also share what challenges and successes they experienced during their internship.

The presentation can be attended by all working interns, University internship mentor currently having intern responsibilities, the Internship and Career Center, the on-site supervisor (if available), relevant faculty advisors and other staff members, as warranted. It is compulsory for the interns to make use of Power Point slides or other visual aids. Unless specified otherwise, the presentation session will be held in the President University campus at a predetermined date and time.

2.13. Completion of Internship

A credit-based internship program can be considered complete if the student internship has met the following requirement:

- 2.13.1. Student intern has completed the minimum internship duration which is proven by written evidence and documentation as stated in this guideline;
- 2.13.2. Student intern has submitted a minimum of 4-monthly reports to the internship university mentor;
- 2.13.3. Student intern has delivered responsibilities to the hiring employer as proven by the issuance of internship completion letter from the company;

- 2.13.4. Student intern has acquired the performance assessment from the on-site supervisor.
- 2.13.5. Student intern has acquired the full-assessment from the mentor (including conducting the internship final presentation);
- 2.13.6. Student has submitted the internship final report; and
- 2.13.7. Student intern has submitted all required documents to ICC.

2.14. Grading Assessment

For an internship grade to be issued, the student must have completed all documents and met the requirement as stated in point number 2.11. The internship final grade reflects the student's effort and progress from the internship preparation, during the internship period, and after internship has ended. The grading system consists of the following factors:

Grading Factors	Assessor	Weight Proportion
<i>Monthly Progress Report</i>	Internship Mentor	15%
<i>Final Report</i>	Internship Mentor	15%
<i>Final Presentation</i>	Internship Mentor	15%
<i>On-Site Supervisor Evaluation</i>	On-Site Supervisor	45%
<i>Document submission punctuality</i>	Based on the date when student submitted the internship document	5%
<i>Attendance on the Internship Briefing</i>	Depending on whether students are present in the internship briefing sessions.	5%

2.15. Policies on Extension on Internship Completion

It is vital for the student intern to manage the time properly to ensure effective delivery of the internship requirement from both the internship placement. Students who cannot meet the deadline of the internship documents submission are not entitled to **Document Submission Punctuality Points (5%)**.

CHAPTER III-Internship Documents and Submission Procedure

Internship final documents are necessary tool to monitor and evaluate each progress of the student intern. The internship final documents capture the milestone of the student internship experience, starting from the beginning of the internship, during the internship, and after the internship work is completed.

The final documents are the learning tool for the university to continuously improve the services. The final documents validate how relevant President University's students in the employer's perspective, the current competencies needed by the industries, and, more importantly, if the internship program is effective as employment channel.

The office of ICC oversees the collection, archival, and storage of the internship final documents. All information stated in the documents will be used only for internal purpose and reported to the Faculty and Rectorate members.

3.1. Types of Document and the templates in President University Information System

The student must submit the documents as stated in chapter 2. To maintain the quality and standards, ICC has developed the template for each document. To access the documents, students must login into the "Internship" feature in the President University Information System. Only eligible student can access the documents.

3.2. Beginning of the Internship and Internship Agreement Form

To formally document the student internship placement, student must submit the hardcopy of Internship Agreement Form. Internship Agreement Form serves as formal contractual document between the student interns and hiring employer regarding the student internship placement.

Written in the form is the information on the student's placement, on-site supervisor, internship duration, and the person in charge administering the internship hiring program in the institution.

Submission procedure: Form is submitted before the deadline determined by ICC. The original form goes to ICC, and the copy version is for students and university internship mentor.

3.3. Monthly progress reports

To complete the internship, each student intern must submit a minimum of 3 monthly reports. Each report is submitted every 4-weeks via President University Information System. Monthly report formally documents the student-mentor interaction during the internship. This is the record that will portray the two-way communication takes place while the internship is progressing, and not just after the internship has ended. Progress reports vital for the success of the internship

program. The content of each report is threefold, namely, primary activities, challenges, and the solutions taken to address the challenges.

Submission procedure: Monthly progress report is submitted every 4-weeks to the internship university mentor via President University Information System. Upon the submission, internship mentor must provide written feedback and monthly score into the system as the documentation about two-ways communication between student interns and university mentor.

It is imperative for student to follow up to mentor via any available communication channels such as WhatsApp or email that the internship monthly report has been submitted. On the other hand, internship mentor will receive an automatic email confirming that a new report has been submitted via PUIS.

3.4. Final Internship Documents

The internship documents are essential for the sustainability of the internship program in President University. Through the written documents, the university can gain full access to the student's internship and learning progress, student interns learning internship result, most recent issues in the workplace, as well as the competencies required by the industry.

The final internship documents consist of the following forms:

3.4.1. Internship Job Description

Internship job description summarizes the duties which student interns has delivered during the internship, the learning points, and summary of skills and knowledge which the student must acquire to successfully perform the duties.

Submission procedure: The interns virtually submit the job description via PUIS which will be verified via on-site supervisor as part of the internship final assessment

3.4.2. Internship Completion Letter

Upon the completion of the internship fieldwork, the institution will issue completion letter or certification that authenticates the internship program that students have undertaken in the institution.

Submission procedures: The hiring employer will issue the internship completion letter in the end of the internship duration as written in the "Internship Agreement Form". Students will keep the original copy and submit the scanned version into PUIS.

If by the end of internship, student internship program is still progressing, and henceforth, the company cannot issue the internship completion letter, the company can issue a letter or email confirming that the concerned student is still an active intern.

3.4.3. Self-Assessment by Student.

To understand the effectiveness of internship to advance student's growth and learning process, the students will complete the online self-reflections in the end of each internship course for each semester.

Submission procedures: Student interns must fill up the online form of student's self-assessment which is available in PUIS. Students are not required to submit final document.

3.4.4. Declaration of Originality

In the final submission, the student will virtually complete declaration of originality that confirms that the submitted documents are true and issued only by the authorized parties.

Submission procedures: Online submission via PUIS.

3.4.5. Internship Final Report

The internship final report summarizes the cumulative experience of the internship. It is a compilation of the intern's objectives, activities, personal result, conclusions and other related materials which they have developed and assembled as evidence for their performance, and acquired skills and knowledge, over the course of their work placement. This might include samples of the intern's work found in letters, memos, photographs, videos, report or brochures, as well as evaluations written by their clients, colleagues or supervisor.

Final report is the portray of the internship activities, and students must produce the report with high accuracy and quality, including the grammar and writing technique which should reflect the acceptable standard of academic writing.

Further information about the structure and layout of the final report is written in different section of this handbook.

Submission procedures: Student submit the final report in PDF format via PUIS by maintaining certain size of file. Internship mentor will verify the report and issue the report assessment if the final report quality is deemed to pass the requirement.

3.5. Document Submission Deadline

The deadline for the document submission (stated in point 3.4.) is as follows

Internship Enrollment	Deadline for Document Submissions	Submission Method	Format
2024-1	15 February 2025	All scanned documents are uploaded into PUIS.	PDF. Each file is no more than 2 MB. Format file title : Name_ID_Internship Documents.

2024-2	29 May 2025	All scanned documents are uploaded into PUIS.	PDF. Each file is no more than 2 MB. Format file title : Name_ID_Internship Documents.
2024-3	2 August 2025	All scanned documents are uploaded into PUIS.	PDF. Each file is no more than 2 MB. Format file title : Name_ID_Internship Documents.

3.6. Internship Performance Evaluation Form by Employer

Finally, the last external document need to be collected in the end of internship is the online on-site internship supervisor. This online document consists of the formal assessment from the internship institution to student interns, which will be made available at the earliest 14-days before the ending date.

The assessment is used to determine if the student has met the expectation of the on-site supervisor and considered proficient to cope with the job's challenges. The assessment duration must cover internship period as stated in the "Internship Agreement Form". The assessment result will weigh 45% of the total final internship grade

For the student intern's personal improvement, it is crucial for the student interns to receive feedback from the on-site supervisor on the impact of the student's performance to the employer, how significant the presence of student interns to the day-to-day business operation, and whether any unsatisfactory effort or the competency deficiency is observed during the work activities.

Submission procedures: The performance evaluation by internship on-site supervisor will be carried out online. The assessment is available and will automatically be sent by PUIS to the supervisor email address which is stated in the agreement form.

To enable the online supervisor assessment link, ICC must have verified the agreement form. Once the form is verified, student can trigger the assessment access for the supervisor.

Internship grading submission deadline and override scheme

The deadline to input the on-site assessment is as follows.

Internship Enrollment	Deadline for Internship On-Site Assessment
2024-1	28 Feb 2025
2023-2	12 Jun 2025
2023-3	18 Aug 2025

Beginning in the year 2024, the university implements an override system to ensure that by the time the internship grading is submitted, there is no missing grade and that if both internship documents and mentor assessment is complete, the student's internship record will be acknowledged. PUIS will automatically assign certain scores for each mentor assessment if particular conditions are met. The policy of the override system is stipulated in the Rector Decree issued on 8th January 2024 "*Peraturan Rektor Nomor 23 Tahun 2024 tentang Penilaian Mata Kuliah Magang bagi Mahasiswa Universitas Presiden*".

CHAPTER IV-Guideline for Mentor

4.1. Who is the university internship mentor?

University internship mentor is President University full-time lecturer who is recommended and appointed by the Head of Study Program to monitor the progress of the student's internship activities and advise the students about the viable solutions to those challenges. In many cases, the academic advisor will automatically serve as the internship mentor.

4.2. University Internship Mentor Appointment Period

University internship mentor appointment period will be effective as of the date stated in the assignment letter issued by Head of Study Program until the end of the internship period as stated in the Chapter 2, point number 2.1.

4.3. Responsibilities of the university internship mentor

By assuming the duty as mentor for internship program, the lecturer is under the responsibility to:

- 4.3.1. Monitoring the progress of the student's learning and activities through reviewing the progress report sent by the students.
- 4.3.2. Providing direct feedback and comment to the students about the monthly report progress via President University Information System.
- 4.3.3. Maintaining open communication for the students who need to consult their problems or issues.
- 4.3.4. Paying an on-site visit to meet and discuss with the on-site supervisor and the interns concerning the intern's performance, progress, required knowledge and skills, and feedback to the faculty/study program. For further documentation, mentor will document the visit, and submit the form to ICC in the end of the internship program.
- 4.3.5. Attending the internship presentation, reviewing the internship report, and grade the intern's performance based on the criterion that has been designated by ICC.
- 4.3.6. Submitting the grades in accordance with the grading policy and timeline as determined by ICC and President University.

4.4. The authority of a university internship mentor

As the mentor, the lecturer is entitled to the following rights:

- 4.4.1. Grading the student's performance in terms of monthly report, final presentation, and final report.
- 4.4.2. Determining the schedule for final presentation.

- 4.4.3. Recommending any decision that may be related to the termination of the internship or the student's withdrawal from the current internship placement.

4.5. Monthly Internship Progress Feedback

Internship mentor is required to provide a written feedback on the student's performance as reported via monthly progress document. In every report, the mentor needs to share the thought on necessary recommendations, interventions, and/or actions necessary to be taken to improve the quality of student's performance.

The monthly progress feedback, and grading, is a pre-requisite for the student's grading issuance. Should the mentor not provide a minimum of 3-monthly progress feedback, the student internship grade and other administrative matter pertaining to the mentor appointment will not be finalized.

4.6. Offline or Virtual Mentor Visit

President University encourages university mentor to conduct a visit to the internship placement site and discuss the student intern's performance with the on-site supervisor. Another alternative for the direct visit will be virtual meeting to conveniently enable the discussion where student's mentor can gather essential feedback for further improvement.

General information that the university internship mentor can enquire during the visit may encompass:

- 4.6.1. Student intern's dominant strengths and potential skills which can be explored and improved;
- 4.6.2. Relevancy of the student's current knowledge and skills to the current business needs and industrial demand;
- 4.6.3. Institution's tendency to hire future interns from President University;
- 4.6.4. Feedback and area of improvement for the study program or faculty in terms of technical knowledge, soft-skills, and behaviors of the students.

4.7. Internship grading submission deadline and override scheme

The deadline to input the grading is as follows.

Internship Enrollment	Internship Grading Deadline for University Mentor
2024-1	28 Feb 2025
2024-2	12 Jun 2025
2024-3	18 Aug 2025

Similar to the internship on-site supervisor assessment, effective for academic year 2023/2024, the university implements an override system to ensure that by the

time the internship grading is submitted, there is no missing grade by the mentor (no incomplete internship mentor grading) and henceforth, no incomplete internship grading. PUIS will automatically assign certain scores for each mentor assessment if particular conditions are met. The policy of the override system is stipulated in the Rector Decree issued on 8th January 2024 "*Peraturan Rektor Nomor 23 Tahun 2024 tentang Penilaian Mata Kuliah Magang bagi Mahasiswa Universitas Presiden*".

CHAPTER V- General Information for Institution and On-Site Supervisor

5.1. Internship Placement

The institutions which aim to hire interns from President University should recognize that the internship is intended to be a learning solution for the students to better comprehend the real challenge in the workplace. Therefore, the intern should assume a wide range of responsibilities during their work experience. The types of work that the student interns may involve during the internship is as follows:

- 5.1.1. **Routine and Administration Functions** – The student interns are assigned to be part of routine administrative functions in the certain department. Depending on the staffing policy, employer's needs, student interest and competency, the company will determine which part of work administrative activities that can be delegated to be the internship primary assignment. The administrative jobs usually involve document handling, filing and archiving, data entry, data mining, minutes of meeting keeper, and scheduling.

By performing the routine and administrative function, the student interns can observe the types of documents, data, and data recording system needed to support certain department goals to be met.

- 5.1.2. **Project Completion** – One type of the internship activities is to partake in the certain project with completion duration. In this type of work activities, student interns are expected to deliver certain work result which is part of the project goals.

By partaking in certain project in the employer, student interns can obtain better understanding of the application of project management, the staffing and work division practice in certain project, cost and budgeting process which affect certain project, and how one

- 5.1.3. **Observation and Participation in the Decision-Making Process**– if allowed with the institution's internal policies, an intern should be given the opportunity to observe the details of the internal and external working relationships of the institution. In addition, interns should be allowed to participate in institution committee meetings, conferences, and workshops to gain a better understanding of their chosen concentration.

5.2. Expected Information for the interns

Each intern will work under direct supervision as coordinated and instructed by the institution. The institution will then assign the on-site supervisor who will lead and guide the students during the internship program.

To ensure the successful completion of this internship program, the hiring institution and/or the on-site supervisor is expected to provide the following to the students:

- 5.2.1. Internship job preview explaining the assigned duties, expected performance, and standard operating procedure which can influence the work.
- 5.2.2. Organization policies, rules and regulation, and/or standard operation procedure which that governs the work activities
- 5.2.3. Information regarding the applied safety procedures, and self-equipment protection.
- 5.2.4. Clear description and orientation regarding the institution's policies and procedures which includes the appropriate dressing code, work hours, professional behavior, and work ethics which functions as the core values of the organization.
- 5.2.5. Introduction to the organization members whom the students will work with.
- 5.2.6. Opportunity for the interns to discuss the internship progress, learning point, and problems.
- 5.2.7. Opportunity for the university internship mentor to meet and discuss with the internship on site supervisor regarding the intern's performance and entering the evaluation regarding the intern's performance by the end of the internship program as assessed by the on-site supervisor.

CHAPTER VI-Internship Termination

6.1. Reasons for Internship Termination

The internship termination by the institution can take place due to one or more of the following reasons:

6.1.1. The end of internship agreement

The internship may come to an end following the expiry date of the internship duration as agreed by both the student and institution.

6.1.2. Internship termination by the institution:

The internship termination as proposed by the institution may be inevitable due to the following reasons:

6.1.2.1. Industry and business reasons such as the bankruptcy, relocation to other areas, or merger and acquisition that makes the hiring of interns not feasible considering the business or financial situation of the institution.

Students whose internship is terminated by the article 6.1.2.1 will not receive any sanction or penalty. The internship is counted valid.

6.1.2.2. Grave wrongdoings

Students who are caught guilty for the grave wrongdoings will not be considered qualified to continue the internship and the internship will not be considered valid. Therefore, the students will need to retake the internship program upon the discretion of ICC, Head of Study Program, and university internship mentor.

For the legal categories of grave wrongdoings, President University refers to the Manpower Law No.13 Year 2013 article 158 as listed below:

6.1.2.2.1. Stolen or smuggled goods and/or money that belong to the institution;

6.1.2.2.2. Given false or falsified information that causes the institution to incur losses;

6.1.2.2.3. Drunk, drunken intoxicating alcoholic drinks, consumed and or distributed narcotics, psychotropic in the working environment;

6.1.2.2.4. Committed immorality/indecency or gambled in the working environment;

- 6.1.2.2.5. Attacked, battered, threatened, or intimidated his or her co-workers or the entrepreneur in the working environment.
- 6.1.2.2.6. Persuaded his or her co-workers or the entrepreneur to do something that against laws and regulations.
- 6.1.2.2.7. Carelessly or intentionally destroyed or let the property of the entrepreneur exposed to danger, which caused the institution to incur losses;
- 6.1.2.2.8. Intentionally or carelessly let his or her co-workers or the entrepreneur exposed to danger in the workplace;
- 6.1.2.2.9. Unveiled or leaked the institution's secrets, which is supposed to keep secret unless otherwise required by the State

To provide valid justification, the institution must provide valid evidence that follow the due diligence that is aligned with the provision in Manpower Law no.13 Year 2003 article 158 section 2 as the following:

- 6.1.2.2.a. Institution catches the student performing the grave wrongdoings in the act;
- 6.1.2.2.b. The student admits the allegation of committing the grave wrongdoings;
- 6.1.2.2.c. Available written report filed by the authorized representative of the institution and is supported with valid testimony/confirmation by at least (2) two witnesses;

6.1.2.3. Tardiness and disciplinary actions

Any Student whose internship is terminated due to frequent work tardiness and who fails to comply with company policy regulations, and this must be proven by the official evidence or record from the institution will receive grade E and this will result in the internship failure.

6.1.2.4. Sexual harassment.

Student whose internship is terminated by the institution because of being proven guilty of sexual harassment complaint will not be considered qualified to continue the internship in the institution and the internship will receive **no grade**. Students will need to retake the internship program upon the discretion of ICC, Head of Study Program, and university internship mentor.

Sexual harassment refers to displaying repetitive, unwanted sexual advances, requests for sexual favors, verbal and non-verbal sexual nature of conduct to other employees which creates unpleasant feeling and inconvenient, intimidating, hostile, and offensive work environment.

Sexual harassment, though, may not be limited to the following instances of behaviors:

- 6.1.2.4.a. Unwelcome jokes, comments, statements, gestures, offensive words on clothing.
- 6.1.2.4.b. Initiating physical contact which is not welcomed by the other party.
- 6.1.2.4.c. Repetitive requests for intimate relationship or unwanted flirting
- 6.1.2.4.d. Discussing sexually -related objects or showing visual or audio objects that portray sexual or other harassment-related nature.

Sanction: The internship of the student interns is proven involved in the wrongdoings as mentioned in the 6.1.2.2, 6.1.2.3, and 6.1.2.4, will be deemed fail, and the concerned student interns must retake the internship period in the semester which is determined by the university.

6.2. Termination Process of an Intern by an institution

Termination of an intern by an institution is a serious matter and as such President University has set forth the following policy guidelines:

- 6.2.1 The on-site supervisor must immediately make a preliminary phone call to the University internship mentor and the Internship and Career Center if circumstances arise that could eventually lead to the dismissal of an intern. The reasons for the termination must be discussed and understood by both the University internship mentor and Internship and Career Center;
- 6.2.2 The institution submits written report that consists of the details on the investigation process and its outcome.
- 6.2.3 In the event of possible disciplinary and work competency issues, every effort should be made to reconcile the issues, but it is still possible that an institution decision to terminate an intern will stand. It is expected, that prior to the termination, the institution must have reviewed, in writing, the concerns with the intern and given the student the opportunity to correct the problem where this is possible;
- 6.2.4 If the decision to terminate the intern is deemed inevitable, the hiring institution needs to provide written letter to the university, addressed to the Director of Internship and Career Center, at the latest by 5 working-days before the last effective internship date.
- 6.2.5 A written statement outlining the reasons for termination and all appropriate documentation arising from the internal review must be provided by the institution to the Internship and Career Center. Copies of the written statement must be sent to the University internship mentor and the student.

For further process, if it is deemed urgent, based on the evidence and investigation/critical incident report submitted by the hiring institution, ICC will then coordinate with the university internship mentor, respective Heads

of Study Program, and if required, Dean/Vice Rector, or Senate Hearing, to reach the verdict on the concerned student intern's status.

Student interns whose internship program is deemed not null and invalid, is required to re-enroll for internship in the upcoming semesters, herein, decided by Heads of Study Program and ICC.

6.3. Student's Request for Withdrawing from Internship Placement

In the spirit of maintaining the commitment of President University and student interns to the hiring organization, withdrawal from the internship placement, is not favorable. However, should the student intern's resignation is unlikely to be prevented, the following procedure shall prevail:

- 6.3.1. Students must meet with ICC and university mentor to firstly consult the current issues/concerns which may become potential reason of resignation
- 6.3.2. Upon coaching, consultation, and given reasonable period to reconcile the issues, if the student's decision to resign remains still, the concerned student must provide written notification to ICC, university internship mentor, and Heads of Study Program concerning the intention to resign from the institution and stating the critical incidents that serve as the reason for resignation.
- 6.3.3. If it is considered necessary, ICC will consult with Head of Study Program, and/or the representative of the institution to further discuss the matter.
- 6.3.4. Based on the investigation and upon the acknowledgement and approval from the university internship mentor and Head of Study Program, ICC will issue decision as follows:

6.3.4.1 Request is approved

If the request to transfer to other institution is approved, the students may resign from the current institution. The activities will be considered and counted as official internship term.

The valid reason for transfer includes the following conditions:

- 6.3.4.1.1 Exposed to excessive working conditions (i.e. too much overtime work) that may potentially affect the health and welfare of the students.
- 6.3.4.1.2 If the student is exposed to unsafe working environment that can potentially endanger the student
- 6.3.4.1.3 If the Student is exposed to a hostile, intimidating, or offensive work environment that may interfere in his or her work performance (i.e. sexual or other forms of harassment).
- 6.3.4.1.4 Conflict, strike action, lockouts, or other labor-related disruptions at the company that may endanger student life.
- 6.3.4.1.5 Little or trivial work is given (i.e. stapling, copying) during half of the internship period resulting in the underutilization of the intern's time and lack of

improvement in student learning. This situation should be proven by activity report of the intern.

6.3.4.2 Request is rejected

The request to transfer to other institution is commonly rejected due to insufficient evidence that leads to the urgency of internship resignation. The concern filed by the students is not considered as potential issue or problem and that resolution can be achieved through negotiation and communication with the institution.

CHAPTER VII - Internship Final Report (Structure and Content)

The internship final report is an important document which not only explains the internship activities but also serves as the supplementary material about the recent trend in the industries, organizational or work culture, and how an internship can affect the student's personal growth.

All students are expected to provide clear, accurate, yet, conscience description on the internship activities, personal learning, and the suggestion for further improvement. This information will be further reference used by ICC, faculties, students, and other members of the university.

7.1 Internship Final Report Layout

Margins	Top Margin: 1 Inch
	Right Margin: 1 Inch
	Left Margin: 1,5 Inch
	Bottom Margin: 1 Inch
	Times New Roman for all headings and text.
Font Size	Headings: 16 Bold Capital Letter
	Subheadings: 14 Bold
	Text: 12 Regular and 10 for footnotes
Line spacing	1.5 for text
	1 for footnotes
Paper size	A4, 70 grams
Chapter Headings	Apply Roman Numerals e.g. CHAPTER I, CHAPTER II, etc
Paragraph	Justify style
Outline Numbering System	Multiple-level outline numbering system
	For example:
	I. Introduction
	I.2.Benefits

Number of pages	Maximum 25 pages
Page Number	Bottom-right of the page
Printing	Soft-copy stored in CD to ICC. Hard copy submission to mentor or institution is not compulsory unless required.
Color of the cover page	Dark blue
	Example of the internship report cover page is attached

7.2 Internship Final Report Outline

The following is the sequence of how the students should present the report:

- 7.2.1. Page Cover
- 7.2.2. Letter of Internship Completion
- 7.2.3. Table of Content
- 7.2.4. Preface
- 7.2.5. Chapter I-Introduction
- 7.2.6. Chapter II-Company Profile
- 7.2.7. Chapter III-Internship Activities
- 7.2.8. Chapter IV-Personal Results/Evaluation/Points Learned
- 7.2.9. Chapter V-Recommendation
- 7.2.10. Appendices

7.3 Organization of Chapter

7.3.1 Letter of Internship Completion

Each student must attach the copy of the internship completion issued by the companies. The letter declares and verifies that the student has accomplished that the internship program from the specific period. Student who undertook the internship in two different companies must submit two letters of internship completion. Students who cannot attach the letter when the final report is due need to confirm to ICC.

7.3.2 Preface

A one-page section used to express the gratitude and appreciation for the people who have enlisted the support to the students during the internship program. This page may also include an acknowledgement from the students to internship site and the people inside the organization.

7.3.3 Chapter I-Introduction

Introduction is to provide the reader with preliminary information about the internship program, objective, and the benefits of the internship. This chapter will help the reader comprehend why internship is necessary to be part of the study in the university.

7.3.4 Chapter II-Company Profile

This chapter will provide a background about the organization where the students undertook their internship at. Recommended information to be part of the company profile information is as follows. All student interns must observe the information confidentiality. Only include information which is not a private information, and with permission from the hiring institution.

- 7.3.4.1 History of the Organization
- 7.3.4.2 Vision, Mission, and Objective
- 7.3.4.3 Organization chart
- 7.3.4.4 Core organization activities
- 7.3.4.5 Product and services
- 7.3.4.6 Review on the organization growth and trend

7.3.5 Chapter III-Internship Activities

Chapter III is central chapter for this report which outlines the main responsibilities and duties of the interns. There is no custom on what should be written or how students must note in this chapter. Students are in the liberty to express how they want to communicate to the reader. Several guidelines for composing this chapter will be:

- 7.3.5.1. Refer to the job description and provide explanation on the critical and principal assignment.
- 7.3.5.2. In addition to the “what”-the assignment, include also the “how”. The “how” will discuss the method or approaches that the students applied to finish the assignment. It may also talk about the specific tool or devise that the students used during the assignment
- 7.3.5.3. Upon the consent of the company, exhibit the result of the project that the student involved with. It may be displayed through picture, graphs, written elaboration, or portfolio.

7.3.6 Chapter IV-Personal Results/Evaluation/Points Learned

Communicating the message on the impact of internship to the student is the principal aim of this chapter. The students must evaluate how internship benefits them which may entail the answer to the following questions:

- 7.3.6.1. Was the internship worthwhile? Elaborate by providing the information about the advantage that the student gained after doing the internship

- 7.3.6.2. Did internship help gain better understanding about the theory and how it can be implemented in the real world? Provide description to this question? Did the internship help gain better comprehension about the industry?
- 7.3.6.3. What technical knowledge, new theory/approach/method, or skills was absorbed during the internship?
- 7.3.6.4. Was the internship helpful for the students to learn better about the personal strength and weakness and how it can affect the personal development of the students?
- 7.3.6.5. How did internship benefit the student's personal growth?
- 7.3.6.6. How did internship affect the student's future career plan?

7.3.7 Chapter V-Recommendation

The last chapter of this report will discuss the student's recommendations and suggestions related to current assignment or project or the internship activities. However, the students must be precautionous in providing recommendation which may pertain to the company. Students must support the statement by providing reference and valid reasons why such action is essential.

In this chapter, students can also insert their suggestion regarding how the university can improve the internship program or other areas that the university must pay attention.

7.3.8 Appendices/References/Attachments

Students may include additional materials which are related to the final report. It may include picture, graphs, charts, table, or other supplementary data such as monthly report.

7.4 Structure for More than One Internship Placement

Students who participate in the internship at more than one company must follow the report structure as below:

- 7.4.1. Page Cover
- 7.4.2. Letter of Completion Company 1
- 7.4.3. Letter of Completion Company 2
- 7.4.4. Table of Content
- 7.4.5. Preface
- 7.4.6. One Page for The Company I (Logo and Name)
- 7.4.7. Chapter I-Introduction
- 7.4.8. Chapter II-Company Profile of Company I
- 7.4.9. Chapter III-Internship Activities in Company I
- 7.4.10. Chapter IV-Personal Results/Evaluation/Points Learned in Company I
- 7.4.11. One Page for The Company I (Logo and Name)
- 7.4.12. Chapter V-Company Profile of Company II
- 7.4.13. Chapter VI-Internship Activities in Company II

- 7.4.14. Chapter VII-Personal Results/Evaluation/Points Learned in Company II
- 7.4.15. Chapter V-Recommendation
- 7.4.16. Appendices

7.5 Submission Deadline

Students are encouraged to start writing their final report 3-weeks before the ending date of the internship and simultaneously, coordinate with the mentor to arrange the internship final presentation schedule.

Upon the review, student interns can submit the report via PUIS. Please note that each study program may issue certain policy on how the report must be structured. Students need to proactively inquire the study program and mentor for further specific final report requirement.

Appendix 1. Internship Agreement Form

INTERNSHIP AGREEMENT FORM

Student Picture

A. Student Personal Details

Full Name	: Lelouch Raki		
Study Program	: Management	Student ID	: 014202200045
Concentration	:HRM		
Mobile phone number	:081237599378	Home number	:0361-8379470
Current Address	: President University Student Housing, Jl. Ki Hajar Dewantara, Kota Jababeka, Cikarang,17550		
Email Address	: lelouch_raki@gmail.com		

B. Organization Information

Organization/Company's Name	: PT. XYZ
Type of industry (see the attached legend)	: Event Organizer
Office phone number	:021-123456
Fax Number	:021-7891011
Address	:Jl. ABNCFS No.1, Jakarta
Website Address	:xyz.event@co.id
Home country of the companies	: China

C. Internship Coordinator

Please state the contact person who is responsible for coordinating internship program in the **organization/company that hires the intern.**

Name	: Ms. Chi Elda
Department	: Human Capital Department
Position	: Talent Management Manager
Office phone number	: 021-123456 ext 123
Mobile phone number	:08999998777

Email Address	:chi_elda@xyzevent.co.id
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D. Internship Placement

Department	: Marketing and Promotion Department
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Work Hours per day	: 8 hours
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Internship Duration	: 3 Months
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Starting Date (dd/mm/yy)	: 6 th May 2022
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Finishing Date (dd/mm/yy)	: 2 nd October 2022
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Name of Immediate Supervisor	: Ms. Clare Teresa
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Supervisor Job Title	: Marketing Manager
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Supervisor office number	: 021-123456 ext 456	Mobile number: 08978677768
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Supervisor email address	:clare_teresa@ xyzmining.co.id
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E. Internship Entitlement

Please tick (✓) box appropriately

<input type="checkbox"/> No Allowance	<input checked="" type="checkbox"/> Meal Allowance
<input checked="" type="checkbox"/> Accommodation allowance	<input type="checkbox"/> Uniform
<input type="checkbox"/> Transportation Allowance	<input type="checkbox"/> Others, please specify
<input type="checkbox"/> Monthly Allowance	_____

This form is the agreement made among the three parties, which are the institution, intern, and President University for the internship cooperation during the specified period. By signing this form, each party agrees on the terms and conditions which may affect the internship as stipulated by the aforementioned institution and/or President University. Any information obtained as the result of the internship shall be regarded as confidential in which the disclosure of the information, thereof, will be upon the consent and acknowledgment from the aforementioned institution, and thus, the issuance of the information in any type of report format by the students, will be solely for the internal use/review of President University.

On-Site Supervisor

Signature 

Signed and duly stamped

Name : Clare Teresa

Date : 6th May 2022

Intern



Name : Lelouch Raki

Date : 6th May 2022

Acknowledged by,

Internship and Career Center

Name : xxxx

Date : 17th May 2022

Appendix 2

Internship Monthly Report

Name	: Lelouch Raki		
Job Title	:Intern		
Company's Name	:PT. ABC	Department	: Marketing and Promotion
Supervisor's Name	:Clare Teresa	Supervisor Title	: Marketing Manager
Work Hours	: 8 am-5 pm	Period of report	: 2 nd May 2022-2 nd June 2022

1. Describe your principal assignments, responsibilities, for the current month

- Creating database for sales performance during the first quarter of Year 2017
- Helping the Marketing and Promotion Department organize the event for the launch of new product "Blue Paradise"
- Helping the supervisor arrange and organize the file into 3 different product classification

2. Describe some points or aspects of the work that you learned during this month

- I learned about the promotion strategies, starting from the making of advertising, targeting and attracting the audience, and selecting the language which can increase the attention of the targeted audience
- I learned about how to organize and classify the documents into a good array of file and report which can be easily retrieved
- I learned about the different types of personality in the work environment. Some of them are easy to work with; however, there are people who cannot work in a team. I learned to adjust myself to different characteristics of people.

3. Describe problems or challenges encountered during the week and how you solved/minimized them

When I assisted the Marketing and Promotion Department in organizing the event, I encountered a challenge of being distrusted. As I am new in the office, I am considered lack of experience. Some team members just do not want to give me instruction or guidance. They opted to only place me not in a significant position and refused to give me some opportunity to help them. I then consulted with my supervisor and sought help from him.

I aim to maintain an open communication with my supervisor, to engage in an active and supporting interaction with him. He understands the company and its culture better. I believe that he can give me relevant suggestions. He then told me that it takes time for the people to accept new young intern. He asked me to keep observing the work and how people get their job done even though I do not directly get involved in the activity. He also gave me feedback that "Smile and Greeting" is an effective way to get closer to these people.

Submitted by



Name of the intern: Lelouch Raki
Date: 1st June 2022

Read and endorsed by



On Site Supervisor: Clare Teresa
Date: 2nd June 2022

Appendix 3.Example of Internship Completion Letter

PT.XYZ
Jl. ABNCFS No.1, Jakarta

Internship Certification Letter

We, herewith, certify that the following student

Name : Lelouch Raki
University : President University

Has accomplished the internship in **Marketing and Promotion Department**, on **2nd May 2022-16th October 2022**, with the duties and responsibilities as follows:

1. Assisting the Marketing Manager to arrange the Customer Loyalty Program for Wes Indonesia Region Customers.
2. Creating the marketing and promotion design for the launching of “Nickel Product”.
3. Analysing the result of Customer Satisfaction Survey on “Blue Paradise” Product.
4. Serving as the Assistant of Floor Manager for the Event on “One Tree, One Life” Seminar on 16th September 2022.

The student has successfully performed the internship program and provided significant contribution to the company. We thank the student for his involvement and wish him the best luck for his future career endeavor.

Jakarta, 17th October 2022

C. Elda 

Chi Elda
HR Department

Appendix 4. Internship Job Description

Student's Name	: Lelouch Raki	
Institution/Company	: PT. ABC	Department : Marketing and Promotion Department
Supervisor's Name	: Clare Teresa	
Supervisor's Position/Job Title	: Marketing Manager	
Working Hours	: 8 am-5 pm	
Internship Duration	: 16th May – 2nd October 2022	

A. Summary of the Job

Please explain the overall purpose of your job during the internship period. This might include the main project that you do during the internship.

When I was assigned as intern, my primary duties were to assist the Marketing Manager in creating marketing and promotional materials, organizing the launching of new product "Nickel", and administering the customer satisfaction survey.

B. Description of Duties and Responsibilities

Please explain the responsibilities that you are expected to perform during the internship period.

Duties/Responsibilities/Targets to be Achieved/Deadlines
<ol style="list-style-type: none"> 1. In creating the marketing and promotional materials, I was assigned to design the online poster which will be distributed via Instagram; 2. Researching and collecting information about the market share of 4 similar products which may become the competitors of the products; 3. For the new product launching events, collecting information and pricing proposal from 3 vendors for 3 items; sound system, multimedia, and venue. 4. Producing the report on Customer Satisfaction for Product X, elaborating the customer perception on the effectiveness of the products and customer suggestions on how to improve the product. 5. Assisting the Marketing and Manager in administering clerical and administrative matters of Marketing and Promotion Department.

C. REQUIRED KNOWLEDGE AND SKILLS

Please state the required technical knowledge, skills, and attitude, that you perceive is required to perform the duties successfully

Knowledge	Skills	Attitude
<ol style="list-style-type: none"> 1. Digital Marketing 2. Quantitative Research 3. Customer Behavior 	<ol style="list-style-type: none"> 1. Negotiation 2. Problem Solving 3. Research and Report Writing 4. Active listening 	<ol style="list-style-type: none"> 1. Can-do attitude 2. Multitasking 3. High level of self-empowerment (must be capable of working

	5. Public speaking and presentation 6. Event organizing	effectively under minimum supervision). 4. Result-oriented.
--	--	--

Student Agreement of Responsibilities:

This job description has been explained to me clearly, and I understand and agree to the duties and responsibilities stated.

Agreed by,



Signature and Name of Intern

Date: 1st October 2022

Acknowledged by,



**Signature and Name of Supervisor
Duly Stamped**

Date: 1st October 2022

APPENDIX 5. Performance Evaluation-Assessment by Employer

Internship and Career Center Work Performance Appraisal and Development Plan

Please provide your candid evaluation of the incumbent performance or skill level in each of the following areas. We encourage you to participate in a two-ways communication in discussing the student's performance and share your appraisal to the student for her or his professional development. Thank you.

Incumbent name: Lelouch	Department in the Company : Marketing & Promotion		
On-Site Supervisor Name: Clare Teresa	On-Site Supervisor Title: Marketing and Promotion Manager	Appraisal Period: 16 th May – 2 nd Oct 2022	

Please put X in the appropriate column indicating your assessment to the work performance being assessed using the following rating system

Rating		In Points	Definition
EX	Exceptional (EX)-5	85-100 Points	Outstanding Performance. Quality excellence is delivered in continuous basis
AA	Above Average (AA)-4	70-84.99 Points	Demonstrate work performance which exceeds the standard expectation and requirement of the job.
A	Average/Satisfactory (A)-3	60-69.99 Points	Demonstrate work performance which meets the standard expectation and requirement of the job.
NI	Needs Improvement (NI)-2	50-59.99 Points	Demonstrate poor work performance in most areas. Need intensive training before entering to the job.
P	Poor/Unsatisfactory (P)-1	0-49.99 Points	Cannot demonstrate the expected work performance quality. Not ready for work.

Work Assessment (Please put X or √ in the appropriate column):

Work Performance	1	2	3	4	5
A. Business/Organization Competency					
1. Consistency in submitting the assignment within the expected period of time (meeting the deadline).		√			
2. Ability to produce reliable work quality as being thorough with minimum error.				√	
3. Ability to work under minimum supervision.			√		
4. Ability to be active and consistent in seeking for knowledge/information needed to perform the job.			√		
5. Ability to analyze/identify the main issues/problems.			√		

6.Ability to offer relevant solution/recommendation to the problems		√			
7.Level of discipline to maintain the agreed working hours			√		
8. Level of awareness of organizational code of conduct and culture.			√		
B. People Competency					
1. Ability to prioritize the team's goal rather than individual goal			√		
2. Ability to accept constructive feedback from team members or supervisor in a mature and professional manner.				√	
3 .Level of initiative to seek for information on team's needs, and act on it.				√	
4. Level of awareness of customer's needs expectation, problems, and circumstance (both internal & external customers).			√		
5. Ability to build rapport and cooperation with customer (both internal & external).			√		
6. Level of engagement with team members (including attending discussion, being helpful, and showing empathy).			√		
7. Ability to share important/relevant information (including ideas and recent updates) with team members and supervisor.					√
C. Self-Management (Behavioral)					
1. Ability to behave in a respectful and consistent manner.				√	
2 .Ability to share feelings to let other colleagues understand the current state of mind.			√		
3. Ability to manage confidential information.					√
4. Ability to treat other people with respect.			√		
5. Ability to maintain constant performance and act rationally under a stressful situation.		√			
6. Ability to adjust to the emerging changes in the workplace.				√	
D. Technical Skill					
1. Ability to listen and follow the instruction.			√		
2. Ability to inform clear message and information in good spoken language.			√		
3. Ability to write clearly and concisely.			√		
4. Ability to respond to questions, feedback, and instructions in a clear and correct manner.			√		
5. Level of relevancy of the knowledge to the business needs.			√		
Please write down the necessary tool, knowledge, or skills needed to perform the job, and rate the subordinate's performance in meeting the technology requirement					
1. Tools / Technology/Machine (e.g. Ms. Words, Adobe Photoshop)	P	NI	A	AA	EX
1.1. Adobe Photoshop		√			
1.2. SPSS				√	
1.3. Social Media (Instagram/Youtube)				√	
2. Knowledge					
2.1.Digital marketing and promotion				√	
2.2.Marketing research					√
2.3 Report writing (mostly research)				√	

2. Based on the overall contribution of the employee, how would you rate the contribution of the employee to the business process?

☒ Very Valuable ☐ Somewhat valuable ☐ Limited Value ☐ Not valuable/not ready to work in the institution

Please explain in what way the student has created impact to the organization or your work as on-site supervisor.

The student is very helpful. During the last 4 months, I can better focus on strategic issues, and allocate more time meeting with clients and customer because I can delegate part of my job to the team members and the student intern. He has delivered and maintained good performance.

3. Please use the following section to identify the primary strengths, areas to be improved, and future training plan which is recommended to enhance the employee's work performance.

Primary Strengths (Knowledge, Skills, Attitudes)	Areas to Be Improved (Knowledge, Skills, Attitudes)
1. Multitasking 2. Excellent report writing in English format 3. Good presentation skill 4. Very thorough in his analysis	It will be much helpful for the students if he can better compose himself when deadline is approaching. He can be easily panic if there is new assignment interrupting the process.

Courses/Training/Workshop/Seminar Which the Employee Should Participate to Enhance/Maintain the Quality of Work Performance
1. Digital marketing and social media analysis
2. Event organizing
3. Presentation skill and pitching

4. Please provide your feedback on the learning design/curriculum/seminars/training which President University must offer to improve the quality and competitiveness of the graduates in the workplace.

The internship program of President University is good enough and match with the industry's work pace. However, it is better if the duration is longer, can reach until 8 months because most of the jobs are project based. Even the routine assignment needs continuity, and usually, it takes more than 4 months for the team to see the result.

Courses/Training/Workshop/Seminar Which the Employee Should Participate to Enhance/Maintain the Quality of Work Performance
1.Digital marketing and social media analysis
2.Event organizing
3.Presentation skill and pitching
4. Critical thinking

Assessed by,

Signa 

On-site supervisor name :Clare Teresa
Evaluation Date: 4th October 2022

I, herewith, acknowledge that this performance review was conducted to evaluate my work performance during the specified period. My signatory in this review indicates that I have understood and approved the outcome of the appraisal. I understand that I will secure a copy of this appraisal and agree that if after 15 working days I do not submit any objection to the appraisal result, I waive my right to demand any changes in the evaluation.



Incumbent: Lelouch Raki

Appendix 6. Final Evaluation on Internship Program Self-Assessment by Student (Online Questionnaire Filled Up in PUIS)

Name of Intern	: Lelouch Raki
ID Number	: 000000000000
Name of Company	: PT. ABC
Internship duration	: May – October 2022

Please complete this evaluation upon completion of your internship program. This form is designed to help you reflect upon your internship experiences, and also to provide feedback to your employer. Feel free to use the back of this sheet or additional pages for any additional comments. The employer may use the comments provided as a testimonial for the company and its future internship programs.

A. Skill Development

On a scale of 1 to 3, evaluate your skill improvement in the following areas as a result of this internship:

1 = No Improvement 3 = Great Improvement
2 = Some Improvement

Work Performance	1	2	3
A. Business/Organization Competency			
1. Consistency in submitting the assignment within the expected period of time (meeting the deadline).		√	
2. Ability to produce reliable work quality as being thorough with minimum error.			√
3.Ability to work under minimum supervision.			√
4. Ability to be active and consistent in seeking for knowledge/information needed to perform the job.			√
5. Ability to analyze/identify the main issues/problems.		√	
6.Ability to offer relevant solution/recommendation to the problems		√	
7.Level of discipline to maintain the agreed working hours		√	
8. Level of awareness of organizational code of conduct and culture.		√	
B. People Competency			
1. Ability to prioritize the team's goal rather than individual goal		√	
2. Ability to accept constructive feedback from team members or supervisor in a mature and professional manner.			√
3 .Level of initiative to seek for information on team's needs, and act on it.			√
4. Level of awareness of customer's needs expectation, problems, and circumstance (both internal & external customers).			√
5. Ability to build rapport and cooperation with customer (both internal & external).			√

6. Level of engagement with team members (including attending discussion, being helpful, and showing empathy).			√
7. Ability to share important/relevant information (including ideas and recent updates) with team members and supervisor.			√
C. Self-Management (Behavioral)			
1. Ability to behave in a respectful and consistent manner.			√
2. Ability to share feelings to let other colleagues understand the current state of mind.			√
3. Ability to manage confidential information.			√
4. Ability to treat other people with respect.			√
5. Ability to maintain constant performance and act rationally under a stressful situation.			√
6. Ability to adjust to the emerging changes in the workplace.			√
D. Technical Skill			
1. Ability to listen and follow the instruction.			√
2. Ability to inform clear message and information in good spoken language.			√
3. Ability to write clearly and concisely.			√
4. Ability to respond to questions, feedback, and instructions in a clear and correct manner.			√
5. Level of relevancy of the knowledge to the business needs.		√	
1. Tools / Technology/Machine (e.g. Ms. Words, Adobe Photoshop)	P	NI	A
1.1 Adobe Photoshop			√
1.2. Instagram and Youtube			√
1.3. Microsoft Power Point			√
2. Knowledge			
2.1. Digital Marketing			√
2.2. Negotiation technique		√	
2.3 Event organizing			√

B. Comments

1. Based on the overall internship process, how valuable did the internship job description (including the training, induction, and project given to you) develop your personal and professional quality?

☒ Very Valuable ☐ Somewhat valuable ☐ Limited Value ☐ Not valuable

2. Did you receive job offer from the internship institution?

☒ Yes ☐ No

3. What curriculum/courses/training which the university should deliver to improve the quality of the internship program and help student interns achieve maximum result from the internship program?

Digital marketing, event organizing, time management, research, and critical thinking.

4. What has been the effect of this internship on your career goals?

The most exciting part of this internship program is the chance for me to meet with new people and involved in the event of new product launching. I learn that I like it when I am part of event organizing, particularly when I am assigned to submit pricing comparison and negotiate with vendor.

I also improve my Marketing and Social Media Analysis skill, particularly in the areas of research, analyzing customer satisfaction, as well as using Instagram and YouTube for branding purpose.

I am grateful to meet with on-site supervisor and team who give me warm welcome and are willing to trust me with part of their important assignment. I am humbled knowing that my work performance is acceptable and recruited to be their future staff.

Submitted by,



Intern name: Lelouch Raki

Evaluation date: 5th October 2022

Appendix 7. Declaration of Originality (Online submission via PUIS)

I, the undersigned:

Name :
Study Program :
ID Number :
Internship Company :
Internship Period :

Declare that the content and information asserted in the documents herein; which I submit for the purpose of completing the requirement of Internship Program:

A recomposed and originated only by the authorized personnel, as stated in the university policy as issued in Internship guideline, and hence, is original, reflecting the actual description of my internship fieldwork.

I, furthermore, affirm that all of the content, data, and figure presented in each document are published with the acknowledgement and approval of the official representative from which I did my internship.

I understand that it is legitimate for the university, through Internship and Career Center, to verify the truth of the documents if it is deemed necessary; and that the university reserves the right to impose disciplinary sanction upon me should I am proven to issue false claim in regards to this statement, to fabricate the information in the document, to empower non-authorized personnel in completing the documents, and to use the work of other people in the documents herein.

Student name :
Date