## BUKU DAFTAR KEHADIRAN KEGIATAN

## INTERNSHIP

**SEMETER VII TA. 2016/2017**

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| **N a m a** | **:** | **…………………………………………………………………………** |
| **NPM** | **:** | **…………………………………………………………………………** |
| **Kelas** | **:** | **…………………………………………………………………………** |

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**PROGRAM STUDI D4 TEKNIK INFORMATIKA**

**POLITEKNIK POS INDONESIA**

**2016**

**Report Harian**

**STUDENT/INTERN NAME :**

**Day 1**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

|  |  |
| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 2**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 3**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 4**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 5**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 6**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 7**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 8**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 9**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 10**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 11**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 12**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 13**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 14**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 15**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 16**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 17**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 18**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 19**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 20**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 21**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 22**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 23**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 24**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 25**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 26**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 27**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 28**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 29**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 30**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 31**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 32**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 33**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 34**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 35**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 36**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 37**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 38**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 39**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 40**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 41**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 42**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 43**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 44**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 45**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 46**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 47**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 48**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 49**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 50**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 51**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 52**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 53**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 54**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 55**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 56**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
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**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 57**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 58**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 59**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 60**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 61**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 62**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 63**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 64**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 65**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

|  |  |
| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 66**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 67**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 68**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 69**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**STUDENT/INTERN NAME :**

**Day 70**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

Date :

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| --- | --- |
| **No.** | **Activity** |
|  |  |

**Mentor,**

**(....................................................)**

**Feedback Questionnaire (Company)**

**STUDENT/INTERN NAME : evaluation for period from ……………… to ………………**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

**INTERNSHIP EVALUATION :**

1. Please describe the problem and the activities your intern performed during the period of this placement :
2. ……………………………………………………………………………………………..
3. ……………………………………………………………………………………………..
4. ……………………………………………………………………………………………..
5. ……………………………………………………………………………………………..

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please check the extent to wich your intern satisfied the following : | | | | | |
|  | excellent | good | average | poor | n/a\* |
| Ability to work well with others |  |  |  |  |  |
| Understood assigned problems |  |  |  |  |  |
| Adequancy of academic preparation |  |  |  |  |  |
| General attitude and enthusiasm |  |  |  |  |  |
| Quality of work performed |  |  |  |  |  |
| Demonstration of responsibility |  |  |  |  |  |
| Effective oral communication |  |  |  |  |  |
| Self-motivation and Learning |  |  |  |  |  |
| Dressed appropiately |  |  |  |  |  |
| Recommended letter grade : (A-B-C-D-E) : | | | | | |
| n/a\* = not applicable | | | | | |

1. Note any problems, issues and resolutions encountered during the internship period :
2. Please comment on the following statements. **Yes unsure no n/a**

You found Politeknik Pos Mentor to be helpful and responsive ?

You look forward to hosying another Politeknik Pos student ?

1. Has your department or organization benefited in any other ways from having a intern from Politeknik Pos Indonesia ? Please, explain
2. **Important** : please write a brief paragraph below or on back of this sheet indicating the significant strengths of the interb and those areas where improvement is needed.

**Feedback Questionnaire (Student)**

**STUDENT/INTERN NAME : evaluation for period from ……………… to ………………**

**Employer/Host Organization :**

Name & Position of Supervision completing this evaluation :

Phone Number : E-mail address :

**INTERNSHIP EVALUATION :**

1. Please list the principal activities you performed during the internship :
2. ……………………………………………………………………………………………..
3. ……………………………………………………………………………………………..
4. ……………………………………………………………………………………………..
5. ……………………………………………………………………………………………..
6. **Company Supervisor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2. Please check the extent to wich your intern satisfied the following : | | | | | |
|  | excellent | good | average | poor | n/a\* |
| Addressed your questions |  |  |  |  |  |
| Provided quality instruction |  |  |  |  |  |
| Communicated his expectations |  |  |  |  |  |
| Gave you feedback on your work |  |  |  |  |  |
| Encourage independent learning |  |  |  |  |  |
| Solicited and considered your ideas |  |  |  |  |  |
| Demonstrated interest in you goals |  |  |  |  |  |
| Recommended letter grade : (A-B-C-D-E) : | | | | | |
| n/a\* = not applicable | | | | | |

**EXPECTATION, PROBLEMS, OUTCOMES :**

How did the placement compare with your expectations? Please describe :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please state : As a result of internship I have :** | **yes** | **unsure** | **no** | **n/a \*** |
| gained skills and experience that benefit my career |  |  |  |  |
| Learned to interact and communicate in a company |  |  |  |  |
| Have come to recognize my strenghts and weaknesses |  |  |  |  |
| Gained profesional contact that cpould lead to labour contract |  |  |  |  |

How do you feel the studies at Politeknik Pos Indonesia have Prepared you For the Internship ? Explain :