

**FASHION BUSINESS**  
**INTEGRATION TO WORKPLACE II**

**COURSE NUMBER: 571 KQ8 AS**

**DOCUMENTS FOR THE COMPANY**

**(DOKUMEN UNTUK PERUSAHAAN)**

## BUSINESS CARD



**LaSalle College**  
Jakarta

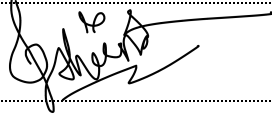
(Please also give stamp by company)

## Internship 2 Contract

Student's name ( <i>Nama siswa</i> )	
Phone/ Mobile Phone ( <i>Telfon/ HP</i> )	
Email Address ( <i>Email</i> )	
Beginning Date ( <i>Tanggal mulai magang</i> )	
End Date ( <i>Tanggal selesai magang</i> )	
Signature ( <i>Tanda Tangan</i> )	

Name of Company ( <i>Nama Perusahaan</i> )	PT Solusi Strategic Mode - Gabster Fashion Consulting
Complete address ( <i>Alamat lengkap</i> )	EV Hive City 9th Fl. Plaza Kuningan, South Building Jalan H.R. Rasuna Said, Setiabudi, South Jakarta 12940
Phone number ( <i>No. Telfon</i> )	+6281220836618
Official Website	<a href="https://www.linkedin.com/company/gabster-fashion-consulting/">https://www.linkedin.com/company/gabster-fashion-consulting/</a>
Type of firm ( <i>Jenis Perusahaan</i> )	Fashion Consulting Company
Internship supervisor ( <i>Supervisor</i> )	Gabriella Sheena Halim
Title ( <i>Jabatan</i> )	Founder and CEO
Mobile Phone ( <i>HP</i> )	+6281220836618
Email Address ( <i>Email</i> )	<a href="mailto:gabriella.sheena@gabstergfc.com">gabriella.sheena@gabstergfc.com</a>

Signature *(Tanda Tangan)*

A handwritten signature in black ink, appearing to be 'John Doe', is written over a horizontal dotted line.

# **GUIDELINES FOR THE COMPANY**

***(PANDUAN UNTUK PERUSAHAAN)***

## GENERAL DIRECTIVES FOR THE ENTERPRISE (*Petunjuk umum untuk Perusahaan*)

1. As mentioned in the course outline, the student must complete minimum **150 hours** of duration  
(*Seperti yang sudah disebutkan dalam Uraian Mata Kuliah, siswa magang harus memenuhi durasi minimal **150 jam***)
2. The deadline for the student to submit the contract is Monday, June 4<sup>th</sup> 2018.  
(*Batas waktu pengembalian kontrak Magang adalah Senin 4 Juni 2018*)
3. The internship is considered as a course, and as such, cannot be remunerated.  
(*Program magang ini dianggap sebagai salah satu mata kuliah, dan tidak untuk pemberian upah*)
4. Company will appoint a Company's representative as the Supervisor for the intern to plan and oversee the student's training program, and to meet and communicate with the Internship tutor from campus during the internship period.  
(*Menunjuk seorang perwakilan dari perusahaan sebagai Supervisor untuk siswa untuk merencanakan dan mengawasi jalannya program magang, dan untuk bertemu dan berkomunikasi dengan tutor magang dari kampus selama periode magang tersebut*)
5. Each student will be assigned a tutor. The tutor will meet the student during the internship to answer questions and provide information regarding the final report.  
(*Setiap siswa akan mendapatkan seorang Tutor. Tutor tersebut akan menemui siswa magang selama program magang berlangsung untuk menjawab pertanyaan dan memberikan informasi perihal laporan magang*)
6. The tutor will also be contacting the company to check on the student's progress and answer any questions the supervisor may have.  
(*Tutor tersebut juga akan menghubungi perusahaan terkait guna mengecek kemajuan kinerja kerja siswa magang dan menjawab semua pertanyaan yang ada dari Supervisor*)
7. The evaluation of the internship is divided as follows: 50 % by the firm and 50 % by the College  
(*Nilai evaluasi program magang dibagi sebagai berikut; 50% dari pihak Perusahaan dan 50% dari pihak kampus*)

## LETTER FOR COMPANY

*(Surat untuk Perusahaan)*

Dear Sir/Madam,  
(Kepada Yth. Bapak/ Ibu)

.....

The following certifies that in the sequence of the Fashion Business Program, the students are required to complete an initiation internship (571-KQA-03). The objective of this internship is to understand the daily realities of work in a company that deals in fashion and to analyze the requirements of the work place in terms of attitudes and personal discipline.

*(Berikut adalah urutan dari program Fashion business, para siswa diwajibkan untuk melengkapi persyaratan magang (571-KQA-03). Tujuan dari magang ini adalah untuk memahami keseharian dari pekerjaan di suatu perusahaan yang berkaitan dengan fashion dan untuk menganalisis persyaratan dari tempat kerja dalam hal perilaku dan disiplin pribadi)*

The internship will be from \_\_\_\_\_, in which the student must complete a total of 150hrs retail. During this period, the student is expected to gather pertinent information concerning your organization, to observe the consumer, to apply sales techniques, to monitor customer service and to participate in the everyday activities in order to gain practical knowledge. This knowledge will serve as a point of comparison between the theoretical notions taught in his/her courses. The student should also be given the opportunity to ask questions in order to further his/her insight in Fashion Business.

*(Program magang yang akan dilakukan dari ....., yang mana siswa harus melengkapi total 150 jam. Selama periode ini, siswa diharapkan untuk mengumpulkan informasi yang berkaitan dengan organisasi anda, untuk mengamati pelanggan, menerapkan teknik penjualan, memonitor layanan pelanggan dan untuk berpartisipasi dalam aktivitas sehari-hari untuk mendapatkan pengetahuan praktek. Pengetahuan ini akan berfungsi sebagai titik perbandingan antara gagasan teori yang diajarkan dalam kuliahnya. Siswa juga harus diberikan kesempatan untuk bertanya agar mendapatkan pandangan lebih dalam tentang Fashion Business)*

Each student will be supervised by a tutor who will provide him/her with guidance, motivation and recommendations. The teachers will contact your company during the course of the internship to keep up-to-date of the student's progress.

*(Setiap siswa akan diawasi oleh seorang Tutor yang akan memberikan ia arahan, motivasi dan rekomendasi. Guru tersebut akan menghubungi perusahaan anda selama magang berlangsung mengetahui perkembangan dari siswa yang bersangkutan)*

Your participation in this activity is greatly appreciated. Thank you for your dedication, for every year, a fine group of graduates sets forth from the College, well prepared and ready to take on the challenge of the Fashion Industry.

*(Partisipasi anda dalam aktivitas ini sangat kami hargai. Terima kasih atas dedikasi anda, setiap tahunnya, sekelompok lulusan akan dihasilkan oleh kampus kami, dipersiapkan dengan baik dan siap untuk menerima tantangan dalam industry fashion)*

If you have any questions, please do not hesitate to contact me.

*(Jika anda mempunyai pertanyaan, jangan sungkan untuk menghubungi kami)*

Thank you for your cooperation in this matter.

*(Terima kasih atas kerjasama anda dalam hal ini)*

Sincerely,

Richard Kaunang  
Fashion Business Director,

*Fashion Business Program*

Phone : (021) 5785 1819

Email : richard.kaunang@lasallecollege.ac.id

## INTERNSHIP 2 QUESTIONNAIRE FOR THE EMPLOYER

*(Kuesioner Magang 2 untuk Perusahaan)*

Company Name : PT Solusi Strategic Mode - Gabster Fashion Consulting  
*(Nama Perusahaan)*

Contact Person : Gabriella Sheena Halim  
\*filled by Supervisor or HR  
*(diisi oleh Supervisor atau HRD)*

Title : Founder and CEO  
*(Jabatan)*

The correspondence between the job positions to lead the program and the targeted competencies

*(Korespondensi antara posisi pekerjaan untuk memimpin program dan kompetensi yang ditargetkan)*

### QUESTIONS:

*(Pertanyaan)*

1. *What job positions are available in your company?*

*(Posisi pekerjaan apa saja yang tersedia di perusahaan anda?)*

2. *How many employees do you have?*

*(Berapa banyak pegawai di perusahaan anda)*

3. *Do you think our program is applicable to your job requirements?*

*(Apakah menurut anda program kami sesuai dengan persyaratan kerja di perusahaan anda?)*

### ANSWER:

*(Jawaban)*

1. Social Media and Content Coordinator, Product Development Associate, Sales Management Associate, Event and Workshop Coordinator, Marketing Coordinator, Visual Conceptor

2. 5

3. yes

The correspondence between the tasks in the workplace and the targeted competencies

*(Korespondensi antara tugas di tempat kerja dan kompetensi yang ditargetkan)*

### QUESTION:

4. *What are the job tasks of Fashion Design graduates?*

*(Apakah tugas dari seorang lulusan program Fashion Design?)*

**ANSWER :**

4. Fashion buyer, Marketing, Social Media Coordinator, Event Coordinator, Fashion writer, Fashion editor, Brand Manager, Sales Coordinator, Visual Merchandising Coordinator.

**QUESTION :**

5. The relationship of the program with the business challenges and issues

*(Hubungan antara program dengan tantangan bisnis dan permasalahannya)*

**ANSWER :**

The issues is finding the right person doing the right job and with this program it will help company to evaluate future fashion graduates whether or not they are suitable for the company.

**QUESTION :**

6. What are the common issues and challenges faced by your company?

*(Apakah yang menjadi isu dan permasalahan di perusahaan anda)*

**ANSWER :**

1. Mainly human resource: finding the right person doing the right job for the right tasks because we deal with various clients and each clients are differ.

Purposes of compliance with program standards expected by the industry

*(Tujuan yang sesuai dengan standard program yang diharapkan oleh industry)*

**QUESTIONS :**

7. In your opinion, what are the qualities or skills needed in the Fashion Design industry?

*(Menurut opini anda, apakah kualitas atau kemampuan yang dibutuhkan dalam industry mode?)*

8. What are the minimum requirements in terms of education when you hire an employee?

*(Apakah persyaratan minimum dalam hal pendidikan ketika merekrut seorang karyawan?)*

9. Are you looking for someone with general knowledge or specialized in certain area?

*(Apakah anda mencari seseorang dengan pengetahuan umum atau tertentu di suatu bidang?)*

10. From which schools do you hire your employees?

*(Dari kampus mana anda merekrut seorang karyawan?)*

11. Is bilingualism important in the industry?

*(Apakah bilingualism penting dalam industry?)*



**ANSWER :**

7. creativity, analytical skill, curiosity, openness, quick learner, and the ability to adapt and go out of your comfort zone.
8. We do not see someone from their degree much. We see their experience, skill set, willingness to learn, and adapt more. We believe more in experience and the personality of the talent.
9. Both: it will be good to have someone that has specific knowledge, yet he or she needs to also have good knowledge of things outside fashion industry.
10. Many different schools
11. Yes, very important. It is a must.

The update of the program based on proven technology and industry standards expected  
(Update program berdasarkan teknologi dan standar industri yang diharapkan)

**QUESTIONS :**

12. *What software do you use?*  
(Software apa yang anda gunakan?)
13. *What kind of mandates (verbal/electronic/phone command) do you use in your business?*  
(Mandat apa yang anda gunakan dalam bisnis Anda (verbal/elektronik/perintah telfon)?)
14. *Do you think the industry is moving more towards digital media (computer panels, web, etc.)?*  
Apakah menurut anda inudstri ini bergerak maju ke arah media digital (panel computer, web, dll?)
15. *Which software for CAD/CAPM does your company use, and would you recommend for LaSalle to teach their students (PAD System/ Gerber/Lectra/Other – please specify)*  
(Software mana untuk CAD/CAPM yang perusahaan anda gunakan, dan apakah anda akan merekomendasikan LaSalle untuk mengajarkan siswanya (PAD system/Gerber/Lectra/lainnya – tolong jelaskan)

**ANSWER :**

- 12. Microsoft Office, Google suite, Adobe Photoshop, Illustrator, Premier Pro, InDesign
- 13. Verbal communication and via WhatsApp
- 14. Yes
- 15. Yes. It is good to have fashion grads with CAD skill.

**Other factors related to changes in the work context**

*(Faktor lainnya yang berkaitan dengan perubahan dalam konteks kerja)*

**QUESTIONS :**

- 16. How many employees have you recruited in the past year?  
(Berapa banyak karyawan baru yang anda rekrut tahun lalu?)
- 17. Do you hire more full-time, part time or contractual?  
(Apakah anda lebih banyak merekrut karyawan penuh waktu, paruh waktu atau kontrak?)
- 18. What are the cycles of employment in your company? Is this the same thing with other industries in general?  
(Bagaimana siklus kepegawaian di perusahaan anda? Apakah sama dengan industry pada umumnya?)
- 19. Describe the typical day/week of a Fashion Design employee?  
(Jelaskan keseharian/minggu seorang pegawai Fashion Design?)

**ANSWER :**

- 16. 5
- 17. Part Time
- 18. Yes
- 19. Concept research, mood board creation, design, look for trims and fabrics, talk to pattern makers and sewers to make sure the samples are well, manage production with production team.

**The adaptation of the exit profile of graduates to the needs of today's market**  
*(Adaptasi dari profil keluar dari lulusan dengan kebutuhan pasar saat ini)*

**QUESTION :**

20. What is the ideal profile of a graduate? Please, detail.  
(Bagaimana profil ideal dari seorang lulusan? Tolong jelaskan)

**ANSWER :**

20. Good grades don't matter. The willingness to learn, adapt, and work hard is very important. Fashion knowledge is a must and the more they know from outside what they learn we appreciate it more. Good portfolio does not matter if the student does not have good work ethic. Self-motivation and good work ethic is very important in today's world.

**Contextual questions: if you hired a graduate of LaSalle College Jakarta.**

*(Pertanyaan kontekstual: Jika anda merekrut lulusan dari LaSalle College Jakarta)*

21. When did you last hire a graduate of LaSalle College Jakarta?  
(Kapan anda merekrut lulusan dari LaSalle College Jakarta?)

22. Would you hire (again) a graduate of LaSalle College Jakarta? Please explain your answer.  
(Apakah anda mau merekrut lagi lulusan dari LaSalle College Jakarta? Tolong jelaskan jawaban anda)

23. What is the job position of the graduate? (referring to no. 25)  
(Apakah posisi dari lulusan tersebut?)

24. What are his/her strengths and the weaknesses in relation to the competencies needed for the job?  
(Apakah kelebihan dan kekurangan yang berhubungan dengan kompetensi yang dibutuhkan untuk pekerjaan tersebut?)

25. For our statistics, what is the ideal wage of the graduate? (or the average wage for that position)  
(Untuk statistik kami, berapakah upah dari lulusan tersebut? (atau kisaran upah untuk posisi tersebut))

**ANSWER :**

21. Just recently for internship

22. Yes. She has good fashion insights and good work ethic.

23. Marketing Coordinator

24. Strengths: creative, willingness to learn. Weaknesses: rarely ask questions/less curious.

25. IDR 5,000,000-6,000,000

**Partnership**

*(Rekanan)*

26. *Will you be interested to be part of the jury on student's presentations?*  
(Apakah anda tertarik untuk menjadi bagian dari juri pada presentasi siswa?)
27. *Will you be interested to be part of an advisory committee for the Fashion Design program?*  
(Apakah anda tertarik untuk menjadi bagian dari Komite Penasihat pada program Fashion Design?)
28. *Will you be interested to hire a student in training?*  
(Apakah anda tertarik untuk merekrut siswa dalam sebuah pelatihan?)

**ANSWER :**

26. Yes, we will be very much interested
27. Yes, we will be very much interested
28. Yes, we don't mind it

Date : 7 June 2018  
Contact Person : Gabriella Sheena Halim  
Signature :



Company Stamp :

**AGREEMENT BETWEEN THE COMPANY, LASALLE COLLEGE JAKARTA- FASHION BUSINESS  
PROGRAM AND THE STUDENT**

*(PERJANJIAN ANTARA PERUSAHAAN, LASALLE COLLEGE JAKARTA – FASHION BUSINESS  
DAN SISWA)*

The internship is of a maximum duration of **150 hours** and may be done at a maximum rate of 8 hours per day.

*(Program magang ini berdurasi minimal **150 jam** dan dilakukan maksimal 8 jam/ hari)*

**THE COMPANY:**

**(PERUSAHAAN)**

1. Appoints a COMPANY representative as the Supervisor for the intern to plan and oversee the student's training program, and to meet and communicate with the Internship tutor from campus during the internship period.  
*(Menunjuk seorang perwakilan dari perusahaan sebagai Supervisor untuk siswa untuk merencanakan dan mengawasi jalannya program magang, dan untuk bertemu dan berkomunikasi dengan tutor magang dari kampus selama periode magang tersebut)*
2. Will provide emergency medical services if the intern should become ill or be the victim of a work accident in the work place during the internship period.  
*(Menyediakan pelayanan medis darurat apabila siswa magang menjadi sakit atau menjadi korban dari kecelakaan di tempat kerja selama periode magang).*
3. Establishes a work schedule and lists the tasks for which the intern will be responsible during his/her internship period with the company.  
*(Menetapkan jadwal kerja dan daftar pekerjaan untuk siswa magang yang mana nantinya akan menjadi tanggung jawab dari siswa tersebut selama periode magang dengan perusahaan)*
4. Periodically assesses the intern's abilities and performance according to the criteria and schedule set out by the College and to give final performance evaluation at the end of the program as part of the course final mark.  
*(Secara berkala mengevaluasi kemampuan dan kinerja kerja dari siswa magang, sesuai dengan kriteria dan jadwal yang diatur oleh pihak kampus serta memberikan evaluasi akhir atas kinerja siswa pada akhir program magang sebagai bagian dari total nilai mata kuliah)*

**LASALLE COLLEGE JAKARTA– FASHION BUSINESS PROGRAM [THE COLLEGE]:**

**(LASALLE COLLEGE JAKARTA – PROGRAM FASHION BUSINESS (UNIVERSITAS))**

1. Appoints a teacher to become the Internship Tutor who will discuss, manage, and coordinate the implementation of the internship program with the Career Center Officer to liase with the related Company.  
*(Menunjuk seorang guru untuk menjadi tutor program magang yang akan berdiskusi, mengatur dan mengkoordinasi pelaksanaan program magang dengan Career Center Officer untuk berhubungan dengan perusahaan terkait)*
2. Upon request from the company, will withdraw the intern should his/her action prove to be an obstacle to the company's daily operations. Consequently, the student has to re-take and find a new internship place on their own.  
*(Atas permintaan dari perusahaan, menarik siswa magang apabila tindakannya dianggap sebagai suatu hambatan akan kelangsungan operasional keseharian perusahaan. Sebagai konsekuensi maka siswa tersebut harus mengulang program magang dan mencari tempat magangnya sendiri)*

3. To set meeting with the intern for tutorial for discussing the Internship report during the program and to give final evaluation as well as mark the Internship report prepared by the intern at the end of program as the course final mark.

*(Mengadakan sesi tutorial dengan siswa magang untuk membahas laporan magang selama periode magang berlangsung dan memberikan evaluasi akhir serta menilai laporan magang yang disiapkan oleh siswa pada akhir periode magang sebagai nilai akhir mata kuliah)*

#### **THE INTERN-STUDENT:**

##### **(Siswa Magang)**

1. Return the Internship contract to the College (To Career Center Officer), duly filled out and signed by the Company and him/herself, as soon as possible after receiving the internship acceptance in company and before the internship starts.

*(Mengembalikan Kontrak Magang kepada pihak kampus (kepada Career Center Officer), diisi lengkap dan ditandatangani oleh perusahaan dan siswa, segera setelah menerima konfirmasi penerimaan di perusahaan dan sebelum program magang dimulai)*

2. Provides the company with evaluation form and any other documents published by the College, as supporting documents for the internship report.

*(Menyediakan formulir evaluasi dan dokumen-dokumen pendukung lainnya kepada perusahaan, sebagai dokumen penunjang untuk laporan magang)*

3. Inform the Tutor and Career Center Officer of any schedule or task changes decided by the Company, which may affect the duration of the Internship program.

*(Menginformasikan kepada Tutor dan Career Center Officer apabila ada perubahan jadwal ataupun tugas yang ditetapkan oleh pihak perusahaan, yang mungkin mempengaruhi durasi program magang)*

4. Insures the strictest confidentiality of any of the Company's operational documents or information that may be entrusted to the trainee, during the internship program.

*(Menjamin kerahasiaan dari informasi atau dokumen operasional yang dipercayakan oleh perusahaan, selama program magang)*

5. Makes a commitment to respect the company's policies & procedures and to perform his/her work performance to the best of his/her competencies.

*(Berkomitmen untuk menghormati kebijakan & prosedur perusahaan dan untuk memberikan kinerja kerja yang sebaik-baiknya)*

6. Be fully-responsible in maintaining the good reputation of the college as an institution in front of the related-company as the Industry partner

*(Bertanggung jawab penuh untuk menjaga nama baik kampus sebagai sebuah institusi di hadapan perusahaan terkait sebagai partner industri)*

## Internship - Work Sheet

*(Kertas Kerja – Magang)*

You must complete this sheet at the end of each day of your internship and remit to your tutor with your report.

*(Anda harus melengkapi kertas kerja ini pada akhir setiap hari magang dan mengembalikan kepada Tutor anda bersamaan dengan laporan magang)*

Student : \_\_\_\_\_  
(Siswa)

Supervisor : Gabriella Sheena Halim (should be the same as in the contract)  
(Supervisor)

*Title* : Founder and CEO  
*(Jabatan)*

[illegible]

Total:			