

# **INTERNSHIP GUIDELINE**



**D3 INFORMATICS ENGINEERING STUDY PROGRAM  
ELECTRICAL ENGINEERING DEPARTMENT  
POLITEKNIK NEGERI SEMARANG  
2020**

## **CHAPTER I**

### **INTERNSHIP PROGRAM**

#### **1.1 The Internship Program**

The Internship Program is a job training course for Polines students in the industrial environment that is related to the student's field of expertise or competence that have been formulated by the study program to increase student's practical abilities. Internships are carried out for 3 to 6 months.

#### **1.2 The Purpose of Internship Program**

The Internship Program has the purpose to motivate students to have knowledge, attitudes, behaviors, and skills in completing work that is applicable and practical in industries that are relevant to the study program.

#### **1.3 The Interns**

The Interns are:

- a. Students of Diploma III and Diploma IV programs.
- b. Internship is held at the end of semester 5 for Diploma III program students and the end of semester 7 for Diploma IV program students.

#### **1.4 The Internship Supervisor**

The internship supervisors consist of lecturers and industrial employees who are related with the internship course materials. The industrial supervisor is a mentor assigned by the company. Polines supervisor is a Polines lecturer who is assigned with a Polines Director's decree on the recommendation of the head of the study program through the head of the department. The Internship supervisors have duties:

- a. Directing students in the selection of an internship location.
- b. Providing guidance during the internship program.
- c. Do field supervision.

- d. Guiding students in preparing internship report.
- e. Evaluating the internship program.

### **1.5 The Internship Program Materials**

The internship program materials are adapted from the Diploma III and Diploma IV program curriculums and the study program's competency achievement targets.

### **1.6 The Locations of Internship Program**

The locations for internship programs are companies that have medium-scale or large-scale criteria that match the curriculum of the study program.

## **CHAPTER II**

### **THE INTERNSHIP PROGRAM**

#### **2.1 The Preparation of Internship Program**

Before the internship program begins, the head of the study program or the secretary of the study program will give a briefing to the Polines students about the internship program and explain the criteria for internship locations, the administrative business of the internship, the practice of internship, guidance with the internship supervisors, and preparation of the internship report. The briefing of the internship program is carried out at the 5th-semester for D III program students and 7th-semester students for Diploma IV program students.

#### **2.2 Searching Location for the Internship Program**

Students look for a location for internships independently. The location of the internship must meet the general conditions set by Polines and special conditions set by the department. Data information about industrial companies or institutions for internships can be accessed through the UPKS. The steps taken by students are as follows:

- a. Consult with the supervisor.
- b. Looking for information about industrial companies or institutions that will be used for internships.
- c. Submitting a letter of application for an internship to an industrial company or institution signed by the Director / PD I with an institutional stamp through the head of the department.
- d. Apply for an internship at BAKPK for further processing.
- e. Submit a cover letter that has been signed by the Director of Polines to an industrial company or institution.
- f. Submit a proposal to the industrial or institution where the internship is located to describe the internship plan that will be carried out.

### **2.3 The Internship Proposal**

The order of the contents of the internship proposal is as follows:

- a. Cover page.
- b. Legalization page.
- c. Background.
- d. Scope / Section that will be devoted to the internship.
- e. Purposes.
- f. Benefits.
- g. Date.
- h. Location.

Examples of cover page and validation page for internship proposals are in attachment 3 and attachment 4.

### **2.4 The Internship Program**

The internships is held at the end of semester 5 for Diploma III program students and the end of semester 7 for Diploma IV program students. Students find location for internships with the approval of the supervisor and the head of the study program.

### **2.5 The Internship Report**

The order of the contents of the internship report is as follows:

- a. Cover page/title.
- b. Validation page.
- c. Foreword.
- d. Table of contents.
- e. List of images/tables/attachment
- f. Contents, which include:
  - 1) Chapter I Introduction
    - a) Background, contains the reasons for choosing the topic and location of the internship.

- b) The Scope describes the limitations regarding the topic of the internship.
  - c) Purposes.
  - d) Benefits.
- 2) Chapter II Company Profile.
  - a) Background of the object/location of the internship.
  - b) Management / organizational structure.
  - c) Type of business/type of production/specification of objects.
- 3) Chapter III Results of Internship.
  - a) Implementation (activities and time during the internship).
  - b) Results of the internship (explanation of the selected topic).
  - c) ... etc.
- 4) Chapter IV Conclusion, contains a summary/conclusion of the internship program that has been carried out.
- 5) References.
- 6) Attachments.
  - a) Proof of internship implementation and other required documents.
  - b) Documentation.
  - c) Supporting data or form.

Examples of cover pages and validation pages for internship reports are in attachment 5, attachment 6, and attachment 7.

## **2.6 Evaluation of The Internship Program**

The internship evaluations are carried out by supervisors from industry and supervisors from Polines by conducting interview examinations or field observations. Evaluation materials are as follows:

- a. Evaluation in the Company.
  - 1) The ability to adapt to the environment.
  - 2) Skills in carrying out tasks.
  - 3) Responsibility for duties.

4) Initiative and creativity.

5) Communication.

6) Discipline.

7) Independence.

8) Attitude potential.

b. Evaluation in Polines.

1) Proposal writing.

2) Report writing and internship materials mastery

Examples of evaluation/assessment lists from supervisors from the company and Polines are in attachment 1 and attachment 2.

If necessary, internship evaluation can take other forms as determined by the department, adjusted to the curriculum in each study program.

## **CHAPTER III**

### **WRITING THE FINAL REPORT PROCEDURES**

This chapter discusses : paper size, margins, paragraphs, numbering, and cover color of internship final reports.

#### **3.1 Paper Size, Theme Font and Font Size**

The paper size is HVS A4, 80 grams / m<sup>2</sup>. Theme font is Times new Roman font with a size of 12 point size.

#### **3.2 Margin**

The margins from the edges of the paper are as follows:

- a. Top margin : 3 cm
- b. Bottom margin : 3 cm
- c. Left margin : 4 cm
- d. Right margin : 3 cm

#### **3.3 Paragraph**

Paragraph form is justify. Line spacing between 2 lines is 1.5. Paragraph spacing between 2 paragraphs is 2.

#### **3.4 Numbering**

The numbering rules are as follows:

- a. Page numbering is placed at the bottom in the middle of the page.
  - 1) In the front section starting from the title to the list of attachment, the page numbering uses small roman numerals.
  - 2) In the content of the material up to the attachment, the numbering shall use Latin numerals.
- b. The numbering of chapters and sub-chapters uses Latin numerals. In the sub-chapter, the numbering consists of 2 parts, namely the first part shows the chapter, and the second part shows the serial number of the sub-



chapter, which is placed on the left edge. If there is a section numbering that is not a sub-chapter, then use lowercase letters.

- c. Numbering images (graphs, maps, or diagrams) and tables are sorted according to chapter numbers.
  - 1) The image number and image name are placed in the center of the bottom of the image.
  - 2) The table number and table name are placed on the table.
- d. The numbering of equations/formulas is numbered with Latin numbers in brackets consisting of 2 parts, namely the first part shows the chapter number, the second part shows the serial number of the equation in the chapter. Writing the equation number is placed on the border of the right edge.

### **3.5 Cover Color**

The report cover color is based on the color of the respective department/study program.

Attachment 1

INTERNSHIP ASSESMENT FORM

Student’s Name :  
Student Identification Number :  
Internship Location :  
Address :  
Instructions for filling out the form : Put a checkmark (√) in each column of numbers 1 to 10, which indicates the level of student competence

No	ASSESSMENT COMPONENTS	GRADE										INFORMATION
		1	2	3	4	5	6	7	8	9	10	
1	Ability to Adapt to the Environment											
2	Skills in Carrying Out Tasks: a. Compliance in instructions b. Quality of work results c. Punctuality d. Problem-solving skills											
3	Responsibilities for Tasks											
4	Initiative and Creativity											
5	Communication: a. Work in groups (Teamwork) b. Relationship with superiors c. Relationships with coworkers d. Relationship with relation											
6	Discipline											
7	Independence											
8	Potential Attitudes: a. Attitude towards work b. Work discipline c. Loyalty d. Work motivation e. Appearance											
Total Grade												
Average Grade												

Semarang, .....  
Head of Division / Field Supervisor

(signature)  
Name

Attachment 2

INTERNSHIP ASSESMENT FORM

Student’s Name :  
Student Identification Number :  
Internship Location :  
Address :  
Instructions for filling out the form : Put a checkmark (√) in each column of numbers 1 to 10, which indicates the level of student competence

No	ASSESSMENT COMPONENTS	GRADE										INFORMATION
		1	2	3	4	5	6	7	8	9	10	
1	Proposal (weight: 20%) 1. The objectives of the internship target 2. Completeness of the internship proposal a. Conformity between goals and objectives b. Work plan suitability c. Proposal writing											
2	Final Report (weight: 80%) 1. Systematics of writing 2. Language a. Easy and understandable b. English Grammar 3. Contents a. The quality of student activities b. New experiences gained c. Problem-solving skills d. Inference ability e. Completeness of attachments											
Total Grade												
Average Grade												

Notes :

- Final Grade =  $\frac{\text{average grade from company} + \text{average grade from supervisor}}{2}$
- Then the final score is submitted to the Head of Study Program, as the grade of the course.

Semarang,.....  
  
Internship Supervisor


Name  
NIP

Attachment 3

Internship Proposal Cover Page Example

3

INTERNSHIP PROPOSAL  
COMPANY’S NAME



politeknik negeri  
SEMARANG

4

3

Name  
Student Identification Number

D3 INFORMATICS ENGINEERING STUDY PROGRAM  
ELECTRICAL ENGINEERING DEPARTMENT  
POLITEKNIK NEGERI SEMARANG  
YEAR

3

Attachment 4

Internship Proposal Validation Page Example

3

**VALIDATION PAGE**

Internship Location :  
Internship Time :

Semarang,.....

Name  
Student Identification Number

4

3

Approved by  
Head of Study Program,

Approved by,  
Supervisor,

Name  
NIP ....

Name  
NIP ....


3

Attachment 5

Internship Report Cover Page Example

3

INTERNSHIP REPORT  
COMPANY’S NAME



3

4

Name  
Student Identification Number

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ELECTRICAL ENGINEERING DEPARTMENT  
POLITEKNIK NEGERI SEMARANG  
YEAR

3

Attachment 6

Internship Report Validation Page Example (From Company)

3

VALIDATION PAGE

Internship Location :  
Internship Topic :  
Internship Date :

Semarang,.....

Name  
Student Identification Number

Approved by  
Head of Division,  
  
Name

Approved by,  
Field Supervisor,  
  
Name

4

3

## Attachment 7

### Internship Report Validation Page Example (From Polines)

The diagram illustrates the layout of a Validation Page, enclosed in a rectangular border. The page is titled "VALIDATION PAGE" at the top center. Below the title, there are three lines of text: "Internship Location :", "Internship Topic :", and "Internship Date :". To the right of these lines, the text "Semarang,....." is written. Below this, the text "Name" and "Student Identification Number" are written. At the bottom of the page, there are two columns of text. The left column contains "Approved by, Head of Study Program," followed by "Name" and "NIP ....". The right column contains "Approved by, Supervisor," followed by "Name" and "NIP ....". Dimensions are indicated by arrows: a vertical arrow at the top center is labeled "3", a horizontal arrow on the left side is labeled "4", a horizontal arrow on the right side is labeled "3", and a vertical arrow at the bottom center is labeled "3".

**VALIDATION PAGE**

Internship Location :  
Internship Topic :  
Internship Date :

Semarang,.....

Name  
Student Identification Number

Approved by,  
Head of Study Program,  
Name  
NIP ....

Approved by,  
Supervisor,  
Name  
NIP ....