

INTERNSHIP GUIDE

**AGROECOTECHNOLOGY STUDY
PROGRAM
12 period**



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**DEPARTMENT OF AGRICULTURE
FACULTY OF AGRICULTURE
UNIVERSITY OF BENGKULU
2022**

INTERNSHIP AGROECOTECHNOLOGY STUDY PROGRAM
SCHEDULE OF INTERNSHIP ACTIVITIES PERIOD XII Year 2022

No	Activity	Date / deadline
1	Registration	11-15May 2022
2	Internship Training Course (2 times)	May 16, 2022, at 13.00 and 1 June 2022 at 10.00
3	Student Intern Placement and AppointmentsLecturer AdvisorInternship (DPM)	May 17, 2022
4	Preparation of Terms of Reference for Internships (KAM)guided by DPM	17 May – 10 June 2022
5	SubmissionKAM to Department	10 June 2022
6	Discharge of interns	June 11, 2022
7	Implementationinternship (for 40 working days @ 8 hours/day)	11 June – 29 July 2022
8	Preparation of reports guided and tested by DPM	18 June – 5 August 2022
9	Internship report approved by DPM *	August 5, 2022
10	Final Internship Report which is approved by the Supervisor and Department, and has been sent to the Place Apprenticeship	August 8, 2022
11	Upload value internship, as soon as there is proof of delivery	August 10, 2022

Note: * Delay in the scheduled internship, the internship is not recognized and the student must repeat the internship.

Don't wait for the deadline, complete every stage of your internship as soon as possible and do intensive guidance with DPM.

BACKGROUND

Internship (course code AGT-401 and 4 credits) is a mandatory extracurricular activity for students of the Agroecotechnology Study Program, Faculty of Agriculture. Internships are carried out in companies/agencies/institutions that are relevant to the field of agricultural cultivation technology and are considered feasible by the Study Program for 40 working days (FULL). Internship activities are activities to improve (1) understanding, insight, and skills in doing work in the field of cultivation, (2) the ability to communicate and work together in teams, and (3) managerial skills for students. Thus, as a candidate for the Bachelor of Agroecotechnology Study Program, Faculty of Agriculture, Bengkulu University, students are competent/able to carry out standard plant cultivation business.

Internship activities are expected to provide positive benefits, both for students, universities, and institutions where internships are held. For students, students can take advantage of internships 1) as a forum to learn the application of science and technology, which exist theoretically and empirically from scientific books and articles, directly in the production system of a plant, 2) to improve skills and technical expertise in the field, 3) to study the sociology of labor working in companies, and 4) to study real business management in companies and/or industries engaged in plant cultivation technology. For colleges or universities, the Faculty of Agriculture, in particular, Internship activities provide benefits 1) the establishment of cooperation between the Faculty of Agriculture, Bengkulu University, and business actors (companies/entrepreneurs) in the field of plant cultivation, 2) increasing the quality of graduates through work experience during internships, and 3) the introduction of Agro-ecotechnology Study Program, Faculty of Agriculture, Bengkulu University in companies and/or agricultural industry. As for companies, internships also provide benefits, including 1) the establishment of cooperation between the world of education and the business world (companies/industry), so that the company will be known by academics and researchers,

This Internship Guide is intended to provide direction and guidance for students, supervisors, and department managers in managing and implementing internships so that internships can run smoothly by the objectives of the internship. Students who carry out internships are considered to have understood the contents of this guide and are responsible for themselves for violations in the implementation of the internship.

OBJECTIVE OF THE INTERNSHIP

The objectives of the internship are:

1. Students get the opportunity to practice working directly on professional business activities in a company or industry and agencies engaged in agriculture.
2. Students gain experience working in companies or industries together with field workers to managers of agricultural companies.
3. Students know the real work environment and the sociology of workers in a company or industry in agriculture.
4. Students know the standard work processes and mechanisms in companies or industries. The process and work mechanism in question are how to produce efficient and effective products, which include sustainable management of natural resources and human resources such as honesty, discipline, and labor safety.
5. Students can directly implement the implementation of work in companies/agencies, which demands accuracy, efficiency, and effectiveness.
6. Skilled students do the work assigned to them during the internship, as a provision to do the same after completing their studies.

- Students have the opportunity to get to know the management of the internship, as a place to gain deeper knowledge about the management of business activities in the field of plant cultivation.

INTERNSHIP REQUIREMENTS

Students can participate in Internship activities if they meet the academic requirements follows:

- Registered as an active student in the current academic year at the Faculty of Agriculture, Bengkulu University.
- Have taken 100 Credit Units **Semester (credits)**, expressed by a transcript of values.
- Grade Point Average (GPA) is not less than 2.00.
- Not being penalized as a result of certain academic offenses.
- Fill out KRS when the internship is carried out, either for regular lecture programs or Inter-semester Lecture programs

Other requirements: Insurance health for one activity

SCOPE OF INTERNSHIP ACTIVITIES

The scope of activities covered in the Internship are:

- Determination place and internship supervisor
- A briefing lecture on internship activities by the Internship Course Coordinator, Head of the Agroecotechnology Study Program, and the Department of Agricultural Cultivation
- Internship Implementation
- Making Report
- Evaluation (Guidance Assessment, Field Assessment, Report Assessment, Final Assessment)

PLACE DETERMINATION AND INTERNSHIP SUPERVISOR

Apprenticeship Registration and Internship Place

- The internship place is chosen by the student** from the list of companies presented or from companies proposed by the student and approved by the internship coordinator.
- Students register for a group internship of a maximum of 5 people for one company by filling out a google form (link see WAG). If one company is chosen by two groups, then the group that fills out the first google form is entitled.
- After the list of students and companies is determined by the coordinator, students contact the selected company contact person with good ethics: (1) say greetings, (2) listen to answers carefully, (3) make sure that the company called is correct, (4) introduce yourself, and (5) convey your goals and that of the internship group.
- If the student has been accepted informally by the agency/company of the prospective internship place, the student reports to the Internship Course Coordinator by providing the address of the prospective internship place, name and contact number, and the things required by the company/institution that must be fulfilled by both students and the Faculty of Agriculture, Bengkulu University.
- If the company/institution is deemed worthy as an internship place by the Internship Course Coordinator, then students will be given a cover letter by the BDP Department to the Faculty to issue an Official Request Letter for the UNIB Faculty of Agriculture to the Company/Agency as a PS student internship. Agroecotechnology.
- Students are responsible for taking care of correspondence at the Faculty and Department
- If up to a certain time limit the student does not get a place of internship, the Internship Coordinator will find and place students in companies/agencies where the internship must be followed by the student concerned.
- If the student refuses at point 6, then the student is not included in the internship during that period.

9. For internships in Inter-Semester Lectures(KAS), students must have registered for Internship courses before leaving. A copy of the proof of KAS registration is submitted to the internship coordinator.

Apprentice Advisor

1. The internship supervisor consists of two people, namely an Apprentice Advisor Lecturer (DPM) domiciled on campus (Agroecotechnology Study Program lecturer) and a Field Supervisor based in the Company/Agency where the internship is located.
2. Apprentice Advisor Lecturer (DPM) is a lecturer in the Agro-ecotechnology Study Program appointed by the Department to guide student internships and will be ratified through the Rector's Decree as an internship supervisor after completing the task.
3. The internship Supervisor(DPM) is in charge of:
 - a) Guiding students in preparing for internship activities, namely in the form of preparing the Internship Terms of Reference (KAM) (KAM Format in Appendix 1).
 - b) **Deciding on student eligibility and readiness** to implement apprenticeship
 - c) Guiding students during internship activities
 - d) Evaluating student performance during internship preparation, and internship implementation, through visits to internship locations and/or telephone/internet communication with the company where the internship is located
 - e) Guiding students in preparing Internship Reports
 - f) Conduct a comprehensive internship evaluation through the Apprenticeship Exam.
 - g) Calculating all the final grades for the internship from the field supervisor, the mentoring process, and the internship exam and submitting the file to the Department.
4. Field Supervisors are company/agency staff appointed by the internship recipient company to guide students during internship activities at their company/institution.
5. Field Supervisor on duty:
 - a) guide all student activities while in the agency/company. The Field Supervisor did not participate in testing the internship report, but
 - b) Remind you to fill out and sign the student guidance logbook
 - c) Receive the field supervisor score format from the student
 - d) Guiding students in preparing Internship Reports
 - e) Provide an assessment after the student completes the internship at the company/institution (Format of the Field Supervisor Assessment Sheet as in Appendix 5). The internship score sheet is put in a sealed/glued envelope and submitted to the Internship Supervisor through the student.

INTERNSHIP IMPLEMENTATION

Execution Time

1. The internship (AGT-401 - 4 credits) is held for 298-320 hours of field practice depending on the company/institution where the internship is located. This time is equivalent to 40 working days with 8 working hours per day.
2. Internship period XI will be held on 11 June – 1 August 2022. If there is a shift, students are required to report when the internship is to the MK Apprentice coordinator
3. Before the internship begins, interns are required to attend an internship briefing course and prepare an Apprenticeship Terms of Reference (KAM), registered with the Apprentice Court.
4. Eligibility and readiness of students to leave for internship determined by the DPM.

Reference framework apprenticeship

1. KAM is an internship proposal prepared by each student participating in an internship under the guidance of an Internship Supervisor from the results of communication with the company/institution where the internship is located and made in 4 copies (student, study program/department, DPM, Company/Agency).
2. Contents of KAM
KAM in line large load:
 - a. Cover and Authentication Sheet signed by DPM (see examples of Appendices 1 and 2).

- b. General student data: includes full name, student number, home address, home phone number, cellphone number, fax number (if any), email address, and so on.
 - c. Apprentice title that will be implemented (maximum 16 words).
 - d. Start Date to Field/Company
 - e. Estimated Date Done
 - f. A brief description of the internship activities that will be carried out (maximum 500 words).
 - g. Outline of the Activity Plan During the Internship which at least covers the entire cultivation activity of one commodity carried out in one company/institution, or all activities in the agency where the internship is held. Several students are allowed to take the same commodity, but in reporting, they are not allowed to cheat/plagiarize. Plagiarism in the report is given a value of ZERO.
 - h. **Literature review** (Write a systematic literature review of all activities that will be carried out in KAM with references to at least 1 book and 5 scientific journals – not from non-scientific pages Blogspot, WordPress)
 - i. Attachment
4. KAM is submitted to the Department no later than June 10, 2022

Activity Implementation of the field

1. Before leaving for the internship, documents what you must bring are:
 - a. Travel letter from the Faculty of Agriculture, b.
 - c. Test Covid antigen
 - d. Letter of internship insurance,
 - e. Parental consent and medical history list.
 - allow my child's internship name..... NPM at, on
 - The experience of the disease concerned is,, and
2. Every day the activities are carried out, students write in the Daily Activity Logbook which contains various things that are done in as much detail as possible. Use the principles of journalistic questions what, why, who, where, when, and How (5W1H) in writing down each activity and filling out the logbook.
3. Logbook Activities must be signed by the Field Supervisor every day (Appendix)
4. Summary of Daily Activities during the internship is made based on the logbook and signed by the field supervisor and company leader.
5. **Daily Activity Logbook and Logbook Summary** attached in the report.
6. Internship Supervisors on campus are required to establish communication with Field Supervisors either in person or by telephone/internet, especially before and during internship activities.
7. Failure to write the Daily Activity Logbook results in internship cancellation
8. While carrying out the internship, students prepare a draft internship report (See internship report format) to be submitted immediately when they arrive on campus.
9. When committing a serious violation, as the following:
 - a) Students absent/not present at the debriefing lecture/internship for no apparent reason
 - b) Students do not report cases of changes from KAM to internship Advisor Lecturer,
 - c) Students commit acts that cause companies/agencies to send protests and complaints against student performance that cannot be tolerated
 - d) **Then the internship is CANCELED, with a grade of E (not Passed), and the student must repeat the internship in the next period.**
5. At the end of the internship period, students are strongly encouraged to request an official work experience certificate (reference) from the Company/Agency where the internship is located.
6. The Field Supervisor fills out the Apprenticeship Assessment Form (Assessment format in Appendix 5), puts it in a sealed/envelope, and submits it to the student.

Comments [A1]: What has been approved by DPM and approved by the Department

7. **Within 3 days after the student finishes the internship, the student submits it to the internship supervisor:**

- a) The Apprentice appraisal form was already filled in by the field supervisor
- b) Draft report apprenticeship

INTERNSHIP REPORT

1. Immediately within 3 days after completing the internship at the company/agencies, students meet DPM to submit grades from the field supervisor and submit a draft internship report including the logbook and summary,
2. DPM continues to guide the preparation of the ReportApprenticeship.
3. Even though in the field, apprentices carry out activities outside of KAM, it has been programmed by the company, the contents of the internship report are only activities that are by KAM.
4. Format and conditions for the preparation of the ReportInternships follow the provisions in Attachments 2, 3, and 4.
5. The internship report has been comprehensively tested and approved by DPM by August 8, 2022.
6. The Internship Report on the improvement of the comprehensive examination is approved by the DPM and the Head of the Department; and bound a book with a green cover in 4 (four) copies: one each for students, DPM, Departments, Companies/Agencies).
7. Approved Internship Reports are sent by students to the Apprentice Company/Institution. Proof of acceptance, in the form of a delivery receipt or receipt (at least mentioning the name and NPM of the student), is submitted to the Department as a condition for exiting grades.
8. The internship report is also made softcopy in the form of a .pdf file with the name: internship 2022. nama.npm, maximum 5 MB, and sent via e-mail to the Study Program: **Agroekotechnology@gmail.com**

EXAM AND INTERNSHIP VALUE

1. The comprehensive exam will be held no later than August 5, 2022, with assessment points as shown in the assessment format in Appendix 6.
2. All the needs of a comprehensive exam (draft assessment) are provided by students.
3. The final score is the sum of the value of the field supervisor (40%), the value of the guidance of the apprentice lecturer (20%), and the score of the comprehensive exam (40%) (Appendix 7)
4. All internship files in the form of Final Internship Reports and internship scores are submitted to the Department as proof of the Internship Lecture ending on August 8, 2022.
5. **The delay in preparing reports and exams causes students to have to re-apply for internships.**
6. New grades are uploaded after the delivery receipt/receipt. Report to the company is submitted to the Department (according to the academic calendar, 10 August 2022)

INTERNSHIP FRAMEWORK

Title: WRITTEN IN FULL CAPITAL LETTERS WITH INTERNSHIP LOCATION



By: Student
name
NPM:

AGROECOTECHNOLOGY STUDY
PROGRAM DEPARTMENT OF
AGRICULTURAL CULTURE
FACULTY OF AGRICULTURE UNIVERSITY
OF BENGKULU
2022

INTERNSHIP FRAMEWORK APPROVAL SHEET

TITLE: WRITTEN WITH CAPITAL LETTERS

student
name
NIM:

The terms of reference for the internship have been discussed with the supervisor and have been communicated with the agency where the internship is located

Bengkulu, 2022
SupervisorApprenticeship

(.....)
ID.

Appendix 2. Daily Activity List Logbook

COMPANY LETTERHEAD

DAILY ACTIVITY LOGBOOK

NameStudent/NPM:

Date and time:

Full DescriptionInternship Activities

Note: Fill in all the activities you did that day. Use the 5W1H Formula (What, Who, When, Where, Why, and How) to fill it.

Field Supervisor,

(.....)

Name and signature

COMPANY LETTERHEAD

SUMMARY OF DAILY ACTIVITIES

NameCompany/Agency:

NameStudent/NPM :

Counselor NameRoomy:

No	Date	Activity
1		
2		
3		
4		
.		
.		
.		
40		

....., 2022

Knowing

Field Supervisor,

Head of Company/Agency,

Company Mark

(.....)(.....)

FINAL REPORT OF THE INTERNSHIP

Title: WRITTEN IN FULL CAPITAL LETTERS WITH INTERNSHIP LOCATION



By: Student
name
NPM:

AGROECOTECHNOLOGY STUDY
PROGRAM DEPARTMENT OF
AGRICULTURAL CULTURE
FACULTY OF AGRICULTURE UNIVERSITY
OF BENGKULU
2022

INTERNSHIP REPORT APPROVAL SHEET

TITLE: WRITTEN WITH CAPITAL LETTERS

student
name
NIM:

This report is prepared based on the results of the Internship of the Agroecotechnology Study Program, Department of Agricultural Cultivation, Faculty of Agriculture, Bengkulu University, and has been tested on month..... year

Knowing
Cultivation DepartmentAgriculture
erChairman,

SupervisorApprenticeship/
Examin

(.....)(.....)
NIP..... NIP.

Appendix 4. Internship Report Content Format

CONTENTS OF INTERNSHIP REPORT

Endorsement page summary

Preface, including thanks to the Company/AgencyList of contents

List of Figures

List of Tables

List of

Attachments

- I. Introduction (related to the title of the internship)
 - a. Background (Reason for choosing the company/institution, analysis of situations and problems)
 - b. Destination
 - c. Benefit
 - II. Overview of the Internship
 - a. Company History
 - Company background
 - Company goals
 - Vision and mission of the company
 - b. StructureOrganization
 - c. Management system production
 - d. Labor governance system
 - III. Literature review(Write a systematic review of all activities that will be carried out in KAM, especially related to problems in the internship place, with references to at least 1 book and 10 scientific journals – not Blogspot, WordPress)
 - IV. MethodApprenticeship
 - a. Time and place
 - b. Implementation stages
 - c. Mechanism of implementation (Solving analysis problem)
 - V. Internship Results and Discussion (Compatibility between implementation in an internship with theory)
 - VI. Conclusionand Suggestions
- Bibliography (write according to the writing guide thesis)
- Attachments:
1. Full address of company office, complete address of place internship, contact person (name and cellphone number)

2. Summary and LogbookDaily Activities
3. Taking pictures activity
4. Other pictures and charts
5. Etc. deemed necessary

Notes:

1. Reports are typed using Time New Roman font, size 12.
2. Using size1.5. spacing
3. A4 . paper size
4. Reports are covered (book-bound, not using insulation/duct tape)with green Buffalo paper.
5. Final report (after approval by the department and supervisor) made in 4 copies

Appendix 5. Assessment Sheet Format



MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY
BENGKULU UNIVERSITY
FACULTY OF
AGRICULTURE
DEPARTMENT OF AGRICULTURE
Jalan WR Supratman, Bengkulu, 38371 A Tel. (0736) 21170 ext.221

VALUE OF GUIDANCE

NameStudent:

Main NumberStudent:

TitleApprenticeship:

.....

.....

VALUE (WithNumber):

No	Assessment Component	Weight (%)	Value (0-100)	Final score
1	Personality	10		
2	Frequency of KAM making consultations	20		
3	Frequency of reporting consultation	25		
4	Response to input/improvement reports	35		
5	Discipline	10		
Total				

Bangalore,

Internship Advisor Lecturer,

(.....)

COMPANY LETTERHEAD

FINAL VALUE OF THE FIELD

NameStudent:

Main NumberStudent:

TitleApprenticeship:

.....

.....

VALUE (WithNumber):

No	Rated aspect	Value (0-10)
1	Attitude / Politeness	
2	Discipline	
3	Seriousness	
4	Work AbilityIndependent	
5	AbilityCooperate	
6	Accuracy	
7	Ability to Express Opinion	
8	Absorbing AbilityNew thing	
9	Initiative and Creativity	
10	Giver SatisfactionInternship	
Total		

.....2022

AdvisorRoomy,

(..... ..)



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DEPARTMENT OF AGRICULTURE

Jalan WR Supratman, Bengkulu, 38371 A Tel. (0736) 21170 ext.221

TEST SCORES

NameStudent:

Main NumberStudent:

TitleApprenticeship:

VALUE (WithNumber):

No	Rated aspect	Weight (%)	Final score
1	Situation Analysis and Problems	10	
2	Implementation MethodApprenticeship	10	
3	Troubleshooting Analysis	15	
4	Literature review	5	
5	Results and Discussion	10	
6	Ability to Answer Questions	25	
7	Speak and personality	5	
8	TechniquePresentation	5	
9	Conclusion	15	
Total		100	

Bengal,.....2022

examiner,

(.....)



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FINAL VALUE OF INTERNSHIP

NameStudent :

NPM :

TitleApprenticeship:
.....
.....

SCORE:()

No	Assessment Component	Value (0-100)	Weight Evaluation	Final score
1.	Guidance by Supervisor Apprenticeship		20%	
2	Field Value		40%	
3	Test scores		40%	
Total				

Bengkulu, 2022.....

Intern Counselor,

(.....)
ID.