










	DEPARTMENT OF FORESTRY FACULTY OF AGRICULTURE UNIVERSITY OF BENGKULU			No SOP: JK-09
	STANDARD OPERATING PROCEDURE GENERAL PRACTICE – INTERNSHIP			
	Drafting Date: 12/11/2014	Effective Date: 15/12/2014	Revision Date: 1/09/2016	2 Pages
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1.	Purpose	This procedure is intended as a guideline for the process of implementing student internships in the Department of Forestry aimed at improving student competence		
2.	Scope	The scope of the procedure includes the preparation of internship programs, coordination, training, monitoring of internships and assessments		
3.	Definition	PU (<i>Praktek Umum</i>) is a General Forestry Practice or Internship Partners are external parties who agree as partners of the Department of Forestry for student internships		
4.	References	Law No. 20 of 2003 Rector’s Decree No.2946/J30/HK/2007 Handbook of Student Internship of Department of Forestry		
5.	Responsibility	Head of Department of Forestry		
6.	Target	Student internship in accordance with the syllabus and improve the competence of the students		
7.	Content of Student Internship Procedure			
No	Activity	Done by	Person in Charge	Documents
1	Develop internship plans and programs	Unit of Internship	Head of Internship	Program KMM
2	Set the number of internship participants	Unit of Internship	Head of Department	List of Students participating in KMM
3	Set the number of internship partners (supervisors, faculty/institution partners)	Unit of Internship	Head of Department	List of KMM partners
4	Coordinating the implementation of internship with partners, supervisors, faculty/institution management	Head of Internship	Head of Department	KMM letters/minutes
5	Conducting PU briefings and pre-training tests for students	Unit of Internship	Head of PU	Training materials, Proof of Attendance, Pre-test Material and Scores

6	Conducting evaluation and monitoring of internship activities in accordance with the evaluation provisions	Supervisor	Unit of Internship	Monitoring
7	Provide an assessment of KMM activities	Lecturers/supervisory partners	Unit of Internship	List of internship score
8	Control internship recordings	Gugus PU	Head of Internship	Internship Report
9	Appendix	Flowchart of Student Internship		

Flow Chart PU/Internship

No	Activity	In Charge			Standard Quality		
		Unit of Internship	Department	Partners	Required Documents	Output	Period
1	Submitting a PU / Internship program plan, determining the number of students				TOR PU/Internship	TOR	One day
2	Issue a cover letter to partners about PU/Internship				Cover Letter	Discussion Agenda	One day
3	Receive terms from partners including fees, insurance, and schedules				Agreements between Partner and Department	Type and number of activities, and PU/Internship timeline	Three Days
4	Implementation and reporting of PU /Internship				Daily activity reports	Certificate	1-2 months
5	Monitoring and evaluation				PU/Internship reports and score	The final score of the internship	Four days

Note:

- a. Determination of Partners is based on the readiness and results of the Department's negotiations
- b. The implementation depends on partners with input from the Department