



UNIVERSITAS
ISLAM
INDONESIA

INTERNSHIP GUIDEBOOK

Statistics Study Program

Faculty of Mathematics and Natural Sciences

Universitas Islam Indonesia

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

“Bismillaah”

The start of all things good,

The start of important matters,

And with it,

We too shall start everything

— *Badiuzzaman Said Nursi*

Attention

All rights reserved. No part of this book may be reproduced, distributed, or transmitted in any form or by any means without the prior written permission of the publisher.

@2019 Statistics Study Program Faculty of Mathematics and Natural Sciences, Universitas Islam Indonesia, Yogyakarta.

PREFACE

Assalaamu'alaikum wr.wb.

Alhamdulillah the guidebook of implementing and preparing Internship (KP) reports can be published. Internship (KP) is a stage of activities that students must conduct, as one of the requirements for graduating with a Bachelor of Science degree in Statistics.

The vision of the Statistics Study Program of UII is to become a leading Statistics Study Program that produces data analysts who possess integrity and enthusiasm for society advancement. While the missions of Statistics Study Program are:

1. Incorporating Islamic values into a statistical way of thinking (*Dakwah Islamiyah*).
2. Developing teaching and learning activities with international standards (Education).
3. Carrying out and assisting quality research in the field of statistics to solve humankind problems (Research).
4. Applying skills and statistical thinking for the benefit of the people (Community Service).

In efforts to prompt the realization of the vision and missions of the Statistics Study Program, each prospective graduate of statistics needs to be provided with training in researching, writing, presenting, reporting the results of observations, and doing research systematically with scientific thinking patterns. Concerning these efforts, an internship is one of the manifestations.

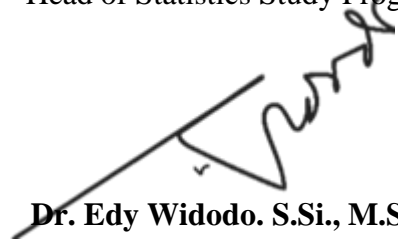
This guidebook aims to provide guidance, reference, and limitation for students to implement and compile internship (KP) reports. It contains general requirements, implementation guide, reporting arrangement, writing system, seminar guide, and assessment provisions commonly used in academia.

Hopefully, this guidebook is useful for both students and supervisors. We wish to extend our gratitude to all parties who have worked hard to prepare, gather ideas, write, correct, and improve this guidebook such that it can be published.

Wassalamu'alaikum wr.wb.

Yogyakarta, August 2019

Head of Statistics Study Program

A handwritten signature in black ink, appearing to read 'Edy Widodo', is written over a diagonal line that serves as a signature line.

Dr. Edy Widodo. S.Si., M.Si

TABLE OF CONTENTS

PREFACE	iii
TABLE OF CONTENTS	v
LIST OF FIGURES	vii
LIST OF TABLES	vii
APPENDIX LIST	vii
CHAPTER I	1
1.1 Internship Definition	1
1.2 Internship Objectives	1
1.3 Internship Agencies	1
1.4 Internship Categories	1
1.5 Internship Error! Bookmark not defined.	
1.6 Maximum Duration of Internship	2
1.7 Internship Application Procedures	2
1.8 Internship Code of Conduct	5
1.9 Internship Seminars	6
CHAPTER II.	8
2.1 The First Section of Internship Report	8
2.2 The Content of Internship Report	9
2.3 The Last Section of Internship Report	12
CHAPTER III	14
3.1. General Requirements	14
3.2. Language	14
3.3. Cover Color	15
3.4. Writing Chapters, Subchapters, and Sub-subchapters	15
3.5. Page Numbering	15
3.6. Bibliography Writing	16
CHAPTER IV	20
4.1. Internship Report Seminar	20
4.2. Requirements of Seminar Implementation	20

4.3. Procedure for Submitting and Conducting Seminars	20
4.4. Internship Scoring System	21
APPENDIX LIST	viii

LIST OF FIGURES

Figure 1. Flowchart of Internship Implementation	3
Figure 2. Flowchart of Internship Seminar	20

LIST OF TABLES

Table 1. Citation Writing Guidelines	17
Table 2. Internship Scoring Weight	22

APPENDIX LIST

Lampiran 1. Statement of Report Completion	viii
Lampiran 2. Assessment Rubric for Lecture Supervisor	ix
Lampiran 3. Rubric for Assessment of Internship Guidance Process	x
Lampiran 4. Rubric for Assessment of Internship Seminar	xii
Lampiran 5. Internship Implementation Timeline	xiv

CHAPTER I

GENERAL REQUIREMENTS OF INTERNSHIP

1.1 Internship Definition

Internship (KP) is an observation and practice activity regarding the application of statistics in a particular agency or industry which is carried out by Statistics Study Program students who have met the requirements.

The observation is a process in which students observe, study, and understand the application of statistics that they have acquired. Meanwhile, practice denotes the process when students take direct action to collect data, process, and analyze data according to the problems and statistical methods.

1.2 Internship Objectives

The objectives of the internship are as follows:

- a. Provide opportunities for students to observe, perceive, and comprehend the application of theories gained during college, especially in the workplace, either in certain industries or agencies.
- b. Provide provisions for students to enter the working world after graduating.
- c. Broadly communicate about statistics with the agencies where the internship is held.

1.3 Internship Agencies

The internship can be conducted in all government and private agencies for all legal business sectors. For example, in the Statistics Indonesia (BPS), Local Government (*Pemerintah Daerah*), Government Tourism Office, Ministry of Agriculture, Police Department, Animal Husbandry Department, Forestry Service, hotels, and various industries (Ceramics, Lighting, Milk, Home Appliances), and many more.

1.4 Internship Categories

Based on its implementation, an internship in the Statistics Study Program (SSP) can be categorized as follows:

a. Individual Internship

It is an internship done by one student in the particular department of an agency. In this case, one agency can be more than one student, but it is just one student for one department.

b. Group Internship

More than one student carries out an internship according to the policy of the agency where the internship is conducted (1 group is a maximum of 2 students).

1.5 Internship Requirements

The requirements of internship implementation are:

- a. Students have obtained a minimum of 80 credits,
- b. If the student SKS ratio is not sufficient to take an internship in semester 5, then students can key-in in semester 6, and students are facilitated by the Study Program for data collection.

Internship seminar requires students to:

- a. Submit a valid CEPT score,
- b. List the internship in the Semester Academic Plan card.
- c. Submit proof of payment for the internship seminar and internship guidance.

1.6 Maximum Duration of Internship

The period of the internship spans six months, starting from the date the students conduct the internship at a particular agency until submitting the report that has been presented in a seminar and approved by the supervisors. Students must be at the internship place within one to three months. Their attendance in the internship institution becomes proof of their presence.

1.7 Internship Application Procedures

The procedure of applying for an internship can be carried out according to the flowchart shown in Figure 1. In general, the procedures and requirements for the internship are as follows:

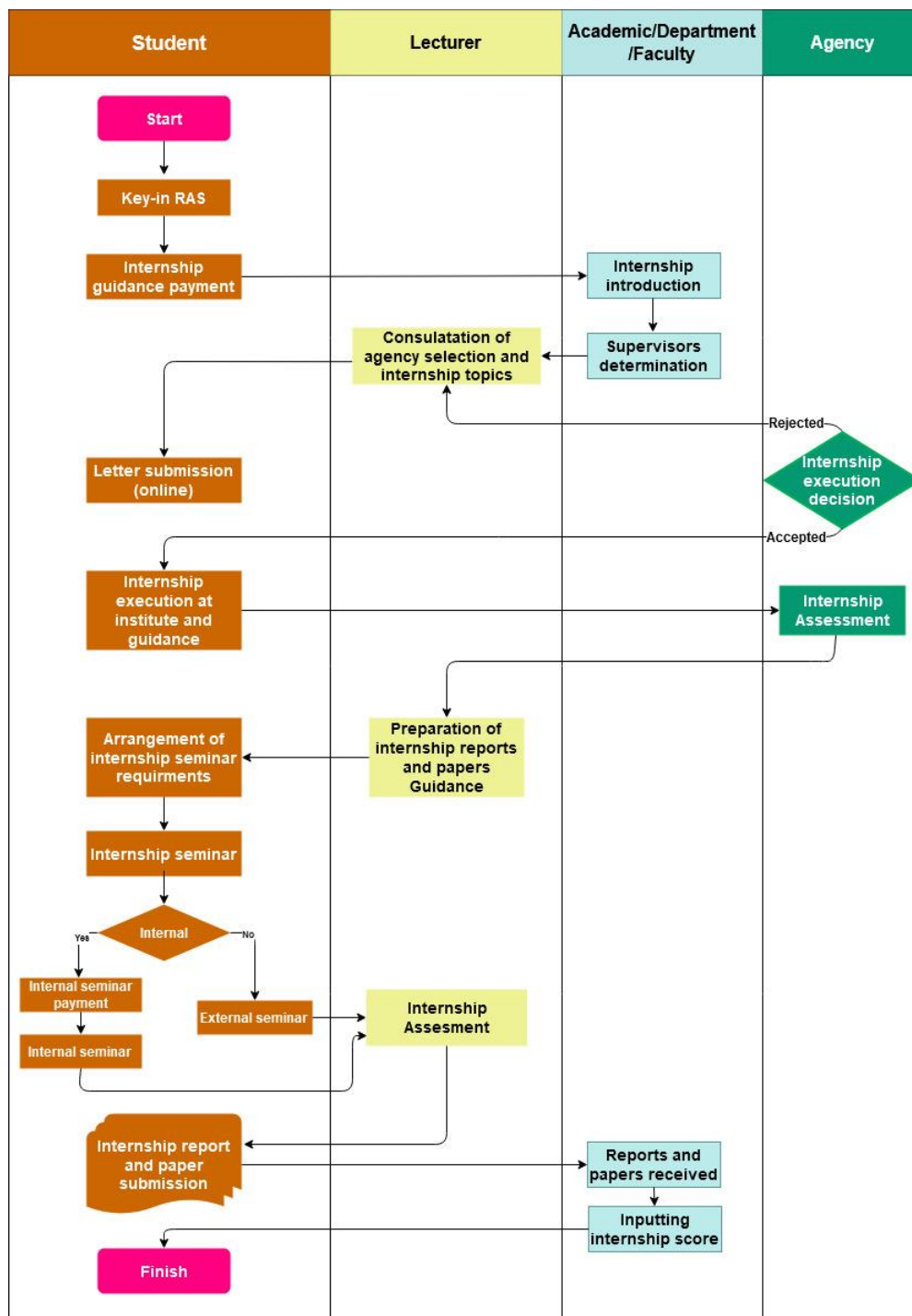


Figure 1. Flowchart of Internship Implementation

Information:

1. Students conduct the internship before carrying out the Semester Academic Plan (RAS) key-in.
2. Students make internship payments (guidance payments). The students can pay at the bank like other academic activities payments. The payment proof is submitted to the Lecture Assessment Affairs section.
3. Implementation of internship socialization.
4. Appointment of the lecturer supervisor by the Study Program.
5. Students start a consultation with the lecturer supervisors about the initiation of implementation and place of the internship and matters related to it.
6. Students fill out internship application letters online to generate a recommendation letter for the internship agency. After registering online, students confirm the suitability of the letter to the Study Program. The letter that has been signed by the Head of Study Program and the Dean can be taken at the Study Program and then submitted to the designated internship agency. Then, students await a response letter from the internship agencies.
7. There are two possibilities of online submission letter, namely:
 - i. Rejected
If rejected, students are required to submit proof of rejection to the Study Program if they want to submit a recommendation letter to another agency.
 - ii. Accepted
If accepted, students start the internship according to the predetermined schedule by submitting the internship assessment form to the destination agency. At the end of internship, students must bring the assessment results to the Study Program.
8. During the internship, students must conduct consultations with the Field Supervisor (supervisor at the internship agency) and the Lecturer Supervisor (the lecturer from the Statistics Study Program that is appointed to supervise students' internship), by filling out the internship guidance card, to analyze the data from the obtained results.

9. After implementing the internship in an agency, students must arrange consultations with their Lecturer Supervisor.
10. Once the consultation is finished and the results are declared eligible for the seminar, students submit the reports/draft and other internship seminar requirements.
11. Based on the Lecturer Supervisors' approval, students can conduct internship seminars (internal or external seminars). If students choose internal seminars, they will be charged for the seminars, while if students choose external seminars, they will not get charged.
12. Students submit internship reports and papers after the revisions are given.
13. Lecturers give internship assessments from the results of the seminars.
14. Done.

1.8 Internship Code of Conduct

If students have received replies from the letter submitted to the internship agency and they are declared accepted, the students will immediately conduct the internship according to the schedule given by the agency. Important things that must be considered and done by students before, during, and after the implementation of the internship are as follows:

- a. Before students carry out the internship, they must meet the Lecturer Supervisor to be given technical directions or explanations during the internship.
- b. During the internship implementation, students must abide by all the rules and regulations applied at the internship place while maintaining the name of the Universitas Islam Indonesia, especially the Statistics Study Program.
- c. During the internship, students must consult with their Lecturer Supervisors. The technical implementation of consultation is based on the prior agreement with the Supervisors.
- d. Students are obligated to hold internship seminars maximum of three months after completing the internship in a certain agency.
- e. If point d is not fulfilled, then students must retake the course.**
- f. A maximum of one month after conducting the seminar, students must submit a revised internship report which consists of:

1. One soft file (pdf) and hard file to the Lecture Assessment Affairs section of the Faculty of Mathematics and Natural Science.
 2. One soft file (pdf) to the Study Program.
 3. One soft file (pdf) and hard file for the internship agency.
- g. If within a month after the seminar students do not complete the internship report, then the internship seminar must be repeated following the applicable rules (including payment) signed by students under the statement letter in the Appendix.

1.9 Internship Seminars

- a. The internship results are presented in a seminar forum, which can be in the forms (choose one based on the approval of the lecturer supervisor):

1. Internal Seminar

Students conduct seminars scheduled by the SSP within certain periods of time.

2. External Seminar

Students conduct external seminars (outside the Study Program) with the approval of the Lecturer Supervisors. The Lecturer Supervisors monitor and evaluate the implementation of the external seminar.

- b. Requirements for the internship seminar

Internal Seminar

1. Students submit one copy of the internship's report, approved by the Lecturer Supervisors.
2. Students submit one copy of the paper, which has been approved by the Lecturer Supervisors.
3. Students submit proof of payment for the internship seminar and the results of the CEPT.
4. Students submit the internship guidance card.

External Seminar

1. Students submit 1 one copy of the internship report, approved by the Lecturer Supervisors.

2. Students submit 1 one copy of the paper, which has been approved by the Lecturer.
3. Students submit proof of CEPT results.
4. Students submit the internship guidance card.
5. Letter of script acceptance (Letter of Acceptance: LoA)/Certificate as a seminar paper presenter.

All those requirements are submitted to the Lecture Assessment Affairs section.

CHAPTER II

WRITING SYSTEM AND THE CONTENTS OF INTERNSHIP REPORTS

The writing system and the contents of internship reports in the Statistics Study Program UII consist of the First Section, Content Section, and the Last Section.

2.1 The First Section of Internship Report

This section consists of the cover, approval sheet, preface, table of contents, list of tables, list of figures, list of the appendix, and abstract.

2.1.2 Cover

The cover must include:

a. Title of Internship

The internship title consists of the internship agency and the case study chosen for analysis, which is an expression of the topic/subject of the observations that have been conducted. Things to consider in selecting a case study in internship are as follows:

- 1) The internship case study is made as short as possible but can accurately reflect the problems observed.
- 2) The internship case study uses declarative sentences instead of interrogative sentences.
- 3) The case study of internship shall not be interpreted in various ways.

b. The logo of Universitas Islam Indonesia

c. Students' name and number

d. The Study Program, Faculty, and University

e. The year of report submission

The example of cover writing can be seen in the appendix.

2.1.3 Approval Sheet

This page contains the title of the internship report and the case study, the students' name and number, the name of the Lecturer Supervisor and the Field Supervisor, as well as the Head of Study Program's name. Students can see the example of an approval page in the appendix.

2.1.4 Preface

The preface generally contains a brief description of:

1. Expressions of gratitude to Allah swt because the implementation and preparation of the internship reports have been completed.
2. A brief explanation related to the contents of the internship report.
3. Acknowledgements to all parties who have supported the internship.

2.1.5 Table of Contents

The table of contents contains the following:

- a. Cover Page
- b. Approval Sheet
- c. Preface
- d. Table of Contents
- e. List of Tables (if any)
- f. List of Figures (if any)
- g. Appendix List
- h. Abstract
- i. Content of Internship Report
- j. Bibliography
- k. Internship Paper
- l. Appendix

The list of tables contains the table sequence number, the table name, and the page number. Likewise, for the list of figures and appendix.

2.1.6 Abstract

The abstract consists of no more than 250 words. It is typed in single-space, Times New Roman font, size 12, and justified alignment. Its contents include a brief description of:

- a. Issues that led to the need for such material raised in the internship reports.
- b. The abstract must consist of the research objectives, methods, and research results.

2.2 The Content of Internship Report

Internship reports are arranged based on chapters to form a coherent and standardized report. The content must contain Introduction, Agency Overview,

Theoretical Framework, Research Methods, Results and Discussion, Conclusions, and Suggestions.

2.2.1 Chapter I Introduction

This chapter contains the background of the problem, problem formulation, problem limitation, research objectives, and the benefits of the case study material raised as an internship report.

a. Background

The background generally reveals various phenomena related to the material raised in the internship report. Thus, the case study and background are interconnected. The following points need to consider, namely:

- 1) A material is generally based on the following considerations:
 - Is the material useful to analyze?
 - Is the material interesting to analyze?
 - Will analysis of the material provide any useful results?
 - Is the material analyzable?
 - Is there enough data to analyze the material?
- 2) Whether or not the material has been analyzed before
- 3) The use of company data to clarify material analysis must be known by the corresponding company, as proven by the head and/or employee's signature who is responsible for issuing the data.

b. Problem Formulation

This section contains problem formulations from background and is written in the form of interrogative sentences.

c. Problem Limitation

The problem limitation is a research limitation related to the software used, the data to be processed, and its specificity of processing.

d. Research Objectives

Writing specific material in the internship reports is generally intended to provide added value to the company regarding statistical analysis that can be utilized and can improve methods, or even produce new methods.

e. Benefits

The benefits of writing the material chosen in the internship are generally adjusted to the company's level of utility, the development of statistics, and the students themselves.

2.2.2 Chapter II Company Overview

This chapter contains:

- a. A brief history of the company, the establishment purpose, the outline of the organizational structure, a brief description of the organizational structure components, and the outline of the production process (*if any*).
- b. The essential thing is the application of statistics in the internship company.
- c. A description of the activities at the internship place.
- d. Chapter 2 is evaluated by the Field Supervisor as evidenced by the internship guidance card.

2.2.3 Chapter III Theoretical Framework

Several things that should be considered in the theoretical framework are as follows:

- a. Theoretical framework is the theory used to analyze the material.
- b. The theoretical framework can be qualitative or quantitative, descriptive, or inference, which can contain mathematical equations, formulas, diagrams, and flowcharts. Those are collected to analyze the material.

2.2.4 Chapter IV Research Methodology

This chapter contains the research methods, including the time and place of research, data and data sources, research methods, and activities during the internship.

2.2.5 Chapter V Results and Discussion

This chapter contains the results of the case study analysis and discussion, which includes intelligible and straightforward explanations about the use of statistics to analyze the materials. This explanation can be in the form of

quantitative and qualitative descriptions and inferences, making it easier for readers to understand the purpose of writing and analyzing the material.

2.2.6 Conclusions and Suggestions

This chapter contains conclusions and suggestions, which are brief and precise statements as the core of the material and material analysis results in the previous chapter. Suggestions contain offers or recommendations for both authors and users of the material to follow up.

2.3 The Last Section of Internship Report

The final part of the report consists of a bibliography, internship paper, and appendices

2.3.1 Bibliography

The bibliography contains references referred to in the writing of the internship report material and has been cited.

2.3.2 Appendix

Appendices may contain, as follows:

- a. Data analyzed
- b. Program code.
- c. Documentation of activities
- d. The processed data
- e. Production process (if any)
- f. Organizational structure (if any)
- g. Certificate of the internship completion
- h. Certificate of internship acceptance at an agency.
- i. Tables, pictures, or maps are large, so they need to be folded.
- j. Papers (mandatory, paper templates can be seen in the appendix or adjust the conference attended).
- k. Seminar/LoA certificate.
- l. And others deemed necessary.

2.3.3 Procedure of Writing

The writing internship reports and papers procedures follow the writing internship reports' procedures; please see the template.

CHAPTER III

PROCEDURES FOR WRITING INTERNSHIP REPORTS

3.1.General Requirements

The procedure for writing an internship seminar paper follows a predetermined paper writing format. Students shall consider several requirements in writing an internship seminar paper. These requirements are:

- a. The script is printed on A4 70-gram HVS paper and only on one side of the paper.
- b. The font for the entire script must be in Times New Roman size 12, except for footnotes that must be in Times New Roman size 10.
- c. The script must be 1.5 (one and a half) spaced, except for the abstract. It must be single-spaced.
- d. Direct quotations with more than five lines must be started in a new line and must be single-spaced. Meanwhile, direct quotations with less than or equal to five lines are put in the corresponding paragraph and inside the quotation marks.
- e. The left and top margins are 4 cm, the right and bottom margins are 3 cm from the edge of the paper.
- f. Writing starts from the left margin and ends at the right margin, except for:
 - 1) The first line of each paragraph must be started in the seventh tap of the space bar.
 - 2) The first line of each footnote must be started in the ninth tap of the space bar. Meanwhile, the second line onwards is parallel with the border or the left margin.
- g. The border for making footnotes is two spaces below the main description and one space above the footnote number.
- h. Internship report writing must use a computer.
- i. The script is written from left to right.

3.2.Language

Internship report writing follows these standards:

- a. The writing uses standard Indonesian, according to the Indonesian Spelling System General Manual (*Pedoman Umum Ejaan Bahasa Indonesia/PUEBI*), link: <https://puebi.readthedocs.io/en/latest/>.
- b. The presentation of the material is described in complete sentences.
- c. The use of *italics* is only for non-Indonesian words or terms.

3.3.Cover Color

The color of the internship report cover is thick blue. It is laminated (softcover) and the writing is in silver.

3.4.Writing Chapters, Sub Chapters, and Sub-subchapters

The titles listed on the front cover page and the title page on the validation sheet are all written in capital letters, so are the titles for each chapter. The internship report title is symmetrically written in Times New Roman size 14, without ending with a full stop.

- a. Writing the chapter numbers in Roman numerals (I, II, III, IV, and so on). They are written entirely in capital letters, typed in bold, sized 14, and symmetrically arranged with a distance of 4 cm from the top edge without ending with a full stop.
- b. Writing every subchapter title in Arabic numerals (1.1., 1.2., 1.3., and so on), bold and without ending with a full stop. Each word in the subchapter title begins with a capital letter, except for conjunctions and prepositions. The first sentence after the chapter title starts with a new paragraph. The subchapter titles are written in single-space if they are more than one line.
- c. Writing every subchapter in Arabic numerals (1.1.1., 1.1.2., and so on). Subchapter titles are written in bold starting from the left border; only the first word begins with a capital letter without ending with a full stop. The lowercase letters are used (a, b, c, and so on) if there are breakdowns or part descriptions.

3.5.Page Numbering

The page numbering of internship report writing is stated in the following manners:

- a. The page numbering is set as follows:

- 1) The first section and the appendix use small Roman numerals (i, ii, iii, and so on)
 - 2) The contents use Arabic numerals (1, 2, 3, and so on)
- b. The position of page numbers is set as follows:

The page number for the internship report comprising the first and content section, while the page number of appendices is placed in the bottom center. As for appendices, "appendix 1", "appendix 2", and so on are written in the corresponding appendix. It is placed on the upper left, while the page number remains on the top right.

3.6. Bibliography Writing

The format of the bibliography follows APA 6th Edition guidelines. APA stands for the American Psychological Association, so APA Styles is a citation format issued by the APA organization, especially for the psychological and social fields. Some of the citation features based on APA Styles are:

1. Bibliography is ordered alphabetically by author's last name or title if there is no author.
2. The author's first name is written as initials.
3. If there is the same author in the bibliography, it should be written sequentially from the oldest year.
4. Letters a, b, c can be added after the publication year.

The following are the examples of writing a bibliography based on APA Styles for digital information sources.

Table 1. Citation Writing Guidelines

Source Type	Quotations/In-text Citation	References
Online Journal	(Kim, 2010, p. 311) (Kim, Mirusmonov, Lee, 2010, p. 311) – first quotation (Kim et al, 2010, p.311) – next quotation	Author. (Year of Publication). Article Title. Journal Name. Volume. pages..Doi:xxx.xxx. Author. (Year of Publication). Article Title. Journal Name. Volume. Pages. Retrieved from URL.

Source Type	Quotations/In-text Citation	References
		<p>Kim, C., Mirusmonov, M., Lee, I. (2010). An empirical examination of factors influencing the intention to use mobile payment. <i>Computers in Human Behavior</i>, 26, 310-322. Doi:10.1016/j.chb.2009.10.013.</p> <p>Kim, C., Mirusmonov, M., Lee, I. (2010). An empirical examination of factors influencing the intention to use mobile payment. <i>Computer in Human Behavior</i>. 26. 310-322. Retrieved from http://www.sciencedirect.com.</p>
Online Magazine	(Barile, 2011)	<p>Author. (Year, month-date). Article Title. Magazine Name. Retrieved from URL.</p> <p>Barile, L.. (2011, April). Mobile technologies for libraries. <i>C&RL News</i>. Retrieved from http://crln.acrl.org/content/72/4/222.full</p>
Online Newspaper	(Hakim, 2016)	<p>Author. (Year, month-date). Article title. Newspaper Name. Retrieved from URL.</p> <p>Hakim, C.. (2016, Juni 16). Kode Morse THR. <i>Kompas Online</i>. Retrieved from http://www.kompas.com</p>
Books (Author Publisher) Section of the Books	<p>(American Psychological Association [APA], 2010)</p> <p>(APA, 2010)</p> <p>(Yuan, 1998)</p>	<p>Author. (Year of Publication). Book Title (edition). Place of Publication: Publisher</p> <p>American Psychological Association. (2010). Publication manual of the APA Style (6th ed.). Washington, DC: Penulis.</p> <p>Yuan, P. (1998). Shanghai Jahwa: Liushen Shower Cream (A). In Kumar, S.R..(Ed). <i>Case Studies in Marketing Management</i> (pp. 1-11). Delhi: Pearson.</p>
Books (no author)		<p>Book Title (edition). (Year of Publication). Place of Publication: Publisher</p> <p>Merriam-Webster's Dictionary (12th ed). (2007). Springfield, MA: Merriam-Webster.</p>

Source Type	Quotations/In-text Citation	References
Online Books (author institution, etc)	(Kumar, 2012)	<p>Author. (Year of Publication). Book Title (edition). Place of Publication: Publisher. Retrieved from URL.</p> <p>Kumat, S.R.. (2012). Case studies in Marketing Management. Delhi: Pearson. Retrieved from http://books.google.com/books</p> <p>Biro Pusat Statistik. (2013). Statistik Indonesia 2010. Jakarta, DKI: Penulis. Retrieved from http://www.bps.go.id/books/file/12345.pdf</p>
Dissertation, Online Thesis		<p>Author. (Year of Publication). Thesis/dissertation title (degree type of thesis or dissertation). Available in database name (record number).</p> <p>Young, R.F. (2007). Crossing boundaries in urban ecology (doctoral dissertation). Available in Proquest Dissertation & Theses Database. (UMI No. 327681).</p>
Online Encyclopaedia		<p>Entry Title. (Year of Publication). In Encyclopaedia Name. Retrieved ..., from URL</p> <p>Digital Divide. (2013). In Encyclopedia Britannica. Retrieved May 6, 2013, from http://search.eb.com</p>
Online Government Publication		<p>Institution. (Year of Publication). Publication Title (publication number). Place of Publication: Publisher. Retrieved from URL</p> <p>Kementerian Pendidikan dan Kebudayaan RI. (2011). Peraturan Mendiknas tentang Satuan Pengawasan Intern (Permendiknas Nomor 47 tahun 2011). Jakarta, DKI: Penulis. Retrieved from http://spi.um.ac.id/uploads/...SPI.pdf</p>
Documents from		<p>Author. (Year of Publication). Online Document Title. Retrieved from name of university, Web Title, URL</p>

Source Type	Quotations/In-text Citation	References
university website		Surachman, A. (2008). SOP Perpustakaan FEB UGM. Retrieved from Universitas Gadjah Mada, Library website http://lib.feb.ugm.ac.id/files/sop/
Blog Site		Author. (Year, date). Article/blog Title. Message in the URL Surachman, A. (2013, 25 Mei). Akses EResources Perpustakaan Nasional RI. Article in http://arifs.blog.ugm.ac.id
Professional Web		Author. (Year of Publication). Online document title. Retrieved ..., from URL Ikatan Akuntan Indonesia. (2008). Standar Akuntansi Indonesia. Retrieved May 27, 2013, from http://www.iaai.or.id/standar/sai.html
Database		Bloomberg. L.P. (2008). Return on Investment for Apple Inc 12/31/00 to 01/30/08. Retrieved 21 Mei 2013, from Bloomberg Database.
Web site without document specific information		(http://www.nasa.go.id)

* It is taken from the Guidelines for Citation Writing Style of Gadjah Mada University Libraries.

CHAPTER IV

SEMINAR OF INTERNSHIP REPORT AND INTERNSHIP ASSESSMENT SYSTEM

4.1. Internship Report Seminar

The seminar of the internship report is the final activity of the internship. Its purpose is to present and account for the material that has been written by students.

4.2. Requirements of Seminar Implementation

The requirements for conducting the internship report seminar are regulated in the previous chapter.

4.3. Procedure for Submitting and Conducting Seminars

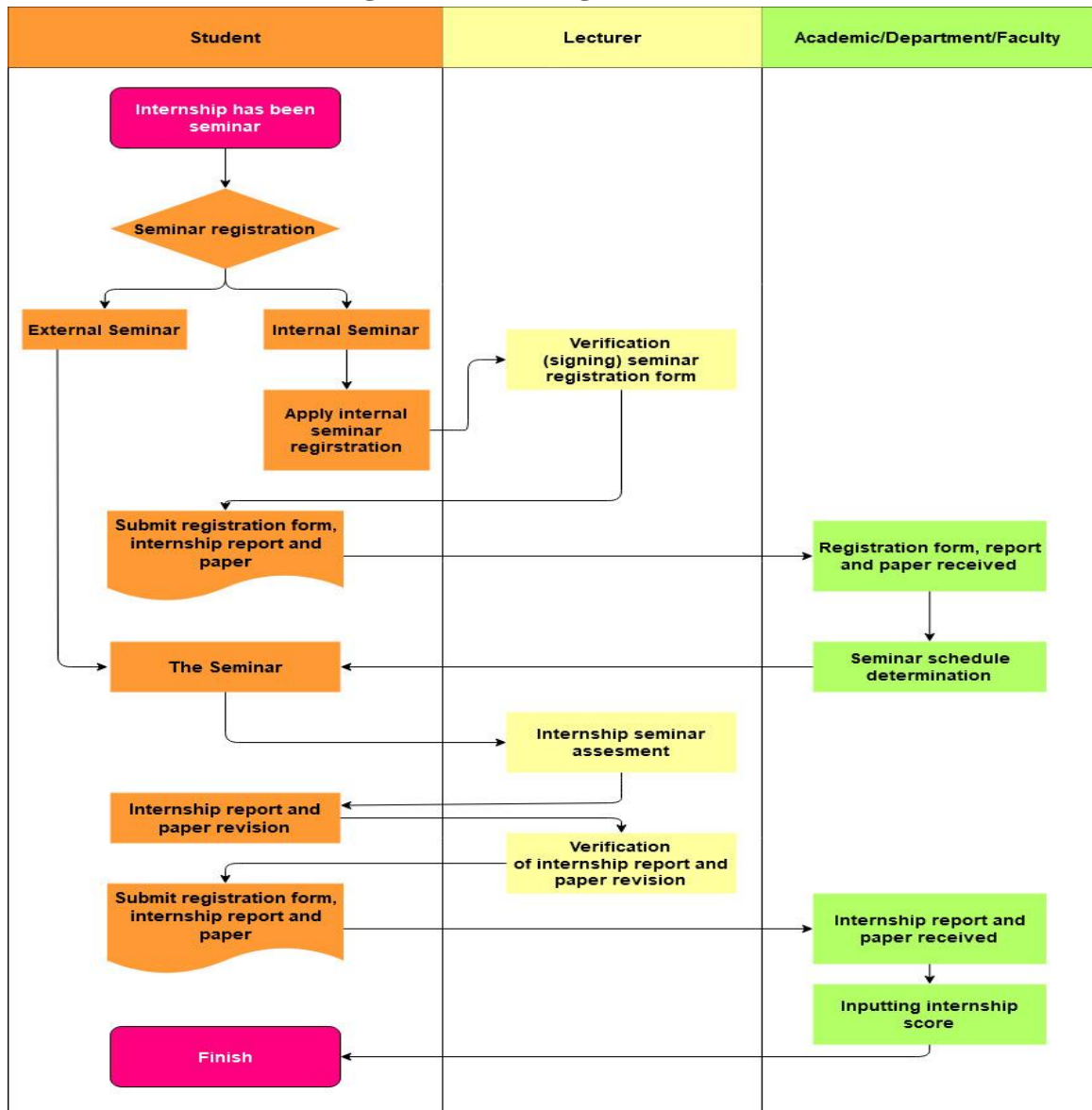


Figure 2. Flowchart of the internship seminar

The explanation is as follows.

1. Students have completed their internship report and paper and are ready for the seminar.
2. Students register for the seminar online.
 - a. If students wish to hold an internal seminar, they must submit an internal seminar registration form.
 - b. If students wish to hold an external seminar, they can apply for a seminar according to the seminar organizer.
3. Supervisors sign the form that has been submitted by students.
4. The form that has been signed by the supervisors and the Head of the Study Program is submitted to the Lecture Assessment Affairs section, completed with the internship reports and papers.
5. The seminar schedule for the students is decided.
6. Students conduct seminars according to the specified schedule.
7. After students conduct the seminar, the supervisors or the lecturer team will assess their internship seminar.
8. After the seminar, students revise their internship report and paper, which are then submitted to the Lecture Assessment Affairs, Study Programs, and the agency in which they conduct their internship (maximum one month from the seminar date).
9. The Lecture Assessment Affairs section inputs the score of the internship.
10. The internship is complete.

4.4.Internship Scoring System

The scoring system is carried out by Lecturer Supervisors, Field Supervisors, and seminar examiners (seminar examiners can be the same as Lecturer Supervisors or they can be different; the SSP determines seminar examiners). The weight and role of each examiner are as follows:

Table 2. Internship scoring weight

	Field Supervisor	Lecturer Supervisor	Seminar Examiners	Total
Internal Seminar	25%	45%	30%	100%
External Seminar	25%	45%	30% (assessed by Lecturer Supervisor)	100%
Role	Assessing the process and results of the student's internship implementation.	Assessing the process and results of the student's internship implementation during the internship guidance.	Assessing the results of the research conducted by students.	

The assessment form and assessment rubric are attached.

Other matters related to the internship report and assessment are:

1. Internship reports must be signed by both the Lecturer Supervisor and the Field Supervisor recognized by the Head of the Program Study and the company where students undergo their internship.
2. Students carry the assessment form when they request the signature for their internship report. This form is completed with the field supervision's signature and company stamp. They bring back the form and submit it to the Study Program in a closed condition. Those who do not return the assessment form from the internship agency will only obtain a score according to its weight from the study program supervisors.
3. Students must immediately submit the completed internship report to the Lecture Assessment Affairs of Mathematics and Natural Sciences, Study Programs, and the agency.
4. Students who do not submit proof of submission of the internship report from the faculty library to Lecture Assessment Affairs of the Faculty of Mathematics and Natural Sciences will not obtain a score.

APPENDIX LIST

Appendix 1. Statement of Report Completion

STATEMENT LETTER COMPLETION OF INTERNSHIP REPORTS

To whom it may concern:

Student name : *student name*

Student number : *student number*

hereby declare that I will complete my internship report no later than 1 (one) month, starting from the date (internship seminar date). If I have not completed the internship report within that period, I sincerely accept the penalty in the form of a reduction in internship score and/or repeat the internship from the beginning.

Thus, I write this letter with full awareness so that it can be used properly.

Yogyakarta, date of internship seminar

Sincerely,

(student name)

Appendix 2. Assessment Rubric for Lecturer Supervisor

THE ASSESSMENT RUBRIC FOR LECTURER SUPERVISOR STATISTICS STUDY PROGRAM FACULTY OF MATHEMATICS AND NATURAL SCIENCE UNIVERSITAS ISLAM INDONESIA

The Field Supervisor assessment component consists of 2 (two) point, namely:

1. The assessment of Process
2. The assessment of Competency

Table 1. The Assessment Components of the Internship Implementation Process

No	Components	Score Range
1	Discipline attitude	0 – 15
2	Teamwork	0 – 15
3	Benefits of statistical analysis for the agency	0 – 35
4	Weight of the problems chosen by students to be analyzed	0 – 35

Table 2. Competency Assessment Components

No	Assessment Components	Competency Assessment				
		Very Good	Good	Fair	Poor	Bad
		5	4	3	2	1
1	Integrity (ethical and moral)					
2	Competence based on the field of science (professionalism)					
3	English					
4	Utilization of information technology					
5	Communication					
6	Teamwork					
7	Self-development					

$$\text{Final Score} = \frac{\text{Process Assessment} + \left(\frac{\text{Competency Assessment} \times 20}{7} \right)}{2}$$

Appendix 3. Rubric for Assessment of Internship Guidance Process

RUBRIC FOR ASSESSMENT OF INTERNSHIP GUIDANCE PROCESS

No	Component	Weight	5 (Very Good)	4 (Meet the Standards)	3 (Sufficient)	2 (Need Revisions)	1 (Below the Standards)
1	Integrity (ethical and moral)	20	Students always carry out their duties with honesty, perseverance, thoroughness, and courage to take risks from the research process the students do.	In general, students carry out their duties with honesty, perseverance, and courage to take risks from the research process the students do but lacking in thoroughness.	Students carry out their duties with honesty and courage to take risks from the research process he does, but without perseverance and thoroughness.	students carry out their duties with honesty, but without perseverance, thoroughness, and without courage to take risks from the research process the students do.	Students never carry out their duties with honesty, perseverance, thoroughness, and courage to take risks from the research process the students do.
2	Discipline attitude	10	Students always obey the regulations of the internship and finish work from their internship on time.	In general, students obey the regulations of the internship and finish work from their internship on time.	Students occasionally obey the regulations of the internship and occasionally finish work from their internship on time.	Students barely obey the regulations of the internship and do not finish work from their internship on time.	Students do not obey the regulations of the internship and do not finish work from their internship on time.
3	Weight of the problems chosen by students to be analyzed	40	<ol style="list-style-type: none"> 1. The presented data corresponds with the internship company. 2. Statistical analysis of the obtained data is very advantageous for the company. 3. Present problem formulations, literature reviews, methods, appropriate and efficient discussions, and draw clear conclusions in a comprehensive, detailed, and coherent manner. 	<ol style="list-style-type: none"> 1. The presented data corresponds with the internship company. 2. Statistical analysis of the obtained data is advantageous for the company. 3. Present problem formulations, literature reviews, appropriate but inefficient methods, discussions, and draw clear conclusions in a comprehensive and detailed manner. 	<ol style="list-style-type: none"> 1. The presented data fairly corresponds with the internship company. 2. Statistical analysis of the obtained data is fairly advantageous for the company. 3. Present problem formulations, literature reviews, methods, less appropriate discussions, and draw clear and detailed conclusions. 	<ol style="list-style-type: none"> 1. The presented data barely corresponds with the internship company. 2. Statistical analysis of the obtained data is barely advantageous for the company. 3. Present problem formulations, literature reviews, 	<ol style="list-style-type: none"> 1. The presented data does not correspond with the internship company. 2. Statistical analysis of the obtained data is not advantageous for the company. 3. Problem formulations, literature reviews, methods, discussions, and conclusions are not clearly presented.

						methods, discussions, and draw clear conclusions.	
4	Communication	10	Very Communicative	Communicative	Fairly Communicative	Barely Communicative	Not Communicative
5	Utilization of information technology	20	Very proficient in utilizing software and understand very well the meaning of each step taken.	Proficient in utilizing software and understand the meaning of each step taken.	Fairly proficient in utilizing software and fairly understand the meaning of each step taken.	Barely proficient in utilizing software and barely understand the meaning of each step taken.	Not proficient in utilizing software and do not understand the meaning of each step taken.

Score Calculation

$$\text{Score} = \frac{S_i \times B_i}{5}$$

Information

S_i : Score on the i th component, $i = 1, 2, 3, 4, 5$.

B_i : Weight on the i th component, $i = 1, 2, 3, 4, 5$.

Example:

Component	Weight	Score	Weight \times Score
1.	20	4	80
2.	25	3	75
3.	15	5	75
4.	30	2	60
5.	10	5	50
Final Score			$\frac{340}{5} = 68$

Appendix 4. Rubric for Assessment of Internship Seminar

RUBRIC FOR ASSESSMENT OF INTERNSHIP SEMINAR

No	Component	Weight	5 (Very Good)	4 (Meet the Standards)	3 (Sufficient)	2 (Need Revision)	1 (Below the Standards)
1	Internship report writing	20	The report is complete. It follows the contents of the template provided, uses the template format, is completed with photos/pictures, tables, and supporting attachments.	The report is complete. It follows the contents of the template provided, uses the template format, but photos/pictures, tables, and supporting attachments are not complete.	The report is complete. It follows the contents of the template provided but does not use the template format.	The report is incomplete. It does not include one or two sections of contents provided in the template.	The report does follow the template format provided.
2	Contents of the internship report (Weight of the problems chosen by students to be analyzed)	25	Problem formulations, literature reviews, methods, appropriate and efficient discussions, and clear conclusions are presented in a comprehensive, detailed, and coherent manner.	Problem formulations, literature reviews, methods, discussions, and clear conclusions are presented in a comprehensive and detailed manner.	Problem formulations, literature reviews, methods, discussions, and clear conclusions are presented in a clear and detailed manner.	Problem formulations, literature reviews, methods, discussions, and conclusions are clearly presented.	Problem formulations, literature reviews, methods, discussions, and conclusions are not clearly presented.
3	Presentation (Assessed from 2 aspects: (1) presentation, (2) presentation slide)	15	<p>Presentation assessment based on the following aspects:</p> <ol style="list-style-type: none"> 1. Smooth communication, systematic delivery. 2. Enthusiasm and good appearance. <p>The presentation slides fulfill the following aspects:</p>	<p>Presentation assessment based on the following aspects:</p> <ol style="list-style-type: none"> 1. Smooth communication, systematic delivery. 2. Enthusiasm. <p>The presentation slides fulfill the following aspects:</p>	<p>Presentation assessment based on the following aspects:</p> <ol style="list-style-type: none"> 1. Smooth communication, systematic delivery. 	<p>Presentation assessment based on the following aspects:</p> <ol style="list-style-type: none"> 1. Smooth communication. 2. Enthusiasm and good appearance. 	Does not meet the criteria for a good presentation and the slides presented do not match the material.

			<ol style="list-style-type: none"> 1. The slides presented are in accordance with the material. 2. The presentation contains short points with clear and concise information. 3. The size of the writing and color selection is appropriate so that it is readable. 4. Attractive slide design. 5. The sequence of slides is well structured. 	<ol style="list-style-type: none"> 1. The slides presented are in accordance with the material. 2. The presentation contains short points with clear and concise information. 3. The size of the writing and color selection is appropriate so that it is readable. 	<p>The presentation slides fulfill the following aspects:</p> <ol style="list-style-type: none"> 1. The slides presented are in accordance with the material. 2. The presentation contains short points with clear and concise information. 	The slides presented are in accordance with the material.	
4	Mastery of material and question and answer sessions	30	Being able to explain problems, understand the materials, and able to answer the questions both theoretically and practically in a specific, clear, and understandable manner.	Being able to explain problems, understand the materials, and able to answer the questions both theoretically and practically in a specific and clear manner.	Being able to understand the materials, and answer the questions asked both theoretically and practically in a specific and clear manner	Being able to explain the problem but do not understand the material being worked on.	Being unable to explain the problem and do not understand the material being worked on.
5	On time completion	10	Reports, papers, and presentations are done on time or before the deadline.	Reports, papers are done on time, but the presentation time exceeds the limit.	Presentations are done on time but reports and papers are submitted during the seminar.	Presentations are on time but reports and papers are not ready to be submitted.	Presentations, papers, and reports are not on time.

Score Calculation

$$\text{Score} = \frac{S_i \times B_i}{5}$$

Information

S_i : Score on the i th component, $i = 1, 2, 3, 4, 5$.

B_i : Weight on the i th component, $i = 1, 2, 3, 4, 5$.

Example:

Component	Weight	Score	Weight \times Score
1.	20	4	80
2.	25	3	75

3.	15	5	75
4.	30	2	60
5.	10	5	50
Final Score			$\frac{340}{5} = 68$

Appendix 5. Internship Implementation Timeline

Activities	Month																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
	I				II				III				IV				V				VI				VII				VIII				IX				X				XI				XII																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
RAS Key-In																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		</

The 1st month does not mean January, but the Student Key-In period (August or January)