

INTERNSHIP GUIDELINES MATHEMATICS STUDY PROGRAM



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S U R A B A Y A

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Building Character Qualities

For the Smart, Pious, and Honorable Nation

2023

FOREWORD

The internship is a work practice program that can be taken by students of the Mathematics Study Program who have completed the 5th semester of their studies. This program is a form of university cooperation with industry to provide independent learning and additional experience for students to develop their competencies. The internship program is implemented to prepare students to become human resources who have expertise and skills and are ready to compete in global competition. To provide a reference for students of the internship program, the Mathematics Study Program has created a guidebook that contains the background, objectives and targets of the internship, provisions for implementing the intership, implementation time, job descriptions, assessment, and evaluation of the internship.

This guidebook also provides attachments in the form of logbooks or daily reports that must be made by internship students and assessment forms that must be filled out by the company where the internship is held. This guidebook is expected to facilitate the implementation of training for students, as well as field supervisors, and internship supervisors on campus.

Compilation team

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A. Background

An internship is an essential activity for students in higher education. Internship activities aim to provide students with direct work experience in the real world. Through internships, students can gain work experience and skills needed to become professionals in the future. The training is a six-month program for students in organizations/agencies/companies that are recognized and is equivalent to 3 credits. The internship carried out must be related to the competence of the field of science and the learning outcomes of study program graduates.

The background to the importance of internships for students in higher education is that students can gain work experience. Through internships, students have the opportunity to gain valuable work experience because students will interact directly with the real world of work.. This experience cannot be obtained in the classroom. In addition, internships also improve their skills. Internships provide opportunities for students to enhance the skills needed in the world of work. Students will learn to communicate effectively, work in teams, manage time, etc. These skills will be advantageous when students enter the workforce in the future Also, internships can expand their network. During the training, students meet many people from various fields. Thus, it will open up opportunities to expand their network and develop valuable business relationships.

Students can also gain insight through internships where they will gain a broader insight into a particular industry. Students will learn about business processes, policies, technology, and so on, which will help them understand the field they are interested in. In addition, they also learn to prepare themselves for a career. Internships can help

students prepare for their future careers. By gaining work experience and relevant skills, students will have a competitive advantage when applying for jobs.

Thus, the internship is a fundamental activity for students in higher education. Through internships, students can gain work experience, improve skills, expand networks, gain insight, and prepare for future careers.

B. Objectives of the Internship

The objectives of the internship are as follows:

1. To provide students with the ability to professionally solve problems in the field of technology that exist in the world of work, with the knowledge obtained during their college studies.
2. Provide opportunities for students to learn and practice directly in the world of work.
3. Provide work experience for students relevant to their field of study or interests, develop technical and interpersonal skills, and expand their professional networks.

C. Internship Objectives

Internships are conducted in organizations /agencies/companies that use computers as information technology so that students can observe work procedures and analyze problems, and then design programming systems and applications accordingly.

D. General Provisions for Internship Implementation

- 1) Students take an internship program in the current even semester.
- 2) Students determine the organization/agency/company where they are to undergo the internship.

The place for internship is a company/industry/government / state-owned enterprise.

- 3) Internship activities must be related to course competencies.
- 4) Students prepare an internship proposal.

E. Special Provisions for Internship Implementation

- 1) Students have completed 90 credits with $GPA \geq 2.5$.
- 2) Students are prepared to participate in the internship for 119 hours.
- 3) Students are put into groups with a minimum of 2 students and a maximum of 3 students in each (unless the internship agency determines otherwise).

F. Internship Implementation Timeframe

Internship activities are carried out by students in their 6th semester. The length of the internship for each student is 119 hours.

G. Description of Internship Duties

1. Intern Duties
 - a. Work at the designated place.
 - b. Consult with the Internship Coordinator and Internship Supervisor at least four times with each supervisor during the internship.
 - c. Make an internship report and submit it to the study program.
2. Duties of the Internship Institution
 - a. Assign one supervisor for interns.

- b. Provide guidance and direction so that the internship activities run smoothly and benefit both parties.
 - c. Provide opportunities for students to carry out their duties and follow the provisions that apply to the institution.
 - d. Create a conducive atmosphere in attitude and behavior so that interns get a deep understanding the work situations they will find in their daily activities.
 - e. Provide an attendance list for interns.
3. Duties of the *Internship Coordinator* Lecturer
- a. Provide consultation time for interns regarding conditions and problems encountered in the field.
 - b. Provide technical guidance on the implementation of internships.
 - c. Provide guidance in formulating problems at the internship site.
 - d. Provide guidance related to the data collection process for report writing.
 - e. Provide assessment of the work performance of interns.
4. Duties of the Supervising Lecturer
- a. Provide consultation time for interns regarding writing internship reports technically and substantially.
 - b. Provide an assessment of the internship reports and presentation of research results.

H. Assessment

1. The Internship coordinator's assessment contributes 40% to the internship grade, and

comprises the elements of innovation, cooperation, and discipline.

2. The supervisor's assessment of the internship report contributes 40% of the grade, focusing on the elements of material, mastery of material, language, and writing style.
3. All matters relating to the internship assessment and report must be included in the assessment sheet.

I. Internship Evaluation

The evaluation stages of the internship activities are as follows:

1. Routine evaluation
 - a. Routine evaluation is the stage in which students report their internship activities by submitting logbooks every two weeks to the supervisor.
 - b. The logbook is designed by the study program so that students can regularly be accountable for their activities and learning outcomes.
 - c. The logbook describes the history of daily activities carried out, learning outcomes, obstacles encountered and solutions obtained during learning, and signatures of field supervisors or persons in charge who are responsible for the performance of intern students in the company or institute.
 - d. Students can submit their logbooks directly to their supervisors or online, depending on the agreement between them.
 - e. The supervisor checks the logbooks and provides feedback through notes or comments that can motivate and improve student performance.

2. MIDTERM EVALUATION

- a. Midterm evaluation is an assessment stage based on all the phase I internship reports from internship practice students to their supervisors.
- b. The phase I internship report is a report in the form of an initial research plan.
- c. The phase I internship report is submitted by students to their supervisor according to the schedule of the midterm exam.
- d. The supervisor examines the phase I internship reports and provides feedback through notes or comments that can motivate and improve student performance.

3. END-OF-SEMESTER EVALUATION

- a. End-of-semester evaluation is the final assessment stage based on the final report and presentation of research results carried out according to the structure and schedule determined by the Mathematics Study Program.
- b. The final report is prepared based on the structure of writing an internship report determined by the Mathematics Study Program.
- c. The final report is a research report in the form of an Algebra journal template.
- d. The presentation of the final report is carried out according to the schedule set by the Mathematics Study Program in the presence of two examining lecturers consisting of 1 supervisor and 1 examining lecturer.
- e. The team of examiners are lecturers who teach courses related to the competencies submitted in the final report.

- f. The composition of internship practice scores consists of grades given by the examination team (20%).

GRADE	EXPLANATION
91 - 100	Excellent
81 - 90	Very Good
71 - 80	Good
61 - 70	Fair
<60	Poor

Appendix 1. Logbook Format (Daily Report)

Cover

A. Weekly Goals

1. Internship Target

The target achieved in one week in accordance with the proposed target

2. Additional Internship Targets

Achievements in one week that go beyond the proposed target

B. Description of Internship Activities

No	Day/Date	Number of hours	Description of Internship Activities
1			
2			
etc			

C. Results and Discussion of Weekly Targets

1. Achievement of Target 1

2. Achievement of Target 2, etc.

The results of internship activities are presented to the local agencies. The internship results are discussed according to the target (both the target listed in the proposal and additional targets outside the proposal) with pictures or photos of the activities attached.

D. Evaluation

1. Targets Achieved

2. Unachieved Targets

In addition to the targets that have been achieved and those not achieved, it also includes obstacles and solutions.

Appendix 2. Algebra Journal Template (can be downloaded at https://drive.google.com/drive/folders/1hPhYguvlVEplVX7EAnA_Mw7tTM7lqV_u?usp=sharing)

JUDUL PAPER DALAM HURUF KAPITAL

Nama Pengarang Pertama¹, Nama Pengarang Kedua², Nama Pengarang Ketiga³

¹Afiliasi penulis pertama, email penulis pertama

²Afiliasi penulis kedua, email penulis kedua

³Afiliasi penulis ketiga, email penulis ketiga

Abstrak. Silakan tulis abstrak disini. Abstrak ditulis secara ringkas dan jelas, maksimum 250 kata. Hindari penggunaan simbol, karakter khusus atau rumus. Abstrak berisi gambaran singkat mengenai latar belakang, metode, serta temuan hasil penelitian.

Kata kunci: Silakan tulis kata-kata kunci disini maksimal 7 kata.

Abstract. Please write the abstract here. The abstract is written concisely and clearly, with a maximum of 250 words. Avoid using symbols, special characters or formulas. The abstract contains a description of the background, methods, and the result of the research.

Keywords: Please write the keywords here max 7 words.

1. Pendahuluan

Pada bagian ini, silahkan diuraikan latar belakang dan rumusan permasalahan yang akan dibahas. Silakan dituliskan sitasi dalam bentuk J. C. Maxwell [1]. Panjang tulisan maksimum 15 halaman.

Redaksi menerima tulisan/naskah yang terbuka untuk umum (sepanjang dalam bidang Matematika analisis, aljabar, statistika dan komputasi matematik). Artikel harus merupakan produk ilmiah orisinal, belum pernah dipublikasikan di media mana pun [2]. Artikel ditulis rapi pada kertas berukuran A4 (satu sisi), panjang tulisan maksimum 15 halaman dengan jarak spasi tunggal. Model huruf yang digunakan adalah Times New Roman dengan font 11 [1] dan [6]. Margin atas 3 cm, margin bawah 3 cm, margin kiri 3 cm, dan margin kanan 2.5 cm atau mengikuti template LaTeX yang sudah diberikan. Artikel berisi:

1. Pendahuluan
2. Kajian Teori
3. Metode Penelitian

Appendix 3. Supervisor Assessment Form

**SUPERVISOR ASSESSMENT FORM IN INTERNSHIP
MATHEMATICS STUDY PROGRAM, FACULTY OF SCIENCE AND
TECHNOLOGY
UIN SUNAN AMPEL SURABAYA**

Supervisor

Name :

NIP :

Student

Name :

NIM :

Internship Place :

No	Assessment Aspect	Grade
1	Activeness in carrying out supervision	
2	Communication in carrying out supervision	
3	Mastery of internship material	
4	Courtesy in carrying out supervision	
Average Grade		

Valuation

91-100: Excellent

81-90: Very Good

71-80: Good

61-70: Fair

<60: Poor

.....
Supervisor

(Full Name)

NIP.

Appendix 4. Internship Coordinator Lecturer Assessment Form

PERSONALITY AND SOCIAL INTERACTION ASSESSMENT SHEET

Please score the following aspects by circling the appropriate score in the column (1,2,3,4,5) according to the following criteria:

Criteria:

1. Poor
2. Fair
3. Good
4. very good
5. Excellent

Student Name :
 NIM :
 Study Program :
 Faculty :
 Internship Place :
 Implementation Date :

No	Assessed aspects	Score				
1.	Discipline (compliance with regulations)	1	2	3	4	5
2.	Appearance (Appropriate attire and Neatness)	1	2	3	4	5
3.	Politeness of conduct	1	2	3	4	5
4.	Cooperation capabilities	1	2	3	4	5
5.	Communication skills	1	2	3	4	5
6.	Commitment	1	2	3	4	5
7.	Exemplary	1	2	3	4	5
8.	Spirit	1	2	3	4	5
9.	Empathy	1	2	3	4	5
10.	Responsibility	1	2	3	4	5
Total Score =						

$$\text{Internship Grade} = \frac{\text{score}}{50} \times 100$$

.....
 Internship Coordinator Lecturer

Notes:

.....
 Full Name and Signature

1. Student personality description:
2. Description of attitudes and peer interaction:

Appendix 5. Lecturer Reviewer Assessment Form

REVIEWER ASSESSMENT FORM IN INTERNSHIP
MATHEMATICS STUDY PROGRAM, FACULTY OF SCIENCE AND TECHNOLOGY
UIN SUNAN AMPEL SURABAYA

Lecturer Reviewer

Name :
NIP :

Student

Name :
NIM :
Internship Place :
Paper Title :

No	Assessment Aspects	Grade
1	Activeness in revising paper	
2	Communication in the review process	
3	Mastery of Internship Material	
4	Academic writing	
Average Grade		

Paper Submission Recommendation	(√)
Q	
Proceeding/Conference	
Sinta 1	
Sinta 2	
Sinta 3	
Sinta 4	
Sinta 5	
Sinta 6	

Valuation

91-100: Excellent

81-90: Very Good

71-80: Good

61-70: Fair

<60: Poor

.....,

Reviewer

(Full Name)

NIP.