



Internship Guidelines (491 Administration Work Lectures)

**PUBLIC ADMINISTRATION STUDY PROGRAM
FACULTY OF SOCIAL AND POLITICAL SCIENCES
UNIVERSITAS SEBELAS MARET
SURAKARTA**

2020

CHAPTER I

INTRODUCTION

A. Background

In order to improve the quality of education and provide opportunities for students of the Public Administration at Faculty of Social and Political Sciences (FISIP) Universitas Sebelas Maret (UNS) to be able to learn from practical experience, broaden their horizons, and improve their competence, it is deemed necessary to develop an integrated form of compulsory learning activities. These learning activities are realized in the form of internship course called Administrative Work Lectures, through direct involvement of students in administrative activities at public sector institution partner that conforms to the vision, mission, and educational objectives the Public Administration Study Program, FISIP UNS.

With these integrated activities, at least students have experience in carrying out work in public administration. In addition, through this course institutional collaboration can be developed to improve the quality of learning and graduates' quality.

There are several considerations regarding the need for internship: First, the applicable curriculum in a higher education study program cannot directly become a vehicle and dynamic learning platform to anticipate developments and changes in the employment sector. Second, there is a gap between human resources in the labor market and university products. Third, entering the era of free trade, competition for job seekers will be sharper to enter available job opportunities. Through the internship program, the study program expect that students will be better prepared to compete in entering the labor market in the public sector. And fourth, as an effort to support the mission of the Public Administration Study Program.

B. Objectives

- 1) Provide opportunities for students to learn through direct involvement in activities at the public sector institution partner. Through this kind of activity, students are expected to discover the fabric and meaning of experiences from the learning process in the classroom with real problems to bridge the gap between theory and practice.
- 2) Provide a clearer understanding of the conditions and needs of the public. Such an understanding can be a valuable driver to arouse motivation to consciously engage in planned activities to meet the needs of the people with the best possible level or chance of success.
- 3) Provide opportunities for the enrichment of insight and improvement of competence, leading to improving the quality and competitiveness of graduates in obtaining job opportunities and creating job opportunities.
- 4) Fostering mutually beneficial relationships between the study program and the partner institution.

C. Definition

Administrative Work Lecture (Internship) is a learning activity for students of the Public Administration Study Program, FISIP UNS, for a certain period at a partner institution that organizes public service or public administration functions.

CHAPTER II

GENERAL REQUIREMENTS

A. Forms of activity

The Administrative Work Lectures are given **3 Credits** weight, which equivalent to **150** hours. The activities during this course include:

- 1) 15-hour face-to-face activities, in the form of debriefing and consultation activities with supervisors and direction and mentoring by officers / Partner Institutions.
- 2) 105-hours structured activities, in the form of assignments from partner institutions, related to operational work in carrying out specific main tasks and functions.
- 3) 30-hour independent activities, in the form of data collection activities, analysis, and writing of Administrative Work Lecture reports.

B. Activity Participants

Participants from this course is every sixth semester students of the Public Administration Study Program which meet aforementioned course requirements. Students carry out internship activities in groups. Each group consists of between 5-7 students.

C. Activity Place

The internship for the students of the Public Administration Study Program is located on government or non-government agencies that carry out public service or public administration functions. Furthermore, the specific location of internship will be determined by the study program or independently by the student's internship group as long as, it meet the aforementioned requirements.

Internship is carried out by students in groups simultaneously between the end of the current semester and the beginning of the following semester. Students carry out internship activities at partner institutions for 45 (forty-five) working days with the arrangement and coordination by the Study Program.

D. Activity Financing

- 1) The funding during debriefing, mentoring, monitoring, and evaluation process is financed with funds from the Faculty/Study Program and other not binding legal fund.
- 2) The funding needed during the internship period including transportation, accommodation, or many more is self-funded using student's personal financial sources.

CHAPTER III

TECHNICAL IMPLEMENTATION GUIDELINES

A. Preparation Stage

- 1) Students plan internship activities and include them in their study plan (Study Plan Card / KRS).
- 2) The briefing (direction) of activities and group formation by the Study Program.
- 3) Selection of group leader and student coordinator of internship.
- 4) Determination of location (Partner Institution) by the Study Program.
- 5) Students coordinate/communicate/synchronize/pre-survey to the Partner Institution to be determined as the internship location for each group coordinated with the supervisor or the study program.
- 6) Preparation of the proposals by each group based on the focus of study/thematic with the mentoring of the supervisor.
- 7) Submission of application for recommendation/permit of Internship to the authorized institution.

B. Activity Implementation

The implementation of internship activities includes:

- 1) The handover of students from the study program to the partner institutions,
- 2) Students carry out several tasks and assignments during the internship period
- 3) Mentoring, monitoring, student withdrawals from the supervisor or the study program
- 4) Completion of administrative affairs by the students

Notes: During the internship, students must comply with the rules contained in the internship guide and regulations within the partner institution, as well as they must uphold the institution's good name.

C. Monitoring and Mentoring

The process of monitoring and mentoring is carried out by the study program supervisors and partner institution supervisor. The study program supervisors are arranged and coordinated by the Study Program to guide students from preparing proposals to student assessments. Meanwhile, the partner institution must also assign partner institution supervisors to guide, direct, and provide assessments while students carry out activities at partner locations. During the internship, the study program supervisors will coordinate with partner institutions for the smooth implementation of Administrative Work Lectures.

D. Report and Assessment

Each group must compile an internship report both in *soft copy* and *hardcopy* and present in their works on their respective groups. The assessment will be carried out by supervisors from both the study program and partner institutions based on the following aspects:

- 1) Theme (innovation, process, and urgency) and the level of participation during the debriefing stage.
- 2) The proposal consultation process with supervisor.
- 3) Internship assessment by partner institution consists of the following elements:
 - a. Discipline
 - b. Communication and adaptation skills
 - c. Ability to work together while carrying out the given tasks
 - d. Creativity and accuracy in completing the given tasks
- 4) Assessment of the internship reports and presentations:
 - a. Assessment of the internship report is conducted by considering several elements including the objectivity of the contents of the information and the logic and coherence of the narrative.
 - b. Presentation assessment includes presentation skills and mastery level of the material.
 - c. The evaluation uses a score of 100 for each element that is assessed. Students are declared passed if the average score is at least 60.

CHAPTER IV

CLOSING

It is hoped that this Administration Work Lecture (Internship) guidelines can be used by participants (students) and supervisors during the implementation of internship program. Further provisions regarding the implementation of internships that have not been regulated in this guideline will be determined later.

Appendices

Appendice 1. Schedule of Activities

The internship schedule includes the following activities:

Type of activity \ Month	1	2	3	4	5	6
1. Preparation a. Study planning b. Group formation c. Debriefing d. Location determination e. Coordination/pre-survey f. Proposal preparation g. Licensing process						
ii. Implementation a. Student handover b. Implementation of internship at partner institutions c. Mentoring d. Monitoring e. Student withdrawal f. Completion of administrative affairs within the partner institution by the students						
iii. Report and Assessment a. Preparation of reports & presentations b. The appraisal of reports and presentations						

Appendice 2. Internship Proposal Guidelines

1. Activity Name	Student Administration Work Lecture of Public Administration Study Program, Faculty of Social and Political Sciences, Universitas Sebelas Maret Surakarta)
2. Person in Charge	Head of Public Administration Study Program FISIP UNS
3. Brief Description	
a. Theme	Focus of Interest
b. Background	Reasoning behind the background of activity
c. Objectives of Internship	Objectives of the activity
d. Form of Internship	Form of the activity
e. Expected Output	Expected results from the activity
4. Internship Implementation Plan	
a. Participants	Student's name and identification number
b. Place	Name of partner institution
c. Mentoring	Name and role of lecturer supervisors
d. Preparation	Types and time of the preparatory activity
e. Time	Time of the activity

(Place, Date)

Supervisor

(Name of Supervisor)
(Employer Identification
Number/NIP)

Group Leader
(Student's Name)
(Student Identification
Number/NIM)

Noted by,
Head of Public Administration
Study Program

(Name of Head of Public Administration Study Program)
(Employer Identification Number/NIP)

Appendice 3. Internship Report Structure

TITLE PAGE

APPROVAL PAGE

FOREWORD

TABLE OF CONTENTS

CHAPTER I INTRODUCTION (Thematic in Partner Institutions)

- a. Background
- b. Problem Formulation
- c. Objective

CHAPTER II DESCRIPTION OF PARTNER INSTITUTIONS

- a. History/background of the partner institution
- b. Vision, mission, goals, and objectives of the institution
- c. Position, duties, and functions of the institution
- d. Organizational structure and work procedures of the institution

CHAPTER III DISCUSSION

(Contains analysis of the problem)

CHAPTER IV CLOSING

- a. Conclusion
- b. Suggestion

REFERENCES

APPENDICES

(Examples of appendices: internship completion letter or certificate from partner institutions, daily work log book, documentation, and other related documents)

Internship Report Technical Requirements:

1. Each group submitted 1 (one) copy of internship report to the supervisors
2. Paper size of the report is quarto / A4
3. Margins size of the report:
 - a. Left : 4 cm
 - b. Top : 4 cm
 - c. Right : 3 cm
 - d. Bottom : 3 cm
 - a. Font : Times New Roman
4. Font size : 12
5. Line Spacing : 1.5
6. Cover color : **Light blue/hard cover/thematic based on class students' class year**

Appendice 4. Example of Internship Report Cover

Administration Work Lecture Report

TITLE



Compiler:

(No. - Name - Student Identification Number / NIM)

**PUBLIC ADMINISTRATION STUDY PROGRAM
FACULTY OF SOCIAL AND POLITICAL SCIENCES
UNIVERSITAS SEBELAS MARET
Year**

Appendice 5. Example of Approval Page

Approval Page

The Supervisor has approved this Administration Work Lecture Report of the Program
Study of Public Administration and Partner Institutions

Supervisor

Partner Institution
Supervisor

(Name _____)

(Employer Identification Number/NIP)

(Name _____)

(Employer Identification Number / NIP)

Noted By,

Head of Public Administration Study Program

(Name _____)

(Employer Identification Number / NIP)

Appendix 7. Example of Partner Institution Assessment Sheet

**ASSESSMENT SHEET OF PARTNER INSTITUTIONS FOR
IMPLEMENTATION OF ADMINISTRATION WORK LECTURE
STUDENTS OF PUBLIC ADMINISTRATION STUDY PROGRAM UNS
SEMESTERS: _____**

Student name :

Student Identification Number (NIM):

Partner Institution :

No	Assessment Aspect	Score
1	Discipline	
2	Communication and adaptation ability	
3	Ability to work as a team while carrying task	
4	Creativity and problem-solving skills	
Total Score		
Average Score		

Notes:

Score = 0 – 100

Average Score = $\frac{\text{Total Score}}{4}$

City, date-month-year

Partner Institution Supervisor

(Name)

(Employer Identification Number / NIP)

Appendice 8. Assessment Form for Supervisor from the Study Program

**THE ASSESSMENT SHEET
IMPLEMENTATION OF ADMINISTRATION WORK LECTURE
STUDENTS OF PUBLIC ADMINISTRATION STUDY PROGRAM UNS
SEMESTERS:**

Group :
Partner Institution :

No	Students Name	Student Identification Number (NIM)	Scores from Partner Institution	Scores from Study Program Supervisor	Final Score	
					Score	Grade

City, day-month-year
Supervisor from the Study
Program

(Name)

(Employer Identification Number / NIP)

