**THE GUIDELINES OF INDUSTRY PRACTICE**

**FACULTY OF ENGINEERING**

**STATE UNIVERSITY OF MAKASSAR**



**Arranged by:**

**INDUSTRIAL PRACTICE TEAM**

**MINISTRY OF RESEARCH, TECHNOLOGY AND HIGHER EDUCATION**

**STATE UNIVERSITY OF MAKASSAR**

**FACULTY OF ENGINEERING**

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# 

# PREFACE

We express our gratitude to Allah SWT, with all his grace, finally this Industrial Practice Activity Guidance can be completed.

Increasing the Capacity of Departments within the Faculty of Engineering, State University of Makassar is very much needed. For this reason, it is necessary to prepare the capacity (ability) and strategic steps to realize the vision and mission of the Faculty of Engineering. One of the steps that need to be taken is “Implementation of Industrial Practices”. This industrial practice is important as one of the capacity building, and the preparation of graduates who are able to compete in the current Globalization Era.

This activity was held by involving industries related to the Faculty of Engineering, State University of Makassar. This guide is written to make it easier for students and supervisors to participate in “Industrial Practices” which is held based on a predetermined schedule and a schedule agreed with the industry. In general, this guide contains the background of the need to organize industrial practices, the objectives and expected results, and the format for preparing reports on the results of industrial practices.

Hopefully this guide is useful to guide the course of industrial practice and produce useful ideas for preparing the capacity (ability and ability of the Faculty of Engineering, State University of Makassar.

Makassar**,** October 2017

The Author(s)

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# CHAPTER I INTRODUCTION

# Background

The Tri Dharma of Higher Education consists of: Education, Research and Community Service. In one of the Tri Dharma of Higher Education, namely Education, in which there is one very important aspect, namely Industrial Practice. This is at the same time to support the demands for qualifications in accordance with what is mandated in Presidential Decree no. 08 of 2012 concerning the Indonesian National Qualifications Framework (hereinafter referred to as KKNI) which is a reference in the preparation of learning outcomes for graduates from every level of education nationally. The issuance of Presidential Decree No. 08 of 2012 and subsequent Higher Education Law No. 12 of 2012 has consequences for higher education managers to ensure that all processes of higher education activities, especially lectures and practicum activities, must be carried out in accordance with the desired standards and qualifications. The issuance of Permendikbud No. 44 of 2015 concerning the National Standards for Higher Education requires that all processes of Higher Education activities must refer to the achievement of learning outcomes.

The implementation of Industrial Practices can run well, one of which is the existence of a brief guide that can be a guide for students and supervisors.

# Definition

* 1. Industrial Practice is a work practice activity in a company in an effort to develop aspects of motor skills based on the mastery of cognitive/reasoning and attitude/affective with or without the use of scheduled equipment. efforts to develop aspects of motor skills based on
  2. A supervising lecturer is someone who based on the educational requirements of his skills and abilities is appointed by the dean to carry out the task of guiding and facilitating students who take part in practicum.
  3. A student is a person who is legally enrolled in a diploma or undergraduate program at the Faculty of Engineering to undertake Industrial practice.

# Purpose

* 1. Improving the capacity of institutions in relation to the preparation of capacities, both human resources, institutions and their relation to externalities.
  2. Improve students' understanding of the competence of each Department at the Faculty of Engineering towards the needs of the industrial world.
  3. Raise awareness to students that in an environment full of uncertainty as it is today, flexible, dynamic and not rigid planning is needed.
  4. Provide real experience to students about the application of science and technology they have.

# CHAPTER II

# REQUIREMENTS OF

# INDUSTRIAL PRACTICE

# The Requierements

Students can apply for IP activities if they meet the following requirements:

1. Have taken and passed a minimum of 72 credits
2. Still registered as a student of the Faculty of Engineering (hereinafter referred to as FT) of State University of Makassar (hereinafter referred to as UNM) in the relevant semester as evidenced by a student card, tuition (hereinafter referred to as UKP/SPP) payment receipt in the semester concerned or other evidence.
3. Include Industrial Practice (hereinafter referred to as IP) courses on the students study plan (hereinafter referred to as KRS) in the semester concerned.

# Submission Procedure of IP

* 1. **Pre-Industrial Practice (hereinafter referred to as IP)**

1. IP activities are carried out by the Head of the Study Program under the coordination of the Deputy Dean I for Academic Affairs. The academic sub-section carries out administrative activities for IP activities in the form of:
2. Preparation of a student IP application letter to the company in accordance with the application submitted by students to the faculty through the FT UNM IP Information system;
3. Preparation, copying and distribution of memorandums of assignment for IP tutors;
4. Preparation of a list of student groups participating in IP;
5. Preparation, copying and distribution of IP manuals;
6. Preparation, copying and distribution of task notes for IP briefing resource persons;
7. Preparation, duplication and distribution of schedules and materials for IP debriefing; and
8. Preparation of other related instruments under the coordination of the Vice Dean for Cooperation and Faculty Development
9. 1 (one) month before the end of semester VII, the student has conducted an assessment and selected a company/institution where the IP is located and submitted a request for an application for the IP place to the Faculty through the FT UNM IP information system;
10. The academic sub-section will prepare a letter of application for an IP place to the company/institution requested by the student within 3 (three) days, then submit the letter to the student concerned;
11. The student who requests the application letter submits the letter to the company/institution in question. If the application is received in response, the reply letter is immediately sent back to the faculty of the academic sub-section. If the application is rejected, immediately explore other companies/institutions for the IP location, the submission of letters can also be made by the academic field by sending an email to the company/agencies where the Student IP is intended;
12. Based on the reply letter for receiving the IP from the company/institution, the Head of the Study Program who has coordinated with the Deputy Dean I, the academic sub-section prepares a memorandum of duty for the IP supervisor and submits it to the IP supervisor.
13. One week before the IP activity begins, the head of the Study Program under the direction of the IP supervisor and academic sub-section and/or academic service officer is concerned with all academic policies/rules to support the smooth implementation of Industrial Practice activities.
14. One week before the IP activity begins, the supervisor provides IP debriefing to students

# Implementation of IP

a. The supervising lecturer with the IP group has been present at the company/institution where the student conducts IP no later than 15 minutes before working hours at the company/institution in question.

b. The supervising lecturer as a representative of the Faculty conveys the aims and objectives and submits the IP participant students to be treated as crew/employees in the company/institution and asks the company/institution to appoint their staff as student mentors during the IP implementation.

c. During the IP implementation period, the supervisor always supervises the IP participating students

d. Each supervising lecturer is required to provide guidance regarding the preparation of the student IP final report.

e. If there are problems during the implementation of IP in companies/institutions that are faced by students participating in IP, then these are resolved by the supervisor. If the supervisor cannot solve it, then find a solution together with the head of the study program under the direction of the Deputy Dean I.

f. Three days before the IP implementation is over, students contact their supervisor to be able to attend the company/institution at the end of the IP implementation to represent the Faculty to say goodbye and say thank you.

# After IP

a. The IP weekly report has been submitted to the Head of the Study Program by the student after being signed by the supervisor from the company/institution where the IP is located and the supervisor no later than 1 week after the IP is completed.

b. Supervisors from companies/institutions provide competency assessments to students as long as the IP is in accordance with the format provided and put in a closed envelope to be submitted to the cq faculty. Head of the study program.

c. Students carry out IP final report seminars in the department attended by supervisors and examiners from department lecturers

d. IP supervisors and examiners provide an assessment of the IP report and include it in the book "Report of Practical Competency Test Results" for each student by initialing each competency and signing after all competency tests are carried out.

e. The book "Report of Practical Competency Test Results" is then submitted to the Head of the Study Program no later than 7 (seven) days after the overall IP competency test/Seminar is carried out based on the academic schedule determined in accordance with the circular from the Deputy Dean I for Academic Affairs for later recapitulation.

f. The final IP report is submitted to the head of the study program after being signed by the supervisor from the company/institution where the IP is located and the examiner and supervisor.

# Examination Seminar Procedure

1. IP seminars are held on a scheduled basis, in one semester one seminar is held.

2. Students register to take the IP seminar exam by submitting 3 (three) reports and hard copies.

3. During the seminar, students are required to prepare:

a. Presentation slides in powerpoint (ppt) or flash format

b. Prepare equipment and IP results (programs, computers, etc.) if needed.

c. At the time of submitting the final IP report, students are required to submit the Final Report which has been bound in soft cover as many as 2 copies (for libraries and study programs).

# Equipment

Before students carry out IP activities in companies that have been determined by their respective study programs, students must equip themselves with:

1. Certificate of Permission from parents (for those carrying out IP outside the region)

2. IP Student Attendance List Form

3. IP Weekly Report Form

4. Job Details Form.

5. Industry Assessment Form

6. Copy of valid KTM

7. Photocopy of insurance policy

# Code of Conduct

# Code of Conduct and Discipline Rules

In implementing the Field Work Practice (IP), the Faculty of Engineering requires students to apply a high discipline attitude and adhere to the provisions that apply in the company and or the regulations that apply at the Faculty of Engineering UNM.

If a student violates these regulations, a warning can be given orally or in writing by the Faculty of Engineering/Department based on information from the company receiving the IP.

# Attendance List

During the implementation of the IP, students are required to report their attendance to the supervisor of the institution no later than the first week of each month (via institutional facsimile, email, post, etc.). The recapitulation of the attendance list (original) must be submitted no later than two weeks after the end of the IP implementation.

# Industrial Practice Scenario

The scenario flow for the implementation of industrial practice is described as follows:

Letter request IP application via information system of industrial practice FT UNM

Latter request Process Output Outcome

# Institution and industrial policy

# Technical information

# Minimum system of implementation required by the institution

# Monitoring of related parties according to the agreement of the institution and industry

# Evaluation carried out jointly by FT UNM and industry

# Competencies of students

# Can be used as a reference and assessment standard

# Release/withdrawal of students

Picture 1 Industrial Practice Scenario

Industrial Practice Implementation Process

|  |  |  |
| --- | --- | --- |
| Students | Head of Facultu/ Department | Industry |
| Registrated on the subject of Industrial Practice  #Daily report  #weekly report  #Final report  #slides presentation | Started  The submission of IP via information system of FT UNM  Desision of Supervisor  Printing out the letter of IP Submission  Instruction from head of faculty to students and supevisors  Letter of assignment for the supervisors and IP students  Report  (Seminar of Result)  Final Report  FINISH  (PASS THE IP Subject) | Not started  Verifying the documents of the students  Industry approval  The acceptance of students and supervisor  Implementation (monitoring and evaluation) |

Picture 2 Industrial Practice Process

**CHAPTER III**

**CONTENTS OF REPORT ON INDUSTRIAL PRACTICE ACTIVITIES**

The Industrial Practice Activity Report consists of an introductory section, a main section, a closing section and an appendix if needed

A. The Opening

The initial section includes the front cover page, title page, approval page, endorsement page, digest page, foreword, table of contents, list of tables, list of figures, list of attachments, and glossary (if any).

1. Cover Page

The front cover page contains the title of the Industrial Practice Activity Report, the Logo, the name and number of the participant, the name of the agency, and the year of completion of the industrial practice.

a. The words “REPORT OF INDUSTRIAL PRACTICE ACTIVITIES” are placed symmetrically in the middle

b. The name of the Competency of the expertise followed is written in capital letters and placed in the middle.

c. The UNM logo with a diameter of about 5 cm is in the middle of the page

d. The names of the participants in the report are written in full (no abbreviations may be used). Below the name, include the participant number. The participant's name is written in capital letters.

e. The year of completion is the year the report was completed and is placed in the middle, under the name of the agency. An example of the front cover page can be seen in Appendix 1.

2. Title Page

The title page contains the same text as the front cover page, but is typed on HVS paper.

3. Supervisor Approval Page

This supervisor approval page contains the name, participant number, and approval of the internal supervisor and field supervisor with the signature and date of approval. An example of an approval page can be seen in Appendix 2.

4. Seminar Confirmation Page

This page contains a signature consisting of:

a. Advisory Lecturer and Examiner

b. Program Coordinator

c. Head of the Agency/Institution where the Industrial Practice is carried out. An example of the validation page can be seen in Appendix 3

5. Preface

The Preface contains a brief description of the purpose of the report, an explanation, and an acknowledgment of thanks.

6. Table of Contents

The table of contents is intended to provide a comprehensive overview of the contents of the report and as a guide for readers who want to directly see a chapter or sub-chapter and its sub-chapters. The table of contents lists the order of chapters, sub-chapters and sub-chapters along with the page number. An example of a Table of Contents can be seen in Appendix 4.

7. List of the Tables

If there are many tables in the report, it is necessary to have a list of tables containing the table number, table title along with the page number. But if there are less than three tables, this list is unnecessary. An example of a list of tables can be seen in Appendix 5.

8. List of the Pictures

The image list contains a sequence of image numbers, image titles and page numbers. Whether or not a separate image is needed is the same as a list of tables. An example of a list of images can be seen in Appendix 6.

9. Appendices

Similar to a list of tables and a list of figures, a list of attachments is made if the report is equipped with many attachments and the contents are in the order of the titles of the attachments and the page numbers.

# B. The Main Section

The main part of the report contains chapters: introduction, implementation of activities, results and discussion, and closing

1. Introduction (CHAPTER I)

Introduction contains: background, scope, objectives, benefits, and time and place of implementation

a. The background in the report contains a description of the need for industrial practice activities for participants in institutions where industrial practice is carried out.

b. The scope is a description of the importance of industrial practices carried out by industrial practice participants.

c. The objective is a description of what is to be obtained from the relevant industrial practice activities.

d. Benefit is a description of what benefits can be obtained from industrial practice activities.

e. The time and place of implementation is the location and name of the institution where the participant conducts industrial practice.

f. Scope of problem

Because the complexity of the problem can often be difficult, the authors need to limit the problem so that the depth of the analysis is maintained.

2. Overview of Institutions (CHAPTER II)

In Chapter II, the general description of the agency contains a description of: scope, brief history, vision and mission, organizational structure, job description, and agency layout.

a. The history of the institution is the history of the establishment of the institution where the industrial practice is located.

b. Vision and mission is a view of the company's goals and what must be done or efforts to achieve these goals in the agency where the industry practice.

c. The organizational structure is the arrangement and relationship between each part both in terms of positions and tasks that exist in the institution where the industrial practice is located.

d. Job descriptions are job descriptions and workflows for each unit at the agency where the industrial practice is located.

e. Layout is the layout of the existing space in the agency where industrial practice.

3. Practice Description (CHAPTER III)

The practical description contains the type of work carried out in the institution where the industrial practice is located and supports each existing competency standard in the appropriate skill competency followed by each IP participant.

a. Every work carried out at the agency represents the existing competency standards.

b. Describe the type of work carried out, regarding the day and date, symptoms of damage, analysis of damage, repairs carried out, and tools and materials used

c. Describe the work steps from disassembly, inspection, repair, installation and results.

C. The Closing

This section describes the results obtained in the implementation of industrial practices in the agencies appointed as partners in the IP program.

1. Closing (CHAPTER III)

This chapter contains the conclusions and suggestions obtained during the implementation of industrial practice in the agency.

a. The conclusion is the main idea or the final result of the activity report while in the agency where the industrial practice is located.

b. Suggestions are inputs given to agencies where industrial practices, organizers and all relevant agencies are concerned.

**CHAPTER IV**

**WRITING PROCEDURE**

Writing procedures include: materials and sizes, typing, numbering, lists and pictures, as well as other writing rules.

A. Material and Size

Materials and sizes include the manuscript, cover, cover color, writing on the cover and the size of the paper used.

1. Script

Manuscript made on 70 g HVS paper, A4 . size

2. Cover

The cover is made of Bufalo paper or similar, and covered with plastic. The text printed on the front cover is the same as that on the title page.

3. Cover color

Cover color for report Red

B. Typing

Typing is presented: Typeface, numbers and units, line spacing, borders, space filling, new paragraphs, sentence beginnings, headings and sub-headings, detailing down, and symmetrical layout.

1. Font Type

a. The manuscript is typed on a computer with Times New Roman font with a size of 12 points, with black color. The same letter is used for all manuscripts.

b. Italics are used for writing terms from foreign languages.

c. Symbols, Greek letters, mathematical symbols or signs that are not in the Latin alphabet must be written in Bold style

a. Numbers under ten are typed with numbers both in the text and at the beginning of the sentence. Decimal numbers are indicated by commas, not periods, for example, the weight of an egg is 50.5 g.

b. Units are expressed by their official abbreviations without a dot, for example, m, g, kg, cal, seconds

c. Techniques for presenting numbers and units

1) If the sentence starts with a number, the number must be written in letters.

2) Units of measure that are not preceded by numbers must be written in full

3) Symbols or abbreviations should not be at the beginning of a sentence

4) The percent sign (%) is used if it is preceded by a number.

3. Line spacing

The distance between 2 lines is 1.5 spaces, except for direct quotations, table and figure titles that are more than 3 lines and bibliography, which are typed 1 space down.

4. Borders

Typing boundaries are viewed from the edge of the paper, set as follows:

a. Top edge: 4cm

b. Bottom edge: 3 cm

c. Left edge: 4cm

d. Right edge : 3 cm

5. Room filling

The space contained in the manuscript page must be filled in completely (justified), meaning that typing must be from the left edge to the right edge, and no space is wasted, unless you are going to start with a new paragraph, equation, picture, subtitle. , or special things.

6. New paragraph

The new paragraph starts at the 7th (column) type from the left border.

7. Beginning of the sentence

Numbers, symbols or chemical formulas that start a sentence, must be spelled, for example: Ten mice.

8. Writing chapter titles, subtitles, sub-titles and others

a. The title must be written in all capital letters in bold and arranged so that it is symmetrical in the middle, with a distance of 4 cm from the top edge without ending with a dot.

b. Subtitles, sub-headings and so on are written on the left edge, all words starting with capital letters, except for conjunctions and prepositions, without ending with a period and in bold. The first sentence after the sub-heading/sub-chapter begins with a new paragraph.

9. Details down

If in the writing of the manuscript there are details that must be arranged downwards, use serial numbers with numbers or letters according to the degree of detail. The use of links or bullets placed in front of the details is not allowed. The use of dashes (-) placed in front of the details is not allowed.

C. Numbering

This section is divided into page numbering, tables, figures, equations and appendices

1. Page

a. The first part of the report, starting from the title page to the list of attachments, is numbered with lowercase Roman numerals (i, ii, iii, etc.) written at the bottom center at a distance of 2 cm from the bottom edge.

b. The main part and the end, starting from CHAPTER I Introduction to the last page, use Arabic numerals (1, 2, 3, etc.) as the page number and are written at the bottom center with a distance of 2 cm from the bottom edge.

2. Tables and Figures

Tables and figures are sequentially numbered with Arabic numerals, preceded by the BAB number, followed by a serial number without ending with a period. Example of picture number 1 from CHAPTER III is called Automatic Clutch, then the writing is Figure 3.1 Automatic Clutch

3. Equation

The serial number of the equation in the form of mathematical formulas, chemical reactions and others is written in Arabic numerals with the identity of the chapter of the equation located, written in brackets and placed near the right edge. Example: CaSO4 + K2CO3 = CaCO3 + K2SO4 (2.3) F = m.a (3.7)

4. Attachments

Attachments are numbered with Arabic numerals

D. Tables (lists and pictures)

1. Table (list)

a. The table number (list) followed by the title is placed symmetrically above the table (list), without ending with a period. All words in table titles begin with an uppercase letter except for conjunctions and prepositions.

b. Tables (lists) should not be cut off, unless they are long, so that it is impossible to type them on one page.

c. On the advanced page of the table (list), listed the table number (list) and the word continued, without title

d. Table columns (lists) are named and maintained so that they are clearly separated from each other so that they are easy to read.

e. If the table (list) is larger than the width of the paper, so it must be loaded along the length of the paper, then the top of the table must be placed on the top left.

f. The table (list) is typed symmetrically.

g. Tables (lists) that are more than 2 pages or must be folded, are placed in the appendix.

2. Pictures

a. Charts, graphs, maps and photos are all called images (undifferentiated)

b. The image number followed by the title is placed symmetrically below the image without ending with a period. Writing the title of the picture is the same as writing the title of the table

c. Images cannot be cropped.

d. Image captions are written in the vacant places in the image and not on other pages.

e. If the image is painted wide along the height of the paper, then the top of the image must be placed on the top left.

f. The size of the image (width and height) is attempted so that the proportions (not too thin or too fat).

g. The scale on the graph must be made so that it is easy to interpolate or extrapolate.

h. The layout of the image is arranged so that it is symmetrical.

E. Language

1. The language used

The language used is standard Indonesian (there is a subject and a predicate, and to make it more perfect, it is added with objects and descriptions).

2. Sentence form

Sentences should not show the first person and the second person (I, I, we, we, you and others), but are made in the passive form. In the presentation of the thank you in the foreword I/we are replaced by the author

3. Terms

a. The terms used are Indonesian terms or those that have been Indonesianized. The terms used must refer to the last published Big Indonesian Dictionary.

b. If you have to use a foreign term, it must be italicized on that term.

4. Common mistakes

a. Connecting words, such as so, and while, should not be used to start a sentence

b. For example, prepositions are often used inappropriately, for example, are placed in front of the subject (damaging sentence structure).

c. The words where and from are often used inappropriately, treated exactly like the words where and of in English.

d. In Indonesian this form is not standard and should not be used.

e. The prefixes to and in must be distinguished from the prepositions to and di

f. Punctuation marks must be used correctly.

# Guidance

# CHAPTER V

# GUIDANCE AND EVALUATION

Guidance and evaluation of Industrial Practices is the final stage of the entire series of Industrial Practice activities. Industrial Practice Guidance has been started since students participated in the Industrial Practice briefing activities. Students who take the Industrial Practice briefing will begin to get to know the process of Industrial Practice activities such as getting to know the Industrial Practice Coordinator of faculties and departments, knowing the procedures for submitting Industrial Practice applications, gaining knowledge about tips for dealing with Industrial Practice problems independently and adjusting to a new environment, and so on.

The purpose of the guidance is to direct students' Industrial Practice activities so that the stated Industrial Practice goals can be achieved. Therefore, during the Industrial Practice activities, monitoring needs to be carried out, which is carried out by the supervisor. Monitoring the implementation of Industrial Practices by supervisors can be done directly, by telephone, e-mail, or other communication media. The implementation of Industrial Practices in industries/companies/workshops located in the city is recommended for direct monitoring. For the smooth running of guidance activities, students are required to submit telephone numbers, cellphone numbers and e-mails of the students concerned; telephone number, mobile number and e-mail of industrial supervisors and telephone number, mobile number and company e-mail to supervisors. For smoothness and monitoring, the guidance process with industrial supervisors and supervisors is recorded on the industrial practice guidance card as written in attachment 17 on page 53. The Guidance Card must be attached to the Industrial practice report.

B. Evaluation

The purpose of the evaluation is to assess the student's Industrial Practice results. This evaluation is carried out by supervisors from industry and supervisors (as well as examiners). The aspects assessed by the industry supervisor include:

a. Knowledge

b. Skills

c. Personality

For Industrial Advisors, the assessment of the three aspects above can be further detailed, so as to include the following aspects:

a. Work discipline

b. Work attitude

c. Quality of Work

d. Working Speed

e. Creativity (check in appendix 8)

The assessment by the supervisor includes the following aspects:

a. Knowledge insights gained after carrying out Industrial Practices.

b. Jobs that can be done during industrial practice

c. Specific problems that can be found by students and how to solve them. L

The assessment sheet for Industrial Advisors can be seen in Appendix 8 with the following rating scale:

|  |  |  |
| --- | --- | --- |
| Value (Numeric) | Value (letter) | Category |
| 86-100 | A | Excellent |
| 81-85 | A- | Very Good |
| 76-80 | B+ | Better |
| 71-75 | B | Good |
| 66-70 | B- | Fairly Good |
| 61-65 | C+ | More than Enough |
| 56-60 | C | Enough |
| 41-55 | D | Deficient |
| 0-40 | E | Poor |

In carrying out the evaluation carried out by the Industrial supervisor, the format as in Appendix 8 is used, while the evaluation conducted by the supervisor (as well as the examining lecturer) uses the format as in Appendix 10. The final score or final conclusion regarding the Industrial Practice Program carried out by students is a combination of achievements in the field and the results of the preparation of reports and examinations.

The assessment format in Appendix 11 is used by the supervisor to conclude the final score of Industrial Practice, with the formula:

Industrial Practice Final Score = 2𝐸𝑃𝐼1+1𝐸𝑃𝐼2

3

EPI1 : Value of Industrial Practices from Supervisors in Industry

EPI2 : Value of reports and exams by examiners

Industrial Practice Final Grade : Industrial Practice Final Grade

**CHAPTER VI**

**NOTES OF INDUSTRIAL PRACTICE ACTIVITIES, RECOMMENDATIONS AND ACKNOWLEDGMENTS**

# Industrial Practice Activity Diary

Industrial Practice Activity Diary is a daily activity record made by Industrial Practice students (Praktikan) during Industrial Practice activities. This note is simply handwritten, containing all Industrial Practice activities carried out by students, which will later be useful in preparing reports on Industrial Practice results. These records must be consulted with the Industry Advisor and signed at the end of a certain period, for example at the end of the week, as a sign of approval of the veracity of the records. This Industrial Practice diary also serves as evidence of the implementation of the Industrial Practice program itself. This Industrial Practice Daily activity record must be shown and submitted to the supervisor who has been appointed by the head of the respective study program. Submission of these notes together with submission of reports to be examined and tested by the supervisor. To complete the diary, a program matrix was made in the form of a summary of the number of hours of activity obtained during the student's industrial practice. The number of hours of practice for each activity is recorded in the column of the date when the activity was carried out, at the bottom of the row is written the number of hours of activity on the day/date of practice, and on the right column is written the number of hours of practical activity, and in the lower right column is written the total number of hours of industrial practice, at most little 256 hours.

B. Recommendation from Industry

Recommendations from the industry to practical students are recommendations given by industry or industry supervisors to practical students. This recommendation is in the form of a final conclusion on student achievement according to the observations of the Industrial Supervisor, and suggestions from the Industry regarding the Industrial Practice activities of the student practitioner.

C. Acknowledgments

Acknowledgment is something that needs to be considered in interpersonal and inter-institutional relationships. Likewise when the UNM Faculty of Engineering collaborates with industry in the implementation of Industrial Practices. Thank you letter from the Faculty of Engineering UNM to the industry where the Industrial Practice is being carried out.

# CHAPTER VII CLOSING

This handbook was created to facilitate the implementation of "Industrial Practice" Faculty of Engineering, Makassar State University. This guidebook is made for the smooth running of students in the implementation of Industrial Practices, and makes it easier for lecturers to guide students.

Matters related to Industrial Practices that have not been regulated in this Industrial Practice Guidelines will be regulated by other provisions by the respective faculties or study programs. Hopefully this guidebook is useful for improving the quality of academic services.

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Makassar

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APPENDICES

# Appendix 1. Application Letter for Implementing IP



|  |
| --- |
| **MINISTRY OF RESEARCH, TECHNOLOGY AND HIGHER EDUCATION**  **STATE UNIVERSITY OF MAKASSAR**  **FACULTY OF ENGINEERING**  Addess: Jl. Daeng Tata Raya Parangtambung, Makassar Telp. (0411) 864935 - 861507 |
| Number : … /J38.L7?PP/…. Attachment : 1 Page  Subject : Application of Industrial Practice Implementation  To ......................  …………………  In ……………..  It is respectfully conveyed that in order to complete the study program at the Faculty of Engineering, Makassar State University, one of the requirements that must be met by each student is to conduct Industrial Practices at the relevant company. To fulfill these requirements, we request that you please provide the opportunity to carry out Industrial Practices on:  (List of student names attached)  The intended Work Practice is expected to last for…. month and implementation is planned from the date of  Under the coordination of the supervisor  1.  2.  Thus we make this application letter with the hope that an answer from you is waiting for you. We thank you for your wisdom.  Vice Dean for Academic Affairs,  **Prof. Dr. Syahrul, M.Pd**  NIP.196210051987021001 |

**Appendix 2. Sample Report Cover**

**INDUSTRIAL PRACTICE REPORT**

*DIAGNOSIS ELECTRONIC CONTROL UNIT (ECU) MOBIL TOYOTA KIJANG INOVA DI PT. SUMBER BAHTERA MOTOR*

IN

# INDUSTRIAL PRACTICE PLACE



**By:**

**NAME OF THE STUDENT**

# REG. NUMBER

**STUDY PROGRAM S-1/D-3 DEPARTMENT OF ENGINEERING EDUCATION ……….**

**FACULTY OF ENGINEERING STATE UNIVERSITY OF MAKASSAR**

**Makassar, Month & Year**

# Appendix 3. Example of Advisory Approval Form

**APPROVAL FORM**

# INDUSTRIAL PRACTICE ACTIVITIES REPORT

# PARTICIPANTS OF INTERGRATED TEACHER CERTIFICATION PROGRAM

**PT. HADJI KALLA**

Arranged by

Name of the Participant

Participant ID

This industrial practice activity report is approved for presentation at the upcoming exam

on

# Supervisor Field Supervisor

Signature Signature

Name Name

# Appendix 4. Example of a Seminar Approval Sheet

**APPROVAL SHEET**

Industrial Practice Activity Reports carried out by:

# Name :

**Participant ID :**

# Institution:

**PT. HADJI KALLA**

In December 2016 to January 2017, presented and approved on:

Day : Date :

# Supervisor Examiner

Signature Signature

Name Name

Approved by,

Head of Engineering Education Department …………………………..

FACULTY OF ENGINEERING, STATE UNIVERSITY OF MAKASSAR

REG. NO./ ID

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**MINISTRY OF RESEARCH, TECHNOLOGY AND**

**HIGHER EDUCATION**

**STATE UNIVERSITY OF MAKASSAR**

**FACULTY OF ENGINEERING**

Addess: Jl. Daeng Tata Raya Parangtambung, Makassar Telp. (0411) 864935 - 861507

# SCHEDULE OF IP ACTIVITIES IN THE INDUSTRY

Industry/Company : ........................................................................

Address : ........................................................................

Student’s Name : ........................................................................

Student ID : ........................................................................

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Main Activities** | **Time/ Week for** | **Description** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Columns and rows can be adjusted according to the needs in the field.

……………………………………………, ……………. 20…

Supervisor of Industry

Note: This schedule is in the form of a plan of activities that will be carried out during IP in Industry

# Appendix 8. INDUSTRIAL PRACTICE DAILY ACTIVITIES

**MINISTRY OF RESEARCH, TECHNOLOGY AND**

**HIGHER EDUCATION**

**STATE UNIVERSITY OF MAKASSAR**

**FACULTY OF ENGINEERING**

Addess: Jl. Daeng Tata Raya Parangtambung, Makassar Telp. (0411) 864935 - 861507

# INDUSTRIAL PRACTICE DAILY ACTIVITIES

Day : ....................................................

Date : ....................................................

Duration practice hours

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Description of activities | Quantity | Result | Description |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

…….…………………., ……………………

Approved by Supervisor of Industry, Applicant/ Student

(……………………………) (………………………………) Notes :

* The description of activities is enough to be written by hand every day of the activity
* quantity > write the number of finished activities,
* results > write how the quality of the work is (good, very good, enough or less)
* the number of hours for each activity is entered in the date column of the Industrial Practice activity matrix

# Appendix 9. Industrial Practice Activity Program Matrix in Industry

Name of Industry/Company: Student’s Name :

Address of Industrial/Persh : Student ID :

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Implemented Activities | July 2017 | | | | | | August 2017 | | | | | | | | Number of Hours | Desc. |
| A | OBSERVATION | 1 | 2 | 3 | …. | 29 | 30 | 31 | 1 | 2 | 3 | …. | 29 | 30 | 31 |  |  |
|  | 1. Submission/acceptance of IP students by  Industry |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 2. General explanation by industry leaders |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 3. Introduction/Observation with staff and  activity location |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 4. Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B | PRACTICAL ACTIVITIES |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1. Practice in......... |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | a. Activities ..... |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | b. Activities ...... |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | c. etc..... |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 2. Practice in ...... |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | a. Activities ..... |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | b. Activities ..... |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | c. etc...... |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | NUMBER OF HOURS OF |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Approved by , date., month, 2017

Advisor of Industry, Supervisor, Student,

(Full Name ) (Full Name ) (Full Name) Note: Completed for two months (July and August), the column is filled with the number of hours of activity

# Appendix 10. Consultation Card

**MINISTRY OF RESEARCH, TECHNOLOGY AND**

**HIGHER EDUCATION**

**STATE UNIVERSITY OF MAKASSAR**

**FACULTY OF ENGINEERING**

Addess: Jl. Daeng Tata Raya Parangtambung, Makassar Telp. (0411) 864935 - 861507

# INDUSTRIAL PRACTICE CONSULTATION CARD

Title of Industrial Practice: .............................................................................................

Name : ..................................................................

Student ID : ..................................................................

Department : ..................................................................

Place of Practice :....................................................................

Supervisor/ : ..................................................................

Advisor of Industry

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Consultation for | Day/ Date | Material | Notes from Supervisor | Signature |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| etc |  |  |  |  |

Notes: 1. Students are required to consult at least 6 times, if > 6 times this card may be copied 2. This card must be attached to the Industrial Practice report.

Makassar, 20……

Supervisor/ Advisor of Industry,

REG. NO./ ID

# Appendix 11. Assessment Sheet

**MINISTRY OF RESEARCH, TECHNOLOGY AND**

**HIGHER EDUCATION**

**STATE UNIVERSITY OF MAKASSAR**

**FACULTY OF ENGINEERING**

Addess: Jl. Daeng Tata Raya Parangtambung, Makassar Telp. (0411) 864935 - 861507

# ASSESSMENT SHEET

Name of Industry/ Company : ......................................................................

Address of Industry : ......................................................................

Student’s Name : ......................................................................

Duration of Practice : ......................................................................

Division/ Unit : ......................................................................

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Aspect to be valued**  **Value** | **Work Discipline** | **Work attitude** | **Creativity** | **Quality of Work** |
| **1** | Very Good (86-100) |  |  |  |  |
| **2** | Less than Very Good (80-85) |  |  |  |  |
| **3** | More than Very Good (75-79) |  |  |  |  |
| **4** | Good (71-74) |  |  |  |  |
| **5** | Less than Good (66-70) |  |  |  |  |
| **6** | More than Enough (64-65) |  |  |  |  |
| **7** | Enough (60-63) |  |  |  |  |
| **8** | Less than Enough (56-59) |  |  |  |  |
| **9** | Deficient (0 – 55) |  |  |  |  |

Average value =

………. ………………………., ……………20… Advisor of Industry,

Nama Terang

Notes :

* + Value will be in numeric form
  + Please send in a sealed envelope with Impressions and Recommendations

# Appendix 12. Industry's Impressions and Recommendations on Practitioners

Name of Industry : ....................................................................................

Address : ....................................................................................

Name of Supervisor : ....................................................................................

Position : ....................................................................................

Student’s Name : ....................................................................................

Student ID : ....................................................................................

Study Program : .................................................................................

Based on our records and observations, the above-mentioned students who carried out Industrial Practices in our Industry/Company for

………………….… weeks, from date of s.d.

………………………… declared as:

* Very Good
* Good
* Enough
* Deficient

Furthermore, until the end of the Industrial Practice period, the student mentioned above (does not have/has \*) dependents in the form of loan books, service tools, and other equipment to our company/industry.

In addition, we provide the following suggestions: 1..................................................................................................………………….

2..................................................................................................................................

…………………, ………………… Advisor of Industry,

(*Signature and Company stamp*)

(……………….………………………) Notes : - Please send it in a sealed envelope with the assessment sheet

*  Give sign √
* \*) Cross the unnecessary ones

**Appendix** [**13. Industrial practice report assessment sheet (To be filled in by the Industrial Practice Supervisor from the Study Prog**](#_bookmark80)**ram)**

**MINISTRY OF RESEARCH, TECHNOLOGY AND**

**HIGHER EDUCATION**

**STATE UNIVERSITY OF MAKASSAR**

**FACULTY OF ENGINEERING**

Addess: Jl. Daeng Tata Raya Parangtambung, Makassar Telp. (0411) 864935 - 861507

**INDUSTRIAL PRACTICE REPORT ASSESSMENT SHEET (Filled by Industrial Practice Supervisor from Study Program)**

Name of Industry/ Company : **.....................................................................**

Address of Industry : ......................................................................

Student’s Name : ......................................................................

Duration of practice **weeks/month(s)**

# (date of ……………….. till )

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Component** | **Assessment** | | | | | **Desc.** |
| **100-80** | **79-66** | **65-56** | **55-40** | **39-0** |
| **1** | 1. Report systematic 2. Report completeness 3. Management field 4. Expertise   c. Writing style |  |  |  |  |  |  |
| **2** | **Examination** |  |  |  |  |  |  |

Notes: Item 1 has a weight of 40%, item 2 has a weight of 60%

Conclusion of Report and Exam Score : ……………………………..

Makassar, …............………. 20…. Supervisor,

Full Name

**Appendix 14. Acknowledgements**

**MINISTRY OF RESEARCH, TECHNOLOGY AND**

**HIGHER EDUCATION**

**STATE UNIVERSITY OF MAKASSAR**

**FACULTY OF ENGINEERING**

Addess: Jl. Daeng Tata Raya Parangtambung, Makassar Telp. (0411) 864935 - 861507

Number : ………………………… Makassar, …….......…….., …………..

Attachment. : …………………………

Subject : Acknowledgements

To : Director/ Head of

………………………………………………………………………………..

……………………………………………………………………………….. in …………………………………………………………………………..

The head of the Faculty of Engineering, State University of Makassar would like to thank for the assistance/guidance/facilities that have been provided to our students:

|  |  |  |  |
| --- | --- | --- | --- |
| No | Name | Student ID | Department |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Those who have followed Industrial Practices starting from ……..…… to …….……….

in the company/industry that you lead.

Thus this acknowledgement letter is made, hopefully the good relations that we each other have so far will continue as expected.

Vice Dean I,

Prof. Dr. Sahrul, M.Pd NIP. 196210051987021001

**Apendix 15. Receipt of Report**

# RECEIPT

Have tested and received Industry Practice Reports from:

Name : ………………………..………………………………..

Student ID : …..…………………..………………………………..

Study Program : ………………………..………………………………..

The total : 1 (one) copy

Tittle of the Report : ………………………………………………………....

This receipt is made to be used properly. Thank you for the attention of all interested parties.

Makassar, 20…

Student, Supervisor

Student ID REG. NO./ ID

Approved by:

Coordinator of Department Industrial Practice ………………….

REG. NO./ ID

Notes: This report is made for:

1. The Student
2. Supervisor of Industrial Practice (Softcopy/ Hardcopy)
3. Coordinator of Department Industrial Practice (Softcopy pdf. bookmark in CD)
4. Advisor of Industry (Hardcopy)