



**INTERNSHIP ACTIVITY
BOOK**

**DEPARTMENT
OF
INTERNATIONAL RELATIONS**

**FACULTY OF SOCIAL SCIENCE AND POLITICAL SCIENCE
UNIVERSITAS DIPONEGORO
SEMARANG**

2020

**INTERNSHIP ACTIVITY BOOK
DEPARTMENT OF
INTERNATIONAL RELATIONS**

NAME :

NIM :

ACADEMIC ADVISER :

SUPERVISOR :

PHONE NO. :

INTERNSHIP INSTITUTION :

SUPERVISOR :

PHONE NO. :

INTERNSHIP DATE :

A. DEFINITION

Internship is a course that contains learning activities besides the regular lectures in the classroom, by carrying out a work practice activity in a company/agency, owned by the government or private sector.

The implementation time of the Internship is determined by the agreement of the student with the intended institution, as long as it does not interfere with the face-to-face lectures (if it is done during the lecture period).

The internship Supervisor Lecturer is a Lecturer appointed by the Head of the International Relations Department with due observance of the balance principles of the mentoring load.

The Internship Supervisor Lecturer is obliged to guide in the process of preparing and making the Internship Reports.

Instructor is a supervisor who comes from the institution where the internship is carried out

The inspector is obliged to provide direction for students in the implementation of the internship.

The Internship Internal Supervisor is a Final Project Supervisor (TA) from the Department of International Relations.

The scope of the International Relations Department activities includes the following activities:

1. Requirements for the Internship course
2. Stages of activities in the Internship course procedure
3. Parties involved in the Internship course
4. Time required in the Internship course
5. Documents required or produced by the Internship course

B. REQUIREMENTS

1. Students register for Internship courses after passing a minimum of 100 credits calculated from the KHS (study result) (shown by the signature of the academic adviser).
2. The material and location of the internship should support the thesis material
3. Internship Location: students can do the internship in government agencies or private institutions with the requirements that the private institution must have been established for at least 5 years
4. The duration of the Internship is at least 35 effective working days
5. Students carry out internships individually
6. Internship reports are made individually

C. PROCEDURE

1. Students conduct pre-surveys or informal contacts with the intended parties/institutions, including confirming the activities to be carried out during the internship.
2. Students consult with the Advisor to submit an internship title and internship location plan.
3. After obtaining approval from the Advisory Lecturer, students make an internship proposal.
4. Students consult with their supervisor to make an internship proposal.
5. Students conduct internship proposal guidance before implementing the internship.
6. After receiving guidance on the internship proposal and being approved by the Advisory Lecturer, students carry out Internship activities

7. During the internship students are required to:
 - a. Fill out a daily Activity Report containing activities carried out at the Internship implementation site or problems faced by the intern by affixing the signature of the Instructor from the institution concerned.
 - b. Conducting the Internship Guidance activity with the Internship Supervisor and instructor.
 - c. The guidance schedule is at least once a week. If direct guidance is not possible, mentoring can be done using communication tools such as the internet, phone call, etc.
8. After the internship process is done, students make an Internship report under the direction of the Supervisor.
9. Students submit the internship report to the supervisor which is then submitted by the supervisor to the Head of the International Relations Study Program with the attachment of the student's internship score.
10. The Internship Assessment is determined by the Instructor of the agency/institution where the Internship is held. The assessment is given in the form of numbers (1-100) based on the following criteria:
 - Honesty
 - Responsibility
 - Discipline
 - Cooperation
 - Relationship with the leaders and other employees

- Adaptation

11. The Internship Supervisor / Lecturer from the International Relations Study Program will assess the ability of the intern (Student) in applying the concepts of his knowledge during the internship through:

- Proposal or submission of internship material
- Guidance/consultation and
- Reporting on the results of Internships

12. A student is said to have failed in the Internship course and must repeat the internship activities at the institution, if:

- Internship activities do not meet a minimum length of 35 days.
- Have not consulted with the Advisory Lecturer since the Internship proposal preparation
- The internship has not received approval from the Advisory Lecturer
- Not submitting an internship report within 3 months, counted from the completion of the internship.

(See the following flow diagram)

No	Activity	Parties involved					Document
		Student	Supervisor	Head of Department	Academic Adviser	Institution/Instructor	
1	Students register MK Apprentices and consult with the Advisory Lecturer. Internship Advisor Lecturer is Thesis Advisory Lecturer						Real credit minimum of 100 KHS (study result)
2	Pre-survey or informal contact with the agency						Assignment letter from the Dean
3	Students make Internship proposals during the guidance with their Supervisor						Consultation Book
4	Students carry out the guidance on internship proposals with their supervisors						Assignment Letter from the Dean; Internship Proposal
5	If the internship proposal is approved, students immediately start the internship process, otherwise back to the first step						1 month
6	During the internship students are guided by the instructor						
7	After the internship is over, the Supervisor gives an evaluation						
8	Students carry out consulting with their supervisors to compose and make the Internship Reports.						
9	Students make the Internship report						Consultation Book
10	Student submits the approved Internship report to their supervisor						KKP report; Score by the Agency
11	The supervisor gives the Internship score and submit it to the Head of the Study Program						Score by the Agency and Supervisor
12	The Head of the study program receives the internship score from the instructor, Supervisor and determines the final score						

13	Students who do not follow the Apprenticeship stage procedure above or without the approval of the Supervisor, then the Internship activities that have been carried out will not be recognized.						
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D. INTERNSHIP REPORT SYSTEMS

- TITLE PAGE
- APPROVAL
- PREFACE
- TABLE OF CONTENTS
- LIST OF TABLES
- LIST OF FIGURES
- APPENDIX LIST
- CHAPTER I INTRODUCTION
- CHAPTER II DESCRIPTION OF INTERNSHIP LOCATION
- CHAPTER III INTERNSHIP ACTIVITIES
- CHAPTER IV CLOSING
- REFERENCES (if necessary)

Systematic Explanation of Internship Reports:

- Title page presents: Title of the Internship (Thematic), Study Program, Faculty, University, Year, Student's Name, NIM (See Attachment)
- The cover page is printed on paper with buffalo or linen material with orange colour and bound by ordinary Laminating (Not Hard Cover)
- The Approval page contains the approval of the supervisor with the full names of the supervisors and signatures
- The Preface contains a brief explanation to the reader regarding several important things in the implementation of the internship and presents gratitude to those who have helped materially and morally in the implementation of the internship
- The table of content consists of the sequence of the internship report's content
- List of table consists of table serial number, table's title and page number

- The List of Image contains the serial number of the image, the title of the image and the page number
- The Appendix contains the serial number of the attachment, the title of the attachment and the page number

SAMPLE OF THE INTERNSHIP REPORT'S TITLE PAGE



**INTERNSHIP REPORT
(THEMATIC TITLE)
IN THE INTERNATIONAL COMMITTEE OF THE RED CROSS (ICRC)
JAKARTA**

STUDENT NAME :
NIM :
SUPERVISOR :

DEPARTMENT OF INTERNATIONAL RELATIONS
FACULTY OF SOCIAL AND POLITICAL SCIENCES
UNIVERSITAS DIPONEGORO
SEMARANG
2020

SAMPLE OF THE INTERNSHIP REPORT’S APPROVAL PAGE

APPROVAL

Internship Report’s Title :

Internship Location :

Student’s name :

NIM :

Study program :

Declared to have completed the internship activity from the date of
to

Head of Department International Relations
Semarang,
Students
(.....)
(.....) NIM.
NIP.

Supervisors

- 1. ()
- 2. ()

RECOMMENDATION SHEET

Notes from the Institution/Company where the Internship is carried out:

1.

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2.

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3.

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4.

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5.

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Internship Supervisor

Officer/Leader of Institution

Sig.

Sig. and stamp

(.....)
NIP.

(.....)
Position

Acknowledged
Head of International Relations Department

(.....)
NIP.

**FORM OF INTERNSHIP SCORE
BY INSTRUCTOR**

Student's Name :

NIM :

Institution :

Unit :

Date :

No	Assessment Component	Score (in number)
1	Discipline	
2	Neatness / Performance	
3	Responsibility	
4	Liveliness	
5	Cooperation	
6	Ethical Behaviour	
7	Accuracy and Thoroughness in Work	
8	Finishing Ability	
9	Adaptability	
10	Compliance with Agency Rules	
	Average	

Instructor

(.....)

**FORM OF INTERNSHIP SCORE
BY SUPERVISOR**

Student's Name :
NIM :

No	Assessment Component	Score (in number)
1	Substance of Internship Report Material	
2	Internship Report Writing Technique	
3	Intensity of Report Preparation Guidance	
4	Ethics / Student's / Behavior during the Guidance	
	Average	

Supervisor

(.....)

INTERNSHIP REPORT WRITING TECHNIQUE

- Paper size : **HVS Quarto 70 grams**
- Cover's colour : **Orange**
- Binding : **Soft Cover**
- Type a space : **1.5 spaces**
- Fonts : **Time New Roman 12 pt**
- Title's Font : **Time New Roman 16 pt**
- Minimum number of pages : **30 pages consisting of:**
 - Chapter I (5 pages),
 - Chapter II (8 pages),
 - Chapter III (15 pages),
 - Chapter IV (2 pages)