 DEPARTMENT OF CHEMISTRY FSM DIPONEGORO UNIVERSITY	DOCUMENT LEVEL: PROCEDURE MANUAL	CODE: MP.KIM-11
TITLE: FIELD PRACTICE		ISSUED DATE: February 18, 2010
AREAS : ACADEMIC FIELD		NO. REVISION: -

PROCEDURE MANUAL FIELD WORK PRACTICE/INTERNSHIP (PKL)

AIM

Provide guidance to related parties in implementing PKL courses in the Chemistry Department, FMIPA UNDIP.

DEFINITION

Field Work Practice (PKL) is a mandatory course that students must take in semester VI in the form of practical work in industrial laboratories, research institutes, or other institutions relevant to the field of chemistry, for 1-2 months, equivalent to 1 credit. PKL activities include preparing proposals, implementing work practices, compiling reports, and seminars on PKL reports. Prerequisites for taking the Field Work Practice course, students have taken 100 credits with a GPA of at least 2.00 without an E grade.

PROCEDURE

1. Students register to the PKL coordinator.
2. The PKL Coordinator determines the supervising lecturer (DPL)
3. Students and supervisors discuss about the institution, the institution where the street vendors are.
4. Students submit a PKL application letter to the Department which is approved by the supervisor and known by the PKL coordinator.
5. The head of the department makes a cover letter for the application for street vendors to the head of the faculty.
6. The head of the faculty makes a letter of application for street vendors to the institution or institution that is intended.
7. The institution or institution gives approval, then students with the guidance of a Field Supervisor (PL) and together with DPL determine the topic of street vendors at the institution or institution.
8. Students make a PKL proposal that is approved by the DPL and is known by the PKL Coordinator
9. Students carry out street vendors in accordance with the proposal.
10. Students make a PKL report that has been approved by the PL and DPL as a requirement for the PKL seminar.
11. The PKL seminar was carried out with Field Supervisors as assessors.
12. Students make a PKL report that has been approved by the PL and ratified by the institution where the PKL is located and approved by the DPL and approved by the head of the department.







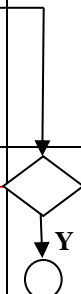
13. Field Supervisors (DPL) and Field Supervisors (PL) submit the Assessment Format to the PKL coordinator.
14. The PKL Coordinator and administrative staff of the department document all PKL documents.

REFERENCE

1. Diponegoro University Academic Regulations (Regulation of Chancellor 364/PER/H7/2009.)
2. Determination of the Undergraduate Curriculum for the Chemistry Study Program at the Faculty of Mathematics and Natural Sciences, Diponegoro University (Regulation of the Chancellor 054/PER/H7/2009)

FLOW DIAGRAM

FIELD WORK PRACTICE (PKL)

No.	Activity	Involved Parties						Time	Document
		Students	Coordinator	Supervisor/DPL	St. program	Faculty	Stakeholder		
1	Students register for street vendors at the street vendors coordinator and complete the requirements/files							30 minutes	FC KRS, FC Transcript
2	The PKL Coordinator determines the supervising lecturer (DPL)							30 minutes	FC KRS, FC Transcript
3	Students and DPL discuss the institution where the street vendors are							30 minutes	
4	Students submit a PKL application letter to the Department which is approved by the supervisor and known by the PKL coordinator.								
5	The department makes a cover letter for the application for street vendors to the faculty							30 minutes	PKL Application Form
6	The faculty leader makes a letter of application for street vendors to the intended institution or institution							1 day	SP Dean
7	Approval of Institutions or Agencies as Venue for Street Vendors						15 Days	PKL Student Acceptance Letter	

8	Students make a PKL proposal							15 days	Proposal
9	Students carry out street vendors							1 month	Decree of the Chancellor of UD Mhs.
10	Students make a PKL report							1 Month	Street vendors report
11	PKL seminar students							1 day	Street vendors report
12	Students make a PKL report that has been approved by the PL and approved by the institution where the PKL is and is approved by the DPL and ratified by the head of the department							1 week	Street vendors report
13	Field Supervisors (DPL) and Field Supervisors (PL) submit the Assessment Format to the PKL coordinator.							1 day	Scoring form
14	The PKL Coordinator and administrative staff of the department document all PKL documents.							1 day	Scoring form

ATTACHMENT

I. TERMS

1. The implementation of street vendors is carried out during semester breaks
2. The final value of street vendors is combined with the value of the entrepreneurship course.

II. REQUIREMENTS/ APPENDIX

1. Copy the last KRS
2. Academic transcript

III. Parties Involved in the Process

1. College student

2. PKL Coordinator
3. Supervisory Lecturer (DPL)
4. Field Supervisor (PL)
5. head of program
6. Faculty Leader
7. Institutions/ Institutions Where Street Vendors
8. Department Administration Staff

IV. SUPPORTING DOCUMENTS

1. Registration form
2. Supervisory Lecturer Assignment
3. Application letter for street vendors to other industries/institutions
4. Letter of acceptance of street vendors from other industries/institutions
5. PKL Cover Letter
6. Assessment sheet by Field Supervisor (DPL)
7. Assessment Sheet by Field Supervisor
8. Street vendors report