

	DEPARTMENT OF CHEMISTRY FSM DIPONGORO UNIVERSITY	<b>DOCUMENT LEVEL:</b> <b>PROCEDURE</b> <b>MANUAL</b>	<b>CODE: MP KIM-06</b>
	<b>TITLE:</b> PRACTICUM	<b>ISSUED DATE:</b> <b>February 19, 2010</b>	<b>NO. REVISION: -</b>
<b>AREAS:</b> ACADEMIC FIELD			

## PROCEDURE MANUAL PRACTICUM

### AIM

MP Practicum aims to provide an explanation of the procedures for taking practical lectures for undergraduate students (S-1) Department of Chemistry, Faculty of Mathematics and Natural Sciences/FSM, Diponegoro University.

### DEFINITION

Practicum is a course held in a laboratory where each credit is equivalent to a load of 100 minutes of activity per week for one semester. Practical courses are given to equip students with competence in the use of laboratory equipment and soft skills, the ability to work together in teams and communicate information. Some definitions that must be uniformed related to the practicum:

1. Regular undergraduate (S1) programs are academic education programs after secondary education, which have a study load of at least 144 credits and a maximum of 160 credits which are scheduled for 8 semesters and can be completed in less than 8 semesters and a maximum of 14 semesters.
2. The Department is the academic implementing element in the faculty and as a forum that facilitates the implementation of study programs.
3. Students are students who are registered and studying at Diponegoro University.
4. Study Plan Card (KRS) is a card that contains a plan for taking courses in the semester to be taken.
5. The Chairperson of the Class is a student appointed by a certain batch of students to represent his class of students in certain matters related to academics and other student activities.
6. Practicum Coordinator is a lecturer assigned by the head of the laboratory or department to manage the related practicum, to determine the value of the practicum
7. The practicum manual is a manual for practicum implementation published by the Department of Chemistry
8. Interim report is a report on student observation data during practicum which must be approved by a practicum assistant
9. Response is a form of accountability for students participating in the practicum to test the competence of the practicum that has been carried out with a written exam

10. DPNA is a list of lecture participants and final grades containing students who take courses and grades that will be announced to students

## **REFERENCE**

1. Rector's Regulation no. 364/PER/H7/2009 concerning Academic Regulations for Undergraduate and Diploma (III)/IV) Education at Diponegoro University
2. Chancellor's Decree on Academic Calendar

## **PROCEDURE**

1. Students register themselves in the Department through their respective class leaders by completing the registration requirements set by the department, photocopy of KRS, 3x4 photographs (2 sheets) and the cost of replacing the practicum manual (Rp 15,000, -). check the completeness and requirements
2. Students pay attention to the schedule of practicum activities and where the practicum is held, which is issued by the practicum coordinator
3. Students participate in assistance activities by practicum coordinators and practicum assistants
4. Students group themselves to the laboratory where the first practicum program is carried out by wearing laboratory coats and other necessities according to the practicum program
5. Students prepare well before practicum and come not late. Lateness can cause students not to be allowed to attend the practicum that day. A delay of 15 minutes can still be tolerated to be able to practicum with justifiable reasons.
6. Students take a preliminary test under the supervision of a practicum assistant. The assistant has the right to determine whether the student may or may not continue the practicum that day on the basis of the test results.
7. Students borrow equipment from the laboratory (laboratory) before starting the practicum and always check the completeness and condition of the borrowed equipment
8. Students do practicum, collect data in the guidance and evaluation of practicum assistants
9. Students make a temporary report and must obtain assistant's approval before leaving the laboratory room
10. When the practicum is over, students clean up the practicum place and return the tools in a clean condition and nothing is damaged. Damage must be replaced before the semester practicum is complete.
11. Students prepare and make a practicum report according to a predetermined format and submit it to the assistant before the next week's practicum
12. Students carry out a similar procedure the following week until all practicum courses are carried out
13. Students take response exams and presentations on what has been done according to the assignment by the assistant
14. The assistant conducts an assessment and recapitulation and submits it to the practicum coordinator
15. Students get the value of practicum courses from the practicum coordinator

**Flow diagram**

No.	Activity	Involved Parties					Time	Document
		Student	S. program	Labs.	coord. practice.	supervisor		
1	Students register for the department through the head of the class and the department in coordination with the practicum coordinator to examine the completeness	Start					Before the deadline (1 day)	copy of KRS that has been signed by lecturer on duty, photo (3x4)
2	Students pay attention to the announcement of the scheduling of practicum activities by the practicum coordinator						0.5 days	Announcement of practicum schedule
3	Students participate in assistance activities by practicum coordinators and practicum assistants						1 day of the week I	modul
4	Students group themselves to the laboratory where practicum courses are held						1 day, routine in week II-X	
5	Students prepare well before practicum						15 minutes	Journal book, practicum guide book
6	Students take a preliminary test under the supervision of a practicum assistant						15 minutes	test answer sheet
7	Students borrow equipment to the laboratory (laboratory)							
8	Students carry out practicum and data collection accompanied and evaluated by a practicum assistant						2.5-3.75 hours	

9	Students make interim reports and must obtain assistant's approval			○	○		Last 15 minutes	Temporary report form
10	The practicum is over, the students clean up the practicum place and return the tools							
11	Students prepare a practicum report and submit it to the assistant before the next week's practicum							Report
12	Students carry out the same procedure the following week until all courses are completed							
13	Students take response and presentation exams							response question, Best report
14	The assistant recapitulates the value and submits it to the practicum coordinator							Practicum card
15	Students get the value of practicum courses from the practicum coordinator							DPNA, grade announcement
16	Finish							DPNA

## ATTACHMENT

- I. Requirements for taking practical courses
  - a. Students have done administrative registration as regulated by Undip Academic Regulations (KRS)
  - b. Students have met the requirements to take practical courses as stipulated in the Chemistry Department curriculum Jurusan
  
- II. Parties involved in practical activities
  - a. College student
  - b. Major

- c. Laboratory
- d. Practicum Coordinator
- e. lab assistant (supervisor)

- III. Documents related to practicum
  - a. KRS form/copy of KRS
  - b. Photo 3x4 (2 sheets)
  - c. Interim reports and final reports
  - d. Practicum card
  - e. Practicum Attendance List
  - f. DPNA