DEAN'S DECREE SCHOOL OF ECONOMIC AND BUSINESS TELKOM UNIVERSITY

Number : KD.001/AKD10/EB-DEK/2021

C O N C E R N I N G

INTERNSHIP/WORK PRACTICE AND COMMUNITY SERVICE GUIDELINE FOR STUDENTS IN SCHOOL OF ECONOMIC AND BUSINESS TELKOM UNIVERSITY

DEAN OF SCHOOL OF ECONOMIC AND BUSINESS (FEB) TELKOM UNIVERSITY

Considering   :

a   On the University's Tri Dharma implementation, School of Economic and Business is expected to develop and apply the science and technology through Internships/Work Practices and Community Services.

b   In the implementation of Internship/Work Practice and Community Service (ABDIMAS) program, Students are required to obey the regulation and standard which applied in School of Economic and Business Telkom University.

c   In respect with point a and b above, then it is considered to immediately publish Dean's Decree School of Economic and Business Telkom University concerning the Internship/Work Practice and Community Service (ABDIMAS) Guideline for Students.

Reminiscing   :

1   Law Number 20 of 2003 concerning National Education.
2   Law Number 14 of 2005 concerning Teachers and Lecturers.
3   Law Number 12 of 2012 concerning Higher Education.
4   Government Regulation Number 4 of 2014 concerning The Implementation of Higher Education and University Management.
5   The Decree of Ministry of Education and Culture Number 309/E/0/2013 and Number 270/E/0/2013 concerning The Merging of Telkom Polytechnic, Telkom Institute of Management, Telkom Institute of Technology and STISI Telkom into Telkom University.
6   The Decree of Telkom Educational Foundation Management Council Number Kep. 0410/00/DGS-HK01/YPT/2021 concerning the Organizational Structure and Work Procedure (SOTK) of Telkom University.

DECIDING

Determining   : **DEAN'S DECREE SCHOOL OF ECONOMIC AND BUSINESS TELKOM UNIVERSITY CONCERNING INTERNSHIP/WORK PRACTICE AND COMMUNITY SERVICE GUIDELINE FOR STUDENTS IN SCHOOL OF ECONOMIC AND BUSINESS TELKOM UNIVERSITY.**

FIRST   : Determining The Guideline of Internship/Work Practice and Community Service (ABDIMAS) for School of Economic and Business Telkom University Students with details as in attachments 1 and 2 of this decree.

SECOND   : Determining the regulation on dictum 1 of this decree is required to be used as basic reference in implementing the Internship/Work Practice and Community Service (ABDIMAS) for School of Economic and Business Telkom University Students.

THIRD   : This decree starts to apply since the date of the determination. If there are mistakes in this decree on the other day, then there will be a revision.

Determined in: Bandung

At the date of: March 1, 2021

TELKOM UNIVERSITY

SIGNATURE

Dr. Ratri Wahyuningtyas, S.T., M.M.

Dean of School of Economic and Business (FEB)

Copies, To the Respected:

1. VICE RECTOR OF ACADEMIC
2. ACADEMIC DIRECTOR

Attachment – 1 : Dean's Decree School of Economic and Business Telkom University concerning the Internship/Work Practice and Community Service (ABDIMAS) Guideline for Students of Economic and Business Telkom University

Number	: The Numbering is Adjusted with the System
Date	: The Dating is Adjusted with the System

THE INTERNSHIP/WORK PRACTICE GUIDELINE FOR STUDENTS OF SCHOOL OF ECONOMIC AND BUSINESS TELKOM UNIVERSITY

INTRODUCTION

This guideline is constructed as a technical policy related to the Internship/Work Practices and Community Service (Abdimas) subject in the School of Economic and Business environment. There are also Internship and Community Service subjects which are considered as required subjects with 2 Credit Hours load in the 2020 curriculum for bachelor study program in School of Economic and Business environment. These subjects are offered to facilitate the *Kampus Merdeka* program. Also, these subjects are carried out by an out class learning system with each other replacing between Internship/Work Practices and Community Service.

THE GUIDELINE OF INTERNSHIP/WORK PRACTICE

A. Internship/Work Practice

Internship/Work Practice is a training which is smartly designed to create an experience for students which is done by practice in the field. By implementing Internship/Work Practice, students are trained to recognize and live in the scope of work in the field, which is useful as a self-adaptation process with the environment also to complete the learning processes that has been learned in the campus.

B. Internship/Work Practice Purposes

Internship/Work Practice is aimed to:
1. Students have practice experiences according to their study program.
2. Students have a real portrayal about their work environment, started from the bottom level until the higher level.
3. The Internship/Work Practice students' presence is expected to give benefits and new insights for themselves and the related institution.
4. Students can use their semester holidays with something beneficial and support their skills.

C. The Regulation of Internship/Work Practice Implementation

The Internship/Work Practice is implemented by these requirements:
1. The implementation is in holiday period of academic year transition (throughout July until August), Special condition for Students above the Sixth (6) Semester which repeat/recently taking the program can adjust the time of the implementation as long as it does not disturbing the study period.
2. The implementation for a minimum of 6-8 weeks outside the lecturing schedule.
3. The implementation of full time (8 hours per day) in full day work (5 days per week).
4. The placement of work location is based on the University's request u.p. Dean Faculty based on students proposal which has been approved by the Academic Adviser.
5. The implementation cannot be carried out simultaneously with student carried out the scheduled lecture.
6. Students are not allowed to propose a permission to the company or institution for carry out lectures in campus during the Internship/Work Practice activity.

7. The Internship/Work Practice proposal is carry out in Study Program Service Department by fill in the form of Internship/Work Practice request from the program study. The program study will make a covering letter of Internship/Work Practice request for the company.
8. If the company has been approved the letter of Internship/Work Practice request, then students get Internship/Work Practice files in form of:
   a. Internship/Work Practice Guidance Sheet
   b. Sheet of Internship/Work Practice Daily Activities
   c. Statement of Willingness to Guide in the Field
   d. Field Guide Evaluation Form
   e. Academic Adviser Evaluation Form
   f. News Event of Internship/Work Practice Audience and Revision Submission
9. The Internship/Work Practice guiding process is done by students and their academic adviser with minimum meeting of four times face to face meeting.
10. Desigining, submitting, and presenting the Internship/Work Practice report to the Academic Adviser for at least 30 days after the end of the work program during the semester score input process still running.
11. The location of Internship/Work Practice can be done in the Private companies, BUMN, government institutions, MSMEs, and other institutions which are relevant with the student's competence. The place of internship is determined by each students after the discussion with their academic adviser, adjusted with their interests, concentration of their own scientific fields and studies.
12. Specifically for international class students are required to do the Internship/Work Practice in the Multinational companies with the percentage of foreign ownership at least 50%. The Internship/Work Practice on BUMN companies is allowed as long as it is related to the International trading such as: Bank of Indonesia, Customs, or Angkasapura International Airport.

D. Scope of Duties in Internship/Work Practice
1. Internship/Work Practice is an implementation from science and skills which has been obtained from the lecutre activities to contribute in solving problems on various companies/institutions with work field which is related to the faculty's scientific group.
2. The scope of duties in Internship/Work practice is not only contain studies, but it should give a concrete/real work result such as: analysis and result or recommendation in solving a problem, simple products, design, planning, training module, work procedure module, etc.

E. The Implementation and Guidance of Internship/Work Practice
1. The implementation of Internship/Work Practice is guided by the field Guide from the company/institution and academic guide from the University.
2. The Academic Guide for the Internship/Work Practice activity is the Academic Adviser of the candidate student, or lecturer who has been specifically appointed by the Head of the Study Program or Faculty.

F. The Obligation of Internship/Work Practice Candidate
1. Obey all the regulations and not violated the rules that has been determined by the institution/company, including protectiong the institution/compnay's secret.
2. Finish all of the assignments that has been given by the institution with the best quality and in accordance with the given time.
3. Taking the good attitude, morals, personal behaviour, and manners.
4. Maintaining honesty and discipline.
5. Training to grow the ability to combine between the field guide instruction initiatively and independently in finishing assignments.
6. Training to grow the capability and professionality in working.

7. Protecting the University reputation.
8. Arranging and presenting the report to the guides.
9. Arranging, submitting, and presenting the Internship/Work Practice report to the Academic Adviser for at least 30 days after the end of the work or community service program. The Guidance implementation and audience with the academic guide must be done during the running semester score input process and maximum before the registration period of the next semester.

G. Internship/Work Practice Requirements
1. Must be listed for Internship and Community service subjet in the running semester
2. Internship/Work Practice is carry at the earliest in the 6th semester
3. Passing and currently taking the subject at the minimum of 115 Credit Hours (Including the total subjects credit hour in the 6th semester) with the GPA ≥ 2
4. Must already stated to be graduated in I/TPB level
5. Must already attended the Students Creativity Program (PKM)

H. Stages of Internship/Work Practice
1. Students input the Work Practice subject in iGracias and print the KSM and the Score Transcript.
2. Calling the company in order to know the Internship vacancy.
3. Making the cover letter of Internship/Work Practice
4. Fill in the Internship application form to be signed by the Academic Adviser and also Letter of Duty.
5. Finish the Internship/Work Practice in the company at the minimum of 30 days of work while also atteding the guidance with the academic adviser.
6. Making the internship report counted at maximum of 30 days after the internship activities and audience with the academic adviser are finished.
7. Handed out the files and softcopy of the internship report to the secretariat.

I. The Internship/Work Practice Report Writing Format
Every students who makes the Work Practive report must be used Times New Roman Font with the 1,5 spacing. The letter size requirements are as follow:
1. Front page of the Work Practice report using 16 bold size, and students name along with their ID Number using the 14 size. The example of the front page of Work Practice report can be seen in the Attachment 1.
2. The title page of chapter 1 until chapter 4 using size 14 in capital.
3. Subtitle in chapter 1 until chapter 4 using size 13.
4. The body of paragraph in chapter 1 until chapter 4 using size 12.
5. The Work Practice report is written in the 70 milligrams HVS paper, white coloured, A4 sized.
6. The margin or the emptied paper parts is as follow:
   Top 4 cm, Left 4 cm, Right 3 cm, Bottom 3 cm.
7. Typing of every new paragraph starts from the fifth beat from the left margin.
8. Page number is small Roman numerals for the early part and Latin numbers for the body and the ending part of the Work Practice report. The page numbers are placed and centered in the very bottom space of every title pages and right on every next pages.
9. Chapters title is placed in the center, below the word 'BAB' and all of them are written in capital without underline. The title of the subchapter is placed in the left side, every first letters are written in capital except for conjuctions, without underline and any punctuations.
10. The coding of chapters and its part is arranged by using several methods:
    a. Big roman numerals for the sequentially chapters.
    b. Big latin letters for the alphabetical subchapters.

    c.   Latin numerals for the sequentially paragraph.
    d.   Small latin letters for alphabetical subparagraph.
    e.   Latin numerals with closing bracket for sequentially sections.
        Example: A) B)

J.   Contents of the Internship/Work Practice Report

CHAPTER 1 INTRODUCTION

In this part, the student presented regarding the work practice background process, a brief company's profile, from company's vision and mission, organizational structure, business trategy, and practice of company management in general. In every discussion, students should not only duplicate from the written guideline/regulation that exist in the company/institution or company's/institution's website but they also have to give comments of a good justification either sourced from theories or based on the research result during the work practice process.

General Description of the Company:
A. Company's Profile
B. Company's Vision and Mission
C. Organizational Structure
D. Business Strategy
E. Management Practice Aspects
    1. Production Aspect
    2. Financial Aspect
    3. Marketing Aspect
    4. Human Resources Aspect

With the following structure:

1.1 Company's Profile
    Explained briefly about the company/institution profile the place of Work Practice process.
    a. Company's Vision and Mission
        Describing about the company's vision and mission and also the purpose that has been exsist in the company's guideline
    b. Organizational Structure
        Explaining the company's organizational structure in general and the work part specifically.
    c. Business Strategy
        Describing the business strategy which is used by the Company/Institution
    d. Management Aspect
        The Management Aspect is consists of:
        1. Production aspect
           Discussing about the company's production management in general, and at least containing about the type of the resulted productions/services, raw materials and its sources, and production process in general.
        2. Financial aspect
           Discussing about the financial management in general and at least containing on how companies managing their funding sources and funding uses.
        3. Marketing aspect
           Discussing about the marketing management in general, at least containing about the process of selling value determination, distribution channel, and promotion strategies.
        4. Human Resources aspect

Discussing about the human resources policies, started from the recruitment process (recruitment requirements from educational level, etc) allowance, salary, training activities, until the process of the employee on the company/institution is pension or resigning from the company.

1.2 Scope of Practice Work Unit

In this part is explained the scope of Practice Work Unit as follow:

a. Work Practice Unit Location (Work Practice)

Explaining the Company's/Institution's location, and work unit location, or part of the company which become the Work Practice location.

b. Scope of duties

Explaining the duty parts description which become the Work Practice object, also work description that given to the student.

c. The Plan and Work Scheduling

Explaining the starting date of Work Practice process and the ending date of the Work Practice process, including the work schedule such as work hours and work days.

Made in a table, for example:

Table 1.1 Plan and Work Scheduling

Work Days	Monday - Friday
Work Hours	08.00 until 17.00

CHAPTER II THEORETICAL STUDY

Theoretical study includes the concepts and theories that relevant to the work practice activities. The reading sources which is used in the theoretical study can be obtained from text book, research journal, and other sources such as e-book in the internet. It is not allowed to insert theoretical study that do not have liable valid sources. Therefore, students are suggested to pay attention to the citation writing procedure.

In the theoretical study part, students are expected to explain regarding the concepts or theories which related to the work practice activities, the correlation between one concept and other concepts. This is aimed for improving students' understanding about theories which are relevant with their work practice assingment type and train their creative thinking.

CHAPTER III WORK PRACTICE ASSIGNMENT ACTIVITIES

In this part, students are actively record every type of activities that has been done in 30 days of work practice process. The work practice activities are reported in the following order of reports:

3.1 Work Practice Activities Realization

The mechanism/process of work which is analyzed in Work Practice is in the form of activities table and paragraph. It is containing the activity conclusion that has been done during 30 work days. Example:

Table 3.1 Work Practice Activities Table

Day	Date	Type of Work Practice Activities	The Assigned Work	Task Achievements
1	June 1, 2015	Archiving Cash Documents	a. Sorting the cash receipt documents in accordance with the date b. Sorting the cash	a. Cash receipt documents are sorted in accordance with the date b. Cash spending

			spending documents in accordance with the date	documents are sorted in accordance with the date
And so on				

Note:

The type of work practice activities are activities that is carried out by students in work days of work practice and explained in the work description and its result is written in the output column. On every discussion, students are not only reported work practice activities in the form of table, they also expected to create a description regarding the assignments that has been done during 30 work days in the form of narration in paragraph.
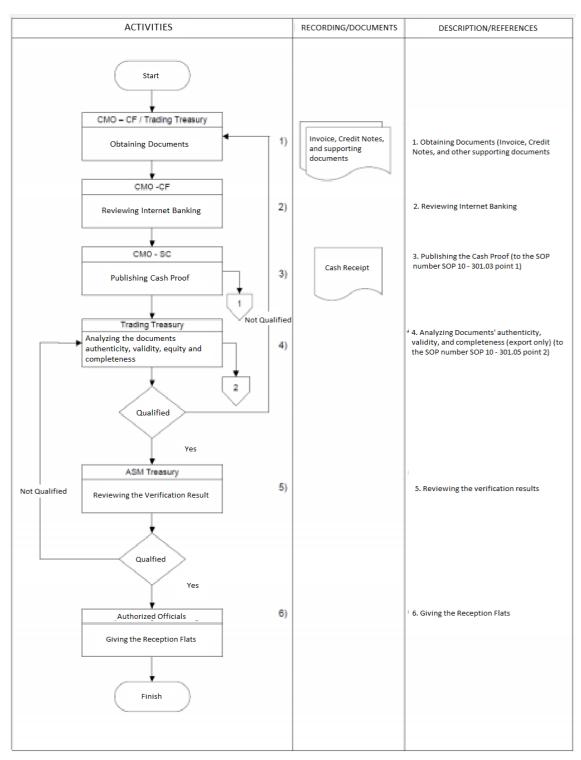
3.2 Relevance of Theory and Practice

In this part, students are expected to briefly present the theories which are related to the work practice activities then associate it.

Relevance of Theory and Practice is written in the standard form, write the theory's source which is used in accordance with the applied writing regulation.

3.3 Problems

In this part, students should identify one work flow/process completely. For example the process of raw materials purchasement, salary payment process, and product selling process. Those work processes must be presented in the form of flow chart.

This is the example of the flow chart for the cash expenses activities (the form of flow chart is free and does not have to be like the example below).

ACTIVITIES	RECORDING/DOCUMENTS	DESCRIPTION/REFERENCES

After designing the flow chart students should elaborate the work flow/process. The elaboration including the document/form that exist in every stage, authorization/approvement and division/department that involved in the work flow/process.

After elaborating the work flow/process, students should identify the strength and weakness that contained in the discussed work flow/process. The identification of strength and weakness must be based on theories that has been obtained during the study period.

CHAPTER IV RECOMMENDATION

After elaborating the work flow/process and identify the strength and weakness that contained in the Chapter 3 work flow/process, students should give the recommendation/revision towards the work flow/process that exist in the company. The recommendation should be able to be applied so that the

work practice place company can recieve the benefit from the work practice that has been done by the student.

The recommendation for revision or improvement on the work flow/process must be known and accepted by the field guide. The recommendation approval prove must be signed by the field guide using the form in Attachement 2

REFERENCES

Write about reference sources which are used by the author in the work practice report

Writing References Procedure:

1. Reference is typed in one space. The second and the next line are typed indented on the seventh beat. The distance between each reference is one in a half space.
2. Reference is constructed based on the author's alphabetical order and without order number.
3. The components are listed sequentially starting from: author's last/first name (without academic degree), author's family name, publishing year (in parentheses), book title (underlined or in italic), publisher city, publisher name.
4. Specifically for Indonesian Author who use the surname/family name, then the reference should write the surname/family name first. While for name who did not recognize the surname/family name, the reference should write the last name first.
5. If the reference is obtained from a book written by an author and his/her first name is abbreviated.
   Example:
   Godfrey, Martin. (2007). Skill Development for International Competitiveness, London, Edward Elgar Publishing Limited
6. If the reference is obtained from a book written by an author and his/her first name is not abbreviated.
   Example:
   Bingham, Ranyon Cast. (2005), Economist, New York, McGraw Hill, International Editions
7. If there are two or three authors, the first author's surname/last name is written first and then followed by his/her surname/family name. While the second author's name is written his/her surname/family name first and then followed by his/her first name (not reversed)
   Example:
   Usry, Milton. F and Lawrence H. Hammer. (2005) Economics, Cincinati, Ohio, South Western Publishing Co.
8. If the author is more than three people, just write the first author (family name is written first) and other authors are represented and replaced by et.al.
   Example:
   Koontz, Harold et.al. (2006). Management, Singapore, McGraw International Company
   Albarda (2004). Strategi Implementasi TI untuk Tata kelola Organisasi (IT Governance). From http;/rachdian.com/index2.phpoption=com, 3 August 2008
9. If the book is consists in several edition.
   Example:
   Van Horne, James C. (2009). Fundamental of Financial Management, Third Edition, New Delhi, Prentice Hall
   Mubyarto. (2009). Ekonomi Pancasila, Gagasan dan Kemungkinan, Cetakan pertama, Jakarta LP3ES
10. If there is the same author's name for the marked publication on the next number for the same name is represented and replaced by: -----
    Example:
    Dawam, Rahardjo. (2007) Esai-esai Ekonomi Politik, Jakarta, LP3ES.-----. (2008) Transformasi Pertanian, Industrialisasi dan Kesempatan Kerja. Jakarta, UI Press

11. If the reference is obtained from a translated/adapted book:

    Example:

    Schumacher E.F. (2008) Kecil itu Indah, Ilmu Ekonomi yag mementingkan Rakyat Kecil (Small is Beautiful) Terj. S. Supomo dan Masri Maris, Jakarta, LP3ES

12. If the reference is obtained from an edited book:

    Example:

    Ruttan V.E (2006) "Teori Tingkat Pertumbuhan, Model Ekonomi Dualistik dan Politik Perkembangan Pertanian "Bunga Rampai Perekonomian Desa." Sayogyo, Jakarta, Yayasan Obor Indonesia

13. If the author is the editor himself

    Example:

    Arnand H.W. (Penyunting) (2006), Pembangunan dan Pemerataan Indonesia di Masa Orde Baru, Jakarta, LP3ES.

14. If it is obtained from a journal:

    Example:

    Arifuddin, Hasan (2006). "Nuansa Demokrasi Islam: Interrelevansi Solidaritas Sosial, Hukum dan Kekuasaan. "Jurnal Dua Bulanan". No. 15 tahun 4, hal 87-100, Jakarta, Cides.

15. If it is obtained from bulletin

    Example:

    J.B. Sumarlin (2007). "Peranan Organisasi: asyarakat Dalam Mensukseskan Pembangunan." Buletin Ekonomi dan Keuangan Indonesia." No. 3 September 1973, hal. 234-250

16. If it is obtained from a review.

    Example:

    Sayuti Hasibuan (2005). "Konsep Pengembangan SDM: Peran Serta Efisien dan Produktivitas." No. 8/iv95, hlm 1-18.

17. If the reference is obtained from a proceeding.

    Example:

    Zaikudin. (2009) "Strategi Ekspor Non-Migas dalam Repelita V." Sidang Pleno VI ISEI. Bukit Tinggi, hal. 150-165

18. If the reference is obtained from an encyclopedia.

    Example:

    Coumbe, Celement. (2004). "Unemployment." Vol 27. P. 227-280 The Encyclopedia Americana, American Corportaion, New York.

ATTACHMENTS OF WORK PRACTICE REPORT

The attachments are:

1. The copy of reply to the application letter from the related company/institution.
2. Sheet of Daily Activities in the field.
3. News event sheet of presentation and evaluation from company's guide.
4. News event sheet of presentation and evaluation from academic guide.
5. And many more (if necessary)

K.   Attachments of Internship/Work Practice Report

Attachement 1
COVER

WORK PRACTICE REPORT <<20pt>>
TITLE (COMPANY'S NAME) <<14pt>>

Authored by,
NIM AND NAME <<14pt>>

STUDY PROGRAM S1 .... <<16pt>>
SCHOOL OF ECONOMIC AND
BUSINESS
TELKOM UNIVERSITY
YEAR

Appendix 2

VALIDITY SHEET

The undersigned below

Name   :

ID   :

Position   :

Confirm that the student

Name   :

ID   :

Study program   :

Have Completed Practical Work at

Company name   :

Company's address   :

Field   :

Execution time :

Bandung, ……, ………, 20

<<sign and close>>

<<Full name of Field Instructor>>

<<NIP>>

Lampiran 3
LEMBAR PENGESAHAN

Laporan Kerja Praktik dengan judul

JUDUL <<14pt>>

**telah disetujui dan disahkan pada presentasi Laporan Kerja Praktik
Fakultas Ekonomi dan Bisnis Jurusan Akuntasi
Universitas Telkom
Pada tanggal <<tanggal presentasi>>
Pembimbing Akademik,**

**<<Nama Lengkap dan Gelar Pemibimbing Akademik>>
<<NIP>>**

Ditetapkan di   : Bandung
Pada tanggal   : Penanggalan Disesuaikan dengan Sistem

FAKULTAS EKONOMI DAN BISNIS

Dr. Ratri Wahyuningtyas, ST., MM
Dekan Fakultas Ekonomi dan Bisnis

Appendix – 2 : Decision of the Dean of the Faculty of Economics and Business, Telkom University concerning Guidelines for Community Service for Students of the Faculty of Economics and Business, Telkom University

Number   **: Numbering Adapted to the System**

Date   **: System Adjusted Calendar**

COMMUNITY SERVICE GUIDELINES FOR STUDENTS IN FACULTY OF ECONOMICS AND BUSINESS OF TELKOM UNIVERSITY

A. Community Service (*Abdimas*)

Abdimas is a student activity under the guidance of lecturers in order to utilize science and technology to advance the welfare of the community and educate the nation's quality of life.

B. Purposes of Community Service

Abdimas aims to:
1. Building students personality to have a caring spirit for others.
2. Implementing the student's knowlednge, especially in the field of management and accounting.
3. Encouraging students to play an active role in the community life.

C. Scope of Community Service Activities

Abdimas activities which are equivalent to Internship and Abdimas courses are activities that run continuously for a certain period. Community service activities (abdimas) can be carried out in the form of mentoring activities for the community such as: village projects, humanitarian projects, state defense, teaching in elementary and secondary schools, providing counseling, providing training, business consulting, teaching assistance to educators. or certain units, research assistants or lecturer book writing and other activities that are relevant and in accordance with the profile of graduates of the study program. Examples of Abdimas activities include: *Citarum Harum* and Innovillage Programs.

D. Guidelines for the Implementation of Community Service

1. The process of acknowledging Abdimas courses follows the applicable curriculum in each study program while continuing to input courses during the registration period at the beginning of the semester.

2. Abdimas activities are activities outside the classroom that can be carried out during the current semester but provided that they do not interfere with the regular lecture schedule.

3. Abdimas activities that are recognized are activities that are continuous for a certain period of time.

4. The process of guiding the Abdimas report is carried out by students and lecturers, with a minimum of four face-to-face meetings.

5. Compile, submit and present the Abdimas report to the Academic Advisory Lecturer no later than 30 days after the end of Abdimas activities.

E. Implementation and Guiding of Community Service

1. The implementation of Community Service is guided by the accompanying Lecturer/Chairman/Coordinator of the Abdimas program implementation and academic supervisor from the University.

2. Academic Advisor for Community Service activities is the Guardian Lecturer of the participating students or lecturers who are specially assigned by the Head of the Study Program or Faculty.

3. Under certain conditions, the mentoring process, form of reporting and assessment of Community Service activities will be carried out differently and centrally at the Faculty/University level.
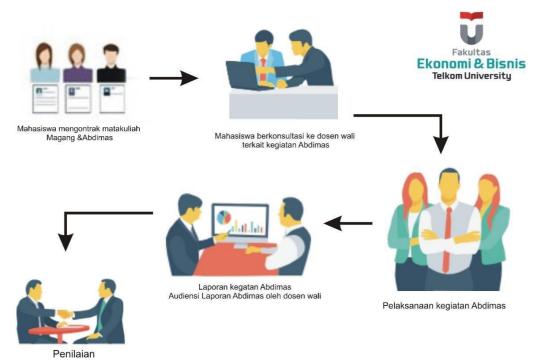
F. **Obligations of Community Service Participants**

1. Obey all the provisions and do not violate the applicable rules

2. working on all assigned tasks with the best quality according to the time given.

3. Bring good attitude, character, personality and manners.

4. Maintain honesty and discipline.

5. Practice developing the ability to combine well, between the direction of the field coordinator with initiative and independence in completing tasks.

6. Practice growing capabilities and professionalism at work.

7. Maintain the dignity of the alma mater.

8. Prepare and present reports to supervisors.

9. Prepare, submit and present the Abdimas report (Audience) to the Academic Advisory Lecturer (guardian lecturer) no later than 30 days after the end of the internship/practical work or abdimas. Implementation of guidance and hearings with academic supervisors must be carried out within the input period for the current semester and maximum before the registration period for the next semester.

G. **Community Service requirements**

1. Must be registered for Internship and Abdimas courses in the current semester.

2. Abdimas is carried out at the earliest in semester 6, but in certain conditions adjustments can be made as long as it does not interfere with lecture activities.

3. Graduated and currently taking courses at least 115 credits (including the number of maths credits in semester 6) with GPA 2.

4. Must have passed the I/*TPB* level.

5. Already follow the Student Creativity Program (*PKM*).

H. **Stages of Community Service**

Mahasiswa mengontrak matakuliah Magang &Abdimas

Mahasiswa berkonsultasi ke dosen wali terkait kegiatan Abdimas

Laporan kegatan Abdimas
Audiensi Laporan Abdimas oleh dosen wali

Pelaksanaan kegiatan Abdimas

Penilaian

I. Guidelines for Writing Community Service Reports

The community service report is made at least 10 (ten) pages, the page number is placed at the bottom right. The manuscript is written in Times New Roman 12. The spacing is 1.15 and the manuscript is written in a justified format.

a. TITLE ABDIMAS (Times New Roman 14 in bold, capital letters and not abbreviated). The title should describe the main content of the article concisely and clearly.

b. AUTHOR'S NAME (Times New Roman 12 bold and not abbreviated)
The names of the authors are written just below the title, accompanied by the student ID number.

c. ABSTRACT (one page Abstract/Abstract, Times New Roman 14 font in bold and italics). Abstract written in Indonesian. Written in one paragraph, single spaced, contains no more than 250 words and is the essence of the entire writing which includes: the background of the research (Introduction), objectives (Objectives), methods (Methods) and an overview of the target community, results (Results) and conclusions (Conclusion). Written with 1.0 line spacing. Below the abstract are included 3-5 (three-five) key words (keywords).(Times New Roman 11 italics)

d. INTRODUCTION (Times New Roman 14 bold font)
The introduction includes the background that describes the partner's problems and problem solving, the formulation, the objectives of community service activities and their benefits and potential, referring to various literature sources, brief views of other authors/researchers who have discussed related topics to explain the up-to-date and creative substance work (Times New Roman 12 normal).

e. SOLUTION AND IMPLEMENTATION METHOD (Times New Roman 14 bold font)
In general, the method contains a description of the partner community and its characteristics. How to solve partner problems then the program carried out is evaluated by survey/observation/measurement carried out including time, duration, and place. Besides that, it also explains the materials and tools used, techniques for obtaining data/information, as well as how the data processing and analysis are carried out. References (references) must be raised if the methods offered are less known or unique, and also explain the program's performance, benefits (economic, social, artistic and cultural and resilience) can be explained in the form of tables and or pictures. The interpretation and sharpness of the analysis of the authors of the results obtained, can be used for sustainability efforts (Times New Roman 12 normal).

f. CONCLUSIONS AND SUGGESTIONS (Times New Roman 14 bold font)
In general, the conclusion shows the answer to the objectives that have been stated in the introduction.

g. ACKNOWLEDGMENTS (Times New Roman 14 bold font)
Thank you to those who have contributed to community service.

h. REFERENCES (Times New Roman 14 bold font)
Contains information about library sources that have visited the body of the article. Each library in the manuscript must appear in the bibliography. The bibliography reference format follows the Harvard style (last name, year and in alphabetical order). Me.

i. APPENDIX (Times New Roman 14 bold font) Contains information that did not exist in the previous section. Each sheet is given a page in the format L-1 (for Appendix page 1), L-2 (for Appendix page 2), and so on. Its position is at the bottom center.

J. Community Service Report Writing Format

1. The community service report is written using MS Word in Times New Roman font, font size 12. The spacing is 1.15 and the manuscript is written in a justified format. On A4 paper the left margin is 3 cm, the right, top, and bottom margins are 2.5 cm.

2. The report is submitted to LAA FEB as many as 1 original copy signed according to the format (in the form of soft copy).

3. The attachments that must be included in the report are as follows:
   a. Photo documentation of Community Service activities
   b. Minutes of Implementation (see Appendix A Form)
   c. Attendance List of Participants (according to the activities carried out)
   d. Student Activity Logbook
   e. Other attachments. (Additional attachments related to the implementation of *Abdimas* can be in the form of: Extension materials, poster designs, application screenshots, measuring tools, questionnaires, etc.

4. Format for Compilation of References and Bibliography
   Writing bibliography using the Harvard system (author-date style). The Harvard system uses the author's name and year of publication in alphabetical order by author's name. Publications from the same author and in the same year are written by adding the letters a, b, or c and so on right behind the year of publication (both written in the bibliography and citations in the written manuscript). Internet addresses are written in italics. There are many variants of the Harvard system used in various journals around the world.Contoh:

   Book Writing Resources
   Author1, Author2 etc. (Last name, first name abbreviated). Year of publication. Italicized book title. Edition, Publisher. Place of Publication. O'Brien, J.A. and J.M. Maracas. 2011. Management Information Systems. 10th edition. McGraw-Hill. New York. USA.

   Articles/Journal Writing Sources
   Author1, Author2 etc., (last name, first name abbreviated). Year of publication. Article title. Journal Name italicized.Volume (Number):Pages.
   Cartlidge, J. 2012. Crossing boundaries: Using fact and fiction in adult learning. The Journal of Artistic and Creative Education. 6(1):94-111.

Source for Writing Seminar/Conference Proceedings

Author1, Author2 etc., (last name, first name abbreviated). Year of publication. Article title. Conference Name (italics).Date, Month and Year, City, Country. Page.

Michael, R 2011. Integrating innovation into enterprise architecture management. Proceeding on the Tenth International Conference on Wirt-schafts Informatics. 16-18 February 2011, Zurich, Switzerland. pp. 776-786.

Source of Thesis, Thesis, Dissertation

Author (last name, first name abbreviated). Year of publication. Title. Thesis, Thesis, or Dissertation (italicized). University.

Soegandhi 2009. Application of the bankruptcy model to regional companies in East Java. Thesis of Economics, University of Joyonegoro, Surabaya.

Website Writing Source

Author (last name, first name abbreviated). Year. Title. Uniform Resources Locator (URL) address. Date accessed.

Ahmed, S. and A. Zlate 2012. Capital flows to emerging market economies: A brave new world Hyperlink reference not valid. URL: https://newworld/234/paper. Retrieved 18 June 2013.

Systematics of Community Service Reports

Title Report *(Font size: 16)* *Abdimas Title* *(font size: 14)* *max 20 words* *without* *acronyms/non-* *normative words* *Implementation* *Period: (fontsize:* *12)* *input date and* *month* *Telkom University* *Logo* *Author's name* *(font size: 12)* *Study* *Program,* *Faculty and* *University* *(font size: 16)*	**FINAL REPORTS** **OF** **COMMUNITY SERVICE** **Assistance in XYZ Tourism Village as a Tourist Destination Area through** **Social Media Marketing** Community Service Implementation Period April – August 20.. Authored by: Student's Name ID. ………………. **STUDY PROGRAM ……… FACULTY** **OF ECONOMICS AND BUSINESS** **UNIVERSITY TELKOM** **YEAR**

***Validity Sheet Title** (font size: 16)*	**Validity sheet** **Community Service Final Report**
	Assistance in XYZ Tourism Village as a Tourist Destination Area through Social Media Marketing
Abdimas Title (font size: 14)	Community Service Implementation Period April – August 20.. Bandung, ..,.......... , 20.. Lecturer,
Implementati on Period (font size: 12)	
	Lecturer's Name *NIP………….*
Signature: (font size: 11)	

Member 1,	Member 2,	Member 3,
Student name ID. ………………	**Student name** ID. ………………	**Student name** ID. ……………….

Knowing,

Community Service Partner,   Academic Advisor,

Signed by the partner, then the Lecture's signature	**Partner** Partner Position **Lecturer's Name** *NIP*. 123456
	STUDY PROGRAM ……… FACULTY OF BUSINESS AND ECONOMICS TELKOM UNIVERSITY YEAR
(font size: 14)	

Table of Contents *Includes a list of tables and a list of attachments. Writing the 1st page starts from CHAPTER I to Bibliography and Appendix - attachment*	**Table of Contents** *(etc)*
Abstract *(Title, Font size: 14)* ***Contents*** *Font size 11, Spacing 1,0, max 250 Words.*	***Abstract*** *Abstract written in Indonesian. Written in one paragraph, single spaced, contains no more than 250 words and is the essence of the entire writing which includes: the background of the research (Introduction), objectives (Objectives), methods (Methods) and an overview of the target community, results (Results) and conclusions (Conclusion). Written with 1.0 line spacing. Below the abstract are included 3-5 (three-five) key words (keywords). (Times New Roman 11 italics)* *Keywords: Aaaaaaa, Bbbbbbb, Cccccccc*

SECTION I
INTRODUCTION
(Title, Font size: 14)
	SECTION I
	Introduction
	
	1.1 Community Overview
	   This section describes an overview of the partner community which includes the address/location (can be shown with a map), photos of environmental conditions, and socio-economic conditions of the community..
	
	1.2 Situation Analysis
	   This section contains a study of the roots of the problem, thinking creatively to choose various alternative solutions to solve the problem and together with partners determine the solution that is believed to be the most effective in solving the problem. Also describe the conditions and potential of the area from the physical, social, and economic aspects as well as the environment that are relevant to the implementation of community service
	
	1.3 Community Empowerment Opportunities
	   Explain the potential/opportunities on how to empower the community which is the focus of community service.

BAB II SOLUSI DAN METODE PELAKSANAAN *(Judul, Font size: 14)*	**SECTION II** **SOLUTIONS AND IMPLEMENTATION METHODS** 2.1 Solutions *Write down the community service solutions offered to solve problems and/or increase community empowerment. This solution must be in accordance with the problems that have been described in section 1.2 Situation analysis and 1.3 Community Empowerment Opportunities* 2.2 Implementation Methods *The method of carrying out activities describes the form of activities carried out, and what stages in implementing the solutions offered to overcome problems and/or problems* *to increase community empowerment* 2.2.1 Program Implementation *This section contains a timeline of the stages of implementing community service activities by including, schedule, duration of each stage, date, month, year, and place of implementation..* 2.3 Partner Participation *Describe how the participation and involvement of partners in the program implemented in this community service.* 2.4 Overview of Achieved Results *Analisa perbandingan antara permasalahan masyarakat terhadap keseluruhan hasil yang dicapai setelah dilakukannya program pengabdian masyarakat ini. Hasil yang dicapai diharapkan dapat meberikan kontribusi yang signifikan untuk menyelesaikan masalah di masyarakat sasar.*
SECTION III ***Conclusion****(Title, Font size: 14)*	**SECTION III** **Conclusion and Suggestion** *In general, the conclusion shows the answer to the objectives that have been stated in the introduction*
Aknowledgements *(Judul, font size 14)*	**Acknowledgements** *Acknowledgments are addressed to those who have contributed to community service activities.*

References *(Judul, Font size: 14)* *Contoh:*	**References** Barney, J. (1991). Firm Infrastructure and sustained competetive advantage. *Journal of Management, pp.99-120*. Keller, P. K. (2016). *Marketing Management, 15th.* Jakarta: PT. Indeks Wibowo, A. (2014). *Rantai nilai value chain komoditas ikan bandeng di kecamatan juwana kabupaten pati.* Universitas Diponegoro.
Attachments	**Attachments:** **Attachment 1.** Photo documentation of Community Service activities **Attachment 2.** Minutes of Implementation (*see Appendix A Form*) **Attachment 3.** Attendance List of Participants (according to the activities carried out accompanied by the participant's signature, and known and signed by Partners and Lecturers) **Attachment 4.** Student Activity Logbook (see Appendix B Form) **Attachment 5.** Other Attachments. *(Additional attachments related to the implementation of Abdimas can be in the form of: Extension materials, poster designs, application screenshots, measuring instruments, questionnaires, etc.)*

Appendix A Form
 	
Font size 12
	COMMUNITY SERVICE
	IMPLEMENTATION NEWS
	
	We, the undersigned, declare that the Community Service activities have been carried out:
	      Title :
	      Leader :
	      Implementation Period :
	      Implementation Place :
	
	Partner Representative :
	     Name :
	     Position :
	     agency *(Partner Name)* :
	
	Outputs of Community Service activities have been handed over in the form of
	      Service/goods : *(state the form of activity & its name, for example:training/consulting/tools/system)*
	      Information : *(Additional Information)*
	
	Thus, we made this official report to be used as it should be.
	
	(Place), ….., ………, 20..
	Leader, Target Community Partners
	                                    (Position),
	
	Leader *……………………………..*
	NIP. …………………

Appendix Form B *(Font size 14, Orientation Layout: Landscape)* *Table Content: Font size 11*	**STUDENT** **ACTIVITIES** **LOGBOOK** **(*Abdimas* Title)** **(*Abdimas* Periode)**

No	Date	Location	Activity	Achievements	Initial

Knowing,
Abdimas Lecturer

Lecturer Name
NIP.

I. Assessment of Community Service Report

**APPENDIX A – COMMUNITY
SERVICE STUDENT PERFORMANCE
ASSESSMENT**

Fakultas Ekonomi & Bisnis School of Economic & Business Telkom University	**Study Program:**	
Title of Activity:		
Lecturer		*NIP*.
Student Name		NIM.
Partner Name:	**Partner Location:**	

No	**Criteria**	**Score (0-100)**
	Student Performance	
1	**Character** *Good manners can be associated with morals, ethics, noble character, manners, and manners.*	
2	**Cooperation and Discipline** *Teamwork ability, interaction between individuals, contribution to the group, and individual compliance.*	
3	**Implementation** *The accuracy of the implementation of the stages of activities, the timeliness of the activities, the methods used, the results achieved*	
Evaluation Notes:	Bandung, .., ..., 20.. Student Performance Evaluator, **Lecturer Name** *NIP*.	

Appendix B – COMMUNITY SERVICE FINAL
ASSESSMENT REPORT

Fakultas Ekonomi & Bisnis School of Economic & Business Telkom University	**Study Program:**			
Title of Activity:				
Lecturer			*NIP.*	
Student Name			NIM.	
Partner Name:		**Partner Location:**		

No	Criteria	Value (%)	Score (0 – 100)	Grade (Value x Score)
A. Report (40%)				
1	**Introduction** *The description of the general picture of the community, the depth of the situation analysis, and the identification of opportunities for community empowerment.*	10		
2	**Solutions and Implementation Methods** *Accuracy in providing solutions, effectiveness of a series of program implementations, and evaluation of results achieved.*	20		
3	**Conclusion** *The effectiveness of the program's contribution to existing problems*	5		
4	**Attachments** *Completeness in documentation, manufacture Minutes of Events, availability of Attendance List of Participants, and other supporting attachments.*	5		
B. Students Performance (60%) – The score is filled in based on the assessment of the lecturer on FORM A				
1	**Character/Manner**	25		
2	**Cooperation and Discipline**	20		
3	**Implementation**	15		
N I L A I A K H I R		**100%**		
Review Notes:		Bandung, ..,.............., 20.. Final Report Reviewer, **Academic Advisor** *NIP*.		

Appointed in   : Bandung
Date   : Adjusted by the system

Faculty of Business and Economics

Dr. Ratri Wahyuningtyas, ST., MM
Dean of the Faculty of Economics and Business