

DECREE OF THE DEAN OF THE SCHOOL OF ECONOMICS AND BUSINESS TELKOM UNIVERSITY

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

REGARDING

**INTERNSHIP/WORK PLACEMENT AND COMMUNITY SERVICE GUIDELINES FOR THE SCHOOL
OF ECONOMICS AND BUSINESS STUDENTS
TELKOM UNIVERSITY**

DEAN OF SCHOOL OF ECONOMIC AND BUSINESS TELKOM UNIVERSITY

| | |
|---------------|--|
| Considering : | <ul style="list-style-type: none"> that in order to implement the Three Pillars of Higher Education, The School of Economics and Business is expected to be able to develop and apply science and technology through Internship/Work Placement and Community Service. that in the implementation of the Internship/Work Placement and Community Service (ABDIMAS) programs, students are required to comply with the regulations and standards that apply at the School of Economics and Business, Telkom University. that in relation to point a and b mentioned above, it is necessary to immediately issue a Decree of the Dean of the School of Economics and Business in Telkom University concerning Internship/Work Placement and Community Service (ABDIMAS) Guidelines for Students. |
| Citing : | <ul style="list-style-type: none"> Act No. 20/2003 on National Education Act No. 14/2005 on Teachers and Lecturers Act. No. 12/2012 on Higher Education Government Regulation No. 4/ 2014 on the Implementation of Higher Education and Management of Higher Education Decree of the Ministry of Education and Culture No. 309/E/0/2013 and No. 270/E/0/2013 on the Merger of Telkom Institute of Technology, Telkom Management Institute, Telkom Polytechnic and the Indonesian College of Arts and Design Telkom became Telkom University. Decree of the Telkom Education Foundation Committee No. 0410/00/DGS-HK01/YPT/2021 on Organizational Structure and Work Procedures (Indonesian acronym: SOTK) at Telkom University. |

HAS DECIDED

To stipulate : DECREE OF THE DEAN OF THE SCHOOL OF ECONOMICS AND BUSINESS
TELKOM
UNIVERSITY REGARDING INTERNSHIP/WORK PLACEMENT AND
COMMUNITY
SERVICE GUIDELINES FOR THE SCHOOL OF ECONOMICS AND
BUSINESS STUDENTS OF TELKOM UNIVERSITY

| | |
|-----------------|--|
| FIRST : | To stipulate Internship/Work Placement and Community Service (ABDIMAS) Guidelines for the School of Economics and Business students in Telkom University with the details attached in attachment 1 and 2 of this decree. |
| SECOND : | To stipulate the provisions on dictum 1 of this decree that must be used as the basic reference in the implementation of Internship/Work Placement and Community Service (ABDIMAS) for the School of Economics and Business Students at Telkom University. |
| THIRD : | This decree is valid from the date of stipulation and if there is a mistake in this decree, there will be amendment for it. |

Put into effect in: Bandung

On 1 March 2021

 TELKOM UNIVERSITY



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

Dean of School of Economics and Business (FEB)

Copy of letter to:

1. VICE RECTOR FOR ACADEMIC AFFAIRS
2. DIRECTOR FOR ACADEMIC AFFAIRS

**Attachment - 1 : Decree of the Dean of the School of Economics and Business Telkom University
Regarding Internship/Work Placement Guidelines for the School of Economics
and Business Students of Telkom University**

Number : Numbering Adjusted to the System

Date : Date is Adjusted to the System

**INTERNSHIP/WORK PLACEMENT GUIDELINES FOR THE SCHOOL OF ECONOMICS AND BUSINESS
STUDENTS
TELKOM UNIVERSITY**

INTRODUCTION

This guideline is prepared as a technical policy related to Internship/ Work Placement and Community Service (Indonesian acronym: *Abdimas*) in the School of Economics and Business. The Internship and Community Service course is a 2- credit mandatory course in the 2020 curriculum for undergraduate study programs in the School of Economics and Business, where this course is offered to facilitate the Independent Campus program. This course is implemented outside the classroom in an interchangeable form between Internships/Work Placement and Community Service (Indonesian acronym: *Abdimas*).

INTERNSHIP/WORK PLACEMENT GUIDELINE

- **Internship/ Work Placement**
Internship/ Work Placement is a training that is carefully designed to create a work experience for students, which is conducted through field work. By taking this course, students are trained to recognize and appreciate the scope of field work, which is useful as a self-adjustment process to the environment and complement to learning processes obtained in the classroom.
- **The Aim of Internship/ Work Placement**
Internship/ Work Placement is done with the following purpose:
 - To equip students with practical experience according to their study programs.
 - To equip student with real picture of their work environment, starting from the lower to the higher level.
 - To provide benefits and new insights for themselves and the institution where they do the Internship/Practice Work.
 - To spend their inter-semester holidays with useful activity and support their expertise.
- **Internship/Work Placement Procedure**
Internship/Work Placement is done with the following conditions:
 - The internship/work placement is done during the academic year holiday (July to August), with an exception for students above Semester Six (6) who retake/take internship/work placement for the first time, they can adjust the time as long as it does not interfere with course schedule.
 - The internship/work placement is done in a minimum of 6-8 weeks' period outside the school hours.

- The internship/work placement is done in full working hours/ full time (8 hours per day) and full working days (5 days per week).
- Placement of work locations is based on the University's application C/O the Dean based on the student's proposal which has been approved by the Academic Supervisor.
- The internship/work placement cannot be done along with scheduled classes.
- Students may not ask for permission to companies or institutions to join classes on campus during the Internship/Work Placement.
- The application of Internship/ Work Placement is organized in the Study Program Service. Students need to complete an Internship/Work Placement cover letter provided by the Study Program to be sent to the intended companies.
- If the company has approved the application letter for the Internship/ Work Placement, the student will receive the Internship/ Work Placement file in the forms of:
 - Internship/ Work Placement Supervisory Sheet
 - Internship/ Work Placement Daily Activity Sheet
 - Statement of Willingness to Supervise the Field Work.
 - Field Supervisor Assessment Form
 - Academic Supervisor Assessment Form
 - Minutes of Meeting Submission and Internship/ Work Placement Revision
- The supervisory process of internship/work placement is conducted by student and academic supervisor, with a minimum of four face-to-face meetings.
- Students prepare, submit and present the Internship/Work Placement report to the Academic Supervisor in no later than 30 days after the Internship/ Work Placement termination as long as it is still in the score input period of the ongoing semester.
- The Internship/ Work Placement can be done in private companies, state-owned enterprises, government institutions, MSMEs, and other institutions relevant to student competence. The place of internship is determined by each student after discussing with the his/ her academic supervisor, adjusted to their interests, field concentration and his/ her independent study.
- International class students are required to do Internship/Work Placement in Multinational companies with a minimum of foreign ownership percentage of 50%. Internships/Work Placement in state-owned enterprises are allowed as long as they are related to international trade such as: Bank of Indonesia, Customs, or Angkasapura International Airport. And the student can follow the global internship and International student exchange program and other International office program which the score that eligible to be equivalent to 2 SCU Internship program and other subject. For the International program there is a conversion semester credit unit (SCU) based the regulation from the vice rector as follow:

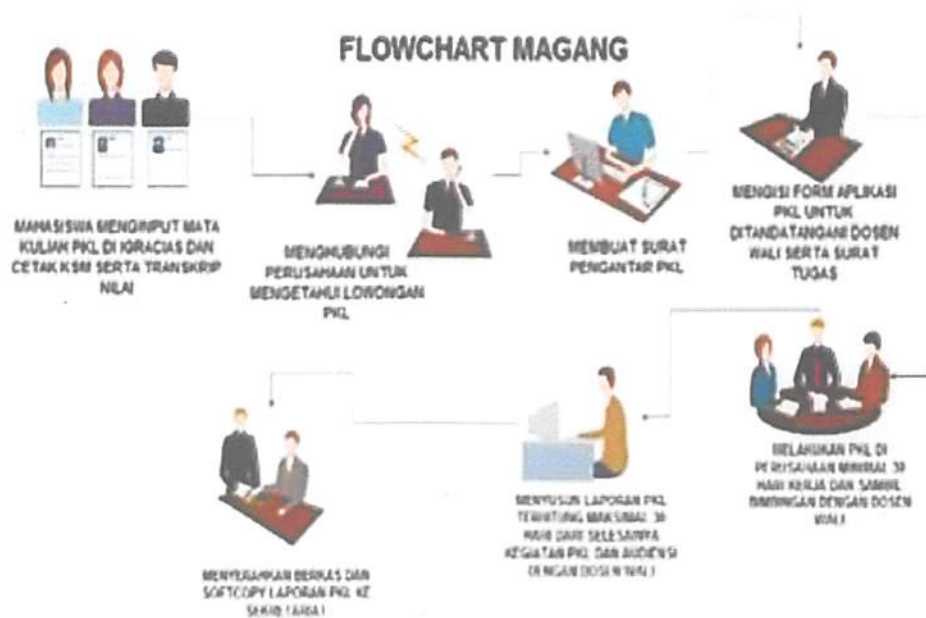
| SCU | Conversion | Description |
|---|--|---|
| 1 SCU | = 170 minute/ week/ semester = 170 minute x 14 week = 2.380 minute = 39,7 hour | Learning Form for 1 (one) credit in the learning process is including the form of lectures or tutorials, consisting of: <ul style="list-style-type: none"> • 50 (fifty) minutes of learning activities per week per semester; • structured assignment activities 60 (sixty) minutes per week per semester; and • 60 (sixty) minutes of independent activity per week per semester • 1 semester is equal with 16 weeks, including 2 weeks for midterm and final exams. |
| | = 39,7 hour/ 25 hour = 1,6 ECTS | <ul style="list-style-type: none"> • 1 semester divided to 2 quartal • 1 quartal = 12,5 – 15 ECTS, then 1 quartal = 15 ECTS, as maksimum standard • 1 ECTS = 25 - 30 hour, then 1 ECTS = 25 hour as a minimum standard |
| 144 SCU | = 144 x 1,6 ECTS = 230,4 ECTS | Total SCU student should takes minimum = 144 SCU |
| The Applied Bachelor/Bachelor Program has activities consisting of activities which is supporting study, foreign languages, in the amount of 146 credits which is equivalent to 240 ECTS. | | |

- **Scope of Tasks in Internship/Work Placement**
 - Internship/Practice Work is the implementation of the knowledge and skills that have been obtained during study to contribute to solving problems in various companies/institutions with fields of work that relate to the School's science cluster.
 - Scope of duties in Internship/ Work Placement does not only include studies, but also provide real/concrete work results, such as: analysis and results or recommendations for solving a problem, simple product, design, planning, training module, work procedure module, and so on.
- **Implementation and Supervision of Internship/Work Placement**
 - The implementation of Internship/ Work Placement is supervised by field supervisors from companies/institutions and by academic supervisors from the university.
 - Academic supervisors of Internship/ Work Placement are the student's academic supervisor or lecturers specially assigned by the Head of the Study Program or School.
- **Obligations of Internship/Work Placement Participants**
 - Complying with all the provisions and do not violate the rules issued by the institution/company, including maintaining the confidentiality of the institution/company.
 - Doing all the tasks assigned by the institution with the best quality within the given time.
 - Showing good attitude, character, personality and manners.

- Maintaining honesty and discipline.
 - Practicing to develop the ability to well combine the field supervisor instruction with the initiative and the independence in completing tasks.
 - Practicing to grow capabilities and professionalism at work.
 - Maintaining the reputation of the alma mater.
 - Preparing and presenting reports to supervisors.
 - Preparing, submitting and presenting the Internship/Practice Work report (*Audiensi*) to the Academic Advisor in no later than 30 days after the internship/work placement or community service termination. Supervisory and *audiensi* with academic supervisors must be conducted within the score input period of the ongoing semester and maximum before the registration period for the coming semester.
- **Internship/Work Placement Requirements**
 - Students are registered for Internship/ *Abdimas* Course in the ongoing semester.
 - Internship/Work Placement is taken, at the earliest, in semester 6.
 - Students passed and are currently taking courses at least 115 credits (including the number of course credits in semester 6) with $GPA \geq 2$.
 - Students passed level I/ Joint Preparation Stage (Indonesian acronym: TPB)
 - Students have taken the Student Creativity Program (Indonesian acronym: PKM)

H. Stages of Internship/Work Placement

H. Tahapan Magang/Magang/Kerja Praktik



Note:

Inputting work placement (Indonesian acronym: PKL) on IGRACIAS and printing out the Student Study Card (Indonesian acronym: KMS) and transcript——Contacting the company to see the work placement vacancy——Writing a PKL cover letter——Filling in the PKL form and assignment letter to be later signed by the academic supervisor——Doing the internship in the minimum of 30 days and supervised by the academic supervisor——composing a PKL report in no later than 30 days and do *audiensi* with the academic supervisor——submitting both soft file and hard file of the report to the *Sekretariat*

- **Internship/Work Placement Report Writing Format**

Internship/ Work Placement Report is written in Times New Roman with 1,5-line spacing. The font size is as follows:

- The front page of the Work Placement report is typed using a bold size of 16, and the student's name and ID font size is 14. An example of the front page of the Work Placement report can be found in Appendix 1.
- Title Pages of Chapter 1 to 4 is written in size 14 of uppercase letters.

11. Contoh Masing/Masing/Tempo Praktek



- Subtitles in Chapter 1 to 4 is typed in size 13.
- The body of paragraphs in Chapter 1 to 4 is typed in size 12.
- The Work Placement Report is printed on 70 milligram HVS paper, white in color, A4 size.
- The margins format is as follows: Top 4 cm, Left 4 cm, Right 3 cm and Bottom 3 cm.
- Each new paragraph is typed starting from the fifth space from the left margin.
- Page Numbers are lowercase roman numerals for the introductory and Latin numerals for the body and the end of the report. Page Numbers are placed in the bottom center of each title page and on the right of each subsequent page.
- The chapter title is placed in the middle, under the word CHAPTER (BAB), and is written entirely in uppercase letters without underlines. The subchapter title is placed on the left edge, each initial letter is written in uppercase letters except for conjunctions, without underscores and without any punctuation marks.
- The chapter its parts coding is arranged using the following method:
 - Uppercase roman numerals for consecutive chapters.
 - Uppercase Latin letters for sub-chapters alphabetically.
 - Latin numerals for consecutive paragraphs.
 - Lowercase Latin letters for sub-paragraphs alphabetically.
 - Latin numerals with closing brackets for consecutive chapters. Example: A) B) etc.

- **Organization of Internship/Work Placement Report**

CHAPTER I INTRODUCTION

This section describes the background of the Work Placement process, a brief company profile, from the company's visions and missions, organizational structures, business strategies, and general company management practices. In each discussion, students should not only duplicate the written guidelines/regulations of the company/institutions or company/institution website but must also provide comments or justifications either from theory or observations during the work placement process.

The Company General Description

- **Company Profile**
 - **Company's Visions and Missions**
 - **Organizational Structure**
 - **Business Strategies**
 - **Management Practice Aspects**
 - **Production Aspects**
 - **Financial Aspects**
 - **Marketing Aspects**
 - **Human Resources Aspects**
- With the following arrangement:
- **Company Profile**

This part briefly elaborates the company/institution profile where the Work Placement process takes place.

- **Visions and Missions of the Company**

This part describes the vision and mission as well as the company's goals stated in the company guidelines.

b. Organizational Structure

This part illustrates the organizational structure of the company in general, and the work section particularly.

c. Business strategies

this part explains the Business Strategy used by the Company/Institution.

d. Management Aspects

The Management Aspect consists of:

- **Production Aspect**

This part discusses product management in general, and at least includes types of production/service created, raw materials and its source, as well as production process in general.
- **Financial aspects**

This section analyzes financial management in general, and at least includes how to manage funds sources and funds utilization.
- **Marketing Aspects**

This section describes marketing management in general, it at least contains the process of determining selling prices, distribution and promotional strategies.

- **HR Aspects**

This Reviews HR policies, starting from the recruitment process (recruitment requirements like education level, etc.), allowances, salaries, training activities, to the process of retiring or leaving the company.

- **Scope of the Work Placement Unit**

This section describes the scope of the Work Placement Unit in the form of:

- **Location of the Work Placement Unit**

This describes the location of the company/institution, and the location of the unit or section of the company in which the work placement takes place.

- **Scope of Duties**

This explains the job description as a part of the Work Placement object, as well as job descriptions given to students.

- **Work Planning and Scheduling**

It elaborates the beginning and the end date of the Work Placement process, as well as work schedules such as working hours and working days.

Written in a table, for example:

Table 1.1. Work Planning and Scheduling

| | |
|---------------|------------------|
| Working days | Monday to Friday |
| Working hours | 08.00 to 17.00 |

CHAPTER II THEORETICAL FRAMEWORK

Theoretical frameworks contain concepts and theories relevant to work placement activities, reading sources used in the framework can be taken from textbooks, research journals and other sources such as e-books on the internet. It is not allowed to include theoretical reviews without sources and accountable validity. Therefore, it is advisable that students pay attention on the procedures of writing citations.

In this section, students are expected to describe concepts or theories related to their work placement activities and the relationship between one concept to another. This is done to increase students' understanding of theories relevant to their type of work placement assignments and to practice creative thinking.

CHAPTER III WORK PLACEMENT ASSIGNMENT ACTIVITIES

In this section, students actively record all types of activities during the work placement process for 30 working days. Internship activities are reported in the following order of reports:

3.1. Realization of Work Placement Activities

The work mechanism/process observed during the Work Placement is in the form of a table of activities and paragraphs containing conclusions of activities carried out during 30 Working Days. Example of table writing:

Table 3.1. Work Placement Activity Table

| Day | Date | Types of Work Placement Activity | Assigned job | Task Achievement |
|-----|---------------|----------------------------------|--|----------------------------|
| 1 | June 01, 2015 | Cash Document Filing | a. Sorting cash receipts documents by date | a. Cash receipts documents |

| | | | | |
|------|--|--|---|---|
| | | | b. Sorting Cash Disbursements Documents by date | arranged by date b. Cash disbursement documents arranged by date |
| etc. | | | | |

Note:

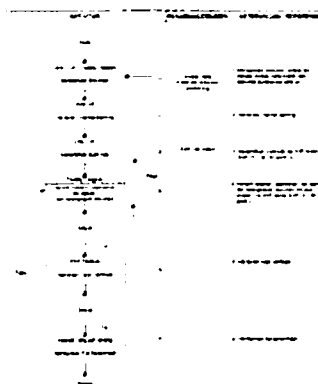
The types of work placement activities are activities done by students during work placement which are described on the job description and the results are written in the output column. In every discussion, students do not only report work placement activities in the form of tables, but also write a description of the work for 30 working days in the form of narratives paragraphs.

3.2. Relevance of Theory and Practice

In this section, students are expected to provide a brief theory explanation about their work placement activities and then relate them to the real work placement implementation. The relevance of theory and practice is written in the standardized form, the source of the theory used is written in accordance with the applicable writing format.

3.3. Problems

In this section, students must identify a complete process/workflow, for example, the process of purchasing raw materials, the process of paying salaries and the process of selling goods. The work process must be displayed in the form of a flow chart. The following is an example of a flow chart for cash disbursement (the *flow chart* form is free and does not have to be like the example below).



After making a *flow chart*, students must describe the process/workflow. The description includes the documents/forms used in each stage, the authorization/approval process and the divisions/departments involved in the process/workflow.

After describing the process/workflow, students must identify the *strengths* and *weaknesses* contained in the process/workflow being discussed. Strengths and weaknesses identification should be based on theory acquired during the study.

CHAPTER IV RECOMMENDATIONS

After describing the process/workflow and identifying the strengths and weaknesses contained in the process/workflow in Chapter 3, the student must provide recommendations/improvements to the existing process/workflow of the company where the Work Placement takes place. Recommendations must be applicable so that the company can gain the benefits of the students Internship.

Recommendations for revision or improvement in the process/workflow must be known and accepted by the field supervisor. Evidence of Approval of the recommendation must be signed by the field supervisor using the form in Appendix 2.

BIBLIOGRAPHY

This compiles the reference sources used by the author in the Work Placement report.

Bibliography Writing Format:

- Bibliography is typed in one space. The second and subsequent lines are written on the seventh space. The distance between one reference and the next is one and a half spaces.
- The bibliography is arranged in alphabetical order by the author and without serial number.
- The bibliography components are listed sequentially starting from: author's first/last name (without academic degree), author's family name, year of publication (in brackets), book title (underlined or italicized), publisher city and publisher's name.
- For Indonesian writers who use the surname/family name, write the surname/family name first. As for those without the surname/family name, the last/last name should be written first.
- If the reference is obtained from a book written by an author and the author's first name is abbreviated.

For example:

Godfrey, Martin. (2007). Skill Development for International Competitiveness, London, Edward Elgar Publishing Limited

- If the reference is obtained from a book written by an author and the author's first name is not abbreviated.

For example:

Bingham, Ranyon Cast. (2005), Economist, New York, McGraw Hill, International Editions

- If there are two or three authors, the surname/last name of the first author is written first, then followed by the first name. While for the second author, the surname/family name is typed earlier then write the first name (not reversed)

For example:

Usry, Milton. F and Lawrence H. Hammer. (2005) Economics, Cincinnati, Ohio, South Western Publishing Co.

- If there are more than three authors, write the name of the first author (surname first) and the other authors are represented by et.al.

For 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.php?option=com>, 3 August 2008

- If the book consists of several editions.

For example:

Van Horne, James C. (2009). Fundamental of Financial Management, Third Edition, New Delhi, Prentice Hall

Mubyarto. (2009). Ekonomi Pancasila, Gagasan dan Kemungkinan, First Edition, Jakarta LP3ES

- If there is the same author's name for the Publication marked on the next number, the same name is replaced by: ----

For example:

Dawam, Rahardjo. (2007) Esai-esai Ekonomi Politik, Jakarta, LP3ES. --. (2008)

Transformasi Pertanian, Industrialisasi dan Kesempatan Kerja. Jakarta, UI Press

- If the reference is obtained from a translated/adapted book: Example:

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

- 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, Obor Indonesia Foundation

- If the author is the editor himself

For example:

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

- If the reference is obtained from journals. For example

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

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

- If the reference is obtained from a review. For example:

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

- If the reference is obtained from a collection of papers (proceeding). For example:

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

- If the reference is obtained from the encyclopedia. For example:

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

APPENDICES OF WORK PLACEMENT REPORT

The Appendices includes:

- A copy of application letter reply from the company/institution concerned.
 - Daily activities sheet
 - Minutes of presentation and assessment of the company supervisor.
 - Minutes of presentation and assessment of academic supervisors.
 - Others (if necessary).
-
- **Appendices of Internship/Work Placement Report**

Appendix 1

COVER

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



Written by,

STUDENT ID NAME <<14pt>>



UNDERGRADUTE STUDY PROEGAM <<16pt>>
SCHOOL OF ECONOMIC AND BUSINESS
TELKOM UNIVERSITY
YEAR

Appendix 2

APPROVAL PAGE

I, the undersigned,

Name :
Employee ID Number :
Position :

Declare that:

student Name :
Student ID Number :
Study program :

Have completed Work Placement in

Company Name :
Company Address :
Sector :
Internship Period :

Bandung,, , 20

<<sign and stamp>>

<<Full name of Field Supervisor>>

<< EMPLOYEE ID Number >>

Appendix 3

APPROVAL PAGE

Work Placement Report under the title

TITLE <<14pt>>

**has been approved and validated in the presentation of the Work Placement Report of the School
of Economics and Business, Accounting Study Program**

Telkom University

On <<presentation date>>

Academic supervisor,

<<Full Name and Title >>

<< EMPLOYEE ID Number >>

Put into effect in: Bandung

**On: Date is adjusted with the system
School of Economics and Business**

**Dr. Ratri Wahyuningtyas, S.T., M.M.
Dean of School of Economics and Business**

**Attachment - 2 : Decree of the Dean of the School of Economics and Business Telkom University
Regarding Internship/Work Placement Guidelines for the School of Economics**

and

Business Students of Telkom University

Number : Numbering Adjusted to the System

Date : Date is Adjusted to the System

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| | |

**COMMUNITY SERVICE GUIDELINES FOR THE SCHOOL OF ECONOMICS AND BUSINESS STUDENTS
TELKOM UNIVERSITY**

- **Community Service (*Abdimas*)**

Community Service/*Abdimas* is a student activity under the supervision of a lecturer aimed at utilizing science and technology to advance the welfare of the community and educate the nation.

- **Aim of Community Service**

Community Service is aimed at:

- Building students' spirit of caring for others.
- Implement students' knowledge, especially in the management and accounting sectors.
- Encouraging students' active role in community.

- **Scope of Community Service Activity**

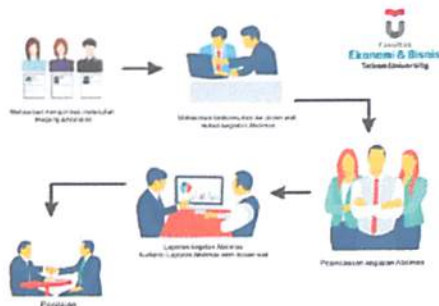
Community Service activities, equivalent to Internship and Community Service courses, are activities that run continuously in a certain period. Community service activities (*abdimas*) can be conducted in the form of community mentoring activities such as: village projects, humanitarian projects, national defense, teaching in elementary and secondary schools, providing counseling, providing training, business consultation, teaching assistance for educators, research assistants or lecturers' book writing and other activities relevant to and in accordance with the profile of the study program graduates. The instances of Community Service activities include, among others, *Citarum Harum* and *Innovillage Program*.

- **Procedures of Community Service**

- The admission/recognition process for Community Service course complies with the applicable curriculum in each study program by consistently inputting courses during the registration period at the beginning of the semester.
- Community Service activities are held outside the classroom, conducted during the ongoing semester without interfering with the regular course schedule.
- The approved Community Service activities are continuing in nature for certain period of time.

- The supervisory process of *Abdimas* report is done by students and academic supervisors, with a minimum of four face-to-face meetings.
- Students prepare, submit and present the Community Service report to the Academic supervisors in no later than 30 days after the termination of Community Service activities.
- **Implementation and Supervision of Community Service**
 - Community Service is supervised by a superintending Lecturer/Head/Coordinator of the Community Service program and the academic supervisor from the University.
 - Academic supervisor for Community Service activities is the Academic Supervisor of the student participants or lecturers who are specifically assigned by the Head of the Study Program or the School.
 - Under certain conditions, the supervisory process, reporting form and assessment of Community Service activities will be done differently and centrally at the School/University level
- **Obligations of Community Service Participants**
 - Complying with all the provisions and not violating the applicable regulation.
 - Doing all the tasks assigned by the institution with the best quality within the given time.
 - Showing good attitude, character, personality and manners.
 - Maintaining honesty and discipline.
 - Practicing to develop the ability to well combine the field supervisor instruction with the initiative and the independence in completing tasks.
 - Practicing to grow capabilities and professionalism at work.
 - Maintaining the reputation of the alma mater.
 - Preparing and presenting reports to supervisors.
 - Preparing, submitting and presenting the *Abdimas* report (*Audiensi*) to the Academic Advisor in no later than 30 days after the internship/work placement or community service termination. Supervisory and *audiensi* with academic supervisors must be conducted within the score input period of the ongoing semester and maximum before the registration period for the coming semester.
- **Community Service Requirements**
 - Students are registered for Internship/*Abdimas* Course in the ongoing semester.
 - Internship / Work Placement is taken, at the earliest, in semester 6.
 - Students passed and are currently taking courses at least 115 credits (including the number of course credits in semester 6) with GPA ≥ 2 .
 - Students passed level I/ Joint Preparation Stage (Indonesian acronym: TPB)

- Students have taken the Student Creativity Program (Indonesian acronym: PKM)
- **Stages of Community Services (Abdimas)**



Note: Taking the *Abdimas* course----- Consulting with the academic supervisor regarding the *Abdimas* activity-----*Abdimas* implementation----- *Abdimas* Report, *Audiensi* with the academic supervisor-----Assessment

- **Community Service Report Writing Guideline**

Community service report is written in at least 10 (ten) pages, the page number is placed at the bottom right. The report is written in *Times New Roman* 12. The line spacing is 1,15 and the alignment is justified.

- **COMMUNITY SERVICE TITLE** (*Times New Roman* 14 font in bold, uppercase and not abbreviated). The title must clearly and briefly describe the main content of the writing.
- **AUTHOR'S NAME** (*Times New Roman* 12 font in bold and not abbreviated). The names of the authors are placed right under the title, followed by the student ID number.
- **ABSTRACT** (one page of Abstract, using, *Times New Roman* 14 font in bold and italics). Abstract is written in Indonesian and comprised of one paragraph with single line spacing and no longer than 250 words. It summarizes the report that includes: *Introduction*, *Objectives*, *Methods* and general description of the target community, *Results* and *Conclusion*. It is written in 1.0-line spacing. Under the abstract is included 3-5 (three - five) *keywords* (*Times New Roman* 11 font in italics).
- **INTRODUCTION** (*Times New Roman* 14 font in bold)
Introduction covers the background describing the partner's problem and its solution, identification, objectives of the community service, as well as the benefits and its potentials, referring to various literature sources, brief point of view from other writers or researchers who have studied similar topics in order to explain the recency and creativity of the work substance (*Times New Roman* 12 normal font).
- **SOLUTION AND THE IMPLEMENTATION METHOD** (*Times New Roman* 14 in bold)
In general, the method discusses the partner community and their characteristics. The solution to the partner's problem along with the with the executed program are evaluated through surveys/observation/measurement covering time, duration, and place. It also describes the materials and the tools used in the activity, the technique to collect the data/information, as well as the data processing and its analysis. References must be raised if the offered method is less familiar or unique. It also explains the program performance, benefits (economy, social, art and culture, and defense). This may be described in tables

and/or figures. The author's interpretation and accurate analysis on the result can be used for sustainable development (*Times New Roman 12 normal font*).

- **CONCLUSION AND SUGGESTION** (*Times New Roman 14 in bold*)
Conclusion generally answers the objectives stated in the introduction.
- **EXPRESSION OF GRATITUDE** (*Times New Roman 14 in bold*)
Expression of gratitude is dedicated to all parties that have contributed to the community service.
- **BIBLIOGRAPHY** (*Times New Roman 14 bold*)
Bibliography contains the list of literature referred to in the report. Every literature in the report must be included here. Referencing format must follow Harvard style (family name, year, and arranged alphabetically).
- **APENDICES** (*Times New Roman 14 in bold*)
APENDICES contains information which not yet included in the previous parts. Page number is given on each page with format L-1 (for Enclosure page 1), L-2 (for Enclosure page 2), and so forth. The number is positioned at the bottom center.
- **Community Service Report Writing Format**
 - Community Service Report is typed in MS Word using *Times New Roman*, font size 12. Line spacing is 1.15 and the paragraphs are typed with the justified alignment format (*justified*). It is typed on A4 and the page layout A4 is with the following margin: left 3 cm, right, top, and bottom 2.5 cm.
 - The report is submitted to LAA FEB in one original copy and signed according with correct format (soft copy).
 - The appendices of the report must include the following:
 - Photo documentations of the Community service activities
 - Activity minutes (See Form Appendix A)
 - Participant attendance (*based on the performed activities*)
 - Student Activity Logbook
 - Other appendices. (*additional appendices regarding community service such as: presentation material, poster design, screenshots, measurement tool, questionnaire, etc.*)
 - **Bibliography Format**

Bibliography is written in Harvard system (*author-date style*). Harvard system displays the author's name and the publication year in alphabetical order based on the author's names. Publications of the same author and in the same year are written by adding a, b, or c and so forth after the publication year (both in the bibliography writing and citation in the report

body). Web address uses italic font. There are varying formats in the Harvard system in numerous journals in the world.

For example:

Book

Author1, Author2 and so forth. (Family name, abbreviated first name). Year of publication.
The

book title is italicized. Edition, Publisher. Publishing Place.

O'Brien, J.A. dan J.M. Marakas. 2011. *Management Information Systems*. Edisi ke-10. McGraw-

Hill. New York. USA.

Article or Journal

Author1, Author2 and so on, (Family name, abbreviated first name). Year of publication.
Article title. *Journal title is italicized.* Volume (Number):Page.

Cartledge, J. 2012. Crossing boundaries: Using fact and fiction in adult learning. *The Journal of Artistic and Creative Education*. 6 (1):94-111.

Seminar/Conference Proceeding

Author1, Author2 and so on, (Family name, abbreviated first name). Year of publication.
Article title. *Conference Title (italicized)*. Date, Month and Year, City, Country. Page.

Michael, R 2011. Integrating innovation into enterprise architecture management. *Proceeding on*

Tenth International Conference on Wirtschaftsinformatik. 16-18 February 2011, Zurich, Swiss. pp.776-786.

Mini thesis, Thesis, Dissertation

Author (Family name, abbreviated first name). Year of Publication. Title. *Mini thesis, Thesis, Dissertation (italicized)*. University.

Soegandhi 2009. Aplikasi model kebangkrutan pada perusahaan daerah di Jawa Timur. *Tesis*. Fakultas Ekonomi Universitas Joyonegoro, Surabaya.


Website

Author (Family name, abbreviated first name). Year. *Title*. *Uniform Resources Locator* (URL) address. Date of access.

Ahmed, S. dan A. Zlate 2012. *Capital flows to emerging market economies: A brave new world*

Hyperlink reference not valid. URL: <https://newworld/234/paper>. Accessed 18 Juni 2013.

Community Service Report

| | |
|---|--|
| <i>The Author's Name</i> (font size: 12) | FINAL REPORT COMMUNITY SERVICE |
| <i>Community Service Title (font size: 14) max. 20 words without acronym/informal words</i> | The Assistance of XYZ Tourism Village as a Tourist Destination through Social Media Marketing |
| <i>Period: (font size: 12) write the month and the year</i> | Period of Community Service April – August 20.. |
| TELKOM UNIVERSITY Logo |  |
| <i>Author's name</i> (Font size: 12) | Telkom University |
| <i>Study program, School, University</i> (font size:16) | |
| | by: Name of Student Student ID Number _____ |

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| <p>Table of Contents This includes list of tables and list of appendices</p> <p>The page numbering 1 begins from Chapter I to Bibliography and Appendices</p> | <p style="text-align: center;">TABLE OF CONTENTS</p> <p>Approval.....i</p> <p>Page.....ii</p> <p>Table of Content.....iii</p> <p> List of Tables and Figures.....1</p> <p>CHAPTER I</p> <p>INTRODUCTION.....1</p> <p> 1.1 Background.....1</p> <p> 1.2 Situation Analysis.....2</p> <p>(and so forth)</p> |
| <p>ABSTRACT (Title, Font size: 14)</p> <p>BODY Font size 11, 1,0 line spacing, max 250 words.</p> | <p style="text-align: center;">ABSTRACT</p> <p>Abstract is written in Indonesian and comprised of one paragraph with single line spacing and no longer than 250 words. It summarizes the report that includes: Introduction, Objectives, Methods and general description of the target community, Results and Conclusion. It is written in 1.0-line spacing. Under the abstract is included 3-5 (three - five) keywords (Times New Roman 11 font in italics).</p> <p>Keywords: Aaaaaaa, Bbbbbb, Cccccc</p> |
| <p>CHAPTER I INTRODUCTION (Title, Font size: 14)</p> | <p style="text-align: center;">CHAPTER I INTRODUCTION</p> <ul style="list-style-type: none"> • Community General Description This part elaborates the general description of community partner covering the address/location (displayed in map), photos of the environment and the social economy condition of the community. • Situation Analysis This part contains the study of problem roots, creatively think to choose various alternative solutions to the problems and together with the partners determines the solution believed to be the most effective in solving the problem. The explanation on the condition and the potentials of the area in terms of physical, social, and economy aspect as well as relevant environment to the community service activity is also elaborated. • Community Empowerment Opportunity Explain the potential/opportunity to empower the community which is |

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| | <i>the focus of the community service.</i> |
| CHAPTER II SOLUSI DAN METODE PELAKSANAAN (Title, Font size: 14) | <p style="text-align: center;">CHAPTER II SOLUTIONS AND IMLEMENTATION METHOD</p> <ul style="list-style-type: none"> • Solutions <i>Write the community service solutions offered to solve the problems ab/or improving the community empowerment. The solutions are in line with the problems stated in 1.2 Situation Analysis and 1.3 Community Empowerment Opportunity.</i> • Implementation Method <i>This part explains the forms of activities done during the community service and the stages in implementing the offered solutions to the problems and or improving community empowerment.</i> • Program Implementation <i>This part includes the timeline of the community service activities which states the schedule, duration of every stage, date, month, year and location.</i> • Partner Participation <i>Elaborate the partner participation and contribution to the community service program.</i> • Result Analysis <i>Analyze the comparison of the community problems and the overall results achieved after the program implementation. The results are expected to give a significant contribution to solve the problem of the target community.</i> |
| CHAPTER III Conclusion Title, Font size: 14) | <p style="text-align: center;">CHAPTER III Conclusion and Suggestion</p> <p><i>In general, conclusion shows the answer to the aim stated in the introduction.</i></p> |
| Statement of Gratitude (Title, font size 14) | <p style="text-align: center;">Statement of Gratitude</p> <p><i>The statement of gratitude is for all the contributing parties in the community service.</i></p> |

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| Bibliography (Title, Font size: 14) | Bibliography |
| For Example : | <p>Barney, J. (1991). Firm Infrastructure and sustained competetive advantage. <i>Journal of Management</i>, pp.99-120.</p> <p>Keller, P. K. (2016). <i>Marketing Management</i>, 15th. Jakarta: PT. Indeks</p> <p>Wibowo, A. (2014). <i>Rantai nilai value chain komoditas ikan bandeng dikecamatan juwana kabupaten pati</i>. Universitas Diponegoro.</p> |
| Appendices | <p>Appendices:</p> <p>Appendix 1. Photo documentations of the Community service activities</p> <p>Appendix 1. Activity minutes (See Form Appendix A)</p> <p>Appendix 3. Participant attendance (<i>based on the performed activities</i>)</p> |

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| | <p><i>along with the signature acknowledged and signed by Partner and Superintending Lecturer)</i></p> <p>Appendix 4. Student Activity Logbook (See Form Appendix B)</p> <p>Appendix 5. Other appendices. <i>(additional appendices regarding community</i></p> <p><i>service such as: presentation material, poster design, screenshots, measurement tool, questionnaire, etc.)</i></p> |
|--|--|

| <p>Form Appendix A</p> <p>Font size 12</p> | <p style="text-align: center;">IMPLEMENTATION MINUTES COMMUNITY SERVICE</p> <p>We, the undersigned, state that we have done a Community Service program:</p> <p>Title : Chairperson : Period : Venue :</p> <p>With Partner is represented by:</p> <p>Name : Job title : Institution (partner name) :</p> <p>And the Community Service Fee has been handed over in the form of: Service/ Goods : (mention the activity name and form, for example: training/consultation/equipment/system)</p> <p>Remark : (only mentioned if there is additional remark)</p> <p>This minute is made truthfully and to be used accordingly.</p> <p>(Venue),,, 20..</p> <p>Chairperson, Partner of Target Community (Job Title),</p> <p>Chairperson's name Employee ID Number.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|-------|----------|--------|--------------------------------|--------|--------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <p>Form Appendix B (Font size 14, Layout Orientation: Landscape)</p> <p>Content of the table: Font size 11</p> | <p style="text-align: center;">LOGBOOK STUDENT ACTIVITY (Abdimas Title) (Abdimas Period)</p> <table border="1" data-bbox="507 1524 1308 1728"> <thead> <tr> <th>No.</th> <th>Date</th> <th>Venue</th> <th>Activity</th> <th>Result</th> <th>Superintending Lecturer's Sign</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p style="text-align: right;">Acknowledged by, Abdimas Superintending Lecturer</p> <p style="text-align: right;">Name Employee ID Number</p> | No. | Date | Venue | Activity | Result | Superintending Lecturer's Sign | | | | | | | | | | | | | | | | | | | | | | | | |
| No. | Date | Venue | Activity | Result | Superintending Lecturer's Sign | | | | | | | | | | | | | | | | | | | | | | | | | | |
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- Assessment of Community Service Report

**FORM A – COMMUNITY SERVICE
ASSESSMENT OF STUDENT PERFORMANCE**

| | | | | | |
|---|--|---|--------------------|--------------------|--|
| The logo of the school of Economic and Business | | Study Program: | | | |
| Activity Title : | | | | | |
| Superintending Lecturer | | | | Employee ID Number | |
| Student's Name | | | | Student ID Number | |
| Partner's Name | | | Partner's Address: | | |
| No. | Criteria | | | Score (0-100) | |
| Student Performance | | | | | |
| 1. | Character <i>Character is associated with moral, ethic, good deeds, manner and courtesy.</i> | | | | |
| 2. | Cooperation and Discipline <i>Teamwork skill, interpersonal interactions, contributions to group and individual conformity.</i> | | | | |
| 3. | Implementation <i>Accuracy in stages implementation of activities, time, method used and results achieved.</i> | | | | |
| 4. | Assessment note | Bandung, ..,, 20.. Student Performance Assessor, Superintending Lecturer Name Employee ID Number | | | |
| | | | | | |

**FORM B – COMMUNITY SERVICE
FINAL REPORT ASSESSMENT**

| | | | | | |
|---|--|----------------|--------------------|-----------------------|--|
| The logo of the school of Economic and Business | | Study Program: | | | |
| Activity Title : | | | | | |
| Superintending Lecturer | | | | Employee ID Number | |
| Student's Name | | | | Student ID Number | |
| Partner's Name | | | Partner's Address: | | |
| No. | Criteria | Weigh (%) | Score (0 – 100) | Score (Weigh x Score) | |
| A. Report Writing (40%) | | | | | |
| 1. | Introduction <i>Elaboration of community general description,</i> | 10 | | | |

| | | | | |
|--|---|---|--|--|
| | <i>situation analysis depth, identification of community empowerment opportunities.</i> | | | |
| 2. | Solution and Implementation Method <i>Accuracy of problem solving, effectiveness of program implementation series and evaluation to the achieved results.</i> | 20 | | |
| 3. | Summary <i>Effectiveness of program contribution results to the existing problems.</i> | 5 | | |
| 4. | Appendices Completeness <i>Completeness in documentation, Minutes making, Attendance List availability and other supporting appendices.</i> | 5 | | |
| B. Student Performance (60%) – It is based on the score filled by the superintending lecturer in FORM A | | | | |
| 1 | Character | 25 | | |
| 2 | Cooperation and Discipline | 20 | | |
| 3 | Implementation | 15 | | |
| FINAL SCORE | | 100% | | |
| Assessment Note: | | Bandung, ..,, 20.. Final Report Assessor, Academic Supervisor Employee ID Number | | |

Put into effect in: Bandung

On: Date is adjusted with the system

• School of Economics and Business



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

Dean of School of Economics and Business