INTERNSHIP GUIDANCE

By:

The Authoring Team

Internship Guidance

CIVIL ENGINEERING PROGRAM

FACULTY OF ENGINEERING

UNIVERSITAS LAMPUNG

2023

PREFACE

We express our gratitude to the presence of Allah, the Most Compassionate, for enabling us to compile this Internship Guidance through His grace.

This Internship Guidance is formulated to provide guidance for students, Academic Supervisors, Internship Supervisors, and administrative staff. For students, this guidance is invaluable in surveying projects nominated for internships, planning the internship timeline, and preparing internship reports. Academic Supervisors can use this guidance to direct students in planning their internship course enrollment and provide insights into projects aligned with their specialization areas.
The preparation of Internship Reports refers to the University of Lampung Scientific Writing Guidelines.

We fully acknowledge that this guidance is far from perfect; therefore, we highly appreciate any suggestions to enhance this Guidebook.

Bandar Lampung, 2023
The Authoring Team of the Internship Guidance
Civil Engineering Undergraduate Program
Faculty of Engineering, Universitas Lampung

APPRECIATION

We extend our utmost gratitude to all parties who contributed their thoughts and efforts to the compilation of this Internship Guidance, especially:

1. The Head of the Civil Engineering Department for providing references
2. Colleague lecturers and administrative staff who assisted in completing this book.

Bandar Lampung, 2023

Head of Civil Engineering Undergraduate Program	Coordinator of the Authoring Team
M. Karami, ST. M.Sc., PhD	Prof.

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CHAPTER I
INTRODUCTION

Education is the manifestation of the state's responsibility to shape a prosperous society while maintaining the nation's identity. Education is provided in stages according to age, interests, and the needs of the nation. Education can be obtained formally and informally. The qualification alignment of Indonesia's human resources is organized by aligning, equalizing learning outcomes, and integrating the education sector with the training and work experience sectors to produce qualified and productive national human resources. This is articulated through the Indonesian National Qualifications Framework (KKNI). The implementation of KKNI is stipulated in the Minister of Education and Culture Regulation No. 73 of 2013. According to this regulation, Bachelor's education is at level 6, covering aspects of work skills, mastery of knowledge, managerial skills, attitudes, and values.

The aspects of attitudes and values are formulated in the DIKTI National Standards stated in the Appendix to the Ministry of National Education Regulation No. 9 of 2014 regarding the formulation of attitudes and general skills of DIKTI, which states that all graduates of academic, vocational, and professional education must have the following attitudes:

1.1. Graduates Attitudes and KKNI

1. Devotion to God Almighty and the ability to show religious attitudes.
2. Upholding human values in carrying out tasks based on religion, morals, and ethics.
3. Contributing to the improvement of the quality of life in society, nation, state, and civilization based on Pancasila.

4. Acting as a proud and patriotic citizen, having nationalism and a sense of responsibility for the country and the nation.
5. Appreciating cultural diversity, perspectives, religions, beliefs, and opinions or original findings of others.
6. Collaborating and having social sensitivity and concern for society and the environment.
7. Obedience to law and discipline in social and national life.
8. Appreciating the values, norms, and academic ethics.
9. Demonstrating a responsible attitude towards work in their field of expertise.
10. Appreciating the spirit of independence, struggle, and entrepreneurship.

The last three aspects are arranged according to the level of the targeted learning outcomes.

Presidential Regulation Number 8 of 2012 on the Indonesian Qualification Framework (KKNI) sets the qualifications for bachelor's graduates (S1) at level 6 with the following indicators:

1. Able to apply their expertise and utilize knowledge, technology, and/or arts in their field to solve problems and adapt to the situations they face (workability aspect).
2. Mastery of theoretical concepts in a specific field of knowledge in depth and the ability to formulate procedural problem-solving (knowledge mastery aspect).
3. Able to make accurate decisions based on information and data analysis and provide guidance in choosing various alternative solutions independently and in groups (authority aspect).
4. Responsible for their own work and can be given responsibility for achieving organizational work results (responsibility aspect).

1.2. Key Performance Indicators

Quality higher education must have specific indicators. The Minister of Education, Culture, Research, and Technology of the Republic of Indonesia established 8 main performance indicators (IKU) through Ministerial Decree No. 210/M/2023, covering 3 targets:

1. Improvement of the quality of higher education graduates (IKU 1, 2).
2. Improvement of the quality of higher education lecturers (IKU 3, 4, 5).
3. Improvement of curriculum and learning quality (IKU 6, 7, 8).

1.3. Graduate Profile

The profile of graduates from the Civil Engineering Bachelor's Program is as follows:

1. Devoted to the Almighty God and uphold humanity’s values in doing the duty
2. Fulfilling task with moral, ethics and manner.
3. Being proud and patriotic citizens contributing to the national quality of life improvement and supporting world peace.
4. Capable of being part of teamwork and showing social awareness and being eager to be independent.
5. Valuing cultural diversity, perspective, belief, religion, and other’s point of view.
6. Abiding law citizens, prioritize national interest and society.
7. Capable of designing and applying innovative construction, eco-friendly, low-cost, and adaptive to climate change; mastering civil engineering tools and software, collecting information, and applicable procedure that has been determined; showing good performance emphasis in coastal building and infrastructure:
8. Capable to fulfilll task as technician, analyst, and engineer with a low-cost approach, emphasizing coastal building and infrastructure that are adaptive to climate change
9. Knowledgeable and skillful in fulfilling the requirements of applicable standard incorporating factual and specific expertise emphasizing in

coastal building and infrastructure that are adaptive to climate change; hence capable of completing task properly and thoroughly

10. Responsible and enable to fulfil tasks holistically.
11. Have a willingness to learn throughout your lifetime.

1.4. Objectives of the Civil Engineering Program

The objectives of the Civil Engineering Program are to produce graduates who:

1. Are competent in solving civil engineering problems.
2. Can adapt to the developments in civil engineering.
3. Can develop leadership to solve civil engineering problems.
4. Can communicate and collaborate actively in teams with multidisciplinary backgrounds.
5. Demonstrate professional, ethical, social responsibility, independence, and lifelong learning.

These objectives can be achieved if students are given the opportunity to undergo Internships in a civil engineering workplace. Internship is a compulsory course in the Civil Engineering Bachelor's Program. This course aims to implement and compare theoretical knowledge acquired with actual civil work in the field, broaden students' perspectives, sharpen their sensitivity and logic, improve communication skills, and enhance students' analytical abilities regarding civil work. This Internship course supports the achievement of Profiles 4, 7, 8, 9, and 10.

1.5. Internship Learning Outcomes

The learning outcomes of the Internship course include the following abilities:

1. Train to recognize civil work in the actual field, and identify the suitability of fieldwork with theories and standards (P2-5; P2;7).
2. Compare and explain civil engineering science in the implementation of civil construction such as procedures, case handling, developments in material technology, construction management, facility management, project organization, and legal aspects (C2;7-C2;2).

3. Analyze various problems (cases) that may arise in the field and how to overcome them, as well as gain insight into the development of material technology, tools, and work methods (C4;1).
4. Report on internship work, summarize and present it (A2;10-C5;4-C2;20).

Where P is psychomotor, C is cognitive, and A is affective according to Bloom's taxonomy.

1.6. Student Preparation

Students who will undergo internships in local, national, or international companies need to learn the following:

1. Basics of Civil Engineering
   - Understand basic concepts in Civil Engineering, including structures, geotechnics, transportation, hydrotechnics, and construction management.
   - Understand the principles of construction engineering and project management.
2. Standards and Regulations
   - Master national and international standards/regulations applicable in the construction and infrastructure industry.
   - Understand the legal requirements and permits applicable to construction projects.
3. Planning and Design
   - Study construction projects, including the design of structures and infrastructure.
   - Master commonly used planning and design software.
4. Project Management
   - Understand the basics of project management, including planning, implementation, and control (project scheduling and reporting).
   - Learn how to manage project budgets, human resources, and project risks.

5. Construction Technology
    - Know the latest developments in construction technology, such as sustainable construction techniques and innovations in construction materials.
    - Master technical software and tools used in construction engineering.
6. Safety and Quality
    - Understand workplace safety practices applicable in construction sites.
    - Understand the importance of quality control in construction projects.
7. Environmental Management
    - Know the essential aspects of environmental management related to construction projects.
    - Understand sustainable concepts in construction engineering.
8. Communication and Collaboration
    - Improve communication and collaboration skills because construction projects involve various parties.
    - Enhance the ability to work in teams and communicate clearly and courteously with stakeholders and all parties.
9. Professional Ethics
    - Understand professional ethics in the construction industry.
    - Emphasize integrity, transparency, and social responsibility.
10. Field Experience
    - Have a good understanding of working in construction sites.
    - Understand project monitoring (tasks that need to be monitored, the right time to monitor).
11. Advanced Training
    - Attend additional training and workshops offered by the University or companies to enhance technical and management skills.

1.7. General Explanation of Internship

This course is in Semester VII, with a weight of 2 credits. Students are expected to undergo internships in jobs that match their interests. There are five specializations in the Civil Engineering Program: Structures, Hydrotechnics,

Transportation, Geotechnics, and Construction Management. Students are expected to have surveyed projects for internships in Semester 6, therefore there is no delay in submission. Surveys are essential to choose projects that can enhance understanding. The accuracy of entering the field also significantly influences the material that students will obtain. If students enter internships when the project is in a heterogeneous stage, many things can be learned, enriching the experience and understanding of students.

Internships are comprehensive, meaning they cover all fields related to the project and are carried out independently. Students are required to undergo internships in the field for 90 days (minimum 20 hours per week). Students must create a complete daily logbook with hours. Students must be aware of their role as learners who must be diligent and persistent in exploring field knowledge, both national and international standards.

Students are expected to discuss with the Planning Team (Internship in Planning), Implementation Team, or related Department. The Head of Civil Engineering Program also requests the Project Manager to be the Supervisor and Evaluator. With their presence in Semester VII, it means that students have received sufficient basic preparation for both lower and upper structures. Lower structures often encountered include basements, foundations, underpasses, retaining walls, and tunnels. Upper structures commonly encountered include buildings, bridges, highways, railways, reservoirs, dams, irrigation channels, harbours, and airports. Students have been equipped with the basics of theory supplemented by practicums and supporting courses according to their specialization. Students can see a project from many angles, such as time management, quality, materials, equipment, and risk management. They can also learn how project drawings are implemented in the field, and calculate the required materials, necessary tools, construction time, and project administration. Students also learn how to control time, quality, and materials. Students can also learn how to make test objects, evaluate material quality, soil conditions, job progress, environmental conditions, construction waste management, Occupational Safety and Health (OHS), licensing, interagency relations, and problem-solving.

Thus, a lot can be learned in the Internship field. It is fully realized that not everything can be provided in lectures. Lecturers only provide the basics of civil engineering knowledge to be developed optimally by the respective students. The internship is a golden opportunity for students to explore a lot of knowledge; therefore, students are expected to be diligent in carrying out internships by diligently attending, diligently going around, diligently comparing between work drawings and implementation, diligently seeking field and theoretical relationships, and diligently discussing.

Students are required to make daily notes on what happens in the field, activities carried out, and analyses of events or predictions of what will happen. These daily notes become discussion material with the Field Supervisor and Academic Supervisor. The logbook must be signed by the Field Supervisor and Academic Supervisor gradually and serves as guidance material for the Academic Supervisor.

During the 12 weeks of internships, the Internship Supervisor must ensure that students follow the rules, ethics, national and international standards applicable in the construction industry. Students must understand and follow national and international standards applicable to the construction industry. The Internship Supervisor must encourage students to use this internship experience to build a professional network and expand their knowledge.

Students must use this opportunity wholeheartedly, learn from field experience, by asking mentors or supervisors, matching with theory, national or international standards, to continue to develop in various aspects related to the construction and infrastructure industry. Students must build a professional network and establish good relationships with colleagues and other stakeholders. This is a crucial step in building a career.

Students are required to write an Internship Report, following the guidelines for writing scientific papers at UNILA, PUEBI (General Guidelines for Indonesian Spelling), and KBBI, and consult with the Academic Supervisor.

Students are declared to have passed the Internship if they pass the Internship Seminar.

CHAPTER II
INTERNSHIP APPLICATION

Students are expected, by Semester 6, to have discussions with their Academic Supervisors regarding when they will undertake their internship and consult about which projects are nominated for Internship and the appropriate time to enter the field. The maximum number of students in an internship group is 2, with a maximum of 3 students in each group for a specific project. Internship can be conducted in the implementation field (Contractor or Supervisory Consultant) or in the field of construction building and infrastructure planning (Planning Consultant), as well as in the fields of construction management and engineering.

2.1. Internship Requirements

Students can prepare for internship after completing 90 credits, participating in Internship preparation sessions, attending at least 5 Internship Seminars, and conducting site surveys and approaches to project managers, supervisors, or contractors. Internship should be carried out immediately upon reaching 100 credits.

Approval for the Internship project is obtained from the Internship Assessment Team. Lecturers are expected to provide information about ongoing and upcoming projects in the Lampung area and its surroundings to the Internship Assessment Team. The Assessment Team will evaluate the Internship location based on the following criteria:

1. The weight of the Internship project is considered adequate to enrich students' experience and understanding of the Civil Engineering field.
2. The stages of work when students undertake Internship are seen as heterogeneous, supporting the objectives of the Internship course as stated in Chapter I.

2.2. Flowchart of Internship Application

The flowchart of the Internship application can be seen in Figure 1.

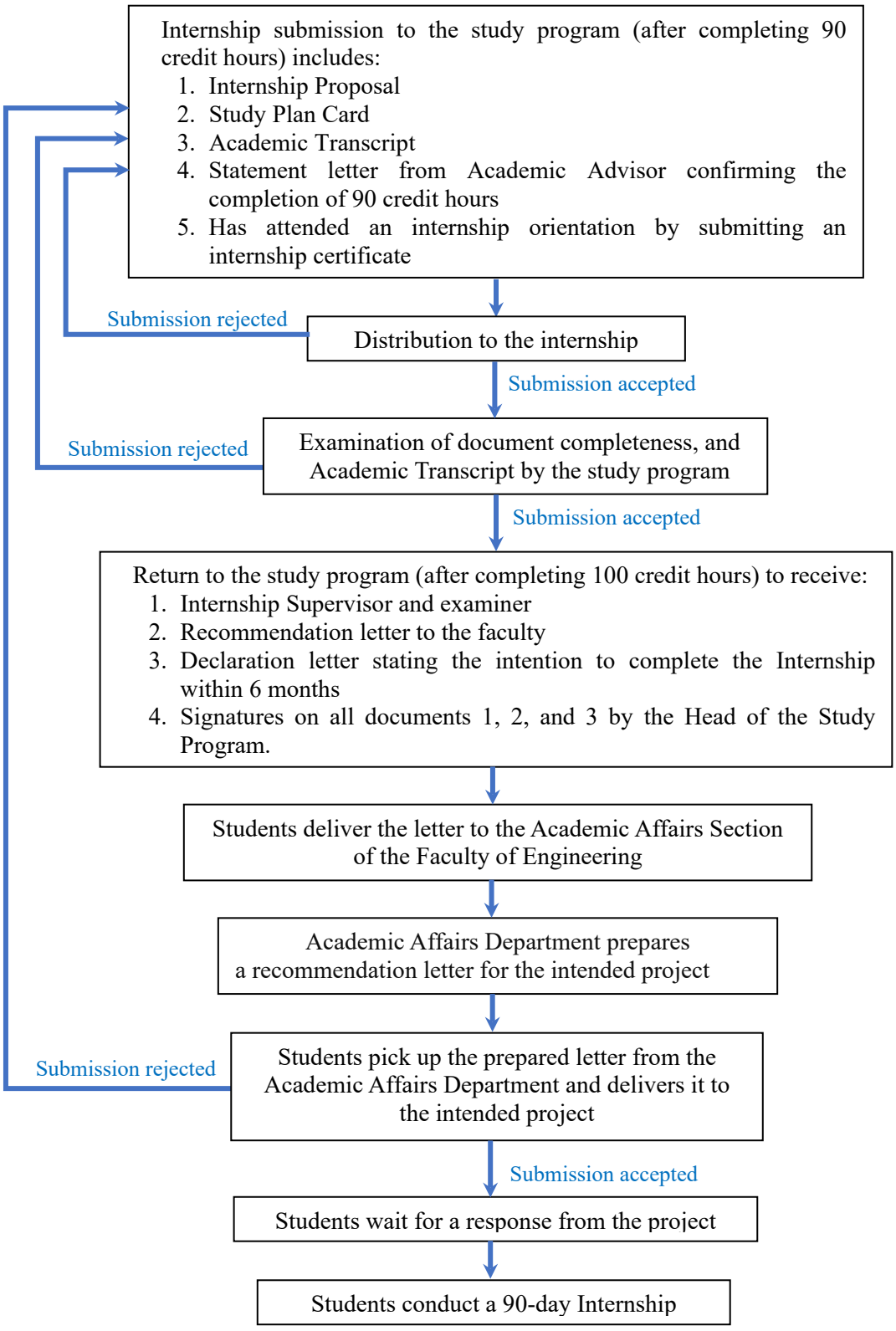

Figure 1. Flowchart of Internship Application

The flowchart outlines the step-by-step process for students to apply for Internship, starting from the initial consultation with the Academic Supervisor to obtaining approval from the Internship Assessment Team. The diagram visually represents the sequential stages involved in the Internship application process, providing clarity for students and relevant stakeholders.

CHAPTER III
GUIDANCE

Guidance is a crucial process. Through guidance, students are directed to delve into real-world issues, analyze them, and compare them with theoretical knowledge.

The Faculty, in its cover letter, also formally requests in writing that the Project Supervisor provides guidance to the students and assesses their performance. Field supervisors can assign specific tasks to students and provide direction. Tasks may include observing a particular job, calculations, drawings, administrative work, and analysis. Students are required to create an assistance sheet, recording all guidance from the Field Supervisor, signed by the Field Supervisor. Students must ask the Field Supervisor about anything in the field that is not understood. Other important aspects to consider in carrying out Internship are outlined in Chapter I.

3.1. Field Supervisor

At the end of Internship, the Field Supervisor is expected to provide an assessment covering communication ethics, diligence, discipline, responsibility for assigned tasks, adaptability, the ability to develop creative, solution-oriented, and innovative thinking, and critical thinking skills. The Field Supervisor is expected to provide notes on outstanding competencies and areas for improvement for the student. Feedback for improving education in the Civil Engineering Study Program is also expected from the Field Supervisor. Grades and feedback should be placed in a sealed envelope, carried by the student, and submitted to the Head of the Civil Engineering Study Program after Internship ends. The assessment form can be viewed in the Annex.

3.2. Academic Supervisor

The Head of the Study Program also appoints an Academic Supervisor, confirmed by the Dean's Decree. The Academic Supervisor must prepare and guide students to enter the Project so that students can carry out Internship to the maximum.

The Academic Supervisor must also be familiar with the overall Project. During the Internship, students must also have guidance sessions with the Academic Supervisor. Guidance sessions should ideally be conducted at least once every two weeks. Students must discuss everything happening in the field with the Academic Supervisor during these sessions. The Academic Supervisor must guide to enhance students' abilities, connect laboratory data with existing structures, and have good logic and analysis of the problems. The Academic Supervisor gives tasks derived from field issues. If the Academic Supervisor is unable for an extended period, for example, due to study assignments or illness, students can request a replacement from the Head of the Study Program. During guidance, the Supervisor must fill out and sign the guidance assistance sheet, a requirement for Internship Seminar submission. In guidance, the Academic Supervisor must guide by testing orally or in writing to ensure students understand Civil Engineering topics. The Supervisor must also check the accuracy of written and spoken language so that students can write and express their ideas coherently and effectively.

3.3 Internship in the Field of Building and Infrastructure Construction Planning, Management, and Construction Engineering

Weeks 1-2: Orientation and Initial Learning

1. Understanding Consultant Organization:
    - Studying the organizational structure of the consulting company.
    - Identifying the roles and responsibilities of related departments.
2. Understanding National and International Standards:
    - Recognizing national and international standards applicable to planning, management, and construction engineering.
    - Understanding legal requirements and permits.

3. Initial Guidance and Training:
    - Meeting with a mentor or supervisor appointed by the consultant and discussing the entire project.
    - Attending initial training on company procedures, software, and applicable national and international standards.

Weeks 3-6: Project Engagement and Management

1. Active Involvement in the Project:
    - Actively participating in an ongoing or newly started consulting project.
    - Performing tasks responsibly.
2. Project Management:
    - Learning project management aspects, including planning, control, and reporting.
    - Learning how the company manages resources and time.
3. Quality and Safety:
    - Understanding quality management and occupational safety practices in line with national and international standards.
    - Adhering to safety procedures diligently

Weeks 7-9: Construction Engineering and Technology

1. Construction Technology:
    - Learning about the latest technology used in construction and project management.
    - Mastering relevant software in the construction industry.
2. Advanced Training Activities:
    - Participating in advanced training, seminars, or workshops organized by the company or external parties.
3. Innovation and Creativity:
    - Joining discussions on innovation in the construction industry and actively participating.
    - Proposing ideas or solutions that can improve project efficiency if possible.

Weeks 10-12: Consolidation and Final Evaluation

1. Final Project Work:
   - Ensuring that students complete tasks and responsibilities according to National/International standards.
2. Final Report and Presentation:
   - Creating a final report covering a summary of experiences, findings, and solutions discovered during Internship.
   - Presenting the Internship report to the team and company management in presentation format.
3. Self-Evaluation:
   - Evaluating oneself regarding the Internship experience.
   - Identifying progress and areas of competence that can continue to develop.
4. Feedback and Recommendations:
   - Receiving feedback from the company on the student's performance during Internship.
   - Discussing job opportunities or career recommendations with the Field Supervisor.
5. Closure and Documentation:
   - Completing all tasks related to Internship closure.
   - Requesting a reference letter or certificate from the company reflecting the student's achievements.

3.4. Guidance Period

The guidance period is 6 (six) months from the appointment of the Academic Supervisor by the Head of the Study Program. This period is until the issuance of the Internship Seminar's official document by the Head of the Study Program. If, by the deadline, the student has not completed the Internship Seminar, the student can request an extension for an additional semester by registering for the course in the university's academic system. If this extension period expires and the student does not complete the task, the Internship becomes invalid, and the student must repeat the process according to the Flowchart in Chapter II.

CHAPTER IV
GUIDELINES FOR WRITING INTERNSHIP REPORT

These guidelines for writing an Internship report follow the Scientific Writing Guidelines of Lampung University in 2020, with additions deemed necessary and specific to the Civil Engineering Study Program. This Internship report fulfills the fourth learning outcome, A;10. "Universitas Lampung" is written in the bottom right corner of each page.

The Internship report consists of preliminary pages, main pages, supporting pages and supplementary pages.

4.1. Preliminary Pages

The preliminary pages include:

- Title Page
- Blank Page
- Abstract
- Approval Sheet
- Preface
- Table of Contents
- List of Tables
- List of Figures

a. Title Page

   The title page contains the Internship title, creator, Study Program, Faculty, University, and the year of creation.

b. Abstract

   The abstract contains concise information covering the issues, objectives, and a brief description of the project and specific tasks.

c. Approval Sheet

The format of the approval sheet follows the Scientific Writing Guidelines of UNILA.

d. Preface

The preface includes expressions of gratitude and thanksgiving.

e. Table of Contents

The table of contents includes all titles, such as the list of tables, list of figures, chapters, bibliography, and appendices. The table of contents is written in bold, without sequential numbers, and page numbers are written in lowercase Roman numerals.

4.2. Main Pages

The main pages consist of chapters and sub-chapters with consecutive page numbers. These chapters include: Introduction, General Project Data, Observation Results and Discussion of Project Implementation, Specialized Tasks, Conclusion and Suggestions, Bibliography, and Appendices. Figures are placed near their explanations, with the possibility of having 2 figures per row.

4.2.1. Chapter 1: Introduction

In this chapter, the background of the project is explained, providing an overview of the project, its objectives, and benefits. The objectives are the goals of participating in Internship, and the benefits are the advantages for students and the community. This chapter also outlines the limitations of Internship and the analysis conducted. The methodology is also discussed here, referring to the approach used by students to achieve the Internship objectives.

4.2.2. Chapter 2: General Project Data

This chapter presents general project data, such as area, materials, project value, and funding sources, scope of work, and organizational structure.

4.2.3. Chapter 3: Observation Results and Discussion of Project Implementation

This chapter describes the areas or tasks observed from the beginning to the end of the internship, the methods and stages observed, and the controls applied, such as quality, time, and cost controls. It includes a comparison of implementation with theories, regulations, and applicable standards. Prominent or important aspects highlighted by the Academic Supervisor or students are detailed.

The discussion in this chapter aims to meet learning outcomes 1, P2;5 and P2;7, and learning outcomes 2, C2;7 and C2;2.

4.2.4. Chapter 4: Specialized Tasks

Specialized tasks should reflect level 6 according to the KKNI, producing technicians and analysts. The description of specialized tasks can be seen in Table 1.

Table 1. Description of Specialized Tasks in the Internship Report

No	Technician Tasks	Analyst Tasks
1	Calculate and design formwork	Compare implementation with standards such as SNI 1726-2019, 2847-2019, 1729-2020 on plate, beam, column, and other elements
2	Explain work methods related to SNI	Compare implementation methods and theories with SNI 1726-2019, 2847-2019, 1729-2020 on structural systems
3	Create bar bending schedule (BBS) for basement/floor plates/complete structural components with rebar illustration & weight per m3	Implement cost control per job according to the S-curve
4	Explain work methods: reinforcement & formwork, bored pile or pile foundation: dry drilling, wash boring, hydraulic piling system, excavation, embankment, gabions	Calculate the earned value of the project based on the planned and actual S-curve data

5	Explain the cycle time for each job such as filling and excavation	Evaluate the productivity and timing of foundation work: bored piles, pile foundations
6	Explain the sequence of work on a specific job item	Evaluate the bearing capacity of the foundation with PDA
7	Calculate the carrying capacity (tons/hour) and operating costs (IDR/hour) of a tower crane operated on a project	Analyze the productivity of pile-driving work
8	Calculate job volume	Analyze the unit price of road pavement
9	Calculate the volume of underwater work pairs	Calculate the lifespan of road pavement plans
10	Explain sediment dredging methods	Analyze the capacity of irrigation channels
11	Explain the implementation method of underwater foundation work	Analyze the capacity of drainage channels
12	Arrange the navigation flow time	Analyze the strength of retaining walls
13	Calculate the opening of the watergate	Analyze the dam

The completion of Specialized Tasks aims to meet the KKNI requirements and learning outcomes 1, P2;5 and P2;7, learning outcomes 2, C2;7 and C2;2, and learning outcomes 3, C4;1.

4.2.5. Conclusion and Suggestions

Conclusion

The conclusion is a statement or formulation of the Internship implementation.

Suggestions

Suggestions stated can be steps for further improvements or refinements in field implementation.

The creation of conclusions and suggestions meets the requirements of the fourth learning outcome, C5;4.

4.3. Supporting Pages

Supporting pages include the Bibliography. All references cited in the Internship report must be listed in the bibliography. If the referenced work has a DOI, it is advisable to include it. This page is not numbered.

4.4. Supplementary Pages

Supplementary pages consist of Appendices. Appendices can include:

a. Logbook signed by the field supervisor and Academic Supervisor
b. Evaluation from the Field Supervisor
c. Test data (soil test results and material test results)
d. Soft drawings

This page is also not numbered.

CHAPTER V
INTERNSHIP SEMINAR

The Internship Seminar is the final stage in completing the Internship course in the Civil Engineering Study Program at the Faculty of Engineering, UNILA. The purpose of this seminar is to train students to present their experiences during the Internship and to ensure that all learning outcomes and program objectives (1 to 5) mentioned in Chapter 1 are fulfilled.

5.1. Submission of Internship Seminar

The Internship Seminar can be submitted by fulfilling the following requirements:

1. Presenting evidence of the Internship report approved by the Academic Supervisor.
2. Presenting evidence of attending a minimum of 5 Internship Seminars.

The Head of the Study Program appoints the Examiner for the Internship Seminar and schedules it. The seminar is attended by one Academic Supervisor who acts as the Examiner and one Examiner. The Chair of the Session is the Academic Supervisor, and the Session Secretary is the Examiner. Matters to be corrected are recorded in the Seminar Report made by the Session Secretary. The Seminar Report also includes grades for each component and the grade from the Field Supervisor. The seminar must be attended by a minimum of 10 students. The time allocation is 45 minutes for the student, 45 minutes for the main Examiner, and 30 minutes for the Academic Supervisor. The student's graduation is decided in a closed meeting with the Academic Supervisor and Examiner. If there is a difference in assessment, the decision may be postponed for a closed meeting with the Head of the Study Program or a representative. The maximum delay for a decision is 2 days. The results of the meeting, including the assessment results, are

documented in the Seminar Report. After the closed meeting, the student is called to be informed of the examination results. Students can be declared pass without corrections, pass with corrections, or fail.

For students who pass with corrections, corrections must be completed within a maximum of 2 weeks. During this time, students make corrections through consultations with the Academic Supervisor. If the student has not completed the corrections within the specified time, the student is considered to have failed. For students who pass with corrections, approval from the Academic Supervisor and Examiner that the corrections have been approved is required. After this process, the Examination Report is submitted by the Academic Supervisor to the Head of the Study Program.

Students who do not pass can apply for another Seminar at least 1 month after the previous Seminar. The resubmission of the seminar must be approved by the Academic Supervisor. During this time, it is expected that students delve deeper into fieldwork and can relate it to theory. Students can revisit the field to review the Project where they did their Internship, with permission from the Project Manager. In-depth material review remains under the guidance of the Academic Supervisor. The depth of the material depends on the efforts and activeness of the respective student.

5.2. Internship Seminar Flowchart

The flowchart for the Internship Seminar is presented in Figure 2 at page 23.

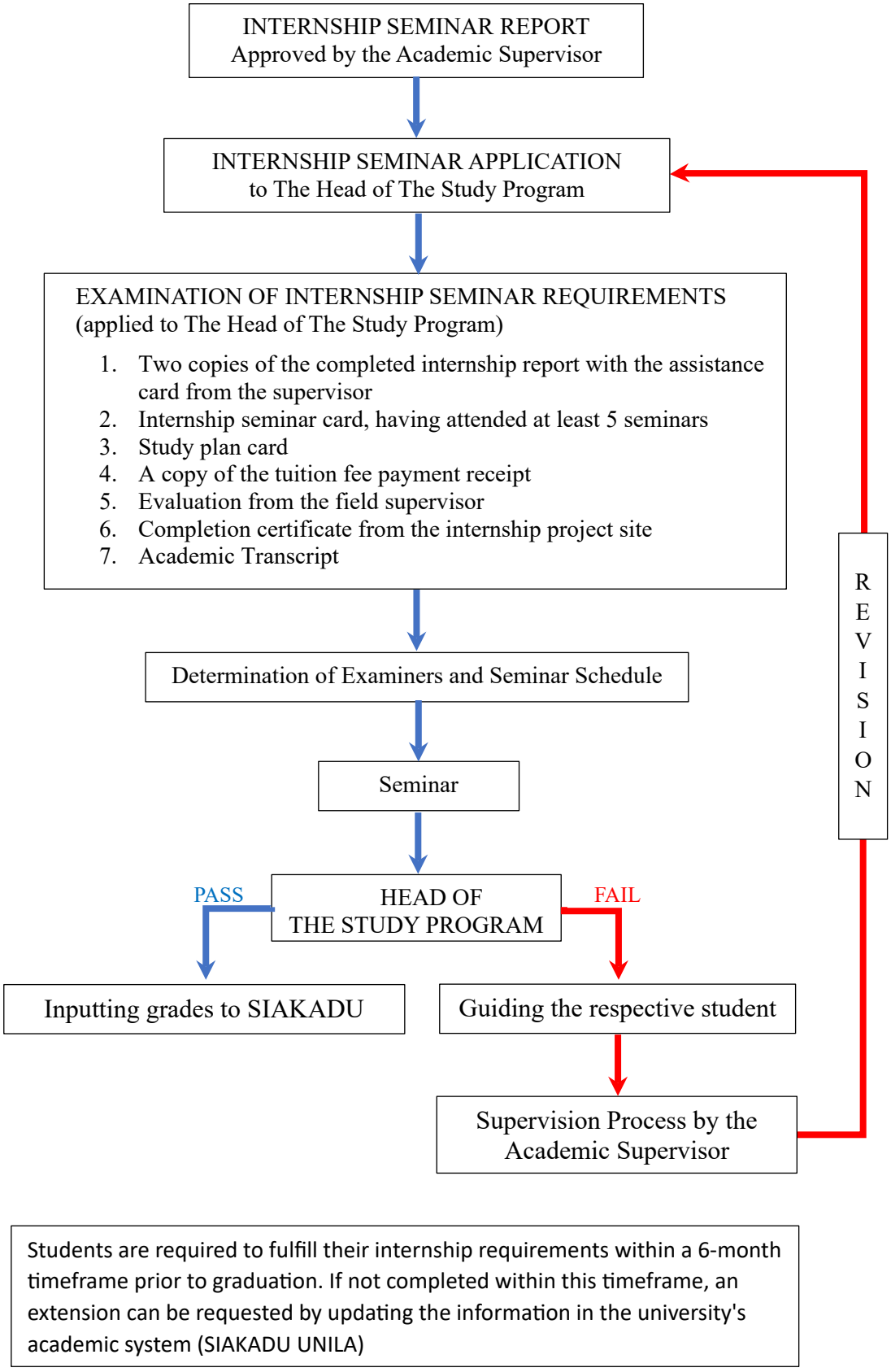

Figure 2. Internship Seminar Flowchart

5.3. Approval and Submission of the Report

The report, once corrected, is approved by the Academic Supervisor, Examiner, Head of the Study Program, and Department Chair. This approval serves as an acknowledgment. The student must submit one (1) copy of the approved report and one (1) soft copy for department documentation.

APPENDIX A
EXAMPLE PAGES INSIDE THE INTERNSHIP REPORT BOOK

Example of BLANK PAGE

Example of outer cover

KALIBARU HARBOR DEVELOPMENT PROJECT

INTERNSHIP REPORT

By

MUHAMMAD FAHRI

Student ID…….

FACULTY OF ENGINEERING

UNIVERSITAS LAMPUNG

MONTH, YEAR

Example of inside cover

KALIBARU HARBOR DEVELOPMENT PROJECT

By

MUHAMMAD FAHRI

Student ID…….

INTERNSHIP REPORT

As one of the requirements for obtaining
a bachelor's degree in engineering

in Civil Engineering

FACULTY OF ENGINEERING

UNIVERSITAS LAMPUNG

MONTH, YEAR

APPENDIX B
ADMINISTRATIVE LETTER FORMAT

APPROVAL SHEET

Internship Report Title PROJECT	:	**KALIBARU HARBOR DEVELOPMENT**
Student Name	:	
Student ID Number	:	
Study Program	:	
Department	:	
Faculty	:	

APPROVED BY:

Examiner	Supervisor
Name, Degree NIP ……	Name, Degree NIP…….
Head of Civil Engineering Department	Head of Civil Engineering Program
Name, Degree NIP……	Name, Degree NIP……

Example of Guidance Assistance

CIVIL ENGINEERING DEPARTMENT LETTERHEAD

INTERNSHIP GUIDANCE ASSISTANCE

Student Name : ……

Student ID Number : ……

Concentration Area : ……

Supervisor : ……

Title : ……

Period : …… to ……..……..…...

No	Date	Topic	Supervisor

Attachment a: Logbook is signed by the field supervisor and academic supervisor

INTERNSHIP LOG BOOK

Student Name : .....
Student ID Number : .....
Study Program/Department : .....
Project : .....
Duration of Internship : .....
Field Supervisor's name : .....

No.	Date	Attendance Time	Activity	Field Supervisor	Academic Supervisor

Attachment b: Evaluation from Field Supervisor

INTERNSHIP EVALUATION FORM (IEF)

Student Name : .....

Student ID : .....

Program/Department : .....

Project : .....

No	Evaluation Indicator/Aspect	Score (Numeric)	Remarks
1.	Communication ethics		
2.	Attendance		
3.	Discipline and responsibility toward assigned tasks		
4.	Adaptability		
5.	Ability to develop creative, solution-oriented, and innovative thinking		
6.	Critical thinking ability		
Average Score			

Score Range: 60-80

Competencies demonstrated by the student:

1. .....
2. .....

Areas for improvement:

1. .....
2. .....

Recommendations for the Civil Engineering Program at UNILA:

.....

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City, Date Month Year

Respectfully,

PT. ……

Stamp and Signature

Name
Position

Note: Please place it in a sealed envelope addressed to the Head of the Civil Engineering Program through the respective student.