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IUP Communication

Company name/Internship Period

**UNDIP**

STUDENT’S NAME

Internship Proposal

**WRITING GUIDE FOR INTERNSHIP PROPOSAL**

**IUP COMMUNICATION**

**UNIVERSITAS DIPONEGORO**

1. **Internship Proposal and Purpose**

Internship proposal is a systematic and organized document that contain description, and explanation of a student’s activities in proposing internship for certain period in a potential company. This proposal is part of requirement before starting the internship and part of the quality assurance process. Internship is counted as one of the credited subjects (3 credit hour) in IUP Program.

1. **Elements of the Internship Proposal**

As a systematic and organized document, an Internship Proposal needs to include:

1. ***Description of Student Information***

In this section, student will describe their academic personal information including the expected graduation. This is needed for the academic supervisor to estimate the average time needed to complete the course.

1. ***Internship Site Information***

In this section, student need to give the information of their internship organization data. This information is needed for academic supervisor checking the type of the business, the address where the student will conduct their internship and getting further information about the organization by the website.

1. ***Internship Supervisor Information***

In this section, student need to provide the complete information about their internship supervisor. Internship Supervisor is someone who will be in charged in coordinating the internship works of the student as well as scoring their performance during the internship period.

1. ***Internship Description***

In this section, student is asked to write the detail of their internship plan. Such as the starting date to the exact ending date. These dates can be determined after the proposal is accepted and signed by the academic supervisor. The number of days, number of hours per week and total working hours are counted based on the organization’s standard office hours. As for pandemic situation, there are two options for the student in conducting their internship: Online and Offline. Student needs to state which method is used. Mix of both method is possible depend on the organization.

1. ***Brief Description of The Company***

In this section, student has to give brief description about the company. Student can share the short version of company profile, the type of business process of the company, and the positioning of company in the field. It is also important for the student to explain about the internationality value of the company since IUP Program aims to enhance the student’s international experience.

It will be devided into three:

**5.1. Description of Internship Position**

In this section, please describe or list the responsibilities and duties of the internship, including any special project for which student will be responsible

**5.2. Internship Relation to Your Major**

In this section, please explain how the internship related to Communication major

**5.3. Expected Output of Internship**

In this section, describe/list some of the outputs in the form of tangible products of the internships, which can be showed in the internship reports. Tangible means something with form/has form/can be seen. For example: A letter, An email, A social media account, a video, etc.

1. ***Internship Learning Objectives***

The student need to discuss to the academic supervisor and the internship supervisor about the learning objectives as well as every activities/project that will help the student to achieve those objectives. In this case, soft skills is more expected to be formulated rather than hard skills.

Each objective should describe a clear and measurable outcome that the student expected bu the completion of the internship.

1. ***Internship Agreement***

This section is the agreement statements of every involved parties during the internship course. They should sign within the box. The process of signatures collection should be in order according to the template.

1. **Report Template**
2. **Introductory Section**

**Cover Page**

This cover page includes information of Student Name, Class, Internship Dates, Internship Organization

1. **Student Information**

This section contains of:

Name, Student ID Number (NIM), Student Major, Credit Completed (sks), Expected Graduation (Month/Year), Academic Supervisor, Phone Number, Email Address, Home Address

The content of each part can be read in the section *B. Elements of the Internship Report*

1. **Internship Site Information**

This section contains of:

Name of Internship Organization

Street Address, City, Province, Postcode

Type of Business/Organization

Website Address

The content of each part can be read in the section *B. Elements of the Internship Report*

1. **Internship Supervisor Information**

This section contains of:

Supervisor’s Name

Position in Organization

Area/Department

Email Address

Phone Number

Fax Number

The content of each part can be read in the section *B. Elements of the Internship Report*

1. **Internship Description**

Starting Date

Ending Date

Number of Days

Number of hours per week

Method (on/offline)

Total Working Hours

The content of this section can be read in the section B. Elements of the Internship Report

1. **Brief Description of The Company**

This section contains several parts:

5.1. Description of Internship Position

5.2. Internship Relation to Your Major

5.3. Expected Output of Internship

1. **Internship Learning Objectives**

This section contains of Learning Objectives and Specific Related Activity/Project

1. **Internship Agreement**

This section contains several parts:

7.1. Intern

7.2. Internship Supervisor

7.3. Communication Program Universitas Diponegoro