



**INTERNSHIP REGULATIONS  
FOR BACHELOR PROGRAM OF COMMUNICATION SCIENCE**

**A. DEFINITION**

- Internship Lecture is an activity outside the classroom which is intended to provide provisions for students to improve their ability to understand and analyze through direct observation of objects relevant to the course material.
- Internship is carried out under coordination with the head of the Department / Head of the Study Program.
- Internship supervisors/Academic Supervisors are lecturers appointed by the Head of Study Program / Head of Study Program.
- The scope of the Internship MP, includes:
  1. Stages of activity implementation
  2. The parties involved in the implementation stage
  3. The time it takes to complete the activity

**B. GENERAL REQUIREMENTS:**

1. The Intern has finished a minimum 100 credits (on going) or 5<sup>th</sup> semester
2. The length period of internship is 30 days (5 to 6 weeks, 8 working hours/5 days working), conducted in one time event
3. The starting time is determined by the agreement between the student and the company, as long as it will not interfere another taken classical type subject (if any)
4. The maximum amount of the interns are 10 students at the same company in the same period
5. The intern should organize the internship proposal that will be approved by the Communication Bachelor Program and the company
6. The potential company can be varied both private or public, as long as it is relevant to the communication field, and adequate as an internship place
7. The intern required to write the final report and daily report. The final report should be finished in 4 months. The total time during first day of internship to report is 6 months in maximum
8. The daily activities report is written in the form of explanation column/daily activities and signed by the company supervisor. This report should be contained of the conducted activities and the problems faced during the internship
9. The intern should report to the appointed academic supervisor assigned by the Head of Bachelor Program (by coordinator), once a week for those who conduct their internship within Semarang City area, and once in a month for those who conduct their internship outside of the Semarang City
10. The assessment will be given by the company supervisor and academic supervisor



11. The intern should input the Internship subject to their IRS
12. The violation one or more of the above rules will require student to repeat the internship

### **C. SPECIAL REQUIREMENTS (IUP):**

Student of IUP should conduct their internship in:

- An international scale company or at least a multinational company
- A national company that has a good international aspect
- A national company that gives the intern the international related work or english mastery is required

### **D. PROCEDURE**

1. Student applies to appointed coordinator by mentioning the desired field and potential company
2. The internship coordinator appoints an academic supervisor for the student
3. The student organizes internship proposal under the supervision of the academic supervisor
4. The student conducts a pre survey or informal contact to the potential company, including confirming the activities during the internship (as written in the proposal) to the company
5. There should be agreement achieved between the company and the academic supervisor about the activities, then the company's representative (then called as company supervisor) and academic supervisor will sign the proposal

### **E. SCORING GUIDE**

Score Range	Score	Score
80	A	4,00
70 – 79,99	B	3,00
60 – 69,99	C	2,00
51 – 59,99	D	1,00
50,99	E	0,00



**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
UNIVERSITAS DIPONEGORO  
FAKULTAS ILMU SOSIAL DAN ILMU POLITIK**

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**INTERNSHIP ASSESSMENT FORM**

Student name :

Student ID number :

ASSESSMENT COMPONENT	SCORE VALUE	SCORE (1-100)	FINAL SCORE (Score Value x Score)
<b>PROPOSAL</b> <ul style="list-style-type: none"><li>The clarity of company's general information</li><li>Brief description of company is clearly explained</li><li>The clarity and connection of student's responsibilities, output and learning objectives</li><li>The Fulfillment of the basic requirements (time period, company supervisor's data, assignment)</li></ul>	0,25		
<b>FINAL REPORT</b> <ul style="list-style-type: none"><li>The Fulfillment of the basic template of report</li><li>A detail description of the responsibilities, output of internship, and learning objectives</li><li>The gap of academic and practical work in reflection is found</li><li>Suggestion and recommendation certain aspect that based on the experience during internship are clearly stated</li><li>All the important data are attached</li></ul>	0,25		
<b>DAILY REPORT</b> <ul style="list-style-type: none"><li>The fulfillment of the required report</li><li>Record of daily activities and the signature of the company's supervisor are provided</li><li>The depiction of responsibility that suitable to the study program in the daily report</li><li>The problem faced and solution are stated</li></ul>	0,25		
<b>STUDENT'S BEHAVIOR</b> <ul style="list-style-type: none"><li>Ability to provide every requirements on time</li><li>Ability to demonstrate a good cooperation with the team work</li><li>Ability to execute the company supervisor and academic supervisor's instructions</li><li>Ability to Follow the order and internship requirement</li></ul>	0,25		
<b>TOTAL SCORE</b>			
<b>NOTE:</b> _____ _____			

Semarang, \_\_\_\_\_  
Academic Supervisor,

(\_\_\_\_\_)