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IUP Communication

**UNDIP**

COMMUNICATION

Internship Requirements

**INTERNSHIP REQUIREMENTS**

**IUP COMMUNICATION**

**UNIVERSITAS DIPONEGORO**

**SPECIAL REQUIREMENT:**

Student of IUP should conduct their internship in:

1. An international scale company or at least a multinational company

2. A national company that has a good international aspect

3. A national company that give the intern the international related work or english mastery is required

**GENERAL REQUIREMENTS FOR IUP:**

1. The total for ongoing credit (KRS) is 100 or enrolled as 5th semester student. **Starting from 2018 students forward must provide the KHS+KRS as a prove/Transcript**

2. Explaining the internship concept to coordinator in form of **short brief** for the fixed internship company or potential company (with 80% acceptance), the brief must include:

a. Company Identity (name, address, service, website)

b. Length of your internship (state your date)

c. Division/Department you conduct the internship

d. Activities/Tasks during the internship

e. Online Internship/Offline Internship

f. Data of your supervisor in company (name, phone number, email)

g. Official letter from the company (if any)

**Please send all of the requirements to Amida (IUP Internship Coordinator):**

**Via email comm.iup@live.undip.ac.id with subject InternshipIUP\_Name**

The coordinator will assign your academic supervisor after

**ADDITIONAL INFORMATION FOR INTERNSHIP:**

1. Proposal of internship should meet the agreement between academic supervisor, IUP Internship Coordinator and Head of Study Program **before starting the internship**

2. During the internship, student should conduct routine consultation with the academic supervisor according to the agreement

3. After finishing the internship, student should organize the report to the supervisor in 2 weeks maximum

4. Internship should be conducted in 25 - 30 days (5 to 6 weeks, 8 working hours/5 days working)

5. Internship report should be finished in 4 months

6. The total time during first day of internship to report max 6 months

7. The violation one or more of the above rules will require student to repeat the internship

**FURTHER INFORMATION:**

For the administration needed during internship such as official letter, please contact Mba Umi (085643295692)

**FLOW OF INTERNSHIP**

**Pre Internship:**

Student proposes to company –> Student consults to Coordinator –> Coordinator Accept the company

–> Company Accept the internship –> Student sends General Requirements to Coordinator –>

Coordinator Assigns the Academic Supervisor (Student will get Cover Letter+Proposal Template)

**Proposal Process:**

Student sends the Cover Letter to Academic Supervisor –> Consultation for proposal –> Proposal accepted by Academic Supervisor –> Student starts the internship

**Important:**

Student sends the accepted proposal to get signature to Industry Supervisor+Coordinator+Head of Communication Bachelor Program