 KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN

**UNIVERSITAS BRAWIJAYA**

**FAKULTAS ILMU ADMINISTRASI**

Jalan. M.T. Haryono 163, Malang 65145, Indonesia

Telp. +62-341-553737, 568914, 558226; Fax. +62-341-558227

E-Mail : fia@ub.ac.id<http://www.fia.ub.ac.id>

Program Studi : • Sarjana : - Administrasi Publik – Administrasi Pemerintahan – Perencanaan Pembangunan – Ilmu Perpustakaan – Administrasi Bisnis – Perpajakan – Bisnis Internasional – Hospitality & Pariwisata

 • Magister : - Ilmu Administrasi Publik – Ilmu Administrasi Bisnis • Doktor Ilmu Administrasi

**INTERNSHIP REGISTRATION FORM**

To :

Yth. Head Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty of Administrative science

University of Brawijaya

We proposed a request to implement Internship with the following information:

1. Internship Location and Address :
2. Date of Implementation :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Name** | **NIM** | **Major (Concentration)** | **SKS** |
|  |  |  |  |  |
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|  |  |  |  |  |

Note: No.1 is a group leader

 Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thus our proposal is made, we really gratitude for your attention

.

 Acknowledged by, Malang,

 Head of Academic Group Leader

 **JAEDI, SP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NIP.196710131995011001 NIM.**

Formulir dibuat rangkap 4 untuk

1.Mahasiswa

2. Kasubag Akademik

3.Jurusan

4.Arsip

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**PROPOSED INTERNSHIPSUPERVISOR COMMISSION**

With this I stated to willing / not willing \*) becomes an INTERNSHIP\*) mentor of students that listed as follows:

Name : 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

 4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

 5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

Course : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Malang, \_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **NIP.**

3 copies of form is made ​​for

1. Students

2. Supervisor

3. Department



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**LETTER OF ASSIGNMENT**

Number :.................../UN 10.3/KP/20..........

Dean of Faculty ofAdministrative Science University of Brawijaya Malangwith this letter assigned to :

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NIP : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To act as a supervisor for proposal preparation and theinternship final report from:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **NAME** | **NIM** | **DEPARTMENT(MAJOR)** | **SKS** |
|  |  |  |  |  |
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|  |  |  |  |  |

Thus, this letter of assignment is made to be carried out as well as possible, and with full responsibility.

 Malang,

 a.n. Dean

 Head ofAdministrative \_\_\_\_

 u.b Secretary of department

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **NIP.**



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**INTERNSHIP COUNSELINGCARDS DEPARTMENT OF ADMINISTRATION \_\_\_\_\_\_\_**

Name : 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ )

 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ )

 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ )

 4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ )

 5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ )

|  |  |  |  |
| --- | --- | --- | --- |
| **Date/mth** | **TopicMeeting/Discussion/Consultation** | **Supervisor Suggestion** | **Sign** |
|  |  |  |  |

 Acknowledged by

 Supervisor

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **NIP.**



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**INTERNSHIP WORK PLAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Program** | **Purpose** | **Output (detail)** | **Person in Charge** |
|  |  |  |  |  |



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Number :......................./UN10.3/PG/20...........

Attachment : -

Matters : Introduction of Internship Activities

To : Honorable \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dean of the Faculty of Administrative Sciences, University Brawijaya kindly ask the help of Father / Mother / Brotherprovide opportunities for groupsof student to conduct Internships:

|  |  |  |
| --- | --- | --- |
| **No** | **Name** | **NIM** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 Adapun jadwal Magang direncanakan tgl...bln...th... s/d tgl...bln...th...

 We believe that for the sake of our educational development, the father / mother / brother would be willing to help us.

 Thus for the assistance and willingness of Father / Mother / Brother, we would like to thank you.

 Malang,

 a.n. Dean

 Head ofAdministration Department u.b Secretary of the Department

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **NIP**

Formulir dibuat rangkap 2 untuk **.**

1.Company

2.Department



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**LIST OF ATTENDANCE &STUDENT ACTIVITIES IN THE INTERNSHIP LOCATION**

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ NIM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ n

Nameof officer from institution : 1. \_\_\_\_\_\_\_\_\_\_\_\_ position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. \_\_\_\_\_\_\_\_\_\_\_\_ position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. \_\_\_\_\_\_\_\_\_\_\_\_ position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Days & Date** | **Time** | **Type of Activities Conducted** | **Officer Sign** |
| **Come** | **Home** |
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 Acknowledged by,

 Internship Company Supervisor

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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Number :

Number : ........../UN10.3/PG/2014

Attachment : -

Matter : Request of Internships Assessment Activities

To : Honorable Head of Administrative Department\_\_\_\_\_\_\_

 Fakultay of Administrative Science

 University Brawijaya

Through this letter we would like to thank for the treatment of Mr / Ms to accept our students to do the Job Training / Internships at institution that Mr / Mrs lead.

For complete assessment of the Internships is done by our of students, we with this letter ask Mr / Ms to provide an assessment in accordance with the attached format.

We would like to add that the final grade of students Internships component can not be determined without the assessment of Mr / Mrs. The assessment score of Mr / Ms can be returned by the student in a sealed envelope.

 Thus for the assistance and cooperation of Mr / Ms, we sincerely thank you.

Malang,

a.n. Dean

Head of Administrative Department\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NIP.**

This form ismade 2 copies for

1.Company

2.Department



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**INTERNSHIPS SCORE IN THE WORKPLACE**

**YEAR 20.....**

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NIM : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Location : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field of work\*) : 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Assessment Based on** | **Score** | **Note** |
| 1. | Behavior and discipline |  |  |
| 2. | Initiatif dan Creativity |  |  |
| 3. | Internship Resulta.b.c. |  |  |
| 4. | Relationships in the Workplace |  |  |

Note: Score is given in number in interval of 1-100

 Malang, \_\_\_\_\_\_\_\_\_\_\_\_\_

 Assessor,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*) Bidang tugas dirincikan



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**THE LIST OF COMPLETION OF INTERNSHIP EXAMINATION ADMINISTRATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FACULTY OFADMINISTRATIVE SCIENCE UNIVERSITY BRAWIJAYA**

|  |  |  |
| --- | --- | --- |
| **NO.** | **ITEM** | **KETERANGAN** |
| 1 | Internshipsreceipt |  |
| 2 | Attendance List |  |
| 3 | List of Value |  |
| 4 | Letter of Notification from Internship Location |  |
| 5 | Approval sheet |  |

 Malang,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Receiver

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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**OFFICIAL REPORT OF INTERNSHIPEXAMADMINISTRATIVE DEPARTMENT\_\_\_\_\_**

Today: Tuesday, Date 10 January 2012 Internships exams have been held in theinternship exam room, Fakulty ofAdministrative Science University Brawijaya Malang, For MR/MRS:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Member : 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The results of the student assessment stated as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria of Assessment** | **Score (0-100)** | **Raw Score** | **NA** |
| a.Score from Institution (40%) | \_\_\_\_\_\_\_\_\_\_\_\_ | 40% x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_= \_\_\_ |  |
| b.Report score (Group) from :- Supervisor (10%)- Examiner (10%) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 10% x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_= \_\_\_10% x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_= \_\_\_ |  |
| c.The individual values ​​of the concerned students :- Supervisor (20%)- Examiner (20%) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 20% x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_= \_\_\_20% x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_= \_\_\_ |  |
|  |  | Total = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

 Malang, \_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Lecture/ Internship Lecture Internship Examiner Lecture

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note :**

* + - * + Raw score point (a) diisi oleh jurusan
				+ Raw score point (b) diisi oleh Pembimbing/Penguji (Nilai sama bagi setiap anggota)
				+ Raw score point (c) diisi oleh Pembimbing/Penguji
				+ Final Score:

 >80-100= A > 69-75 = B >55-60 = C > 44-50= D

 >75-80 = B+ >60-69 = C+ >50-55 = D+ 0-44 = E