UNS UNIVERSITAS SEBELAS MARET | MATEMATIKA fakultas matematika dan ilmu pengetahuan alam | Kampus Merdeka INDONESIA JAYA

INTERNSHIP GUIDELINES

MERDEKA BELAJAR-KAMPUS MERDEKA

MATHEMATICS STUDY PROGRAMME
FACULTY OF MATHEMATICS AND NATURAL SCIENCES
SEBELAS MARET UNIVERSITY

INTERNSHIP GUIDELINES

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MATHEMATICS STUDY PROGRAMME
FACULTY OF MATHEMATICS AND NATURAL SCIENCES,
SEBELAS MARET UNIVERSITY
SURAKARTA

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PREFACE

Praise our gratitude to the presence of Allah SWT. With all His grace and grace, the Merdeka Learning-Campus Merdeka Internship Guidebook for the Mathematics Study Program FMIPA UNS can finally be completed.

As members of the academic community, students need to have *hard* skills (skills, complex problem solving, analytical skills, etc.), as well as *soft skills* (professional/work ethics, communication, cooperation, etc.). Internship is part of work practice that can be carried out by active students starting in semester V (five) or at least 80 credits have been passed. Internship is one of the Merdeka Belajar-Kampus Merdeka (MBKM) programmes which is carried out for 1-2semesters or the equivalent of 20-40 credits, hereinafter referred to as MBKM Internship. The Student Internship Activity (KMM) course with a weight of 2 credits can be part of the MBKM Internship recognisation offered by the Mathematics Study Programme FMIPA UNS.

The Merdeka Learning-Campus Merdeka Internship Guidebook is compiled as a basis for implementing MBKM and KMM internship activities for students, Internship Supervisors (DPM), Internship Partners, and Academic Advisors. This book was compiled by the Cooperation and Student Internship Activities Commission (KMM) of the Mathematics Study Program FMIPA UNS which contains requirements for students who will carry out MBKM or KMM internship activities including internship procedures, Internship Partner duties, DPMduties, and student duties as internship participants. In addition, this guidebook contains material regarding the student mentoring process, monitoring, evaluation, assessment of students participating in ma- gang, assessment standards, learning outcomes and course recognition. This guidebook also contains the format and systematic writing of MBKM and KMM internship proposals and reports.

Realising that a work in any field is inseparable from shortcomings, the reader is encouraged to provide suggestions for improvement.

With the spirit and morals of scholarship, this guidebook will continue to be refined so that it can accommodate common aspirations.

Appreciation and gratitude are expressed to the Committee for Student Work and Internship Activities (KMM) of the Mathematics Study Programme FMIPA UNS who have worked hard so that this guidebook can be completed. Thanks are also extended to all those who have helped, motivated, and inspired the effort to publish this handbook.

I hope this book is useful.

Surakarta, August 2021

Compilation Team

TABLE OF

INTRODUCTION

1.1 Background Background

In accordance with the Minister of Education and Culture's policy in 2020 regarding Merdeka Belajar-Kampus Merdeka (MBKM) which aims to encourage students to master various sciences that are useful for entering the world of work. Merdeka Campus provides opportunities for students to choose the courses they will take.

Merdeka Belajar – Kampus Merdeka policy is in accordance with Permendikbud Number 3 of 2020 concerning National Higher Education Standards, in Article 18 it is stated that the fulfilment of the period and learning load for undergraduate or applied undergraduate students can be carried out: 1) following the entire learning processin the study programme at the university according to the period and learning load; and 2) following the learning process in the study programme to meet part ofthe period and learning load and the rest following the learning process outside thestudy programme.

Through Merdeka Belajar - Kampus Merdeka, students have the opportunity for 1 (one) semester or the equivalent of 20 (twenty) credits to take learning outside the study programme at the same tertiary institution; and a maximum of 2 (two) semesters or the equivalent of 40 (forty) credits to take learning in the same study programme at different tertiary institutions, learning in different study programmes at different tertiary institutions; and/or learning outside tertiary institutions.

One form of learning activities outside of higher education is internship / work practice in industry or other workplaces. Internship activities in industry or other workplaces for 1-2 semesters or equivalent to 20-40 credits, hereinafter referred to as MBKM Internship. The objectives of the MBKM Internship are

provide sufficient experience to students, *experiential learning* in the workplace. During the internship, students will gain both *hard* and *soft skills*. This is in line with the curriculum that has been developed by the Mathematics Study Programme in facilitating students to apply the knowledge gained in college to theworld of work (where students are interning) through Student Internship Activities(KMM). KMM is a compulsory course of the Mathematics Study Programme that must be completed by students. Thus, students who carry out the MBKM Internship can also be recognised in the Ma- hasiswa Internship Activity (KMM) course with a weight of 2 credits and the rest is taken from the courses offered by the study programme.

MBKM internship activities are an option for students who have fulfilled certain requirements to exercise their right to get knowledge outside the university. Students who choose MBKM Internship activities mean that they have chosen to replace lectures on campus with activities in the gang place. Thus, allconsequences that arise related to the needs of life at the internship site andresidence at the internship site are the responsibility of the student. Synergism and integration between students, internship partners, and the study programme will create a continuity of activities that have an impact on the development of MBKMactivities in the Mathematics Study Programme FMIPA UNS.

After students carry out MBKM or KMM internship activities, they must prepare a report containing the activities that have been carried out. Often students do not have a clear picture of the procedures for writing proposals and reports, even administrative procedures. For this reason, it is necessary to prepare an MBKM Internship guidebook that contains procedures for writing proposals and reports.

1.2 Foundation Law

1. Law Number 20 Year 2003 on the National Education System.

2. Law No. 14/2006 on Teachers and Lecturers.
3. Law Number 12 Year 2012 on Higher Education.
4. Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Higher Education Standards.

1.3 Definition and Form Internships

1. Form of Internship
   (a) MBKM (Merdeka Belajar-Kampus Merdeka)Internship
   (b) Student Internship Activities
2. MBKM internship is an academic activity that is an option for students to carry out work practices in industry or other workplaces outside the university for 1 semester or the equivalent of 20 course credits as a medium for students to get hard skills and soft skills learning in the industrial world.
3. Student Internship Activity (KMM) is an activity carried out by a student in an institution in order to practice / try to identify problems in the institution and analyse using methods that are in accordance with the competencies of the Stu- di Program with a weight of 2 (two) credits.
4. Internship scheme
   (a) Independent Campus Scheme
   Internships are organised on the basis of an offer and recruitment process by the Ministry of Education, Culture, Research and Technology through the Directorate General of Higher Education which aims to provide opportunities for students to learn and develop themselves through activities outside the lecture class. In the Berser-er Internship scheme

This certificate allows students to gain work experience in the industry / professional world for 1 semester or equivalent to 20 credits.

(b) Partner Scheme

Internships that are carried out with offers and recruitment processes carried out by internship partners (external agencies / institutions) that are offered to study programmes. For example, the Certified Internship Student Programme (PMMB) by a state-owned company.

(c) Study Programme Scheme

Internships carried out by students in locations that have become collaborative locations between study programmes/faculties/ universities and internship partners (external agencies/institutions). Internship in this scheme, the initiation and recruitment process is carried out by the Study Programme.

(d) Standalone Scheme

Internships are carried out by students by finding locations and internship partners according to their wishes.

1.4 Purpose Internships

1. MBKM Internship Objectives

   After participating in *experiential* learning in the workplace through the MBKM Internship / Work Practice programme, students are expected to gain *hard skills* (skills, *complex problem solving*, *analytical skills*, etc.), as well as *soft skills* (professional / work ethics, communication, cooperation, etc.) so as to provide contextual field experience that will improve student competence as a whole, ready to work, or create new jobs.

2. Purpose of Student Internship Activities (KMM)

   The purpose of KMM is as an effort to align the status of learning achievements on campus with the development of the dynamics of society and industry as a strategy to empower students through enrichment.

insights and increased competence in order to improve the quality of graduates who have competitiveness and the ability to grow into independent entrepreneurs.

1.5 Benefits of Internships

Some important benefits that can be obtained from MBKM and KMM Internship activities are

1. For the Mathematics Study Programme

   (a) The implementation of MBKM and KMM Internship activities is in accordance with the vision and mission of the Mathematics Study Programme;

   (b) Increased access to stakeholders in utilising graduates;

   (c) Expanding the network between the Faculty of Law and industry or internship partners through Cooperation Agreements;

   (d) Obtaining feedback in improving the quality of graduates.

2. For Students

   (a) Can apply and improve the knowledge gained in lectures on campus;

   (b) Improve *hard* and *soft skills*;

   (c) Gainwork experience.

3. For Internship Partners

   Internship Partners get talent that, if suitable, can be directly *recruited,* thus reducing *recruitment* and initial training/induction costs.

Students who are familiar with the workplace will be more confident in entering the world of work and their careers. In addition, internship activities also provide benefits where industry problems / internship partners will flow into the study programme so that the study programme can develop learning, teaching materials, and research topics that are increasingly relevant to current world needs.

CHAPTER II

INTERNSHIP MECHANISM AND PROCEDURE

2.1 Requirements

In implementing the MBKM policy, the "right to study three semesters outside the study programme" programme, there are several general requirements that must be met by students, namely

1. Students come from accredited study programmes.
2. Students are active students registered with PDDikti and the Mathematics Study Programme.
3. Students must be at least in their 5th semester.
4. Willing to sign the rules and obligations of apprentices.
5. Obtain consent from parents or guardians.
6. Especially for taking KMM courses as recognition of MBKM internship courses or as regular lectures, it still follows the requirements set in the Mathematics Study Programme, namely having taken and passed 80 credits.

2.2 Mechanism Internship

The implementation mechanism of the MBKM internship is as follows:

1. Mathematics Study Programme
   (a) Make an agreement in the form of a cooperation document (MoU/SPK) with partners, including the learning process, recognition of semester credits and assessment.

(b) Develop an internship programme with partners, including the content of the internship programme, the competencies to be acquired by students, and the rights and obligations of both parties during the internship process.

(c) Assign a supervisor who will guide students throughout the internship.

(d) Where possible, the mentor makes on-site visits to the ma- gang formonitoring and evaluation.

(e) Supervisors together with supervisors compile a logbook and assess student achievements during the internship.

(f) Monitoring of the internship process can be done through the Higher Education Database.

2. Internship Partner

(a) Together with the Study Programme, develop and agree on the internship programme that will be offered to students.

(b) Ensure a quality internship process in accordance with the cooperation document (MoU/SPK).

(c) Provide *supervisors/mentors/coaches* who assist students/student group during the internship.

(d) Provide rights and guarantees in accordance with laws and regulations (health insurance, work safety, internship honorarium, intern rights).

(e) The supervisor accompanies and assesses the student's performance during the ma- gang, and together with the supervisor provides an assessment.

3. Student

(a) With the approval of the academic supervisor, students register / apply and take part in the internship selection according to the provisions of the place of ma- gang.

(b) Obtain approval from Academic Supervisor (DPA) and get an internship supervisor.

(c) Carry out Internship activities in accordance with the direction of supervisors and internship supervisors.

(d) Fill in the logbook according to the activities performed.

(e) Compile an activity report and submit the report to the supervisor and supervisor.

4. Internship Supervisor (DPM) and Field Supervisor/Supervisor

(a) Supervisors provide briefings for students before leaving for internships.

(b) Supervisors provide direction and assignments for students during the internship process. Supervisors mentor and guide students during the internship process.

(c) The supervisor and lecturer evaluate and assess the results of the internship.

2.3 Partner Internship

Internship partners include companies, non-profit foundations, multila- teral organisations, government institutions, and *startups*. MBKM internship partners can be determined by the Study Programme based on a cooperation agreement between Sebelas Maret University/Faculty of Mathematics and Natural Sciences/Mathematics Study Programme and the agency or internship partner. Meanwhile, internship partners for carrying out KMM can be determined based on the choice of students.

2.4 Procedure

1. Internship Flow

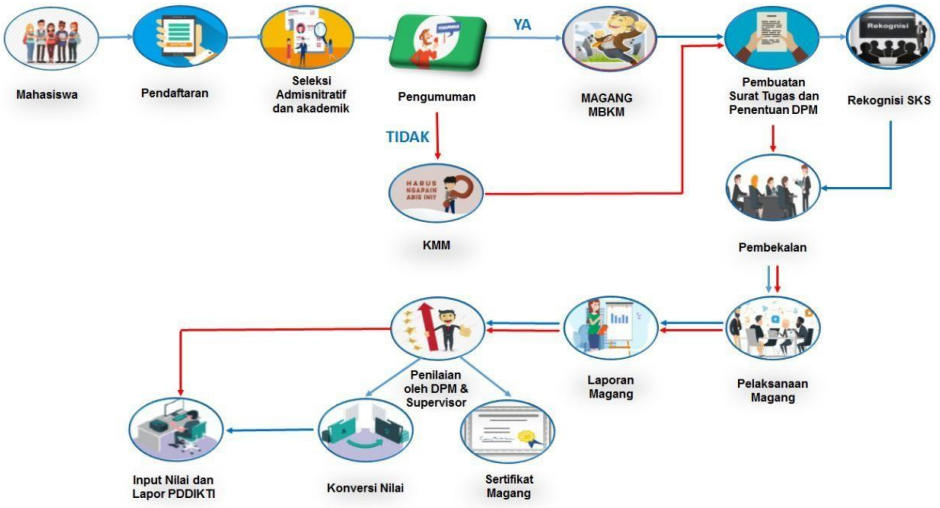

Figure 2.1 Flow of Internship

2. Internship Registration

   Students who will take the MBKM or KMM internship programme must register for an internship and meet the following requirements:

   (a) Administrative Requirements

   i. register via google form with the link .....
   ii. fulfil the internship requirements
   iii. passed theselection.

   (b) Special Requirements

   i. sign a willingness to obey the rules and obligations of the apprenticeship participants
   ii. attach a letter of parental or guardian consent
   iii. willing to bear all costs incurred in the implementation of the internship.
   iv. attach a health certificate from a doctor.

3. Internship Selection

   Prospective interns will be selected by the Cooperation Commission and KMM as well as related institutions in accordance with the chosen internship scheme. Selection stages

including administrative selection, substance selection, quota and interview selection if needed. Students who pass the MBKM internship selection will get an Internship Assignment Letter, credit recognition, and must follow the internship provision. If the student does not pass the selection, the student can take the Student Internship Activity (KMM) course with a weight of 2 credits and additional requirements have taken and passed 80 credits. Students who take KMM also get an Internship Assignment Letter and are required to attend internship debriefing.

4. Making a Letter of Assignment and Determining Academic Supervisors (DPM) Students who are declared qualified to take part in the MBKM or KMM internship will be made a letter of assignment as a road letter for the implementation of the internship. Together with this, Prodi through the Cooperation and KMM Commission will determine the DPM who is given the task of guiding and monitoring the implementation of student internships.

5. Internship Debriefing

   Students are required to attend an internship briefing scheduled by the Co-operation Mission and KMM. Internship debriefing will be carried out by the Cooperation Commission and KMM with the assigned DPM to provide understanding, training, and practice according to the needs at the internship location. The implementation of debriefing can be carried out online or offline according to conditions and needs.

   Before leaving for the internship location, the equipment that must be prepared by students consists of

   (a) Internship Assignment Letter;

   (b) Internship Handbook;

   (c) Daily attendance list;

   (d) Monthly Report Form;

   (e) Assessment Form from Internship Partner.

6. Internship Implementation

   After students have received an assignment letter, DPM, and debriefing, they can carry out internships in accordance with the provisions. Furthermore, the implementation of internships and mentoring will be regulated in Chapter III.

7. Internship Report

   After students complete internship activities at the internship agency/institution, students are required to make an internship report in accordance with the provisions for writing an internship report which are regulated in CHAPTER V.

8. Internship Assessment by DPM and Field Supervisor / Supervisor Students who have completed internship activities and have finished making internship reports are entitled to get an assessment from DPM and Field Supervisor / Supervisor in accordance with the provisions stipulated in CHAPTER IV through an evaluation in the form of an internship report presentation. If students take part in MBKM internships, then at this stage students will receive course recognition awards and ma- gang certificates in accordance with the provisions and technical instructions regulated in CHAPTER VI.

CHAPTER III

INTERNSHIP IMPLEMENTATION AND MENTORING

3.1 Implementation Internships

1. Place of Internship

   (a) Agencies/institutions that are the place or target for Internships/Work Practices are companies, non-profit foundations, multilateral organisations, government institutions, and *startups*.

   (b) Students are given the option of choosing an institution/institution where the Internship is carried out that has established cooperation with the Mathematics Study Programme, Faculty of Mathematics and Natural Sciences, Sebelas Maret University. The institutions/institutions that currently have collaborated with the Mathematics Study Programme to be able to carry out the MBKM or KMM Internship programme are: PT Tiga Serangkai Pustaka Mandiri.

2. Internship Time

   (a) MBKM Internship

   The period of MBKM internship is 1 semester or equivalent to 20 credits. Student learning load is expressed in terms of semester credit units (SKS). The learning form of 1 (one) credit in the learning process in the form of an internship is 170 (one hundred seventy) minutes per week per semester.

   (b) Student Internship Activities (KMM) The period of implementation of KMM is 128 working hours or the equivalent of 1 (one) month with 6 (six) working hours every day with a weight of 2 credits.

3. Implementation Procedure

(a) Students carry out internships on agreed days and dates and students get field supervisors / supervisors from internship partners.

(b) Students carry out internships at the internship location, by providing proof of official attendance from the company / institution (complete written entry and exit hours with a stamp and signature of the field supervisor). (The attendance list form can be downloaded)

(c) Students must consult with the Internship Supervisor (DPM) of the Study Programme prior to the implementation of the internship.

(d) Students consult with the field supervisor/supervisor at the internship location and DPM from the Study Programme.

(e) Students bring the Internship Assessment Form to be submitted to the field supervisor/supervisor at the internship location and DPM from the Study Programme. (The assessment form can be downloaded)

(f) Students make an internship report, attaching internship attendance at the workplace and internship supervision attendance. For students who take MBKM internships and recognise them in the Student Internship Activity (KMM) course, theMBKM internship report can be recognised as a KMM report. However, if this is not the case, then students must make a separateKMM report.

(g) Students submit the score form that has been filled in by the field supervisor/supervisor at the internship location to the DPM in theStudy Programme.

(h) Students submit 1 (one) KMM report to the Study Programme and tothe agency where KMM is requested.

(i) The internship grade is issued, if the report and grade from the supervisor have been received by the Coordinator of the Cooperation Commission and KMM and the student.

The student has taken the KMM course and other courses that recognise the MBKM Internship.

3.2 Duties of Internship Supervisor (DPM)

DPM is a Mathematics Study Programme Lecturer who is assigned to guide, consult, monitor and provide assessments to interns. In carrying out their duties, a DPM is given a Letter of Assignment by the Dean of the Faculty of Mathematics and Natural Sciences, Sebelas Maret University. Each DPM can guide a maximum of 5 (five) students. The duties of DPM are

1. Monitor the internship of the students under his/her supervision.
2. Providing guidance and consultation to students
3. Conduct monitoring according to the monitoring schedule set by the Cooperation and Student Internship Activities Committee.
4. Provide internship assessment for students under his/her supervision.
5. The assessment as referred to in point 4 is submitted to the Commission for Cooperation and Student Internship Activities (KMM) no later than 7 (seven) days after the internship is completed (submission of the internship report).
6. Organise meetings with Internship Partners when deemed necessary, and take other actions for the smooth implementation of the internship.
7. Give consideration to the Cooperation and Student Internship Activities Commission (KMM) in terms of taking action or sanctions against any interns who commit in-disciplinary actions.
8. Communicate all matters relating to the implementation of internships to the Cooperation and Student Internship Commission (KMM).

3.3 Duty Supervisor Field/Supervisor

Field Supervisors/Supervisors are staff assigned by internship partners to guide during the internship process and provide assessments to interns. The duties of the Field Supervisor/Supervisor are

1. provides direction and tasks for students during the internship process. Supervisors mentor and guide students during the internship process,
2. Field supervisors/supervisors together with DPM evaluate and assess the results of the internship.

CHAPTER IV

INTERNSHIP EVALUATION AND ASSESSMENT

4.1 Evaluation

Evaluation aims to measure and provide an assessment of the success of students in carrying out internship activities. Internship evaluation is carried out by Internship Supervisors and Field Supervisors / Supervisors. The evaluation component is expressed in the form of competencies obtained by students during the internship both in the form of hard skills and soft skills in accordance with the predetermined graduate learning outcomes.

The internship score consists of two score variables, namely the score from the Internship Supervisor and the score from the Field Supervisor/Supervisor. The composition is 50% from the Internship Supervisor and 50% from the field supervisor/supervisor.

4.2 Assessment

A. Assessment of student internship activities by Field Supervisors/Supervisor from Internship Partners follows the distribution:
   1. Internship Process
      a. Discipline = 10%
      b. Creativity and problem-solving skills = 20%
      c. Ability to co-operate with the group = 10%
      d. Ability to adapt and communicate ideas = 10%
      e. Work skills in accordance with their duties = 20%
   2. Internship Report = 30%

B. Assessment of student internship activities by Field Supervisors (DPM)

1. Consultation and discussion = 20%
2. Internship Report Writing
    a. Grammar and writing system = 10%
    b. Introduction =10%
    c. Activity implementation = 20%
    d. Results and Discussion = 30%
    e. Conclusion and suggestions = 10%

CHAPTER V

INTERNSHIP PROPOSAL AND REPORT WRITING

5.1 Form Report

Interns, both MBKM and KMM interns, are required to make proposals and reports on the implementation of internships to be submitted to Internship Partners, DPM, and the Cooperation and KMM Commission. The following are the types of internship proposals and reports

1. Proposal

   Proposals are prepared by individual interns containing internship activity programmes based on the internship material provided and approved by internship partners. The proposal is submitted to the Internship Partner, DPM, and the Cooperation Commission and KMM no later than the first week of KMM implementation or no later than the fourth week of the first month of MBKM Internship implementation. The proposal format can be seen in the attachment ....

2. Weekly or Monthly Report

   Interns are required to make and submit weekly reports (for KMM participants) on Saturday of every week starting the second week or monthly reports (for MBKM Interns) individually on the fourth week of every month starting the second month. The weekly report contains a daily logbook for one week. While the monthly report contains a daily logbookfor one month. Weekly reports or monthly reports are submitted to DPM. The weekly or monthly report format can be seen in the attachment ....

3. Final Report

   The final report of both KMM and MBKM internships is made by the interns.

and internship individually in 3 (three) copies to be submitted to DPM, Internship Partner, and the Cooperation and KMM Commission. The final report must be submitted no later than 2 (two) months after completion of the internship. The format of the final internship report can be seen in Appendix.

5.2 Systematic Writing

1. The proposal includes three sections

   A. Initial Section

      The initial part includes the front cover page, title page, endorsement page, preface, and table of contents.

      i. Front Cover Page

         The front cover page contains the title of the internship, the symbol of UNS, the student's name and number, the name of the institution, and the year of completion.

         a. Write "MERDEKA BELAJAR-KAMPUS MERDEKA INTERNSHIP PROPOSAL" or "STUDENT INTERNSHIP ACTIVITY PROPOSAL" is placed symmetrically in the centre.

         b. The title of the internship should be as short as possible and written using capital letters and placed in the centre.

         c. The UNS emblem (black) with a diameter of 5 cm x 5 cm isin the centre of the page.

         d. The name of the student preparing the report is written in full (no abbreviations). Below the name is the student identification number (NIM). The writing of the student's name uses capital letters.

         e. The name of the institution is Mathematics Study Programme, Faculty of Mathematics and Natural Sciences, Sebelas Maret University. The name of the institution is written in capital letters.

         f. Year of completion is the year in which the internship

proposal was finalised.

ii. Title Page

The title page contains the same text as the front cover page, but typed on white paper.

iii. Endorsement Page

This page contains signatures consisting of:

A. Internship Supervisor and Field Supervisor/Supervisor.

B. Coordinator of Cooperation and KMM of Mathematics Study Programme.

C. Head of Mathematics Study Programme, Faculty of Mathematics, Sebelas Maret University.

D. Head of Internship Partner Agency / Institution

An example of an endorsement page can be seen in the attachment

iv. Preface

The preface contains a brief description of the purpose of the report, anexplanation, and acknowledgements. This introduction ends with the monthand year of the proposal's completion.

v. Table of Contents

The table of contents is intended to provide a comprehensive overview of the contents of the report and as a guide for readers who want to immediately see a chapter or subchapter. The table of contents lists the order of chapters, subchapters and their page numbers.

B. Main Section

The main body of the proposal contains the following chapters: introduction, implementation of activities, results and discussion, and conclusion.

i. CHAPTER I. INTRODUCTION

The introduction contains background, objectives, and benefits.

a. The background in the report contains a description of the need for

KMM activities are carried out for students at the agency where the internship is held.

b. Objectives are descriptions of what the internship is intended to achieve.

c. Benefits is a description of what benefits can be obtained from internship activities.

ii. CHAPTER II. INTERNSHIP PROGRAMME

The internship programme contains an agency profile as well as a description of the internship activity plan, objectives, and expected results/outputs of the internship activities.

iii. CHAPTER III. ACTIVITY SCHEDULE PLAN

This chapter contains an activity schedule plan based on the internship activity plan written in CHAPTER II.

C. Final Section

The final part contains a bibliography (if any) and appendices. In the appendix there is information or information needed regarding the implementation of the internship, for example a certificate of acceptance of internship, letter of internship assignments, etc.

2. Weekly/Monthly Report Systematics include: A description of the internship carried out by the intern every day for one week (for KMM) or for one month (for MBKM Internship) including internship activities, activity objectives, and results achieved.

3. The systematics of the Final Report consists of the initial part, the main part, and the final part with the following description.

A. Initial Section

The initial part includes the front cover page, title page, endorsement page, preface, table of contents, table of tables, and list of figures.

i. Front Cover Page

The front cover page contains the title of the internship, the symbol of UNS, the student's name and number, the name of the institution, and the year of completion.

a. Write "MERDEKA BELAJAR-KAMPUS MERDEKA INTERNSHIP REPORT" or "STUDENT INTERNSHIP ACTIVITY REPORT" is placed symmetrically in the centre.
b. The title of the internship should be as short as possible and written using capital letters and placed in the centre.
c. The UNS emblem (black) with a diameter of 5 cm x 5 cm isin the centre of the page.
d. The name of the student preparing the report is written in full (no abbreviations). Below the name is the student identification number (NIM). The writing of the student's name uses capital letters.
e. The name of the institution is Mathematics Study Programme, Faculty of Mathematics and Natural Sciences, Sebelas Maret University. The name of the institution is written in capital letters.
f. The year of completion is the year in which the internship proposal was completed and is placed in the centre, under the name of the intern.

ii. Title Page

The title page contains the same text as the front cover page, but typed on white paper.

iii. Endorsement Page

This page contains signatures consisting of:

a. Internship Supervisor and Field Supervisor/Supervisor
b. Coordinator of Cooperation and KMM of Mathematics Study Programme.

c. Head of Mathematics Study Programme FMIPA, Sebelas Maret University.

d. Head of Internship Partner Agency / Institution

An example of an endorsement page can be seen in the attachment

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B. Main Section

The main body of the proposal contains the following chapters: introduction, implementation of activities, results and discussion, and conclusion.

i. CHAPTER I. INTRODUCTION

The introduction contains background, objectives, and benefits.

a. The background in the report contains a description of the need to carry out KMM activities for students at the agency where the internship is held.

b. Objectives are descriptions of what the internship is intendedto achieve.

c. Benefits is a description of what benefits can be obtainedfrom internship activities.

ii. CHAPTER II. ACTIVITY IMPLEMENTATION

The implementation of internship activities includes agency profiles, exposure to activities and activity schedules.

a. The agency profile contains a description of the general situation, a brief history, vision and mission and

organisational structure.

b. Activity exposure is a description related to the activitiescarried out in KMM.

c. The schedule of activities contains a description of the schedule of activities during the ma- gang.

iii. CHAPTER III. THEORETICAL FOUNDATION

The theoretical foundation contains a description of the theory used for data analysis (if any).

iv. CHAPTER IV RESULTS AND DISCUSSION

Results and discussion include soft skills experience, data description (if any), and discussion.

a. Soft skills experience includes the experience of activitiescarried out during the internship.

b. The data description contains a description of the dataobtained from the agency where the Internship.

c. The discussion contains a description of data analysis (if any) and/or additional knowledge gained during the internship process.

v. CHAPTER V CLOSING

The closing contains conclusions and suggestions.

a. The conclusion contains the results of the conclusionsobtained during the KMM.

b. uggestions are intended for future refinement anddevelopment.

C. Final Section

The final part contains a bibliography (if any) and appendices. In the appendix there is information or information needed regarding the implementation of the internship, such as a list of internship *attendance/logbook, a* list of internship supervision attendance, a certificate of acceptance of internship, an internship assignment letter.

5.3 Writing Procedure

Writing procedures include material and size, typing, numbering, list and figure writing, and name writing.

A. Material and Size

Materials and size include manuscript, cover, cover colour, font on cover and size.

(a) Manuscript. Manuscripts are made on 70 g/m2 HVS paper and must not be typed backand forth.

(b) Cover. The cover is made of buffalo paper or similar (softcover). The writingprinted on the front cover is the same as that on the title page.

(c) Cover colour. The cover colour for the internship report is red.

(d) Size. The paper size is 21 cm x 28 cm (quarto/A4 size).

B. Typing/Writing

The procedure for typing, numbering, writing lists and figures as well as writing names in the KMM report follows the final project guidance guidebook, which is as follows:

(a) The font used is Times New Roman (12 point size) or its equivalent.

(b) The thesis report manuscript is typed with 1.5 spaces.

(c) Type all manuscripts using the same font type and size.

(d) Any symbols, letters or signs that cannot be typed must be neatly written in black ink.

(e) Techniques for presenting numbers and units

i. If the sentence starts with a number, the number must be written with a letter.

ii. Units of measure that are not preceded by a number must be written in full.

iii. Symbols or abbreviations must not be at the beginning of a sentence.

CHAPTER VI

MBKM INTERNSHIP RECOGNITION

6.1 Course Recognition Guidelines

The Mathematics Study Programme gives appreciation to students who takepart in internship activities within a certain period of time in the form of

1. Course recognition awards.
2. Additional competency awards that are written in the Certificate of Diploma Companion (SKPI).
3. Award in the form of an apprenticeship certificate/certificate of competence.

The specific requirements that students must fulfil in order to receive an internship award are as follows.

1. Students have completed the obligation to make a ma- gang activity report.
2. Students submit documents such as a letter of acknowledgement of having carried out Internship activities, photos of activities, logbooks of internship activities, and other related documents.

Awards in the form of recognition of relevant course credits are determined by Prodi through the Recognition Team by referring to the relevance of internship activities to the Graduate Learning Outcomes (CPL) of the course to be recognised. The maximum number of credits that can be converted in one semester is 20 credits provided that students have completed the required courses for competence as a bachelor of mathematics. The basis for course recognition is

1. learning activity time (1 credit =170 minutes × 16 weeks =2720 minutes) = 45 hours), and
2. conformity with the SLOs of the course to be recognised.

6.2 Technical Guidelines for Course Recognition

Students are entitled to recognise internship activities with courses that have Graduate Learning Outcomes (GLOs) that have compatibility and alignment.The following are given technical instructions for course recognition for internship activities.

1. Course recognition in the same semester before the internship is completed
   (a) The internship activities carried out have been informed and have been recorded in Prodi through the Cooperation Commission and KMM.
   (b) The Head of Mathematics Study Program forms the Mathematics Study Program Recognition Team (TRPM) to assess the recognition of relevant course credits between the internship activities carried out by students and the implementation time and ELOs of the courses to be recognised.
   (c) TRPM verifies and validates courses that have conformity and alignment of ELOs with internship activities based on the internship activity plan submitted in the internship proposal.
   (d) Prodi submits to students and Academic Supervisors (DPA) the results of verification and validation by TRPM in the form of a list of coursesthat can be recognised with internship activities.
   (e) Students fill in the Study Plan Card (KRS) for courses that will be recognised with internship activities with the approval of the DPA and DPA validates KRS according to the time limit specified in the UNS academic calendar.

(f) Students submit the final internship report after the implementation ofthe internship is completed to Prodi through the Cooperation Commission and KMM.

(g) The Cooperation Commission and KMM submit the final report of the student's internship for grade conversion into recognised courses.

(h) The results of the conversion and assessment are then proposed to the Dean to make a Dean's Decree on the Recognition of course credits.

(i) Admin Prodi inputs grades at https://siakad.uns.ac.id based on the Dean's Decree

2. Course recognition in the following semester after the internship has been completed.

(a) The Head of Study Programme forms the Mathematics Study Programme Recognition Team (TRPM) to conduct the assessment of credit recognition of internship activities.

(b) Students submit a request for recognition according to the attached format accompanied by the Final Report on the Implementation of Internship Activities to the Head of Mathematics Study Programme.

(c) TRPM conducts verification and validation to assess courses that have conformity and alignment of ELOs with internship activities based on the implementation of internship activities submitted in the final internship report.

(d) Prodi submits to students and Academic Supervisors (DPA) the results of verification and validation by TRPM in the form of a list of coursesthat can be recognised with internship activities.

(e) Students programme the recognised courses determined by the Study Programme in the KRS of the following semester with the knowledge and approval of the DPA.

(f) The results of the assessment are proposed to the Dean to make aDean's Decree on the Recognition of course credits.

(g) Admin Prodi inputs grades at https://siakad.uns.ac.id based on the Dean's Decree

6.3 Form of Internship Conversion MBKM

Internship conversion can be done with two approaches, namely *structuredform* and *free form*. The selection of the conversion form is determined by TRPM according to the most relevant conditions.

1. Structured Form

   Internship conversion will follow a structured form if converted into 20 credits in accordance with the curriculum being pursued by students in the Mathematics Study Program. The twenty credits are expressed in the form of equivalence with courses offered whose SLOs and competencies are appropriate and aligned with internship activities. The following are examples of courses that are equivalent to students doing MBKM Internships presented in Table 6.1.

Table 6.1 Example of Internship Course Conversion

Course Content	SKS Weight
Forecasting Maths	3
Database Management	3
Mathematical Communication	2
System Dynamics	2
Science Data	2
Set Theory	2
Entrepreneurship	2
Risk Model	2
Total	**20**

The composition of the courses to be converted is first approved by TRPM and Kaprodi and known by DPM and DPA. After approval, DPM and Kaprodi coordinate with the relevant TRPM to prepare the necessary assessment tools.

2. Freeform

In addition to the structured form, the conversion of activities can also be done in a free form. Internship activities for six months are equivalent to 20 credits without equivalence to courses. The 20 credits are expressed in the form of competencies acquired by students during the programme, both in *hard skills* and *soft skills in* accordance with the learning outcomes. For example, for the field of mathematics, *hard skills* as part of the learning outcomes are: the ability to formulate complex problems into mathematical models, the ability to analyse and solve mathematical problems based on science and mathematics knowledge. Examples of *soft skills* include the ability to communicate in a professional work environment, the ability to work together in a team, and the ability to practice professional ethics. Learning outcomes and their assessment can be expressed in competencies as shown in Table 6.2 below.

Table 6.2 Example of Conversion of Internship Activities into free form

Competency Indicator	**SKS Weight**
Hard Skills	
Formulate the problem into a mathematical model/ data exploration/forecasting	3
Resolve problems in the field	3
Synthetic ability in the form of design	4
Soft Skills	
Communication skills	2
Ability to co-operate	2
Hard work	2
Leadership	2
Discipline	2
Total	**20**

In addition to the two forms of assessment above, the assessment system can also be carried out collaboratively between free form and structured forms. The decision to choose an assessment method is agreed upon by the apprentice, DPM, Kaprodi, TRPM and field supervisor/supervisor based on relevance orneed. The internship not only emphasises the academic performance of students, but also the actualisation of attitudinal and behavioural values during the internship process.

APPENDIX

Appendix 1: Sample cover page of MBKM internship proposal

INDEPENDENT LEARNING-CAMPUS INTERNSHIP PROPOSAL

JUDGEMENT

Written by

NAME OF STUDENT

NIM

MATHEMATICS STUDY PROGRAMME

FACULTY OF MATHEMATICS AND NATURAL SCIENCES

SEBELAS MARET UNIVERSITY SURAKARTA

MONTHS OF THE YEAR

(According to the year of application)

Appendix 2: Sample cover page of Student Internship proposal

STUDENT INTERNSHIP ACTIVITY PROPOSAL

JUDGEMENT

Written by

NAMEOF STUDENT

NIM

MATHEMATICS STUDY PROGRAMME

FACULTY OF MATHEMATICS AND NATURAL SCIENCES

SEBELAS MARET UNIVERSITY SURAKARTA

MONTHS OF THE YEAR

(According to the year of application)

Appendix 3: Example of Internship proposal approval page

Internship Proposal Merdeka Belajar-Campus Merdeka

MAGANG PROPOSAL TITLE

(capitalised)

submitted by

NAME OF STUDENT

(capitalised) NIM

has been approved by the Internship Supervisor and Field Supervisor on the day of - - - date - - - .

Surakarta, Date Month Year

Approve,

Internship Supervisor Field Supervisor

(Name) (Name)

NIP. NIP.

Knowing,

Coordinator of Cooperation and KMM

(Name)

NIP.

Appendix 4: Example of KMM proposal approval page

Student Internship Activity Proposal

MAGANG PROPOSAL TITLE

(capitalised)

submitted by

NAME OF STUDENT

(capitalised) NIM

has been approved by the Internship Supervisor and Field Supervisor on the day of - - - date - - - .

Surakarta, Date Month Year

Approve,

Internship Supervisor	Field Supervisor
(Name)	(Name)
NIP.	NIP.

Knowing,

Coordinator of Cooperation and KMM

(Name)

NIP.

Appendix 5: Sample cover page of MBKM internship final report

FINAL REPORT

INTERNSHIP MERDEKA LEARNING-CAMPUS MERDEKA

JUDGEMENT

Written by

NAMEOF STUDENT

NIM

MATHEMATICS STUDY PROGRAMME

FACULTY OF MATHEMATICS AND NATURAL SCIENCES

SEBELAS MARET UNIVERSITY SURAKARTA

MONTHS OF THE YEAR

(By year of completion)

Appendix 6: Sample cover page of Student Internship Activity proposal

FINAL REPORT ON

STUDENT INTERNSHIP ACTIVITIES

JUDGEMENT

Written by

NAMEOF STUDENT

NIM

MATHEMATICS STUDY PROGRAMME

FACULTY OF MATHEMATICS AND NATURAL SCIENCES

SEBELAS MARET UNIVERSITY SURAKARTA

MONTHS OF THE YEAR

(By year of completion)

Appendix 7: Sample endorsement page of MBKM Internship final report

FINAL REPORT
INTERNSHIP INDEPENDENT LEARNING-CAMPUS
INDEPENDENT INTERNSHIP PROPOSAL TITLE

submitted by
NAME OF STUDENT
NIM

Implementation time (Example: 5 July 2021-5 December 2021)
Prepared to fulfil the Merdeka Learning-Campus Internship assignment.

Implemented by
STUDENT NAME (NIM. M01...)

Surakarta, Date Month Year
Approve,

Internship Supervisor	Field Supervisor
(Name)	(Name)
NIP.	NIP.

Authorise,

Head of Mathematics Study Programme	Internship PartnerLeader
(Name)	(Name)
NIP.	NIP.

Appendix 8: Example of endorsement page of KMM Final Report

FINAL REPORT ON
STUDENT INTERNSHIP ACTIVITIES
INTERNSHIP PROPOSAL TITLE

submitted by
NAME OF STUDENT
NIM

Implementation time (Example: 5 July 2021-5 August 2021)
Prepared to fulfil the assignment of the Student Internship Activity course.

Implemented by
STUDENT NAME (NIM. M01...)

Surakarta, Date Month Year
Approve,

Internship Supervisor	Field Supervisor
(Name)	(Name)
NIP.	NIP.

Authorise,

Head of Mathematics Study Programme	Internship PartnerLeader
(Name)	(Name)
NIP.	NIP.

Appendix 9: Example of writing Bibliography

LITERATURE

Department of Health (1996), Household Health Survey. Ministry of Health, Jakarta. Gordon, R.A. (ed.) (2001), *The Integral of Lebesgue, Denjoy, Perron, and Henstock.*

American Mathematical Society, New York.

Gow Dong Lin, Anderson, E.F. (2003). *Global Stability for a Class of Predator-Prey System*, SIAM Journal App. Math., Vol. 36, pp: 763-783.

Hermans, B., (2000), *Desperately Seeking: Helping Hands and Human Touch*, [online], http://www.hermans.org/agents2/ch3_1_2.htm, accessed 25 July 2008.

Reddy, J.N. (1986). *Introduction to The Finite Element Method and It's Applica tions*. Mc-Graw Hill, Singapore.

Research Methods, (2003), Ghalia Indonesia, Jakarta.

Appendix 10: Format of Application for Course Recognition

Surakarta, ... (date month year)

Dear Head of Mathematics Study Programme

I, the undersigned:

Name	:
NIM	:
Prodi	:
Mobile phone number	:

hereby apply for course recognition for internship activities that I have carried out from ..... (date month year) to ..... (date month year). Here I inform you that the partner data where the internship activities are carried out are as follows.

Name of Internship Partner	:
Address	:
Field Supervisor Name	:
Report Title	:

With this request I include the Final Internship Report document and other documents (if any).

Thus I make this application letter truthfully. For your attention, I thank you.

Sincerely,

(name)

NIM.

Appendix 10: Format for Submitting Course Recognition Results

KOP PRODI

Number :

Attachment :

Page :

Dear ...name...(NIM.)

Based on the application letter for course recognition that you submitted with the following data.

Name :

NIM :

Name of Internship Partner :

Implementation Period :

Report Title :

We would like to inform you that the Mathematics Study Programme Recognition Team (TRPM) has conducted verification and determined that you are entitled to receive course recognition in the semester of the academic year with details of the courses that can be recognised are

No.	Course Code	Course Name	SKS Weight
Total			

Thus, we submit this approval letter for course recognition. For your consideration, I thank you.

Surakarta, ...(date month year)

Head of Mathematics Study Programme

(name)

NIP.

Appendix 11: Format of Statement of Willingness and Parental Consent

STATEMENT LETTER

I, the undersigned:

Name :

NIM :

Prodi :

Address :

Mobile Number :

declare that I am willing to take part in Internship activities at ... (name ofinternship partner) in accordance with the stipulated conditions. In the internship activities that I will carry out, I have received permission and approval from my parents.

Thus I make this statement with truth.

Surakarta, ...

Approved,

Student Parents

Students

10,000 stamp

...(name)...

...(name)...

NIM.

Appendix 12: Format of Certificate of Having Carried Out Internship Activities

PARTNER AGENCY LETTERHEAD

LETTER OF

CERTIFICATE No.

.....

I, the undersigned:

Name :

Agency :

Position :

Address :

Phone Number :

Explain that the student below:

Name :

NIM :

Prodi :

Mobile phone number :

have carried out internship activities from ....(date month year) to ....(date month year) at.....(name of internship partner).

Thus this certificate is submitted to be used as intended.

Internship Location City, ...

Leader/Director

TTD+stamp

(name)

Appendix 13: Internship Activity Assessment Format by Field Supervisor/Supervisor

PARTNER AGENCY LETTERHEAD

INTERNSHIP ASSESSMENT

SHEET .....

MAGANG PERIOD: date of the month of the year to date of the month of the year 2021/2022 ACADEMIC YEAR

NAME :

NIM :

Study Programme :

Internship Partner :

Field Supervisor :

Assessment Criteria	Score	Weight	Value (Score × Weight)
1. Internship Process			
a. Discipline		10%	
b. Creativity and problem-solving skills		20%	
c. Ability to co-operate with the group		10%	
d. Ability to adapt and communicate ideas		10%	
e. Work skills in accordance with their duties		20%	
2. Internship Report		30%	
Total			

Internship Partner City, ... (date month year)

Field Supervisor

TTD+Stamp

Field Supervisor Name

Appendix 14: Internship Activity Assessment Format by Field Supervisor

KOP PRODI

INTERNSHIP ASSESSMENT

SHEET .....

MAGANG PERIOD: date of the month of the year to date of the month of the year 2021/2022 ACADEMIC YEAR

NAME :

NIM :

Study Programme :

Internship Partner :

Internship Supervisor :

Assessment Criteria	Score	Weight	Value (Score × Weight)
1. Consultation and Discussion		20%	
2. Internship Report Writing		50%	
a. Writing style and writing system		10%	
b. Introduction		10 %	
c. Activity implementation		20%	
d. Results and Discussion		30%	
e. Conclusions and suggestions		10 %	
Total			

Surakarta, ...(date month year)

Internship supervisor

TTD

DPM Name

NIP. ...