

TECHNICAL GUIDELINES FOR IMPLEMENTATION
INTERNSHIP INDEPENDENT LEARNING INDEPENDENT CAMPUS (MBKM)
Even semester 2022-2023

MBKM Internship Requirements

1. Students who can carry out MBKM Internships are students who have entered Semester 6 of the Journalism Study Program at Fikom Unpad.
2. Prepare a simple proposal about the MBKM internship plan, and communicate with the Journalism Study Program (MBKM program coordinator in the Journalism Study Program) before the MBKM Internship process is carried out.
3. Participants must include courses in KRS, which will later be converted to MBKM Internship. Course names can be different for each program / internship participant. The selection of courses is consulted with the MBKM program coordinator of the Journalism Study Program and the homeroom lecturer before the implementation of the internship and filling in KRS.
4. The implementation of MBKM Internship is carried out during the lecture period or vacation period, according to the implementation plan designed by the internship partner.

Preparation for MBKM Internship Implementation

1. Companies that are used as MBKM Internship sites are companies that are incorporated, have a good reputation, are affiliated with the MBKM Dikti program or have a Cooperation Agreement (PKS) with the Journalism Study Program.
2. Participants must consult with the MBKM Internship coordinator lecturer before determining the destination institution.
3. Students personally make an application letter (submitting a cover letter or recommendation letter) for MBKM Internship. The application letter is authorized by the MBKM Internship coordinator or Head of Study Program, addressed to the Deputy Dean for Learning, Student Affairs and Research.

Each student is only allowed to submit a MBKM Internship application letter for one agency or company name. The MBKM Internship application letter may only be submitted again after there is clarity from the first registration. Before submitting a letter, students must have opened lines of communication with the intended institution or dig up information about the internship institution to find out about internship opportunities.

The MBKM Internship cover letter is signed by the Vice Dean for Learning, Student Affairs and Research.

MBKM Internship Location

1. Higher Education partner institutions that participate in the MBKM program or partner institutions that collaborate with the Journalism Study Program.

2. The MBKM Study Program / Internship Coordinator will check whether the institutions and locations proposed by students are in accordance with the provisions and planned programs.
3. Priority for internship institutions refers to media that have been recognized by the Press Council or non-media companies that have a good reputation. Outside of that, it will go through consideration from the MBKM Internship coordinator.

MBKM Internship field or area

There are two types of MBKM Internships that can be accommodated:

1. Internships converted to compulsory courses and compulsory elective courses.
Internships are carried out in journalistic media registered with the Press Council and become DIKTI partners in the MBKM program. Conducted in the sixth semester.
2. Internships that are converted to enrichment courses (not compulsory courses in the curriculum of the Journalism Study Program of FIKOM UNPAD).
Internships are carried out at DIKTI partners, not necessarily in journalistic media. This type of internship can only be done after all compulsory courses have been completed and passed (7th or 8th semester, while working on a thesis).

Implementation of MBKM Internship

- 1 The MBKM Internship period is between 4 to 6 months, following the rules that apply in the work provider company.
- 2 MBKM internships are carried out during the active semester or during semester breaks depending on the program design of the institution concerned.
- 3 If the implementation time of the MBKM Internship coincides with the active college period, students are not entitled to dispensation for courses that will be converted to enrichment courses.
- 4 If there is an increase or decrease in time beyond the initial agreement, it can be communicated with the MBKM Internship supervisor and the Journalism Study Program Internship Program Coordinator.

MBKM Internship Report and Assessment

- 1 Students compile a *logbook of the* development of the MBKM Internship process which can be monitored at any time by the Journalism Study Program Internship Coordinator. The *logbook is* stored in the G- Drive of the Journalism Study Program.

Logbook format:

Files in MS Word

Enable Heading Style

Heading1 :

- Weekly report (Week 1 - specify date period)

Heading 2 :

- Activity resume
- Activity photo
- Work output link (if any)
- Important notes (if any, e.g. if you had any internship difficulties, etc.)

- 2 Students who have completed the MBKM Internship program immediately contact the supervisor and the Journalism Study Program.
- 3 Students prepare for the MBKM Internship report hearing, at the specified time, by preparing a written report with the following systematics:
 - a. Cover
 - b. Endorsement signed by field supervisor (company)
 - c. Summary/introduction
 - d. Table of Contents
 - e. Table List
 - f. List of Images
 - g. List of Attachments
 - h. Chapter I Introduction (background of company selection, objectives, brief description of related companies)
 - i. Chapter II Periodic Internship Reports (*Day to day reports*)
 - j. Chapter III MBKM Internship Observation and critique of the work per project that has been done. Criticism is finding biases between practices in the field with theories and scientific concepts learned in the Journalism Study Program.
 - k. Chapter IV Closing and Recommendations
 - l. Attachment
 - i. Letters
 - ii. Portfolio of work (systematic attached)
 - iii. Documentation of Work Practices
 - iv. Student CV
- Portfolio of work
 - PDF files, in *soft copy* form are named and NPM.
 - Documentation of MBKM Internship work per *project*:
 - TV, online and radio: script files are included in the portfolio report. *Screen shots*, *storage links*, *file links* (proof of work in the form of recording files or work on websites, social media, etc.).
 - Print a copy of the publication.

- Other institutions adjust, by including files of evidence of work / tasks done during the internship. Proof of work in the form of photos, voice recordings, videos, or other works on websites, social media, research reports, etc.).

MBKM INTERNSHIP SESSION

1. Implemented simultaneously at the end of the semester, with a schedule determined by the Journalism Study Program.
2. The hearing can be conducted *on-line* or *off-line*, determined by the examiner.
3. Tested by 1 (one) examining lecturer.
4. The test time is between 30-60 minutes per participant.
5. The clothes used are formal and neat with a collar.
6. Maximum presentation time is 10 minutes.
7. Presentations using *powerpoint* file format, or other possible formats, ensuring smooth use.

MBKM INTERNSHIP ASSESSMENT

1. Students are required to maintain behavior and code of ethics in following the rules that apply in the company where they do MBKM Internship
2. Students are required to be active and involved in every aspect of related work while doing MBKM Internship.
3. Students who fail to carry out points 1 and 2 above will be sanctioned according to the scale of the order of error.
 - a. Repeat MBKM Internship with time to be determined later.
 - b. Academic sanctions
4. Internship assessment will be determined by several aspects, including
 - a. Assessment of the media where the MBKM Internship is carried out (40%)
 - b. MBKM Internship final report (40%)
 - c. MBKM Internship final report presentation (20%)
5. Internship Value. There are two categories:
 - a. MBKM converted to compulsory courses and compulsory elective courses (done in the sixth semester).

The results of the internship will be converted into course grades, equivalent to a maximum of 21 credits, with assignment adjustments as listed in the conversion table as follows.

Course Conversion Table

No.	Course Content	Number of credits	Equivalent Activities (SKS Equivalency)	Evidence
1	Convergence Journalism	6	Produce at least 3 multimedia works (at least 3 types of message formats: text, photo, infographic, audio, audio visual, animation, etc.) which are also published on Media Social	works
			Visualization of research results in the form of audio visuals or infographics	works
			Reformulate at least 3 journalistic works in partner companies into multi-media forms (at least 3 types of message formats: text, photo, infographic, audio, audio visual, animation, etc.)	works
2	In-depth News Reporting	3	Produce at least 2 pieces of in-depth news (text/audio/video)	works
			Conducting in-depth research (Paper Trail, Internet Trail, and People Trail) for the production of journalistic works	works
3	Specialized Journalism	3	Produce at least 3 live news according to specialization	works
			Establish relationships/resources with 5 people who are compatible with specialization	presentation
			Producing works by involving sources from various circles / various angles view	work + presentation
4	Journalism & Entrepreneurship	3	Engage in efforts to increase <i>engagement</i> with the public	presentation
			Understand the use of technology in multiplatform journalism	work + presentation
			Understand the business model of the internship company	presentation
5	Journalistic work practice	3	work practices in institutions that engaged in the journalistic production chain	Report +portfolio
6	Elective courses	3	other aspects of the journalistic production chain	presentation + other evidence

The lecturer team responsible for determining conversion and equivalence can determine the achievement of equivalence. If the internship activity in the partner company does not fit the category in the equivalency table, the equivalency

assessment will be carried out by the lecturer in charge of the MBKM internship program at the study program level in the conversion process based on the process and output reported by the internship program participants. If not partially achieved, the MBKM internship program coordinator lecturer can provide additional assignments and or additional exams. If the equivalence is not achieved at all, then grades cannot be given to students participating in the program, but student internship activities can still be stated in the Certificate of Diploma Companion (SKPI) document.

- b. MBKM converted to enrichment courses (done in semester seven or eight).

Assessment will be carried out based on the value of internship results and process reports (*Logbook*) and final reports. The value of the internship results can be included in the transcript of grades through enrichment courses or included in the Certificate of Diploma Companion (SKPI). If included in the transcript, the type of enrichment course is determined by the MBKM coordinator of the Journalism Study Program, included in KRS at the beginning or end of the semester by the Journalism study program administrative staff.

Coordinator of MBKM Program in Journalism Study Program:

- Dr. Abie Besman M.Ikom
- Achmad Abdul Basith S.Ikom, M.Ikom

Jatinangor, February 1, 2023

Head of Journalism Study

Program



Dr. Pandan Yudhapramesti
NIP. 197106292003122002