


**WORK INSTRUCTIONS (IK)**  
**IMPLEMENTATION OF PRACTICUM**



**BENGKULU UNIVERSITY**  
**FACULTY OF MATH AND SCIENCE**  
**2021**

	<b>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY</b> <b>BENGKULU UNIVERSITY</b> <b>FACULTY OF MATH AND SCIENCE</b> <b>MATHEMATICS LABORATORY</b> <b>Building V, JL. WR Supratman , Cage lemonade ,</b> <b>Bangalore 38371</b>	<b>WORK INSTRUCTIONS (IK)</b>	
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## 1. DESTINATION


Instructions Work (IK ) aims to provide an explanation regarding the practicum implementation process, student requirements to be able to take part in practicum activities until a satisfied card is obtained.

## 2. SCOPE

The procedure for preparing this schedule explains the steps that must be carried out by students, practicum assistants, and laboratory managers in carrying out practicum activities according to the practicum schedule.

## 3. DEFINITION

- 3.1. The Chairperson of the Laboratory is an active lecturer who is assigned to be the highest leader in the laboratory organization, coordinates with the practicum coordinator/supervisor and oversees administrative staff, laboratory assistants, and practicum assistants and is responsible for all activities in the laboratory.
- 3.2. Lecturer in charge of practicum courses is an active teaching staff based on expertise and ability assigned by the Head of Study Program to guide practicum.
- 3.3. The Practicum Assistant Coordinator is a senior student who based on his ability is selected and selected by the Head of the laboratory
- 3.4. Practicum Assistants are senior students who are selected and selected based on their abilities by the Head of the laboratory in accordance with the practical needs of each semester.
- 3.5. Internship students are practicum participants who are legally registered to take practicum courses and have registered with the practicum administrator.
- 3.6. Practicum is a teaching and learning activity in a face-to-face way between lecturers (assisted by a practicum assistant) which emphasizes the psychomotor (skills), cognitive (knowledge), and affective (attitude) aspects by using materials in the form of modules and equipment in the form of computers.
- 3.7. The practicum schedule is the arrangement of lecture time based on a period of 1 (one) week for the implementation of 1 (one) semester of lectures issued by the Dean according to the applicable curriculum with minimum information coverage in the form of course names and codes, course weights, time of day and hours, lecture halls, and course lecturers.
- 3.8. Academic Guidebook is a document issued by the Chancellor or Dean that contains academic information, academic standards, university services, and faculty academic programs which include specifications of majors or study

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programs, curriculum structure, list of courses, course descriptions, and course contracts.


- 3.9. Academic Calendar is a schedule of student academic activities for one year issued by the Chancellor.
- 3.10. Practicum Report is a document prepared by student practitioners based on a format that has been prepared by the manager of practicum activities.
- 3.11. Pre-test is an initial test that is given before the practicum is carried out. The questions given are in accordance with the topic of the practicum that will be carried out .
- 3.12. Response is the final test given after the practicum is done. The questions given are in accordance with the practical topic to be carried out.
- 3.13. The Satisfaction Card is documentary evidence stating that the student practice has succeeded in carrying out practical activities.

#### 4. REFERENCE


- 4.1 UNIB . Academic Handbook
- 4.2 UNIB Akademi Academic Calendar

#### 5. PROCEDURE

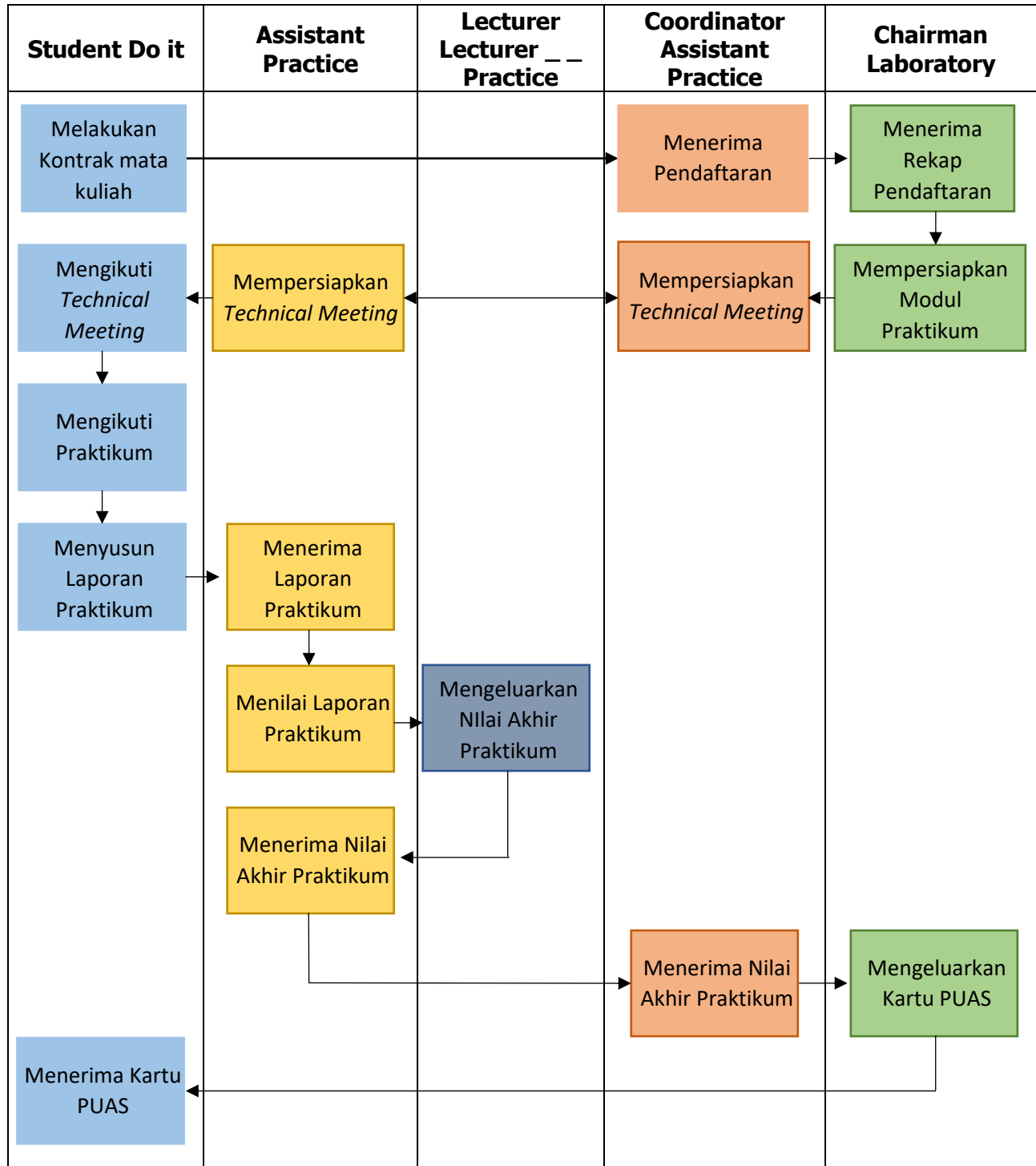
- 5.1. Students contract practicum courses in the practicum semester.
- 5.2. Students register themselves to the practicum management section, in this case coordinated by the Practicum Assistant Coordinator, by bringing: Study Plan Card (KRS), and send a color Pasphoto file using an alma mater jacket size 3x4 with .JPG/.PNG format to Coordinator Assistant .
- 5.3. The Practicum Assistant Coordinator coordinates with the Head of the Laboratory to prepare practicum modules for the current semester.
- 5.4. The Head of the Laboratory conducts debriefing for the current semester's practicum activities, where the participants in these activities are the Practicum Assistant Coordinator, and the Practicum Assistant. The contents of the activity material include: preparation for practicum implementation, distribution of practicum assistants from each course, and the mechanism for distributing practicum modules.
- 5.5. Practicum Assistant Coordinator and Practicum Assistant carry out *Technical meeting activities*. The contents of this activity include: to discuss the schedule for the implementation of practicum activities for each practicum course and the distribution of practicum modules to practicum students according to the number of practicum courses contracted.


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- 5.6. Students take part in pre-test, practicum and response activities in an orderly manner for 8-10 meetings where each meeting is 2.5 hours practicum.
- 5.7. At the end of each practicum, students are required to compile a practicum report in accordance with the report preparation guidelines and participate in response activities.
- 5.8. Lecturers who support practicum courses coordinate with Practicum Assistants assessing practicum reports and responses.
- 5.9. The lecturer for practicum courses gives a score from each student to the Practicum Assistant.
- 5.10. The Practicum Assistant assigns the value of practicum courses to the Practicum Assistant Coordinator.
- 5.11. The Head of the Laboratory issues a satisfaction card, in making the satisfaction card the Head of the Laboratory coordinates with the Practicum Assistant Coordinator.
- 5.12. Coordinator Assistant Practice Uploading Card satisfied on the page [www.labmatematika.fmipa.unib.ac.id](http://www.labmatematika.fmipa.unib.ac.id)
- 5.13. Practice logging in according to the username and password you have on the page [www.labmatematika.fmipa.unib.ac.id](http://www.labmatematika.fmipa.unib.ac.id) , next download satisfied card

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## 6. SCHEME



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## 7. HISTORY OF DOCUMENT CHANGES

No	Revision to	Revision Date	Before Revision	After Revision	Thing

## 8. APPROVAL

	Name	Position	Signature _	Date
Compiled By		Lecturer		
Checked and Authorized By	Dwi Dominica, S.Farm., M.Farm.			