	MINISTRY OF RESEARCH, TECHNOLOGY AND HIGHER EDUCATION BENGKULU UNIVERSITY FACULTY OF MATH AND SCIENCE MATHEMATICS LABORATORY Building V , JL. WR Supratman, Lemonade Cage, Bangalore 38371	WORK INSTRUCTIONS (IK)	
		PRACTICUM ASSISTANT RECRUITMENT	
		No. Document	
		Edition	
		Revision	
		Is effective	

1. DESTINATION


Instructions This work (IK) aims to provide an explanation of the recruitment process assistant practicum, student requirements to be able to nominate as practicum assistant until a certificate is obtained .

2. SCOPE

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

3. DEFINITION

- 3.1. The Chairperson of the Mathematics 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 Mathematics laboratory
- 3.4. Practicum Assistants are senior students who are selected and selected based on their abilities by the Head of the Mathematics 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

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faculty academic programs which include specifications of majors or study 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.
- 3.14. Certificate is proof a document stating that the student practitioner has become a assistant practice during 1 period of practicum activities.

4. REFERENCE

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

5. PROCEDURE

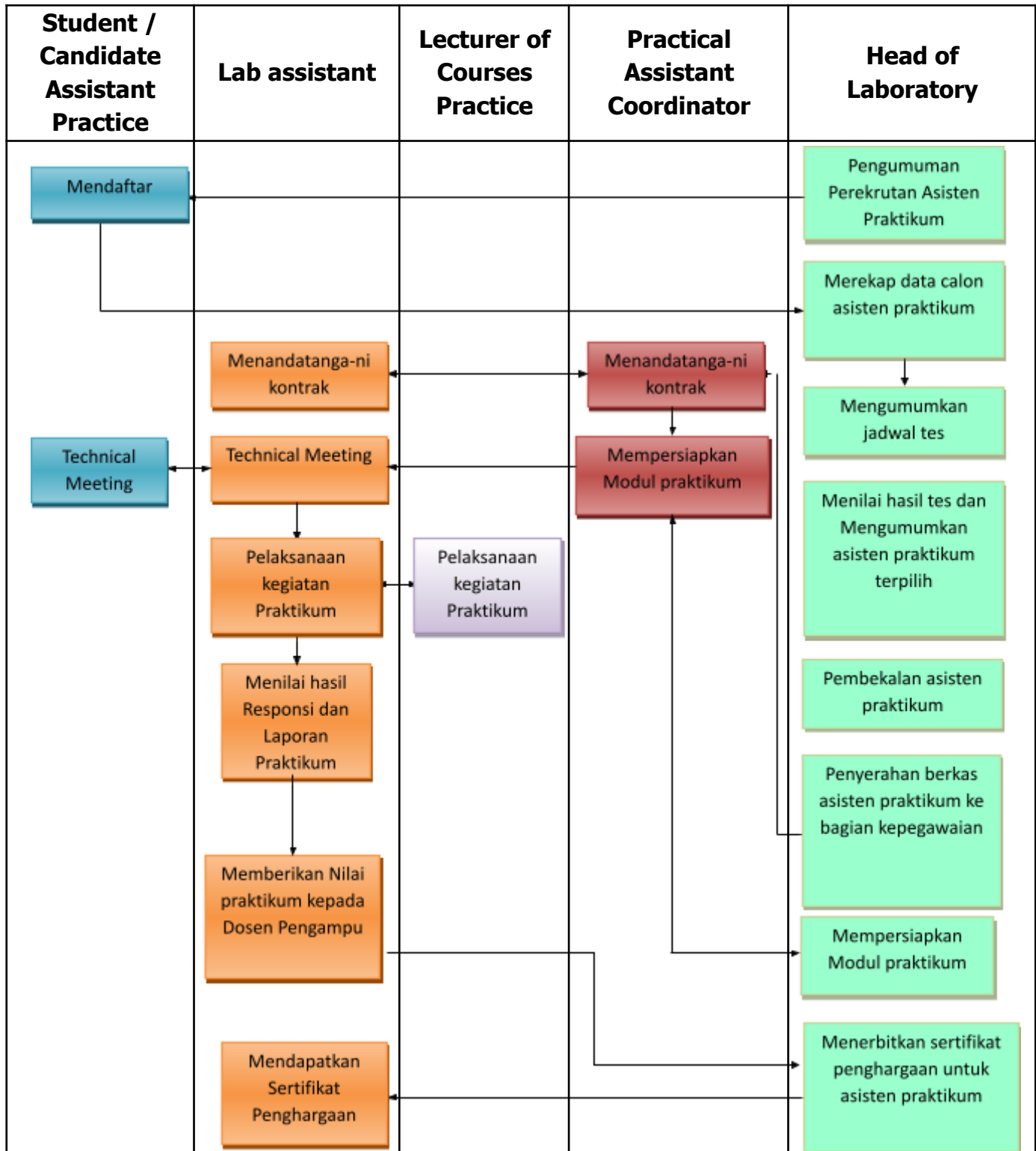
- 0.1.** Manager laboratory announce recruitment assistant practice eye studying
- 0.2.** Student / candidate assistant practice doing registration to part processing manager practice with conditions :
 - 0.2.1. Candidate assistant practice has take eye studying with minimum value of B, proven through KHS attachment .
 - 0.2.2. Candidate assistant practice ready make a PKM proposal together team (3-5 people)
 - 0.2.3. Candidate assistant practice want to and capable carry out practice with responsible answer and good cooperation . _
 - 0.2.4. Practical assistant candidate has get away selection reception assistant practicum .
- 5.3 Head laboratory record candidate data assistant practice
- 5.4 Head laboratory announce timetable test


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- 5.5 Implementation test selection for candidate assistant practice by Chairman Laboratory . Test could form test written and interview , as well practice
- 5.6 Head laboratory evaluate results test and give announcement to assistant selected
- 5.7 The Head of the Mathematics Laboratory conducts debriefing to assistant practice for the current semester practicum activities, where the participants in these activities are Practicum Assistants. The contents of the activity materials include: preparation for the implementation of practicum, election Practicum Assistant Coordinator, distribution of Practicum Assistants from each subject, and distribution mechanism for practicum modules.
- 5.8 Head laboratory deliver file assistant selected to part staffing To use he made SK Assistant Practice in the current semester .
- 5.9 Assistant sign contract assistant
- 5.10 The Practicum Assistant Coordinator coordinates with the Head of the Laboratory to prepare the practicum module for the current semester.
- 5.11 Practicum Assistant Coordinator and Practicum Assistant carry out *Technical meeting activities*. The contents of this activity include: to talk about the schedule for the implementation of practicum activities for each practicum course and the distribution of practicum modules to student practitioners in accordance with the number of practicum courses contracted.
- 5.12 Assistant practice coordinate with lecturer support eye studying in implementation activity practicum .
- 5.13 Lecturers who support practicum courses coordinate with Practicum Assistants assessing practicum reports and responses.
- 5.14 The Practicum Assistant assigns the value of practicum courses to the Practicum Assistant Coordinator.
- 5.15 coordinator Lab assistant give the value of each practicum to the course lecturer .
- 5.16 The Head of the Mathematics Laboratory issues a certificate appreciation to assistant practicum , in making certificates the Head of the Laboratory coordinates with the Practicum Assistant Coordinator.
- 5.17 Assistant practice receive a certificate .

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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
Arranged by	Ethical Sunandi , M.Si	Lecturer		
Checked and Approved By	Fachri Faisal , M.Sc	Head of Department Mathematics		