

INTERNSHIP HANDBOOK 2021



Kampus
Merdeka
INDONESIA JAYA

LAW STUDY UNDERGRADUATE PROGRAM
FACULTY OF LAW UPN VETERAN JAKARTA



FOREWORD

By expressing gratitude, Alhamdulillah, to the presence of Allah SWT, the internship manual for the Faculty of Law, Universitas Pembangunan Nasional Veteran Jakarta (UPNVJ) in 2021 can be completed properly. This manual is an improvement over previously published manuals.

The Internship Manual for the Law Study Program of the Undergraduate Program of the Faculty of Law UPNVJ is a guideline for students and supervisors. As an educational institution, upnvj faculty of law is committed to equipping its students to be able to compete in the world of work. For this reason, the aim of practical competencies needed and in accordance with the world of work is the purpose of implementing this internship program.

Upnvj Faculty of Law always expects the participation of relevant agencies to provide real experience for students and provide feedback through evaluation of internship student competencies. With this evaluation, it is hoped that a common view will be obtained about a skill needed by user agencies so that it becomes a meaningful input for the development of the UPNVJ Faculty of Law curriculum in the future.

Finally, we would like to thank the parties who have participated in supporting and making this internship a success, especially those who have been willing to accept up to students who are interns at the UPNVJ Faculty of Law and provide guidance to students during the internship. Hopefully this collaboration can run continuously.

Jakarta, 01st March 2021

Dean of the Faculty of Law UPNVJ



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CHAPTER I

INTRODUCTION

A. Definition of Internship

The existence of internship courses in the curriculum of the Faculty of Law, Universitas Pembangunan Nasional Veteran Jakarta is a form of the institution's response to the direction of higher education policies tailored to the KKNI. Internships are part of job training to target practical competencies tailored to the scientific competencies of students.

Through the internship program, it is hoped that learning outcomes in the form of attitudes and values, skills, knowledge and responsibilities can be achieved. The internship program is required to students with the terms and conditions that have been determined by the study program.

B. General and Special Purpose

1. General Purpose

Providing opportunities for students to be able to apply all the knowledge that has been learned in college and learn details about the ins and outs of professional work standards. Build links and matches so that linkages and harmony are formed between the curriculum in higher education and the needs of the world of work.

Improving the learning process through a practice-based education process so that later graduates will become qualified and professional workers in real working conditions. Increase knowledge through real work experience gained in the world of work, as a provision to understand the world of work that will be faced after completing education at FH UPNVJ.

2. Special Purpose

In particular, internships have the aim that students:

Have competence and work ethic in accordance with the study program followed. Able to carry out routine work that has a wide scope in all parts that have been passed in the internship.

Able to manage work groups and adapt to the work environment of the intern properly and correctly. Able to practice work ethics in a skill internship environment satisfactorily.

3. Benefit

Producing graduates who have professional expertise with a level of knowledge and skills as well as a work ethic that is in accordance with the demands of the world of work.

As a feed back in improving the curriculum and learning process at UPNVJ Faculty of Law which is relevant to the needs of the world of work.

CHAPTER II
INTERNSHIP REQUIREMENTS AND REGULATIONS

A. Internship Requirements

Students who will carry out a skill internship must meet the following requirements:

1. Registered as an active student in the Law Study Program, Undergraduate Program, Faculty of Law, UPNVJ.
2. Students have taken a minimum of 110 credits with a minimum GPA of 2.75
3. The implementation of the internship is adjusted to the academic calendar of the university and / or agreement with the internship place.
4. Internship placements must be in accordance with the student's area of expertise.
5. Have attended a pre-internship briefing held by the Faculty.

B. Internship Venue Requirements

The requirements for companies or agencies that can be used as internships are : companies, legal entities or government agencies whether they already have a cooperation agreement or not.

1. Internship places can be located both at home and abroad.
2. Have a scope of work that is in accordance with the legal specialization chosen by students such as, courts, prosecutors, police, corruption eradication commissions, the Indonesian child protection commission, the National Consumer Protection Agency, non-ministerial ministries/institutions, the Office of Advocates and Notaries, the Company's Legal Officer, and other relevant agencies.
3. Received a letter of introduction from the head of the Faculty.

C. Internship Rules

Each student of the intern must meet the established rules of internship rules, namely:

1. Comply with all applicable regulations at the internship.
2. Wear predetermined clothes (white clothes and black pants/skirts) and or in accordance with the clothes that apply at the internship and look neat during the internship.
3. Show good ethics and manners.
4. Maintaining the good name of the Faculty of Law in particular, and the Jakarta Veteran National Development University in general.
5. Record all activities (activities) carried out every day in the daily activity journal with the guidance and approval of the companion at the internship.
6. Any violation of the rules of conduct committed by apprentices will be subject to sanctions in accordance with applicable regulations.

CHAPTER III

THE FLOW OF INTERNSHIP IMPLEMENTATION

The internship program for students is carried out with the following flow:

1. Students consult with academic supervisors to program internships.
2. Students determine the location of the internship based on recommendations or after consulting the Academic Supervisor by paying attention to the specialization of the student.
3. Apply for Internships to the Academic and Student Affairs section of the Faculty.
4. Students attend a pre-internship briefing held by the Faculty.
5. Determination of Internship Supervisors by the Faculty.
6. Create and conduct proposal guidance with supervisors.
7. Get approval of the Internship proposal from the supervisor and head of the study program by knowing the Dean.
8. Submit a proposal to the agency where the internship is carried out accompanied by a letter of introduction from the Faculty.
9. Carry out internships.
10. Create and conduct internship report guidance and get the approval of the supervisor to be tested.
11. Guidance Internship report at least 6x meetings with supervisors as evidenced by the absence of guidance meetings.
12. Register for the internship exam to the Academic and Student Affairs section of the Faculty after obtaining approval from the Supervisor and head of the Study Program.
13. Carrying out the internship exam is tested by the exam team.
14. Get an endorsement of the internship report from the supervisor, the head of the study program and know the Dean.

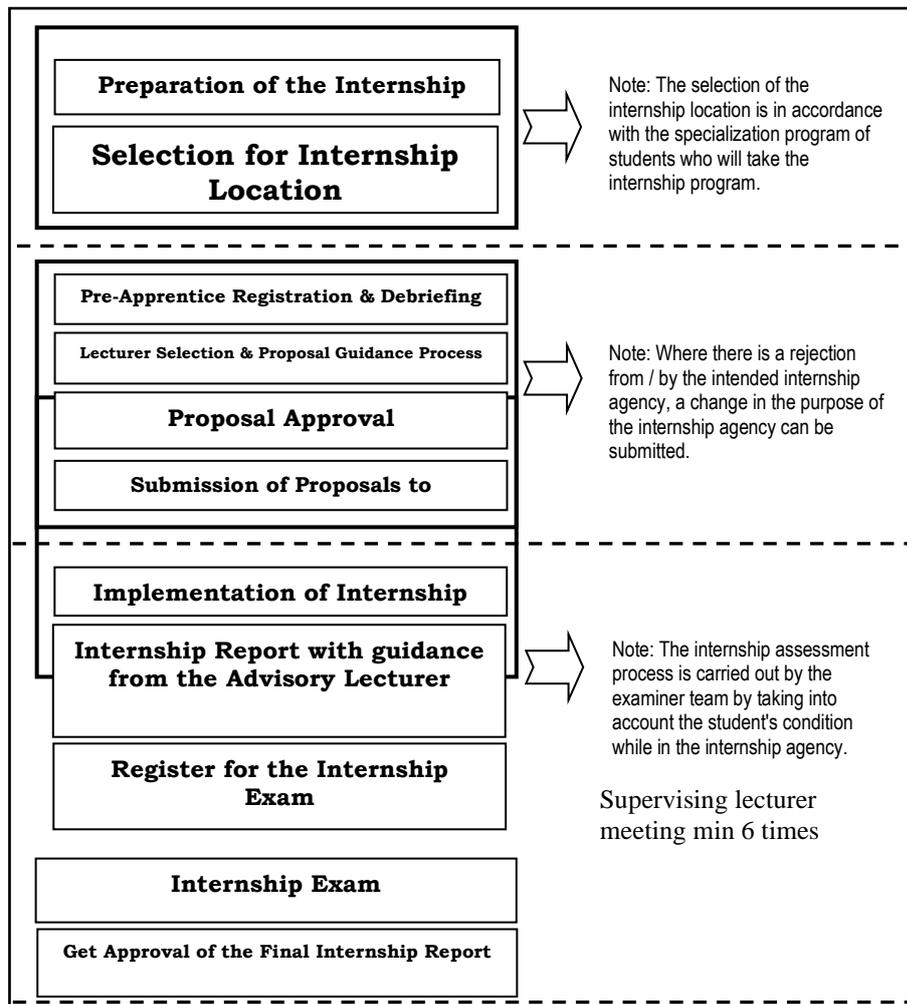


Figure 1. Internship Implementation Flow

CHAPTER IV

INTERNSHIP PROPOSALS AND FINAL REPORTS

A. Internship Proposal

The systematics of writing an internship proposal is as follows:

Cover (See Appendix 3)

Approval Page (See Appendix 5)

Foreword

Table of Contents

Background

Internship Objectives

Activity Targets and Objectives

Internship Implementation

Internship Plans and Schedules

Bibliography

Explanation:

1. Home Page

The front page contains the cover of the title of the internship proposal, the approval sheet for the internship proposal by the supervisor and approves the law study program, the Foreword and the Table of Contents.

2. Background

Contains theoretical and practical reasons for choosing a place for the internship and the relevance of the selection of a place to the topic or title submitted by the prospective student intern and has been approved.

3. Internship Objectives

- a. The purpose of the internship includes both general and specific purposes.

- b. General Purpose. In this general purpose subsection, prospective interns describe in general terms the purpose of the internship.
 - c. Special Purpose. In this special purpose subdivision, prospective interns describe the goals that students want to know, train and learn in the world of practice at the chosen internship institution.
4. Activity Targets and Objectives

The targets and objectives of the activity contain:

The target of the activity explains what competencies (abilities) are expected by prospective interns by doing internships. Therefore, prospective intern students compile editorial target activities starting with the word "capable". Furthermore, prospective interns must be able to describe the abilities that they want to target to master while participating in the internship, this target is a detailed description of the objectives.

The target of the activity describes the party being targeted (the intended) to help achieve the target of the activity. In other words, prospective interns need to explain the intended person / party / part in the internship agency which is expected to support the achievement of activity targets.

B. Internship Implementation

This sub-chapter explains :

- a. The time plan for the implementation of the internship. Students of prospective interns must explain the implementation date plan written based on the schedule prepared by the prospective intern students.

b. The place or location of the internship. Students of prospective interns must fully explain the name and address plan of the place where the internship is carried out.

A. Internship Plans and Schedules

Prospective interns need to explain the program of activities to be carried out during the internship by relying on the goals, targets and objectives of the activity. Furthermore, prospective interns design a schedule for the implementation of activities that are made in the form of a table.

Bibliography

B. Contains a reading list that is used as a source for writing proposals.

C. Internship Final Report

Internship reports must follow the technique of writing scientific papers with the following systematics:

- A. Cover
- B. Assent
- C. Endorsement Page (If You Have Finished the Internship Exam)
- D. Foreword
- E. Table of Contents
- F. Table (if applicable)
- G. Image List (if applicable)
- H. Appendix List

CHAPTER I Introduction

- A. Internship Background
- B. Expertise Internship Objectives
- C. Benefits of Skill Internships

CHAPTER II Overview of Companies/Agencies

- A. Vision and Mission of Company / Agency
- B. Company/Agency Overview
- C. History
- D. Company/Agency Location
- E. Organizational Structure
- F. Duties and Functions

CHAPTER III Internship Implementation

- A. Internship Activities Carried Out
- B. Positive Experiences Gained from Internships
- C. Challenges During Internship

CHAPTER IV Conclusion

- A. Conclusion
- B. Suggestion
- C. Bibliography
- D. Attachment

D. Explanation:

Cover

The cover format can be seen in the attachment. (See appendix 4)

Consent page

The format of the approval page can be seen in the attachment. (appendix 6

Attestation page

The format of the approval page can be seen in the attachment. (appendix 7)

Foreword

Table of Contents, Tables, Drawings and Attachments

The format of the table of contents, tables, drawings and attachments follows the rules of writing scientific papers.

CHAPTER I Introduction

In Chapter I it should be explained about the background, purpose and benefits of apprenticeship.

CHAPTER II Overview of Companies/Agencies

In Chapter II, an overview of the company / agency where the internship is held must be explained which includes history, vision, mission, motto, organizational structure, duties and functions and other related matters.

CHAPTER III Internship Implementation

Internship Activities

In this section it is described about the forms of work carried out during the internship.

Positive Experiences Gained from Internships

This section explains the positive experiences students get during the skill internship. This positive experience can also be related to the competencies gained during the implementation of the internship and other things that are deemed necessary.

Challenges During a Skill Internship

This section contains an explanation of the challenges encountered during the internship both in the form of obstacles in the implementation of the internship and those that can be an opportunity for students.

CHAPTER IV Concluding

Conclusion

In this section the student makes a conclusion from the final report of the expertise internship

Suggestion

The advice given in this section relates to the implementation of the internship and may also be related to the improvement of services, procedures, processes and administration at the internship premises.

Bibliography

The bibliography follows the rules of writing the final project

Appendix

- a. Certificate from the internship place
- b. The value of an internship
- c. Internship Guidance Journal
- d. Journal of Daily Activities
- e. Documentation of activities
- f. Other supporting evidence

Writing Format

Paper Size and Thickness

The paper size used in the preparation of the internship report is A4 (21 x 29.7 cm) with a thickness of 70 grams.

Margin size

The size of the paper page in the preparation of the internship report, namely:

Top (upper limit) : 4 cm

Bottom (lower limit) : 3 cm

Left (left border) : 4 cm

Right (right border) : 3 cm

Font Type and Size

The type of font used in compiling the internship report, namely Times New Roman with a font size of 12 with a space of 1.5.

4. Format of The Author's Sign Sub Chapter.

The format of the sub-chapter writing mark in compiling the internship report is as follows:

A

1.

2. ... etc

a.

b. ... etc

1) ...

2) ... etc

a)

b)

i.

ii. ... etc

i) ...

ii)... etc

B. ... etc

BAB V

INTERNSHIP EVALUATION

A. Scoring

Student activities during the expertise internship will be assessed by a team of examiners consisting of supervisors and other appointed lecturers. The assessment is carried out taking into account the assessment coming from the institution where the internship is located and the score at the time of the exam the final report of the internship with a weight of 60:40. The final grade of the internship will be determined in the form of letters and numbers as follows:

Table. 1 Internship Assessment

Letter	Score Value	Quality Score	Quality Designations
A	85-100	4.00	Distinguish
A-	80-84.99	3.75	Remarkable
B+	75-79.99	3.50	Very Good
B	70-74.99	3.00	Good
B-	65-69.00	2.75	Fine
C+	60-64.99	2.50	More than enough
C	55-59.99	2.00	Enough
D	40-54.99	1.00	Less
E	Kurang dari 40	0.00	Fail
T	-	-	Cancel

B. Certificate

As a form of appreciation and appreciation to students, a certificate of expertise internship issued by the internship place can be given in accordance with the format and rules that apply in the company / agency where the internship is located.

CHAPTER VI

CLOSING

Thus this Manual was prepared as a reference in the implementation of the internship at the Faculty of Law, Universitas Pembangunan Nasional Veteran Jakarta. Finally, we from the implementing party expect constructive suggestions and criticisms for the improvement and improvement of the quality of the implementation of internship courses in the future. Not to forget we would like to thank all parties who have participated in the implementation of this internship. Thanks.



DEAN
KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET, DAN TEKNOLOGI
UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA
DEKAN
FAKULTAS HUKUM
Dr. Abdul Halim, M.Ag
NIP. 197706081994031005

Appendix 1: Journal Notes for Internship Guidance

INTERNSHIP MENTORING JOURNAL

Internship Supervisor :

Period of Internship : s/d

Date	Work	Signatory

Appendix 2 : Journal of Daily Activities

JOURNAL OF DAILY ACTIVITIES

Name :
NIM :
Courses :
Part :
Internship Implementation : Weeks

Date :s/d.....

No	Day/ Date	Work Done	Perform ance*	Signatory

* Very Good / Good / Enough / Bad

**Supervisors,
Signature & Stamp**

.....,
NIP.

Appendix 3 : Internship Proposal Cover Format

**PROPOSAL
INTERNSHIP ACTIVITIES AT THE ATTORNEY GENERAL'S OFFICE
REPUBLIC OF INDONESIA**



By:
Name (NIM.....)

**LAW STUDY PROGRAM
FACULTY OF LAW
UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN
JAKARTA
2021**

Appendix 4 : Final Report Cover Format

**FINAL REPORTS
INTERNSHIP ACTIVITIES AT THE ATTORNEY GENERAL'S OFFICE
REPUBLIC OF INDONESIA**



By:
Name (NIM.....)

**LAW STUDY PROGRAM
FACULTY OF LAW
UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN
JAKARTA
2021**

Appendix 5 : Internship Proposal Approval Page Format

APPROVAL SHEET

PROPOSAL

**INTERNSHIP ACTIVITIES AT THE ATTORNEY GENERAL'S OFFICE
OF THE REPUBLIC OF INDONESIA**

NAME
NIM.....

Has Been Checked And Approved By The Supervisor To Be Submitted As A
Requirement To Take Internship Courses

Jakarta, March 2021

Notified,
Head of Study Program

Approved
Internship Advisor

Taupiqqurrahman, S.H., M.Kn
NIP. 198701022019031006

(Name of Advisor)
NIP.

Appendix 6 : Internship Report Approval Page Format

APPROVAL SHEET

**FINAL REPORT
INTERNSHIP ACTIVITIES AT THE ATTORNEY GENERAL'S OFFICE
OF THE REPUBLIC OF INDONESIA**

NAME
NIM.....

Has Been Checked And Approved By The Supervisor To Be Submitted To The
Internship Examining Team

Jakarta, March 2021

Notified,
Head of Study Program

Approved
Internship Advisor

Taupiqqurrahman, S.H., M.Kn
NIP. 198701022019031006

(Name of Advisor)
NIP.

Appendix 7 : Internship Report Attestation Page Format

ATTESTATION SHEET

**FINAL REPORT
INTERNSHIP ACTIVITIES AT THE ATTORNEY GENERAL'S OFFICE
OF THE REPUBLIC OF INDONESIA**

NAMA MAHASISWA

NIM.....

It had been disseminated on the date..... moon.... Year.....

Jakarta, March 2021

Validate

Notified,
Head of Study Program

Approved
Internship Advisor

Taupiqqurrahman, S.H., M.Kn
NIP. 198701022019031006

(Name of Advisor)
NIP.

Recognized,
Dean

Dr. Abdul Halim, M.Ag
NIP. 197706081994031005

Appendix 8 : Internship Score Format

INTERNSHIP SCORE FORMAT

Name :
NIM :
Study Program :

No	Assessed Components	Score	Percentage	Score x Percentage
A	Mastery and Application of Science		33%	
B	Skills		33%	
C	Personality: 1. Attitude 2. Discipline 3. Presence 4. Cooperation 5. Honesty 6. Responsibility 7. Initiative 8. Appearance &How to Dress		34%	
Total				

Notes :
Numbers from 0 - 100

Jakarta, March 2021
Supervision/Leader

Signature & Stamp

.....

Appendix 9 : Internship Test Score Format

EXAMINATION VALUE FINAL REPORT

Name :
NIM :
Study Program :
Location :

No	Assessed Components	Score		Percentage	Score x Percentage
		Evaluator I	Evaluator II		
A	Content, Materials and Techniques for Writing Reports			60%	
B	Attitude and Personality			40%	
Examiner Signature					
Jumlah					

Note:
Numbers from 0 - 100

Evaluator I

Evaluator II

Jakarta, Maret 2021
Head of Study Program

Taupiqqurrahman, S.H., M.Kn
NIP.198701022019031006

Appendix 10 : Final Report Format

FINAL GRADE OF INTERNSHIP

Name :
NIM :
Study Program :
Location :

No	Indicator	Score	Quality	Score x Percentage
A	Nilai Tempat Magang		40%	
B	Nilai Ujian Magang		60%	
Final Score*				

Nilai Akhir :*

Alphabet	Score
A	85-100
A-	80-84.99
B+	75-79.99
B	70-74.99
B-	65-69.00
C+	60-64.99
C	55-59.99
D	40-54.99
E	Less than 40
T	-

Jakarta, March 2021

Tauiqqurrahman, S.H., M.Kn
NIP.198701022019031006