



**Kampus
Merdeka**
INDONESIA JAYA



INTERNSHIP GUIDEBOOK

ECONOMICS FACULTY



WORDS OF INTRODUCTION

Internship or Field Work Practice, in the business world or in government agencies, is a form of learning process carried out at the Faculty of Economics, State University of Padang. As a course, this internship is expected to complement student competencies in the form of practical skills and work ethic in accordance with the demands of the world of work. With this internship, it is hoped that a *link and match* will also be achieved between FE UNP as an educational institution and the business world and government agencies as parties who will use graduates from higher education institutions.

As an educational institution, FE UNP will not be able to provide practical competencies that match the needs of the workplace. So that the concern of business actors and government agencies to participate in the internship activities of FE UNP students is highly expected in order to achieve the objectives of the internship.

Moreover, the participation of business actors and government agencies is also expected in curriculum development and the learning process at FE UNP through the evaluation of the competence of student interns. With this evaluation, there will be a common view of a skill that is equally expected by universities as labor producers and the business world and government agencies as users.

Finally, we would like to thank the business world and government agencies that have contributed to the success of this internship activity by willing to accept FE UNP internship students and provide guidance to students during the internship. Hopefully, this collaboration can run continuously.

Padang,
Dean of the Faculty of Economics UNP

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CHAPTER I INTRODUCTION

A. Definition of Expertise Internship

Expertise Internship Practice is a curricular activity that is packaged in a course, namely Expertise Internship. Expertise internship is a form of student learning process that supports educational programs at FE UNP and practical technical programs found in the field. The implementation of professional expertise education that combines systematically and synchronously between educational programs at FE UNP and mastery of expertise programs obtained through direct experience activities in the world of work that lead to the achievement of a certain level of professional expertise. In this course, learning activities are carried out directly in the world of work. This activity aims to equip students with practical expertise in accordance with real work situations and conditions that are not obtained in college so that students are expected to better understand and have skills in a discipline. The results of this expertise internship activity will be one of the requirements for students to complete their education at FE UNP and a determining aspect for their success in the world of work after graduation.

Every FE UNP student is required to take part in an expertise internship which is carried out directly in a company or in a government agency. This internship is one of the many courses available at FE UNP. Students must carry it out seriously so that the implementation of the expertise apprenticeship is maximally successful. In the implementation of this expertise internship, it is hoped that there will be a match between the competencies obtained by students in college and the practical activities carried out in the company or in the

government agency where the internship is carried out.

On the other hand, a synergy is needed between the world of work and educational institutions in improving the quality of human resources more broadly. So, through this expertise internship activity, it is hoped that a partnership relationship will be established between FE UNP and the world of work. This Expertise Internship is also intended to understand and find out what basic skills the world of work really wants to develop at FE UNP as a professional work-oriented institution.

To find out the seriousness of students, it is necessary to record what is done during the skills internship in the form of a "Journal of daily activities". This journal is proof of what work has been done and the extent of the student's performance while carrying out a technical internship at the institution or company where the internship is.

In addition, to determine the understanding of the activities carried out, students must also write group reports containing the activities they carried out, and individual papers containing discussions and problem solving on matters (cases) observed in government agencies and companies where students carry out technical internships. The information that students bring will be analyzed theoretically after they return from internship practice. In addition, information can also be used by FE UNP as a basis for studying the *link and match between* FE UNP and the world of work.

B. Objectives and Benefits of Internship General Objectives

1. Building *links and matches* so that there is a connection and equivalence between the curriculum in higher education and the needs of the world of work.

2. Improve the learning process through a practice-based education process so that graduates will become qualified and professional workers in real working conditions.
3. Increase knowledge through real work experience gained in the world of work, as a provision for understanding the world of work that will be faced after completing education at FE UNP.

Specific Objectives

Specifically, internships aim to make students:

1. Have competence and work ethic in accordance with the study program being followed.
2. Able to carry out a wide range of routine work in all sections that have been passed in the technical internship.
3. Able to manage work groups and adapt to the work environment of the internship site properly and correctly.
4. Able to satisfactorily practice work ethics in a skilled internship environment.

Benefits

1. Producing graduates who have professional expertise with a level of knowledge and skills and work ethic that is in accordance with the demands of the world of work.
2. As a *feed back* in improving the curriculum and learning process at FE UNP which is relevant to the needs of the world of work.

CHAPTER II

SCOPE OF EXPERTISE INTERNSHIP ACTIVITIES

A. Department of Management

Skills internship for Management Study Program students is a learning process related to various company/agency management activities so that students gain practical experience related to:

1. The company's operational activities related to financial management, marketing management, human resource management, operations management and strategic management.
2. Creation of project feasibility plans in Micro, Small and Medium Enterprises (MSMEs).
3. Develop a company budget plan
4. Operation of business machines utilized by the company.
5. Procurement process and inventory management in the company.
6. Supply chain flow in the company.
7. Service to customers and *stakeholders*.
8. Marketing and sales activities within the company.
9. Management of Micro, Small and Medium Enterprises (MSMEs).
10. Business correspondence and office administration management.
11. Other activities related to the business process of a company/agency

B. Department of Accounting

Internship expertise for students of the Accounting Study Program is a learning process related to various accounting activities so that students are expected to gain practical experience related to:

1. Excellent service for activities carried out in the field of accounting
2. Preparation of business plans for Micro, Small and Medium Enterprises (MSMEs)
3. Manual and computerized accounting processes.
4. Recording financial transactions
5. Preparation and generation of financial reports.
6. Calculation of cost of goods manufactured and/or sold.
7. Accounting examination process.
8. Tax calculation in the company.
9. Compilation/analysis of accounting information systems.
10. Development and preparation of recommendations based on the analysis of financial statements generated in the accounting process.
11. Analysis of regional financial information systems.
12. Other activities related to the accounting process of a company / agency.

C. Department of Development Economics

Expertise internship for students of the Development Economics Study Program is a learning process related to various economic and planning activities so that students are expected to gain practical experience related to:

1. Planning work both program planning at the agency where the internship is expertise and preparing planning documents for government and private agencies.
2. Analysis of regional planning documents in the form of strategic plans of offices, agencies and regional governments, Regional Budget and Revenue Expenditure Plans (RAPBD), General Policy Directions (AKU), priority activities, and Annual Development Plans (RAPETA).
3. Development of research plans, mapping of economic, business and social issues

4. Conduct analysis in order to prepare development plans using relevant analytical techniques such as: *input output* (I-O), LQ, *Linear programming* and others.
5. Analysis of regional/city spatial plans, especially in economic and population analysis.
6. Participatory program development for mass organizations and local governments.
7. Documenting the activities of the agency where the internship takes place
8. Analysis and evaluation of work program activities that have been carried out
9. Preparation of project feasibility studies and *project appraisal*
10. Other activities related to the economy and development planning.

D. Department of Economics Education

1. Office Administration skill program

Expertise internship for Office Administration expertise students is a learning process related to various office activities so that students are expected to gain practical experience related to:

- a. Office spatial planning
- b. Arrangement of archives
- c. Correspondence activities (management of incoming and outgoing mail)
- d. Activity of making meeting minutes
- e. *Communication/Public relation* (PR) activities
- f. Activities to analyze office work systems and procedures
- g. *Front office* activities
- h. Create an agenda of leadership activities
- i. Handling the phone
- j. Other activities related to office activities

2. Accounting Specialization Program

Skills internship for Accounting students is a learning process related to various accounting activities so that students are expected to gain practical experience related to:

- a. Excellent service for activities carried out in the field of accounting
- b. Accounting cycle for service, trading and small and medium-sized industrial enterprises
- c. Manual and computerized accounting
- d. Record all financial transactions and study the preparation of company financial statements
- e. Calculation of cost of goods produced and/or sold manually or by computer
- f. Preparation and preparation of recommendations based on the results of the analysis of financial statements generated in the accounting process
- g. Preparation of a simple accounting information system for companies engaged in service, trade and industrial businesses
- h. Other activities related to the accounting process of a company / agency.

3. Cooperative Economics Specialization Program

Internship expertise for students of Cooperative Economics expertise is a learning process related to various economic activities, planning and management activities of cooperatives and MSMEs so that students are expected to gain practical experience related to:

- a. Planning work both program planning at the agency where the internship is expertise and preparing planning documents for government and private agencies.
- b. Analysis of regional planning documents in the form of strategic plans of offices, agencies and local governments, Budget and Revenue Plans

- Regional Expenditure (RAPBD) General Policy Direction (PPA), priority activities, and Annual Development Plan (RAPETA)
- c. Development of research plans, mapping of economic, business and social issues
 - d. Conducting analysis in order to prepare development plans
 - e. Analysis of regional/city spatial plans, especially in population economic analysis
 - f. Participatory programming for mass organizations and local governments
 - g. Analysis and evaluation of work program activities that have been carried out by the internship agency
 - h. Activities related to the management of cooperatives and MSMEs which include:
 - 1) Member deposits
 - 2) Member participation/cooperative membership
 - 3) RAT
 - 4) SHU
 - 5) Supervisor
 - 6) Business Unit
 - 7) Work plan/work program
 - 8) AD
 - 9) ART
 - i. Other activities related to the economy, cooperatives and MSMEs

4. Commerce Expertise Program

Skills apprenticeship for Commerce students is a learning activity related to administrative/marketing activities so as to gain practical experience related to:

- a. Consumer behavior analysis
- b. Analyze product suitability to consumer needs

- c. Pricing policy analysis
- d. Marketing strategy analysis
- e. The company's operational activities in the distribution channel
- f. Company activities on promotion
- g. Marketing and/or sales activities in the company
- h. Operation of business machines used by the company
- i. Service to customers and *stakeholders*
- j. Analyze/assess after-sales activities
- k. Other activities related to the business process of a company

CHAPTER III

INTERNSHIP REQUIREMENTS AND RULES

A. Skill Apprenticeship Requirements

Students who will carry out a skills internship must fulfill the following requirements:

1. Students are registered in the Accounting, Management, Development Economics and Economic Education Study Programs at the Faculty of Economics, Padang State University.
2. Students have taken at least semester VI and have completed a minimum of 90 credits.
3. The implementation of technical internships is carried out for 40 working days, adjusted to the university's academic calendar and agreement with the internship site.
4. Internship placements must be in accordance with the student's field of expertise.
5. The place of expertise apprenticeship can be in the West Sumatra Province, or outside the West Sumatra Province / abroad.
6. Internship students are required to attend internship *coaching* which is carried out simultaneously by the FE UNP Internship Committee.

B. Internship Venue Requirements

The requirements for companies or government agencies that can be used as internship sites are:

1. Companies or institutions incorporated or government agencies.
2. Internships can be carried out in Micro, Small and Medium Enterprises (MSMEs) units registered with the relevant agencies.
3. Produce products or services that are utilized/consumed/used by the public, private or government institutions.

4. Obtain approval from the internship committee / head of FE UNP and the head of the company or government agency.

C. Internship Code of Conduct

Every student participating in the internship must fulfill the rules of discipline set by the FE UNP Internship Committee, namely:

1. Comply with all applicable regulations at the internship site.
2. Arrive 10 minutes before office hours begin (or according to local office hours).
3. Greet the official/supervisor when arriving and excuse yourself when leaving.
4. Wear the prescribed clothing (white shirt and black pants/skirt) and or in accordance with the applicable clothing at the internship site and look neat during the implementation of the internship.
5. Notify the internship supervisor if unable to attend.
6. Discuss with the supervisor if you encounter difficulties/problems in the internship.
7. Respect all employees at the internship site.
8. Demonstrate good ethics and manners.
9. Ask permission when using tools/machines at the apprenticeship site to the leader or employee authorized over the tools or machines.
10. Creative, innovative, active at work, meticulous and careful.
11. Maintain a clean, tidy and safe work environment.
12. Maintain the good name of the Faculty of Economics in particular, State University of Padang in general.

13. Record all activities (activities) carried out every day in the daily activity journal with the guidance and approval of the leader/supervisor of the internship site.

D. Internship Ban

Every student is prohibited:

1. Violate the rules / norms that apply in the place of internship.
2. Conducting activities that can harm or because of their activities can be subject to violations of applicable laws and regulations such as damaging state assets, company assets, stealing, taking company / agency assets without the knowledge of the authorized party or because of inherent rights to an activity or work.
3. Leaking company secrets.
4. Violate the agreement and / or statement letter that has been made by the internship student.
5. Change *jobs* without supervisor approval.
6. Receive personal guests during working hours (unless it is very important and must be authorized by the supervisor).
7. Use telephone sets, computers, machines and other office equipment for personal use.
8. Carrying excessive money and jewelry.
9. Wearing conspicuous clothing and *make-up* for female participants.
10. Smoking despite not being reprimanded by a supervisor.

E. Sanctions

If the intern violates the restrictions mentioned in section D above, the student will be sanctioned in the form of:

1. Verbal reprimand by supervisor.
2. Continuing the internship is not allowed.
3. Suspension.
4. Issued from the Faculty of Economics UNP.
5. Processed according to applicable legal procedures.

F. Main Tasks of students who are not interning in the company

1. Make an Internship Report
2. Make a logbook (daily record during the internship)
3. Discussing with the internship supervisor from the title to the finished report
4. Preparing video presentation materials

G. The duties of internship supervisors for students who are not interning at the company:

1. Direct students to make a case study report
2. Evaluate student logbooks
3. Provide value

CHAPTER IV

INTERNSHIP MENTORING

During the implementation of expertise internships, students are guided by two supervisors consisting of FE UNP lecturers and leaders / supervisors at the place of internship. The rules of the mentoring process are as follows:

A. Guidance with Supervisor

The internship guidance process with the supervisor includes guidance during the internship and guidance on the internship report (group report and individual paper), with the following details:

1. The mentoring stage begins with internship *coaching* which must be followed by all internship students.
2. Report to the supervisor after the appointment of the supervisor, with the intention of informing the supervisor, where the internship place is, complete address, and explain the writing plan that will be carried out.
3. On the eve of departure, report to the supervisor about the departure plan to the internship site.
4. When carrying out expertise internships, after 6 days of internship activities, students are required to consult with the supervisor to convey the progress of the internship and consult the plan for writing the final internship report (group report and individual paper) or in accordance with the guidance time agreement with the supervisor. For apprentices who are outside the West Sumatra region or abroad, the mentoring process can be carried out by telephone or email.
5. Interns are expected to provide information to both the internship committee and the supervisor regarding *contact*

person at the internship site as well as the procedures that must be carried out by interns.

6. If necessary, the supervisor will come to the internship site to drop off, monitor or pick up internship students. If so, then students must have good interaction and communication with the supervisor, facilitate the supervisor's meeting with supervisors and company leaders.
7. At the end of the internship activity, students submit the original score from the internship site to the internship supervisor who has stamped the company or government agency.
8. During the internship, students are required to prepare an internship report (group and individual paper) under the direction of the supervisor. The procedure for preparing the internship report will be explained in the next chapter.

B. Mentoring with Supervisor/Mentor.

At the place of technical internship, students are guided by a supervisor or several mentors depending on the student's placement section. In addition to providing guidance, supervisors/mentors also provide assessments for each work activity, provide final assessments and evaluate internship activities through questionnaires that will be given at the end of the technical internship. Students are expected to maintain good relations and follow the directions and suggestions of supervisors/mentors throughout the activities within the scope of the internship learning process activities. Technically, guidance by supervisors/mentors can be agreed upon by students with supervisors/mentors.

The mentoring process with the supervisor/mentor is related to the following points:

1. Upon arrival at the company, students are required to report by meeting the leader of the internship site or the HR department or certain sections that have been appointed by the company/agency where the internship is held.

by bringing a letter of introduction from FE UNP or delivered by the supervisor.

2. Students give the internship guidebook to the leader /supervisor of the internship site and communicate all stages of the rules, procedures and procedures involved.
3. During the internship, students follow the direction and receive guidance from the leader/supervisor of the place of internship expertise both regarding work procedures, work culture and work procedures, as well as about *job rotation*.
4. Every work activity carried out during the internship is recorded daily in a daily activity journal attached to the group report and is assessed and initialed by the supervisor/mentor.
5. After the end of the internship, interns are expected to express their gratitude to the leaders, supervisors, and employees of the agency/company where they are interning.
6. At the end of the internship, students discuss and request approval of the group report with the leader/supervisor of the internship site.
7. Students who have completed an internship are requested to be given a certificate of work / internship from the place of internship.
8. As a form of evaluation, students provide an internship evaluation questionnaire to the leader/supervisor of the internship site to be filled in and returned to the FE UNP internship committee at the end of the internship. (attachment 8)

CHAPTER V

SKILLS INTERNSHIP REPORT

A. Daily Activity Journal

Every student who participates in a technical internship must keep a journal of daily internship activities in the format attached at the end of this book and be assessed by the leader/supervisor of the internship site. Filling in the daily activity report follows the following guidelines:

1. The name of the section/unit should be written upon entering the relevant section/unit.
2. The day/date column is filled in according to the day and date of the internship.
3. The work performed column is filled with the type or name of the activity carried out by the student. For example, making official letters, contacting customers by telephone, compiling archives of receipts or filling out *forms* needed by the department or work unit etc.
4. The performance column is written based on the assessment of student performance by the mentor/supervisor with categories SB (Very Good), B (Good), C (Fair) or K (Lack). The categories are related to 7 criteria, namely:
 - (1) Deliverables.
 - (2) Task Comprehension.
 - (3) Work Preparation.
 - (4) How it works.
 - (5) Cleanliness.
 - (6) Neatness.
 - (7) Occupational Safety.

The assessment categories are as follows:

- a. SB : All criteria are in line with workplace expectations/standards.
- b. B : Work results and 3 - 5 other criteria are in line with workplace expectations/standards.

- c. C: Work results and 1 - 2 other criteria are in line with expectations/standards.workplace.
 - d. K: Work results below workplace standards.
Performance appraisals are carried out per day or at least per week according to the work activities carried out.
5. The last column is the initials and names of direct mentors/supervisors, which are staff/unit heads who guide and assess student work in certain sections or work units. Each page of the daily activity journal must also be stamped with the company stamp at least once per page, namely in the last line supervisor's initial box.

B. Skills Internship Report

Upon completion of the skills internship, each student is required to produce two papers as internship reports, namely: (1) Group Report and (2) Individual Paper. Both types of technical internship reports must be accounted for by technical internship participants to the internship supervisor. These two internship reports are also part of the internship assessment for students given by the internship supervisor. A good internship report should illustrate how far the student's knowledge and understanding is related to the internship site and all activities carried out during the technical internship.

Internship reports are collected through each study program's email, ie:

No.	Study Program	Email Address
1.	Education Economy	magangfeunppekon@gmail.com
2.	Economic Science	magangfeunpilmuekonomi@gmail.com
3.	Management	magangfeunpmanajemen@gmail.com
4.	Accounting	magangfeunpakuntansi@gmail.com

Submitted internship reports are named :

1. File Name for Group Report: **Group Report-Company Name (example: Group Report-Pelindo)**
2. File Name for Individual Report: **Student Name-Company Name**

(example: **Rendi Putra Permana-PT.Semen Padang**)

C. Expertise Internship Report Systematics

Making an internship report must follow the generally accepted scientific writing techniques at Padang State University. The systematics of the expertise internship report are as follows:

I. GROUP REPORT

Cover

Endorsement Page

Foreword Table of

Contents

Table List (if any) Figure

List (if any) Appendix List

CHAPTER I Introduction

A. Expertise Internship Background

B. Purpose of Skills Internship

C. Benefits of Skill Apprenticeship

CHAPTER II Overview of the Company/Agency

A. Company Vision and Mission

B. Company Overview

C. History

D. Company Location

E. Organization Structure

F. Line of Business/Section

CHAPTER III Implementation of the Skills Internship

A. Skills Apprenticeship System in the Company

B. Skill Apprenticeship Activities in Each Section of the Company

C. Positive Experiences Gained from Skills Internship
Activities

D. Challenges During the Skills

Internship CHAPTER IV Closing

- A. Conclusion
- B. Suggestions
- C. Bibliography
- D. Appendix

Explanation

1. Cover
The cover format can be seen in the attachment (attachment 1).
2. Endorsement page
The format of the approval page can be seen in the attachment.(attachment 3)
3. Foreword
4. Table of Contents, Tables, Figures and Appendices
The format of the table of contents, tables, figures and appendices follows the rules of scientific writing.
5. CHAPTER I Introduction
Chapter I should explain the background, purpose and benefits of the technical internship.
6. CHAPTER II Overview of the Company/Agency
Chapter II should explain the general description of the company/agency where the internship takes place, including history, vision, mission, motto, organizational structure, products and other related matters.
7. CHAPTER III Implementation of Expertise Internship This chapter III consists of four parts, namely:
 - A. Skills Apprenticeship System
In this section, it is specifically explained about the unit/division/location of the student internship placement, for example at a branch office or in a certain part of the company/agency.

B. Skill Apprenticeship Activities in Each Section of the Company

In this section, the forms of work carried out during the technical internship are explained. The explanation can be made based on the grouping of work per division or based on the placement of students in each section at the technical internship site.

C. Positive Experiences Gained from Skills Internship Activities In this section, we will explain the positive experiences gained by students during the skills internship. This positive experience can also be related to the competencies gained during the internship and other things that are deemed necessary.

D. Challenges During the Skills 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.

8. CHAPTER IV Closing

A. Conclusion

In this section students draw conclusions from the Expertise Internship Group report.

B. Advice

The advice given in this section relates to the implementation of the internship and may also relate to the improvement of services, procedures, processes and administration at the place of internship expertise.

9. Bibliography

The bibliography follows the rules for writing the final project.

10. Attachment

- Copy of certificate from the internship site (if any).
- Photocopy of grades from the place of internship.
- Copy of internship acceptance letter from the
- company/agency. A copy of the letter of application for skills internship to the company or government agency.

II. INDIVIDUAL PAPER

Cover

Endorsement Page from Supervisor

Foreword

Table of Contents

A. Background

B. Problems

C. Theory Review

D. Results and Discussion

E. Conclusions and Suggestions

F. Reading List

Explanation

A. Background

Background is a descriptive explanation of why the problem or case is important to raise. The background also contains facts supported by adequate data to be written and discussed.

B. Problems

Problems are gaps or problems that are observed, or in the form of circumstances that show inequality between facts and theoretical or normative values (can be quantitative or qualitative). The case written must be in accordance with the field of study or expertise of each student.

The case is a fact, reality or practice of agency/company management that is different from the student's theoretical understanding of the observed object.

C. Theory Review

The theoretical study is a chronological sequence of opinions of experts who are competent in the field of the case raised. Preparation of this theoretical study

is made in accordance with the guidelines for writing scientific papers that generally apply at Universitas Negeri Padang.

D. Results and Discussion

This section discusses the issues and results raised and compares them based on relevant theories. Furthermore, an analysis of the data obtained is carried out so that the author's thoughts (elaboration) on the case raised are produced.

E. Conclusions and Suggestions

1. Conclusion

It is the main thought obtained after solving the problem

2. Advice

It is a suggestion for the case raised, the advice given must be relevant between the problem, discussion and conclusions given.

F. Reading List

The format of writing the reading list must be in accordance with the guidelines for writing scientific papers that generally apply at Universitas Negeri Padang.

CHAPTER VI

INTERNSHIP ASSESSMENT AND EVALUATION

A. Assessment

Students' activities during the internship will be assessed by the leader/supervisor of the internship site and the supervisor. The final internship grade (NA) is a combination of the internship leader/supervisor grade (NTP), the recapitulation of performance grades in the daily activity journal (NKJ) and the internship supervisor grade (NPM) with a composition of 30%: 30% : 40% ($NA = 0.3*NTP + 0.3*NKJ + 0.4*NPM$). The recapitulation of performance scores in the daily activity journal (NKJ) and the final score (NA) will be accumulated by the technical internship supervisor who will later be given to the FE UNP technical internship committee. Both the supervisor and the leader/supervisor of the technical internship place provide grades with criteria and weights according to the format provided.

To recapitulate the performance score in the daily activity journal, the supervisor uses the following criteria:

1. SB (Very Good) performance is worth 90.
2. Performance B (Good) is worth 80.
3. C (Fair) performance is worth 70.
4. K (Less) performance is 65.

All scores are summed up and averaged into an average performance score on the daily activity journal.

B. Certificate

As a form of appreciation and respect for students, after completing the skills internship, students will be given a certificate of skills internship issued by the place of internship in accordance with the format and rules that apply in the company / agency.

C. Evaluation of Skills Internship Implementation

At the end of the skill internship, FE UNP will send a questionnaire to the leader/supervisor of the internship site. This questionnaire is given to evaluate the internship activities that have taken place. The questionnaire asks for an assessment, suggestions and input from the company / agency where the internship will be used to improve the implementation of future internships.

CHAPTER VII

CLOSURE

Thus, this Guidebook is prepared as a reference in the implementation of apprenticeship expertise of FE UNP students. This book is expected to be adopted by all parties so as to achieve the objectives of the implementation of the apprenticeship expertise. Finally, we from the organizers expect suggestions and constructive criticism for the sake of improvement and improvement of the quality of the implementation of apprenticeship courses expertise later. We do not forget to thank all those who have participated in the implementation of this FE UNP student expertise internship.

Thank you.