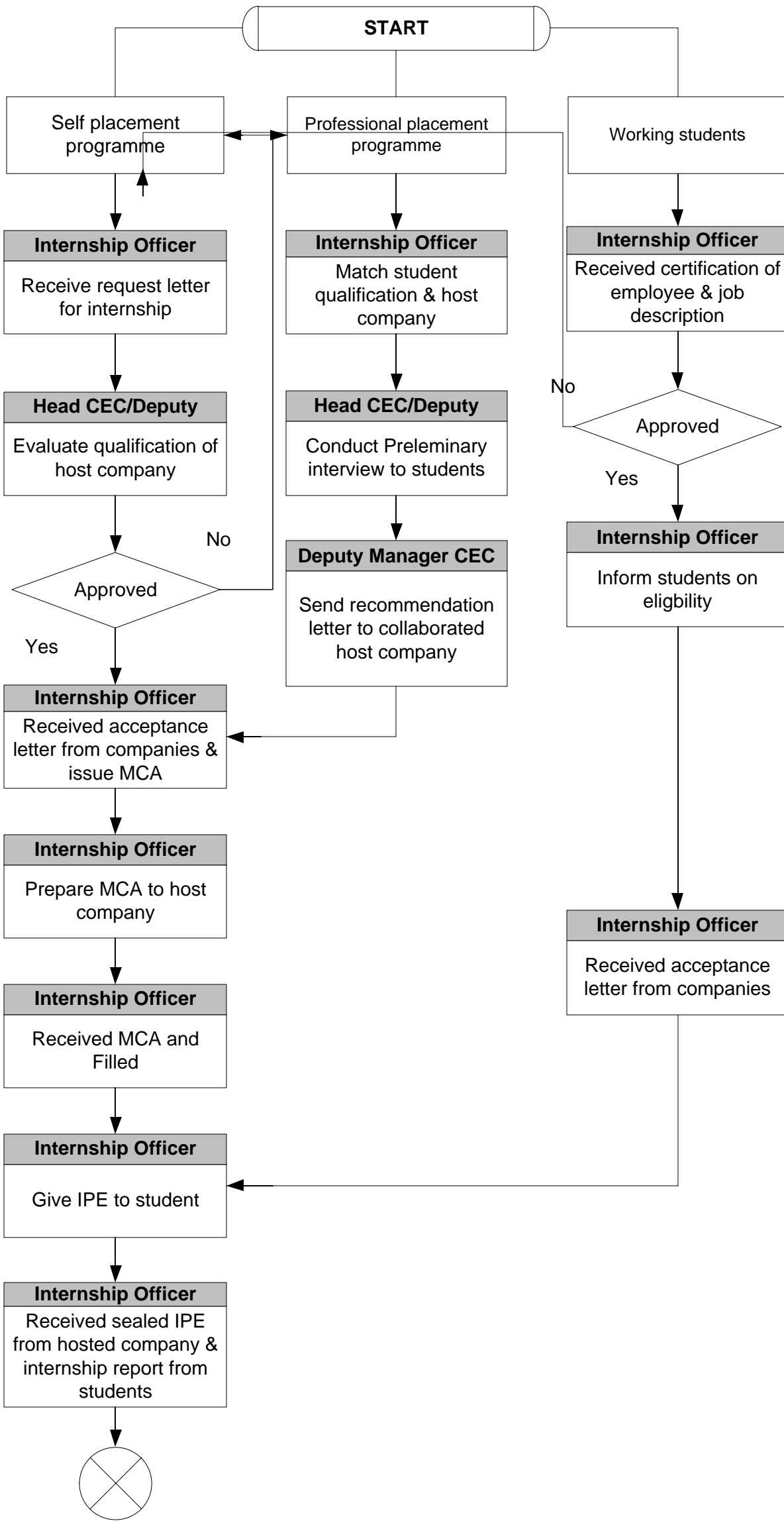


Prepared by : Head CEC	LOCAL INTERNSHIP	Date : 2 Februari 2020
Checked by : MR		Revision : 00
Approved by: Vice Rektor III	Doc No: SOP-CEC/LI/04/IKB/03/2020/00	Page : 01 Of 02

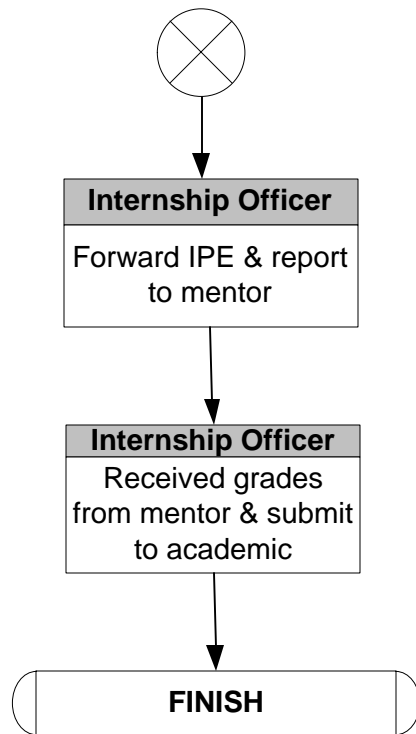
STANDARD OPERATING PROCEDURE



Dokumen	Referensi
Student Attendance	Student is required to have an accumulated 112 SKS & with a minimum GPA 2.25 (Provisionary Transcript online as reference),
Briefing Material	There are 3 briefing given by Mentor in each semester & counseling - 1 st Briefing (After KRS) - 2 nd Briefing (Middle of Semester) - 3 rd Briefing (Before end of Semester) - Counseling to Mentor (Minimum twice in a semester)
Host Company	Qualifications of companies are the following: 1. MNC 2. Well established local company: a. PT or Tbk (Holding companies) b. Establishment 3-5 years 3. NGO (LSM) 4. Government Institution 5. Educational Institution 6. Health Institution
Letter of Request for Internship	Companies that are not qualified as LSPR host company : 1. Financial Investment Company, including Forex, Index, Stock Exchange, Insurance Agency 2. Small retail store 3. Restaurant, Club & Bars
	Professional Placement Programme preliminary interview: to prepare interns for the final interview with collaborated host companies.
	For Self Placement Programme, student is requested to make personal follow-up with the company.
	Student request for Internship Letter with complete Name, NIM, Major/Class with attached latest CV & Photo (Softcopy), immediately after the internship briefing.
	Student request MCA(Mutual Cooperation agreement) & IPE (Internship Performance Evaluation)
	All request of letters & forms is done by Google Form
	MCA is only applicable to Self Placement Programme & to company that accepts MCA, this is signed by Company & Head, Career Centre.

Prepared by : Head CEC	LOCAL INTERNSHIP	Date : 01 Maret 2020
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Approved by: Vice Rektor III	Doc No: SOP-CEC/LI/04/IKB/03/2020/00	Page : 02 of 02

STANDARD OPERATING PROCEDURE



Dokumen	Referensi
Mutual Cooperation Agreement (MCA)	Mutual Cooperation Agreement (MCA) is a mutual understanding between LSPR & Host Company in term of Internship students from LSPR. No need MCA for the students who have their internship in Corporate partner of LSPR or for working students
Internship Performance Evaluation (IPE)	Internship Performance Evaluation (IPE) is the grade from the host company/ organization (usually from Supervisor) for students which doing their internship in thpse company/organization The IPE consist of : 1. Attendance (20%) 2. Work Performance (30%) 3. CommunicationSkills (25%) 4. Initiative (25%) These to measure : 1. Skills (Communication skills) 2. Attitude (Attendance & Initiative) 3. Knowledge (Work Performance)
Internship Report	Internship Report will be returned to students except for excellent reports for Careers & Employability Centre's reference. Student Failed to submit the Internship Report on set date of submission will get a failing mark and shall repeat the subject in the following semester. For the late submissions, the deduction will be based on the following : -1 week late submission deduction will be 5 points -2 weeks late submission deduction will be 10 points -3 weeks late submission deduction will be 15 points etc

