

LSPR Communication & Business Institute

Prepared By:CEC	<b>Working Instructions</b>	Date: 01 March 2020
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Approval By: Vice Rector 3	Doc No : WI-CEC/BMP/07/IKB/03/2020/00	Page:01 of 02

**1. Objectives:**

- Actual real work experience in the workplace.
- Apply the knowledge and theory from what they have learned from campus.
- Learn to socialize, networking and adopt in the workplace.
- Expand LSPR Careers & Employability Centre network by cooperation with the host company.

**2. The Programmes**

This programme is in collaboration with IRPO (International Relations Office) and LSPR Bali as a host venue. The programme runs for a week in host company such as hotels or other industry from our corporate partners. The students will then have their internship and work with the host company. At the end of programme, the students should present their experience and analysis about the host company, they will then give their observation and evaluation as an outsider gives comment, it is then becomes an input for change for the host company.

**Bali Mentorship Programme**

No	Description and phase of Process	PIC	Document
1	IRPO (International Relations Office) assign the programme, related to The University from abroad to collaborate with the host company for the interns and the accommodation for interns.	IRPO (International Relations Office)	Proposal
2	IRPO (International Relations Office) announces to students	IRPO (International Relations Office)	Poster, Flyer
3	Students register to IRPO (International Relations Office)	IRPO (International Relations Office)	Registration Form
4	IRPO doing the selection process & announce to students	IRPO (International Relations Office)	List of Candidates
5	Students doing the payment process	Finance Department	List of Candidates Payment Form
6	Students doing the internship at the assigned period of time with the host company in Bali	Internship Officer Staff in LSPR Bali	Internship Performance Evaluation(IPE)  No need MCA (Mutual

			Cooperation Agreements) for Bali Mentorship Programme
7	Students presentation of the evaluation results of the Bali Mentorship o the GM and his/her management staff	Host Company	Power Point Slide
8	Students submit the Internship report to CEC Office	Internship Officer	Internship report
9	Internship Officer delivered the Internship report to Mentor	Internship Officer Mentor Internship	Internship report
10	Mentor grades the report & submit the grade to Internship Officer & Academic	Mentor Internship Internship Officer Academic	Internship report Lecturer Class Record (LCR)

