

LSPR Communication & Business Institute

Prepared By: CEC	Working Instructions	Date: 01 March 2020	
Checked By: MR		International Internship	
Approval By: Vice Rector 3	Doc No : WI-CEC/II/14/IKB/03/2020/00	Page:01 of 02	
<p>1. Objectives</p> <ul style="list-style-type: none"> • Work experiencing in workplace. • Students apply the knowledge and theory from what they have learned from campus. • Students learn to socialize to the person in the workplace. • Expand the LSPR Careers & Employability Centre network by cooperation with the host company. 			
<p>2. The Programme</p> <p>Students in last semester doing their internship in Multinational or Local Company for three months. But for students which doing their internship in KBRI (Indonesian Embassy) or other international companies/organizations abroad, they can do it in 1 month.</p>			
International Internship Programme			
No	Description and phase of Process	PIC	Document
1	Students submit the Proposal & Curriculum Vitae (CV) to Careers & Employability Centre & reviewed by CEC	Head Careers & Employability Centre Deputy Head Careers & Employability Centre Internship Officer	Proposal Curriculum Vitae (CV)
2	The Proposal & Curriculum Vitae (CV) delivered from Careers & Employability Centre to Deputy Director 3.	Deputy Director 3 Internship Officer	Proposal Curriculum Vitae (CV)
3	Deputy Director 3 reviewed the Proposal & CV base on active in Student League/Club and report to CEC	Deputy Director 3 Internship Officer	Deputy Director 3 Database
4	The Proposal & Curriculum Vitae (CV) delivered from Deputy Director 3 to Dean	Dean Internship Officer	Proposal Curriculum Vitae (CV)
5	Dean reviewed the Proposal & CV base on academic activity and report to CEC	Dean Internship Officer	Proposal Curriculum Vitae (CV)
6	CEC Officer announce to the students	Internship Officer	List of Candidates

7	CEC Officer prepared documents needed for students	Internship Officer	Internship letter Internship Performance Evaluation(IPE)
8	Students doing the Internship in KBRI	Students	Internship letter
9	Students submit the Internship report to CEC Office	Internship Officer	Internship report
10	Internship Officer delivered the Internship report to Internship Mentor	Internship Officer Internship Mentor	Internship report
11	Mentor grading the report & submit the grade to Internship Officer & Academic	Mentor Internship Internship Officer Academic	Internship report Lecturer Class Record (LCR)

