STANDARD OPERATING PROCEDURE (SOP)

INDUSTRIAL PRACTICE (PI)

AGRICULTURAL TECHNOLOGY EDUCATION STUDY PROGRAM
FAKULTY OF ENGINEERING

UNIVERSITAS NEGERI MAKASSAR

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1. AIMS

The objectives of industrial practice carried out by students are:

a. Giving students an opportunity to learn about and understand directly the activities of industrial / government agencies that have a place of work practices.

b. Studying one of the selected aspects becomes the focus of practical work activities related to efforts to understand and develop agricultural technology disciplines, agricultural mechanization, and aquatic resource agribusiness.

c. Able to contribute both energy and thought to solve problems that exist during practice and that will be faced by the company/industry in the future.

d. Establish and close cooperative relationships between higher education institutions with private companies and related government agencies.

2. SCOPES

The scope of industrial practice carried out by Agricultural Technology Education students can cover several parts of the field of agricultural science, namely agricultural product technology, agricultural industrial technology, agricultural mechanization, aquaculture, fishery product processing.

3. ESPONSIBLE PERSON FOR IMPLEMENTATION

Head of the Agricultural Technology Education Study Program.

4. TARGET USER PROCEDURE

4.1 Lecturers of Agricultural Technology Education Study Program.

4.2 Staffs in Agricultural Technology Education Study Program

4.3 Students of Agricultural Technology Education Study Program, Faculty of Engineering UNM

4.4 Quality Assurance Team for Agricultural Technology Education Study Program.

5. DEFINITION

5.1 Industrial Work Practice is a practical activity carried out by students in a company/government agency that has relevance to the fields of agricultural technology. This work practice is carried out for a minimum of 2 months with a weight of 2 credits.

5.2 Seminar: presentation of practical results consisting of a seminar on proposals and research results, in a seminar forum organized by the Study Program.

5.3 Supervising Lecturer: A permanent lecturer with certain areas of expertise and requirements appointed by the head of the study program to provide guidance to students in terms of planning industrial practice activities and preparing industrial practice reports.

5.4 Examiner team: Lecturers appointed and assigned by the study program to evaluate students' ability to present industrial work

6. REFERENCE MATERIALS

6.1 Regulations concerning the Establishment of the Agricultural Technology Education Study Program, Faculty of Engineering UNM

6.2 Industrial Practice Handbook of the Faculty of Engineering.

7. STANDARD PROCEDURE

7.1 Procedure for Industrial Practice Submission

7.1.1 Students pass a minimum of 72 credits listed on the KRS.

7.1.2 Students get approval for the place of industrial practice from the Academic Advisor (PA) lecturer and approved by the head of the study program

7.1.3 Submit proof of PI place approval to the study program secretary, it can be submitted in hardcopy or softcopy form

7.1.4 Preparation of a list of student groups participating in PI and briefing on PI;

7.1.5 Preparation of other related instruments under the coordination of the Vice Dean for Cooperation and Faculty Development. One month before the end of semester VII, students have conducted an assessment and selected the company/institution where the PI is located and submitted an application for the PI place letter to the Faculty through the FT UNM information system;

7.1.6 The academic sub-section will prepare a letter of application for an PI place to the company/institution requested by the student within three days.

7.1.7 The student who requests the application letter submits the letter to the company/institution in question. If the request is received, the reply letter is immediately sent back to the faculty of the academic sub-section. If the application is rejected, immediately explore other companies/institutions for the PI location, the submission of letters can also be made by the academic field by sending an email to the company/institution where the Student PI is intended;

7.1.8 Based on the reply letter to the PI placement from the company/institution, the Head of the Study Program who has coordinated with the Deputy Dean I, the academic sub-section prepares a memorandum of duty for the PI supervisor and submits it to the PI supervisor.

7.1.9 One week before the PI activity begins, the supervisor provides briefing to students.

7.2. Industrial Practice Seminar Procedure

7.2.1. The student PI report has been approved and signed by the supervisor and head of the study program as evidenced by a validation sheet.

7.2.2 PI seminars are held on a scheduled basis in one semester.

7.2.3 Students register to take the seminar exam at http://ptp.ft.unm.ac.id and submit a report (soft file) that has been approved by the supervisor to the secretary of the study program.

7.2.4 The academic field of the study program makes test administration files.

7.2.5 Submitting invitations and proposals to the seminar committee no later than 5 (five) days prior to the seminar.

7.2.6 The seminar can be held offline or online.

7.2.7 At the time of submission of the PI final report, students are required to submit the Final Report which has been bound in softcover as much as 1 copy for the study program library.

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