

**FIELDWORK LECTURE  
GUIDE  
BACHELOR OF  
INFORMATICS STUDY  
PROGRAMME**



**FACULTY OF COMPUTER AND  
ENGINEERING ALMA ATA  
UNIVERSITY YOGYAKARTA**

**2021**

**FIELDWORK GUIDE**  
**ENDORSEMENT SHEET**

Yogyakarta, 16 March 2021

Dean of the Faculty of Computer and Engineering

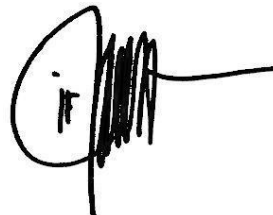


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## **FOREWORD**

All praise is due to Allah SWT who has given the opportunity and time to the writing team to complete this Field Work Lecture (KKL) Guidebook. Our salutations and greetings go to the Great Prophet Muhammad SAW who has become a role model for mankind until the end of time.

Field Work Lecture is actually a training forum for informatics engineering students to practice the theory they have learned in lectures in the field of informatics and information engineering in the management of library institutions which include the main tasks of collecting, processing, serving and maintaining collections and other information sources in the library. Field Work Study is part of a compulsory course that has a weight of 3 credits offered in semester VII. As a form of practical learning, studio practice, workshop practice, field practice, research, community service, and/or other equivalent forms of learning, is 160 (one hundred and sixty) minutes per week per semester.

This Field Work Handbook is prepared as a guideline in planning, implementing and assessing field practice assignments of Informatics students. This book will be a guideline for both students and lecturers in assessing students.

Thus this book is prepared to be used as a guide and guideline in the implementation of Field Work Lectures.

Yogyakarta,  
Compilation  
Team

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## **FIELD WORK LECTURE IMPLEMENTATION GUIDE**

### **A. INTRODUCTION**

Practical work is a form of learning through practice, and gaining practical work experience and finding alternative solutions to problems found during practice. This work practice aims to finalise the mastery of a subject or knowledge. In this case, students of the Informatics S1 Study Programme are expected to be directly involved in the tasks, in this case the designated practice area. Students are faced with real activities, namely daily activities in the IT world.

At the location of practice, students will get to know the tools that are standardised and available and then they will use them. Likewise, students will immediately know how library material procedures start from selection, ordering, receiving, processing, storage on shelves, and services to the user community.

By conducting Field Work Lecture activities, students are expected to develop the ability to identify problems, observe a process, collect data and be able to make a conclusion based on a scientific attitude.

The purpose of participating in this Field Work Lecture is for students to apply the theory they have learned in practice in the field so that it can increase participants' understanding and experience in IT management.

This guide is made as a guideline / guide for students and supervisors in carrying out Field Work Lectures. In addition, in the implementation in the field students must still comply with the rules and instructions of the supervisor.

### **B. PURPOSE OF FIELDWORK (KKL)**

Field Work Lecture (KKL) aims to:

1. Provide opportunities and opportunities for S1 Informatics students to implement the knowledge and skills gained in college;

2. Empowering students to have professional abilities in solving problems in the field of Informatics in the world of work.
3. Encourage and motivate S1 Informatics students to love the world of work more.

### **C. FIELDWORK COURSE PARTICIPANT REQUIREMENTS**

1. S1 Informatics students who are actively studying in semester VII (seven) with proof of SPP payment, and have made registration (KRS).
2. Have completed at least 120 credits.
3. No D grades as evidenced by KHS.
4. Have a minimum Grade Point Average of  $\geq 3.00$ .
5. The MPA must be in the field of Informatics and Computers.
6. The selection of the MPA site must be approved by the study programme.
7. Students are required to collect data on the location of Field Work Lectures when taking the Student Study Plan Card (KRS).
8. MPA is conducted for 1 semester.
9. The MPA report is made individually, guided by a field supervisor (agency where the MPA is held) and a supervisor lecturer determined by the Informatics S1 Study Programme.
10. Report guidance time is 1 month.
11. Students are not allowed to change the supervisor that has been determined by the study programme.

### **D. FIELDWORK PROGRAMME**

Recognised Field Work Courses are Field Work Courses that are in accordance with the terms and conditions agreed upon in the study programme. The choices of Field Work Courses that can be taken are as follows:

1. SOE Fieldwork Lecture

Field Work Programmes organised by State-Owned Enterprises (SOEs) and have collaborated with universities, such as State Electricity Company (PLN), PT Pegadaian, PT Asabri, PT Jasa Raharja, PT POS.

2. Certified Fieldwork Course (MBKM)

Fieldwork programme organised by the Ministry of Education and Culture with placements at designated partners.

3. LIPI-BRIN Field Work Lecture

The Field Work Programme is organised by the Indonesian Institute of Sciences with divisional placements in accordance with the competencies taken.

4. Independent Fieldwork Lecture

The Field Work Lecture programme is carried out at Field Work Lecture locations proposed by students independently, and validated by the study programme. In this programme, students are required to submit data on the proposed Field Work Lecture location during the KRS process by contacting the Secretary of the Study Programme.

## **E. SCOPE**

The scope of the MPA is to cover all aspects related to Information Technology. This scope will vary from one to another; depending on the complexity of the service and the resources owned.

## **F. STAGES OF IMPLEMENTATION OF FIELD WORK LECTURES**

In participating in Field Work Lectures, students follow the following stages:

1. **Preparation stage**

Preparation for Field Work Lectures is carried out after students get a letter of introduction to carry out Field Work Lectures in the designated by the local study programme.

The goal is for students:

- a. Have the same perception in carrying out Field Work Lectures;
- b. Understand basic concepts and skills in IT management;
- c. Develop a schedule for the Library Fieldwork Plan.

## **2. Stages of Implementation**

The overall implementation of the Field Work Lecture is detailed as follows.

- a. Students carry out practical activities in groups and individually under the guidance of the referred supervisor.
- b. The implementation time of the Field Work Lecture is adjusted to the working hours of the practice site.
- c. Students submit their work to the supervisor.
- d. The supervisor checks the work of the student and hands it back to the student (the student workbook is prepared by the Study Programme).
- e. After students carry out Field Work Lecture activities as a whole, at the end of the activity students are required to make a report on the results of work practices.
- f. Field Work Lectures are carried out for 6 months with 8 hours per day or the equivalent of 128 hours per week.

Student assignment:

- a. Students register for Field Work Lectures
- b. Contact the Study Programme to obtain a letter of introduction to the implementation of Field Work Lectures.
- c. Students with letter cover letter from Programme Study Programme come to the intended field and make an agreement to do the practice.
- d. Students carry out practical activities in groups and individually under the guidance of a designated supervisor.
- e. Implementation time Practice Work Field Practiceadjusted with working hours of the practice site.
- f. Each student must comply with the rules and working hours that apply to the agency or place of practice.
- g. Students must follow the instructions given by the supervisor.
- h. Students must fill in a daily activity list and be known by the practice supervisor (daily activity list format attached).



Supervisor duties:

- a. Observing each student during the Field Work Lecture to be able to fill in the Field Work Lecture activity report sheet.
- b. Check the results of each student's practical work and sign in the column provided in the workbook.
- c. Observe the results that are used to fill in the Field Work Practices score list as listed in the appendix to this guide.

### **3. Report Preparation Stage**

After completing the work practice, students with the guidance of the supervisor compile a report on the practice that has been carried out. The outline of the Field Work Lecture report contains :

- a. An introduction that contains the objectives of Field Work Practices and thanks to those who have helped the implementation of Field Work Practices.
- b. Introduction which contains, among others: the importance of carrying out Field Work Lectures, especially in achieving the competencies required by an IT, an outline of the contents of the report, and things that are very important and interesting in the implementation of Field Work Lectures.
- c. Implementation of Field Work Lecture which contains, among others: schedule of the Library Field Work Lecture implementation plan, description of each Field Work Practice activity such as collection development and its discussion, library material processing, and library material services as well as important events and results in each activity. Also write down the field conditions
- d. Obstacles to implementation during Field Work Practices and their solutions, containing among others: what obstacles / obstacles occurred during the implementation of Field Work Practices, for example: time, conditions, tools or media used, supervisors, or users, and so on. Furthermore, write down the solution taken at that time accompanied by the reason.

- e. Closing which contains the conclusion of the implementation of Field Work Lectures and suggestions that need to be conveyed so that the implementation of Field Work Practices in the future can be better.
- f. The format of the report is as shown in the appendix.

### **Report Format**

The writing of the Field Work Lecture report follows the following rules of writing:

1. Fonts use Times New Roman with size 12.
2. Left margin 4 cm, right margin 3 cm, top margin 3 cm, bottom margin 3 cm.
3. Spacing between lines is 1.5 spaces.
4. The minimum number of pages is 25 pages excluding cover, table of contents, endorsement sheet, preface, bibliography and appendices.
5. The report is submitted to the study programme in the form of a *soft copy* to email [informatika@almaata.ac.id](mailto:informatika@almaata.ac.id) with the subject ReportKKL\_Year\_Name

Example

: MPA Report\_2021\_Fulan

**(Example) Attachment: Cover Letter to the Head (place of practice)**

No: .....,

.....20.....

Located at: .....

P.S.: .....

To

Dear Mr/Mrs Head ..... At

Place

Assalamu'alaikum Wr. Wb.

May Allah SWT always bestow His mercy and grace upon us all, Amen.

In order to fulfil one of the academic requirements within the S1 Informatics Study Programme, Faculty of Computer and Engineering, Alma Ata University Yogyakarta T.A .... / .... Odd, we require students to carry out Field Work Lecture (KKL) activities for 6 months (dates according to the ability of the internship location). The subjects / competencies that are achieved during Field Work Lectures (KKL) are as follows:

No.	Required Courses	SKS
1	Fieldwork Lecture	3
2	Professional Ethics	3
3	Digital Business	2
4	Multimedia	3
5	Project Management	3
<b>Total credits required</b>		<b>14</b>
No.	Concentration Elective Subjects	SKS
1	Software Quality Management	3
2	Data Visualisation	3

*\*The total credits of concentration elective courses that are converted are 3 credits according to the specialisation chosen by the student.*

Number of credits converted

<b>No.</b>	<b>Course Description</b>	<b>SKS</b>
1	Required Courses	14
2	Elective Courses	3
<b>Total credits</b>		<b>17</b>

We hereby ask Mr / Mrs to be pleased to provide a place for the implementation of Field Work Lecture (KKL) activities in the following list of names

students participating in Field Work Lectures (KKL):

<b>No.</b>	<b>NIM</b>	<b>Name</b>
1	1832xxxx	Fulan
2	Etc	

Thus we submit this request, for your attention and cooperation we thank you very much.

Head of Study Programme,

*Note: cover letters can be used individually / in groups.*

**Appendix: Report Format**

**REPORT ON THE IMPLEMENTATION OF FIELD  
WORK LECTURES IN THE ODD SEMESTER OF THE  
2021/2022 ACADEMIC YEAR**

**MPA LOCATION**

**Submitted By:**

**Student (NIM)**



**STUDY PROGRAMME S1  
INFORMATICS FACULTY OF  
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ALMA ATA UNIVERSITY  
YOGYAKARTA 2021**

# **FIELDWORK REPORT FORMAT**

**COVER**

**ENDORSEMENT SHEET**

**FOREWORD**

**TABLE OF**

**CONTENTS LIST**

**OF APPENDICES**

## **CHAPTER I: INTRODUCTION**

- 1.1. Agency at a glance
- 1.2. Agency History
- 1.3. Vision, Mission and Objectives of the Agency
- 1.4. Organisational Structure
- 1.5. Description of Organisational Structure
- 1.6. IT Department within the Agency

## **CHAPTER II: FIELDWORK IMPLEMENTATION**

- 2.1. Logbook Explanation
- 2.2. General Work Results
- 2.3. Proof of Work

## **CHAPTER III : LEARNING OUTCOMES**

- 3.1. Benefits of Internship
- 3.2. Application of Knowledge and Practical Work
- 3.3. Scientific Linearity

## **CHAPTER IV:**

**CONCLUSION**

**BIBLIOGRAPHY APPENDIX**

## **REPORT SYSTEMATICS**

### **1. Systematics**

Broadly speaking, the Field Work Lecture report consists of 3 (three) parts, namely: the initial part, the core part and the final part. In detail, these parts are as follows:

#### **Initial Section**

1. Front Cover
2. Title Page
3. Endorsement Page
4. Foreword Page
5. Table of Contents page
6. Image List Page
7. Table List Page
8. Foreign Glossary Page
9. Appendix List Page

#### **Core Section**

#### **Chapter I. Introduction**

##### **1.1. Agency at a glance**

Write an explanation of the business and operational fields of the agency used as the location of the MPA in daily operations.

##### **1.2. Agency History**

Write the complete history of the institution where the MPA is being conducted.

##### **1.3. Vision, Mission and Objectives of the Agency**

Write down the vision, mission and objectives of the institution where the MPA is being conducted.

##### **1.4. Organisational Structure**

Draw a chart of the organisational structure of the agency where you are doing your fieldwork. Make sure there is an IT department in the organisational structure.

##### **1.5. Description of Organisational Structure**

Write down the job description of the organisational structure in the agency.

##### **1.6. IT Department in Agencies**

Write in detail about the role of the IT department in the institution where you are doing your fieldwork.

## **Chapter II. Fieldwork Implementation**

### **2.1. Logbook Explanation**

Write about the logbook or diary including the time and a brief description of the work performed. The complete daily logbook must be included in the appendix of the MPA report.

### **2.2. General Work Results**

Write down the results of your work during your fieldwork at the institution. What was done and what was produced as a whole.

### **2.3. Proof of Work**

Describe briefly with a description accompanied by evidence of work while carrying out KKL at the agency. Evidence can include image files, scripts, printscreens, photos, videos and other supporting evidence. If the evidence is too much, it can be placed in the appendix, and this chapter can only contain a brief description.

## **Chapter III. Learning Outcomes**

### **3.1. Benefits of Internship**

Write down the benefits/experience of knowledge that you get while carrying out KKL at the agency.

### **3.2. Application of Knowledge and Practical Work**

Describe the application of computer science and informatics that you can carry out at the location of the MPA.

### **3.3. Scientific Linearity**

For those taking the Software Engineering (RPL) concentration, explain the products developed starting from problem analysis, solutions offered to system development (design, coding and evaluation).

For those taking the Data Science concentration, it explains the data processing process including problem analysis, solutions offered to the data processing process.

In this sub chapter students are required to explain in detail along with proof of work (can be in the form of screenshots and source code / script)

## **Chapter IV. Conclusion**

Write down the conclusions that can be drawn from the MPA process that has been carried out.



## **Final section**

### **Bibliography**

Citation using American Psychological Association (APA) style and using Mendeley reference manager.

### **Appendix**

Contains relevant documents that can prove MPA activities. Documents can be in the form of: attendance records, letters, photo copies of proof of work, photographs of work, and other supporting documents.

### **Writing Format**

1. Upper border: 3 cm. Left border: 4 cm. Lower border: 3. Right border: 3 cm
2. Header distance: 1.5 cm, footer distance: 1.5 cm
3. The font used is Times New Roman. Except for chapter titles which are 14 pt, all sections are written in 12 pt font size.
4. Titles and subtitles are written in bold.
5. *Foreign terms* are written in *italics*.
6. **Statements that are considered important** may be bolded.
7. The lines of text are spaced 1½ spaces apart.
8. There is a space of 3 spaces between the Chapter title and the beginning of the body of the paper.
9. There is a space of 2 spaces between the title of the sub-chapter and the beginning of the body of the writing.

**SAMPLE REPORT COVER**

**REPORT ON THE IMPLEMENTATION OF FIELD  
WORK LECTURES IN THE ODD SEMESTER OF THE  
2021/2022 ACADEMIC YEAR**

**MPA LOCATION**

**Submitted By:**

**Student (NIM)**



**STUDY PROGRAMME S1  
INFORMATICS FACULTY OF  
COMPUTER AND ENGINEERING  
ALMA ATA UNIVERSITY  
YOGYAKARTA 2021**

## **Attachment: Fornat Ratification Sheet**

Fieldwork Report for Odd Semester Academic Year  
20xx/20xx  
Submitted to S1 Informatics Study Programme, Faculty of Computer and  
Engineering, Alma Ata University Yogyakarta  
As One of the Prerequisites for Completing Field Work Lectures (KKL)

Submitted By:  
1. Student 1 (NIM)

Approved By :

Supervisor

Field Supervisor

(Full Name) NIP.


(Full Name) NIP.

Knowing,  
Head of S1 Informatics Study Programme

(Full Name) NIP.

## Attachment: Weekly Report Format

This KKL weekly report is filled in by students who are carrying out KKL and known by the KKL Field Supervisor. The contents of the report must be in accordance with what is done per week. In the results column, write the results of the work or other information such as challenges or obstacles.

	<b>BACHELOR OF INFORMATICS PROGRAMME FACULTY OF COMPUTER AND ENGINEERING ALMA UNIVERSITY ATAYOGYAKARTA</b>
	<b>WEEKLY REPORT MPA</b>
	<b>Week: 1-16</b>
	<b>Day/Date:</b>
<b>Activity Description:</b> <i>[fill in the description of the work carried out the results of the work carried out along with the obstacles and challenges].</i>	
<b>Supporting Document:</b> <i>[photos or screenshots]</i>	
<b>Paraf Supervisor / Field PJ</b>	

