

**FACULTY OF COMPUTER ALMA ATA UNIVERSITY YOGYAKARTA**

**FIELDWORK PRACTICE GUIDE**

**BACHELOR OF INFORMATICS STUDY PROGRAMME**



**FACULTY OF COMPUTER ALMA ATA UNIVERSITY YOGYAKARTA**

**2017**

# FOREWORD

All praise to Allah SWT who has given the opportunity and time to the writing team to complete this Field Work Practice (PKL) 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 Practice 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 Practice is part of a compulsory course that has a weight of 4 credits offered in the fifth semester. As a form of practicum 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 Practice Guidebook is prepared as a guideline in planning, implementing and assessing the field practice tasks of Informatics Engineering 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 Practice.

Yogyakarta, Compilation Team

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**FIELD WORK PRACTICE IMPLEMENTATION GUIDE**

* 1. **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 strengthen 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 directly know how library material procedures start from selection, ordering, receiving, processing, storage on shelves, and services to the user community. By carrying out field work practice 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 an attitude.

Science.

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

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

* 1. **PURPOSE OF FIELD WORK PRACTICE (PKL)**

Field Work Practice (PKL) aims to:

* + 1. provide opportunities and opportunities for S1 Informatics students to implement the knowledge and skills obtained in college;
    2. To empower students to have the ability to professionally solve problems in the field of Informatics that exist in the world of work.
    3. encourage and motivate S1 Informatics students to love the world of work more.
  1. **FIELD WORK PRACTICE PARTICIPANT REQUIREMENTS**
     1. S1 Informatics students who are actively studying in semester V (five) with proof of SPP payment, and have made registration (KRS).
     2. Have completed at least 80 credits.
     3. No D grades as evidenced by KHS.
     4. Have taken Collection Development, Classification, Cataloguing, Reference Services and Subject Indexing courses.
     5. Have a minimum Cumulative Grade Point Average ≥ 2.80.
     6. PKL must be in the field of Informatics and Information Technology.
     7. PKL is carried out for 6 months and a minimum of 4 months or the length of one semester.
     8. The PKL report is made individually, guided by a field supervisor (agency where PKL is held) and a supervisor lecturer determined by the Informatics S1 Study Programme.
     9. Report guidance time is 1 day.
     10. Students are not allowed to change the supervisor that has been determined by the study programme.
  2. **SCOPE**

The scope of the PKL is to cover all aspects related to IT This scope will differ from one to another; depending on the complexity of the service and the resources owned.

* 1. **STAGES OF FIELD WORK PRACTICE IMPLEMENTATION**

In participating in field work practice, students follow the following stages:

1. **Preparation stage**

Preparation for Field Work Practices is carried out after students get a letter of introduction to carry out Field Work Practices in which has been appointed by the local study programme.

The goal is for students:

* 1. Have the same perception in carrying out Field Work Practices;
  2. Understand basic concepts and skills in IT management
  3. Develop a schedule for the Library Field Work Practice plan.

1. **Stages of Implementation**

The overall implementation of Field Work Practices is detailed as follows.

* 1. Students carry out practical activities in groups and individually under the guidance of the referred supervisor.
  2. The implementation time of Field Work Practices is adjusted to the working hours of the library where the practice is.
  3. Students submit their work to the supervisor.
  4. The supervisor checks the work of the student and hands it back to the student (the student workbook is prepared by the Study Programme).
  5. After students carry out Library Field Work Practice activities as a whole, at the end of the activity students are required to make a report on the results of work practices.
  6. Fieldwork practice is carried out for 16 days for 8 hours per day or the equivalent of 128 hours per week or the equivalent of 4 credits per semester.

Student assignment:

1. Students register for Field Work Practices
2. Contact StudyProgramme to obtain a letter introducing the implementation of Field Work Practices.
3. Students with a letter introduction from Programme Study come to the intended PKL Land and make an agreement to do practice.
4. Students carry out practical activities in groups and individually under the guidance of a designated supervisor.
5. implementation time Practice Work Field is adjusted to the working hours of the practice library.
6. Each student must comply with the rules and working hours that apply to the agency or place of practice.
7. Students must follow the instructions given by the supervisor.
8. Students must fill in a daily activity list and be known by the practice supervisor (the format of the daily activity list is attached).

Mentor duties:

1. Conduct observations to each student during they carry out Field Work Practices to be able to fill out sheets

Field Work Practice activity report.

1. Check the results of each student's practical work and put signature in the column provided in the workbook.
2. 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 Practice report contains:

* 1. An introduction that contains the objectives of Field Work Practices and thanks to those who have helped the implementation of Field Work Practices.
  2. Introduction which contains, among others: the importance of carrying out Field Work Practices, especially in achieving the competencies required by an IT person, an outline of the contents of the report, and things that are very important and interesting in the implementation of Field Work Practices.
  3. Implementation of Field Work Practices which contains, among others: schedule of the Library Field Work Practice implementation plan, description of each Field Work Practice activity such as collection development and discussion, library material processing, and library material services as well as important events and results in each activity. Also write down the field conditions
  4. 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 along with the reasons.
  5. Closing which contains conclusions on the implementation of Field Work Practices and suggestions that need to be conveyed so that the implementation of Field Work Practices in the future can be better.
  6. The format of the report is as shown in the appendix.

**Report Format**

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

1. Using 70-gram HVS quarto paper.
2. Fonts use Times New Roman with size 12.
3. Left margin 4 cm, right margin 3 cm, top margin 3 cm, bottom margin 3 cm.
4. Spacing between lines is 1.5 spaces.
5. Minimum page count of 15-20 pages

The report is submitted to the department in *hard copy* and *soft copy.*

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

**No : ........... ........,** ..............20.....

Located at: ...........

P.S.: ...........

To

Dear Sir/Madam Head .........

On the spot

With respect, we hereby ask for your willingness to accept Undergraduate Informatics Study Programme Students from the Faculty of Computer Science, Alma Ata University Yogyakarta (list attached) to carry out Field Work Practices at ............. that you lead.

Field Work Practices (PKL) are planned to last for 16 months.

(sixteen) days from the date ...... to the date .....

Thus we convey our gratitude for your attention and good cooperation.

A.n. Dean

(...................)

*Note: cover letters can be used individually.*

**Appendix: Report Format**

**FIELD WORK PRACTICE REPORT (PKL) TITLE**



**Name:**

**NIM:**

**STUDY PROGRAMME S1 INFORMATICS (IP) FACULTY OF COMPUTER ALMA ATA UNIVERSITY**

**2022**

**INTERNSHIP REPORT FORMAT**

**SKIN / COVER ENDORSEMENT SHEET FOREWORD**

**TABLE OF CONTENTS LIST OF APPENDICES**

**CHAPTER I: INTRODUCTION**

* 1. Background.
  2. Destination
  3. Benefits

**CHAPTER II: GENERAL DESCRIPTION OF PKL LOCATION**

1. History and Profile
2. Organisational Structure

**CHAPTER III: IMPLEMENTATION OF FIELD WORK PRACTICE (PKL)**

1. Draft Work Programme
2. Work Programme Realisation
3. Work Constraints and Solutions

**CHAPTER IV: CONCLUSIONS AND SUGGESTIONS**

1. Conclusion
2. Suggestions

**BIBLIOGRAPHY APPENDICES**

□ **Systematics**

**REPORT SYSTEMATICS**

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

1. **Initial Section**
   * Front Cover
   * Title Page
   * Endorsement Page
   * Foreword Page
   * Table of Contents page
   * Appendix List Page
2. **Core Section**

Chapter I. Introduction

1. Background.
2. Destination
3. Benefits

Chapter II. Overview of the PKL Site

1. History and Profile
2. Organisational Structure

Chapter III. Implementation of Field Work Practices

1. Draft Work Programme
2. Work Programme Realisation
3. Work Constraints and Solutions

Chapter IV. Conclusions and Suggestions

1. Conclusion
2. Advice
3. **Final Section**

Bibliography (if any) Appendix

* **Systematic Explanation**

A detailed explanation of the systematisation of the internship report is as follows:

1. Initial Section
   1. Front Cover. The front cover is Blue coloured cardboard. The cover page contains the title of the PKL, logo of Alma ata YOGYAKARTA, full name, NIM of the author, name of study programme, name of faculty and university as well as place and year (see attachment).
   2. Title Page. This page contains the title of the PKL and so on as well as the front cover page.
   3. Endorsement Page. This page contains the title of the PKL, the author's name, NIM and the authorising party.
   4. Foreword Page. The foreword contains a description that leads the author to the problem he is studying. In this preface the author can include thanks to those who have contributed or helped complete the PKL.
   5. Table of Contents page.

The table of contents is written in detail containing the systematics of the PKL report by including the page in the right corner. The distance between chapters is two spaces, while between sub-chapters is one space. Chapter titles are written in uppercase letters and subchapters only have their initial letters written in uppercase letters except for conjunctions (see attachment).

* 1. Appendix List page. The list of attachments contains things that are deemed necessary and important as support for the PKL report, such as supporting data, facility data, collections, photos of activities, etc. The spacing between lists is double-spaced and for titles that use more than one line are typed single-spaced. The distance between lists is typed two spaces and for titles that use more than one line typed one space.

1. Core Section
2. Introduction
   1. Background. This section contains important and logical scientific reasons why students carry out PKL, such as: 1) reasons for the need for PKL for students; 2) reasons for choosing the agency where PKL is carried out; 3) other relevant reasons. These reasons can be supported by relevant references or data.
   2. Objectives. The objectives of the PKL contain the things that will be done during the internship;
   3. Benefits. The benefits of PKL contain things that will be obtained when the internship is completed, both benefits for students, agencies, universities or other parties.
3. Overview of street vendor locations
   1. History and Profile of the PKL Place; This section describes a brief history of the agency where the PKL is carried out and the form of its operational activities.
   2. Organisational Structure; This section shows the organisational structure chart of the agency where the internship is carried out.
4. Implementation of Field Work Practices
5. Work Programme Design. This section explains specifically about the design of the work programme that will be carried out during the PKL. Things that need to be described specifically include the purpose of implementation, objectives, implementation schedule, etc. (See Appendix).
6. Work Programme Realisation. This section outlines the programmes and

What activities have been realised during the PKL, starting from the fields of processing, procurement, fostering interest in reading, human resources, etc. (Described

/ narration).

1. Work Constraints and Solutions. This section explains specifically about the obstacles faced during the implementation of PKL and the efforts that have been made to find solutions to these problems.

c. Conclusions and Suggestions

1. Conclusion. This section contains conclusions obtained based on the implementation of the PKL and its analysis.
2. Suggestions. Presenting suggestions that are constructive and specific so that they can become recommendations for agencies or other parties.

d. Closing Section

1. Bibliography. If there are references referred to in the internship report, the reference list can be placed in this section. The way of writing the bibliography is the same as the way of writing the bibliography in the thesis.
2. Appendix. Contains relevant documents that can prove PKL 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 SKIN**

FIELDWORK PRACTICE IMPLEMENTATION REPORT ODD SEMESTER ACADEMIC YEAR 2021/2022

PKL LOCATION

Submitted By:



BACHELOR OF INFORMATICS STUDY PROGRAMME, FACULTY OF COMPUTER SCIENCE

ALMA ATAYOGYAKARTA UNIVERSITY IN 2017

**Attachment: Fornat Ratification Sheet**

Report on the Implementation of Field Work Practice Odd Semester Academic Year 2017/2018 Submitted to the Undergraduate Study Programme of Informatics Engineering Faculty of Computer Alma Ata Yogyakarta

As One of the Prerequisites for Completing Field Work Practice (PKL)

Submitted By:

1. Student (NIM)

Approved By :

Supervisor FieldSupervisor(Pamong)

NIP.

(Full Name)

NIP.

Knowing,

Head of S1 Informatics Study Programme

(Full Name)

**Appendix: Weekly Report Format**

|  | | | **BACHELOR OF INFORMATICS PROGRAMME, FACULTY OF COMPUTER SCIENCE, UIN YOGYAKARTA** | | | | | | **Report Form**  **Weekly:** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week:** | | |
| **Signature:** | | |
| **WEEKLY PKL REPORT** | | | | | | | | |
| This weekly PKL report is filled in by students who are carrying out PKL and known by the PKL 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. | | | | | | | | | | | |
|  | Day/Date | | | |  |  | Name Field Guides | | |  | |
|  | Student Name | | | |  | Position | | |  | |
|  | NIM | | | |  | Phone | | |  | |
|  | PKL Agency | | | |  | Email | | |  | |
|  | | | | | | | | | | | |
|  | **No.** | **Day/Date** | | **Job Description** | | | | **Other Results or Remarks** | | | **Paraf**  **PKL Field Guide** |
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|  |  |  |  |  |  |
| Medan, 2017  Field Supervisor/Pamong,  ( ) | | | | | |

*Appendix Assessment of fieldwork practice*

**Fieldwork Practice Assessment Form**

We hereby declare that the following students:

Field Supervisor Name: Name of Agency : Title Field work practice : Date of Terms of Reference: Student Name : NIM :

Declared to have completed field work practice in our agency in accordance with the terms of reference dated above. By considering all aspects, both in terms of the weight of work and the implementation of Field Work Practices, we decide that the person concerned has completed his obligations with the following results.

| **No.** | **Assessment Element** | **Value** | **Sekala** |
| --- | --- | --- | --- |
| 1 | Decision of the Field Work Practitioner Employer |  | 1 to 10 |
| 2 | Discipline |  | 1 to 10 |
| 3 | Ability to prioritise |  | 1 to 10 |
| 4 | On time |  | 1 to 10 |
| 5 | Ability to co-operate |  | 1 to 10 |
| 6 | Ability to work independently |  | 1 to 10 |
| 7 | Rigour |  | 1 to 10 |
| 8 | Learning ability and ability to absorb new things |  | 1 to 10 |
| 9 | Ability to work in the department/division to which you are assigned |  | 1 to 10 |
| 10 | Other |  | 1 to 10 |

(City), 20

Field Supervisor (Position)

(Signature, Name, and Stamp)

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