

**HANDBOOK**

**PROFESSIONAL PLACEMENT**



**FACULTY OF AGRICULTURAL TECHNOLOGY  
UNIVERSITAS BRAWIJAYA  
MALANG  
2020**

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**PART I**  
**GENERAL DESCRIPTION AND PROCEDURE**  
**OF PROFESSIONAL PLACEMENT**

## **PREFACE**

The Professional Placement (PP) activity for Faculty of Agricultural Technology Universitas Brawijaya (FAT UB) students is aimed to give students experience and insight into the actual conditions of PP sites (companies / private agencies, research institutes, government agencies, etc.). In addition, PP has other benefits, namely, fostering good relations with stakeholders and users of FAT graduates. This good relationship between higher education institutions and company/agency partners has a strategic means and the framework for developing a curriculum relevant to the needs of graduate users and society in general. This PP Handbook was created as a reference for lecturers and students on the stages that must be carried out before and after carrying out PP.

This Handbook was prepared to facilitate undergraduate program students in understanding various things about PP activities and guide lecturers, partner companies/institutions, and administrative services. This Handbook contains: (1) definition of PP; (2) syllabus, weight, and objectives of PP; (3) general Handbook for the implementation of PP; (4) PP implementation procedures; and (5) writing PP proposals and reports.

On this occasion, the Development Team would like to thank all parties who have provided input for improving this manual and the FAT Leaders who have facilitated the completion of this Handbook. Suggestions for improvement are still needed to improve the Handbook and PP implementation in the future.



# CHAPTER I

## INTRODUCTION

### 1.1. Introduction

Professional Placement (PP) is a series of courses (3 credits) that students must complete during their undergraduate studies. Students are given the choice of taking PP courses or Student Community Service with the same number of credits. With PP, it is hoped that students will gain practical work experience that is our developing student competencies in the form of *hard skills* and *soft skills* in entering the world of professionals after graduating.

PP is essential for students to improve work skills, analyze and solve problems, train communication with other people in their fields, and recognize the work environment because of the high competition in getting jobs. Therefore this activity is a manifestation of the learning process with the facilities provided by the partner company/institution (*teaching company*) since this kind of facility cannot be provided by universities independently. With good cooperation between the two parties, starting from the improvement of the PP preparation program by FAT UB and support from company managers or institutions where PP is held, it is hoped that the implementation of PP can provide benefits for both parties.

### 1.2. Objectives

#### 1.2.1. General Objectives

After participating in PP, students are expected to understand, gain insight and experience the actual conditions in PP partners related to agricultural technology science in agribusiness systems in real life.

#### 1.2.2. Specified Objectives

- a. Getting familiar with applying the knowledge of Agricultural Technology in the company/agency by carrying out activities determined by the company/ agency.
- b. Comparing the knowledge gained during lectures with those applied in the field and examining it if there are differences or adjustments to explain general conditions in companies/agencies, linking various aspects of the actual conditions in the company/agency with the theory obtained.
- c. Train students to work independently and collaborate with other people in the field and at the same time practice adjusting to the conditions of the work field which will occupy.

## CHAPTER II

# GENERAL HANDBOOK FOR PROFESSIONAL PLACEMENT IMPLEMENTATION

### 2.1. Definition

- a. PP are academic activities carried out by FAT students as one of the requirements for completing their studies. PP is an activity in the world of work professionals to increase student understanding of the implementation of science, knowledge, and technology that has been obtained in lectures through activities directly in partners/government agencies/research institutions/companies/other partners relevant to the student's scientific field. The duration for PP is 20 days (1 day = 8 working hours) or the equivalent of 200 hours derived from the calculation of 170 minutes (time for PP per credit) X 3 credits X 16 weeks = 136 hours = 3.4 weeks or rounded off to 4 weeks.
- b. PP committee is a team formed by FAT-UB to manage PP implementation, including administration, orientation, monitoring, and evaluation of PP implementation.
- c. PP partners are institutions or companies that accept students to conduct PP
- d. PP partner requirements:
  - Small, medium, and large industries. Micro and household industries are not acceptable
  - Research institutes or institutions / government
  - Other relevant companies
  - Government agencies or agencies such as National Food and Drug Agency (BPOM)
- e. Field Supervisors are mentors from PP partners who are in charge of guiding students in the field.
- f. Supervisors are lecturers of FAT-UB appointed by the Faculty who are in charge of guiding students in implementing PP as a whole.
- g. The examining lecturer is the lecturer in charge of testing students on the PP exam.
- h. The orientation activity provides general information related to PP as an initial requirement for students to carry out PP at partners. Orientation is a mandatory requirement for PP. If students do not participate in PP orientation fully, the student in concern cannot join in PP. The orientation is held once a year in odd semesters. Students planning PP in odd or even semesters are required to take participate at that time.
- i. The proposal exam is an exam carried out by students and the lecturer to make sure that the student will be well prepared before doing PP in the industry.
- j. The PP Committee supervises the monitoring of PP. Monitoring is done randomly and carried out in one period of PP implementation.
- k. A log sheet is a worksheet that contains work activities that are known and signed by the PP field Supervisor and Supervisor.
- l. The PP exam is an exam carried out after the implementation of PP in partners, and the Supervisor allows the exam. Exams are carried out by **students**, with an Supervisor and/or a lecturer examining in private.
- m. The PP report is a PP report draft that has been revised after the exam and reports on PP implementation activities at partners. PP reports are made in *hardcopy* and *softcopy* on CD.

## 2.2. Professional Placement Credit Unit

The credit unit for PP activities at FAT is set at three credits consisting of the assessment components according to the following table:

Table 2.1 Percentage of PP assessment components

No.	Materials	Percentage (%)
1.	Proposal Exam Score	10
2.	PP Exam Score	30
3.	Field Supervisor Score	20
4.	Supervising Lecturer Score	25
5.	Report Score	15

## 2.3. General Requirement for PP

- PP is one of the academic activities carried out by every FAT student in completing their studies. Students are allowed to choose either PP or KKN activities.
- The credit unit for PP is three credits, including orientation, proposal examinations, field activities, report writing, and PP exam. The field student activity log sheet signed by the field Supervisor and supervising lecturer must be attached to the PP report.
- PP activities must be programmed in the Study Plan Card after taking at least **80 credits**.
- Students must take part in PP orientation activities, PP proposal exams, report writing, consultations with Supervisors, field activities, and PP exams.
- PP implementation is recommended during the holidays between semesters and/or according to the agreement with the company.
- The implementation of PP should not interfere with lecture activities or exams.
- Suppose the student is deemed not meeting the requirements based on the results of *monitoring* or company reports. In that case, the Vice Dean for Academic Affairs, by the advice of the PP Committee and/or the Supervisor, will give an E grade to the student's PP activities.
- The requirements referred to in item (i) are that students cannot carry out PP within time allocations that do not meet the credits and do not perform discipline.
- Completion of reports until the PP exam is carried out no later than 3 (three) months after completing the PP in the field. If it is not carried out for reasons that are not clear and cannot be accounted for, the PP activities will be canceled by the Vice Dean for Academic Affairs.
- Suppose, for some reason, that cannot be justified academically. The student cannot complete the report referred to in point (K). In that case, the Vice Dean for Academic Affairs, with the advice from the PP Committee and/or the Supervisor, will give an E grade to the PP activities of the student concerned. The student is required to repeat PP.
- The PP report revision must be completed no later than 1 (one) month after the PP exam.
- If for some reason, the student cannot complete the Revised Report as referred to in point (k) or exceeds the predetermined time (1 month) after the seminar results, then the score will be impaired according to the following conditions:

No.	Delay in Report Revision	Score Deduction
1	1 month	½ grade
2	2 months	1 grade
3	3 months	Repeat the evaluation

- a. Students can know the final grade of PP after all PP implementation procedures have been fulfilled and accessed through the academic information system.
- b. If students have to repeat PP, then students must carry out PP again and can not be changed to Student Community Service (SCS) courses. Likewise, if students are required to repeat SCS, they cannot switch to PP.
- c. The Vice Dean for Academic Affairs will determine other matters that have not been regulated in this Handbook. Implementation Handbook practical work in companies/industries/plantation companies/industries to student study programs and/or fields of Agricultural and/or Technology in certain sections, full time according to working time and company desires which lead to one particular/specific aspect.
- d. Get an overview of the company's scope of work covering aspects of each study program, for example, production processes, marketing, quality control, industrial waste, and sanitation.
- e. Students observe and conclude process activities, quality control, product development, production systems, machines, equipment, or managerial decision-making company, whether large, medium, or small, adjusted to the majors taken by students.
- f. Students are expected to understand firsthand how planning, operating, and controlling the process or an actual company decision is made in actual conditions in the company.
- g. Completes special assignments were given by companies in the field of management of specific companies/agencies by their field of knowledge, production processes, equipment, or marketing with the Supervisor's approval, and certain companies/agencies according to their field of knowledge period. If the company does not give a specific assignment, the Supervisor is obliged to give a specific assignment related to the company's conditions.

## **2.5. PP Management**

- a. PP management is handled by the PP Committee at the Faculty level appointed by the Dean.
- b. PP committee members are based on suggestions from the Head of the Department.
- c. The PP committee at the Faculty level under the coordination of the Vice Dean for Academic Affairs in collaboration with the Head of the Department is in charge of coordinating the implementation of PP, which is related to:
  - The form of PP,
  - Inventory of companies/institutions where PP are and determine the number of students for each company/ institutions,
  - PP orientation,
  - Determining PP Supervisors by the Dean (on the suggestion of the Head of the Department),
  - Determining the PP Examiner (if any) by the Head of the Department,
  - PP proposal examination
  - Supervision/monitoring arrangements: to monitor the performance of PP in the field and improve cooperative relationships with companies/agencies where PP locate,
  - Monitoring is carried out by the PP committee team and/or PP Supervisors,
  - Monitoring is carried out by assessing attendance based on the attendance list or logsheet, the scope and performance of PP, and field Supervisor comments (from companies/agencies). In some instances, a site visit can be made to the PP locations,
  - PP examination
  - Processing the final PP scores from the Head of the Department under the supervision of the Vice Dean for Academic Affairs

**2.6. PP Final Report**

- a. The procedure for writing PP Final Reports refers to the Handbook for Writing PP FAT Reports.
- b. The final PP report is declared accepted after being approved and signed by the Supervisor, Examiner (if any), and endorsed by the Head of the Department.

**2.7. PP Activity Assessment**

The assessment of PP activities includes 5 (five) components, namely the proposal exam, PP examination, field guidance, mentoring, and PP reports. The details of each element are contained in the PP evaluation.



## **CHAPTER III**

### **PROFESSIONAL PLACEMENT PROCEDURES**

The general implementation procedure for PP can be seen in Figure 1, which is described as follows:

#### **3.1 Professional Placement Student Registration**

- a. Students submit the requirements for registering PP to the FAT Academic Subdivision in the form of:
  - Transcripts up to the previous semester are at least 80 credits.
  - Study Plan Card in the relevant semester states that the PP has entered the program with an Credit-0.
- b. Students take a biodata form at the Academic Sub Division of FAT.
- c. Students submit a completed biodata form to the Academic Sub-Division of FAT.
- d. Students take the PP work proposing partner form.

#### **3.2 Proposing Work Partners (Companies / Agencies)**

- a. Students take the work proposing partner form. In one application, a maximum of 2 partners is allowed.
- b. Students search for locations for PP sites independently or in groups by bringing general PP proposals if needed.
- c. Students negotiate with PP partners.
- d. If there is no answer from the PP partners within one month, students should again take the work proposing partner form.
- e. Students take and fill out an application form for an official letter from the Vice Dean for Academic Affairs to submit a statement letter of the willingness of PP partners in the Academic Subdivision.
- f. Students submit a letter of willingness from partners to the Academic Subdivision.
- g. The Academic Sub Division archives a letter of willingness to partner.
- h. Students apply for a cover letter to do PP to the Vice Dean for Academic Affairs through the Academic Sub Division.
- i. Students who have registered themselves as PP participants in the relevant semester but have not received a work partner (by showing proof of 3 refusals) by the end of the orientation period should immediately report to the PP committee to find new partners.
- j. Students whose applications are rejected by their proposed partners at least three times are not subject to sanctions. If rejection occurs to pass the planned semester, the following semester is used to search for a partner until PP partners are obtained.
- k. The PP committee regulates the number of students in work partners according to the industrial scale of the partners.
- l. The academic department sends letters to companies/agencies regarding the certainty of implementation and timing of PP.
- m. Students must submit their complete address, telephone number, and complete map of their partners to the PP committee and their respective Supervisors.
- n. Students who have programmed PP are required to attend PP orientation.
- o. Students with PP implementation past the commencement of lectures must make a permit to the Vice Dean for Academic Affairs.

The flow chart of PP implementation procedures can be seen in Figure 3.1.

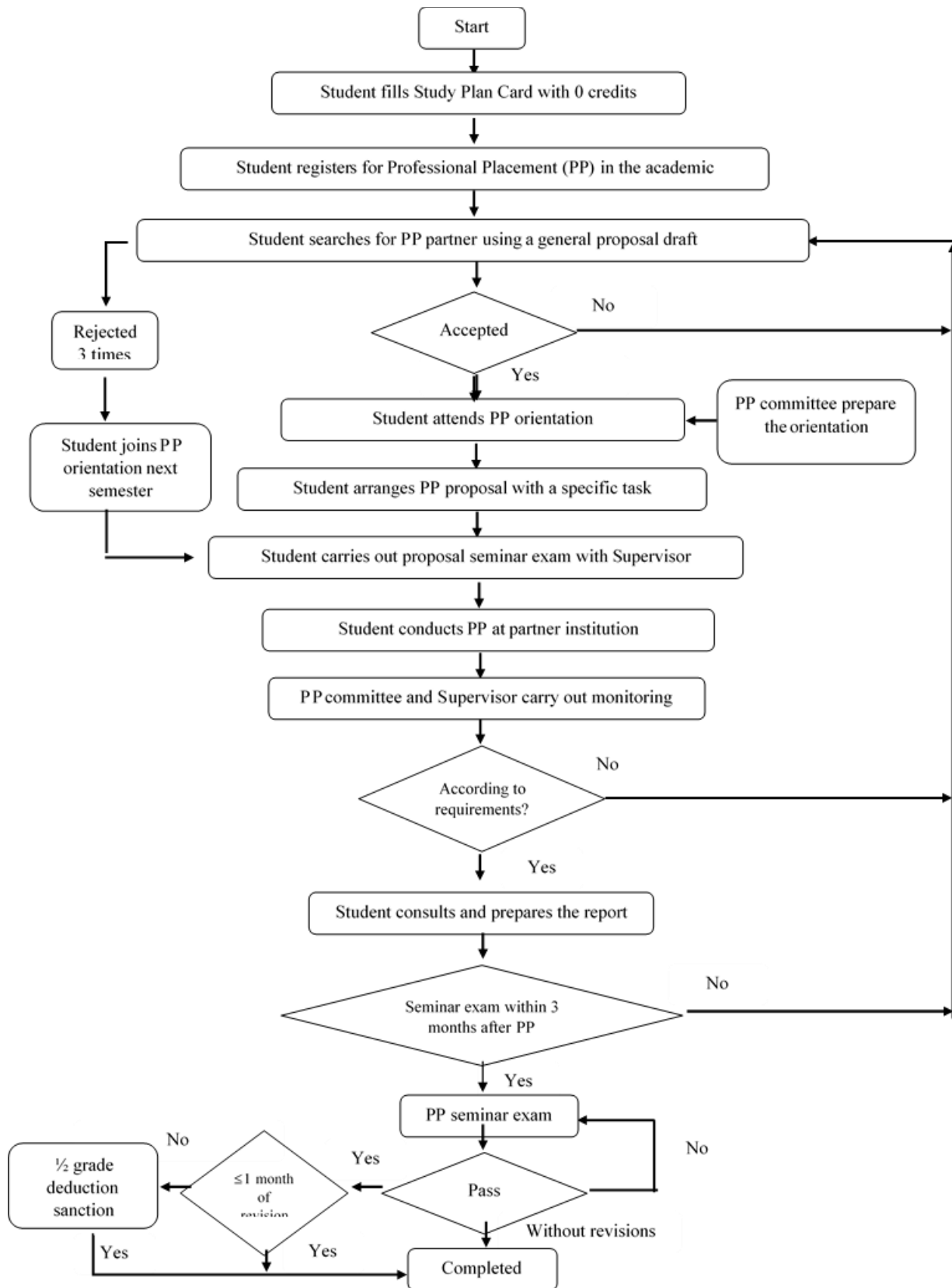


Figure 3.1. PP Procedure Flow Chart

### **3.3 Professional Placement Orientation**

- a. PP orientation is held in February and September every year
- b. The PP committee prepares for orientation, including the preparation of speakers, materials, and facilities.
- c. Students register to take part in PP orientation by bringing score transcripts and proof of PP payment to the Academic Subdivision
- d. PP orientation is held once a year in odd semesters.
- e. Students must attend the PP orientation.
- f. Students who do not take part in the PP orientation with reasons that cannot be justified cannot carry out the next stage of the implementation.
- g. PP orientation material includes:
  - 1) PP Technical Implementation
    - a) Scope of PP
    - b) PP Code of Conduct
    - c) Explanation of PP Procedure Mechanism/Flow
    - d) Writing PP Proposal and Reports
    - e) Proposal Examination
    - f) *Monitoring* System
    - g) Grading System
  - 2) Communication and Personal Development Techniques
    - a) Communication Techniques
    - b) Self-Development
- h. Students compile PP proposals with specific assignments that have been consulted with their Supervisors.
- i. Students carry out a proposal exam that has been approved by the Supervisor and attended by the Supervisor no later than one week before the implementation of PP.
- j. If the evaluation results from the Supervisor state that students are not yet fit to implement PP, students are required to consult with the Supervisor until the Supervisor states that they are eligible to implement PP.
- k. The Supervisor fills in the minutes and exam assessment forms and is submitted to the Administration Department of the Department.
- l. The Administration Section of the Department submits the form of minutes and examination assessments to the PP Committee / Academic Sub Division of FAT.
- m. Students carry out PP at PP partners.

### **3.4 On-Site Placement**

- a. Their Supervisor has approved students who have received work partners, and their proposals can start their activities on-site as soon as the orientation activities are completed.
- b. Students who do not have a PP location destination by the time limit for finding a location are required to show three refusals from the intended work partner. The student can participate in PP activities in the next period according to the requirements in section 3.10. (Special Regulation).
- c. If there is a transfer or exchange of PP locations, students must immediately report to the PP committee, Supervisor, and work partners.
- d. Students who will go to the PP location must bring a cover letter from the Faculty of Agricultural Technology to be submitted to their partners.

- e. While at the PP location, students must obey the rules and follow the working partner's programs.

### **3.5 Student Activities and Rules at Professional Placement Locations**

- a. Students must notify their planned arrival at the company/agency location and bring a cover letter from FAT.
- b. Students give PP proposals to companies/agencies to get field Supervisors, discuss PP activities, along with specified assignments.
- c. Every student should clearly state the identity, purpose, and interests of PP.
- d. During PP, students are required to dress modestly and neatly according to the rules allowed by the company/agency.
- e. During PP, students must behave politely, follow the rules at the PP locations, and are not confrontational.
- f. The questions/interviews that are asked should be done correctly, not in a way that will push the policies of the company/agency concerned.
- g. PP participants are required to fully participate in all activities according to the schedule given by the company/agency. Negligence can lead to the dropping of PP taken this semester.
- h. When monitoring takes place, students must be at the PP location and explain the activities being carried out.
- i. At the end of PP, students must obtain a letter informing them that PP has been carried out and filled in by the company/agency and bring a *log sheet* shown and signed by the Supervisor. *The log sheet* must be attached to the PP report.
- j. Students must notify the company/agency and ask for leave when the PP period has ended and thank them for the opportunity given.
- k. Students must report PP activities in the form of a report which the Supervisor will evaluate.

### **3.6 Professional Placement Monitoring and Guidance**

#### **3.6.1 Objectives and forms of monitoring activities**

Monitoring aims to :

- a. Monitor the development of PP implementation preparations, both the process and the committee's performance, Supervisors, and students.
- b. Monitor and assess the performance of PP in the field.
- c. Improve cooperative relations with companies or agencies where PP sites.

Monitoring of PP activities is carried out in several forms:

- a. Corresponding letters to obtain a centralized PP location on FAT.
- b. Orientation, indicated by presence and understanding with orientation exam scores.
- c. Proposal exam, indicated by the grade of the proposal exam from the Supervisor.
- d. During the implementation of PP in the field, it is carried out with the following conditions:
  - 1) Controlling students through Field Supervisors by:
    - Observing the merit of the scope and performance of PP participants in the proposal with actual activities in the field.
    - Attendance and activities carried out are indicated by a daily log sheet signed by the field Supervisor and Supervisor.
    - The Scoring from the Field Supervisor.
    - Advice and evaluation from the company.
  - 2) Monitoring is carried out directly by the PP committee team and/or Supervisors at least three people:
    - Make field visits at least once a semester.
    - Interview with PP participant students.
    - Interviews and comments of field/company Supervisors.

- 3) For students who cannot be *directly monitored*, the committee or PP Supervisor must communicate with the company/field Supervisor via letter, telephone, or e-mail. The results of monitoring or reports from the company are taken into consideration for the continuation of PP.
- 4) After completing PP in the field and compiling student reports before the Supervising Lecturer by bringing:
  - a. A daily log sheet signed by the Field Supervisor.
  - b. Letter informing that PP has been carried out from the company (submitted to the PP Committee).
  - c. The Score Form from the Field Supervisor in a closed envelope (submitted to the PP Committee).
  - d. Report Draft.

### **3.6.2 Professional placement monitoring and guidance procedures**

To begin the monitoring process:

- a. At the beginning of the PP implementation, students must submit the complete address, telephone number, and location map of the partners to the PP committee and their respective Supervisors.
- b. PP student guidance can be carried out by their respective Supervisors both on campus and in the field. The technical implementation of the advice is determined based on mutual agreement between the two of them.
- c. Students must consult and report the progress of PP activities to the Supervisor at least three times.
- d. Supervisors monitor student field activities by making site visits and verifying student activities on the Log Sheet.

### **3.7 Professional Placement Supervisors**

For PP to run according to their goals, Supervisors who have the following roles are needed:

- a. Main Supervisor
  - Guiding and directing PP students both in management and academically, from composing proposals to composing PP reports.
  - Giving assessment
- b. Field Supervisor
  - Guiding and directing students during practice in the field.
  - Provide an assessment to students on the results of their work while in the field according to the assessment parameters.
  - Send scores to the PP Committee in a closed envelope.

### **3.8 Professional Placement Final Report and Examination**

PP Examination is an oral exam carried out *comprehensively* by an Supervisor with or without an Examining Lecturer. The PP exam is carried out after the Supervisor approves the PP report. The final score of PP is the average grade of the Supervisor and Examiners, which includes an assessment of:

- a. The grade of orientation and PP proposal examinations.
- b. Discipline, work ethic, responsibility, creativity, ability, cooperation, and workload during practical work and the conformity of the results of activities with work plans.
- c. Report quality concerning content, systematics, presentation flow, and writing procedures.
- d. The ability to master PP activities during the PP exam.

After completing the PP program, students are required to make a draft report that has been compiled and consulted with their Supervisor. The final report is in the PP Report format (Appendix). Students whose reports have been approved by the Supervisor can take the PP

exam, the technical implementation determined by the Department, Supervisor, and Examiner, respectively.

The final PP report (after being approved and signed by the Supervisor) is validated by the Head of the Department in 5 (five) copies, each submitted to the Department, Supervisor PP Committee, and the institution/company where the PP is, as well as the author's documents. In addition, also submit a copy of the file on the CD to the Faculty PP committee.

### **3.9. Professional Placement Evaluation**

The final PP score combines the components of orientation scores, proposal examinations, field implementation, and Supervisors. The proportion of each score is as follows:

- a. Proposal Exam Assessment 10%
- b. 30% PP Exam Assessment for PP with 1 Examining Lecturer (Supervisor as Examiner) and 15% each for 2 Examining Lecturers (1 Supervisor and 1 Examining Lecturer)
- c. Field Supervisor Assessment 25%
- d. Supervisor Assessment 35%

Information:

- The components assessed by the field Supervisor include work activities, ethics, creativity, social relations, and reports. Meanwhile, during the exam, reports, presentations, and questions and answers are assessed.
- The range of grades for each material is 0-100 times the percent weight.
- The final score is the sum of the scores: Proposal Exams, Field Implementation, guidance, and exams obtained from Supervisor and or without Examining Lecturers and Field Supervisor.
- The material for the oral examination by the Supervisor and Examining Lecturers includes the scope of PP and the theoretical basis for PP related to the processes taking place in the company or agency where PP is held.

### **3.10 Certain Requirement**

- a. Students who plagiarize (plagiarism) against existing PP reports are declared **invalid** and must repeat PP.
- b. Students fabricating the signature of the field Supervisor, Supervisor, and related parties are declared **invalid** and required to start over.

Students who cannot carry out the PP exam three months after implementing PP in the partner/field (last presence) must repeat the PP at another company without orientation but still take the proposal exam.

# **APPENDIX**

## APPENDIX 1.1. PARTICIPANT'S CURRICULUM VITAE FORM

MINISTRY OF EDUCATION AND CULTURE  
UNIVERSITAS BRAWIJAYA  
FAKULTAS TEKNOLOGI PERTANIAN

---

### PARTICIPANT'S CURRICULUM VITAE FORM PROFESSIONAL PLACEMENT SEMESTER ...../.....

NAME : .....  
STUDENT ID/DEPARTMENT : .....  
STUDY PROGRAM : .....  
ADDRESS IN MALANG : .....  
TELP/HP/EMAIL : .....  
ADDRESS OF ORIGIN : .....  
NUMBER OF PASSED CREDITS : .....  
GPA : .....

Malang, .....  
Participants,

---

NIM.



## APPENDIX 1.2. PP COVER LETTER ISSUANCE FORM

To:      **Head of Subdivision Adm.  
Academics of  
Faculty of Agricultural Technology  
Universitas Brawijaya**

With respect,

The undersigned below, I :

No.	Name	Student ID	Study Program	Telp/HP

Kindly ask to request / issue a Cover Letter for the purposes mentioned above, which is addressed to:

.....

with the intention of obtaining information/data/material/references for my assignment/ research entitled:

.....

Supervising Lecturer : 1. ....  
2. ....

Research Object Location / PP: .....

Starting from the date ..... to .....

Thus, for the grant of my request, I would like to say thank you beforehand.

**Acknowledging,**  
Main Supervising Lecturer,

**Malang, .....**  
Who submitted the application,

.....  
NIP

.....  
NIM

### APPENDIX 1.3. PROPOSAL EXAMINATION MINUTES FORM

MINISTRY OF EDUCATION AND CULTURE,  
UNIVERSITAS BRAWIJAYA  
FACULTY OF AGRICULTURAL TECHNOLOGY

---

**PROPOSAL EXAMINATION MINUTES  
PROFESSIONAL PLACEMENT  
SEMESTER ...../.....**

Today,

Date : .....

Time : .....

Place : .....

Student PP Proposal Exams have been carried out

Name : .....

NIM/Department : .....

Study Program : .....

PP Title : .....

Examiner

Malang, .....

Supervisor,

.....  
NIP.

.....  
NIP.

#### APPENDIX 1.4. PP PROPOSAL EXAMINATION SCORE FORM

MINISTRY OF EDUCATION AND CULTURE,  
UNIVERSITAS BRAWIJAYA  
FACULTY OF AGRICULTURAL TECHNOLOGY

---

### PROFESSIONAL PLACEMENT PROPOSAL EXAMINATION SCORE FORM

NAME :  
NIM :  
DEPARTMENT :  
PP TITLE :

PP proposal exam scores are as follows:

No.	Assessment Criteria	Description of Criteria	%	Score	Numbers	Letter
1	The writing in the PP proposal is very well structured	1. Writing according to the 2020 FAT UB PP and KKN Handbook 2. Writing follows PUEBI 3. Systematic writing 4. Sentences are written clearly, concisely and precisely 5. The writing is aesthetically pleasing and easy to read 6. Free of plagiarism and no indication of duplication 7. The reference referred to are up-to-date and relevant to the topic 8. Good writing depth 9. The proposal is written comprehensively and in detail	25			
2	Mastering the material written in the proposal	1. Able to explain the meaning of the writing 2. Material is well-mastered	20			
3	Mastering theories related to topics in PP	Able to explain and answer questions	30			

No.	Assessment Criteria	Description of Criteria	%	Score	Numbers	Letter
4	Able to present/present PP activity plans	<ol style="list-style-type: none"> <li>1. Sufficient mastery of knowledge related to the topic being studied</li> <li>2. Power point: in the form of a point not a sentence, artistic, interesting, aesthetic</li> <li>3. Presentation with appropriate voice intonation, not too fast or slow, not memorized, mastering the audience, mastering the material</li> <li>4. Timing is precise and appropriate.</li> <li>5. Sufficient mastery of knowledge related to the topic being studied</li> <li>6. Power point: in the form of a point not a sentence, artistic, interesting, aesthetic</li> <li>7. Presentation with appropriate voice intonation, not too fast or slow, not memorized, mastering the audience, mastering the material</li> <li>8. Timing is precise and appropriate.</li> </ol>	25			

Malang,  
Supervisor

Name of Lecturer  
NIP.

## APPENDIX 1.5. PP EXAMINATION APPROVAL

MINISTRY OF EDUCATION AND CULTURE,  
UNIVERSITAS BRAWIJAYA  
FACULTY OF AGRICULTURAL TECHNOLOGY

---

### PROFESSIONAL PLACEMENT EXAMINATION APPROVAL

The undersigned below the Supervisor / Examiner approves the student PP Exam:

Name : .....  
NIM /Department : .....  
Study Program : .....

Which will be held on :

Day/Date : .....  
Time : .....  
Place : .....

No.	Examiner Team Names	Signature	Approval Date
1	PP Supervisor/Examiner  ..... NIP.		

Malang, .....

Administrator Coordinator

.....  
NIP.

## APPENDIX 1.6. PP EXAMINATION INVITATION

MINISTRY OF EDUCATION AND CULTURE,  
UNIVERSITAS BRAWIJAYA  
FACULTY OF AGRICULTURAL TECHNOLOGY

---

### PROFESSIONAL PLACEMENT EXAMINATION INVITATION

Number: /UN10.F10.11/PP/2020

Subject: Invitation of PP Exam

To  
Faculty of Agricultural Technology  
UNIVERSITAS BRAWIJAYA  
Malang

Hope with respect the willingness of Mr / Ms to be an Examiner on the Student PP exam:

Name : .....  
NIM /Department : .....  
Study Program : .....  
PP Title : .....

Which will be held on:

Day/Date : .....  
Time : .....  
Place : .....

Thus, thank you for your willingness

Malang, .....

a.n Head of Department  
Administrator

.....  
NIP.

## APPENDIX 1.7. PROFESSIONAL PLACEMENT Examination Minutes

MINISTRY OF EDUCATION AND CULTURE,  
UNIVERSITAS BRAWIJAYA  
FACULTY OF AGRICULTURAL TECHNOLOGY

---

### EXAMINATION MINUTES PROFESSIONAL PLACEMENT SEMESTER ...../.....

Today,

Day/Date : .....  
Time : .....  
Place : .....

Student PP Examination have been carried out

Name : .....  
NIM /Department : .....  
Study Program : .....  
PP Title : .....

Examiner

Malang, .....

Supervisor

.....  
NIP.

.....  
NIP.

## APPENDIX 1.8. PP PARTICIPANTS' BIODATA FORM

MINISTRY OF EDUCATION AND CULTURE,  
UNIVERSITAS BRAWIJAYA  
FACULTY OF AGRICULTURAL TECHNOLOGY

---

### PARTICIPANTS' BIODATA FORM PROFESSIONAL PLACEMENT SEMESTER ...../.....

NAME : .....  
NIM/DEPARTMENT : .....  
STUDY PROGRAM : .....  
ADDRESS IN MALANG : .....  
TELP/HP/EMAIL : .....  
ADDRESS OF ORIGIN : .....  
TOTAL PASSING CREDIT: .....  
GPA : .....  
PP SUPERVISOR : .....

Malang, .....  
Participant,

---

NIM.

For Bidik Misi students, please print on blue colored paper  
Attach a transcript with 0 credits of PP courses



## APPENDIX 1.9. PP EXAMINATION SCORE FORM

MINISTRY OF EDUCATION AND CULTURE,  
UNIVERSITAS BRAWIJAYA  
FACULTY OF AGRICULTURAL TECHNOLOGY

---

### EXAMINATION SCORE FORM PROFESSIONAL PLACEMENT

NAME :  
NIM :  
DEPARTMENT/ PROGRAM STUDY :  
PP TITLE :

PP Exam scores are as follows:

No.	CPMK Description	Description of the Assessment	%	Score	Number	Letter
1.	Able to compile reports on practical field work activities based on scientific grounds according to the student's scientific field and present them in writing and orally	Able to compile reports on practical field work activities and present them in writing  1. Writing according to the 2020 FAT UB PP and KKN Handbook 2. Writing follows PUEBI 3. Systematic writing 4. Sentences are written clearly, concisely and precisely 5. The writing is aesthetically pleasing and easy to read 6. Free of plagiarism and no indication of duplication 7. The reference referred to are up-to-date and relevant to the topic 8. Good writing depth 9. The proposal is written comprehensively and in detail	25			
		Able to compile reports on practical field work activities and present orally  1. Sufficient mastery of knowledge related to the topic being studied 2. Power point: in the form of a point not a sentence, artistic, interesting, aesthetic 3. Presentation with appropriate voice intonation, not too fast or slow, not memorized, mastering the audience, mastering the material 4. Timing is precise and appropriate.	20			

No.	CPMK Description	Description of the Assessment	%	Score	Number	Letter
		5. Sufficient mastery of knowledge related to the topic being studied 6. Power point: in the form of a point not a sentence, artistic, interesting, aesthetic 7. Presentation with appropriate voice intonation, not too fast or slow, not memorized, mastering the audience, mastering the material 8. Timing is precise and appropriate.				
2.	Able to make observations and analyze the results of observations	1. Able to collect relevant data during PP 2. Observations were carried out comprehensively 3. Able to analyze the collected data	25			
3.	Able to connect theory with real practice in the field	1. Able to relate observations to theory 2. Able to criticize the results of observations based on scientific theory	10			
4.	Able to present the results of observations, analysis of the relationship between theory and practice in the form of scientific writing	1. Able to present observations in writing in Chapter IV. Results and discussions performed well 2. Able to scientifically discuss the results of observations associated with theory 3. Able to conclude the results of PP activities 4. Able to provide advice to partners based on the results of PP implementation	20			

Malang,  
Examiner

.....  
NIP.

## APPENDIX 1.10. FIELD SUPERVISOR SCORE FORM

MINISTRY OF EDUCATION AND CULTURE,  
UNIVERSITAS BRAWIJAYA  
FACULTY OF AGRICULTURAL TECHNOLOGY

---

### SCORE FORM FIELD SUPERVISOR PROFESSIONAL PLACEMENT

The undersigned below,

NAME :  
NIM :  
DEPARTMENT/ PROGRAM STUDY :  
PP TITLE :

#### Field Supervisor Score Form

No.	Description	Assessment Criteria	%	Score
1.	Able to communicate with partners and show professional performance during activities at PP partners	1. Verbal communication 2. Written communication 3. Discipline 4. Responsible 5. Time management 6. Initiative 7. Critical 8. Cooperative 9. Behavior and attitude	40	
		Professional in carrying out duties	20	
2.	Able to make observations and analyze the results of observations	Scientific understanding	40	
	Able to connect theory with real practice in the field			
Total amount				
Average				

.....  
Supervisor

.....  
NIP.

## APPENDIX 1.11. PP ASSESSMENT RECAP FORM

MINISTRY OF EDUCATION AND CULTURE  
UNIVERSITAS BRAWIJAYA  
FACULTY OF AGRICULTURAL TECHNOLOGY

---

### ASSESSMENT RECAP FORM PROFESSIONAL PLACEMENT BY SUPERVISOR

The undersigned below,

NAME :  
NIM :  
DEPARTMENT/ PROGRAM STUDY :  
PP TITLE :

No.	Assessment Components	%	Numbers	Score	Letter
1.	PP Proposal Exam	20			
2.	PP Report Exam				
	Supervisor	30			
	Examiner	20			
3.	Field Supervisor	30			
Total Amount					

It states: **PASS/ NOT PASS**

With notes :

- Revise ( )
- Without revision ( )
- PP cancelled ( )

Malang,  
Supervisor

.....  
NIP.

## APPENDIX 1.12. PP REPORT SUBMISSION FORM

MINISTRY OF EDUCATION AND CULTURE,  
UNIVERSITAS BRAWIJAYA  
FACULTY OF AGRICULTURAL TECHNOLOGY

---

### REPORT SUBMISSION FORM PROFESSIONAL PLACEMENT

The undersigned below,

NAME :  
NIM :  
DEPARTMENT/ PROGRAM STUDY :  
PP TITLE :

Has submitted the PP report in hardcopy and softcopy (CD) to the following recipients:

No	Allocati on	Recipient's Name	Date	Signature
1	PP Partner Companies/ Agencies			
2	Supervisor			
3	Library			
4	FAT Academic (CD)			
5	The Department's Administration (email: PP_thp@yahoo.com)			

Malang,  
Participants

.....  
NIM.

**PART II**  
**HANDBOOK FOR WRITING PROPOSALS AND REPORTS**  
**OF PROFESSIONAL PLACEMENT**

# **CHAPTER I PROFESSIONAL PLACEMENT PROPOSAL STRUCTURE AND REPORTS**

## **1.1. PP PROPOSAL STRUCTURE**

- a. FRONT COVER
- b. APPROVAL SHEET
- c. PREFACE
- d. ABSTRACT
- e. TABLE OF CONTENTS
- f. LIST OF TABLES
- g. LIST OF IMAGES
- h. APPENDIX LIST
- i. CHAPTER I INTRODUCTION
  - 1.1. Background
  - 1.2. Purpose
- j. CHAPTER II LITERATURE REVIEW
- k. CHAPTER III METHOD OF IMPLEMENTATION
  - 3.1. Activity Site
  - 3.2. Method of Implementation
  - 3.3. Schedule of Activities
- l. BIBLIOGRAPHY

## **1.2. PP REPORT STRUCTURE**

- a. FRONT COVER
- b. APPROVAL SHEET
- c. VALIDATION SHEET
- d. FOREWORD
- e. ABSTRACT
- f. TABLE OF CONTENTS
- g. LIST OF TABLES
- h. LIST OF IMAGES
- i. APPENDIX LIST
- j. CHAPTER I INTRODUCTION
  - 1.1. Background
  - 1.2. Purpose
- k. CHAPTER II LITERATURE REVIEW
- l. CHAPTER III METHOD OF IMPLEMENTATION
  - 3.1. Activity Site
  - 3.2. Method of Implementation
  - 3.3. Schedule of Activities
- m. CHAPTER IV RESULTS AND DISCUSSION
- n. CHAPTER V SPECIFIED TASK
- o. CHAPTER VI CONCLUSION AND SUGGESTIONS
  - 6.1. Conclusion
  - 6.2. Suggestion
- p. BIBLIOGRAPHY
- q. APPENDIX

### 1.3. EXPLANATION ON PP STRUCTURE AND REPORT

#### a. COVER

- PROPOSAL / PP REPORT typed in capital letters, Arial font size 11 bold ( bold ).
- PP reports are titled according to the specific task topic undertaken.
- The title is typed in 3 spaces under PROPOSAL / REPORT ON PP in capital letters, Arial font size 13 bold ( bold ).
- The word "By" is typed in 3 spaces under the title with lowercase letters, except for the first letter without a colon, Arial font size 11
- The student's name is typed one space under the word "By" in lowercase except for the first letter, Arial font size 11 bold ( bold ).
- The word NIM and NIM numbers are typed by Arial font size 11 bold (bold) 1 space under the student's name.
- **The latest** Logo of the Faculty of Agricultural Technology, Universitas Brawijaya University, with a diameter of approximately 5 cm
- Institution name (Department on the first line, Faculty on the second line, and University on the third line) and the year of completion (fourth line) are typed in capital letters, Arial font size 10 in bold ( bold ).
- On the back cover, type the author's name, title, and year of the PP report.

#### b. WRITING PP TITLE

PP is not research but emphasizes observation and analysis of applying science and technology in partners. Therefore, the title of the proposal and the PP report should not reflect the research activities, even though limited research is often the particular task of the company. Examples of titles that are not relevant to PP activities because they reflect research are as follows:

- Analysis of the Level of Oxidation and Hydrolysis of Cooking Oil in the Bleaching Process at Company X
- Enzyme Activity Testing ..... at the Research Institute....

#### c. APPROVAL PAGE

- The approval page is printed on a new page and is entitled APPROVAL PAGE, typed in bold capital letters, and does not end with a period.
- The approval sheet contains the title, student name; NIM; approval date; name, NIP, and signature of the Examiner and Supervisor; reputation, title, and signature of the field Supervisor.

#### d. VALIDATION PAGE

- The validation sheet is printed on a new page and is entitled VALIDITY PAGE, typed in bold capital letters, and does not end with a period.
- The validation sheet contains the title; student name; NIM; the date of approval; name, NIP, and signature of the Supervisor, field Supervisor, and the Head of the Department.

#### e. PREFACE

- The preface page is printed on a new page titled PREFACE, typed in bold capital letters, and does not end with a period.
- On this page, students have the opportunity to express their gratitude to their Supervisor, other individuals who have provided guidance, advice, suggestions, and criticism, individuals or bodies who have helped in PP activities, and so on.
- There are many ways to write the foreword, but you should write informal sentences.



- Acknowledgments should not be exaggerated and limited to scientifically related ones.

**f. ABSTRACT**

- Abstract pages are printed on a new page and are given the title ABSTRACT, typed in bold capital letters without ending in a period.
- The report title should be typed in bold, symmetrical letters, two spaces under the word ABSTRACT. The term "By" is organized in one space below the report title in lowercase letters except in the first letter without ending in a colon.
- The full name of the student is typed in bold, symmetrical, one space under the word "By" in lowercase except for the first letter. NIM is typed one space below the student's name in bold capital letters.
- Abstract is in Bahasa Indonesia and cannot be more than one page.
- Abstract consists of approximately 200 words and contains the background, objectives, explanation of the results, and conclusions.
- There should be no references in the abstract
- Abstract is typed with one spacing and has the same border as the main body.
- Two spaces separate the first sentence in Abstract from the last line of the NIM.
- The abstract sheet ends with a keyword list.

**g. TABLE OF CONTENT**

- The table of contents page is printed on a new page and is entitled TABLE OF CONTENT which are typed in capital letters and do not end with a period.
- This page contains a chapter, sub-chapter, sub-chapter numbers, chapter titles, sub-chapter of sub-chapters, and page numbers.
- The three of them are each typed in 3 consecutive columns.

**h. LIST OF TABLE**

- The table list page is printed on a new page and is entitled LIST OF TABLES, typed in capital letters, and did not end with a period.
- This page contains the table number, the table title or name, and the page number where the table is loaded.
- Table numbers are typed with two numbers separated by a period. The first digit written in Arabic numerals indicates the chapter number in which the table is located. In contrast, the second digit written in Arabic numerals indicates the serial number of the table in chapters.
- Titles or table names are typed in lowercase, except the first letter of the first word, which is typed in capital letters.
- Table title rows are separated by one space
- The page number written in Arabic numerals indicates the page number on which the table is loaded.
- The list of tables should not be typed but generated using the facilities available in the Word processor.

**i. LIST OF IMAGES**

- The image list page is printed on a new page titled LIST OF IMAGES, typed in capital letters, and does not end with a period.
- This page contains the image number, the image title, and the page number where the image is loaded.
- The rules of assigning figure numbers are the same as writing table numbers. Writing titles or image names is also the same as writing table titles.

- The page number is written in Arabic numerals, which indicates the page number where the image is loaded
- The list of images should not be typed but generated using the facilities available in the Word processor.

**j. LIST OF APPENDIX**

- This page contains the Appendix number, sub-Appendix, Appendix title, and sub-Appendix, as well as the page number where the Appendix title and sub-Appendix title are loaded
- Appendixs should be typed in capital letters in the Latin alphabet, while sub-appendices are typed in Arabic numerals.
- Sub-Appendix number indicates the serial number in the Appendix
- The way of writing Appendix and sub-appendix titles is the same as writing chapter titles and sub-chapter titles on the table of contents page.
- Appendixs list should not be typed but generated using the facilities available in the Word processor.

**k. CHAPTER I INTRODUCTION**

**1.1. Background**

Explain the reasons for conducting PP and the reasons for choosing a specified task, along with citations relevant to the specific job.

**1.2. Objectives**

**1.1.1. General Objectives**

Explains the purpose of doing PP (does not include "as a condition for graduation from an undergraduate program" or as such)

**1.2.2. Specified Objectives**

Explain the purpose of the specified task of PP

\*The introduction should not exceed three pages

**l. CHAPTER II LITERATURE REVIEW**

- 1) The literature review should not be more than five pages and contain citations relevant to PP and specified tasks.
- 2) Descriptions of PP topics and specified tasks must be arranged systematically, concisely, and clearly.

**m. CHAPTER III METHOD OF IMPLEMENTATION**

- 1) The implementation method chapter should be no more than two pages.
- 2) This chapter contains a schedule of work plans, collecting data and information in the field. The work plan schedule is arranged in tabular form.

**n. CHAPTER IV RESULT AND DISCUSSION**

- 1) This chapter discusses the results of observations or observations made during PP (pages are not limited because each department is different).
- 2) This chapter contains, among others ( **according to the field of science of each department** ).
  - Processes or activities exist in the company (receiving materials, production, quality control, research and development, marketing, financial management, personnel, marketing, layout of tools, process equipment, etc.).
  - A discussion of the processes or activities that exist in the company, accompanied by relevant references.

- The results of the analysis are based on observation.

**o. CHAPTER V SPECIFIED TASKS**

- 1) The particular assignment chapter contains a description of a unique topic given by the Supervisor or proposed to the Supervisor and approved by the Supervisor.
- 2) The discussion of specific topics must be supported by relevant and up-to-date literature.

**p. CHAPTER VI CONCLUSION AND SUGGESTION**

4.1. Conclusion

4.2. Suggestion

- This chapter cannot be longer than 1 page.
- This chapter contains an elaboration and details of the conclusions that exist in the abstract. If needed, suggestions can be written below the conclusion.

**q. BIBLIOGRAPHY**

- 1) The bibliography is not a separate chapter. Therefore it is not given a chapter number.
- 2) Bibliography is printed on a new page, and the title of BIBLIOGRAPHY is typed in capital letters without a dot after the last letter.
- 3) Bibliography contains all the literature references used by students in preparing and completing their PP proposals/reports.
- 4) All references listed in the bibliography must be appropriately referenced in writing PP proposals/reports.
- 5) Writing a bibliography proposal / PP reports follows the rules of writing a bibliography in the thesis

**r. APPENDIX**

- 1) Appendixs can consist of several pieces.
- 2) Appendixs can contain the company's organizational structure, *log sheets* (scans), observational data, calculation examples, equipment drawings, and other additional information which is included in the main body that would interfere with writing.
- 3) Appendixs can be in tables, figures, etc., which are considered not to be part of the main body.
- 4) Each appendix is typed in capital letters in the Latin alphabet, while sub-appendices are typed in Arabic numerals.

## CHAPTER II

### GUIDELINE TO WRITE PROFESSIONAL PLACEMENT PROPOSAL AND FINAL REPORT

#### 2.1. GENERAL REQUIREMENTS

The general requirements in the preparation of PP proposals and reports are as follows:

- a. PP proposals and reports must be consulted with the Supervisor and approved by the Supervisor.
- b. The Supervisor has the right not to approve PP proposals and reports that are not consulted with the Supervisor.
- c. PP proposals must be presented to the Supervisor and Examiner before starting PP.
- d. PP reports must be presented to the Supervisor and Examiner after completing PP.

#### 2.2. SPECIFIED REQUIREMENTS

PP proposals and reports are prepared and written with specific requirements as follows:

- a. Type, Paper Size, Border
  - A5 HVS paper (14.8 x 21cm)
  - The top and bottom borders of the paper that can be printed are 1.7 cm from the edge of the paper. For odd pages, the left margin is 2 cm, and the right border is 1.7 cm. The right margin is 2 cm for even pages, and the left border is 1.7 cm (book shape).
- b. Type, Size, and Font Type
  - Manuscripts are typed in Arial font size 11
  - All titles are in bold (**Bold**).
  - All foreign terms are italicized (*Italic*)
- c. Title and Number of Chapter / Sub-Chapter / Sub of Sub-Chapter
  - Title of chapter, sub-chapter, and sub-chapter without ending with a period
  - Chapter numbers use Roman numerals without ending with a period.
  - Chapter and chapter titles are typed in capital letters separated by three spaces after the chapter number
  - Number and chapter titles are centered within the boundaries of the paper that can be printed.
  - Sub-chapter titles are typed in capital letters at the beginning of each word, except for conjunctions.
  - Sub-chapter numbers are typed in Arabic numerals separated by dots. The first Arabic numerals indicate chapter numbers, while the second Arabic numerals indicate sub-chapter numbers.
  - The title of the sub-chapter is typed in capital letters at the beginning of each word, except for conjunctions.
  - Sub-chapter numbers are typed in Arabic numerals, each separated by a period. The first Arabic numerals indicate the chapter number, the second Arabic numerals mark the sub-chapter number, while the third Arabic numerals indicate the sub-chapter number.
- d. Paragraph and Chapters
  - All paragraphs are aligned left and right (Justify paragraph)
  - The indentation of the first line in the section is 1 cm from the left margin.
  - The beginning of a new paragraph at the bottom of the page requires at least two lines of sentences.
  - The last line of a paragraph should be placed at the bottom of the page, not on the next new page.

e. Line Spacing

- Three spaces separate the line spacing between chapter titles and sub-chapter or paragraph titles.
- Two spaces different line spacing between sub-chapter headings or sub-chapter titles and paragraphs.
- Two spaces separate the line spacing between the end of the paragraph with the title of the next sub-chapter or the title of the next sub-chapter.
- Line spacing in and between paragraphs is separated by one space.
- Three spaces separate the line spacing between the end of the paragraph and the image or table below.
- Three spaces separate the line spacing between the beginning of the paragraph and the image or table above it.

f. Tables and Figures

- Table or figure numbers should be typed in bold Arial font.
- The title of the table or figure should be typed in Arial font size 11.
- Table contents are typed in bold Arial font for column headings and not bold for column contents.
- Table or figure numbers are typed with two numbers separated by dots. The first number typed in Arabic numerals indicates the chapter number where the image is located. In contrast, the second digit typed in Arabic numerals means the serial number of the table or figure in the chapter.
- The title of the table or figure is typed in single spacing without ending in a period, with lowercase letters except for the first letter of the first word, which is typed in capital letters.
- The title of the table or figure must be the same as the title of the table or figure listed on the table or figure list page.
- Tables and figures quoted from other sources are explained by including the author's name and year.
- How to create and place a table:
  - Tables are outlined above and below without side borders (open table form).
  - The table is placed on the manuscript page so that the border does not exceed the limit of the paper that can be printed, and the table is *centered* on it.
  - The table width can be placed parallel to the width of the paper or parallel to the length of the article. In this last case, the entire page should be filled with tables without script text.
  - The space between rows in the table is one spacing
  - Table numbers and titles are aligned to the left of 1 space above the top line of the table with one space between rows if the table title is more than 1 row.
  - Tables that require a larger paper size can be included in the manuscript because they can be told according to the size of the paper used in the proposal/report preparation.
- An example of a table is given in the Appendix.
- The images referred to in the KKN proposal/report include images, illustrations, graphs, diagrams, floor plans, maps, charts, monograms, flow charts, and photos
- Images should be printed in good quality and easy to read. Original photos are made using a quality printer or plotter, or similar image printer. Letters, numbers, and other punctuation marks used in pictures must be clear.
- How to insert a picture:
  - The image is made open without drawing borders
  - The image is centered against the paper limit that can be printed

- The longer side of the outline of the image can be placed parallel to the width of the paper or parallel to the length of the paper. The image should be made on a separate page without text to read at ease for the latter case.
- Images with the longer side parallel to the width of the paper may be placed in the center of the page between the lines of text.
- Image number and title are placed two spaces below the bottom line of the image with one space between lines if the image title is more than 1 line.

g. Page numbering

- Pages on the foreword, table of contents, table list, list of figures are numbered with Roman numerals.
- The main body page numbers are in Arabic numerals.
- The page number is centered at the bottom of the manuscript.
- The Appendix page number is a continuation of the main body page number.

h. Printing and Binding

- The final manuscript may not contain errors or corrections to errors.
- Three copies of the final manuscript were printed to be submitted to the Faculty's Reading Room, and Supervisor could be copied with the amount needed.
- The final manuscript is printed using a black ink printer (not a dot-matrix printer).
- Images are printed in color on the final manuscript.
- The form of KKN report binding is direct binding (*hardcover lamination*).

## 2.3. HOW TO WRITE REFERENCE

### 1. Bibliography Citation and Bibliography Writing

- a. Bibliography contains references cited in the final project manuscript. Bibliography is written in 1 spacing with a second line and so indented 1 cm. Between literature, references are given one spacing.

Example:

McClements DJ, Zou L, Zhang R, Salvia-Trujillo L, Kumosani T, Xiao. 2015 H. Enhancing nutraceutical performance using excipient foods: designing food structures and compositions to increase bioavailability. *Comprehensive Reviews in Food Science and Food Safety* 14: 824-847. DOI: 10.1111/1541-4337.12170

Tadros TF. 2013. Emulsion formation, stability, and rheology. Dalam Tadros TF (ed), *Emulsion Formation and Stability*. 1st ed. Wiley-VCH Verlag GmbH & Co. KgaA, Weinheim.

Zhang Z, Wang X, Liu C, Li J. 2016. The degradation, antioxidant and antimutagenic activity of the mucilage polysaccharide from *Dioscorea opposita*. *Carbohydrate Polymers* 150(5): 227-231. <https://doi.org/10.1016/j.carbpol.2016.05.034>.

- b. Authors of more than two people wrote only the first author's name by adding *et al.* Contoh: Jurak *et al.* (2019) if placed at the beginning of the sentence or (Jurak *et al.*, 2019) it is placed at the end of the sentence.
- c. If there are two authors in 1 book or one reference source, the writing uses the conjunction "and." Example: Cho Dan Jones (2019) if it is placed at the beginning of the sentence or (Cho and Jones, 2019) if placed at the end of the sentence.
- d. The author's name can be written at the beginning, in the middle, or at the end of a sentence (text), depending on the structure.

- e. Particularly for citing tables and figures (non-text) from a library, the author's name and the year of publication of the library are listed at the bottom of the table and after the last sentence of the image title.
- f. If the same author publishes two or more libraries in the same year, then for citation is to add the letters a, b, c, and so on (letters do not need to be in *Superscript*) in the order they appear in the text of the final project, after writing the year, for example, Vendruscolo 2016a), (Yao and McClements, 2015b).
- g. How to cite the authors' opinion listed in other libraries follows the following example: Li *et al.* (2015) in Ang *et al.* (2019) suggest that ..... or... Phospholipids are often used in the food, pharmaceutical, and cosmetic industries as emulsifiers, antioxidants, and drug carriers to encapsulate bioactive compounds (Li *et al.*, 2015 in Ang *et al.*, 2019).

## 2. Bibliography Writing

- a. Arranged in alphabetical order by the author's name and the year of publication. If two books are written by the same person but published in different years, the author's name is written again for each reference.
- b. The first author's name starts with the last name/surname/family, followed by the first and second name (if any). For example:
  - Basuki Abdullah is written: Abdullah B
  - Seno Sastroamidjojo is written: Sastroamidjojo S
  - Sutan Takdir Alisyahbana is written: Alisyahbana ST
  - I Nyoman Suwandi Pendit ditulis: Pendit INS
- c. Graduate degrees, for example, Prof., Dr., Ir., Dr., Drs., SH., B.Sc., MA, M.Sc., and others in the bibliography do not need to be included.
- d. If the author is more than one person, all authors are included. It should not be summarized as *et al.* or *et al.*
- e. If the author is two people, in the second citation, the names are written using conjunctions and, for example, Cho and Jones (2019), even though the source is in foreign languages.
- f. The source of the literature is Indonesian or Indonesian author if more than two are cited using *et al.* (not *et al.*). For example: Chen *et al.* (2018) or Lestar *et al.* (2019).
- g. The year of publication is coded a, b, c, d.... .Dst if the same author is published in the same year. Writing code is based on the order of the citation in the script.
- h. Journal names are abbreviated with standard abbreviations followed by writing volume, numbers, and pages.
- i. The book's title is written in capital letters for every word except the conjunction ( *style title case* ), and it is written in italics. The journal manuscript's title is written in capital letters in the first word ( *style sentence case* ).
- j. The names of journals, magazines, or newsletters are not abbreviated.
- k. Example of writing a bibliography according to its type.

Writing libraries in the Bibliography depends on each type of library with the following details:

### 1. Bibliography in the form of Periodic Scientific Magazine (Journal / Bulletin)

#### How to write it:

Name of author, year of publication, the title of article/writing, name of magazine/journal, volume and magazine number, and page number of article/writing followed by DOI ( *digital object identifier* ) (if any).

Example:

McClements DJ, Zou L, Zhang R, Salvia-Trujillo L, Kumosani T, Xiao H. 2015. Enhancing nutraceutical performance using excipient foods: designing food structures and compositions to increase bioavailability. *Comprehensive Reviews in Food Science and Food Safety* 14: 824-847. DOI: 10.1111/1541-4337.12170

Zhang Z, Wang X, Liu C, Li J. 2016. The degradation, antioxidant and antimutagenic activity of the mucilage polysaccharide from *Dioscorea opposita*. *Carbohydrate Polymers* 150(5): 227-231. <https://doi.org/10.1016/j.carbpol.2016.05.034>.

## **2. Bibliography in the form of textbooks**

How to write it:

Author name, year of publication, book title, edition number (if not the first edition), publisher name, and place of the publisher (name of region/city).

Example:

McClements DJ. 2015. *Food Emulsions: Principles, Practices, and Techniques*. 3rd ed. CRC Press, Boca Raton, Florida.

## **3. Chapter in Books**

How to write it:

Author name, year of publication, chapter title, name of the editor, book title, edition number (if not the first edition), publisher, and place of the publisher (name of region/city).

Example:

Tadros TF. 2013. Emulsion formation, stability, and rheology. Dalam Tadros TF (ed), *Emulsion Formation and Stability*. 1st ed. Wiley-VCH Verlag GmbH & Co. KGaA, Weinheim.

## **4. Thesis and Dissertation**

How to write it:

Author name, year of publication, chapter title, name of editor, book title, edition number (if not the first edition), name of publisher and place of publisher (name of region / city).

Example:

Zahra AM. 2016. Karakteristik *Waterglass* Pasir Silika Lampung dengan Peleburan Basa Natrium Hidroksida dan Aplikasinya pada Penanganan Pascapanen Tomat (*Solanum lycopersicum*). Skripsi. Jurusan Teknologi Hasil Pertanian, Fakultas Teknologi Pertanian, Universitas Brawijaya.

Erning YI. 2019. Detoksifikasi Sianida Ubi Kayu (*Manihot esculenta* Crantz) Pahit dengan Metode Fermentasi Spontan Terendam dan Padat serta Fermentasi *Back-Slopping* dan Perendaman Basa. Disertasi. Program Doktor Ilmu Pertanian, Fakultas Pertanian, Universitas Brawijaya.

## **5. Internet**

How to write it:

Author name, year, title, page, date of access

Example:

Research and Market. 2019. Global Rice Bran Oil Markets, 2011-2018 & 2019-2024. <https://www.globenewswire.com>. Tanggal akses 8 Juli 2019.



## **6. Patent**

How to write it:

Author's name, year, patent title, patent number.

Example:

Torgersen TL, Klaveness J, Myrset AH. 2012. Antioxidants in fish oil powder and tablets. Patent US 2012O156296A1.

## **7. Proceedings**

How to write it:

Author's name, year, article title, proceedings followed by the name of the seminar, place, date of the seminar

Example:

Estiasih T, Harijono, Ahmadi K. 2017. Peningkatan kapasitas produksi, perbaikan kemasan, serta Implementasi sistem mutu di usaha kecil menengah minuman herbal instan untuk perluasan pasar ekspor. Prosiding Seminar Nasional Forum Komunikasi Perguruan Tinggi Teknologi Pertanian Indonesia (FKPTTPI). Kendari, 17 September.

Estiasih T, Aggriani R, Maligan JM. 2016. Protein composition and functional properties of protein concentrate from selected soybean (*Glycine max*) superior varieties. Proceeding of International Conference on Food Properties (ICFP). Bangkok, Thailand, May 31-June 2.

**APPENDIX 2.1 COVER PAGE EXAMPLE**

**PROFESSIONAL PLACEMENT REPORT**

**TITLE**

By  
**Student's Name**  
**STUDENT ID NUMBER**



**DEPARTMENT .....**  
**FACULTY OF AGRICULTURAL TECHNOLOGY**  
**UNIVERSITAS BRAWIJAYA**  
**YEAR**

## APPENDIX 2.2. APPROVAL SHEET EXAMPLE

### PROPOSAL/REPORT PROFESSIONAL PLACEMENT

#### TITLE

Name :  
NIM :  
Department:  
Faculty : Agricultural Technology

Has been approved by:

Knowing  
Head of Department,

Supervisor,

Name of Head of Department  
NIP

Name of Supervisor  
NIP

Date of Approval:

Date of Approval:

## APPENDIX 2.3 VALIDITY SHEET EXAMPLE

### PROPOSAL/REPORT PROFESSIONAL PLACEMENT

#### TITLE

Name :  
NIM :  
Department :  
Faculty :

Has been approved by :

Field Supervisor,

Supervisor

Name of Field Supervisor

Name of Supervisor  
NIP

Knowing:  
Head of Department,

Examiner,

Name of Head of Department  
NIP

Name of Examiner  
NIP

## **APPENDIX 2.4. PREFACE EXAMPLE**

### **PREFACE**

Praise the presence of God Almighty because thanks to His grace and grace the author was able to complete the PP Report entitled "Halal Assurance System for Chicken Carcass Products at PT. Ciomas Adisatwa (JAPFA Group) Krian Unit, Sidoarjo, East Java ". The author would like to thank:

1. PP Partners
2. Name of the field Supervisor as the Field Supervisor
3. Name of the lecturer Advising as the Supervisor
4. The name of the examining lecturer as the Examiner
5. Etc.

## **APPENDIX 2.5. ABSTRACT EXAMPLE**

### **ABSTRACT**

#### **HALAL ASSURANCE SYSTEM FOR CHICKEN CARCAS PRODUCTS IN PT. CIOMAS ADISATWA (JAPFA GROUP) UNIT KRIAN, SIDOARJO - JAWA TIMUR**

**By:**  
**Eta Imelda Tiara**  
**145100101111031**

Ciomas Adisatwa (Japfa Group) is a subsidiary of PT. Japfa Comfeed, Tbk, one of the major companies engaged in the Commercial Farm and Chicken Slaughterhouse (RPA). This industry has high standards and integrity because it has implemented a quality management system and food safety, including HACCP, ISO 22000: 2005 and so on. In addition, PT. Ciomas Adisatwa has implemented a Halal Assurance System (SJH) in accordance with the rules set by LPPOM MUI so that the halal production process can run consistently and well. PT. Ciomas Adisatwa because the majority of Indonesians are Muslim. The seriousness of PT. Ciomas Adisatwa in maintaining the halalness of the product can be seen in vision number 1 which explains that PT. Ciomas will try to improve people's nutrition through the supply of animal protein from chicken that is healthy, halal and of high quality. Products produced by PT. Ciomas Adisatwa, among others, whole chicken carcasses and their derivatives such as cut-up, boneless and MDM (Mechanically Deboning meat). With the implementation of the Halal Assurance System (SJH) in the RPA Unit of PT. Ciomas Adisatwa, consumers do not need to hesitate about the quality and halalness of the products produced.

**Keywords:** chicken meat, halal assurance system, quality management, PT. Ciomas Adisatwa

## **APPENDIX 2.6. TABLE OF CONTENT EXAMPLE**

### **TABLE OF CONTENT**

ABSTRACT  
FOREWORD  
TABLE OF CONTENT  
LIST OF TABLE  
LIST OF IMAGES  
LIST OF APPENDIX  
CHAPTER I INTRODUCTION  
1.1 Background  
Purpose  
etc.

## APPENDIX 2.7. LIST OF TABLE EXAMPLE

### LIST OF TABLE

Table 1.1 Chicken Carcass Quality Standards.....	15
Table 1.2 .....	20
Etc.	



## **APPENDIX 2.8. LIST OF IMAGE EXAMPLE**

### **LIST OF IMAGE**

Figure 1.1 The organizational structure of PT. Ciomas Adisatwa .....9  
Etc.

## **APPENDIX 2.9. LIST OF APPENDIX EXAMPLE**

### **LIST OF APPENDICES**

Appendix 1	Data on the measurement of chicken carcass quality.....	35
Etc.		

## **APPENDIX 2.10. WRITING CHAPTERS EXAMPLE**

### **Chapter I Introduction**

- 1.1. Background
- 1.2. Purpose

### **Chapter II Literature Review**

- 2.1. Chicken meat
- 2.2. Chicken Carcass
- 2.3. Process
- 2.4. Halal Assurance System
- 2.5. Quality Assurance System

### **Chapter III Method of Implementation**

- 3.1. Time and Site of Implementation
- 3.2. Implementation Method
- 3.3. Schedule of Implementation of PPs

### **Chapter IV Results and Discussion**

- 4.1 Company Profile

## APPENDIX 2.11. TABLES EXAMPLE

### Example 1:

.....end of paragraph

**Table 4.1** Comparison of TSS grades of wastewater before and after clarification

Sample	Before Clarification	After Clarification
CIP1*		
CIP2		

\*Notes (Source: Author's Name, Year)

Beginning of paragraph.....

### Example 2:

.....End of paragraph

**Tabel 4.1** Perbandingan nilai TSS limbah cair sebelum dan setelah klarifikasi

Sample	Before Clarification	After Clarification
CIP1*		
CIP2		

Source: Author Name (Year)

Beginning of paragraph.....

## APPENDIX 2.12. IMAGE EXAMPLE

.....end of paragraph



**Figure 4.1** Sampling of the sanitary test on the conveyor belt using the topical method

Beginning of paragraph.....