GUIDEBOOK OF
COMMUNITY SERVICE

Faculty of Agricultural Technology
Universitas Brawijaya
2022/2023

GUIDEBOOK

COMMUNITY SERVICE
(Community Service Course)
UBU 60005 (4 credits)

ACADEMIC TEAM OF
GUIDEBOOK
SERVICE TO THE COMMUNITY

FACULTY OF AGRICULTURAL TECHNOLOGY
BRAWIJAYA UNIVERSITY
MALANG
2022/2023

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DEKAN FAKULTAS TEKNOLOGI PERTANIAN
UNIVERSITAS BRAWIJAYA
NOMOR 45 TAHUN 2022

TENTANG

PANDUAN PENGABDIAN KEPADA MASYARAKAT
FAKULTAS TEKNOLOGI PERTANIAN UNIVERSITAS BRAWIJAYA
TAHUN AKADEMIK 2022/2023

DEKAN FAKULTAS TEKNOLOGI PERTANIAN UNIVERSITAS BRAWIJAYA,

Menimbang : a. Bahwa dalam rangka memperbaiki kinerja akademik dan melaksanakan Tri Dharma perguruan tinggi melalui pelaksanaan Pengabdian kepada masyarakat;
b. Sehubungan dengan butir a diatas, perlu diterbitkannya Panduan Pengabdian kepada Masyarakat Fakultas Teknologi Pertanian Universitas Brawijaya Tahun Akademik 2022/2023;

Mengingat : 1. Undang-Undang RI Nomor 20 tahun 2003 tentang Sistem Pendidikan Nasional;
2. Undang-Undang Republik Indonesia Nomor 12 Tahun 2012 tentang Pendidikan Tinggi;
3. Peraturan Pemerintah Republik Indonesia Nomor 17 tahun 2010 tentang Pengelolaan dan Penyelenggaraan Pendidikan;
4. Keputusan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 12a/O/1998 tentang Pendirian Fakultas Teknologi Pertanian;
5. Keputusan Menteri Pendidikan Nasional Republik Indonesia Nomor 80/O/2002 tentang Statuta Universitas Brawijaya;
6. Peraturan Menteri Pendidikan dan Kebudayaan Nomor 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi;
7. Keputusan Rektor Universitas Brawijaya Nomor 308 Tahun 2019 tentang Pemberhentian dan Pengangkatan Dekan Fakultas Teknologi Pertanian Universitas Brawijaya;

MEMUTUSKAN:

Menetapkan : KEPUTUSAN DEKAN TENTANG PANDUAN PENGABDIAN KEPADA MASYARAKAT FAKULTAS TEKNOLOGI PERTANIAN UNIVERSITAS BRAWIJAYA TAHUN AKADEMIK 2022/2023.

KESATU : Tim Penyusun Panduan Pengabdian kepada Masyarakat Fakultas Teknologi Pertanian Universitas Brawijaya Tahun Akademik 2022/2023 sebagaimana yang tercantum dalam lampiran Surat Keputusan ini.

KEDUA : Panduan Pengabdian kepada Masyarakat Fakultas Teknologi Pertanian Universitas Brawijaya Tahun Akademik 2022/2023 sebagai acuan seluruh unit pelaksana akademik di Fakultas Teknologi Pertanian Universitas Brawijaya.

KETIGA : Keputusan ini berlaku sejak tanggal ditetapkan dan apabila di kemudian hari terdapat kekeliruan dalam keputusan ini akan diadakan perbaikan sebagaimana mestinya.

Ditetapkan di Malang
Pada tanggal 11 April 2022
DEKAN,

IMAM SANTOSO
NIP. 196810051995121001

TIM PENYUSUN PANDUAN PANDUAN PENGABDIAN KEPADA MASYARAKAT
FAKULTAS TEKNOLOGI PERTANIAN UNIVERSITAS BRAWIJAYA
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PART I
GENERAL DESCRIPTION AND PROCEDURE
OF COMMUNITY SERVICE

FOREWORD

Community service is one of the study activities that must be taken by Universitas Brawijaya (UB) students. This is a form of UB's commitment in implementing the Tridharma of Higher Education, especially community service, for disseminating science and technology and participating in nation building. Community Service Courses which are currently being held at FTP UB consist of KKN, both KKN for Achievement Students (KKN Mapres), Thematic KKN, National KKN or other KKN; Community Service Independent with Village Partners; Home, Micro, or Medium Industries; Partners of Non-Governmental Organizations or Government/Independent Institutions, or other equivalent activities; and involved in Community Service activities for lecturers of FTP UB.

To facilitate, facilitate, and provide standardization to students in particular and related parties in general, this Community Service Guide has been prepared. In this guideline there may still be shortcomings that are felt by some parties and therefore suggestions and input from students and related parties are highly expected for the sake of improving the quality of various types of Community Service activities held at FTP UB.

On this occasion, the Development Team for the Community Service Guidebook would like to express its gratitude to various parties: business partners/agencies, lecturers and department heads within FTP as well as facilitation by FTP academic staff so that this guideline can be compiled. Finally, to all other parties who have contributed to the preparation of this guide whose names cannot be mentioned one by one, I express my deepest gratitude. Hopefully this guide will bring benefits to the process of improving the FTP education administration.

PIG
PRELIMINARY

1.1. History of Community Service Course

Long before that, universities were often the (almost the only) source of information, thinkers and knowledge (center of excellence) and there were only a few media that could be used for direct contact with the public. Communication facilities and infrastructure at that time were still limited so that the development of science and technology did not immediately reach the people who needed it. In the early 80s, the government rolled out a development program that required educated personnel to transfer science and technology in order to accelerate the development process. Long story short, many students are asked to voluntarily devote their knowledge as a companion, agent of change (agent of renewal), agent of development (agent of development). So it is not surprising that at that time KKN students were deployed to an area (read: village) for 3 months to become a teacher, train regional employees in village administrative matters, build family latrines and all kinds of affairs that are often far from the discipline they are engaged in. The KKN program with such a model could last until around 1990.

The Community Service Course is a mandatory MK based on Permendikbud No. 3 of 2020, and is required to start Class 2020 for students who have taken at least 80 credits. This course is a unique learning vehicle. The difference with ordinary lectures (face to face in class) lies in the targets, facilities/media, outputs and outcomes of the teaching and learning process (PBM). The learning objectives of the Community Service MK are mainly emphasized on the development of students' emotional and social intelligence, in addition to sharpening their intelligence. The emotional intelligence that they want to develop includes interpersonal communication skills, cooperation and insight development in terms of applying the science and technology they master as well as fostering discipline and work ethic.

The PBM facility for MK Community Service is the community, which can mean the wider community or the community of a particular institution. The output of MK Community Service activities can be seen in three elements, namely students, organizing institutions and target communities. Students are expected to increase emotional intelligence, as stated above, as well as analytical skills in carrying out a scientific approach to overcome a problem found in the field. Institutionally, the success of the Community Service Court can be seen, among others, from the number of participating students, the variety and number of target communities, data and portraits of the target communities. In the target community of the Community Service Court, it can be seen whether there are positive changes that have occurred. The expected outcome is the fostering of a positive reciprocal relationship between FTP and the target community. Community Service. It is hoped that FTP can use it for partners in implementing community service by lecturers and developing curriculum and PBM, while for the community it is the development of insight and mindset, and in the end there is an increase in each other's performance.

Ifcarefully observed, basically UB's goal is to prepare graduates who are competent in their fields of knowledge and have insight and entrepreneurial spirit so that they can become strong professionals and are able to win competitions even with overseas graduates. The implementation of field work practices is actually designed to provide practical provisions for seeing, experiencing and interacting socially within the scope of institutions related to the graduate profession in the future. However, in its implementation there are many obstacles that must be faced. The ability and willingness of the industry and institutions that accept street vendors is limited, while the number of universities and students is increasing.

FTP has a commitment to become an institution that has a significant and prominent role, a leading institution, in the development of agro-industry in the country, at least for Eastern Indonesia. This commitment requires its translation in the form of strategic and tactical plans for its operations. If the practicum is a simulation effort to solve problems with laboratory facilities, then the Community Service Court can be seen as a vehicle for actualizing problem solving efforts, or at least as an effort to offer alternative solutions to problems faced by agro-industrial communities.

Starting from the 2021/2022 academic year, the Community Service MK, which is mandatory for students starting from class 2020. The forms of Community Service MK activities are student activities in the community in the form of Community Service Program (KKN), both KKN for Achievement Students (KKN Mapres), Thematic KKN, National KKN, or other KKN; Community Service Independent with Village Partners; Home, Micro, or Medium Industries; Partners of Non-Governmental Organizations or Government/Independent Institutions; involved in community service activities for lecturers of FTP UB; or other equivalent activities.

1.2. Limitation

MK Community Service is held for 181 hours or 4.5 weeks or 4 weeks at Partners, and 0.5 weeks for debriefing. Activities for MK Community Service are helping to solve problems in Partners in the form of activities in the form of:
1. KKN, both KKN for Achievement Students (KKN Mapres), Thematic KKN, Nationality KKN and other equivalents;
2. Community Service Independent with Village Partners; Home, Micro, or Medium Industries; Partners of Non-Governmental Organizations or Government Offices or Independent Institutions such as PMI, Foundations, etc.;
3. Community Service Activities for FTP UB lecturers with partners as in point 2 which has been determined by the lecturer;
4. Other equivalent activities.

Students who are required to take the MK in Community Service are from the 2020 batch and will be held from 2022. Students will be guided by one supervisor. The implementation of the Community Service Court can be carried out independently or in groups but the process of debriefing, preparing proposals, proposal seminars, preparing reports, and seminars on results is carried out independently/individually.

1.3. Time Allocation

MK Community Service which weighs 4 credits (equivalent to 181 hours or 4.5 weeks for an activity duration of 40 hours/week). This course consists of 3 main activities, namely debriefing, field activities and reporting. Before going into the field, students are required to take part in debriefing activities that are intended to provide insight into various matters relevant to the preparation of students to interact with the target audience. The debriefing activities are carried out outside the class schedule. The implementation of the Community Service MK is carried out during semester breaks between even and odd semesters every year or outside of that time provided that they have taken 80 credits and fulfilled the time allocation of 181 hours. Therefore, students are expected to be able to adjust the schedule activities with other activities.

1.4. Field Activity Pattern

Community Service was developed to provide opportunities and vehicles for students to learn and at the same time apply their knowledge to help solve problems faced by the community. The process of social interaction that requires students to be active and involved in community activities or Community Service partners is an important value to be achieved in the process of implementing Community Service.

With periodic social interactions within a certain period of time will provide opportunities for students to develop better interpersonal relationships with the target audience. In addition, students have more free time to seek referrals or become facilitators in assisting the target audience in overcoming the problems they face, if they feel that students have not been able to contribute ideas for solutions.

1.5. Definition and Purpose
1.5.1. Definition
Community Service is a service activity carried out in the community/partners in accordance with the scope of the planned activities for students. Students are equipped with the ability to interact socially with community partners, make observations, identify problems, provide suggestions for alternative problem solving, and are able to carry out part or all of the alternative problem solving suggested to the partners/community. In solving problems faced by partners, students can implement them themselves according to their competencies or act as facilitators to work together with competent parties.

1.5.2. Destination
a. General purpose:

After followingCommunity Service, students are expected to gain insight, experience regarding the application of their knowledge to develop potential or solve community or partner problems.

b. Special purpose:
1. Students are able to interact socially with community partners to explore information about the potential and problems of the community/partners that can be solved.
2. Students can make observations in the field effectively and develop analytical skills and critical thinking during observations
3. Students are able to identify problems that exist in the community/partners from several aspects that are relevant to their field of knowledge.
4. Students are able to provide several alternative problem solving from the identification results that have been carried out
5. Students are able to carry out part or all of the alternative problem solving provided to community partners so that they can help develop the potential of the community at the program location.

CHAPTER II
GENERAL GUIDELINES FOR IMPLEMENTING COMMUNITY SERVICE

2.1. General Provisions for Community Service
1. Students who can register for the Community Service Program are students who have taken or are currently taking 80 credits or more.
2. Students are required to program Community Service courses in KRS in the next semester after Community Service is complete.
3. Students who will take part in Community Service are required to register in the Academic Sub Division
4. Students will get one supervisor each determined by the Study Program.
5. If you haven't got a partner (other than thematic KKN, Mapres KKN, Kebangsaaan KKN, participating in the lecturer community service program) namely Independent Community Service, students are required to find their own partners.
6. Administration related to correspondence is carried out through the Community Service Committee at the faculty level.
7. After getting a partner, students must consult with the supervisor and obtain the approval of the supervisor.
8. Students are required to take part in all MK Community Service debriefing activities carried out at the Faculty of Agricultural Technology and attend the Thematic, Mapres, Nationality, or other KKN briefings if they participate in Community Service in the form of the KKN.
9. After attending the debriefing, students carry out community service at partners for 4 weeks.
10. During the activity, students are required to fill out a logbook and consult with their supervisor.
11. After completing community service at partners, students prepare reports individually/independently and consult with supervisors.
12. Students carry out results seminarsCommunity Service with supervising lecturers.
13. Reports and seminars on the results of Community Service must be completed no later than 1 month from the end of Community Service. The deadline for revising the Community Service report after the seminar results is 1 month. Late submission of reports will be subject to a grade reduction sanction.
14. The final value of Community Service in the form of the Mapres KKN is reported to the Deputy Dean for Academic Affairs after the final KKN report is submitted to the Advisory Lecturer, Sub-Division of Faculty Student Affairs and Partners.
15. The Final Value of Community Service in the form of Thematic KKN or others is reported to the Deputy Dean for Academic Affairs by LPPM or other institutions/agencies.
16. The Final Value of Community Service in forms other than KKN are collected in the Administration Department and then submitted to the Deputy Dean for Academic Affairs
17. Other matters that have not been regulated in this Guideline will be determined by the Deputy Dean for Academic Affairs and the Deputy Dean for Student Affairs.

2.2. Forms of Implementation of Community Service

2.2.1. KKN Mapres

a. Planning and carrying out service activities in the field of agricultural technology in a community that has been determined by the committee.

b. KKN Mapres students in planning and carrying out service activities must pay attention to the potential and problems that exist in the community.

c. Given that KKN activities are dedicated to solving problems that exist in the community, the emphasis of this activity is not in the form of research in the laboratory or surveys, except at the request of partners or the direction of the supervisor.

2.2.2. Thematic KKN or Others

a. Carry out the main activities that have been determined by the Institute for Research and Community Service or others in accordance with the material activities and the schedule that has been determined.

b. Plan and carry out additional activities related to the discipline of Agricultural Technology which can be in the form of training, counseling, demonstrations, socialization, or consulting assistance to the local community to improve the capabilities and skills of human resources.

c. Additional activities can be carried out independently or in groups with students of the Faculty of Agricultural Technology or students of other faculties, with the approval of the supervisor.

2.2.3. Community Service Independent

a. Students observe the conditions and situations of partners/society

b. Students analyze the problems that exist in partners/community

c. Students determine priority programs that will be carried out during Community Service activities and consult with their supervisors

d. Students assist partners in solving priority problems.

2.2.4. Community Service Follows Community Service Lecturers

a. Students observe the conditions and situations of partners/society

b. Students analyze the problems that exist in partners/community

c. Students determine priority programs and assist lecturers during Community Service activities

d. Lecturers give special assignments related to the implementation of Community Service.

2.2.5. Other Equalized Community Service Activities

Other forms of Community Service activities can be accommodated or equalized based on the approval of the Head of the Study Program and the Deputy Dean for Academic Affairs. The equalization is submitted to the Head of the Study Program (KPS), and with the approval of the KPS then submitted to the Deputy Dean for Academic Affairs. KPS will determine the supervisor for this equalization. Students are required to follow all procedures for implementing Community Service if they participate in other forms of community service, such as attending debriefing, proposal seminars, report preparation, and results seminars.

Requirements:
1. The time requirement must be met for 181 hours
2. Other obligations such as debriefing, proposals or logbooks, reports, seminar results etc are followed

3. The accompanying lecturer/chairman of the Task Force becomes the supervising lecturer
4. Get approval from the Head of the Study Program which is considered based on the logsheet or proposal
5. The Head of the Study Program determines the supervising lecturer
6. Supervising lecturers can add activities so that they meet the workload for 181 hours or meet the weight of the Constitutional Court of Community Service

Equivalent activities
1. Community service activities from student associations, BEM, LKM, UKM, or other student organization units on and off campus
2. Student Creativity Programs that are relevant to Community Service
3. Task force that helps an activity
4. Humanitarian activities (such as PMI, NGOs, foundations engaged in the humanitarian sector)
5. Disabled assistance
6. Member or role in student activity units related to humanitarian activities
7. Other relevant and equivalent activities

2.3. Community Service Management
a. Management of Community Service is coordinated by the Deputy Dean for Academic Affairs with the Community Service Committee determined by the Dean of the Faculty of Agricultural Technology.
b. The management of the Mapres KKN is coordinated by the Vice Dean for Student Affairs with the Mapres KKN Committee set by the Dean of the Faculty of Agricultural Technology.
c. The management of thematic or other KKN is carried out by the Research and Community Service Institute, whose implementation is coordinated with the Deputy Dean for Academic Affairs. Thematic KKN participants receive implementation costs (transportation, accommodation) from the Research and Community Service Institute-University of Brawijaya or others in accordance with applicable regulations.
d. The Community Service Committee is in charge of coordinating the implementation of Community Service which includes:
1) Determination of the schedule for the implementation of Community Service
2) Determination of supervising lecturer (Chairman of Study Program)
3) Provision of Community Service
4) Arrangement of supervision/monitoring of Community Service
5) Administrative services for Community Service activities
6) Determination of sanctions for violations of the provisions on the implementation of Community Service

2.4. Community Service Final Report
1. The procedure for writing the Community Service Final Report refers to the Guidelines for Writing Community Service Reports, Faculty of Agricultural Technology, Universitas Brawijaya
2. The Thematic KKN final report is signed by the supervisor, approved by the Research and Community Service Institute, and ratified by the Deputy Dean for Academic Affairs. One copy of the report is submitted to the Reading Room of the Faculty of Agricultural Technology.

3. The final report of the Mapres KKN is signed by the supervisor, approved by the Vice Dean for Student Affairs, and ratified by the Deputy Dean for Academic Affairs. One copy of the report is submitted to the Reading Room of the Faculty of Agricultural Technology.

2.5. Assessment Criteria and Community Service Activities Rubric

Assessment of Community Service activities includes 3 (three) components, namely briefing, proposal seminar, implementation, activity report, and results seminar.

CHAPTER III
COMMUNITY SERVICE PROCEDURE

      Registration for Community Service (PkM) is carried out at the Academic Section of the Faculty of Agricultural Technology. The procedure for implementing Community Service can be seen in Figure 3.1.
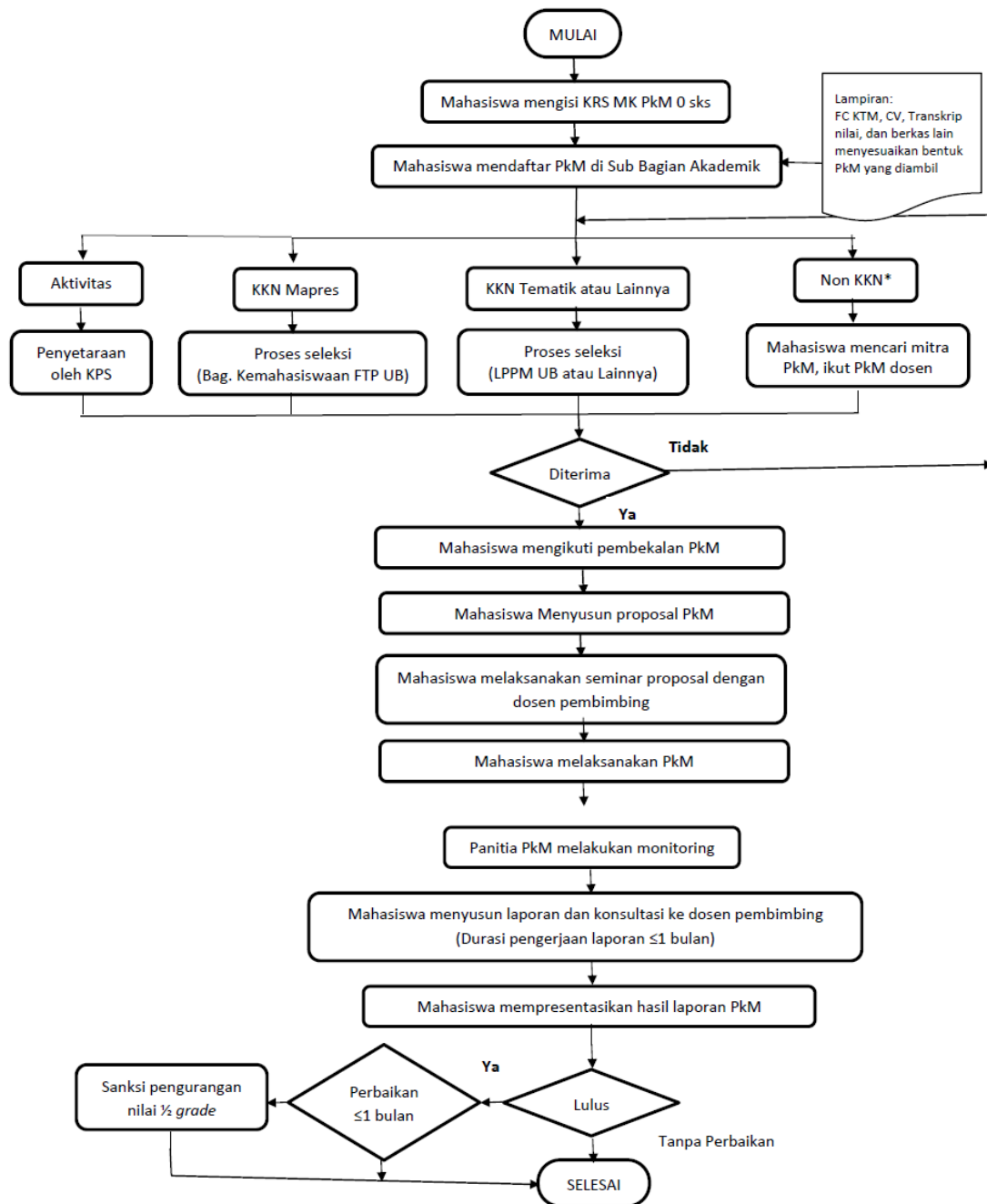

Figure 3.1 Standard Operating Procedures for the Implementation of Community Service

3.1. Student Registration for Community Service Participants
1. Students take a registration form at the Academic Sub-Section of the Faculty of Agricultural Technology by submitting:
   - Transcript of grades up to the previous semester of at least 80 credits (for Transfer Program students from D3 a minimum of 50 credits).
2. Students fill out the Community Service registration form
3. Students submit the completed registration form
4. If the completeness of the registration and the evidence is not complete, the committee has the right to return it to the registrant and ask to complete it no later than one week after the incomplete registration form is returned.
5. Students are declared registered as participants in Community Service
6. Students are required to make reportsCommunity serviceafter it finishes
7. Community Service Reports are made individually
8. Community Service Programming at KRS is carried out in the following semester (after students complete Community Service).

3.2. Provision of Community Service
1. Students who have registered as participants in Community Service are required to take part in the Community Service debriefing
2. The attendance of students in the briefing is a minimum of 80% of the allocation of debriefing time.
3. The debriefing materials include an explanation of the scope of Community Service, method of planning activities, implementation and preparation of reports, material on entrepreneurship, ethics and social interaction, business communication and presentation of experiences of Community Service participants.

3.3. Student Activities in Partners/Society
1. After making observations in the field, students are required to make a plan of activities to be carried out in accordance with the identified potentials and problems and problem solving plans.
2. The activity plan is consulted and approved by the supervisor.
3. Students are required to fill out a Log Sheet (Daily Activity Report) during the implementation of the activity and be signed by partners and supervisors to verify the activities carried out.
4. Students who carry out Community Service activities outside the partner's location must also record their activities in a Log Sheet.

3.4. Community Service Guidance and Monitoring
1. Student mentoring is a Advisory Lecturer who has been determined by the Study Program. The technical implementation of the guidance is determined based on a mutual agreement between the two.
2. Students are required to consult and report the progress of Community Service activities to their supervisor at least 3 times.
3. Monitoring of student field activities is carried out by the Community Service Committee by conducting site visits and verifying student activities on the Log Sheet.
4. The Advisory Lecturer is in charge of guiding and evaluating the seminar proposals and student results.

3.5. Compilation of Final Report of Community Service

1. Immediately after completing field activities, students are required to prepare a draft report and be consulted with the supervisor.
2. The report must be completed no later than 1 month after the Community Service activity ends.
3. Students can conduct a result seminar after the Community Service report is approved by the supervisor. The technical implementation is determined by the respective supervisors.
4. Students must submit a revised report (if any) no later than 1 month after the seminar results. The report must be approved by the respective supervisor and known by the Head of the Study Program.
5. The final report is submitted to the Faculty Reading Room, respective supervisors, and partners.

3.6. Community Service Evaluation

a. The seminar on the results of Community Service is carried out after the report is approved by the respective Advisory Lecturers.
b. The final value of Community Service is a combination of values from the following components:
   - Making proposals for work programs (program activities) that are seminars
   - Implementation of work programs or activities includes: cooperation, discipline, creativity, suitability of activities and results of implementing activities
   - Report writing and accountability which includes: daily progress report (Log Sheet) and final report.
   - Community Service Report is done by each individual
   - Final report seminar

3.7. Sanctions Against Violations

1. For students who do not take part in the Community Service debriefing for reasons that cannot be justified, they will not pass.
2. For students who are unable to take part in or leave Community Service activities in accordance with the provisions of the predetermined schedule, they are declared not to have passed.
3. For students who do plagiarism (plagiarism) on the existing Community Service reports, they will not pass.
4. For students who forge signatures of partners, supervisors and related parties, they will not pass.
5. Sanctions for other violations that have not been covered will be arranged later.

APPENDIX PART 1

Appendix 1.1. Community Service Registration Form

MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY
BRAWIJAYA UNIVERSITY
FACULTY OF AGRICULTURAL TECHNOLOGY

PHOTO
COLORED
4 X 6

COMMUNITY SERVICE PARTICIPANT BIO DATA FORM
YEAR . . . .

NAME   : ....
NIM/DEPARTMENT   :..
GENDER   : ....
RELIGION   :..
STUDY PROGRAM   :..
ADDRESS IN MALANG : ....
PHONE/HP/EMAIL   : ....
ORIGIN ADDRESS   : ....
TOTAL CREDIT PASS : ....
GPA   : ....

FORM OF SELECTED COMMUNITY SERVICE IMPLEMENTATION:
*Mapres KKN
*Thematic Community Service
*Devotion to Independent Community
**Community Service Follows Community Service Lecturers
*Other Community Service Activities
Note: *)cross the unnecessary ones

PERFORMANCE   :
....
....

Unfortunately,
....
Participant,

_____
NIM.

Appendix 1.2. Community Service Proposal Seminar Assessment Form

MINISTRY OF EDUCATION, CULTURE,
RESEARCH AND TECHNOLOGY
BRAWIJAYA UNIVERSITY
FACULTY OF AGRICULTURAL TECHNOLOGY

COMMUNITY SERVICE PROPOSAL SEMINAR ASSESSMENT FORM

NAME   :
NIM   :
STUDY PROGRAM   :
DEPARTMENT   :
TITLE   :

No.	Assessment criteria	Rating Description	(%)	SCORE	WEIGHT X VALUE
1	The writing in the proposal is very well prepared	1. Writing according to the FTP UB Community Service Guidelines. Writing according to PUEBI 2. Systematic writing 3. Sentences are written clearly, concisely, and precisely 4. Aesthetic and easy-to-read writing 5. Free of plagiarism and no indication of duplication 6. The referenced library is up-to-date and relevant to the topic 7. Good writing depth 8. The proposal is written comprehensively and in detail	25		
2	Mastering the material written in the proposal	1. Able to explain the meaning of writing in the proposal 2. Master the material well	20		
3	Mastering theory related to the topic	Able to explain and answer questions	30		
4	Able to present/present activity plans	1. Sufficient mastery of knowledge related to the topic being studied 2. Power point: in the form of points not sentences, artistic, interesting, aesthetic 3. Presentation with appropriate voice intonation, not too fast or	25		

No.	Assessment criteria	Rating Description	(%)	SCORE	WEIGHT X VALUE
		slow, not memorized, mastering the audience, and mastering the material 4. Correct and appropriate timing			
THE VALUE OF THE COMMUNITY SERVICE PROPOSAL SEMINAR			100		

Malang,
Supervisor/Examiner

Name of Supervisor/Examiner

Appendix 1.3. Evaluation Form for Community Service Results Seminar

**MINISTRY OF EDUCATION, CULTURE,
RESEARCH AND TECHNOLOGY
BRAWIJAYA UNIVERSITY
FACULTY OF AGRICULTURAL TECHNOLOGY**

**SEMINAR RESULT ASSESSMENT FORM
COMMUNITY SERVICE**

NAME :
NIM :
STUDY PROGRAM :
DEPARTMENT :
TITLE :

No.	CPMK	CPMK Description	Rating Description	(%)	SCORE	WEIGHT X VALUE
1	CPMK1 CPMK6	Able to communicate Able to compile activity reports and present them	Able to compile activity reports and present in writing 1. Writing according to the Guidelines 2. Writing follows PUEBI 3. Systematic writing 4. Sentences are written clearly, concisely, and precisely 5. Aesthetic and easy-to-read writing 6. Free of plagiarism and no indication of duplication 7. The referenced library is up-to-date and relevant to the topic 8. Good writing depth 9. Reports are written comprehensively	25		
2	CPMK2	Able to identify potentials and problems that exist in partners/community	1. Able to collect relevant data during activities 2. Observations are carried out comprehensively 3. Able to analyze data and observations	25		
3	CPMK3	Able to design partner/community empowerment in	1. Able to connect the results of observations with theory	10		

21

No.	CPMK	CPMK Description	Rating Description	(%)	SCORE	WEIGHT X VALUE
		accordance with the potential of the local area	2. Able to criticize observations based on scientific theory			
4	CPMK4 CPMK5	Able to carry out problem solving programs and/or partner/community empowerment Able to work with partners and teams (if any)	1. Able to present the results of observations in writing in Chapter IV. Good results and discussion 2. Able to discuss scientifically the results of observations associated with theory 3. Able to conclude the results of activities 4. Able to provide advice to partners based on the results of activities	20		
5	CPMK6	Able to compile activity reports and present them	Able to compile activity reports and present orally 1. Sufficient mastery of knowledge related to the topic being studied 2. Power point: in the form of points not sentences, artistic, interesting, aesthetic 3. Presentation with appropriate voice intonation, not too fast or slow, not memorized, mastering the audience, and mastering the material 4. Correct and appropriate timing	20		
SEMINAR VALUE OF SERVICE TO THE COMMUNITY				**100**		

Malang,
Supervisor/Examiner

Name of Supervisor/Examiner

Appendix 1.4. Community Service Partner Assessment Form

**MINISTRY OF EDUCATION, CULTURE,
RESEARCH AND TECHNOLOGY
BRAWIJAYA UNIVERSITY
FACULTY OF AGRICULTURAL TECHNOLOGY**

**PARTNER ASSESSMENT FORM
COMMUNITY SERVICE**

NAME :
NIM :
STUDY PROGRAM :
DEPARTMENT :
TITLE :

No.	CMPK	CPMK Description	Rating Description	(%)	SCORE	WEIGHT X VALUE
1.	CPMK4	Able to carry out partner/community empowerment programs	1. Benefits of the program for partners 2. Program sustainability plan	40		
2.	CPMK1 CPMK5	Able to communicate with partners/community	1. Verbal communication 2. Written communication 3. Discipline 4. Responsibility 5. Time management 6. Initiative power 7. Critical 8. Cooperation 9. Behavior and attitude 10. Leadership	60		

Malang,
Community Service Partner

(Partner Name)

Appendix 1.5. Community Service Assessment Compilation Form

MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF AGRICULTURAL TECHNOLOGY

COMMUNITY SERVICE ASSESSMENT RECAP FORM
BY SUPERVISOR

NAME   :
NIM   :
STUDY PROGRAM :
DEPARTMENT   :
TITLE   :

No.	Assessment Component	%	SCORE	WEIGHT X VALUE	QUALITY LETTERS
1.	Proposals and proposal presentations	20			
2.	debriefing	10			
3.	Final report and presentation	30			
	Logsheet	10			
4.	Partner Rating	30			
Amount					

DESCRIPTION:

The value column is filled with values 0 – 100
If there is a value < 50 in one of the criteria components, it is considered invalid

Malang,
Supervisor

Name of Supervisor

PART II
GUIDE TO WRITING PROPOSALS AND REPORTS
OF COMMUNITY SERVICE

PIG
PROPOSAL STRUCTURE AND COMMUNITY SERVICE REPORT

1.1. Community Service Proposal Structure
   a. FRONT COVER
   b. VALIDITY SHEET
   c. TABLE OF CONTENTS
   d. LIST OF TABLES
   e. LIST OF FIGURES
   f. APPENDIX LIST
   g. CHAPTER I INTRODUCTION
      1.1. Situation Analysis
      1.2. Formulation of the problem
      1.3. Alternative Troubleshooting
   h. CHAPTER II OBJECTIVES AND BENEFITS OF THE ACTIVITIES
      2.1. Destination
      2.2. Benefit
   i. CHAPTER III SCHEDULE AND BUDGET OF ACTIVITIES
      3.1. Type of activity
      3.2. Schedule of activities
      3.3. Activity Budget
   j. BIBLIOGRAPHY
   k. ATTACHMENT

1.2. Structure of the Community Service Report
   a. FRONT COVER
   b. VALIDITY SHEET
   c. FOREWORD
   d. TABLE OF CONTENTS
   e. LIST OF TABLES
   f. LIST OF FIGURES
   g. APPENDIX LIST
   h. CHAPTER I INTRODUCTION
      1.1. Situation Analysis
      1.2. Formulation of the problem
      1.3. Alternative Troubleshooting
   i. CHAPTER II OBJECTIVES AND BENEFITS OF THE ACTIVITIES
      2.1. Destination
      2.2. Benefit
   j. CHAPTER III METHODS FOR IMPLEMENTATION OF ACTIVITIES
   k. CHAPTER IV RESULTS AND EVALUATION OF ACTIVITIES IMPLEMENTATION
   l. CHAPTER V CLOSING
      5.1. Conclusion
      5.2. Suggestion
   m. BIBLIOGRAPHY
   n. ATTACHMENT

1.3. Explanation of Proposal Structure and Community Service Report

a. FRONT COVER
The front cover contains information about the title, faculty logo, name and ID of the author, faculty, university, city, and year.

b. VALIDITY SHEET
This sheet is located at the very front after the front cover, is used to write the title, student identity, and approval by the supervisor, is known by the Vice Dean for Student Affairs, and is approved by the Vice Dean for Academic Affairs.

c. FOREWORD
This page is used to provide a brief description of the implementation of Community Service activities including location, time or period, topic of activity, as well as thanks to those who assisted in the implementation of the activity (by also mentioning the contribution of each party).

d. TABLE OF CONTENTS
Serves to make it easier for readers to get general information quickly about the material written in the document, both proposals and final reports.

e. LIST OF TABLES, LIST OF FIGURES, LIST OF APPENDICES
Serves to make it easier for readers to quickly obtain information on tables, pictures and attachments written in documents, both proposals and final reports.

f. PRELIMINARY
1) **Situation analysis:**This section serves to identify: profile and condition of the target audience (general condition, human resources), condition and potential of the area (physical, economic, social, environmental), advantages and disadvantages of the target audience related to the program to be and or being implemented.
2) **Partner Issues:**
Solutions for Partner Problems.
3) **Formulation of the problem:**contains the identification with information obtained from interviews or direct observation, the formulation of the problem is carried out clearly and concretely accompanied by the factors causing, driving, inhibiting, and side effects, justifications (reasons) why the problem was appointed to be a program, prioritizing the problems that exist in the location. Alternative problem solving: problem solving is done by: elaborating several alternative methods or activities that are considered to be able to solve existing problems, evaluating the advantages and disadvantages of each alternative, selecting one or several alternatives that are feasible to be used as a Community Service activity program.

g. OBJECTIVES AND BENEFITS OF THE ACTIVITIES
1) **Destination:**describes the goals (both general and specific) to be achieved after the end of the activityCommunity service. Objectives are formulated specifically, clearly, and measurably, preferably written with bullet points to make it easier for the reader.

2) Benefit:serves to explain the benefits of activitiesCommunity Service which includes technological, economic, social and environmental aspects.

h. ACTIVITIES SCHEDULE AND BUDGET
1) **Type of activity:**describe the following: main points of activity, target group, place and time, budget and sources of funds.
2) **Schedule of activities:**serves to facilitate control and evaluation of the implementation of activities, it is necessary to make a schedule in the form of a table containing: stages of activities, time allocation.
3) **Activity budget:**outlining the details of the costs required during Community Service activities.

i. ACTIVITY IMPLEMENTATION METHOD
Serves to briefly describe the materials and equipment used during the activity, the place and time of the activity, the partners involved, and the way in which the activity is carried out, including socialization, demonstration, education, mentoring, and others.

j. RESULTS AND EVALUATION OF ACTIVITY IMPLEMENTATION
bfunctions to present the results achieved from each activity, provide a descriptive and quantitative description of the results of each activity, evaluate whether the results are in accordance with the objectives to be achieved in the objectives, provide an explanation of the supporting and inhibiting factors for success and failure to implement program activities.

k. CLOSING
1) Conclusion:presents a summary of the Community Service activities carried out and includes brief information about: the types of activities carried out and the problems to be resolved from each activity, the results of the activities qualitatively and quantitatively (written in bullet points for convenience for the reader).
2) Suggestion:serves to provide alternatives that need to be carried out in the future, which may include the following: efforts that need to be made to improve the performance of the target audience, efforts that need to be made to support the success of an activity program that has experienced failure, new or advanced program activities, which are deemed necessary by the next Community Service participants, efforts that need to be made to improve the efficiency and effectiveness of the implementation of Community Service programs in general.

l. BIBLIOGRAPHY
Contains a list of sources of information used in preparing proposals and Community Service reports (eg village report books, etc.), written in a certain systematic (Author, Year, Title, Publisher).

m.ATTACHMENT
Presenting information related to the implementation of activities as a completeness of writing in the report chapters, including: original photos of activities, location plans, daily activity reports (log sheets), village organizational structure charts, certificates from relevant agencies

CHAPTER II
GUIDELINES FOR WRITING PROPOSALS AND FINAL REPORT SERVICE TO THE COMMUNITY

2.1 General Terms

General provisions in the preparation of proposals and reports for Community Service are as follows:

a. Proposals and reports on Community Service must be consulted with the supervisor and approved by the supervisor.

b. The supervising lecturer has the right to disapprove of proposals and Community Service reports that have not been consulted with the supervising lecturer.

c. Proposals for Community Service must be presented to supervisors and examiners prior to the implementation of Community Service.

d. Community Service Reports must be presented to supervisors and examiners after the implementation of Community Service.

2.2 Special Terms

Proposals and KKN reports are prepared and written with the following specific provisions:

a. Type, Paper Size, Border
   - A4 (29.7 x 21.5 cm) HVS paper
   - The top, right, and bottom limits of the paper that can be printed are 13 cm from the edge of the paper. For the right margin is 4 cm.

b. Type, Size and Font
   - Manuscripts are typed in Arial font size 11.
   - Space 1.15.
   - All titles are in bold (Bold).
   - All foreign terms are italicized (Italic).

c. Title and Number of Chapter/Sub-Chapter/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.
   - Chapters and chapter titles are typed in capital letters 3 spaces after the chapter number.
   - Numbers and chapter titles are centered within the limits of the paper that can be printed.
   - 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 with Arabic numerals separated by periods. The first Arabic numeral indicates the chapter number, while the second Arabic numeral indicates the sub-chapter number.
   - The title of the sub-chapter is typed with a capital letter at the beginning of each word, except for connecting words.
   - Sub-chapter numbers are typed with Arabic numerals, each separated by a period. The first Arabic numeral indicates the chapter number, the second Arabic numeral indicates the sub-chapter number, while the third Arabic numeral indicates the sub-chapter number.

d. Paragraphs and Chapters
   - All paragraphs are left and right aligned (Justify paragraphs).
   - The first line indent in the paragraph is 1 cm from the left border.

- The beginning of a new paragraph at the bottom of the page, requires at least 2 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
- The line spacing between chapter titles and sub-chapter or paragraph titles is 3 spaces.
- The line spacing between sub-chapter titles or sub-sub-chapter titles and paragraphs is 2 spaces.
- The line spacing between the end of the paragraph and the title of the next sub-chapter or sub-chapter title is 2 spaces.
- Line spacing within and between paragraphs is 1 space.
- The line spacing between the end of the paragraph and the image or table below is 3 spaces.
- The line spacing between the beginning of the paragraph and the image or table above is 3 spaces.

f. Tables and Figures
- Table numbers or figures are typed in Arial font size 11 bold (bold).
- The title of the table or figure is typed in Arial font size 11.
- Table contents are typed with Arial font size 11 bold (bold) for column headings and not bold for column contents.
- Table or figure numbers are typed with 2 numbers separated by a period. The first number typed in Arabic numerals indicates the number of the chapter where the figure is located, while the second number typed in Arabic numerals indicates the serial number of the table or figure in the chapter.
- The title of the table or figure is typed 1 space without ending a period, with lowercase letters except 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 lined with upper and lower borders without side borders (open table form).
  • The table is placed on the manuscript page in such a way that the boundary line does not exceed the paper that can be printed and the table is centered in it.
  • The width of the table can be placed parallel to the width of the paper or parallel to the length of the paper. In this latter case, the entire page should be filled with tables without script text.
  • The distance between rows in the table is 1 space.
  • Table numbers and titles are placed left-aligned 1 space above the top line of the table with 1 space between rows if the table title is more than 1 line.
  • Tables that require a larger paper size can be included in the manuscript provided that it can be folded according to the size of the paper used in making the proposal/report.
- An example table is given in the Appendix.
- The images referred to in the Community Service proposal/report include drawings, illustrations, graphs, diagrams, floor plans, maps, charts, monograms, flow charts, and photos.

- Images should be printed in good quality and easy to read. The original image is made with a quality printer or plotter or similar image printer. Letters, numbers and other punctuation marks used in pictures must be clear.
- How to put an image:
  - The image is made open without the image border.
  - The image is centered (centered) on the border of the paper that can be printed.
  - The longest side of the image border can be placed parallel to the width of the paper or parallel to the length of the paper. For the last thing, the image should be made on a separate page without text to make it easier to read.
  - The image with the longest side parallel to the width of the paper may be placed in the center of the page between lines of text.
  - The number and title of the image are placed 2 spaces below the bottom line of the image with a distance between lines of 1 space if the image title is more than 1 line.

g. Page Numbering
- Pages in the introduction, table of contents, list of tables, list of figures are numbered with Roman numerals
- The main body page numbers are in Arabic numerals.
- Page numbers are centered below the text.
- The appendix page number is a continuation of the main body page number.

h. Printing and Binding
- The final manuscript must not contain errors or corrections of errors.
- The final manuscript is printed in 3 copies to be submitted to the Faculty Reading Room and the supervisor, or can be reproduced as needed.
- The final manuscript is printed using a black ink printer (not a dot-matrix printer).
- Images are printed in color in the final manuscript.
- The form of binding the Community Service report is a direct volume (hard cover laminate).

i. How to quote a library follows the method of citing literature in the Guidelines for Writing Proposals and Reports for Field Work Practices and KKN FTP UB.

APPENDIX PART 2

Appendix 2.1. Activity Plan Format

DESIGN OF COMMUNITY SERVICE ACTIVITIES

Name   :_____
NIM   : _____
Study program   : _____
Partner Name   :
Partner Address   : _____

No	Problem	Alternative Solution	Proposed Activities	Time period
1	Problem 1	- solution 1a - solution 1b	- activity 1	10 days
2	Problem 2	- solution 2a - solution 2b	- activity 2	5 days
3	etc.	etc.	etc.	etc

Knowing/agreeing	Unfortunately,
Supervisor,	…………………………………
	compiler,
Signature	
	Signature
(name of lecturer)	
	(Name of Mhs)

Appendix 2.2. Log Sheet Format

***LOG*COMMUNITY SERVICE SHEET
(DAILY ACTIVITY REPORT)
FACULTY OF AGRICULTURAL TECHNOLOGY**

<table>
<tr><td>Name</td><td>: ....</td></tr>
<tr><td>NIM</td><td>: ....</td></tr>
<tr><td>Advisor</td><td>: ....</td></tr>
<tr><td>Location</td><td>: ....</td></tr>
</table>

PHOTO
COLORED
4 X 6

No	Day/ date	O'clock	Type of activity	Student results notes	Initials of partner audience	Supervisor verification (monitoring and evaluation)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

	Knowing:	Unfortunately, ...
Supervisor,	Village head,	Participant

_____	_____	_____
NIP	NIP/NRP.	NIM.
	Position:	

Appendix 2.3. Community Service Report Cover Format

REPORT
COMMUNITY SERVICE

TITLE

By
Student name
NIM

DEPARTMENT..
FACULTY OF AGRICULTURAL TECHNOLOGY
BRAWIJAYA UNIVERSITY
YEAR

Appendix 2.4. Confirmation Sheet Format

VALIDITY SHEET

Title   :……………………………………………………………………

Location   :……………………………………………………………………

Period   :……………………………………………………………………

Name   :……………………………………………………………………

Faculty   :Agricultural Technology

Knowing,   agree,

Head of the study program,   Supervisor,

Name of Head of Study Program   Name of Supervisor

NIP   NIP

Approval Date: Approval Date:

                                    certify,
                           Head of Department

                    Name of Department Head

NIP

                           Approval Date: