



# GUIDEBOOK OF **FWP & CSP**

FIELD WORK PRACTICE &  
COMMUNITY SERVICE PROGRAM

FACULTY T OF AGRICULTUIRAL TECHNOLOGY  
UNIVERSITAS BRAWIJAYA

**2022/2023**



# **GUIDEBOOK**

## **FIELD WORK PRACTICE (FWP) (Praktek Kerja Lapang, PKL)**



### **ACADEMIC TEAM OF FWP AND CSP GUIDEBOOK**

**FACULTY OF AGRICULTURAL TECHNOLOGY  
UNIVERSITAS BRAWIJAYA  
MALANG  
2022/2023**

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PANDUAN PRAKTEK KERJA LAPANG (PKL)  
DAN KULIAH KERJA NYATA (KKN)  
FAKULTAS TEKNOLOGI PERTANIAN UNIVERSITAS BRAWIJAYA  
TAHUN AKADEMIK 2021/2022

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**PART I**  
**GENERAL DESCRIPTION AND PROCEDURE**  
**OF FWP IMPLEMENTATION**

## **FOREWORD**

Mandatory Field Work Practice (FWP) activities for FAT UB students are intended to provide students with experience and insight about the real conditions in which street vendors are located (private companies/agencies, research institutions, government agencies, etc.). In addition, street vendors have other benefits, namely as a means of fostering good relations with stakeholders and users of FTP graduates. A good relationship between the university and partner companies/agencies has a strategic meaning as well in the context of developing a curriculum that is relevant to the needs of graduate users and society in general.

This FWP handbook was created as an effort to provide a reference to lecturers and students about the steps that must be taken before carrying out FWP and after carrying out FWP.

This guidebook was prepared to facilitate and facilitate undergraduate students in understanding various things about street vendors activities, as well as guidance for mentoring by lecturers, partner companies/institutions and their administrative services. This manual contains: (1) definition of street vendors; (2) syllabus, weights and objectives of street vendors; (3) general guidelines for the implementation of street vendors; (4) FWP implementation procedures; and (5) writing of proposals and reports for street vendors.

On this occasion, the Drafting Team would like to thank all those who have provided input for the improvement of this manual and the FTP Leaders who have facilitated the completion of this manual. Suggestions for improvement are still needed to improve the guidelines and the implementation of street vendors in the future.

## **CHAPTER I INTRODUCTION**

### **1.1. Background**

Field Work Practice (FWP) is one of a series of courses (3 credits) that must be taken by students in order to complete their undergraduate studies. Students are given the choice of taking FWP courses or Community Service Programs (CSP) with the same number of credits. With the FWP, students are expected to gain practical work experience that is useful for developing student competencies in the form of hard skills and soft skills in entering the world of work after graduation.

FWP is a very important tool for students in order 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 a job. Therefore, this activity is a manifestation of the learning process with the facilities provided by the company/institutional partner (teaching company) because such facilities cannot be provided by the university independently. With good cooperation between the two parties, starting from the improvement of the FWP preparation program by FTP UB as well as support from company managers or institutions where FWP is located, it is hoped that the implementation of FWP can provide benefits for both parties.

### **1.2. Destination**

#### **1.2.1. General purpose**

After participating in street vendors, students are expected to get to know, gain insight and experience about the real conditions that exist in street vendors partners related to agricultural technology science in agribusiness and allium systems in real terms.

#### **1.2.2. Special purpose**

- a. Get to know the application of Agricultural Technology in companies/agencies in real terms by carrying out activities determined by the company/agencies.
- b. Comparing the knowledge gained during lectures with what is applied in the field and reviewing it if there are differences or adjustments so that students are able to explain general conditions in the company/institution, linking it from various aspects of real conditions in the company/institution with the theory obtained.
- c. Train students to work independently and collaborate with others in the field and at the same time practice adapting to the conditions of the work field which will be occupied by graduates.

## CHAPTER II

### GENERAL GUIDELINES FOR IMPLEMENTATION OF FWP

#### 2.1. Definition

- a. Field Work Practice (FWP) is an academic activity carried out by FTP students as one of the requirements that must be met in completing their studies. FWP is an activity in the world of work to increase students' understanding of the implementation of science, knowledge, and technology that has been obtained in lectures through direct activities at various partners/government agencies/research institutions/companies/other partners relevant to the student's scientific field. The FWP implementation time is 20 days (1 day = 8 working hours) or equivalent to 200 hours derived from the calculation of 170 minutes (time for street vendors per credit) X 3 credits X 16 weeks = 136 hours = 3.4 weeks or rounded up to 4 weeks.
- b. The FWP committee is a team formed by FTP-UB to carry out all matters relating to the implementation of street vendors including administration, debriefing, monitoring, evaluating the implementation of street vendors.
- c. FWP partners are agencies or companies that accept students to carry out street vendors.
- d. FWP Partner Terms:
  - Small, medium and large industries. Micro and household industries are not allowed.
  - Research center or institution/government
  - Other relevant companies
  - Government agencies or agencies such as BPOM
- e. Field supervisors are mentors from FWP partners who are tasked with guiding students in the field.
- f. The supervising lecturers are lecturers of FTP-UB appointed by the Faculty tasked with guiding students in the implementation of street vendors as a whole.
- g. Examiner lecturers are lecturers in charge of testing students on street vendors exams.
- h. Briefing is an activity of providing general material related to street vendors as an initial provision for students to carry out street vendors at partners. Debriefing is a mandatory requirement for the implementation of street vendors. Debriefing is a mandatory requirement for the implementation of street vendors. If a student does not take part in the full FWP debriefing, then the student concerned is not allowed to take FWP. The debriefing is held once a year in odd semesters. Students who plan FWP in odd or even semesters are required to attend FWP debriefing at that time.
- i. The proposal exam is a test conducted by students before carrying out street vendors at partners.
- j. Monitoring is monitoring carried out by the FWP Committee to check the implementation of FWP by students. Monitoring is carried out randomly and once is carried out in one period of FWP implementation.
- k. *Logsheets* is a worksheet that contains student work activities that are known and signed by the FWP field supervisor and the supervising lecturer.
- l. The FWP exam is an exam that is carried out after the implementation of the FWP at the partner and the supervisor allows the exam. The examination is carried out by students, with a supervisor and/or one examiner in a closed manner.

- m. The FWP report is a FWP report text that has been revised after the exam and reports on FWP implementation activities at partners. FWP reports are made in hardcopy and softcopy on CD.

## 2.2. General provisions of street vendors

- a. Field Work Practice (FWP) is one of the academic activities carried out by every FTP student in completing their studies. Students are allowed to choose one of the FWP or CSP activities.
- b. The credit weight for street vendors is 3 credits includes debriefing, proposal exams, field activities, report writing, and street vendors exams. The student activity logsheet in the field signed by the field supervisor and supervisor must be attached to the FWP report.
- c. FWP activities must be programmed in the Study Plan Card (KRS), after students have taken at least 80 credits.
- d. Students are required to take part in FWP debriefing activities, FWP proposal exams, report writing, consultation with supervisors, field activities, and FWP exams.
- e. The implementation of street vendors is recommended during the inter-semester holiday period and or according to an agreement with the company.
- f. The implementation of street vendors must not interfere with lecture activities or exams.
- g. If based on the results of monitoring or company reports, the student concerned is deemed not to meet the requirements, then the Vice Dean for academics at the suggestion of the FWP Committee and/or Supervisory Lecturer gives an E score for the student's FWP activities.
- h. The requirements referred to in point (i) are that students cannot carry out street vendors with time allocations that do not meet the weight of credits, and are not disciplined.
- i. Completion of reports until the FWP exam is carried out no later than 3 (three) months after the FWP implementation in the field is completed. If it is not carried out for reasons that are not clear and cannot be accounted for, then the FWP activities will be canceled by the Deputy Dean for Academic Affairs.
- j. If due to something that cannot be justified academically, the student is unable to complete the report referred to in point (k), then the Vice Dean for academic affairs at the suggestion of the FWP Committee and/or Supervisory Lecturer gives an E score for the FWP activities of the student concerned and the student. required to repeat the FWP.
- k. The revision of the FWP report is completed no later than 1 (one) month after the FWP exam.
- l. If for some reason the student is unable to complete the Revised Report referred to in point (k) or exceeds the specified time (1 month) after the result of the seminar, the score will be lowered in accordance with the following provisions:

No.	Report Revision Delay	Impairment
1	1 month	grade
2	2 months	1 grade
3	3 months	Repeat Exam

- m. The final value of street vendors can be known by students after all the procedures for implementing street vendors have been fulfilled and can be accessed through the academic information system.

- n. If students have to repeat FWP, then students must carry out FWP again and are not allowed to switch to CSP courses. Vice versa, if students are required to repeat the CSP, then they may not switch to street vendors.
- o. Other matters that have not been regulated in this Handbook/Implementation Instructions will be determined by the Deputy Dean for Academic Affairs.

## **2.3 Forms of Implementation of FWP**

- a. Work practice in companies/industry/plantations/other agencies related to student study programs and or fields of agricultural science and technology in certain sections, full time according to working hours and company wishes that lead to one particular/specific aspect.
- b. Get an overview of the company's scope of work covering aspects of each study program, for example: production processes, marketing and quality control, industrial waste and sanitation.
- c. Students observe and conclude process activities, quality control, product development, production systems, machinery and equipment, or managerial decision making in a large, medium, or small company that is tailored to the majors taken by students.
- d. Students are expected to be able to understand firsthand how the process of planning, operating, and controlling the process or a real company decision is carried out in real conditions in the company.
- e. Complete special tasks assigned by the company in the field of managing certain companies/agencies according to their fields of knowledge, production processes and equipment or marketing with the approval of supervisors and certain companies/agencies according to their fields of knowledge within a certain period of time. If the company does not provide special assignments, then the supervisor is obliged to provide special assignments that are tailored to the conditions of the company.

## **2.4 Management of street vendors**

- a. FWP management is handled by the Faculty level FWP Committee determined by the Dean. FWP committee members are based on suggestions from the Head of the Department.
- b. For students who will carry out FWP are required to register with the FWP Committee at the Faculty level no later than the deadline for filling out the KRS.
- c. The FWP Committee at the Faculty level is under the coordination of the Deputy Dean for Academic Affairs in collaboration with the Head of the Department in charge of coordinating the implementation of FWP, which are related to:
  - The form of the implementation of street vendors,
  - Inventory of companies/agencies where street vendors and determine the number of students for each company/agencies,
  - street vendors briefing,
  - Determination of FWP Supervising Lecturers by the Dean (at the suggestion of the Head of the Department),
  - Determination of FWP Examiner Lecturers (if any) by the Head of the Department,
  - Implementation of the FWP proposal exam,
  - Supervision/monitoring arrangements: to monitor the performance of street vendors in the field and improve cooperative relationships with companies/agencies where street vendors are located,
  - *Monitoring* carried out by the FWP committee team and or FWP supervisors,



- *Monitoring* This is done by assessing attendance based on the attendance list or logsheet, scope and performance of FWP participants, and comments from field supervisors (from companies/agencies). In certain cases, a site visit to the location of street vendors can be carried out,
- Implementation of the FWP Exam,
- Processing the final value of street vendors from the Head of the Department under the supervision of the Deputy Dean for Academic Affairs

## 2.5 FWP Final Report

- a. The procedure for writing the FWP Final Report refers to the FTP FWP Report Writing Guidelines.
- b. The final FWP report is declared accepted after being approved and signed by the supervisor, examiner (if any), and endorsed by the Head of the Department.

## 2.6. Assessment Criteria and FWP Activity Rubric

The assessment components for FWP activities include FWP proposal test scores, FWP report test scores, and scores from field supervisors. FWP assessment components and value weights are presented in the following table.

No.	Assessment Component	Percentage (%)
1.	FWP proposal exam	20
2.	FWP report exam	
	Advisor	30
	Examiner	20
3.	Field Supervisor	30

If there are no examiners during the FWP report examination, the proportion of FWP report test scores from the supervisor will be 50 percent.

## **CHAPTER III**

### **FWP IMPLEMENTATION PROCEDURE**

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

#### **3.1 Student Registration for FWP Participants**

- a. Students submit the requirements for registering street vendors to the FTP Academic Sub-Section in the form of:
  - Transcript of grades up to the previous semester at least 80 credits.
  - KRS in the semester concerned which states that street vendors have entered the program with SKS-0.
- b. Students take a biodata form in the Academic Sub-Section of FTP.
- c. The student submits the completed biodata form to the FTP Academic Sub Division.
- d. Students take the FWP partner application form.

#### **3.2 Submission of Partners (Company/Agency)**

- a. Students take a partner application form. In one application, a maximum of 2 partners is allowed.
- b. Students look for the location of the FWP implementation independently or in groups by bringing a general FWP proposal if needed.
- c. Students negotiate with street vendors partners.
- d. If within one month there is no answer from the FWP partner, the student returns to take the partner application form.
- e. Students take and fill out an official letter request form from the Deputy Dean for Academic Affairs to submit a statement of willingness of FWP partners in the Academic Sub-Section.
- f. Students submit a letter of willingness from partners to the Academic Sub Division.
- g. The Academic Sub-Section archives a letter of statement of partner's willingness.
- h. Students apply for a cover letter to conduct street vendors to Deputy Dean for Academic Affairs through the Academic Sub-Section.
- i. Students who have registered as FWP participants in the relevant semester but have not found a work partner (by showing evidence of 3 rejections) until the end of the briefing period immediately report to the FWP committee and are given the opportunity to find new partners.
- j. Students whose applications are rejected by partners at least 3 times are not subject to sanctions. If the refusal occurs so that it passes the planned semester, the next semester just looks for partners until a street vendor partner is obtained.
- k. The FWP committee regulates the number of students in partners according to the scale of the partner industry.
- l. The academic section sends letters to companies/agencies about the certainty of implementation and timing of street vendors.
- m. Students must submit complete addresses, telephone numbers, and complete plans of partners to the FWP committee and their respective supervisors.
- n. Students who have already programmed FWP are required to attend FWP debriefing.
- o. Students who carry out street vendors after the start of lectures are required to make a permit to the Deputy Dean for Academic Affairs.
- p. The flow chart of the FWP implementation procedure can be seen in Figure 3.1.

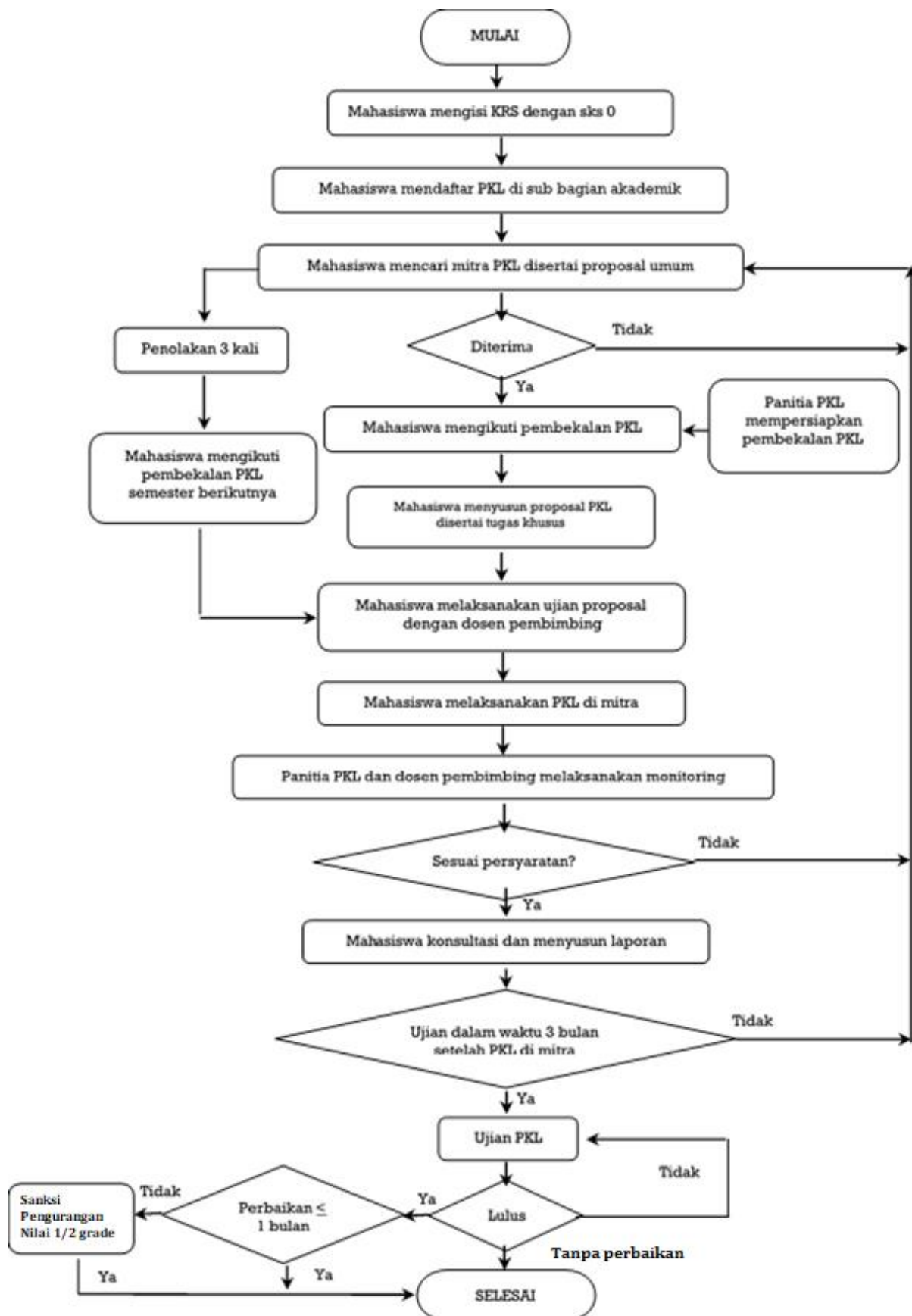


Figure 3.1. FWP Implementation Flowchart

### **3.3 FWP debriefing**

- a. FWP debriefing is held every February and September every year
- b. The FWP committee prepares the debriefing including the preparation of speakers, materials, and facilities.
- c. Students register to take part in the FWP debriefing by bringing transcripts and proof of FWP payments to the Academic Sub Division
- d. FWP debriefing is held once a year in odd semesters.
- e. Students are required to attend the FWP debriefing.
- f. For students who do not take part in the FWP debriefing for reasons that cannot be justified, they are not allowed to carry out the next stages of implementation.
- g. The material for providing street vendors includes:
  - 1) FWP Implementation Technical
    - a) Scope of street vendors
    - b) Street Vendor Rules
    - c) Explanation of the Mechanism/Flow of FWP Implementation
    - d) Proposal Writing and FWP Report
    - e) Proposal Exam
    - f) Monitoring System
    - g) Scoring system
  - 2) Communication Techniques and Personal Development
    - a) Communication Engineering
    - b) Self-development.
- h. Students prepare proposals for street vendors with special assignments that have been consulted with the supervisor.
- i. Students carry out a proposal exam that has been approved by the supervisor in the presence of the supervisor at least one week before the implementation of the FWP.
- j. If the results of the supervisor's assessment indicate that the student is not worthy to carry out FWP, the student is required to consult with the supervisor until the supervisor states that he is eligible to carry out FWP.
- k. The supervising lecturer fills out the minutes of examination and assessment forms and submits it to the Department of Administration.
- l. Department Administration Department submits the official report form and exam assessment to the FWP Committee/FTP Academic Sub-Section.
- m. Students carry out street vendors at street vendors partners.

### **3.4 Placement at FWP Lokasi Locations**

- a. Students who have found partners and their proposals have been approved by the Advisory Lecturer can start their activities at the location as soon as the debriefing activities are completed.
- b. Students who do not have a FWP location destination until the time limit for finding a location must show 3 rejections from their intended work partner. The student concerned can take part in street vendors activities in the next period in accordance with the provisions in section 3.10. (Special Terms).
- c. If there is a transfer or exchange of FWP locations, students are required to immediately report to the FWP committee, supervisors and work partners.
- d. Students who will go to the location of street vendors are required to bring a cover letter from the Faculty of Agricultural Technology to be submitted to partners.
- e. While at the FWP location, students are required to obey the regulations and follow the programs that have been set by the work partners.

### **3.5 Student Activities and Disciplines at FWP Locations**

- a. Students must notify the planned arrival to the location of the company/institution and bring a cover letter from FTP.
- b. Students submit FWP proposals to companies/agencies to get field supervisors, discuss FWP activities, along with special assignments.
- c. Each student should clearly state the identity, purpose, and interests of street vendors.
- d. As long as the street vendors are dressed politely and neatly according to the rules permitted by the company/institution.
- e. As long as the street vendors behave politely and follow the rules at the street vendors location and are not confrontational.
- f. The questions/interviews that are asked should be done well, not be a cornerstone of the policies of the company/agencies concerned.
- g. FWP participants must participate in all activities in full according to the schedule given by the company/institution. Negligence can cause the loss of street vendors who are taken this semester.
- h. When monitoring takes place, students must be at the FWP location and explain the activities being carried out.
- i. At the end of the FWP students must obtain a certificate of implementing FWP which has been filled out by the company/institution, and bring a log sheet which must be shown and signed by the supervisor. The log sheet must be attached to the FWP report.
- j. Students must notify the company / agency and beg to leave when the time for street vendors is over and say thank you for the opportunity given.
- k. Students must report the activities of street vendors in the form of a report that will be evaluated by the supervisor.

### **3.6 Monitoring and Guidance of FWP**

#### **3.6.1. Purpose and form of activity *monitoring***

*Monitoring* aim:

- a. Monitor the progress of the preparation for the implementation of street vendors, both the process and the performance of the committee, supervisors, and students.
- b. Monitor and assess the performance of street vendors in the field.
- c. Improve cooperative relationships with companies or agencies where street vendors.

*Monitoring* FWP activities are carried out in several forms of activities:

- a. The process of correspondence to get a centralized street vendor place on FTP.
- b. Debriefing, indicated by the presence and understanding of the value of the debriefing exam.
- c. Proposal exam, indicated by the value of the proposal exam from the supervisor.
- d. During the implementation of street vendors in the field, it is carried out with the following conditions:
  - 1) Controlling students through Field Advisors by:

- Observing the suitability of the scope and performance of FWP participants in the proposal with real activities in the field.
  - Attendance and activities carried out are indicated by daily logsheets signed by the field supervisor and supervisor.
  - The Value of the Field Supervisor.
  - Suggestions and evaluations from the company.
- 2) Monitoring is carried out directly by the FWP committee team and/or supervisors at least 3 people:
    - Conduct field visits, at least once a semester.
    - Interviews with students participating in street vendors.
    - Field/company supervisor interviews and comments.
  - 3) For students who cannot be monitored directly, the committee or FWP supervisor must communicate with the company/field supervisor via letter, telephone, or e-mail. The results of monitoring or reports from companies are taken into consideration for the sustainability of street vendors.
  - 4) After completing the FWP in the field and preparing student reports, they face the Advisory Lecturer by bringing:
    - a. *log sheets* daily which has been signed by the Field Supervisor.
    - b. Certificate of having carried out street vendors from the company (submitted to the street vendors committee).
    - c. Value Form from the Field Supervisor in a closed envelope (submitted to the FWP Committee).
    - d. *Draft* Report.

### 3.6.2. FWP monitoring and guidance procedures

To expedite the monitoring process then:

- a. At the beginning of the FWP implementation, students must submit their complete address, telephone number, and a map of the location of their partners to the FWP committee and their respective supervisors.
- b. FWP student guidance can be carried out by their respective Advisors, both on campus and in the field. The technical implementation of the guidance is determined based on a mutual agreement between the two.
- c. Students are required to consult and report the progress of FWP activities to their supervisor at least 3 times.
- d. *Monitoring* Student field activities are carried out by Supervisors by conducting site visits and verifying student activities on the Log Sheet.

### 3.7 FWP Advisor

In order for street vendors to run according to their objectives, a mentor is needed who has the following roles:

- a. Main Advisor
  - Guiding and directing FWP students both in management and academically from making proposals to making FWP reports.
  - Give an assessment.
- b. Field Supervisor
  - Guiding and directing students during practice in the field.
  - Provide an assessment to students on their work while in the field according to the assessment parameters.
  - Sending Values to the FWP Committee in a closed envelope.



### **3.8 FWP Final Reports and Exams**

The FWP exam is an oral exam that is carried out comprehensively by a Advisory Lecturer with or without an Examining Lecturer. The FWP exam is carried out after the FWP report is approved by the Advisor. The final value of the FWP is the average of the scores of the Supervisor and Examiner Lecturer which includes an assessment of:

- a. Value of debriefing and testing of street vendors proposals.
- b. Discipline, work ethic, responsibility, creativity, ability, cooperation, and workload during work practices, as well as conformity of activity results with work plans.
- c. The quality of the report concerning: content, systematics, presentation flow and writing procedures.
- d. Ability to master FWP activities during the FWP exam.

After completing the FWP program, students are required to make a draft report that has been prepared and consulted with the Advisor. The final report is in accordance with the FWP Report format (Appendix). For students whose reports have been approved by the Advisory Lecturer, they can take the FWP exam whose technical implementation is determined by the department, the Advisory Lecturer, and the respective Examining Lecturer.

The FWP final report after being approved and signed by the Advisory Lecturer is ratified by the Head of the Department, made in 5 (five) copies, each submitted to the Department, Advisory Lecturer, FWP Committee, and the institution where the FWP is located, as well as the author's personal documents. In addition, they also submit a copy of the file on the CD to the Faculty FWP committee.

### **3.9 Evaluation of street vendors**

The final value of the FWP is a combination of the components of the value of the debriefing, the proposal exam, the field implementation, and the supervising lecturer. The proportion of each value is as follows:

- a. Proposal Exam Assessment 20%
- b. FWP Report Exam Assessment 50% for FWP with 1 Examiner Lecturer (Supervisor as Examiner) or 30% respectively for Examiner Lecturer 1 (Supervisor Lecturer) and 20% for Examiner Lecturer 2
- c. Field Supervisor Assessment 30%

Information:

- 1) 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.
- 2) The range of values for each material is 0 -100 times the weight percent.
- 3) The final value is the sum of the values: Proposal Exams, Field Implementation, mentoring, and examinations obtained from Advisory Lecturers and or without Examining Lecturers, and Field Supervisors.
- 4) The material for the oral examination by the Advisor and Examiner includes: the scope of the FWP and the theoretical basis for the FWP related to the processes that take place in the company or agency where the FWP is located.

### **3.10 Special Conditions**

- a. For students who plagiarize (plagiarism) the existing FWP reports are declared invalid and are required to repeat the FWP.

- b. For students who falsify the signature of the field supervisor, the supervisor and related parties are declared invalid and are required to start over from the beginning.
- c. For students who cannot carry out the FWP exam within 3 months after the implementation of the FWP at the partner/field (last attendance) they are required to repeat the FWP at another company without further debriefing, but still carry out a proposal exam.

## Appendix 1.1 FWP Assessment Rubric

### FWP Proposal Examination Assessment Rubric

<b>CLO</b>	<b>CLO Description</b>	<b>CLO Criteria</b>	<b>Bad &lt;55</b>	<b>Sufficient 55 - &lt;70</b>	<b>Well 70 - &lt;80</b>	<b>Very good 80 - 100</b>
CLO 1	Able to plan field work practice activities based on a scientific basis in accordance with the student's scientific field and present it in writing and orally	<p>The writing in the FWP proposal is very well prepared which is characterized by:</p> <ol style="list-style-type: none"> <li>1. Writing according to the Guide for FWP and CSP FTP UB</li> <li>2. Writing follows PUEBI</li> <li>3. Sentences are written clearly, concisely, and precisely</li> <li>4. Aesthetic and easy-to-read writing</li> <li>5. Free of plagiarism and no indication of duplication of libraries that are referenced up to date and relevant to the topic of street vendors</li> <li>6. Good writing depth</li> <li>7. The proposal is written comprehensively and in detail</li> </ol>	The writing in the FWP proposal is Malangly structured which is characterized by <50% of the criteria in column 3 being met	The writing in the FWP proposal is quite well prepared, which is characterized by 50-<75% of the criteria in column 3 being met	The writing in the FWP proposal is well prepared, which is characterized by 75-<100% of the criteria in column 3 being met	The writing in the FWP proposal is very well prepared, which is characterized by 75-<100% of the criteria in column 3 being met

<b>CLO</b>	<b>CLO Description</b>	<b>CLO Criteria</b>	<b>Bad &lt;55</b>	<b>Sufficient 55 - &lt;70</b>	<b>Well 70 - &lt;80</b>	<b>Very good 80 - 100</b>
		Mastering the material written in the proposal characterized by: 1.Able to explain the meaning of writing in the proposal 2.Master the material well	Less able to explain and lack of mastery of the material in the proposal	Sufficiently able to explain and sufficiently master the material in the proposal	Able to explain and master the material in the proposal well	Able to explain and master the material in the proposal very well
		Mastering theories related to topics in street vendors	Not mastering the theory in the proposal	Enough to master the theory in the proposal	Good mastery of theory in proposals	Mastering theory in proposals very well
		Able to present / present the FWP activity plan very well which is characterized by:- 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, mastering the material	Less able to present/present FWP activity plans characterized by <50% of criteria in column 3 being met	Sufficiently able to present/present the FWP activity plan which is characterized by 50-<75% of the criteria in column 3 are met	Able to present/present the FWP activity plan well which is characterized by 75-<100% of the criteria in column 3 are met	Able to present / present the FWP activity plan very well which is characterized by 100% of the criteria in column 3 being met

<b>CLO</b>	<b>CLO Description</b>	<b>CLO Criteria</b>	<b>Bad &lt;55</b>	<b>Sufficient 55 - &lt;70</b>	<b>Well 70 - &lt;80</b>	<b>Very good 80 - 100</b>
		4. Correct and appropriate timing 5. Sufficient mastery of knowledge related to the topic being studied 6. Power point: in the form of points not sentences, artistic, interesting, aesthetic 7. Presentation with appropriate voice intonation, not too fast or slow, not memorized, mastering the audience, mastering the material 8. Correct and appropriate timing				

# FWP Final Exam Assessment Rubric

CLO	CLO Description	Description	Bad <55	Sufficient 55 - <70	Well 70 - <80	Very good 80 - 100
CLO 1	Able to compile reports on practical field work activities based on a scientific basis in accordance with the student's scientific field and present in writing and orally	<p>Able to compile reports on field work practices and present them in writing</p> <ol style="list-style-type: none"> <li>1. Writing according to the Guide for FWP and CSP FTP UB</li> <li>2. Writing follows PUEBI</li> <li>3. Systematic writing</li> <li>4. Sentences are written clearly, concisely, and precisely</li> <li>5. Aesthetic and easy-to-read writing</li> <li>6. Free of plagiarism and no indication of duplication</li> <li>7. The referenced library is up-to-date and relevant to the topic of street vendors</li> <li>8. Good writing depth</li> <li>9. The proposal is written comprehensively and in detail</li> </ol>	The writings in the FWP report are Malangly prepared which are characterized by <50% of the criteria in column 3 being met	The writing in the FWP report is quite well prepared, which is characterized by 50-<75% of the criteria in column 3 being met	The writings in the FWP report are well prepared, characterized by 75-<100% of the criteria in column 3 being met	The writings in the FWP report are very well prepared, characterized by 75-<100% of the criteria in column 3 being met
		<p>Able to compile reports on field work practices and present them orally</p> <ol style="list-style-type: none"> <li>1. Sufficient mastery of knowledge related to the topic being studied</li> </ol>	Less able to present/present FWP activity reports characterized by <50% of criteria in	Sufficiently able to present/present FWP activity reports which are characterized by 50-<75% of the criteria in column 3 are met	Able to present/present FWP activity reports well characterized by 75-<100% of criteria in column 3 are met	Able to present/present FWP activity reports very well which is characterized by 100% of the criteria



CLO	CLO Description	Description	Bad <55	Sufficient 55 - <70	Well 70 - <80	Very good 80 - 100
		<p>2. Power point: in the form of points not sentences, artistic, interesting, aesthetic</p> <p>3. Presentation with appropriate voice intonation, not too fast or slow, not memorized, mastering the audience, mastering the material</p> <p>4. Correct and appropriate timing</p> <p>5. Sufficient mastery of knowledge related to the topic being studied</p> <p>6. Power point: in the form of points not sentences, artistic, interesting, aesthetic</p> <p>7. Presentation with appropriate voice intonation, not too fast or slow, not memorized, mastering the audience, mastering the material</p> <p>8. Correct and appropriate timing</p>	column 3 being met			in column 3 being met

<b>CLO</b>	<b>CLO Description</b>	<b>Description</b>	<b>Bad &lt;55</b>	<b>Sufficient 55 - &lt;70</b>	<b>Well 70 - &lt;80</b>	<b>Very good 80 - 100</b>
CLO 2	Able to make observations and analyze the results of observations	1. Able to collect relevant data during street vendors 2. Observations are carried out comprehensively 3. Able to analyze the collected data	Less able to make observations and analyze the results of observations	Enough to be able to make observations and analyze the results of observations	Able to make observations and analyze the results of observations	Very well able to make observations and analyze the results of observations
CLO 3	Able to connect theory with real practice in the field	1. Able to connect the results of observations with theory 2. Able to criticize observations based on scientific theory	Less able to connect theory with real practice in the field	Enough to be able to connect theory with real practice in the field	Able to well connect theory with real practice in the field	Able to very well connect theory with real practice in the field
CLO 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 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 street vendors activities 4. Able to provide advice to partners based on the results of street vendors activities	Not able to present the results of observations, analysis of the relationship between theory and practice in the form of scientific writing	Sufficiently able to present the results of observations, analysis of the relationship between theory and practice in the form of scientific writing	Able to well present the results of observations, analysis of the relationship between theory and practice in the form of scientific writing	Able to very well present the results of observations, analysis of the relationship between theory and practice in the form of scientific writing

<b>CLO</b>	<b>CLO Description</b>	<b>Description</b>	<b>Bad &lt;55</b>	<b>Sufficient 55 - &lt;70</b>	<b>Well 70 - &lt;80</b>	<b>Very good 80 - 100</b>
CLO 5	Able to communicate with partners and show professional performance during activities at FWP partners (assessed by FWP field supervisors)	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. Professional in the execution of tasks	Less able to communicate with partners and show less professional performance during activities at FWP partners (assessed by FWP field supervisors)	Sufficiently able to communicate with partners and sufficiently able to show professional performance during activities at FWP partners (assessed by FWP field supervisors)	Able to communicate with partners and show good professional performance during activities at FWP partners (assessed by FWP field supervisors)	Able to communicate with partners and show very professional performance during activities at FWP partners (assessed by FWP field supervisors)

### FWP Field Supervisor Assessment Rubric

CLO	CLO Description	Description	Bad <55	Sufficient 55 - <70	Well 70 - <80	Very good 80 - 100
CLO 2	Able to make observations and analyze the results of observations	Scientific understanding 1. Able to collect relevant data during street vendors 2. Observations are carried out comprehensively 3. Able to analyze the collected data	Less able to make observations and analyze the results of observations	Enough to be able to make observations and analyze the results of observations	Able to make observations and analyze the results of observations	Very well able to make observations and analyze the results of observations
CLO 3	Able to connect theory with real practice in the field	Scientific understanding 1. Able to connect the results of observations with theory 2. Able to criticize observations based on scientific theory	Less able to connect theory with real practice in the field	Enough to be able to connect theory with real practice in the field	Able to well connect theory with real practice in the field	Able to very well connect theory with real practice in the field
CLO 5	Able to communicate with partners and show professional performance during activities at FWP partners	1. Verbal communication 2. Written communication 3. Discipline 4. Responsibility 5. Time management 6. Initiative power 7. Critical 8. Cooperation 9. Behavior and attitude	Less able to communicate with partners and less able to show professional performance during activities at FWP partners	Sufficiently able to communicate with partners and sufficiently able to show professional performance during activities at FWP partners	Able to communicate with partners and show good professional performance during activities at FWP partners	Able to communicate with partners and show very professional performance during activities at FWP partners

CLO	CLO Description	Description	Bad <55	Sufficient 55 - <70	Well 70 - <80	Very good 80 - 100
		Professional in the execution of tasks	Lack of professionalism in carrying out tasks that are shown on time, accuracy / accuracy of analysis, ability to solve problems, ability to work in teams, ability to present work results.	Quite professional in carrying out tasks that are shown on time, accuracy / accuracy of analysis, ability to solve problems, ability to work in teams, ability to present work results.	Professional in carrying out tasks shown on time, accuracy/accuracy of analysis, ability to solve problems, ability to work in teams, ability to present work results.	Very professional in carrying out tasks that are shown on time, accuracy / accuracy of analysis, ability to solve problems, ability to work in teams, ability to present work results.

## Appendix 1.2 Biodata Form for FWP Participants

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

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**PARTICIPANT BIO DATA FORM**  
**FIELD WORK PRACTICE**  
**SEMESTERS ...../.....**

NAME : .....  
NIM/DEPARTMENT : .....  
  
STUDY PROGRAM : .....  
  
ADDRESS IN MALANG : .....  
.....  
PHONE/HP/EMAIL : .....  
.....  
ORIGIN ADDRESS : .....  
.....  
TOTAL CREDIT PASS : .....  
GPA : .....  
.....  
FWP Advisory Lecturer : .....  
.....

Malang,

Participant,

\_\_\_\_\_  
NIM.

For Bidik Misi students, please print on blue paper  
Attach a transcript by including FWP courses 0 credits

### Appendix 1.3 Form for Submission of FWP Cover Letter

To : Dear. Head of Sub Division Adm. Academic  
Faculty of Agricultural Technology  
Universitas Brawijaya

Yours faithfully,  
The undersigned, I:

No.	Name	NIM	Study program	Phone/HP

Please can a Cover Letter be made/published for the purposes as mentioned above, which is addressed to:

Dear. ....

with the aim of obtaining information / data / materials / references for my assignment / research entitled:

.....

Supervisor :

1. ....

2. ....

Place of research object/ street vendors :.....

Starting from ..... to .....

Thus, for the granting of my request, I would like to thank you in advance.

**Knowing,**  
Main Advisory Lecturer,

**Malang, .....**  
Which apply,

.....  
NIP

.....  
NIM

## Appendix 1.4 Exam Approval Proposal/Report of FWP

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

### APPROVAL OF PROPOSAL/FINAL EXAM of FWP

The undersigned below, the supervisor/examiner agrees to the student's FWP Proposal/Final Examination:

Name : .....  
ID /Major : .....  
Study program : .....

Which will be held on :

Date and time : .....  
Time : .....  
The place : ..... =

No.	Examiner Name	Signature	Approval Date
1	Advisor / FWP Examiner  ..... NIP.		

Malang,  
.....  
Administrator Coordinator

.....  
.....  
NIP.



## Appendix 1.5 Invitation of FWP Proposal/Final Examination

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

### INVITATION FOR FIELD WORK PROPOSAL/FINAL EXAM

Number : /UN10.F10.11/PP/2021

Subject: Invitation for Proposal/Final FWP Examination

Dear.  
Faculty of Agricultural Technology  
Universitas Brawijaya  
Malang

We sincerely hope that you are willing to be an examiner on the Student FWP Proposal/Final exam:

Name : .....  
.....  
ID /Major : .....  
Study program : .....  
Title : .....  
Which will be held on :  
    Date and time : .....  
    Time : .....  
    The place : .....

Thus, thank you for your willingness Sir / Madam

Malang,  
.....  
Head of Department  
Administrator Coordinator  
  
.....  
.....  
NIP.

## Appendix 1.6 Form of Minutes of Proposal/Final Examination of FWP

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

### **COMPILATION OF PROPOSAL/FINAL EXAM FIELD PRACTICE SEMESTERS ...../.....**

Today,

Date : .....

Time : .....

The place : .....

The Proposal Examination/Final Work Practice Examination for students has been carried out

Name : .....

ID/Major : .....

Study program : .....

Title : .....

Examiner

Malang, .....  
Supervisor,

.....  
NIP.

.....  
NIP.

## Appendix 1.7 FWP Proposal Exam Score Form

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

### FWP PROPOSAL EXAM FORM

**NAME** :  
**NIM** :  
**MAJOR** :  
**STUDY PROGRAM** :  
**TITLE OF FWP** :

**The value of the FWP Proposal Examination is as follows:**

No.	Assessment criteria	Description	(%)	SCORE	WEIGHT X SCORE
1	The writing in the FWP proposal is very well prepared	1. Writing according to the applicable FWP and CSP FTP UB 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 of street vendors 8. Good writing depth  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 theories related to topics in street vendors	Able to explain and answer questions	30		
4	Able to present/present FWP 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	25		

No.	Assessment criteria	Description	(%)	SCORE	WEIGHT X SCORE
		3. Presentation with appropriate voice intonation, not too fast or slow, not memorized, mastering the audience, mastering the material 4. Correct and appropriate timing 5. Sufficient mastery of knowledge related to the topic being studied 6. Power point: in the form of points not sentences, artistic, interesting, aesthetic 7. Presentation with appropriate voice intonation, not too fast or slow, not memorized, mastering the audience, mastering the material 8. Correct and appropriate timing			
<b>FWP PROPOSAL EXAM SCORE</b>			100		

Malang,  
Supervisor

Name of Supervisor  
NIP.

## Appendix 1.8 FWP Final Exam Score Form

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

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### **FINAL EXAM FORM** **FIELD PRACTICE**

**NAME** :  
**NIM** :  
**MAJOR** :  
**STUDY PROGRAM** :  
**TITLE OF FWP** :

**The FWP Final Exam scores are as follows:**

<b>No.</b>	<b>Assessment criteria</b>	<b>Description</b>	<b>(%)</b>	<b>SCORE</b>	<b>WEIGHT X SCORE</b>
1	Able to compile reports on field work practices and present them in writing	1. Writing according to the applicable FWP and CSP FTP UB 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 of street vendors 8. Good writing depth 9. The proposal is written comprehensively and in detail	25		
2	Able to compile reports on field work practices and present them 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, mastering the material 4. Correct and appropriate timing 5. Sufficient mastery of knowledge related to the topic being studied	20		

No.	Assessment criteria	Description	(%)	SCORE	WEIGHT X SCORE
		6. Power point: in the form of points not sentences, artistic, interesting, aesthetic 7. Presentation with appropriate voice intonation, not too fast or slow, not memorized, mastering the audience, mastering the material 8. Correct and appropriate timing			
3	Able to make observations and analyze the results of observations	1. Able to collect relevant data during street vendors 2. Observations are carried out comprehensively 3. Able to analyze the collected data	25		
4	Able to connect theory with real practice in the field	1. Able to connect the results of observations with theory 2. Able to criticize observations based on scientific theory	10		
5	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 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 street vendors activities 4. Able to provide advice to partners based on the results of street vendors activities	20		
<b>FWP FINAL EXAM SCORE</b>			<b>100</b>		

Malang,  
Examiner

.....  
NIP.

## Appendix 1.9 Guidance Value Form and FWP Field Supervisor Report

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

### SUPERVISOR ASSESSMENT FORM AND REPORT FWP FIELD SUPERVISOR

NAME :  
NIM :  
MAJOR :  
STUDY PROGRAM :  
TITLE OF FWP :

The Score of the FWP Field Supervisor is as follows:

No.	Assessment criteria	Description	(%)	SCORE	WEIGHT X SCORE
1	Able to communicate with partners and show professional performance during activities at FWP partners	1. Verbal communication 2. Written communication 3. Discipline 4. Responsibility 5. Time management 6. Initiative power 7. Critical 8. Cooperation 9. Behavior and attitude	40		
		Be professional in carrying out tasks	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				

Malang,  
Field Supervisor

.....  
NIP.

## Appendix 1.10 FWP Assessment Recap Form

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

### FIELD WORK PRACTICE ASSESSMENT RECAPITULATION FORM Y S SUPERVISOR

NAME :  
NIM :  
MAJOR :  
STUDY PROGRAM :  
TITLE OF FWP :

No.	Assessment Component	%	SCORE	WEIGHT X VALUE
1.	FWP proposal exam	20		
2.	FWP report exam			
	Advisor	30		
	Examiner	20		
3.	Field Supervisor	30		
Amount				

Description: If there is no examiner, then the percentage of the supervisor's value will be 50 percent

**Declared: PASS / NOT PASS**

**With notes :**

- Repair

()

- No Repair

()

- FWP Canceled

Malang,  
Advisor

.....  
NIP.



## Appendix 1.11 FWP Report Submission Form

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

---

### REPORT SUBMITTING FORM FIELD PRACTICE

**NAME** :  
**NIM** :  
**MAJOR** :  
**STUDY PROGRAM** :  
**TITLE OF FWP** :

**Have submitted FWP reports in hardcopy and softcopy (CD) to the following recipients:**

No	allotment	Recipient's name	Date	Signature
1	FWP Partner Companies/Agencies			
2	Supervisor			
3	Library			
4	FTP Academic (CD)			
5	Department Administration (email: FWP_thp@yahoo.com )			

Malang,  
Student

.....  
NIM.

**PART II**  
**GUIDE TO WRITING PROPOSAL AND REPORT OF FWP**

**PIG**  
**STRUCTURE OF PROPOSAL AND REPORT OF FWP**

**1.1.FWP PROPOSAL STRUCTURE**

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

**1.2.FWP REPORT STRUCTURE**

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

### **1.3. EXPLANATION OF PROPOSAL STRUCTURE AND REPORT OF FWP**

#### **a. COVER**

- PROPOSAL/REPORT OF FIELD WORK PRACTICE typed in capital letters, Arial font size 11 bold (bold).
- The FWP report is titled according to the topic of the specific task being carried out.
- The title is typed 3 spaces below the PROPOSAL/REPORT OF FIELD WORK PRACTICE with capital letters, Arial font size 13 bold (bold).
- The word "By" is typed 3 spaces below the title with lowercase letters except for the first letter without ending a colon, Arial font size 11.
- The student's name is typed 1 space below the word "By" in lowercase except for the first letter, Arial font size 11 is bold (bold).
- NIM and NIM number are typed in Arial font size 11, bold 1 space below the student's name.
- The latest symbol of the Faculty of Agricultural Technology, Universitas Brawijaya with a diameter of approximately 5 cm
- Name of Institution (Department on the first line, Faculty on the second line, and University on the third line) and year of completion (fourth line) typed in capital letters, Arial font size 10 bold (bold).
- On the back of the cover, type the name of the author, title, and year of the FWP report.

#### **b. WRITING TITLE FWP**

FWP is not a research but emphasizes on aspects of observation and analysis of the application of science and technology in partners. Therefore, the title of the proposal and the FWP report should not reflect the research activities, although limited research is often a special feature of the company. Examples of titles that are not relevant to FWP 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 SHEET**

- The approval sheet is printed on a new page and given the title APPROVAL SHEET which is 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; name, title and signature of the field supervisor.

#### **d. VALIDITY SHEET**

- The endorsement sheet is printed on a new page and is entitled APPROVAL SHEET which is typed in bold capital letters and does not end with a period.
- The approval sheet contains the title; student name; NIM; validation date; name, NIP and signature of the supervising lecturer, field supervisor, and Head of the Department.

#### **e. FOREWORD**

- The introduction page is printed on a new page and given the title PREFACE which is typed in bold capital letters and does not end with a period.
- On this page, students have the opportunity to express their gratitude to supervisors, other individuals who have provided guidance, advice, suggestions

and criticisms, to individuals or bodies who have assisted in street vendors activities, and so on.

- There are various ways of writing forewords, but you should use standard sentences.
- Acknowledgments should be made not excessive and limited to only those that are scientifically related.

**f. ABSTRACT**

- Abstract page is printed on a new page and given the title ABSTRACT which is typed in bold capital letters without ending with a period.
- The title of the report is typed in bold, symmetrical capital letters, 2 spaces under the word ABSTRACT. The word "By" is typed 1 space below the report title in lowercase except for the first letter without ending a colon.
- The student's full name is typed in bold, symmetrical, 1 space below the word "By" in lowercase except for the first letter. NIM is typed 1 space below the student's name in bold capital letters.
- Abstract in Indonesian and must not be more than one page.
- Abstract consists of approximately 200 words and contains background, objectives, explanation of results and conclusions.
- There should be no references in the abstract.
- Abstracts are typed with a distance of 1 space and have the same border as the main body.
- The first sentence of the abstract is 2 spaces from the last line of the NIM.
- The abstract sheet ends with a list of keywords (keywords).

**g. TABLE OF CONTENTS**

- The table of contents page is printed on a new page and given the title TABLE OF CONTENTS which is typed in capital letters and does not end with a period.
- This page contains chapter numbers, sub-chapters, and sub-chapters, chapter titles, sub-chapters, and sub-chapters, as well as page numbers. The three are each typed in 3 consecutive columns.
- The table of contents should not be typed, but generated using the facilities available on the Word processor.

**h. LIST OF TABLES**

- The table list page is printed on a new page and is titled LIST OF TABLES typed in capital letters and does not end with a period.
- This page contains the table number, the title or name of the table, and the page number on which the table is loaded.
- The table number is typed with 2 numbers separated by a period. The first number written in Arabic numerals indicates the number of the chapter in which the table is located, while the second number written in Arabic indicates the serial number of the table in the chapter.
- The title or name of the table is typed in lowercase, except for the first letter of the first word which is typed in capital letters.
- Table title rows are separated by 1 space.
- The page numbers written in Arabic numerals indicate the page numbers on which the table is loaded.
- The table list should not be typed, but generated using the facilities available on the Word processor.

**i. LIST OF FIGURES**

- The image list page is printed on a new page and titled LIST OF IMAGES typed in capital letters and does not end with a period.
- This page contains the image number, image title, and page number where the image is loaded.
- The rules for numbering pictures are the same as writing table numbers, writing titles or picture names are also the same as writing table titles.
- The page number written in Arabic numerals indicates the page number where the image is loaded.
- The list of images should not be typed, but generated using the facilities available on the Word processor.

**j. APPENDIX LIST**

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

**k. CHAPTER I INTRODUCTION**

1.1. Background

Explain the reasons for conducting street vendors and the reasons for selecting special assignments accompanied by citations of libraries that are relevant to the specific task.

1.2. Destination

1.2.1.

General purpose

Ge

Explain the purpose of conducting street vendors (does not include “as a condition for graduation from undergraduate programs” or the like)

1.2.2. Special purpose

Explain the specific task objectives of street vendors.

**l. CHAPTER II LITERATURE REVIEW**

- 1) The literature review contains citations that are relevant to the topic of street vendors as well as specific tasks.
- 2) Descriptions on the topic of street vendors and specific tasks must be arranged systematically, briefly, and clearly.

**m. CHAPTER III IMPLEMENTATION METHOD**

- 1) This chapter contains a schedule of work plans, methods of collecting data and information in the field. The work plan schedule is arranged in tabular form.

**n. CHAPTER IV RESULTS AND DISCUSSION**

- 1) This chapter discusses the results of observations or observations made during street vendors (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 in the company (reception of materials, production, quality control, research and development, marketing, financial management, personnel, marketing, layout of tools, process equipment, and others).
- Discussion about the processes or activities that exist in the company, which is equipped with relevant literature citations.
- The results of the analysis are based on observations.

**o. CHAPTER V SPECIAL TASK**

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

**p. CHAPTER VI CONCLUSIONS AND SUGGESTIONS**

4.1. Conclusion

4.2. Suggestion

- This chapter contains the elaboration and details of the conclusions 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) The bibliography is printed on a new page and the title REFERENCES is typed in capital letters without a dot after the last letter.
- 3) The bibliography contains all the libraries used by students in preparing and completing their FWP proposals/reports.
- 4) All libraries listed in the bibliography must be properly referenced in the writing of the proposal / FWP report.
- 5) Writing bibliography proposals / FWP reports follow the rules for writing a bibliography in the Thesis

**r. ATTACHMENT**

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

## **CHAPTER II**

### **PROPOSAL WRITING GUIDELINES AND FINAL REPORT FWP**

#### **2.1. GENERAL REQUIREMENTS**

General provisions in the preparation of proposals and FWP reports are as follows:

- a. FWP proposals and reports must be consulted with the supervisor and approved by the supervisor.
- b. The supervising lecturer has the right to disapprove of the FWP proposals and reports that have not been consulted with the supervisor.
- c. The FWP proposal must be presented to the supervisor and examiner prior to the FWP implementation.
- d. The FWP report must be presented to the supervisor and examiner after the FWP implementation.

#### **2.2. SPECIAL TERMS**

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

- a. Type, Paper Size, Border
  - A5 (14.8 x 21 cm) HVS paper
  - The upper and lower limits of the paper that can be printed are 1.7 cm from the edge of the paper. For odd pages, the left border is 2 cm and the right border is 1.7 cm. For even pages, the right border is 2 cm and the left border is 1.7 cm (book shape).
- b. Type, Size and Font
  - 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-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 table top line 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 CSP 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 CSP report is a direct volume (hard cover laminate).

## 2.3. HOW TO CITING LIBRARY

### 1. Bibliography Citing and Writing Bibliography

- a. The bibliography contains the sources cited in the final project manuscript. The bibliography is written 1 space with the second line and so on indented as far as 1 cm. Between libraries are spaced 1 space.

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 processes 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. In 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 more than 2 people are written only the first author's name by adding et al. Example: Jurak et al. (2019) if it is placed at the beginning of the sentence or (Jurak et al., 2019) if it is placed at the end of the sentence.

- c. If there are 2 authors in 1 book or 1 reference source, then the writing uses the conjunction "and". Example: Cho and Jones (2019) if 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 arrangement.
- e. Especially for quoting tables and figures (non-text) from a library, the name of the author and the year of publication of the library are listed at the bottom of the table and after the last sentence of the title of the figure.
- f. If the same author publishes two or more libraries in the same year, then the citation is to add the letters a, b, c and so on (the letters don't need to be in Superscript) in the order they appear in the final manuscript, after the year of writing, for example Vendruscolo ( 2016a), (Yao and McClements, 2015b).
- g. The way of citing the opinion of authors listed in other literature follows the following example: Li et al. (2015) in Ang et al. (2019) stated that ... or ... Phospholipids are often used in the food, pharmaceutical, and cosmetic industries as emulsifiers, antioxidants, and drug carriers for the encapsulation of bioactive compounds (Li et al., 2015 in Ang et al., 2019).

## 2. Writing Bibliography

- a. Arranged in alphabetical order by author's name and year of publication. If there are 2 books that are referenced written by the same person but published in different years, the name of the author of the book is written again for each library.
- b. The first author's name starts with the last/surname/family name, followed by the first and second names (if any). For example:
  - Basuki Abdullah written: Abdullah B
  - Seno Sastroamidjojo written: Sastroamidjojo S
  - Sutan Takdir Alisyahbana is written: Alisyahbana ST
  - I Nyoman Suwandi Pendit written: Pendit INS
- c. Bachelor degrees, such as Prof., Dr., Ir., dr., Drs., SH., B.Sc., MA, M.Sc., and others in the bibliography do not need to be included.
- d. If there is more than one author, all authors' names are listed. Cannot be summarized as et al. or et al.
- e. If there are two authors, in both citations the names are written using conjunctions and for example Cho and Jones(2019), even though the library sources are in foreign languages.
- f. Library sources from Indonesian or Indonesian, if more than two, then cite 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.....etc if the same author is published in the same year. Code writing is based on the order of citations in the script.
- h. Journal names are abbreviated with standard abbreviations followed by writing volume, number, and pages.
- i. The title of the book is written in capital letters for each word except for conjunctions (style title case) and is written in italics, and the title of the manuscript of the journal is written in capital letters on 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

The writing of the bibliography in the Bibliography depends on each type of library with the following details:

### **1. Libraries in the form of Periodic Scientific Magazines (Journals/Bulletins)**

#### How to write:

Author's name, year of publication, title of article/writing, name of magazine/journal, volume and magazine number and page number of article/writing followed by 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 processes 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 oppositifolia*. *Carbohydrate Polymers* 150(5): 227-231. <https://doi.org/10.1016/j.carbpol.2016.05.034>.

### **2. Library in the form of Textbooks**

#### How to write:

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

#### Example:

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

### **3. Chapters in Books**

#### How to write:

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

#### Example:

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

### **4. Thesis, Thesis, Dissertation**

#### How to write:

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

#### Example:

Zahra AM. 2016. Characteristics of Lampung Silica Sand Waterglass with Smelting Sodium Hydroxide Base and Its Application in Postharvest Handling of Tomato (*Solanum lycopersicum*). Thesis. Department of Agricultural Product Technology, Faculty of Agricultural Technology, Universitas Brawijaya.

Erning YI. 2019. Detoxification of Bitter Cassava Cyanide (*Manihot esculenta* Crantz) by Submerged and Solid Spontaneous Fermentation Methods and Back-Slopping Fermentation and Base Immersion. Dissertation. Doctoral Program in Agricultural Sciences, Faculty of Agriculture, Universitas Brawijaya.

## **5. Internet**

### How to write:

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

### Example:

Research and Markets. 2019. Global Rice Bran Oil Markets, 2011-2018 & 2019-2024. <https://www.globenewswire.com>. Access date July 8, 2019.

## **6. Patent**

### How to write:

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

### Example:

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

## **7. Proceedings**

### How to write:

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. Increasing production capacity, improving packaging, and implementing a quality system in small and medium businesses for instant herbal drinks for export market expansion. Proceedings of the National Seminar on the Communication Forum of Indonesian Agricultural Technology Universities (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. Proceedings of the International Conference on Food Properties (ICFP). Bangkok, Thailand, May 31-June 2.

**Lampiran 2.1. Sample Cover Page**

**FIELD WORK PRACTICE REPORT**

**TITLE**

By  
**Student name**  
**NIM**



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

## Lampiran 2.2. Sample Approval Form

### PROPOSAL/REPORT FIELD PRACTICE

#### TITLE

Name :  
NIM :  
Major :  
Faculty :  
:Agricultural Technology

Approved by

Knowing  
Head of program,

Supervisor,

Name of Head of Department  
NIP

Name of Supervisor  
NIP

Approval Date:

Approval Date:

## Lampiran 2.3. Sample Approval Sheet

### PROPOSAL/REPORT FIELD PRACTICE

#### TITLE

Name :  
NIM :  
Major :  
Faculty :

Has been approved by:

Field Supervisor,

Supervisor,

Name of Field Supervisor

Name of Supervisor  
NIP

Knowing:  
Head of program,

Examiner,

Name of Head of Department  
NIP

Examiner's Name  
NIP



## **Lampiran 2.4. Foreword Example**

### **FOREWORD**

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

1. FWP Partner
2. Name of Field Supervisor as field supervisor.
3. Name of the Advisory Lecturer as the supervising lecturer.
4. The name of the Examining Lecturer as the examining lecturer.
5. etc

## **Lampiran 2.5. Abstract Example**

### **ABSTRACT**

#### **HALAL ASSURANCE SYSTEM OF CHICKEN CARCASS PRODUCTS AT PT. CIOMAS ADISATWA (JAPFA GROUP) UNIT KRIAN, SIDOARJO - EAST JAVA**

**by :  
Eta Imeida Tiara  
145100101111031**

PT. Ciomas Adisatwa (Japfa Group) is a subsidiary of PT. Japfa Comfeed, Tbk, one of the big companies engaged in 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 the Halal Assurance System (SJH) in accordance with the rules set by LPPOM MUI so that the halal production process can run consistently and well monitored. The halal production process is highly considered by PT. Ciomas Adisatwa because the majority of Indonesian people are Muslim. Seriousness of PT. Ciomas Adisatwa in maintaining product halalness can be seen in vision number 1 which explains that PT. Ciomas will try to improve the nutrition of the community through the provision of healthy, halal and quality animal protein originating from chicken. Products produced by PT. Ciomas Adisatwa includes whole chicken carcasses and their derivatives such as cut-up, boneless and MDM (Mechanically Deboning meat). With the implementation of the Halal Assurance System (HAS) in the RPA Unit of PT. Ciomas Adisatwa, consumers do not need to doubt the quality and halalness of the products produced.

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

## Lampiran 2.6. Example of Table of Contents

### TABLE OF CONTENTS

ABSTRACT.....	i
FOREWORD.....	ii
TABLE OF CONTENTS .....	iii
LIST OF TABLES.....	v
LIST OF FIGURES.....	vi
APPENDIX LIST .....	viii
CHAPTER I INTRODUCTION.....	1
1.1 Background.....	1
1.2 Goal .....	2
etc	

**Lampiran 2.7. Example of Tables**

**LIST OF TABLES**

Table 1.1	Chicken Carcass Quality Standards.....	15
etc		

**Lampiran 2.8. Example List of Images**

**LIST OF FIGURES**

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

**Lampiran 2.9. Example of Attachment List**

**APPENDIX LIST**

Appendix 1 Measuring data on chicken carcass quality .....35  
etc

## **Lampiran 2.10. Chapter Writing Example**

### **Chapter I Introduction**

- 1.1. Background
- 1.2. Destination

### **Chapter II Literature Review**

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

### **Chapter III Implementation Method**

- 3.1 Time and Place of Implementation
- 3.2 Implementation Method
- 3.3 Schedule of Field Work Practices

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

- 4.1 Company Profile

**Lampiran 2.11.Example Table**

**Example 1:**

.....end of paragraph

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

<b>Sample</b>	<b>Before Clarification</b>	<b>After Clarification</b>
CIP1*		
CIP2		

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

Beginning of paragraph.....

**Example 2:**

.....end of paragraph

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

<b>Sample</b>	<b>Before Clarification</b>	<b>After Clarification</b>
CIP1*		
CIP2		

Source: Author's Name (Year)

Beginning of paragraph.....



## Lampiran 2.12. Sample image

.....end of paragraph



**Figure 4.1** Sanitation test sampling on belt conveyor with the oil method

Beginning of paragraph.....

**GUIDEBOOK  
COMMUNITY SERVICE PROGRAM (CSP)**



**ACADEMIC TEAM OF  
FWP AND CSP GUIDEBOOK**

**FACULTY OF AGRICULTURAL TECHNOLOGY  
UNIVERSITAS BRAWIJAYA  
MALANG  
2021**

**PART I**  
**GENERAL DESCRIPTION AND PROCEDURE**  
**IMPLEMENTATION OF CSP**

## FOREWORD

Community Service Program (CSP) 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 Tridarma of Higher Education, especially community service, for disseminating science and technology and participating in nation building. CSP which is held at FTP UB currently consists of 2 types of CSP, namely CSP for Achievement Students (CSP Mapres), CSP Thematic (CSP TEMATIK). The time for the Mapres CSP implementation in the field is flexible (flexi-time) so as not to interfere with other academic activities, while the TEMATIC CSP time depends on the funding party.

The two types of CSP are designed to provide opportunities for students to learn in management (technology, management) that are relevant to the science of Agricultural Technology. TEMATIC CSP in addition to reviewing aspects of Agricultural Technology is also added to the substance of the funders.

To facilitate, facilitate, and provide standardization to students in particular and related parties in general, the CSP Guidelines have been prepared. In this guideline there may still be shortcomings that are felt by several 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 Program held at FTP UB.

On this occasion, the Team for Drafting the CSP Guidelines would like to express their gratitude to various parties: business partners/agencies, lecturers and department heads in the FTP environment as well as facilitation by the 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 and Development of CSP**

MBY 1970, the Community Service Program (CSP) program was introduced in the higher education system to broaden the scope of dissemination of science and technology by universities. At that time, universities were still considered exclusive, many even called them an ivory tower which was almost untouched by and far from the reach of the general public. Higher education is synonymous with high social status and can only be reached by elitists, while outside campus there are still many who have low mastery of knowledge.

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 CSP 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 CSP program with such a model could last until around 1990.

CSP 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 target of CSP learning is primarily focused on developing students' emotional 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 tool for CSP is the community, which can mean the wider community or the community of a particular institution. The output of CSP 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 abilities in carrying out a scientific approach to overcome a problem found in the field. Institutionally, the success of CSP can be seen, among others, from the number of students participating in CSP, the variety and number of target communities, data and portraits of the target community. In the CSP target communities, 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 community targeting CSP. hope,

If carefully 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 operation. If the practicum is a simulation effort to solve problems with laboratory facilities, then CSP 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 the agro-industrial community.

On FTP, starting from the 2006/2007 academic year, CSP has been implemented, both thematic CSP, Professional CSP (CSP-P), and Mapres CSP, the implementation of which is regulated in accordance with the goals or objectives to be achieved. However, in 2010 the Professional Community Service Program was abolished due to the lack of effectiveness of the activities and the implementation of the Professional Community Service Program which was almost the same as the implementation of street vendors.

## **1.2. Limitation**

CSP Thematically implemented in accordance with the Ministry of National Education program which allows students to carry out a CSP activity with a certain theme such as compulsory education programs, illiteracy eradication programs, and so on.

CSP Mapres is specially designed for students who are active in student institutions or outstanding students who carry out Community Service Activities in certain locations according to the potential and problems that can be helped to solve.

## **1.3. Time Allocation**

CSP which weighs 3 credits 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 thematic CSP and Mapres CSP are carried out at the time set by the University or Faculty. Therefore, students are expected to be able to adjust the schedule activities with other activities.

## **1.4. Field Activity Pattern**

CSP Thematic and CSP Mapres were 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 at the CSP locations. The process of social interaction that requires students to be active and involved in community activities where CSP is an important value to be achieved in the process of implementing CSP.

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 Programs are CSP activities carried out in the community in accordance with the scope of the planned activities for participants of the Thematic CSP or Mapres CSP. 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 these partners. 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 participating in CSP, students are expected to gain insight and experience regarding the application of their knowledge to develop the potential of community partners.

b. Special purpose:

1. Students are able to interact socially with community partners to dig up information about community potentials and problems 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 at the CSP location from several aspects that are relevant to their field of science.
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 IMPLEMENTATION OF CSP**

#### **2.1. General Provisions for CSP**

##### **2.1.1 CSP Mapres**

- a. Students who can register for the Mapres CSP program are students who are actively involved in student activities either as administrators or have achievements in the fields of interest, talent and reasoning.
- b. Students are required to program CSP courses in KRS in the semester where CSP is planned to be carried out with 0 credits.
- c. Students who will take part in the Mapres CSP are required to register in the Student Affairs Sub-Section before programming at the KRS in the odd semester.
- d. The committee will select prospective student participants for the Mapres CSP in accordance with the criteria for the level of student activity in student activities.
- e. The credit weight for the Mapres CSP is 3 credits. The number of attendance is adjusted to the number of credits, which is 136 hours at partners. (170 minutes X 3 credits X 16 weeks = 136 hours)
- f. Mapres CSP activities must be programmed in the Study Plan Card (KRS) after students have collected at least 80 credits and for Program Transfer students a minimum of 50 credits.
- g. Students who are eligible to register for CSP Mapres are students who have a minimum GPA of 2.75 and are active administrators of the LKM (student sovereignty institution) at the Faculty of Agricultural Technology or Universitas Brawijaya as daily administrators (chairman, vice chairman, secretary, treasurer, division head) and/or or students who receive awards for achievements in competitions at regional, national, or international levels.
- h. Students are required to take part in all Mapres CSP debriefing activities carried out at the Faculty of Agricultural Technology.
- i. The Mapres CSP Final report and examination must be completed no later than 1 month after the Mapres CSP ends. The deadline for revising the Mapres CSP report after the final exam is 1 month. Late submission of reports will be subject to a grade reduction sanction.
- j. The final grades of the Mapres CSP can be announced to students by the Vice Dean for Student Affairs which is then reported to the Deputy Dean for Academic Affairs after the final report of the Mapres CSP is submitted to the Advisory Lecturers, Sub-Division of Faculty Student Affairs and Partners.
- k. 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.
- l. Students are not allowed to take the Mapres CSP if they have already programmed the FWP.

##### **2.1.2 Thematic Community Service**

- a. The credit weight for the Thematic CSP is 3 credits, attendance is adjusted to the number of credits, which is 136 hours at partners.
- b. Students are required to program CSP in KRS in the semester where CSP is planned to be carried out but with credits written 0.
- c. Students register to take part in thematic CSP activities at the Institute for Research and Community Service Universitas Brawijaya LPPM UB according to the time set by LPPM UB.
- d. Thematic CSP activities must be programmed in the Study Plan Card (KRS) after students have collected at least 80 credits and for Program Transfer students a minimum of 50 credits.



- e. Students are required to take part in all thematic CSP debriefing activities which are coordinated by LPPM UB.
- f. During the Thematic CSP activities, the supervising lecturers and/or the Thematic CSP committee appointed/formed by LPPM will monitor the Thematic CSP locations.
- g. During the Thematic CSP activities, students are guided by a supervisor who is in charge of directing students in planning, implementing and reporting activities.
- h. The Thematic CSP Final Report and examination must be completed no later than 1 month from the end of the Mapres CSP. The deadline for revising the Thematic CSP report after the final exam is 1 month. Late submission of reports will be subject to a grade reduction sanction.
- i. The final score of the Thematic CSP is submitted from LPPM UB to the Vice Dean for Academic Affairs, FTP UB after the students take the exam and collect the final report of the Thematic CSP is submitted to the supervisor appointed by the LPPM.
- j. Students who have already programmed the FWP are not allowed to take the Thematic CSP courses.
- k. Other matters that have not been regulated in this Guideline will be determined by the Deputy Dean for Academic Affairs.

## **2.2. Form of CSP Implementation**

### **2.2.1 CSP 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. CSP 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 CSP 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 Community Service**

- a. Carry out the main activities that have been determined by the Institute for Research and Community Service 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.

## **2.3. CSP Management**

- a. The management of the Mapres CSP is coordinated by the Vice Dean for Student Affairs with the Mapres CSP Committee set by the Dean of the Faculty of Agricultural Technology.
- b. The thematic CSP management is carried out by the Research and Community Service Institute, whose implementation is coordinated with the Deputy Dean for Academic Affairs. TEMATIK CSP participants receive implementation costs (transportation, accommodation and honorarium) from the Research and Community Service Institute-Universitas Brawijaya in accordance with applicable regulations.

- c. The Mapres/Thematic CSP Committee is tasked with coordinating the implementation of student CSP which includes:
  - a) Determination of the schedule for the implementation of CSP
  - b) Determination of the location of CSP
  - c) Determination of the number of students at each CSP location
  - d) Determination of supervising lecturers
  - e) CSP debriefing
  - f) CSP supervision/monitoring arrangements
  - g) CSP activity administration services
  - h) CSP Penilaian Assessment
  - i) Determination of sanctions for violations of the provisions of the implementation of CSP

#### **2.4. CSP Final Report**

- a. The procedure for writing the CSP Final Report refers to the Guidelines for Writing CSP Reports, Faculty of Agricultural Technology, Universitas Brawijaya
- b. The Thematic CSP 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.
- c. The final report of the Mapres CSP 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 Rubric for Community Service Activities**

Assessment of CSP activities includes 3 (three) components, namely debriefing, implementation, and reporting of activities. The details of each component are contained in the CSP Procedure in **Chapter 3.8** (CSP evaluation). The rubric of CSP activities in detail is presented in Appendix 1.

<b>No.</b>	<b>Assessment Component</b>	<b>Percentage (%)</b>
1.	Proposal exam	20
2.	Exam report	20
	Log sheet and final report	10
3.	Field Supervisor	50
	<b>TOTAL</b>	<b>100</b>

### CHAPTER III CSP PROCEDURE

Registration for the Mapres CSP and Thematic CSP are carried out at the Student Affairs Section of the Faculty of Agricultural Technology. The Mapres CSP selection is carried out by the Student Affairs Section of the Faculty of Agricultural Technology, while the Thematic CSP selection is carried out by LPPM Universitas Brawijaya.

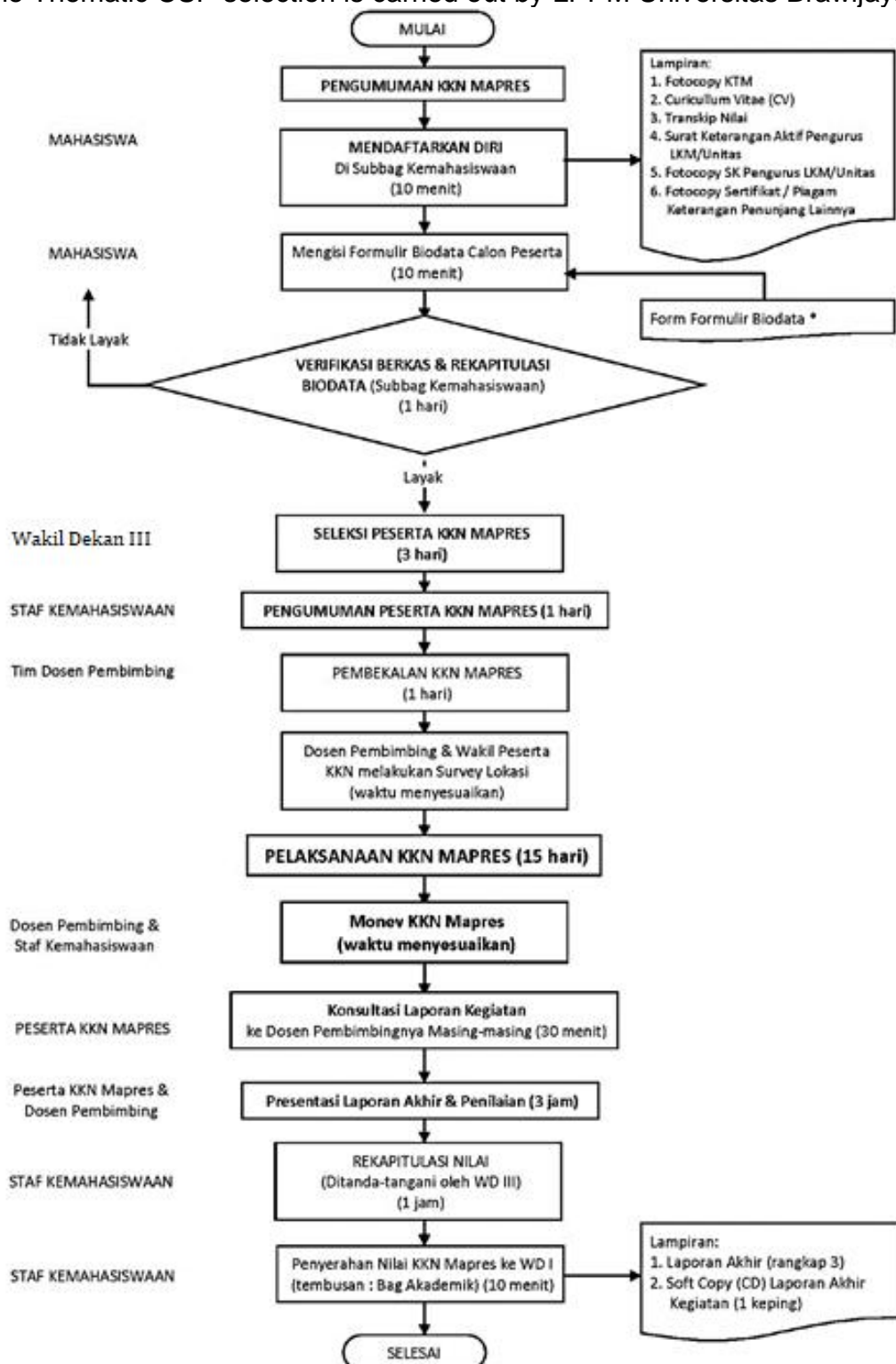


Figure 3.1 Standard Operational Procedures for the Implementation of CSP Mapres

### **3.1. Student Registration for CSP Participants**

#### **3.1.1 CSP MAPRES**

- a. Students take a registration form at the Student Affairs 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).
- b. Students fill out the Mapres CSP registration form
- c. Students submit a completed registration form accompanied by evidence of activity in the management of student organizations and/or achievements to the Student Affairs Sub Division of the Faculty of Agricultural Technology.
- d. If the completeness of the registration and the evidence is incomplete, 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.
- e. The CSP Mapres committee selected the participants.
- f. The student is declared registered as a candidate for the Mapres CSP after being declared to have passed the selection.
- g. Students who are declared to have passed are required to fill out the Mapres CSP Participant Biodata Form
- h. Students are required to make a CSP report after completing the Mapres CSP.
- i. The Mapres CSP report is made in groups.
- j. CSP programming at KRS is carried out in the next semester (after students complete CSP).
- k. Students who have participated in street vendors are not allowed to take part in the Mapres CSP.

#### **3.1.2 Thematic Community Service**

- a. Students take the registration form at LPPM Universitas Brawijaya 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).
  - KRS in the current semester, which states that Thematic CSP has entered the program with 0 credits.
- b. Students are declared registered as prospective participants for the Thematic CSP after submitting a biodata form (Appendix 1.2) and all administrative and financial requirements for the Thematic CSP that have been filled in to the Academic Sub-Section of the Faculty of Agricultural Technology.
- c. CSP programming at KRS is carried out in the next semester (after student completing CSP).
- d. Students who have taken street vendors are not allowed to take the Thematic CSP.

### **3.2. CSP Submission**

#### **3.2.1 CSP Mapres**

- a. The determination of working partners in the Mapres CSP will be facilitated by the Student Affairs Sub-Section FTP taking into account the potential of the area as a fostered village.
- b. The Mapres CSP committee has the right to regulate the number of students in its partners according to conditions in the target area.
- c. Students are divided into groups and can then coordinate with potential partners through initial visits.

### **3.2.2 Thematic Community Service**

- a. The location determination is in accordance with the direction of the Thematic Community Service Program which is coordinated by the Institute for Research and Community Service - Universitas Brawijaya.
- b. The Thematic CSP Committee has the right to regulate the number of students in certain CSP locations according to program needs.

### **3.3. CSP debriefing**

#### **3.3.1 CSP Mapres**

- a. Students who have registered as participants in the Mapres CSP are required to take part in the debriefing of the Mapres CSP.
- b. The attendance of students in the briefing is a minimum of 80% of the allocation of debriefing time.
- c. The material for the debriefing includes an explanation of the scope of the Mapres CSP, methods of planning activities, implementation and preparation of reports, entrepreneurship materials, ethics and social interaction, business communication and presentations on the experiences of the Mapres CSP participants.

#### **3.3.2 Thematic Community Service**

- a. Students who have registered as participants in thematic CSP are required to attend the Thematic CSP debriefing.
- b. The attendance of students in the briefing is a minimum of 80% of the allocation of debriefing time.
- c. The debriefing materials include an explanation of the scope of the Thematic CSP, methods of planning activities, implementation and preparation of reports, entrepreneurship materials, ethics and social interaction, business communication and presentations on experiences of the Thematic CSP participants.
- d. At the end of the debriefing, an evaluation of the student's mastery of the debriefing material that has been given in writing is carried out.

### **3.4. Placement on Location of CSP**

#### **3.4.1 CSP Mapres**

- a. Students who have been accepted as participants of the Mapres CSP and attended the debriefing can prepare an activity plan (Appendix 2.2) which must be approved by the Advisory Lecturer.
- b. Students who will go to the CSP Mapres location are required to bring a cover letter from the Faculty of Agricultural Technology to be submitted to their partners.
- c. While at the Mapres CSP location, students are required to obey the regulations and follow the programs that have been set by the work partners.

#### **3.4.2 Thematic Community Service**

- a. Students who have been accepted as participants in the Thematic CSP and participated in the debriefing can prepare an activity plan that must be approved by the Advisory Lecturer.
- b. Students who will go to the Thematic CSP location are required to bring a cover letter from the Universitas Brawijaya Research and Community Service Institute to be submitted to their partners.
- c. While at the Thematic CSP location, students are required to obey the regulations and follow the programs that have been set by the work partners.

### **3.5. Student Activities at CSP Lokasi Locations**

#### **3.5.1 CSP Mapres**

- a. 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.
- b. The activity plan is consulted and approved by the supervisor.
- c. Students are required to fill out a Log Sheet (Daily Activity Report) (Appendix 2.3) during the implementation of the activity and be signed by partners and supervisors to verify the activities carried out.
- d. Students who carry out CSP Mapres activities outside the partner's location must also record their activities in a Log Sheet.

#### **3.5.2 Thematic Community Service**

- a. After making observations in the field, students are required to make a plan of activities to be carried out in accordance with the identified problems and problem solving plans.
- b. The activity plan is consulted and approved by the supervisor.
- c. Students are required to fill out a Log Sheet (Daily Activity List) during the implementation of the activity and signed by partners and supervisors to verify the activities carried out.
- d. Students who carry out thematic CSP activities outside partner locations must also record their activities in a Log Sheet.
- e. Student activities in the field are flexible and do not have to be every day but must meet the allocation and time limit that have been determined.

### **3.6. CSP Guidance and Monitoring**

#### **3.6.1 CSP Mapres**

- a. Guidance for CSP Mapres students can be carried out by their respective Advisors, both on campus and in the field. The technical implementation of the guidance is determined based on a mutual agreement between the two.
- b. Students are required to consult and report the progress of the Mapres CSP activities to their supervisors at least 3 times.
- c. Monitoring of student field activities is carried out by the Advisor by conducting site visits and verifying student activities on the Log Sheet.
- d. Supervisors are tasked with guiding and testing students. The CSP Mapres assessment carried out by the supervisor includes examination assessment, discipline, work ethic, creativity, cooperation, communication, conformity of activity results with work plans.

#### **3.6.2 Thematic Community Service**

- a. Guidance of thematic CSP students can be carried out by their respective Advisors, both on campus and in the field. The technical implementation of the guidance is determined based on a mutual agreement between the two.
- b. Students are required to consult and report the progress of the Thematic CSP activities to their supervisor at least 3 times.
- c. Monitoring of student field activities is carried out by the Advisor by conducting site visits and verifying student activities on the Log Sheet.
- d. Supervisors are tasked with guiding and testing students. The Thematic CSP assessment carried out by the supervisor includes examination assessment, discipline, work ethic, creativity, cooperation, communication, conformity of activity results with work plans.

### **3.7. Compilation of the Final CSP Report**

#### **3.7.1 CSP Mapres**

- a. Immediately after completing field activities, students are required to prepare a draft report and be consulted with the supervisor.
- b. The report must be completed no later than 1 month after the CSP activity ends.
- c. Students can take the exam after the CSP report is approved by the supervisor. The technical implementation is determined by the respective supervisors.
- d. Students are required to submit a revised report (if any) no later than 1 month after the exam. The report must be approved by the respective supervisor, known by the Vice Dean for Student Affairs, and ratified by the Deputy Dean for Academic Affairs.
- e. The final report is submitted to the Faculty Reading Room, respective supervisors, and partners.

#### **3.7.2 Thematic Community Service**

- a. Immediately after completing field activities, students are required to prepare a draft report and be consulted with the supervisor.
- b. The implementation report must be completed no later than 1 month after the Thematic CSP activities end.
- c. Students can take the exam after the CSP report is approved by the supervisor. The technical implementation is determined by the respective supervisors.
- d. Students are required to submit a revised report (if any) no later than 1 month after the exam. The report must be approved by the respective supervisor, known by the Institute for Research and Community Service, Universitas Brawijaya, and ratified by the Deputy Dean for Academic Affairs.
- e. The final report is submitted to the Faculty Reading Room, respective supervisors, and partners.

### **3.8. CSP Evaluation**

#### **CSP Mapres**

- a. The Mapres CSP exam is carried out after the report is approved by the respective Advisory Lecturers.
- b. The final score of the Mapres CSP is a combination of the values of the following components:
  - Making work program proposals (program activities)
  - Implementation of work programs/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.
  - The Mapres CSP report is done by each individual CSP participant
  - Final report presentation
- c. The weight of the value of each assessment criteria and assessment method is determined by the Mapres CSP Committee. The Mapres CSP committee is an FTP lecturer appointed by the Deputy Dean III.
- d. Each component or criterion is assigned a value in the range 0-100.
- e. The final examination of the Mapres CSP was attended by students participating in the Mapres CSP, supervisors, examiners, and student staff.
- f. The components and weights of the Mapres CSP assessment are as follows

<b>Assessment Component</b>	<b>Percentage (%)</b>
Mapres CSP proposal exam	20
KNK Mapres report exam	20
Log sheet and final report of CSP Mapres	10
Field Supervisor / CSP Mapres Committee	50

### **3.8.1 Thematic Community Service**

- The Thematic CSP exam is carried out after the report is approved by the respective Advisory Lecturers.
- The final value of the Thematic CSP is a combination of scores from the following components:
  - Attendance and mastery of debriefing materials
  - Making work program proposals (program activities)
  - Implementation of work programs/activities includes: cooperation, discipline, creativity, suitability of activities and results of implementing activities
  - Writing and accountability reports which include: daily progress reports (Log Sheet) and final reports.
  - The Thematic CSP report is done by each individual participant of the Thematic CSP
- The weight of the value of each assessment criteria and assessment method is determined by the Thematic CSP supervisor.
- Each component or criterion is assigned a value in the range 0-100.
- The Thematic CSP final exam was attended by students participating in the Thematic CSP, supervisors, and examiners.
- The components and weights of the Thematic CSP assessment are as follows

<b>Assessment Component</b>	<b>Percentage (%)</b>
Thematic CSP proposal exam	20
Thematic KNK report exam	20
Log sheet and thematic CSP final report	10
Thematic CSP Field Supervisor	50

## **3.9. Sanctions for violations**

### **3.9.1 CSP Mapres**

- For students who do not take part in the CSP Mapres debriefing for reasons that cannot be justified, they will not pass.
- For students who are unable to take part in or leave the Mapres CSP activities according to the predetermined schedule, they are declared not to have passed. CSP Mapres students are not allowed to leave the CSP location without the permission of the CSP committee
- Students who do plagiarism (plagiarism) on existing CSP reports are declared not to have passed.
- For students who forge signatures of partners, supervisors and related parties, they will not pass.
- Sanctions for other violations that have not been covered will be arranged later.

### **3.9.2 Thematic Community Service**

- For students who do not take part in the Thematic CSP debriefing for reasons that cannot be justified, they will not pass. For students who are unable to take



part in the Thematic Community Service Program according to a predetermined schedule, they are declared not to have passed.

- b. Students who do plagiarism (plagiarism) on existing CSP reports are declared not to have passed.
- c. For students who forge signatures of partners, supervisors and related parties, they will not pass.
- d. Sanctions for other violations that have not been covered will be arranged later.

Lampiran 1.1.

CSP Assessment Rubric

Thematic CSP Proposal Assessment Rubric

<b>CLO</b>	<b>CLO Description</b>	<b>CLO Criteria</b>	<b>Bad &lt;55</b>	<b>Enough 55 - &lt;70</b>	<b>Well 70 - &lt;80</b>	<b>Very good 80 - 100</b>
CLO 1, CLO 2, CLO 3	1. Able to manage and cooperate between disciplines 2. Able to identify potentials and problems that exist in partners/community 3. Able to design partner/community empowerment in accordance with the potential of the local area and based on local wisdom	The writing in the CSPT proposal is very well prepared, which is characterized by: 1. Writing according to the Guide for FWP and CSP FTP UB 2. Writing follows PUEBI 3. Sentences are written clearly, concisely, and precisely 4. Aesthetic and easy-to-read writing 5. Free of plagiarism and no indication of duplication of libraries that are referenced up to date and relevant to the CSPT topic 6. Good writing depth 7. The proposal is written comprehensively and in detail	The writing in the CSPT proposal is Malangly structured which is characterized by <50% of the criteria in column 3 being met	The writing in the CSPT proposal is quite well prepared, characterized by 50-<75% of the criteria in column 3 being met	The writings in the CSPT proposal are well prepared, characterized by 75-<100% of the criteria in column 3 being met	The writings in the CSPT proposal are very well prepared, which are characterized by 75-<100% of the criteria in column 3 being met
		Mastering the material written in the proposal characterized by: 1. Able to explain the meaning of writing in the proposal 2. Master the material well	Less able to explain and lack of mastery of the material in the proposal	Sufficiently able to explain and sufficiently master the material in the proposal	Able to explain and master the material in the proposal well	Able to explain and master the material in the proposal very well
		Mastering theories related to topics in CSPT	Not mastering the theory in the proposal	Enough to master the	Good mastery of theory in proposals	Mastering theory in

<b>CLO</b>	<b>CLO Description</b>	<b>CLO Criteria</b>	<b>Bad &lt;55</b>	<b>Enough 55 - &lt;70</b>	<b>Well 70 - &lt;80</b>	<b>Very good 80 - 100</b>
				theory in the proposal		proposals very well
		<p>Able to present/present the CSPT activity plan very well which is characterized by:</p> <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 points not sentences, 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. Correct and appropriate timing</li> <li>5. Sufficient mastery of knowledge related to the topic being studied</li> <li>6. Power point: in the form of points not sentences, 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. Correct and appropriate timing</li> </ol>	Less able to present/present the CSPT activity plan which is characterized by <50% of the criteria in column 3 being met	Sufficiently able to present/present the CSPT activity plan characterized by 50-<75% of the criteria in column 3 being met	Able to present/present the CSPT activity plan well, which is characterized by 75-<100% of the criteria in column 3 being met	Able to present/present the CSPT activity plan very well which is characterized by 100% of the criteria in column 3 being met

### Thematic CSP Final Examination Assessment Rubric

CLO	CLO Description	Description	Bad <55	Enough 55 - <70
CLO 1	Able to manage and cooperate between disciplines	<p>Able to compile reports on CSPT activities and present them in writing</p> <ol style="list-style-type: none"> <li>1. Writing according to the Guide for FWP and CSP FTP UB</li> <li>2. Writing follows PUEBI</li> <li>3. Systematic writing</li> <li>4. Sentences are written clearly, concisely, and precisely</li> <li>5. Aesthetic and easy-to-read writing</li> <li>6. Free of plagiarism and no indication of duplication</li> <li>7. The referenced library is up-to-date and relevant to the CSPT topic</li> <li>8. Good writing depth</li> <li>9. The proposal is written comprehensively and in detail</li> </ol>	The writings in the CSPT report are Malangly structured which is characterized by <50% of the criteria in column 3 being met	The writings in the CSPT report are quite well prepared, characterized by 50-<75% of the criteria in column 3 being met
CLO 2	Able to identify potentials and problems that exist in partners/community	<ol style="list-style-type: none"> <li>4 Able to collect relevant data during CSPT</li> <li>5 Observations are carried out comprehensively</li> <li>6 Able to analyze the collected data</li> </ol>	Less able to make observations and analyze the results of observations	Enough to be able to make observations and analyze the results of observations
CLO 3	Able to design partner/community empowerment in accordance with the potential of the local area and	<ol style="list-style-type: none"> <li>1. Able to connect the results of observations with theory</li> <li>2. Able to criticize observations based on scientific theory</li> </ol>	Less able to connect theory with real practice in the field	Enough to be able to connect theory with real practice in the field

	based on local wisdom			
CLO 4	Able to carry out partner/community empowerment programs based on the potential of the local area	<ol style="list-style-type: none"> <li>1. Able to present the results of observations in writing in Chapter IV. Good results and discussion</li> <li>2. Able to discuss scientifically the results of observations associated with theory</li> <li>3. Able to conclude the results of CSPT activities</li> <li>4. Able to provide advice to partners based on the results of CSPT activities</li> </ol>	Not able to present the results of observations, analysis of the relationship between theory and practice in the form of scientific writing	Sufficiently able to present the results of observations, analysis of the relationship between theory and practice in the form of scientific writing
CLO 5	Able to communicate with partners/community in accordance with the customs and norms that apply in the local area	<ol style="list-style-type: none"> <li>1. Able to communicate well both orally and in writing</li> <li>2. Discipline</li> <li>3. Responsible</li> <li>4. Manage time well</li> <li>5. Good initiative</li> <li>6. Critical</li> <li>7. Able to work together</li> <li>8. Good team work</li> <li>9. Do the job well</li> <li>10. behaved</li> </ol>	Well Lack of ability to communicate with partners and lack of professional performance during activities at CSPT partners (assessed by the field supervisor/CSPT Village Leader)	Sufficiently able to communicate with partners and sufficiently able to show professional performance during activities at CSPT partners (assessed by the field supervisor / CSPT Village Leader)
CLO 6	Able to compile activity reports and program accountability	<p>Able to compile reports on CSPT activities and present them orally</p> <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 points not sentences, 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. Correct and appropriate timing</li> </ol>	Less able to present/present the CSPT activity report which is characterized by	Sufficiently able to present/present the CSPT activity report which is

		5. Sufficient mastery of knowledge related to the topic being studied 6. Power point: in the form of points not sentences, artistic, interesting, aesthetic 7. Presentation with appropriate voice intonation, not too fast or slow, not memorized, mastering the audience, mastering the material 8. Correct and appropriate timing	<50% of the criteria in column 3 being met	characterized by 50-<75% of the criteria in column 3 are met
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Lampiran 1.2. Registration form CSP

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

PHOTO  
COLORED  
4 X 6

BIO DATA FORM OF PROSPECTIVE LECTURE PARTICIPANTS REAL  
ACHIEVING STUDENTS (MAPRES) / THEMATIC  
YEAR . . . . .

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

:

Malang,  
.....  
Participant,

\_\_\_\_\_  
NIM.

### Lampiran 1.3. CSP Proposal Examination Assessment Form

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

#### THEMATIC CSP PROPOSAL ASSESSMENT FORM

**NAME :**  
**NIM :**  
**STUDY PROGRAM :**  
**MAJOR :**  
**TITLE OF CSP :**

No.	Assessment criteria	Description	(%)	SCORE	WEIGHT X VALUE
1	The writing in the CSPT proposal is very well prepared	1. Writing according to the applicable FWP and CSP FTP UB 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 CSPT topic 8. Good writing depth 9. Proposals are 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 theories related to topics in CSPT	Able to explain and answer questions	30		
4	Able to present/present the CSPT activity plan	1. Sufficient mastery of knowledge related to the topic being studied 2. Power point: in the form of points not sentences, artistic, interesting, aesthetic	25		



No.	Assessment criteria	Description	(%)	SCORE	WEIGHT X VALUE
		3. Presentation with appropriate voice intonation, not too fast or slow, not memorized, mastering the audience, mastering the material 4. Correct and appropriate timing 5. Sufficient mastery of knowledge related to the topic being studied 6. Power point: in the form of points not sentences, artistic, interesting, aesthetic 7. Presentation with appropriate voice intonation, not too fast or slow, not memorized, mastering the audience, mastering the material 8. Correct and appropriate timing			
<b>Thematic CSP PROPOSAL EXAM VALUE</b>			100		

Malang,  
Supervisor/Examiner

Name of Supervisor/Examiner

#### Lampiran 1.4. CSP Report Exam Assessment Form

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

#### CSP EXAM REPORT ASSESSMENT FORM

**NAME** :  
**NIM** :  
**STUDY PROGRAM** :  
**MAJOR** :  
**TITLE OF CSP** :

No.	Assessment criteria	Description	(%)	SCORE	WEIGHT X VALUE
	Able to manage and cooperate between disciplines	1. Writing according to the applicable FWP and CSP FTP UB 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 CSPT topic 8. Good writing depth 9. The proposal is written comprehensively and in detail	25		
	Able to identify potentials and problems that exist in partners/community	1. Able to collect relevant data during CSPT activities 2. Observations are carried out comprehensively 3. Able to analyze the collected data	25		
	Able to design partner/community empowerment in accordance with the potential of the local area and based on local wisdom	1. Able to connect the results of observations with theory 2. Able to criticize observations based on scientific theory	10		

No.	Assessment criteria	Description	(%)	SCORE	WEIGHT X VALUE
	Able to present the results of observations, analysis of the relationship between theory and practice in the form of scientific writing	<ol style="list-style-type: none"> <li>1. Able to present the results of observations in writing in Chapter IV. Good results and discussion</li> <li>2. Able to discuss scientifically the results of observations associated with theory</li> <li>3. Able to conclude the results of CSPT activities</li> <li>4. Able to provide advice to partners based on the results of CSPT activities</li> </ol>	20		
	Able to compile activity reports and program accountability	<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 points not sentences, 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. Correct and appropriate timing</li> <li>5. Sufficient mastery of knowledge related to the topic being studied</li> <li>6. Power point: in the form of points not sentences, 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. Correct and appropriate timing</li> </ol>	20		
<b>FWP FINAL EXAM VALUE</b>			<b>100</b>		

Malang,  
Supervisor/Examiner

Name of Supervisor/Examiner

## Appendix 1.5 CSP Field Supervisor Form

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

### CSP FIELD SUPERVISOR FORM

NAME :  
NIM :  
STUDY PROGRAM :  
MAJOR :  
TITLE OF CSP :

No.	Assessment criteria	Description	(%)	SCORE	WEIGHT X VALUE
	Able to carry out partner/community empowerment programs based on local potential	1. Benefits of the program for partners 2. Program sustainability plan	40		
	Able to communicate with partners/community in accordance with the customs and norms that apply in the local area	1. Verbal communication 2. Written communication 3. Discipline 4. Responsibility 5. Time management 6. Initiative power 7. Critical 8. Cooperation 9. Behavior and attitude	60		

Malang,  
CSP Advisor

Name of CSP Advisor

## Appendix 1.6 CSP Assessment Form

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

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### ASSESSMENT RECAP FORM CSP BY FEATURES

**NAME** :  
**NIM** :  
**STUDY PROGRAM** :  
**MAJOR** :  
**TITLE OF CSP** :

No.	Assessment Component	%	SCORE	WEIGHT X VALUE
1.	Proposal exam	20		
2.	Exam report	20		
	Logbook	10		
3.	Field Supervisor	50		
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**  
**GUIDELINES FOR WRITING PROPOSALS AND REPORTS**  
**OF CSP**

**PIG**  
**STRUCTURE OF THE PROPOSAL AND REPORT OF CSP**

**1.1. PROPOSAL STRUCTURE OF CSP**

- 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. CSP REPORT STRUCTURE**

- 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 THE STRUCTURE OF THE PROPOSAL AND THE FINAL REPORT OF CSP**

#### **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 CSP activities including location, time or period, topic of activities, as well as thanks to those who helped implement the activities (by 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 CSP activity program.

#### **g. OBJECTIVES AND BENEFITS OF THE ACTIVITIES**

**1) Destination:** explain the goals (both general and specific) to be achieved after the end of the CSP activity. 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 CSP activities that include technological, economic, social and environmental aspects.



#### **h. SCHEDULE AND BUDGET OF ACTIVITIES**

- 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 CSP 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**

Functions 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 CSP 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 with 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 to be implemented by the next CSP participants, efforts that need to be made to improve the efficiency and effectiveness of the implementation of the CSP program in general.

#### **l. BIBLIOGRAPHY**

Contains a list of sources of information used in preparing CSP proposals and 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 PROPOSAL AND FINAL REPORT CSP**

## **2.1 GENERAL PROVISIONS**

The general provisions in the preparation of CSP proposals and reports are as follows:

- a. The CSP proposal and report must be consulted with the supervisor and approved by the supervisor.
- b. The supervising lecturer has the right to disapprove of CSP proposals and reports that have not been consulted with the supervisor.
- c. The CSP proposal must be presented to the supervisor and examiner prior to the CSP implementation.
- d. The CSP report must be presented to the supervisor and examiner after the CSP implementation.

## **2.2 SPECIAL TERMS**

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

- a. Type, Paper Size, Border
  - A5 (14.8 x 21 cm) HVS paper
  - The upper and lower limits of the paper that can be printed are 1.7 cm from the edge of the paper. For odd pages, the left border is 2 cm and the right border is 1.7 cm. For even pages, the right border is 2 cm and the left border is 1.7 cm (book shape).
- b. Type, Size and Font
  - 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-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 table top line 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 CSP 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 CSP report is a direct volume (hard cover laminate).
- i. How to Cite a Library following the method of citing literature in the Guidelines for Writing Proposals and Field Work Practice Reports

Lampiran 2.1.CSP Participant Biodata Form

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

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PHOTO  
COLORED  
4 X 6

**BIO DATA FORM OF REAL WORK PARTICIPANTS OF ACHIEVING STUDENTS  
(MAPRES) / THEMATIC  
YEAR . . . . .**

NAME : .....

.....

NIM/DEPARTMENT

: .....

GENDER

: .....

RELIGION

: .....

STUDY PROGRAM : .....

ADDRESS IN MALANG: .....

PHONE/HP/EMAIL : .....

ORIGIN ADDRESS : .....

NUMBER OF CREDITS PASSED: .....

GPA : .....

ACHIEVEMENTS EVER ACHIEVED : .....

.....

.....

Malang,

.....

Participant,

\_\_\_\_\_  
NIM.

## Lampiran 2.2. Activity Plan Format

### CSP ACTIVITY DESIGN

NAME : \_\_\_\_\_  
NIM : \_\_\_\_\_  
MAJOR : \_\_\_\_\_  
MAPRES CSP Place : \_\_\_\_\_

No	Problem	Alternative Solution	Proposed Activities	Time period	Budget
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 Supervisor, Signature (name of lecturer)	Malang, .....  compiler,  Signature (Name of Mhs)
--------------------------------------------------------------------	------------------------------------------------------------------

### Appendix 2.3. Log Sheet Format

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

PHOTO  
COLORED  
4 X 6

Name : .....

NIM : .....

Advisor : .....

Location : .....

[illegible]

Supervisor,	Knowing: Village head,	Malang,..... MAPRES CSP participants
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
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21	21	21
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31	31	31
32	32	32
33	33	33
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64	64	64
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67	67	67
68	68	68
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84	84	84
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86	86	86
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88	88	88
89	89	89
90	90	90
91	91	91
92	92	92
93	93	93
94	94	94
95	95	95
96	96	96
97	97	97
98	98	98
99	99	99
100	100	100

NIP \_\_\_\_\_ NIP/NRP. \_\_\_\_\_  
Position: \_\_\_\_\_ NIM. \_\_\_\_\_

## Lampiran 2.4. CSP Report Cover Format

**LAPORAN KKN MAPRES  
KELOMPOK 2  
PENGEMBANGAN DIVERSIFIKASI PRODUK GULA MERAH  
DI DESA DAYU, KECAMATAN NGLEGOK, KABUPATEN  
BLITAR, JAWA TIMUR**



**Disusun Oleh :**

<b>Faras Tri Kusnanto</b>	<b>165100907111030</b>
<b>Aisyah Wijayanti</b>	<b>165100100111002</b>
<b>Novita Kusuma Wardani</b>	<b>165100100111022</b>
<b>Fitri Rachmadita</b>	<b>165100107111010</b>
<b>Latifah Umi Hani</b>	<b>165100107111024</b>
<b>Isna Kholidah Ulya</b>	<b>165100107111046</b>
<b>Sang Norma Lintang Asmara</b>	<b>165100301111056</b>
<b>Nur Fauziyah</b>	<b>165100501111022</b>
<b>Roya Putri Habibah</b>	<b>165100200111044</b>
<b>Nur Millati Hanifa</b>	<b>165100601111002</b>
<b>Annisa Aurora Kartika</b>	<b>155100101111020</b>

**FAKULTAS TEKNOLOGI PERTANIAN  
UNIVERSITAS BRAWIJAYA  
MALANG  
2019**



## Lampiran 2.5. Confirmation Sheet Format

### LEMBAR PENGESAHAN

JUDUL : Pengembangan Diversifikasi Produk Gula Merah di Desa Dayu, Kecamatan Nglegok, Kabupaten Blitar, Jawa Timur

LOKASI : Desa Dayu, Kec. Nglegok, Kab. Blitar

PERIODE : 7 Januari – 20 Januari 2019

NAMA MAHASISWA : Faras Tri K. 185100907111030/TEP  
Aisyah Wijayanti 185100100111002/THP  
Novita Kusuma W. 185100100111022/THP  
Fitri Rachmadita 185100107111010/THP  
Latifah Umi Hani 185100107111024/THP  
Isna Kholidah U. 185100107111048/THP  
Sang Norma L. A 185100301111058/TIP  
Nur Fauziyah 185100501111022/THP  
Roya Putri H. 185100200111044/TEP  
Nur Millati H. 185100601111002/TEP  
Annisa Aurora K. 155100101111020/THP

FAKULTAS : Teknologi Pertanian

Menyetujui :

Dosen Pembimbing Dosen Pembimbing

Dego Yusa Ali, STP. M.Sc Wendra G. Rohmah, STP. MP

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Mengesahkan :  
Wakil Dekan 1

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