

	<b>PROGRAM STUDI DIII STATISTIKA FMIPA-ITS</b> <i>Diploma III Program Department Of Statistics FMIPA -ITS</i>			<b>D1</b>
	Prosedur Standar Operasi Kerja Praktek <i>Standard Operating Procedures Practical Working</i>			
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#### A. DEFINISI KERJA PRAKTEK

Kerja Praktek (KP) ialah Kerja Lapangan atau Kerja Nyata yang harus dilaksanakan mahasiswa di suatu lembaga dalam waktu yang telah ditetapkan dengan bobot 2 sks.

##### **DEFINITION OF PRACTICAL WORKING**

*Practical Working (PW) is the Job or Work Experience students should be implemented in an institution within the time specified by the weight of 2 credits*

#### B. TUJUAN KERJA PRAKTEK

1. Mampu bermasyarakat dalam dunia kerja
2. Memberikan pengalaman kepada mahasiswa tentang sistem kerja di suatu lembaga
3. Mampu mengidentifikasi masalah untuk dianalisis dengan menggunakan metode statistik.

##### **PURPOSE OF PRACTICAL WORKING**

1. *Capable of society in the world of work*
2. *Provide experiences to the students about the work system in an institution*
3. *Able to identify problems to be analyzed using statistical methods.*

#### C. PROSEDUR PENGAMBILAN KERJA PRAKTEK

##### **PROCEDURE THE Practical Working**

##### **TAHAP I. PENDAFTARAN**

##### **PHASE I. REGISTRATION**

*Sebelum Pendaftaran KP, mahasiswa harus :*

*Prior to registration, students must :*

1. Mengikuti sosialisasi kerja praktek  
*Following dissemination of practical work*
2. Mengumpulkan formulir pendaftaran ke koordinator KP yang di lampiri bukti SKS tempuh =70 SKS  
*Collect the registration form to the coordinator PW with attachment of evidence that in the travel minimum 70 credits*
3. Form Pendaftaran, form bimbingan proposal, form A,B,C,D, dan Penjajagan serta tata cara penulisan proposal dan laporan dapat di download di Open Content ITS dengan judul: Sosialisasi Kerja Praktek  
*Read the Registration Form, form proposal guidance, forms A, B, C, D, and assessments as well as procedures for writing proposals and reports can be downloaded from the Website Statistics ITS*
4. Lakukan pendaftaran secara online di website statistik: [www.statistics.its.ac.id](http://www.statistics.its.ac.id)  
*Register online at website statistics: [www.statistics.its.ac.id](http://www.statistics.its.ac.id)*

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<b>SOP of PW</b>		<i>Practical Work Repot Writing Form</i>	<i>Formulir filing request letter PW</i>	<i>Letter of PW request to the Company</i>	<i>Letter reply from the company</i>	<i>PW proposal supervising Form</i>	<i>Activity Form in the Company</i>	<i>PW supervising Form</i>	<i>PW Company Assessment Form</i>	<i>Assessment of Report Form</i>	<i>Poster Assessment Form</i>		

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**TAHAP II. PEMBUATAN PROPOSAL**

**PHASE II. DEVELOPMENT PROPOSAL**

- Setelah dosen Pembimbing KP diumumkan, mahasiswa menemui dosen pembimbing untuk konsultasi pembuatan proposal.  
*After the supervisor of Praktical working (PW) was announced, students meet with the supervisor for consultation the proposal*
- Pembimbingan pembuatan proposal minimum 3 kali. Mahasiswa harus membawa formulir bimbingan proposal, (dilampirkan pada proposal). Setelah bimbingan selesai , proposal KP ditandatangani oleh pembimbing dan Sekprodi .  
*Mentoring proposal making at least 3 times. Students must bring guidance form the proposal, (attached to the proposal). After the guidance is complete, PW proposal signed by the supervisor and Secretary of Study Program (SSP)*
- Mahasiswa mengisi **form surat penjanggan** ke perusahaan/instansi yang sudah ditandatangani oleh sekprodi , kemudian diserahkan ke Admin Prodi DIII untuk dibuatkan surat resmi ke perusahaan.  
*Students fill out the form letter assessments to companies / institutions that have signed complete by SSP, then submitted to the Administration for making a formal letter to the company.*
- Mahasiswa menyerahkan surat resmi dan project proposal ke perusahaan/instansi.  
*Students submit an official letter and proposals to companies / agencies*
- Mahasiswa menunggu jawaban dari perusahaan. Jika diterima **surat penerimaan** difotocopy 2X, selanjutnya surat penerimaan ini ditandatangani dan diserahkan ke Pembimbing, Admin Prodi DIII sebagai arsip.  
*Students waiting for an answer from perusahaan. Jika received a letter of acceptance copy at 2X, then this acceptance letter signed and submitted to the Advisor and Secretary of the study program as an archive.*
- Surat penerimaan asli diserahkan ke Sekprodi, sebelum melakukan kerja praktek.  
*The original acceptance letter submitted to SSP, before doing PW*
- Jika perusahaan menolak permohonan KP, maka mahasiswa harus meminta surat penolakan pada perusahaan, bisa surat resmi atau memo yang ditandatangani oleh pejabat yang sah di perusahaan sebagai pertanggungjawaban. Kemudian surat penolakan di serahkan ke Sekprodi dan pembimbing. Selanjutnya mahasiswa mengulangi prosedur penjanggan permohonan KP ke perusahaan lain. Seperti langkah-langkah di atas. (perhatian: surat resmi dari Jurusan hanya dibatasi 2X saja, jadi pastikan dulu perusahaan mau menerima KP atau tidak)  
*If the company refuses the request PW, then the student should ask letter refusal on the company, can be formal or Memo letter signed by a duly authorized official at the company as a liability. Then the rejection letter submitted to SSP and the advisory. Furthermore, the students repeat the assessment procedure PW application to another company. As the steps above. (attention: an official letter from the Department of limited only 2X alone, so make sure the company would receive the PW or not*

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TAHAP III.PELAKSANAAN KP

**PHASE III. IMPLEMENTATION PW**

1. Mahasiswa yang sudah diterima KP di suatu perusahaan/instansi harus melakukan Daftar Ulang KP secara online agar pihak Prodi dapat mempunyai informasi tentang mahasiswa yang sudah diterima KP di instansi/perusahaan.  
*Students who have been accepted PW in a company / institution should conduct Re PW online to the SSP may have information about a student who has been accepted PW in the agency / company.*
2. Mahasiswa harus mulai Kerja Praktek di Perusahaan selama 1 bulan sesuai perjanjian dengan perusahaan/instansi. Bimbingan Kerja Praktek dapat dilakukan pada saat kerja praktek berlangsung atau sesudahnya tergantung kesepakatan dengan pembimbing KP.  
*Students should begin Work Practice in the Company during the first month according to the agreement with the company / agency. Job Guidance can be done during practical work in progress or later depending on the agreement with the supervising PW*
3. Selama proses pembimbingan mahasiswa dapat mulai mengerjakan laporan KP (waktu 2 bulan setelah KP di perusahaan selesai dilakukan)  
*During the process of guiding the students can start working on the report PW (within 2 months after completion of the PW in the company)*
4. Selama proses pembimbingan mahasiswa wajib membawa **Form A dan B** untuk di tandatangani oleh perusahaan dan pembimbing KP (Form harus asli bukan fotocopy).  
*During the process of guiding the student must bring a Form A and B for the company and signed by the supervising PW (Form Must be original, not a photocopy)*
5. Form A dan B yang sudah di tandatangani lengkap harus dilampirkan pada buku laporan kerja Praktek dan siap dijilidkan.  
*Form A and B are already complete signed statement must be attached to the book work and ready dijilidkan Practice*
6. **Buku Laporan KP** ditandatangani Kajur (sebelumnya diparaf dulu oleh kaprodi), Pembimbing di jurusan Statistika dan Pembimbing lapangan dari Perusahaan.  
*Book Report PW signed SSP, Advisor at the Department of Statistics and Field Supervisor of the Company*
7. Buku diserahkan ke Ruang baca Statistika dan Perpustakaan Pusat ITS.  
*Books submitted to the Reading Room and Library Statistics ITS*

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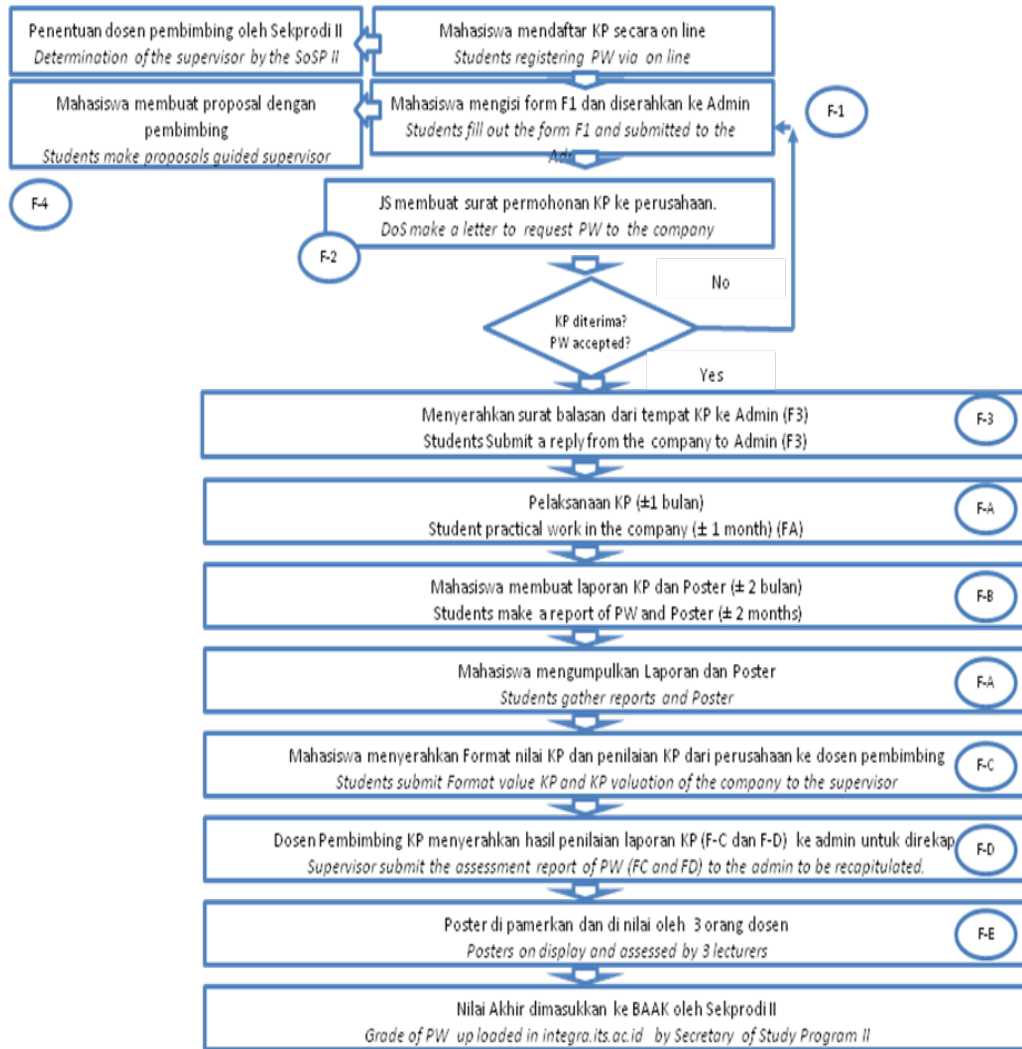
TAHAP IV.PENYERAHAN NILAI KP  
PHASE IV. DELIVERY OF VALUE PW

- Setelah menyelesaikan laporan, mahasiswa harus segera menyerahkan form C dan form D ke dosen pembimbing KP  
*After completing the report, the student must immediately submit the form C and D form to the supervisor PW*
- Form C adalah form penilaian dari perusahaan yang diserahkan dalam amplop tertutup.  
*Form C is the form of a company valuation submitted in a sealed envelope*
- Form D adalah form penilaian dari dosen pembimbing di Jurusan yang diberikan kosong karena dosen pembimbing sendiri yang akan menulis dan menyerahkannya kepada sekprodi  
*Form D is a form of assessment supervisor in the Department are given vacancies for lecturers themselves will write and submit it to the coordinator PW.*
- Mahasiswa menyerahkan fotocopy penyerahan Laporan KP dari Ruang Baca dan Perpustakaan ITS kepada Sekprodi  
*Students submit a copy of the submission of the report PW Perpustakaan Reading Room and ITS to SSP*
- Nilai di entry kan oleh Sekprodi dengan ketentuan Keterlambatan :  
*The value in the entry by the provisions SSP Delay:*
  - 1 hari s.d 1 bulan nilai maksimum AB,  
*1 day 1 month s.d maximum value of AB,*
  - 1 bulan s.d 2 bulan nilai maksimum B  
*1 month up 2 months ,the maximum value is B*
  - 2 bulan s.d 3 bulan nilai maksimum BC  
*1 months up 3 months the maximum value is BC*
  - Lebih dari 3 bulan nilai maksimum E dan mahasiswa wajib menyerahkan laporan di tempat KP kepada Koordinator KP dan melakukan pendaftaran KP di tempat lain.  
*More than 3 months maximum value E and the student must menyerahkan in a report to the Coordinator PW PW and PW registering elsewhere.*
- Mahasiswa dapat mengambil KP di FRS Online setelah proses KP selesai atau satu semester berikutnya  
*More than 3 months maximum value E and the student must menyerahkan in a report to the Coordinator PW PW and PW registering elsewhere.*
- Mahasiswa tidak disarankan mengambil KP di FRS Online bila belum melaksanakan KP  
*Students can take the PW in the FRS Online after PW process is completed or the next semester Students are advised not take PW in FRS Online if not implemented PW*

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### DIAGRAM PROSEDUR KERJA PRAKTEK



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