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|                        | SI STATISTICS STUDY PROGRAM OF FMIPA-ITS  |                             | <b>D-2</b>          |
|                        | Standar Operating Prosedur                |                             |                     |
|                        | Practical Working Report Writing Form     |                             |                     |
| Code : <b>SS141320</b> | SKS : 0/0/2                               |                             | Semester : VII      |
| <b>KP-S1-02</b>        | <b>Curriculum 2014, September Edition</b> | <b>Revision Number : 01</b> | <b>Page: 1 Of 4</b> |

## A. FORMAT LAPORAN KP PW REPORT FORMAT

### 1) URUTAN ISI LAPORAN KP/ SEQUENCE OF CONTENTS PW REPORT

1. Cover Luar / Outer cover
2. Cover dalam /Inner Cover
3. Lembar Pengesahan I/ Ratification I
4. Lembar Pengesahan II/ Ratification II
5. Kata Pengantar/ Foreword
6. Daftar Isi/ Table of Contents
7. Daftar Gambar/ List of Figures
8. Daftar Lampiran/ List of Appendix
9. Bab I. Pendahuluan/ Chapter I. Introduction
10. Bab II. Gambaran Umum "Tempat Kerja Praktek"/ Chapter II. Overview "Workplace Practice"
11. Bab III. Pelaksanaan Kerja Praktek/ Chapter III. Implementation Work Practice
12. Bab IV. Hasil Kerja Praktek/ Chapter IV. Job Results
13. Bab V. Penutup/ Chapter V. Conclusion
14. Daftar Pustaka/ Bibliography
15. Lampirani/ Appendix :
  - a) LAMPIRAN : Surat Penerimaan KP dari Perusahaan  
*Appendix 1 : Letter of Acceptance KP Company*
  - b) LAMPIRAN 2 : Formulir A (1 lembar untuk satu mahasiswa)  
*APPENDIX 2: Form F-A (1 sheet for one student)*
  - c) LAMPIRAN 3 : Formulir B (1 lembar untuk satu mahasiswa)  
*APPENDIX 3 : Form F-B (1 sheet for one student)*
  - d) LAMPIRAN 4 : Data  
*APPENDIX 4 : Data*
  - e) LAMPIRAN 5 : Output computer  
*APPENDIX 5 : Output computer*

### 2) BUKU LAPORAN KP/PW BOOK REPORT

1. Ukuran kertas A5/ Paper size A5
2. Logo pojok kiri atas adalah roda gigi , format menyusul/ logo top left corner is a gear, following the format
3. Cover laporan KP warna biru tua dengan Gradasi Warna/ Cover the report KP dark blue color with Gradient Color :  
Red = 0, Green = 103, Blue = 172
4. Laporan dijilid hard cover ( dilaminating)/ Report of bound hard cover (laminated)

|   |                                    |   |                                   |                                     |                               |                              |                              |                     |                            |                           |                        |  |  |
|---|------------------------------------|---|-----------------------------------|-------------------------------------|-------------------------------|------------------------------|------------------------------|---------------------|----------------------------|---------------------------|------------------------|--|--|
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| D-1   | <b>D-2</b>                         | ✓ | F-1                               | F-2                                 | F-3                           | F-4                          | F-A                          | F-B                 | F-C                        | F-D                       | F-E                    |  |  |
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5. Lembar pengesahan dengan dasar polos berwarna putih\*)/ *The endorsement on the basis of plain white*
6. Lembar sekat antar bab polos berwarna biru muda dengan gradasi warna /
7. *The bulkhead between chapters plain light blue with Gradation Color :  
Red = 204, Green = 236, Blue = 255.*

Keterangan : \*) pembimbing Tempat KP harus tanda tangan terlebih dahulu.  
Remarks: \*) *The KP supervisor must sign in advance.*

### 3) **FORMAT ISI LAPORAN KERJA PRAKTEK** **FORMAT OF CONTENTS REPORT OF PRACTICE**

#### **BAB I. PENDAHULUAN/ CHAPTER I INTRODUCTION**

##### **1.1 Latar Belakang/1.1 Background**

Latar Belakang meliputi/ *Background includes:*

- Alasan mahasiswa statistika harus kerja praktek  
*Reason statistics student must work practice*
- Alasan mahasiswa memilih kerja praktek di tempat tersebut (sesuai dengan tempat KP masing- masing mahasiswa)  
*The reasons students choose a practical work in the(according to a Job each student)*

##### **1.2 Tujuan Kerja Praktek/ Purpose of the Job Training**

###### **1.2.1 Tujuan Umum/ General Purpose**

Mengenal system kerja di tempat KP  
*Recognizing the work system in place Job*

###### **1.2.2 Tujuan Khusus/ Specific Objectives**

Menyelesaikan tugas khusus yang diberikan di tempat KP(bila ada), dan Atau mengidentifikasi masalah statistik serta memperkenalkan metode statistik yang dapat digunakan.  
*Completing special tasks given at Work Practice(if any), and or identify statistical problems And introduce statistical methods that can be used.*

##### **1.3 Manfaat/ Benefits**

Berisikan manfaat yang diperoleh dari tujuan umum maupun tujuan khusus *Contains the benefits of general purpose and special purpose*

#### **BAB II GAMBARAN UMUM "TEMPAT KERJA PRAKTEK"/OVERVIEW "WORK PRACTICE"**

##### **2.1 Sejarah Tempat KP/ History of Workplace Practices**

##### **2.2 Struktur Organisasi/ Organizational Structure**

##### **2.3 Kegiatan Produksi (barang/jasa)/ Production Activities (goods / services)**

|  |                                   |   |                                   |                                     |                               |                              |                              |                     |                            |                           |                        |  |  |
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| <b>D-1</b>   | <b>D-2</b>                        | ✓ | <b>F-1</b>                        | <b>F-2</b>                          | <b>F-3</b>                    | <b>F-4</b>                   | <b>F-A</b>                   | <b>F-B</b>          | <b>F-C</b>                 | <b>F-D</b>                | <b>F-E</b>             |  |  |
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### BAB III PELAKSANAAN KERJA PRAKTEK/ CHAPTER III IMPLEMENTATION OF PRACTICE

#### 3.1 Pelaksanaan Kerja praktek / Implementation of practical work

Berisi waktu, tempat pelaksanaan dan kegiatan KP (log book) dilampirkan jadwal KP yang disahkan oleh pembimbing lapangan/ *Contains the time, place and activity implementation of the Job Training (log book) attached Job schedule adopted by the field supervisor*

#### 3.2 Metodologi penyelesaian Tugas Khusus/ Methodology Special Task completion

Menjelaskan metode Statistik yang digunakan untuk menyelesaikan Tugas Khusus seperti yang telah diuraikan di sub bab 1.2.2 variabel yang dianalisis dan langkah-langkah analisis.

*Describes the methods used to resolve Statistics Special Task as described in section 1.2.2 of variables analyzed and analysis steps*

### BAB IV HASIL KERJA PRAKTEK/ RESULTS OF PRACTICE

Pada bagian ini berisikan hasil analisis terkait dengan Tujuan Khusus KP dengan metode seperti yang telah diuraikan di

*This section contains the results of analyzes related to the Special Purpose KP with the method as described in*

### BAB V PENUTUP/ Closing

Sebagai penutup dari Laporan Kerja praktek adalah kesimpulan hasil analisis dari Tugas Khusus dan saran berdasarkan hasil analisis atau kendala yang dihadapi saat melakukan analisis

*In closing of the Proceedings of the practice is the conclusion of the analysis of the Special Task and advice based on the results analysis or obstacles encountered when performing the analysis.*

## B. FORMAT POSTER/ FORMAT POSTERS

### 1. Ukuran Ketas karton A2

*The size of paperboard A2*

### 2. Ukuran huruf dan visualisasi disesuaikan dengan informasi yang disampaikan

*The size of the letters and visualization tailored to the information be delivered*

### 3. Penilaian poster KP / . Assessment poster KP::


#### a. Tampilan poster, sehingga informasi menarik dapat dibaca dengan jelas.

*Display a poster, so that interesting information can be read clearly.*

#### b. Kandungan Informasi yang disampaikan

*The content of the information submitted*

|   |                                   |   |                                   |  |                                     |  |                               |  |                              |  |                              |  |                     |  |                            |  |                           |  |                        |
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### C. PENILAIAN KP

Penilaian KP berdasarkan / *PW Assessment based on* :

1. Laporan KP /Report of the PW (50%)
2. Poster (30%)
3. Penilaian dari Pembimbing lapangan/Assessment of the Supervisor field (20%)

Catatan/ *Note* :

- a. Poster hasil KP akan ditempel di tempat terbuka sehingga dapat dilihat oleh mahasiswa dan dosen.

*PW Poster results will be affixed in the open so it can be viewed by students and faculty*

- b. Poster dinilai oleh pembimbing dan 3 orang dosen Statistika sedangkan laporan KP dinilai oleh pembimbing KP.

*Poster assessed by tutors and lecturers 3 Statistics whereas reports KP KP assessed by tutors.*

|   |                                   |   |                                   |                                     |                               |                              |                              |                     |                            |                           |                        |  |  |
|---|-----------------------------------|---|-----------------------------------|-------------------------------------|-------------------------------|------------------------------|------------------------------|---------------------|----------------------------|---------------------------|------------------------|--|--|
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