



TERMS OF REFERENCE

MAGANG – 3 SKS



Department of International Relations
Faculty of Social and Political Sciences
Parahyangan Catholic University

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INTERNSHIP OPTIONAL COURSE – 3 CHs

A. Background

Higher education is not merely the key modal for university prospective graduates in facing the competitiveness of world of work. In reality, university prospective graduates are not fully ready to work since they are experiencing difficulties in facing different conditions between world of work and education in which they have undertaken for years. Therefore, campuses need to prepare their students by always developing curriculum that is appropriate for the demands of the real world of work. Being aware of the condition, The International Relations Study Program of UNPAR gives an opportunity for the students to get to know the world of work through Internship Course. Besides, the course is designed by considering the fact that International Relations students' interests in conducting internship are thus far quite high. All this time, students have initiated to seek for the opportunity of internship and then asked for cover letters from the International Relations Study Program. By 2015, there have been more than 50 applications of cover letters in each semester. Furthermore, the need of opening internship course has departed from the plan to develop cooperation with *The Australian Consortium for 'In-Country' Indonesian Studies* (ACICIS) to also cover the program of professional placement or internship.

Internship Course is aimed at becoming one of the optional courses for every KBI (1-4) concentration owning 3 Credit Hours (CHs). In conducting the program, there will not be learning process in the class. Students will go through pre-internship examination, the administration of internship at selected host institution, and post-internship examination. Hence, students are advised to take the Internship Course in the even semester (May-July period). Additionally, to support the smooth process of the internship activity, students are recommended to have selected the host institution since the previous semester.

B. Objectives

- ▶ Assisting students to gain early experience to prepare them to face the world of work.
- ▶ Applying the lessons they have learned during the learning process inside campus.
- ▶ Developing students' soft skills, especially those which are related to communication skills (orally and written) as well as teamwork.

C. Evaluation Components

- ▶ Pre-Internship : 10%
- ▶ Internship (*Host institution*) : 70%
- ▶ Post-Internship : 20%

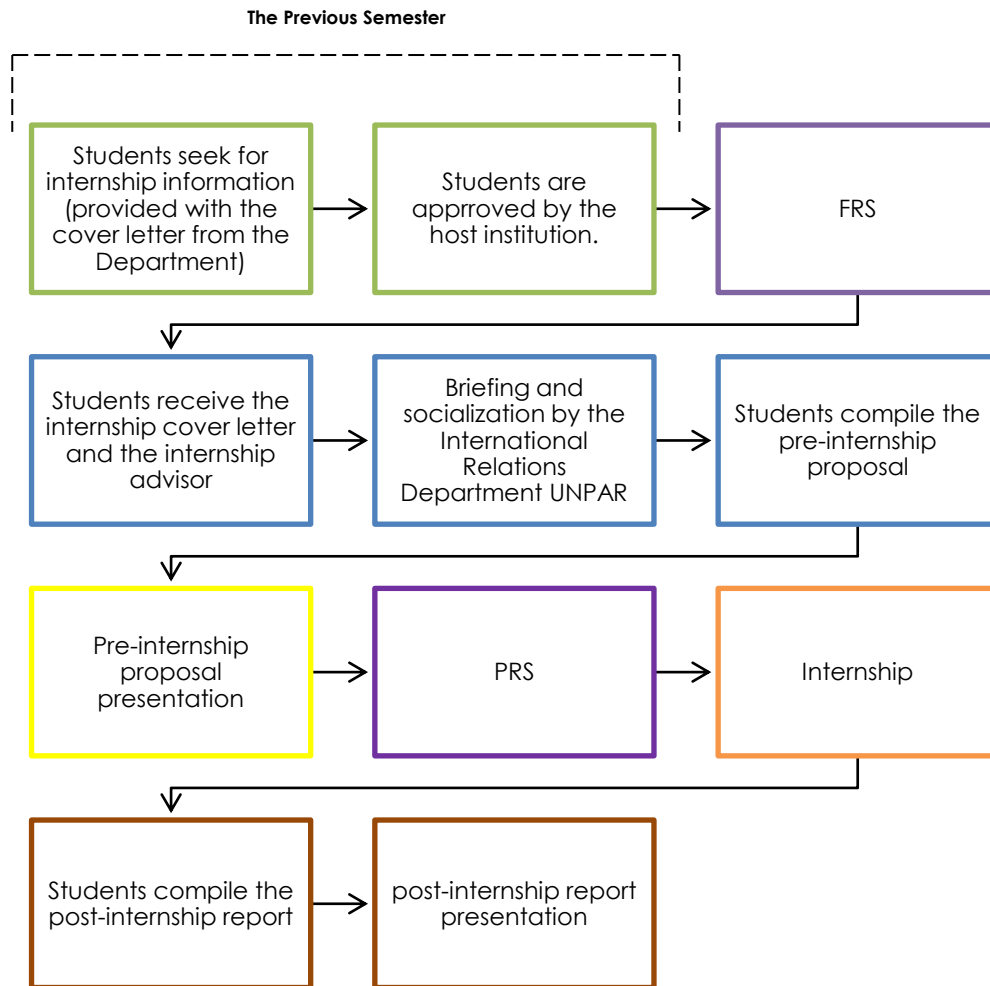
The pre- and post-evaluations will be conducted by the Internship Advisor. Meanwhile, the evaluation during the internship will be conducted by the host institution.

D. Internship Requirements

Each student who will join the Internship Course is required:

1. To be listed as an active student in the International Relations Study Program.
2. To be a student at least in semester 4.
3. To have been registered or have gained information from an institution (host institution) which is willing to accept the evaluation system which has been specified by the International Relations Study Program UNPAR.

E. Internship Mechanisms



Pre-Internship

- The internship location may be sought and determined by students. Besides, students are able to gain information of internship offer from institution which has teamed up with the International Relations Study Program UNPAR. Ideally, students have determined their internship locations at least one semester before taking the internship course.
- After being registered at or gained confirmation from the host institution, students will receive Internship Cover Letter from the International Relations Study Program UNPAR. Inside the Cover Letter,

there will be attached some evaluation criteria recommended by the International Relations Study Program UNPAR.

- Students will get the internship advisor appointed by the International Relations Study Program UNPAR who will examine the pre-internship proposal and the post-internship report.
- Students must inform the complete profile and contact of the host institution to the internship advisor.
- Students must attend the internship socialization and briefing conducted by the International Relations Study Program UNPAR.
- Students are obliged to compile the pre-internship proposal and thereafter join the examination which will be assessed by the Internship Advisor (10%).
- Students, who are considered fail during pre-internship examination or are not able to choose the host institution until the informed deadline, can propose the dismissal of the internship course during the period of PRS.

Internship

- The internship, ideally, takes place during the even semester (May, June, or July).
- The internship is conducted for the minimum of 126 hours in one semester. The internship may be conducted on certain days which have been agreed by the host institution or approximately for one full month.
- Students are obliged to inform themselves to the chairman of the host institution and hand in the criteria of the work evaluation from the International Relations Study Program UNPAR to be filled.
- Students obey all terms and rules applied at the host institution.
- Students conduct observation taken place at the institution and take part in every activity based on the host institution's instructions.

- Students compile the internship report which will be handed to the Internship Advisor.
- The host institution will assess (70%) every internship activity conducted by students.

Post-Internship

- Students submit the internship report and documentation, afterwards they present it in front of their Internship Advisor.
- The Internship Advisor will evaluate (20%) the report and presentation in relation to the internship activities. The evaluation will be conducted through the mechanisms of examination adjusted to the evaluation criteria determined by the International Relations Study Program UNPAR.

F. Evaluation Criteria

To facilitate the evaluation which will be conducted both by the Internship Advisor and the host institution, thus, there are some evaluation criteria to consider.

No.	Explanations	Score (in number)	
		Institution	Study Program
1.	Pre-internship proposal composition. <i>(filled by the Internship Advisor)</i>		
2.	Behavior		
3.	Tasks mastery		
4.	Discipline		
5.	Motivation (Ideas/Initiative)		
6.	Team work		
7.	Post-internship proposal composition <i>(filled by the Internship Advisor)</i>		
TOTAL			
AVERAGE SCORE			

Scoring Description

91-100 : Very good
 81-90 : Good
 71-80 : Fair
 <70 : Poor

G. Internship Advisor

The following are the duties of an Internship Advisor:

1. Guide students during the period of pre-internship, internship, and post-internship.
2. Monitor the internship students' development at the host institution.
3. Give evaluation to the proposal and post-internship report conducted by the students through examination mechanisms.

**PRE-INTERNSHIP PROPOSAL
(Host Institution)**

(Times New Roman, 16pts, Capital, Upright, Bold)

3 space

Oleh:

(Name)

(NPM)

(Times New Roman, 12pts, Capital, Upright, Bold)

(single space)



(single space)

**Parahyangan Catholic University
Faculty of Social and Political Sciences
Department of International Relations**

2016

(Times New Roman, 14pts, Upright, Bold)

**POST- INTERNSHIP REPORT
(Host Institution)**

(Times New Roman, 16pts, Capital, Upright, Bold)

3 spaces

**Oleh:
(Name)
(NPM)**

(Times New Roman, 12pts, Kapital, Tegak, Bold)
(single space)



(single space)

**Parahyangan Catholic University
Faculty of Social and Political Sciences
Department of International Relations**

2016

(Times New Roman, 14pts, Tegak, Bold)

Appendix 3 Outline of Pre-Internship Proposal (Table of Contents)

TABLE OF CONTENTS (Times New Roman, 14pts, Capital, Bold)

Preface

Table of Contents

- I. INTRODUCTION
 - 1.1. Background
 - 1.2. Objectives
 - 1.3. Significance

- II. LITERATURE REVIEW

- III. ACTIVITY PLANNING
 - 3.1. Time and Place
 - 3.2. Targets of Activity
 - 3.3. Materials of Activity

- IV. BIBLIOGRAPHY

- V. APPENDICES

Appendix 4 Outline of Post-Internship Report (Table of Contents)

TABLE OF CONTENTS (Times New Roman, 14pts, Capital, Upright, Bold)

Preface

Table of Contents

- I. INTRODUCTION
 - 1.1. Background
 - 1.2. Objectives
 - 1.3. Significance

- II. LITERATURE REVIEW

- III. CONDUCT OF ACTIVITY
 - 3.1. Time and Place
 - 3.2. Targets of Activity
 - 3.3. Materials of Activity

- IV. FINDINGS AND DISCUSSIONS
 - 4.1. Internship Outcomes
 - 4.2. Discussions

- VI. CONCLUSION AND SUGGESTIONS
 - 5.1. Conclusion
 - 5.2. Suggestions

- VII. BIBLIOGRAPHY
- VIII. APPENDICES

Appendix 5 Information of Outline of Pre/Post-Internship (Table of Contents)

Preface

This part contains author's explanation regarding the objectives of the composition, along with expressions of gratitude to important parties who have contributed significantly to the author in finishing the pre-/post-internship report composition. This part is preferably brief and short.

Table of Contents

This part contains report systematics as well as pages information. Table of contents are meant to give whole depiction about the report.

Introduction

This part contains background, objectives, and significance of the internship activity.

Literature Review

In this part, students must gather theories or concepts in relation to the internship activity, which may be gained from lecture materials and other sources of reference.

Conduct of Activity

Students must describe complete information about time and place of the internship, along with the contact details (name, position, etc.) that can be contacted by the internship advisor or the International Relations Study Program UNPAR. Furthermore, in the targets of activity section, students must write goals to pursue related to the internship activity. Meanwhile, in the materials of activity section, students necessarily describe the tasks, activities, or events which are joined by students during the internship activity at the host institution.

Findings and Discussions

After taking part in the internship activity, students are obliged to report their tasks, activities, or events conducted at the host institution. Students may inform other observation findings gained at the host institution. If it is possible, students may compare the findings to the theories/concepts in which they have learned in the university and at the host institution (link and match).

Appendix 5 Information of Outline of Pre/Post-Internship (Table of Contents)

Closing

In this part, students put forward conclusions of the internship activity. Students also need to provide suggestions addressed to the host institution and in accordance with the real conditions.

Bibliography

Students need to put references (books, journals, websites, and others) that are cited to support the pre-post- internship report.

Appendices

In this part, students may provide other information in relation to the internship activity.

Appendix 6 Form of Evaluation List (*Host Institution*)

**EVALUATION LIST
 INTERNSHIP PRACTICE
 STUDENTS OF INTERNATIONAL RELATIONS
 PARAHYANGAN CATHOLIC UNIVERSITY BANDUNG
 Number:**

Name :
Gender :
Time of the Activity :
Internship Location :

No.	Explanation	Score (in number)	
		Institution	Study Program
1.	Pre-internship proposal composition. <i>(filled by the Internship Advisor)</i>		
2.	Behavior		
3.	Tasks mastery		
4.	Discipline		
5.	Motivation (Ideas/Initiative)		
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