



UNS
UNIVERSITAS
SEBELAS MARET



BUKU PEDOMAN **KULIAH MAGANG MAHASISWA**



**FAKULTAS ILMU BUDAYA
UNIVERSITAS SEBELAS MARET**

APPROVAL

The “Internship Course Guidebook for Students of the Faculty of Cultural Sciences, Universitas Sebelas Maret” was officially approved for use by the academic community of the Faculty of Cultural Sciences on January 8, 2025, by the Dean of the Faculty of Cultural Sciences, Universitas Sebelas Maret.

This guidebook takes effect as of the date of its enactment and serves as a reference for the implementation of the Student Internship Program (KMM) within the Faculty of Cultural Sciences, Sebelas Maret University.

Surakarta, January 8, 2025

Dean,

Dr. Dwi Susanto, M.Hum.

PREFACE

The **Student Internship Program** or **Kuliah Magang Mahasiswa (KMM)** is an integral part of the curriculum in the study programs of the Faculty of Cultural Sciences, **Sebelas Maret University**. The implementation of KMM has developed well and continues to adapt to advancements in the business and industrial sectors (DUDI) as well as the increasingly competitive job market. Achieving the intended graduate profiles requires support through practical fieldwork activities that integrate specialized skills, knowledge, ethics, and awareness of labor market developments.

Therefore, this **KMM Guidebook** has been prepared by elaborating on and adapting to various developments in the labor market, institutional governance, and field challenges so that graduates of the Faculty of Cultural Sciences will be competitive and ready to enter the workforce.

This guidebook has been completed and remains open for future revision or improvement in response to ongoing developments. Hence, we express our gratitude to all parties who have provided valuable input and assistance in the completion of this KMM guidebook. Our deepest praise and thanks are extended to **Allah SWT** for granting us health and ease throughout the preparation of this guidebook. We hope that this guidebook will serve as a useful reference for the implementation of KMM within the study programs of the Faculty of Cultural Sciences.

This guidebook is designed to be flexible and adaptive in the implementation and reporting of KMM at the study program level, recognizing the diversity and uniqueness of each program in the field of humanities innovation and the job market. These unique characteristics are accommodated within this guidebook while maintaining the distinctive identity of the humanities disciplines.

It is our sincere hope that the publication of this guidebook will enhance the management and implementation of the Student Internship Program (KMM) within the Faculty of Cultural Sciences, leading to further improvements and excellence.

DAFTAR ISI

HALAMAN PENGESAHAN	ii
KATA PENGANTAR	iii
DAFTAR ISI.....	iv
BAB I PENDAHULUAN.....	1
1.1 Latar Belakang Kuliah Magang Mahasiswa	1
1.2 Tujuan Kuliah Magang Mahasiswa	Error! Bookmark not defined.
1.3 Manfaat Kuliah Magang Mahasiswa	Error! Bookmark not defined.
BAB II PERSYARATAN DAN MEKANISME	8
2.1 Persyaratan Mahasiswa.....	8
2.2 Persyaratan Mitra Kuliah Magang Mahasiswa	Error! Bookmark not defined.
2.4 Ketentuan Pelaksanaan KMM	Error! Bookmark not defined.
BAB III HAK DAN KEWAJIBAN	12
3.1 Hak Mahasiswa	Error! Bookmark not defined.
3.2 Kewajiban Mahasiswa	Error! Bookmark not defined.
3.3 Hak dan Kewajiban Pembimbing.....	Error! Bookmark not defined.
BAB IV MONITORING, PENILAIAN, DAN EVALUASI	15
4.1 Monitoring	15
4.2 Komponen Penilaian	Error! Bookmark not defined.
4.3 Bentuk Evaluasi	16
BAB V PENUTUP	18
LAMPIRAN	19
1. Proposal Kuliah Magang Mahasiswa	19
2. Laporan Kuliah Magang Mahasiswa.....	24

CHAPTER I

INTRODUCTION

1.1 Background of the Student Internship Program (KMM)

The Student Internship Program (KMM) is a compulsory course that must be implemented by every undergraduate study program (S-1) within the Faculty of Cultural Sciences, Sebelas Maret University. The legal basis for KMM activities is Rector's Regulation No. 21 on the *Implementation and Management of Study Programs*, Chapter XI regarding *Community Service and Student Internship Programs (KKN and KMM)*, Article 26, Paragraphs 1–4. The minimum credit load (SKS) for KMM is three credits.

This KMM program serves as a form of off-campus learning that provides students with opportunities to gain real work experience in various professional environments — such as the industrial sector, government institutions, organizations, companies, and recognized community groups serving as partner institutions. The primary goal of KMM is to bridge the gap between theoretical knowledge learned in the classroom and practical experience in the field, thereby introducing students to the real world of work.

For undergraduate study programs within the Faculty of Cultural Sciences, KMM also represents a realization of the graduate profiles outlined in each program's curriculum. The curriculum serves as the foundation for determining the appropriate partner institutions or types of activities for KMM. These must align with the established graduate profiles.

For example, if a study program's graduate profile includes becoming a journalist, then the KMM partners should come from the media and journalism industries, such as online news agencies, television networks, or related organizations. By aligning with the graduate profile, KMM activities within each program will remain directed and consistent with the curriculum framework.

Producing high-quality graduates also requires industrial practice, as competition in the job market demands both specialized and general skills that must

be applied in real work settings. The competencies of graduates — encompassing both general and specific skills — are tested and demonstrated during KMM activities. Thus, KMM is not merely a formality mandated by university regulations or a curricular requirement, but a practical realization of general and specific competencies integrated with knowledge to solve real-world professional problems.

The era of globalization and labor market competition presents its own challenges for every graduate. Competing in today's job market requires not only strong academic performance and theoretical knowledge, but also the ability to apply knowledge, skills, attitudes, and ethics in professional contexts. A holistic learning process within a study program will produce graduates who are competitive and adaptive to the ever-changing job market driven by technological advancement and scientific progress.

The demand for market-oriented competencies becomes a serious concern if graduates are not well-prepared. The Student Internship Program (KMM), therefore, serves as an effective alternative to help students adapt to and meet the challenges of a competitive job market.

A graduate profile provides a clear description of the expected competencies of graduates — including their mastery of knowledge, skills, and attitudes — that must be demonstrated upon completing a study program. This profile is designed and aligned with industry needs, labor market trends, scientific developments, national policies, and economic growth. These factors form the foundation for implementing KMM in every study program.

Graduates of humanities-based programs in particular face a job market that demands relevance to their field of study. The job market represents a real professional environment where graduates are expected to contribute meaningfully. Such employment opportunities may exist in the public sector, private sector, creative industries, or entrepreneurship, integrating humanities knowledge with market demands. Therefore, the job market requires graduates to possess not only academic competence in the humanities, but also practical skills, soft skills, ethics, and relevant work experience.

Hence, the Student Internship Program (KMM) serves as a bridge between graduate profiles and labor market needs. The KMM provides opportunities and experiences for students to develop essential workplace competencies such as problem-solving, communication, teamwork, and time management. This process helps students achieve the graduate profiles outlined in their study program's curriculum.

KMM also functions as a synchronization mechanism between the curriculum and the labor market or the business and industrial sectors (DUDI). Through KMM, study programs can obtain valuable feedback from the professional world regarding current and future skill requirements. Consequently, the curriculum and graduate profiles can be reviewed and updated in line with market dynamics.

Furthermore, KMM serves as a curriculum evaluation tool for study programs aiming to ensure that graduates acquire the intended competencies stated in their profiles.

The Student Internship Program strengthens the competitiveness of graduates. Students gain work experience, professional portfolios, and networks that make them more competitive in the job market. This preparation ensures that students are ready to transition into the professional world.

Ultimately, KMM not only serves as a pre-employment training course, but also as a practical work experience program. It helps students establish connections with business and industry networks (DUDI), giving them valuable insight and exposure to their future professional environments even before graduation.

1.2 Objectives of the Student Internship Program (KMM)

- 1) The primary objective of the Student Internship Program (KMM) is to provide graduates with real work experience in the business and industrial sectors. Prospective graduates or students are given the opportunity to directly experience various types of work environments — from professional fields to entrepreneurship. This experience enables students to understand work procedures, organizational culture and governance,

diversity in workplace activities, and the challenges or obstacles faced by workers in today's competitive labor market.

- 2) The Student Internship Program (KMM) enhances students' competencies in alignment with the graduate profiles established by each study program's curriculum. The program aims to develop both specific and general skills, covering technical as well as non-technical abilities. This development not only focuses on practical skills but also includes problem-solving, communication, self-development, technological proficiency, and interpersonal communication within the workplace. Moreover, real-world work experience involves teamwork, time management, discipline, and professional ethics, all of which are cultivated and assessed through KMM activities in accordance with each program's graduate profile.
- 3) The KMM program prepares students to face a competitive job market in the global era. Students who participate in KMM are expected to acquire valuable work experience and develop various competencies that make them more prepared and confident to enter the workforce upon graduation. Through KMM, students gain insights and understanding of how different competencies are applied in real professional settings while also having the opportunity to practice those competencies directly.
- 4) The KMM program serves as an effort to realize graduate profiles that are tailored and adapted to the demands of the labor market. As a curricular requirement, KMM bridges the gap between academic preparation and professional practice, ensuring that graduates meet the expectations of the business and industrial sectors (DUDI). The program embodies the integration of knowledge, skills, and professional ethics in real-world application.
- 5) KMM activities foster collaboration between the Faculty of Cultural Sciences, Sebelas Maret University, and its external partners in the business and industrial sectors (DUDI). This collaboration strengthens partnerships between faculties and study programs, ultimately aiming to improve the quality of teaching and graduate outcomes. As the quality of graduates and

learning processes improves, the academic reputation and competitiveness of the Faculty of Cultural Sciences and its programs will also rise, leading to greater recognition and institutional credibility.

- 6) KMM develops students' soft skills and professional character. In addition, it enhances students' perseverance, work ethic, and adaptability, as they interact with professionals from diverse backgrounds. Soft skills such as respect, teamwork, communication, and problem-solving are strengthened through real workplace practice. Students are not only expected to possess academic competence but also to demonstrate ethical and professional behavior, including responsibility, discipline, initiative, and integrity.
- 7) The program also helps students build professional networks. Through hands-on experience and direct interaction within their fields, students learn about the various professional roles and career paths related to their areas of study. Positive communication and social engagement during the internship open opportunities for students to explore and establish connections within their chosen professions.
- 8) Finally, KMM serves as an integration between theoretical knowledge and practical application. Academic innovation gained through theoretical study and specialized knowledge is applied through general and specific skills in the workplace. This process reflects the study program's curriculum objectives and ensures that students' academic learning translates effectively into practical, professional competence.

1.3 Benefits of the Student Internship Program (KMM)

- a. The benefits of the **Student Internship Program (KMM)** can be categorized into three groups:
- b. benefits for students or prospective graduates,
- c. benefits for institutions (study programs/faculties), and

- d. benefits for partners or the **business and industrial sectors (DUDI)**.

The benefits are detailed as follows:

1. Benefits for Students

- a. Students are better prepared to enter a competitive job market as they gain **real-world work experience**.
- b. Students acquire **insight, specialized and practical skills, and communication or interpersonal abilities** essential for performing professional tasks effectively.
- c. Students can **increase self-confidence, learning motivation, ethics, and perseverance** by directly applying theoretical knowledge to practical experiences.
- d. Students have the opportunity to **build professional networks** with individuals and organizations from industry and institutions.
- e. Students gain **added value and a professional portfolio**, which can be advantageous when applying for jobs.
- f. Students can **develop their potential for entrepreneurship** or become entrepreneurs themselves.

2. Benefits for the Faculty/Study Program

- a. KMM activities can serve as a **means of evaluation and curriculum improvement** for study programs based on feedback from partner institutions and evaluations of internship outcomes.
- b. KMM can be used to **evaluate and enhance academic programs and activities** at both the study program and faculty levels to ensure that graduates are well-prepared for the job market.
- c. KMM provides input for the **evaluation and improvement of facilities and infrastructure** within the Faculty of Cultural Sciences to support graduates' readiness for entering DUDI.

- d. KMM serves as a tool for **evaluating and improving teaching quality** within study programs to achieve the intended graduate profiles.
- e. KMM enhances the **relevance of the curriculum** to labor market needs through feedback from internship partners.
- f. KMM strengthens **partnerships with DUDI** in developing the university's **three pillars of higher education (Tridharma Perguruan Tinggi): education, research, and community service.**
- g. KMM contributes to improving the **quality of graduates**, making them more **job-ready and competitive in the global market.**

3. Benefits for the Business and Industrial Sectors (DUDI)

- a. Through KMM activities, DUDI gains access to **prospective employees** who already understand organizational systems, work procedures, and corporate culture.
- b. DUDI can **transfer knowledge and technology** to the younger generation, helping them become more prepared and adaptive to innovation and industrial development.
- c. DUDI benefits from **young and skilled interns** who can assist in solving problems within the organization.
- d. KMM helps DUDI **build a positive corporate image** as an educational partner committed to human resource development.

CHAPTER II

REQUIREMENTS AND PROCEDURES

2.1 Requirements

- a. The student must be an active undergraduate student in a study program at the Faculty of Cultural Sciences. This must be proven by a Study Plan Card (KRS) that has been approved or signed by the Academic Advisor.
- b. The student must show proof of registration or payment of tuition fees (UKT) for the semester when the internship (KMM) takes place, as listed in the current KRS.
- c. The student must have completed at least 84 credits (SKS) before starting the internship.
- d. The student must have a minimum GPA of 2.75, or follow the specific requirements set by the study program.
- e. The KMM course must be included in the online academic system (SIAKAD) and approved by the Academic Advisor.
- f. The student does not need to write a KMM proposal, unless it is specifically requested by the partner organization or company where the internship will be held.

2.2 Requirements for Internship Partner Institutions

- a. Private or foreign companies that meet the requirements set by the Ministry of Education, Research, and Technology (Kemenristekdikti), including global-scale, national-scale, and local-scale companies.
- b. Government institutions, including central government (ministries and agencies, or organizations under them), provincial governments, and city or regency governments.

- c. State-owned enterprises, either managed by the local (BUMD), provincial, or national government (BUMN).
- d. Research institutions that are not affiliated with or supporting any political party, and that do not conflict with the principles of Pancasila or the 1945 Constitution (UUD 1945).
- e. Non-profit organizations that are independent of political parties, and that operate according to the values of Pancasila and the 1945 Constitution.
- f. Non-Governmental Organizations (NGOs), both national and international, that are recognized by the Indonesian government, legally registered, and not in conflict with Pancasila or the 1945 Constitution.
- g. Organizations or institutions, both national and international, that are not facing legal or organizational problems, do not cause public unrest, and comply with Indonesian laws, ethics, and cultural norms. These institutions must also not be under public legal complaints or investigation.
- h. Partner institutions, whether government, private, or organizational, must support the graduate profile of the study program and promote interdisciplinary academic innovation.
- i. Recognized non-productive community groups, such as educational institutions, universities, schools, professional organizations, and libraries, whose activities support the goals and graduate profiles of the study program.

2.3 Procedures of Implementation

- a. The study program informs students about the internship program (KMM) at least four months before it begins.
- b. Students look for and choose an internship place or partner (KMM partner). They should also check whether there is an available internship slot, either with a partner that already works with the Faculty of Cultural Sciences or with a new partner that does not yet have a formal agreement.
- c. Students submit a request to the study program so that a memo can be made and sent to the faculty.

- d. The study program sends the memo or request letter to the Academic Affairs Office of the Faculty of Cultural Sciences. This letter, signed or approved by the Head of the Study Program, includes:
 - i. Student's name and ID number (NIM)
 - ii. Study program
 - iii. Student's email and WhatsApp number
 - iv. Partner institution's name and address
 - v. Internship period or duration
- e. The Faculty of Cultural Sciences issues an official recommendation letter for the partner institution and gives it to the study program. The study program may deliver it directly to the partner or give it to the student to deliver.
- f. The study program checks and verifies the response letter from the partner regarding the internship placement.
- g. The study program assigns a supervisor for each student. Each student will be guided by one lecturer from their study program.
- h. Students may prepare an internship proposal if the partner institution requires one. The proposal must be discussed and approved by the assigned supervisor.
- i. The Head of the Study Program and the supervisor conduct a briefing session for students before the internship begins.
- j. The study program organizes the official start of the internship (KMM) and provides the partner institution with a participant handover letter and a KMM assessment form.
- k. The supervising lecturer monitors or visits the students to check the progress of the internship.
- l. The study program sends a withdrawal letter to the partner institution when the internship ends and requests the completed evaluation form from the partner.
- m. After finishing the internship, students must write a final report about their KMM activities. The report must be submitted within 30 days after the

internship ends. If the report is late, the supervising lecturer can lower the grade by one level (for example, from A to B, or from B to C).

- n. The supervising lecturer evaluates and grades the student's internship report. The evaluation must be completed within 45 days after the internship ends. The lecturer then submits the final grade to the program administrator to be entered into the academic system (SIAKAD).
- o. The Head of the Study Program and the supervisor conduct an evaluation of the internship program to help improve the curriculum and teaching activities in the study program.

2.4 KMM Implementation Guidelines

- a. The minimum duration of the internship (KMM) is one month, and the maximum duration is three months.
- b. KMM can be carried out at the end of the odd or even semester and may continue until the beginning of the next semester's classes.
- c. One supervising lecturer may guide more than one student during the KMM program.
- d. The supervising lecturer must monitor the internship process, and the monitoring system is determined by the study program.
- e. The faculty does not provide funding for the KMM program. The study program must include KMM costs in its annual budget plan (RKAT).
- f. If a student does not complete the KMM report within the given time limit (a maximum of five months after the internship ends or after the next semester begins), the student is required to repeat the KMM or will be declared as not passing the course.

CHAPTER III

RIGHTS AND RESPONSIBILITIES

3.1 Student Rights

- a. Students have the right to receive one supervisor from their study program for the KMM internship.
- b. Students have the right to receive information and guidance about the KMM program from their study program.
- c. Students have the right to get a field supervisor from the partner institution or organization where the internship takes place.
- d. Students have the right to receive an evaluation or grade from the partner institution or organization where they do their internship.
- e. Students have the right to receive guidance, monitoring, and evaluation from both the academic supervisor (lecturer) and the partner institution.
- f. Students have the right to earn academic credits (SKS) according to the study program's curriculum and policies.
- g. Students have the right to request or receive a certificate or official letter from the partner institution after completing the internship.
- h. Students have the right to question or clarify their grades given by the supervisor or the partner institution if they believe there is an issue or misunderstanding.

3.2 Student Responsibilities

- a. Students must follow all stages and procedures of the KMM program — from the orientation and preparation phase to the evaluation and grading stage.
- b. Students must carry out their internship according to the rules and regulations set by the partner institution.

- c. Students must consult with their academic supervisor when preparing and writing the KMM report.
- d. Students must write and submit their KMM report to their study program.
- e. Students must attend and complete the KMM examination with their academic supervisor from the study program.
- f. Students must maintain the good reputation of both the university and the partner institution.
- g. Students must respect and follow the norms, ethics, and laws that apply in the community, at the partner institution, and in their living environment during the internship period.

3.3 Rights and Responsibilities of Supervisors

1) Rights of Academic Supervisors (from the Study Program)

- a. Supervisors have the right to receive official recognition for their supervision work, which is recorded in the Academic Information System (SIKAD) for workload reports (BKD) and stored in the SISTER system.
- b. Supervisors have the right to receive information from the study program regarding students' KMM activities.
- c. Supervisors have the right to receive an official assignment letter from the Dean, which is issued through the study program's request process.
- d. Supervisors have the right to determine whether a student passes or fails the KMM course, based on the applicable academic rules and assessment criteria.
- e. Supervisors have the right to decide the schedule or timing for monitoring visits, examinations, and evaluations, following the established procedures.

- f. Supervisors have the **right to receive information from students** about their **health condition** and any other relevant personal data needed to support the smooth implementation of the KMM program.

2) Responsibilities of Academic Supervisors (from the Study Program)

- a. Supervisors are **required to provide guidance, monitoring, assessment, and evaluation** throughout the entire KMM process.
- b. Supervisors are **required to conduct the KMM examination** by reviewing the student's internship report and **assigning grades** based on the student's performance during the program.
- c. Supervisors are **required to submit monitoring, assessment, and evaluation reports** to the **study program or the Head of the Study Program**.

CHAPTER IV

MONITORING, ASSESSMENT, AND EVALUATION

4.1 Monitoring

1. Monitoring is an essential part of the Student Internship Program (KMM) process. It is carried out by the academic supervisor to ensure that the internship runs smoothly and meets its objectives. Monitoring can be done several times during the internship period, or at least once throughout the program. It can be conducted using several methods or strategies, such as:
2. On-site visits to the partner institution or internship location. During the visit, the supervisor may conduct observations, interviews with the student or the partner institution, and gather data related to the ongoing internship process. This activity may include direct discussions with students and partners, feedback sessions with both parties, or direct observation of the student's work activities.
3. Online monitoring. This can be done through virtual interviews with the partner institution or the student. Online monitoring can also be conducted using digital platforms such as Google Forms to collect information about the internship progress, challenges faced, and other related aspects.
4. Checking and verifying the logbook or daily journal submitted to the academic supervisor, as well as reviewing periodic reports from the student or partner institution.
5. Other relevant forms of monitoring, such as the submission of daily or weekly reports, depending on the needs and goals of the monitoring process.
6. Monitoring instruments may include a monitoring form, supervisor's notes, reports from the partner institution, or temporary evaluation forms provided by the partner.

4.2 Assessment Components

The assessment components of the **Student Internship Program (KMM)** are divided into two parts:

1. **Evaluation from the partner institution supervisor, and**
2. **Evaluation from the academic supervisor (from the study program).**

The final grade for the KMM is calculated by **adding both scores and dividing the total by two.**

Tabel 4.1 Partner Institution Assessment Components

No.	Assessment Component	Score Range
1	Practical skills/abilities	10—100
2.	Adaptability / Ability to communicate ideas	10—100
3.	Initiative / Creativity	10—100
4.	Discipline	10—100
5.	Teamwork	10—100
	Total score is divided by five and converted into a letter grade.	

Tabel 4.2 Assessment Components by the Academic Supervisor (from the Study Program)

No.	Assessment Component	Percentage	Score Range
1.	Attendance and discipline	20%	10—100
2.	Final KMM report	30%	10—100
3.	Presentation / KMM results presentation	10%	10—100
4.	Activity logbook	20%	10—100
5.	Performance and responsibility	30%	10—100

4.3 Bentuk Evaluasi

The evaluation is carried out by the KMM supervising lecturer together with the Head of the Study Program. The results of this evaluation can be used as a reference or consideration for curriculum review and for improving the quality of learning. The aspects evaluated in the KMM activities may include:

1. The implementation of KMM activities,
2. The selection of KMM partner institutions,
3. The KMM activities and their achievement of the graduate profile,
4. The results of KMM as input for curriculum review,
5. The partner institution's evaluation of KMM participants, which serves as a reference for improving teaching quality and curriculum design in the study program, and
6. The collaboration between the study program and KMM partner institutions

CHAPTER V

CLOSING

The course Student Internship Program (KMM) is one of the efforts to prepare graduates who are excellent, adaptable, and ready to compete in the professional world. The increasingly competitive and global job market requires study programs to prepare their graduates thoroughly. The KMM program provides students with direct work experience in the business and industrial sectors (DUDI). Through this program, students not only apply and develop their specific skills and knowledge, but also build professional character, ethics, and perseverance.

This KMM Guidebook of the Faculty of Cultural Sciences has been developed as a reference for implementing the KMM program in undergraduate study programs within the Faculty. It aims to make the process more systematic and well-directed, covering aspects such as objectives, benefits, procedures, and evaluation, which can serve as input for curriculum improvement and enhancement of learning quality for students at the Faculty of Cultural Sciences.

Details not specifically regulated in this guidebook may be further defined through study program policies, adapted to the unique characteristics of each program. This guidebook still has room for improvement, and therefore, study programs are encouraged to develop it further according to their respective contexts and needs. Constructive feedback and evaluations of this guidebook are highly welcomed to help improve the quality of inform

APPENDICES

1. Model of KMM Proposal

Proposal

**KULIAH MAGANG MAHASISWA DI PENERBIT JAYA ABADI (Nama
tempat magang/mitra)**



Oleh :

Siti Zulaikah/B0217001

Budi Santoso /B0217005

Fitri Nur Wijayati/ B02171052

PROGRAM STUDI

FAKULTAS ILMU BUDAYA

UNIVERSITAS SEBELAS MARET

SURAKARTA

2025

Halaman Persetujuan

Proposal Kuliah Magang Mahasiswa Program Studi, Fakultas Ilmu Budaya, Universitas Sebelas Maret di Penerbit Jaya Abadi yang disusun oleh:

(1) Siti Zulaikah (B0217001), (2) Budi Santosa (B0217005), dan (3) Fitri Nur Wijayanti (B02171052) telah disetujui oleh :

Pihak Mitra /Pimpinan Mitra	Nama Pimpinan/Pihak Penerbit	Tanda Tangan	Hari/tanggal, bulan, tahun
Prodi Fakultas Ilmu Budaya, Universitas Sebelas Maret	Nama Pembimbing	Tanda Tangan	Hari/tanggal, bulan, tahun

BAB I PENDAHULUAN

1.1 Latar Belakang Kuliah Magang Mahasiswa di Penerbit Jaya Abadi

(Bagian pertama atau paragraf awal) Uraikan secara ringkas dan jelas latar belakang diadakan Kuliah Magang Mahasiswa di Program Studi..... Fakultas Ilmu Budaya Universitas Sebelas Maret seperti mengaju pada peraturan rektor/universitas dan kurikulum di Program Studi Sastra Indonesia (Cukup satu paragraf atau beberapa kalimat saja). Contohnya menyebutkan SK Rektor Universitas Sebelas Maret Nomer..... (cek di buku panduan akademik).

(Paragraf selanjutnya: kedua atau ketiga). Uraikan alasan pemilihan tempat magang tersebut dan sesuaikan dengan profil lulusan Prodi Misalnya adalah pemilihan penerbit minor di penerbit Jaya Abadi, dengan alasan mempelajari sistem penerbitan di penerbit minor atau indie, ingin terlibat cara pengolahan naskah buku (editing, setting, pengurusan ISBN, dan lain-lain), ingin terlibat mencari naskah, dari proses produksi, distribusi, hingga konsumsi atau ingin mengetahui dan terlibat dalam penjualan ataupun mengreahui pasar yang dituju, dan lain-lain. Hal ini disesuaikan dengan profil lulusan Prodi FIB UNS yang menghasilkan lulusan sebagai penulis, editor atau penyelia bahasa, dan pelaku industri kreatif berbasis kebahasaan.

(Paragraf selanjutnya). Harapan atau keinginan yang akan didapatkan setelah mengikuti magang di tempat tersebut. Uraikan manfaat yang akan diperoleh dalam kegiatan magang tersebut terutama dari tempat magang.

1.2 Tujuan Kuliah Magang Mahasiswa: Tuliskan tujuan KMM baik secara lembaga dan kelompok/pribadi. Secara lembaga memenuhi ketentuan SK Rektor Nomer..... atau tuntutan kurikulum program studi, mengenalkan mahasiswa pada dunia kerja dan pengalaman belajar di luar kampus, dan lain-lain. Tujuan khusus atau kelompok disesuaikan dengan harapan khusus dalam mengikuti kegiatan magang di tempat tersebut.

1.3 Manfaat Kuliah Magang Mahasiswa: Tuliskan manfaat kegiatan magang tersebut bagi Anda, sesuaikan dengan keahlian atau manfaat yang didapatkan dari tempat magang dalam mendukung profil lulusan program studi. Manfaat dapat meliputi manfaat secara kelembagaan dan bagi proses pembelajaran di program studi dan untuk mahasiswa.

BAB II MEKANISME PELAKSANAAN

- 2.1 Bentuk Kegiatan Kuliah Magang Mahasiswa:** Tuliskan bentuk kegiatan KMM yang dilakukan, seperti pelatihan, aktivitas bekerja sebagai editor, perancang produk, penerjemah, penulis konten, pembuat video profil, atau yang lain. Bentuk kegiatan dapat juga dilakukan dengan praktik kerja di kantor atau secara online.
- 2.2 Tempat Kuliah Magang Mahasiswa:** Tuliskan nama tempat magang dan alamat mitra secara lengkap, meliputi alamat surat, email, kontak telpon, dan laman (bila ada).
- 2.3 Waktu Pelaksanaan Kuliah Magang Mahasiswa:** Tuliskan waktu pelaksanaan kegiatan KMM sesuai dengan surat permohonan atau surat balasan dari mitra/kesepakatan antara mitra dan mahasiswa.
- 2.4 Jadwal Kegiatan Kuliah Magang Mahasiswa:** Tuliskan jadwal kegiatan KMM mulai dari sosialisasi di program studi hingga jadwal pembekalan, pelaksanaan KMM, penyusunan laporan, hingga ujian KMM

BAB III MONITORING DAN EVALUASI

- 1.1 Pembimbing Kuliah Magang Mahasiswa:** Tuliskan nama pembimbing baik dari mitra (bila sudah ditentukan) dan dosen pembimbing dari program studi. Bagian ini juga bisa diberikan keterangan perihal keahlian atau pengalaman pembimbing yang berhubungan kegiatan yang akan dilakukan pada KMM atau mitra.
- 1.2 Monitoring Kuliah Magang Mahasiswa:** Tuliskan bentuk-bentuk dan monitoring yang akan dilakukan seperti kunjungan ke tempat KMM atau mitra, monitoring secara *online* atau daring, monitoring melalui googleform, ataupun wawancara dan pemberian pertanyaan umpan balik
- 1.3 Evaluasi Kuliah Magang Mahasiswa:** Tuliskan bentuk-bentuk evaluasi yang akan dilakukan oleh pembimbing atau prodi dalam kegiatan KMM. Evaluasi dapat dilakukan dengan observasi, wawancara, pembagian angket, pemeriksaan laporan, pemeriksaan catatan harian/mingguan, diskusi atau bentuk yang lain.

BAB IV PENYUSUNAN LAPORAN

- 4.1 Laporan Pelaksanaan Kuliah Magang Mahasiswa:** Tuliskan waktu atau jadwal penyusunan laporan kegiatan KMM, hal-hal yang akan dituliskan dalam laporan KMM (bagian pendahuluan, isi laporan, dan penutup), jadwal atau kegiatan bimbingan/konsultasi dengan pembimbing, dan waktu atau batas akhir penyelesaian laporan.

4.2 Presentasi dan Ujian Kuliah Magang: Tuliskan jadwal presentasi dan ujian, hal yang akan dipresentasikan dalam ujian

BAB V PENUTUP

Penutup berisi harapan terhadap pelaksanaan KMM dalam meningkatkan kemampuan atau kompetensi, ketrampilan khusus yang akan didapatkan, *softskill*, dan kegiatan yang mendukung profil lulusan di program studi. Selain itu, penutup juga diakhiri dengan penjelasan ringkas keterkaitan topik atau tema kegiatan KMM tersebut dalam menghadapi pasar kerja yang kompetitif.

Keterangan:

1. Proposal atau format proposal dapat menyesuaikan dengan permintaan mitra atau tempat KMM,
2. Proposal dibuat sejelas dan sesingkat mungkin, tidak terlalu panjang,
3. Ukuran huruf yang digunakan adalah Times New Roman 12, spasi 1,5, margin/batas kiri 4, margin/batas kanan 3, margin/batas atas 3, margin/batas bawah 3 dengan ukuran kuarto. Proposal diberi nomor halaman di bagian bawah sebelah kanan,
4. Lembar persetujuan dengan mitra dapat menyesuaikan kebutuhan dan kondisi dari mitra,
5. Proposal dapat disusun secara berkelompok atau individu sesuai tempat/mitra atau kegiatan mahasiswa,
6. Proposal dilampirkan atau ditunjukkan pada saat pelaksanaan ujian KMM dengan dosen pembimbing dari program studi dalam bentuk softfile atau hardcopy, dan
7. Proposal tidak dikumpulkan di program studi.

2. Model of KMM Report

LAPORAN KULIAH MAGANG MAHASISWA: MENJADI WARTAWAN BAHASA JAWA DI SOLOPOS



Disusun oleh:

Nur Kahasanah

C0216062

PROGRAM STUDI

FAKULTAS ILMU BUDAYA

UNIVERSITAS SEBELAS MARET

SURAKARTA

2024

Halaman Pengesahan

Laporan Kuliah Magang Mahasiswa: Menjadi Wartawan Bahasa Jawa di Solopos

Disusun oleh:

Nur Khasanah

C0216062

Pembimbing Prodi

1. Nama : Siti Nurjanah, Ph.D.
2. NIP : 1986200420130201
3. Program Studi : Sastra Indonesia

Pembimbing Institusi Mitra

1. Nama Institusi Mitra : PT Grha Aksara Solopos
2. Alamat :
3. Telpon/laman/telpon :
4. Jangka Waktu Magang :

Surakarta, 05 September 2024

Mengetahui,
Pembimbing Insitusi Mitra

Ahmad Badrus, S.Sos.

Menyetujui
Dosen Pembimbing

Siti Nurjanah, Ph.D.
NIP.....

Mengesahkan
Ketua Prodi

.....
NIP.....

DAFTAR ISI

HALAMAN JUDUL	i
HALAMAN PENGESAHAN	ii
KATA PENGANTAR	iii
DAFTAR TABEL (Bila ada)	iv
DAFTAR GAMBAR (Bila ada)	v
DATAR ISI.....	vi

BAB I PENDAHULUAN	1
1.1 Latar Belakang Kuliah Magang Mahasiswa	
1.2 Tujuan Kuliah Magang Mahasiswa	
1.3 Manfaat Kuliah Magang Mahasiswa	

BAB II TINJAUAN PUSTAKA	
2.1 Lembaga Mitra dan Profil Lulusan di Prodi.....	
2.2 Wartawan dan Kompetensi di Prodi	

BAB III METODE PELAKSAAN KEGIATAN.....

3.1 Identitas Lembaga Mitra	
3.2 Waktu Pelaksanaan	
3.3 Kegiatan	
3.4 dst	

BAB IV WARTAWAN BAHASA JAWA DI SOLOPOS (judul menyesuaikan)

4.1 Solopos sebagai Surat Kabar Harian dan Bahasa Jawa.....	
4.2 Solopos dan Profil Lulusan Sastra Indonesia.....	
4.3 Catatan Harian atau Logbook Kegiatan	
4.4 Kegiatan Kuliah Magang Mahasiswa di Solopos.....	
4.4.1. Catatan Harian atau Logbook Kegiatan	
4.4.2 Menjadi Wartawan bahasa Jawa.....	
4.4.3 Jadwal, Kegiatan, dan Hasil KMM.....	
4.4.4 Kegiatan Menulis Berita dalam Bahasa Jawa.....	
4.5 Dst	
4.6	

BAB IV PENUTUP

DAFTAR PUSTAKA
LAMPIRAN

Keterangan:

1. Laporan KMM terdiri dari tiga bagian utama, yakni: Bagian Awal, yang terdiri dari halaman sampul depan, halaman pengesahan, kata pengantar, daftar Isi, daftar tabel atau istilah (bila diperlukan), Bab II Pendahuluan yang terdiri dari Latar Belakang, Tujuan, Manfaat, Bab II Tinjauan Pustaka yang berisi uraian tentang lembaga mitra atau pentingnya kegiatan magang tersebut dilakukan dengan mendasarkan pada data-data atau hasil yang telah dilakukan tentang kegiatan tersebut, dan Bab III Metode Pelaksanaan Kegiatan yang terdiri dari posisi/identitas lembaga mitra, pentingnya melakukan kegiatan tersebut di lembaga mitra, waktu pelaksanaan KMM, kegiatan yang dilakukan, dan cara melakukan kegiatan tersebut.
2. Bagian Isi, yakni Bab IV yang terdiri dari hasil pelaksanaan kegiatan KMM. Bagian ini jelaskan tentang identitas lembaga mitra secara umum dan secara khusus yang berhubungan dengan bidang keilmuan yang dikembangkan Prodi Sastra Indonesia, posisi lembaga mitra dalam mendukung profil lulusan, waktu dan rincian kegiatan yang dilakukan selama KMM atau logbook harian dari kegiatan KMM, berbagai kegiatan KMM yang dilakukan di lembaga ini yang dihubungkan dalam upaya mendukung profil lulusan prodi, dan analisis manfaat yang diperoleh dari KMM dalam mendukung profil lulusan.
3. Bagian Akhir yang terdiri dari Bab V Penutup yang berisi simpulan dari kegiatan KMM dan saran bila diperlukan dari kegiatan KMM, daftar pustaka, dan lampiran.
4. Bab I atau Pendahuluan sampai dengan Bab V atau Penutup minimal sebanyak 4.500 kata dan tidak ada batas maksimal. Bab I sampai dengan Bab III maksimal dua puluh lima persen dari jumlah total kata dalam Bab I s.d. Bab III. Bab IV atau bagian isi ini tujuh puluh persen dari keseluruhan dan Bab V atau Penutup maksimal lima persen dari keseluruhan jumlah kata. Daftar pustaka dibuat yang digunakan adalah sistem penulisan gaya APA (American Psychological Association).
5. Jumlah lampiran tidak dibatasi tetapi hal-hal yang penting dan sebagai bukti yang dilampirkan, dapat berupa kata-kata atau deksripsi, screenshoot, gambar, surat atau dokumen, hasil pekerjaan, kegiatan KMM, foto kegiatan, dan lain-lain. Lampiran yang wajib adalah surat permohonan kepada mitra dari fakultas, surat jawaban dari mitra KMM (bila ada), surat penyerahan dari prodi kepada lembaga mitra KMM, dan surat penarikan dari prodi.
6. Laporan dibuat dalam bentuk format: jenis huruf: 12 Times New Roman, 1,5 spasi, dengan batas atau margin kanan 3, kiri 3, atas 3, dan bawah 3.
7. Laporan dicetak dalam bentuk bolak-balik pada kerta ukuran kuarto dan dijilid *softcover*.
8. Halaman pengesahan ditandatangani dan diberi cap atau stempel dari mitra KMM (bila mitra menggunakan stempel) dan program studi/ketua program studi
9. Format halaman, huruf yang digunakan adalah Times New Roman, ukuran 12

3. Lembar Rubrik Penilaian Mitra

Nomor :
Lamp. :
Hal : Nilai Kinerja KMM

Kepada : Yth. Ketua Prodi
Fakultas Ilmu Budaya.
Universitas Sebelas Maret
di Surakarta

Berkenaan dengan pelaksanaan Kegiatan Magang Mahasiswa di institusi kami, kami sampaikan hasil penilaian kinerja pelaksanaan magang:

No	NIM	Nama	Nilai (0-100) *)					Nilai Akhir
			1	2	3	4	5	

Keterangan:

*)

1. Kemampuan/keterampilan praktik
2. Kemampuan adaptasi/ kemampuan mengkomunikasikan gagasan
3. Inisiatif/kreativitas
4. Kedisiplinan
5. Kerjasama tim/ kerja dalam kelompok

.....
Pembimbing Mitra/Lapangan

.....
(Nama terang dan jabatan)

4. Rubrik Penilaian Dosen Pembimbing

NILAI UJIAN AKHIR KMM

Nama Mahasiswa :
NIM :
Prodi :
Judul Magang :

No	Komponen Penilaian	Nilai		
		Nilai (0 – 100)	Bobot	Nilai x Bobot
1.	Kinerja Pelaksanaan *)			
2.	Penguasaan Praktik/kegiatan**)			
	Rata-rata			

Keterangan:

*) Nilai dari Pembimbing Lapangan

***) Nilai dari dosen pembimbing merupakan nilai akhir dari beberapa komponen seperti kehadiran, laporan akhir, presentasi, logbook, kinerja atau tanggung jawab

Surakarta,
Penguji Magang,

.....

NIP.

	FAKULTAS ILMU BUDAYA UNIVERSITAS SEBELAS MARET		
	Prosedur Mutu 01	No. dokumen :	KP001
	KULIAH MAGANG MAHASISWA	No. revisi :	
		Tgl. Diterbitkan :	08 Januari 2025
		Halaman :	
		Disahkan oleh :	Dekan Fakultas Ilmu Budaya

1. TUJUAN

Prosedur ini ditetapkan sebagai pedoman bagi mahasiswa yang ingin mengajukan Kuliah Magang Mahasiswa (KMM).

2. RUANG LINGKUP

Prosedur ini ditetapkan dengan cakupan permohonan KMM ke Divisi KMM Prodi, Permohonan ke lokasi KMM, pelaporan KMM dan seminar laporan/ujian lisan KMM.

3. DEFINISI

KMM adalah mata kuliah yang dilaksanakan di luar kampus bagi mahasiswa Fakultas Ilmu Budaya dalam rangka mengenalkan mahasiswa dalam dunia kerja bersama institusi lain atau mitra.

4. PENJELASAN UMUM

- 4.1. Mahasiswa melakukan proses perencanaan, pelaksanaan, pelaporan dan seminar laporan KMM/ujian lisan sesuai dengan ketentuan yang berlaku
- 4.2. Waktu dan lama pelaksanaan KMM sesuai dengan ketentuan dari Fakultas Ilmu Budaya

5. DOKUMEN/REFERENSI TERKAIT

- 5.1. Peraturan Rektor Universitas Sebelas Maret Nomor: 373/J27/PP/2005 tanggal 27 Mei 2005

6. URAIAN PROSEDUR

Penanggung jawab	Aktivitas	Dokumen/ Formulir
Mahasiswa	6.1. Pengajuan Permohonan Melaksanakan KMM - Mahasiswa menyerahkan Kartu Hasil Studi yang telah menempuh lulus 90 SKS dan dilengkapi dengan diskripsi bidang ketrampilan yang akan dipraktikkan dalam dunia kerja - Mahasiswa mengajukan permohonan KMM dengan format permohonan yang ditentukan prodi masing-masing.	- Kartu Hasil Studi (FORM KP-01) - Form ketrampilan khusus yang akan dipraktikkan dalam dunia kerja (FORM KP-02) - Surat Permohonan KMM (FORM KP-03)
Divisi KM M Prodi	6.2. Penentuan Pembimbing KMM dan Surat Pengantar KMM ke Instansi/Perusahaan - Menentukan pembimbing untuk mahasiswa yang mengajukan KMM - Mengajukan surat pengantar permohonan untuk KMM ke instansi/lokasi KMM kepada Fakultas Ilmu Budaya	- Penunjukkan Pembimbing - Surat Pengantar Permohonan KMM ke Instansi/Perusahaan dari Fakultas
Penanggung Jawab	Aktivitas	Dokumen/ Formulir
Mahasiswa	6.3. Pengajuan permohonan KMM ke Instansi Tujuan - Mahasiswa mengirimkan surat pengantar melalui email, Whatapps, atau diantar langsung. - Jika permohonan diterima mahasiswa dapat melakukan KMM di instansi yang dimaksud sesuai dengan jadwal pelaksanaan KMM atau sesuai kesepakatan dengan instansi. - Jika tidak diterima, mahasiswa mengajukan surat pengantar permohonan KMM ke instansi lain kepada Divisi KMM.	- Surat pengantar dari Fakultas (FORM KP-01) - Form Kartu Hasil Studi (FORM KP-02) - Surat Pengantar permohonan KMM ke Instansi/Perusahaan
Instansi untuk KMM, Pembimbing dan Mahasiswa	6.4. Proses KMM di Instansi/Perusahaan - Mahasiswa sebelum berangkat melakukan KMM di Instansi diwajibkan untuk mengikuti pembekalan dari program studi dan telah konsultasi terlebih dahulu ke dosen dan pembimbing KMM . - Mahasiswa melakukan proses KMM di instansi/mitra/perusahaan	- Presensi pembekalan KMM - Lembar Pantauan Bimbing KMM (FORM KP-04) - Lembar Penilaian dari tempat KMM (instansi/Perus

		a haan) (FORM KP-05)
Pembimbing dan Mahasiswa	6.5. Proses Pembuatan Laporan KMM • Mahasiswa menyusun laporan KMM sesuai dengan format yang telah ditentukan • Mahasiswa mengkonsultasikan laporan tersebut ke pembimbing KMM. • Mahasiswa memperbaiki laporan sesuai dengan masukan dari pembimbing • Mahasiswa mengajukan laporan yang sudah diperbaiki dan disetujui pembimbing untuk diseminarkan/diujikan	• Lembar Pantauan Bimbingan KMM (FORM KP-07) • Laporan KMM yang sudah disetujui pembimbing
Divisi KMM	6.6. Pendaftaran Ujian Lisan/Seminar KMM • Mahasiswa mengajukan permohonan ujian lisan/seminar KMM dengan cara : ✓ Menyerahkan Laporan KMM yang telah disetujui oleh pembimbing KMM sebanyak satu eksemplar (belum dijilid) ✓ Menyerahkan nilai yang diberikan oleh instansi tempat KMM. ✓ Mahasiswa menunggu jadwal seminar/ujian lisan KMM yang nantinya akan diumumkan oleh Divisi KMM melalui prodi atau dosen pembimbing	• Laporan KP Sebanyak satu eksemplar (belum dijilid) • Lembar Penilaian dari instansi tempat KP (FORM KP-05) • Lembar kegiatan harian pelaksanaan KP (FORM KP-04)
		• Lembar Pantauan Bimbingan KMM (FORM KP-07) • Jadwal ujian lisan/seminar KMM
Team Penguji KMM	6.7. Proses Seminar Laporan KMM • Mahasiswa mempresentasikan laporan KMM • Mahasiswa melakukan diskusi/Tanya jawab dengan penguji, yakni dosen pembimbing • Mahasiswa menerima masukan dari penguji untuk perbaikan laporan KMM • Mahasiswa melakukan penjilidan terhadap laporan KMM yang sudah dirivisi dan telah mendapat persetujuan team penguji dan pembimbing KMM • Mahasiswa selesai melaksanakan KMM	• Lembar penilaian seminar KMM (FORM KP-06) • Lembar penilaian akhir KMM (FORM KP-08)

