

FAKULTAS TEKNIK
UNRAM



PEDOMAN
PRAKTEK
KERJA
LAPANGAN

FIELDWORK PRACTICE GUIDELINE



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**THE FACULTY OF ENGINEERING
THE UNIVERSITY OF MATARAM
2023**

FOREWORD

First, we express our gratitude to Allah SWT, who has given His grace and guidance in completing the guideline for implementation and report writing of the Fieldwork Practice (PKL). This guideline is constructed to provide directions in the implementation and report writing of PKL for students of the Faculty of Engineering, University of Mataram. This book is also a guideline that shall be followed by every study program at the Faculty of Engineering, University of Mataram, in providing files for students who will have PKL and giving an assessment of student PKL reports.

We are aware that this guideline still requires constructive suggestions so that it becomes better and in accordance with the conditions of each study program at the Faculty of Engineering, University of Mataram. We are very grateful if there are constructive suggestions.

Mataram, 3 January 2023

Team

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I. INTRODUCTION

1.1 Background

The vision of the Faculty of Engineering, the University of Mataram is to become an excellent faculty in research-and-innovation-based education and technology development that is internationally competitive. To achieve this vision, one way is to improve students' abilities and skills by doing practical work in the real world, both at the national and international levels. For this reason, guidelines for the implementation of PKL from registration to evaluation need to be made to ensure the smooth running of PKL.

The legal bases for constructing PKL guideline are:

1. Law Number 20 of 2003 concerning the National Education System;
2. Law Number 12 of 2012 concerning Higher Education;
3. Government Regulation Number 4 of 2014 concerning the Implementation and Management of Higher Education;
4. Regulation of the Minister of Research, Technology, and Higher Education Number 45 of 2017, Regarding the Statute of the University of Mataram;
5. Decree of the Minister of Education and Culture of the Republic of Indonesia Number 116 dated 8 October 2014 concerning the Organization and Working Procedures of the University of Mataram;
6. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards;
7. Decree of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 123/M/KPT.KP/2018 dated 7 March 2018 concerning the Appointment of the Rector of the University of Mataram;
8. Decree of the Rector of the University of Mataram Number 5105/J18.H/HK.01.12/2002 concerning the Delegation of Authority to Deans of Faculties within the University of Mataram to make and sign decrees;

9. The Regulation of Rector Number 3 of 2020 dated 10 July 2020 concerning Academic Guideline for the University of Mataram.
10. Decree of the Rector of the University of Mataram Number 2543/UN18/KP/2021 dated 9 July 2021 concerning Dismissal and Appointment of the Dean of the Faculty of Engineering, the University of Mataram for the 2021-2025 period.

1.2 Definition and Scope of Fieldwork Practice (PKL)

PKL is a set of practical activities carried out within a certain period of time in the field with partners (industry, government and private agencies, community groups, education and training institutions, business entities, and other organizations) to gain understanding and skills. Thus, it can increase the professionalism of students according to their major. PKL is a compulsory course for students and is included in the study program curriculum.

The scope of the PKL material is the work or profession chosen by students in accordance with their major. PKL is carried out over a period of about 2-3 months or even more, depending on the credits of the course or the minimum requirements for the field of work specified as PKL material and the characteristics of each department/study program. The implementation is left to each department/study program.

1.3 Objectives

The purpose of PKL is to make students able to apply the theory obtained on campus and provide them with experience about the work system in government or private agencies.

1.4 Benefits

The benefits of PKL are:

1. For students, to have insight and experience about the world of work in their field.
2. For institutions, to provide a synergy between universities and the business and industrial world.

3. For partners, to provide human resources to help them complete their daily tasks.

II. IMPLEMENTATION

2.1 Requirements

To be eligible to enroll in PKL, a student:

1. Has completed a minimum of 90 credits.
2. Has a minimum GPA of 2,00.

2.2 Time and Place of PKL

The time and place of PKL should meet the following requirements:

- 1) PKL is carried out for a minimum of 2 months.
- 2) The place for PKL is an industry or agency with a topic of PKL in line with students' major.

2.3 Procedure

The PKL procedure can be seen in the PKL flow chart, as shown in Figure

2.1. A brief description of the procedure is:

- 1) A student is looking for a place for PKL.
- 2) After getting approval from the location of the PKL, the student submit an application letter to the Head of Study Program by filling out a registration form provided by the department/study program.
- 3) The department/study program writes and sends a letter of application for a PKL permit to the Dean of the Faculty of Engineering, considering the suitability of the major.
- 4) The Dean sends the letter of application to a partner.
- 5) After receiving a letter of acceptance from the partner, the head of the study program appoints a supervisor for the student. If the application letter is not approved by the partner for some reason, the student looks for another place for PKL and follows the procedure from points 1–4.
- 6) Students whose PKL applications are approved can carry out PKL and receive debriefing/assignments from the supervisor before they start the PKL.
- 7) After completing the PKL, the student is required to write a PKL report.

- 8) The student is also required to give a presentation in front of the supervisor or give a seminar after the report is completed.

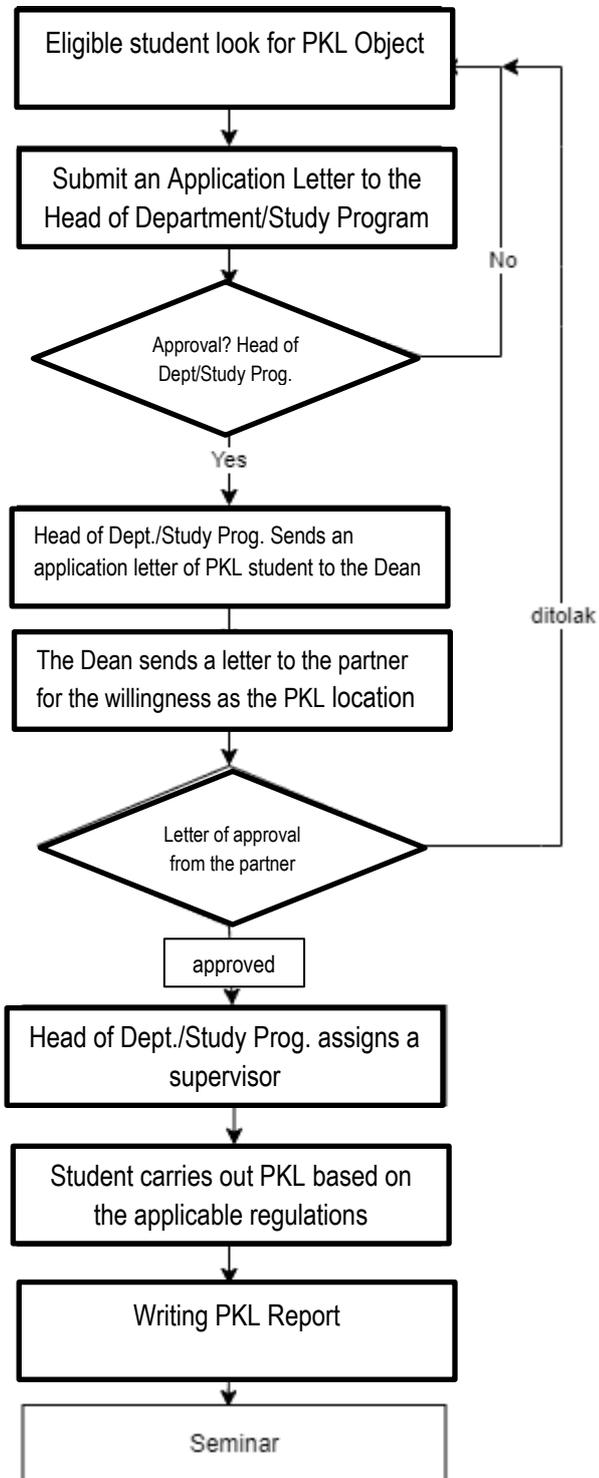


Figure 2.1. Flowchart of the implementation of PKL

2.4 Mentoring

The PKL mentoring is conducted based on the following provisions:

- 1) There are two supervisors. They are:
 - a. A supervisor is a lecturer in a study program or department where the student is studying, appointed by the Head of Study Program or Head of Department, and deemed an expert in the place where the student does the PKL.
 - b. A field supervisor is an employee appointed by the employer at the place where the student does the PKL.
- 2) The student consults the topic of PKL with the supervisor before the PKL is implemented and fills out the assignment sheet (Appendix K).
- 3) The student consults with the field supervisor and does the work according to his commands.
- 4) The student is required to fill out a PKL control card (see Appendix M), which will be monitored by the supervisor at least twice during the program.
- 5) The PKL report must be approved by both supervisors for a presentation/seminar.

III. GUIDELINE FOR PKL REPORT WRITING

The report consists of the following parts:

3.1 Opening Part

The opening part of the report includes the title page, approval page, foreword, table of contents, list of tables, list of figures, and list of appendices. The format of each page in the opening part is shown in Appendices A–I.

3.2 Main Part

The main part includes several chapters: introduction, background of the theory, implementation of fieldwork practice (PKL), results and discussion, and conclusion and suggestions.

a. Introduction

This chapter consists of several sections, such as background, job description, scope of work, objectives, and benefits of the job.

- The background of the study explains the reason why a student did the PKL at a certain place. The explanation should contain the relationship between the field of study and the work done at the PKL place.
- The PKL job description section contains a description of the work that the student did at the PKL place.
- The scope of work section describes the scope/limits of the work done at the PKL place.
- The objectives of PKL express the purpose of completing the work at the PKL place.
- The Benefits of PKL section clearly and briefly explains the benefits of doing the PKL at a certain place for the student, the company, or the agency where the PKL was conducted.

b. Company Overview

This section contains the following:

- Brief profile of the Company/Industry/Institution,

- Vision and Mission
- Organizational Structure

c. **Background of the Theory**

This chapter contains theories that support the student's reasons for choosing specific cases/work.

d. **Implementation of Fieldwork Practice (PKL)**

This chapter consists of:

- Field of work. The field of work describes what work was done, the student's position in the job, and the relationship between the field of work and other fields of work (if any).
- Obstacles. This section describes the obstacles that the students faced in the workplace. The student also explains what factors caused these obstacles.
- Overcoming the Obstacles. This section explains how to overcome the obstacles mentioned previously. It also describes the theories that support ways to overcome the obstacles.

e. **Results and Discussion**

This chapter contains the results of the PKL. It should be based on the scope of work mentioned in the introduction. This chapter also contains an explanation of the results of the PKL. The results can be in the form of theoretical, qualitative, and quantitative descriptions.

The discussion is written systematically and contains rational explanations of all the information obtained during the PKL. Additionally, the discussion should be written clearly and can contain tables, graphs, equations, photos, or drawings. Tables or drawings should be arranged in such a way that they are easy to read and understand. The discussion also includes various literature related to the results of the work as well as the theories that underlie the discussion.

f. **Chapter 5. Conclusion and Suggestion**

This chapter includes the conclusion and suggestion.

- The conclusion contains a brief but precise description of the results of the work during the field practice.
- Suggestions are given based on the student's experiences and considerations while carrying out the PKL. Suggestions are addressed to other students, the university, and the partner.

3.3 Closing Part

The closing part contains Bibliography and Appendices

a. Bibliography

The bibliography only contains references used in the report and is written using the American Psychological Association (APA) format.

b. Appendices

The appendices consist of:

- Appendices contain additional information to complement the results of the PKL report, which cannot be shortened, and if omitted, the contents of the report will be incomplete.
- Appendices contain photos of activities, assignment sheets, progress of the mentoring of the PKL report, PKL attendance sheet, and assessment sheet (according to the template, Appendices L–O).

III. PKL SEMINAR

The PKL report must be presented in a seminar or in front of the supervisor. The seminar aims to provide opportunities for students to share and present their experiences, knowledge, and skills gained during the PKL.

1. The student can give a seminar with the supervisor's approval.
2. To give a seminar, the student should provide an assessment form signed by the field supervisor.
3. The student and the supervisor agree on the seminar schedule, but the supervisor should confirm with the Study Program Secretary the availability of a seminar room before the seminar is conducted.
4. The supervisor must attend the seminar and bring the minute of PKL printed by the Study Program Secretary.
5. The student must dress appropriately, wearing white long-sleeved shirt, black skirt or trousers, and the university suit.
6. The seminar presentation and question-and-answer sessions last for 30 minutes to a maximum of 1 hour.
7. The academic supervisor takes the seminar into consideration when evaluating the report.

IV. FIELDWORK PRACTICE ASSESSMENT

5.1. Objectives of the Assessment

The purpose of the assessment is to evaluate and assess the results of the PKL that has been conducted by a student. It is also intended to determine the level of understanding and skills the student acquired during the PKL.

5.2. Assessment Criteria and Standards

The criteria and standards of PKL assessment are based on the University of Mataram's Academic Guideline (Regulation of the Rector of the University of Mataram No. 7 of 2021 concerning Amendments to the Regulation of the Rector of the University of Mataram No. 3 of 2020 concerning the University of Mataram Academic Guideline) with a range of scores, in number and letter, shown in Table 5.1.

Table 5.1. Assessment Criteria and Standards

No.	Score Intervals	Grade	In Letter
1	$\geq 85 - 100$	4,0	A
2	$\geq 80 - < 85$	3,5	B+
3	$\geq 75 - < 80$	3,0	B
4	$\geq 70 - < 75$	2,5	C+
5	$\geq 65 - < 70$	2,0	C
6	$\geq 55 - < 65$	1,5	D+
7	$\geq 45 - < 55$	1,0	D
8	$0 - < 45$	0,0	E

5.3. Assessment Team and Aspects

The PKL assessment is conducted by the supervisor and the field supervisor. The aspects of the assessment are as follows:

a. Field Supervisor

The field supervisor assessed students by observing them perform their jobs in the workplace. Based on this assessment, the field supervisor can see the quality of the students, whether they meet the competencies required by the partners or not (government, state-owned enterprises, private companies, etc.), and whether the program's link and match meet the demands of the current world of work. The aspects assessed by the field supervisor are shown in Table 5.2.

Table 5.2. Aspects Assessed by the Field Supervisor

No.	Assessment Aspects	Score (0-100)
A.	SPECIAL SKILLS	
1	Basic Knowledge of the Field of Work	
2	Basic Skills for the Field of Work	
3	Quantity of Work	
4	Quality of Work	
5	Time/Speed and Accuracy in Completing the Work	
B.	ATTITUDE/PERSONALITY	
1	Discipline (Punctuality)	
2	Attitude (politeness, honesty)	
3	Communication Skills	
4	Responsibility (dedication to work, kebersihan kerja)	
5	Creativity / Initiative	
6	Teamwork	

b. Supervisor

The assessment conducted by the supervisor is based on the report-writing, mentoring, and consultation processes. The aspects assessed by the supervisor are as follows:

Tabel 5.3. Aspects Assessed by the Supervisor

No.	Aspects of Assessment	Percentage (%)	Score
1	Report Compilation Process (consultation frequency, student contribution – ideas, initiatives – for the completion of the report)	15%	
2	Completeness and the writing of the report (Conformity with the guideline)	15%	
3	The depth of material The material relates to the depth or weight of the contents of the report	30%	
4	Material comprehension and mastery: Through presentation	40%	

5.4. Final Grade

The PKL student's final grade is the sum of the grades given by both the supervisor and the field supervisor. The grade is calculated using the following formula:

$$NA = 0,5 N_1 + 0,5 N_2$$

With:

NA : Final score for PKL

N₁ : Average score given by the field supervisor

N₂ : Average score given by the supervisor

A student is deemed to pass the course if their final score is at least C.

APPENDICES

FIELDWORK PRACTICE REPORT

(Font: Times New Roman 14, Uppercase, Bold, Spacing: 1)



TITLE OF PKL

by :

Name of Student
F1X012111

(Font: Times New Roman 12, Spacing: 1)

**XXXX ENGINEERING
FACULTY OF ENGINEERING
UNIVERSITY OF MATARAM
202X**

(Font: Times New Roman 12, Uppercase, Bold, Spacing: 1)

APPROVAL SHEET I
FIELDWORK PRACTICE

“TITLE OF PKL”

(Font: Times New Roman 12, Uppercase, Bold, Spacing: 1)

has been approved and ratified as one of the requirements for completing the Fieldwork Practice Subject, Faculty of Engineering, University of Mataram .

(Font: Times New Roman 12, Spacing: 1)

By :

Name of Students
F1X022111

Approved by,
PKL Advisor

(Name of the Lecturer)
NIP. XXXXXXXXXXX

(Font: Times New Roman 12, Spacing: 1)

Acknowledged by

Head of Department/Study Program of Engineering ...
Engineering Faculty
University of Mataram

(signature and stamp)

Name of Study Program
NIP : 19731231 200003 1 001

APPROVAL SHEET II
FIELDWORK PRACTICE

Report on Fieldwork Practice activities that have taken place on the date xxxxxxxx to xxxxxxxx at xxxxxxxxxxxx, done by:

1.

Name of the Student
(F1X022111)

has been approved and ratified as one of the requirements for completing the Fieldwork Practice Subject, Faculty of Engineering, University of Mataram .

Mataram, dd-mm-yyyy

Approved by,
Field Supervisor

Signature and Stamp

(Name of the Field Supervisor)

FOREWORD

The writer praises Allah SWT, the Most Gracious and Merciful for all His blessings, guidance, and gifts, so that the writer can complete the the Fieldwork Practice report with the title "Title of PKL report".

This PKL was carried out at..... from the date of xxxxxx to xxxxxxxx. The purpose of this PKL is as one of the requirements to complete the Fieldwork Practice Course, Faculty of Engineering, the University of Mataram.

Finally, hopefully it is not too much if the writer hopes that this work can be useful for readers.

Mataram, dd-mm-yyyy

Writer

ACKNOWLEDGEMENT

This fieldwork practice report can be completed thanks to academic assistance and material support from various parties. Therefore, on this occasion, the author would like to express his sincere gratitude to:

1. Mr/Ms XXXXXXXX. as the Head of Engineering Department/ Study Program of xxx at the University of Mataram.
2. Mr. or Mrs. XXXXXXXX as the supervisor who guided me so that this PKL report can be completed.
3. Mr/Mrs XXXXXX as the Head of XXXXXX Company.
4. Mr/Mrs XXXXXXXX as an HRD employee in XXXXXXXX Company
5. Mr./Mrs. XXXXXXXX as the Field Supervisor at XXXXXXXX Company.
6. Colleagues from XXXXXXXX Company who have provided me with information and knowledge about the company.
7. Colleagues that the author cannot mention one by one, who had supported me during the implementation until this report was completed.

The author realizes that there are still many shortcomings or errors, both related to the material and the writing. Therefore, criticism and suggestions are highly expected for the improvement and perfection of this report.

Finally, the author hopes that this report can be properly used and can be useful for students and readers in general.

Mataram, dd-mm-yyyy

Author

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MINISTRY OF EDUCATION, CULTURE,
RESEARCH AND TECHNOLOGY
THE UNIVERSITY OF MATARAM
FACULTY OF ENGINEERING
DEPARTMENT OF MECHANICAL ENGINEERING
Jl. Majapahit No. 62, Mataram. Phone. (0370) 636087, 085954851010 (WhatsApp)
Email: adm.machine@unram.ac.id

ASSIGNMENT SHEET

The following student:

Name : Student Name

Student Number : F1X022111

Does the field practice

Start : dd-mm-yyyy

Finish : dd-mm-yyyy

Workplace :

Deadline of the report: dd-mm-yy

General responsibilities :

Special responsibilities :

Mataram, dd-mm-yyyy

Supervisor

Name of Supervisor

NIP.



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Email: adm.machine@unram.ac.id

PROGRESS OF FIELDWORK PRACTICE REPORT ASSISTANCE

Name :
Student No. :
Field Practice Title :

No.	Date	Job Description	Signature

Mataram, dd-mm-yyyy

Academic Supervisor

Signature

Name of Academic Supervisor
NIP.

Appendix M. Fieldwork Practice Attendance

ATTENDANCE

Name :

Student Number :

Field Practice Title :

No.	Date	Activities	Field Supervisor Signature

Mataram, dd-mm-yyyy

Field Supervisor,

Signature + Stamp

(Name of Field Supervisor)



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 Email: adm.machine@unram.ac.id

FIELD SUPERVISOR ASSESSMENT SHEET

Name :

Student No. :

Field Practice Title :

No.	Aspects of Assessment	Score (0-100)
A.	SPECIAL SKILLS	
1	Basic Knowledge of the Field of Work	
2	Basic Skills for the Field of Work	
3	Quantity of Work	
4	Quality of Work	
5	Time/Speed and Accuracy in Completing the Work	
B.	ATTITUDE/PERSONALITY	
1	Discipline (Punctuality)	
2	Attitude (politeness, honesty)	
3	Communication Skills	
4	Responsibility (dedication to work, kebersihan kerja)	
5	Creativity / Initiative	
6	Teamwork	

Mataram, dd-mm-yyyy

Field Supervisor,

Signature + Stamp

(Name of Field Supervisor)



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Email: adm.machine@unram.ac.id

SUPERVISOR ASSESSMENT SHEET

Name :

Student No :

Field Practice Title :

No.	Aspects of Assessment	Percentage (%)	Score (0-100)
1	Report Compilation Process (consultation frequency, student contribution – ideas, initiatives – for the completion of the report)	20%	
2	Completeness and the writing of the report (Conformity with the guideline)	20%	
3	The depth of material The material relates to the depth or weight of the contents of the report	30%	
4	Material comprehension and mastery: Through presentation	30%	

Mataram. dd-mm-yyyy

Supervisor

Signature + Stamp

(Name of Supervisor)

NIP.