




# INTERNSHIP

## GUIDANCE

### BACHELOR OF FOOD TECHNOLOGY

**Faculty of Engineering**

Universitas Pembangunan Nasional "Veteran" Jawa Timur

 <p>FACULTY OF ENGINEERING UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" EAST JAVA</p>	NO	
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	DRAFTED BY	Chairperson of the PKL Guideline Compilation Team Food Technology  <b>Riski Ayu Anggreini., S.TP., M.Sc</b> NPT. 17219900427065
	APPROVED BY	Food technology Coordinator  <b>Dr. Rosida, M.P.</b> NPPPK. 197102192021212004
ACKNOWLEDGED BY	Dean of the Faculty of Engineering  <b>Dr. Dra. Jariyah, M.P.</b> NIP. 19650403 199103 2 001	

## FOREWORD

Praise the presence of God Almighty who has given his strength so that the Field Work Practice (*Praktik Kerja Lapangan*, PKL) Guidebook for the Food Technology Study Program has been completed. This guidebook is made as a reference in the implementation of Field Work Practice and the steps that must be taken before, during, and after carrying out Field Work Practice.

The Food Technology study program at the UPN “Veteran” of East Java was built with the mission of providing quality education and learning in the field of technology with state defense character. Therefore, the Field Work Practice Writing Guidelines book was compiled as one of the steps to realize quality education and learning.

The authors hope that the publication of this Field Work Practice Guidebook can be a guide for students who will, are, and have carried out Field Work Practice. The author realizes that in the preparation of this guidebook there are still many shortcomings, therefore criticism and suggestions that will improve this guidebook.

Surabaya, October  
2023

Drafting Team

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## CHAPTER I INTRODUCTION

### A. Background to Fieldwork Practices

Today, the development of the food industry has experienced a rapid surge. The industry continues to adapt to technological developments, changes in consumer lifestyles, and demands for sustainability. The rapid development of the food industry requires the world of education to be ready to face the rhythm of the world of work and rapid technological advances through links and matches with the world of industry and the world of work. The concept of learning by doing is one of the learning methods needed so that students get more comprehensive learning. The concept of learning by doing refers to a learning approach in which students learn through direct experience and practical action. As part of the learning process, students are required to be able to see, understand, implement, and analyze problems in the industry directly. One of the courses that support the learning by doing-based learning process is Field Work Practice (*Praktik Kerja Lapangan, PKL*).

PKL is a form of academic activity that focuses on the ability to integrate the theory that has been obtained in lectures with the practices applied by the world of work directly. After students get the theory through regular learning in the classroom, it is expected that students can learn to practice it directly, in this case in the food industry. PKL is one of the compulsory courses in the undergraduate program of the Food Technology Study Program, Faculty of Engineering, UPN "Veteran" East Java. The existence of this PKL course is expected to be able to support a number of formulations of graduate learning outcomes (CPL) of the Food Technology Study Program so as to produce graduates who are ready to work, keep up with the times, advances in science and technology, and in accordance with industry needs.

### B. Objectives of Field Work Practice

The objectives of the PKL include the following:

1. Preparing students to gain real experience by implementing the knowledge and skills they have acquired during lectures in the industrial world,
2. Provide sufficient experience to students through experiential learning,
3. Provide students with an understanding of work procedures and technical regulations in
4. the world of work; and
5. Develop students as professionals, disciplined, and responsible in carrying out their
6. duties.

## CHAPTER II MECHANISM OF IMPLEMENTATION OF PKL

### A. General Requirements

Students who take PKL courses in general must fulfill the following requirements:

1. Registered as an active student of the Food Technology Study Program, Faculty of Engineering UPN "Veteran" East Java in the current academic year with proof of a legalized Student Identity Card.
2. Recorded in Course Plan Card (*Kartu Rencana Studi*, KRS) in the current academic year with administrative requirements that have been determined either by the University, Faculty, and/or Study Program.
3. PKL can be programmed after students have taken 80 credits with a cumulative grade point average (GPA) > 2.00 with no D and E grades.
4. Students apply for a place for PKL by filling out the form provided in the education and teaching section approved by the Study Program Coordinator and submitting it to the Administration section to complete the administrative requirements.

### B. PKL Location Determination

The provisions of the location that can be used as a place for student PKL are as follows:

1. Food/beverage industry that has a minimum business license of CV (Limited Liability Partnership), except for students taking Independent Learning Campus (*Merdeka Belajar-Kampus Merdeka*, MBKM).
2. Production takes place during the student's PKL period

### C. PKL Application Procedure

Students who will take part in PKL can follow the submission procedure as described in Figure 1.

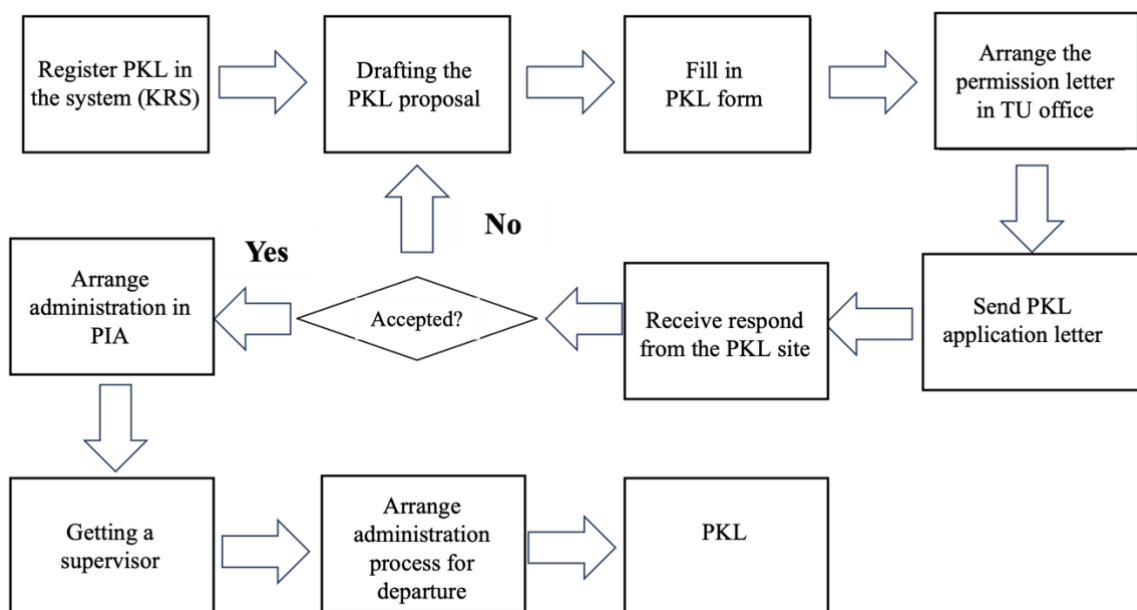


Figure 1. Administration procedure for PKL application

A full explanation of the administrative procedures for applying for street vendors includes:

1. Students prepare a proposal for PKL
2. Fill out the PKL letter application form by attaching a proposal and transcript that has been approved by the coordinator of the study program
3. Take care of the PKL application letter to the TU for permission to go to the PKL location with a letter form according to Appendix 1
4. Students send a request letter to the PKL location
5. Got a reply from the PKL location
6. Accepted/rejected? If rejected go back to point 2
7. Students take care of the administration of the PIA team (Responsible for Administrative Permits) \*
8. The study program determines the supervisor through the PIA team
9. Students go to the TU to make a supervisor's assignment letter and a letter of introduction to the implementation of PKL with a letter form in accordance with Appendix 1 and Appendix 2.
10. Students submit the assignment letter to the PKL supervisor and consult with the PKL supervisor
11. Students carry out PKL.

#### D. PKL Implementation Procedure

The flow of the PKL implementation can be seen in Figure 2.

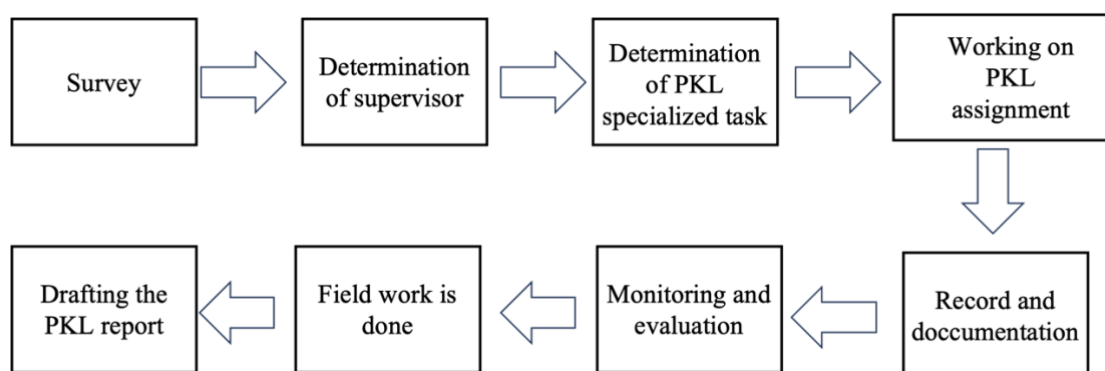


Image 2. PKL implementation procedure

A complete description of the PKL implementation is as follows:

1. Students make a PKL cover letter to the TU with the form according to Appendix 1
2. Students report to the PKL place by bringing a letter of introduction to the implementation of PKL
3. Students get a field supervisor who is determined by the leader of the PKL student place
4. Students discuss specific assignments that will be studied with the PKL supervisor and field supervisor



5. Students work on PKL assignments in accordance with the direction and guidance of the supervisor
6. Students record and document all PKL activities
7. Students carry out mentoring with supervisors and record mentoring activities at least 7 times by bringing the PKL guidance form according to Appendix 3
8. Supervisors carry out monitoring and evaluation of student PKL implementation
9. After the PKL is completed, students get a certificate of carrying out PKL and grades from the field supervisor with a form according to Appendix 4 (if the PKL place does not have a form)
10. Students compile a PKL report.

### **E. Reporting and PKL Seminar**

After carrying out the PKL, students are required to do the following:

1. Report to the PKL supervisor that the PKL implementation has ended, no later than 1 week after completing the PKL;
2. Submit the assessment sheet from the field supervisor to PIA at the time of submitting the seminar;
3. Compile a PKL report under the guidance of a lecturer;
4. Students register for PKL seminar to PIA with the requirements that have been determined;
5. Students conduct a PKL seminar a maximum of 3 months after completing the PKL by making an official report according to Appendix 5c;
6. Students complete improvements (if any) a maximum of 1 month after the seminar with the form according to Appendix 6 ;
7. Official reports are collected a maximum of 1 month after completion of repairs.

### **F. PKL Administration Requirements**

- a. Administrative requirements for PKL registration to the PIA team
  - a. PKL proposal that has been signed by the study program coordinator
  - b. Certified transcript (without D and E grades)
  - c. Approval letter from PKL location
- b. Administrative requirements for registering for the PKL seminar:
  - a. Endorsement sheet
  - b. Guidance sheet
  - c. Certificate of having carried out PKL
  - d. Grades from field supervisors
  - e. KRS that contains PKL courses
- c. Official report administration requirements
  - a. Endorsement page
  - b. PKL Report
  - c. Minutes and certificate of revision of PKL report
  - d. Proof of submission of PKL report from the Faculty of Engineering library

### **G. PKL Guidance System**

The implementation of the PKL Food Technology Study Program, UPN Veteran East Java involves several related parties consisting of PKL students, supervisors, field supervisors, study programs, and faculties. Each student who carries out PKL activities will be guided by two supervisors, namely the supervisor and field supervisor. Supervisors and field supervisors have the task of guiding students during PKL activities and are determined based on the following requirements:

1. Supervisor criteria

- a. Active lecturer of Food Technology Study Program
- b. Assigned by the study program to guide students
- c. The amount of guidance for each supervisor is regulated and determined by the study program.

2. Field supervisor criteria

- a. Field supervisors are assigned by the company/agency where the PKL students work.
- b. The determination of field supervisors is adjusted to the policies of the company/agency and the assignments given by the company/agency where PKL students work.

3. PKL supervisor duties

The supervisor has the following duties:

- a. Provide guidance and direction to students during PKL activities
- b. Mentoring and sharing knowledge related to PKL assignments.
- c. Monitoring and evaluating the implementation of student PKL in the company /
- d. agency where PKL is held
- e. Guiding and assisting in making student PKL activity reports
- f. Accompanying students in organizing student PKL seminars
- g. Grading PKL students
- h. Guiding and assisting students in revising their PKL reports.
- i. Sign the student's PKL report

Field supervisors have the following duties:

- a. Develop an agenda for the implementation of PKL while in the company/agency
- b. Determine tasks/activities during the PKL

- c. Guiding and accompanying PKL students while in the company/agency
- d. Provide scientific sharing during PKL activities
- e. Maintain personal honor and the potential for unwanted things against students while carrying out PKL
- f. Giving grades to students
- g. Sign the student's PKL report

#### 4. Study program tasks

- a. Provide PKL guidebook
- b. Coordinating the PKL program at the study program level
- c. Approve the student's PKL proposal
- d. Appoint a PKL supervisor
- e. Organizing a PKL seminar
- f. Certify the PKL report
- g. recapitulate student PKL scores
- h. Carry out monitoring and evaluation of the overall implementation of PKL

#### 5. Faculty Duties

- a. Monitoring the implementation of PKL through coordination with study programs
- b. Exploring opportunities for cooperation between the Faculty and companies/ agencies
- c. Make a PKL application letter
- d. Make a permission letter for PKL implementation
- e. Make an assignment letter for PKL supervisor
- f. Inputting PKL scores

#### 5. PKL student tasks

During PKL activities, students have duties and responsibilities for the implementation of PKL. The duties and responsibilities of students during PKL activities are as follows:

- a. Developing a proposal for PKL

- b. Get to know the institution where the PKL, organizational structure, personnel, as well as facilities and work regulations that must be followed
- c. Carry out tasks based on plans and agreements that have been made
- d. Reporting PKL activities and obstacles faced to supervisors and field guides periodically.
- e. Make a report on the implementation of the PKL and disseminate the results of the PKL implementation

#### **H. PKL participant rules**

- a. Maintain politeness, good behavior, and discipline during PKL activities
- b. Not violating the norms and rules that apply in the company/agency where student
- c. PKL, including in the environment where students live during PKL.
- d. Bring an almamater suit and work clothes that are adjusted to the company/agency regulations
- e. Follow all series of PKL activities and work on assignments that have been set
- f. Not allowed to leave the PKL location without clear reasons and official permission from the institution / agency
- g. Comply with the rules, regulations, working days, holidays and working hours set by the institution/agency where the PKL is conducted.
- h. Maintain the good name of the person, family, university, faculty, study program, and company/institution where PKL is held

#### **I. Implementation of PKL Seminar**

1. Requirements for registering for the PKL seminar among others:
  - a. PKL implementation is carried out on holidays between semesters
  - b. Show the endorsement sheet from the supervisor to carry out the PKL seminar/test
  - c. Show the guidance form that has been signed by the supervisor, at least 7 revisions (Appendix 3).
  - d. Show an active card as a participant in the PKL seminar, with a minimum of 10 attendance.

- e. Show KRS that has contained PKL courses
- f. Submit the draft of the Field Work Practice report to the examining lecturers and supervisors no later than 1 (one) week before the examination is completed with a revision sheet, score sheet and PKL Seminar/Examination Minutes form (Appendix 4, 5a, 5b and 5c).
- g. It is required to post the seminar invitation on the notice board in the Food Technology Study Program (Appendix 5a).
- h. After the seminar is completed, students must fill in the data in the PKL seminar book in the Study Program.

#### **J. Punishment**

The implementation of PKL is carried out by students under the direction of supervisors and field supervisors at the PKL location. During the PKL, students are expected to maintain their personal integrity, the image of the faculty, the university, and the company/agency where the PKL is carried out. In addition, it is also expected that students will comply with the regulations that have been set. Consequently, acts of violation may result in sanctions being imposed on students. The sanctions given are adjusted to the violations committed by students. The types of sanctions can be:

1. Verbal reprimand from supervisor, field supervisor, or study program coordinator
2. Warning from supervisor, field supervisor, or study program coordinator
3. Declared not passed in the PKL course and must repeat in the following semester

## **CHAPTER III SYSTEMATIZATION OF PKL REPORT**

Front cover page / COVER REPORT

Title page

Inside cover page

Endorsement page

Revision description page

**FOREWORD**

**TABLE OF CONTENTS FIGURE LIST**

**LIST OF TABLES**

**LIST OF ATTACHMENTS**

**CHAPTER I INTRODUCTION**

1.1 Background

1.2 Objective

1.3 Benefits

1.4 Company profile

**CHAPTER II LITERATURE REVIEW**

**CHAPTER III**

**IMPLEMENTATION OF PKL**

3.1 PKL IMPLEMENTATION PROGRAM PLAN

3.2 DESCRIPTION OF THE PRODUCTION PROCESS AT THE COMPANY

3.3 EQUIPMENT AND SPECIFICATIONS

3.4 PRODUCTION SUPPORT UNIT

**CHAPTER IV**

**RESULTS AND DISCUSSION**

4.1 DISCUSSION

4.2 SPECIAL TASKS

**CHAPTER V**

**CLOSING**

5.1 Conclusion

5.2 Suggestions

**LITERATURE**

**APPENDIX**

## CHAPTER IV EXPLANATION OF SYSTEMATIC PRESENTATION

### 1. BEGINNING SECTION

#### a. Front cover page/Cover

The front cover page contains: PKL title, Name and NPM of the student/author, Name of the Study Program, Faculty and University, year of publication and University Emblem.

- i. The title of the PKL should be made short, concise and clear (The title of the special assignment is already covered in the title of the PKL)
- ii. The symbol of UPN Veteran Jatim is a pentagon with a diameter of about 5.5 cm.
- iii. Full author name (no abbreviations allowed)
- iv. The name of the Study Program, Faculty and Universitas Pembangunan Nasional “Veteran” East Java, Surabaya is written as the name of the university where students take the undergraduate program.
- v. The year of publication is the year when the student has finished testing their paper. The year number is written below the word Surabaya  
An example of a front cover page can be seen in Appendix 7.

#### b. TitlePage

The title page contains the same text as the front cover page, on white paper, see Appendix 7.

#### c. Inside cover page

This page contains: Title, author's name, Name (Study Program), Faculty, College, year of publication.

An example of a page after the title page can be seen in Appendix 8

#### d. Endorsement Page

The approval page contains the signatures of the supervisor and examining lecturer and is authorized by the Dean of Faculty of Engineering. For PKL, an approval page is added from the authorized factory/supervisor in the field. Examples of approval pages are in Appendix 9a and 9b (for PKL)

#### e. Revision description page

The revision statement page contains a revised statement signed by the supervisor, examiner and known by the coordinator of study program. Example of Appendix 6.

#### f. Foreword

The foreword contains a brief description of the purpose of the paper, explanations, and acknowledgements. The foreword does not contain anything scientific.

#### g. Table of Contents

The table of contents provides a glimpse of the contents of the paper and serves as a guide for readers who want to directly see the desired item. The table of contents lists the order of chapters, subchapters, and subchapters along with their page numbers.

#### h. Table List

The Table list is similar to the table of contents and is required when there are many tables in the paper. The list of tables contains the number and table along with the page number.

#### i. List of Images

The designation of the list of Figures is like the list of Tables. The list of Figures contains the number and title of the Figure along with the page number.

#### j. List of Appendix

List of appendix is given if the paper contains necessary appendices, containing the title of the appendix and its page number.

## 2. Contents

### CHAPTER I INTRODUCTION

The introduction contains:

- a. Background, contains the reasons for choosing the field of work and place of PKL and its relationship with the field of study.
- b. Objectives, contains the objectives that will be achieved by students in carrying out PKL.
- c. Benefits; benefits that students expect after carrying out PKL.
- d. Company Profile: contains the profile of the institution where PKL (history, form and type of business, organizational structure)

### CHAPTER II LITERATURE REVIEW

Literature review is adjusted to the topic of the PKL taken, containing a review of raw materials to process stages (according to the literature). Including literature review for special assignments. Subchapters are adjusted to each PKL topic.

### CHAPTER III PKL IMPLEMENTATION

contains information on the work plan and implementation of PKL which consists of:

- a. Work plan
  - PKL scope of work contains the scope of the field of work and job description)
  - PKL implementation program: contains a plan of activities that will be carried out by students in PKL activities.
  - PKL implementation schedule: contains a PKL implementation schedule (date, month, year, and timeline or time table)
- b. Description of Production Process in the Company Contains a description of the process in the Company
- c. Equipment and its specifications: includes equipment name, brand, function, specifications, quantity, capacity (photos of equipment are not taken from the internet)
- d. Production support unit, containing : Water Sources including: Mineral Water Company, groundwater, Water Treatment, water quality standards for the food industry, water quality inspection, Electricity Sources, Sanitation



and Waste Handling, Quality Control including: from raw materials to products including laboratories, Warehouses (if any).

#### CHAPTER IV RESULTS AND DISCUSSION

a. Discussion

Contains the results and discussion, the discussion is reviewed about the comparison of the process production from the library with the existing process in the company.

b. Special Duties

Contains the results of observations and discussions of special assignments given by supervisors on campus or field supervisors.

#### CHAPTER V CLOSING

Contains conclusions and suggestions related to the implementation of PKL, which consists of:

a. Conclusion: conclusions about the work done during the PKL in accordance with the objectives of the PKL.

b. Suggestions: recommendations submitted by students for the development of study programs and PKL venues.

## CHAPTER V CLOSING



This Field Work Practice (PKL) Guidebook is a guideline for students of the Food Technology study program, Faculty of Engineering, UPN "Veteran" East Java who will carry out Field Work Practice. Students who will carry out Field Work Practice will be guided on what steps need to be taken so that Field Work Practice runs well and according to procedures.

This book contains information about planning, implementing Field Work Practices, writing systematic Field Work Practice reports, and bookkeeping Field Work Practice reports. With the publication of this book, it is expected to become a standard and standard guideline for students of the Food Technology study program, Faculty of Engineering, UPN "Veteran" East Java who will carry out Field Work Practice. The preparation system and steps to be taken have been designed in such a way as to be easily understood and implemented. This book has also been equipped with appendices in the form of examples from and parts of the Field Work Practice report.

It is hoped that the publication of this book can clarify the steps for implementing and preparing Field Work Practice reports for students of the Food Technology study program, Faculty of Engineering, UPN "Veteran" East Java. Thank you to the many parties who have helped publish this Field Work Practice Guidebook in order to improve the quality of education, especially in the Food Technology study program, Faculty of Engineering, UPN "Veteran" East Java.

## APPENDIX

### Appendix 1. Letter Request Form Faculty of Engineering

FACULTY OF ENGINEERING LETTER REQUEST FORM		
STUDY PROGRAM : <u>FOOD TECHNOLOGY</u>		
Name	: 1. _____ NPM : _____	
Name	: 2. _____ NPM : _____	
	:	
	:	
<b>Letter Type (Choose one) :</b>		
PKL Application (*)	Supervisor Assignment (***)	Others.....
Introduction to PKL (**)	Data Request/Analysis	
<b>Intended Company/Agency</b>	:	_____
<b>Company/Agency Address</b>	:	_____
<b>Time (PKL only)</b>	:	_____
<b>Catatan:</b>		<b>Coordinator of Study Program</b>
(*) Melampirkan proposal		
(**) Melampirkan surat balasan dari perusahaan yang dituju		
(***) Melampirkan lembar persetujuan		
		_____
		NIP. ....
<b>Note:</b>		
(*) Attach the proposal		
(**) Attach the reply letter from the intended company		
(***) Attach the approval sheet		

## Appendix 2. Example of Supervisor Approval Form



**UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" EAST JAVA**  
**FACULTY OF ENGINEERING**  
**FOOD TECHNOLOGY STUDY PROGRAM**  
Rungkut Madya Gunung Anyar Telp. (031) 8782179, Fax (031) 8782257, Surabaya 60294

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### PKL SUPERVISOR APPROVAL FORM

NAME :  
NPM :  
PKL TITLE :

Supervisor	Full Name and Title	Approval	
		Signature	Date
Supervisor 1			
Supervisor 2			

**Coordinator of study program**

\_\_\_\_\_  
**NIP.** .....



#### Appendix 4. Example of PKL Grade Form from PKL place



UNIVERSITAS PEMBANGUNAN NASIONAL “VETERAN” EAST JAVA  
 FACULTY OF ENGINEERING  
 FOOD TECHNOLOGY STUDY PROGRAM  
 Jl. Rungkut Madya Gunung Anyar Telp. (031) 8782179, Fax (031) 8782257, Surabaya 60294

### FIELD PRACTICE ASSESSMENT UNDERGRADUATE PROGRAM 2 CREDITS

Name :  
 NPM :  
 Study Program :  
 Place :  
 Tel :

No	ASPEK YANG DINILAI	SCORE	DESCRIPTION												
1.	Attendance		1. Assessment description <table border="1" style="margin-left: 20px; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Score</th> <th style="width: 15%;">Letter</th> <th style="width: 70%;"></th> </tr> </thead> <tbody> <tr> <td>76-100</td> <td>A</td> <td>Very good</td> </tr> <tr> <td>51-75</td> <td>B</td> <td>Good</td> </tr> <tr> <td>0-50</td> <td>C</td> <td>Enough</td> </tr> </tbody> </table> 2. Practice time: <ul style="list-style-type: none"> <li>2 credits : 90-120 h working hours</li> <li>3 credits : 135-175 h working hours</li> </ul> Average score: <div style="border: 1px solid black; width: 100px; height: 80px; margin-left: 20px; display: flex; align-items: center; justify-content: center;">                         Round number                     </div>	Score	Letter		76-100	A	Very good	51-75	B	Good	0-50	C	Enough
Score	Letter														
76-100	A	Very good													
51-75	B	Good													
0-50	C	Enough													
2.	Discipline														
3.	Attitude and Personality														
4.	Basic Skills														
5.	Facility Use Skills														
6.	Ability to Read Situations and Make Decisions														
7.	Participation and Employee Relations														
8.	Activity and Creativity														
9.	Speed of Task Completion Time														
10	Work Result														
	Jumlah														

The city where street vendors live,  
 Company Supervisor

Signature, full name, and wet stamp

**Appendix 5. Examples of Invitations (a), Lecturer Grades (b) and Minutes of PKL Seminar Implementation (c)**



**UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" EAST JAVA  
FACULTY OF ENGINEERING  
FOOD TECHNOLOGY STUDY PROGRAM**

Jl. Raya Rungkut Madya Gunung Anyar Telp. (031) 8782179, Fax (031) 8782257, Surabaya 60294

---

**INVITATION**

Number: ...../U/IX/TP/Year

Surabaya, .....

To  
Dear:  
In Surabaya

Expect the presence of Mr./Mrs./Brother/i, on :

a. Day/Date :  
b. Time :  
Place :  
Event : Seminar PKL  
Name : NPM:  
PKL Title :

For the purpose of being an Examiner for the PKL Seminar Report mentioned above.

Thus, thank you for your attention and attendance.

Acknowledged by,  
Coordinator  
Food Technology Study Program

\_\_\_\_\_  
**NIP.** .....

**LIST OF GRADES FOR FIELD WORK PRACTICE (PKL)**  
**FOOD TECHNOLOGY STUDY PROGRAM**  
**FACULTY OF ENGINEERING**

---

DATE : .....

---

TITLE : .....

Supervisor:.....

NO.	NAME OF STUDENT (NPM)	SCORE			AVERAGE OF SCORE	NAME OF THE EXAMINER	SIGNATURE
		ATTITUDE	PRESENTATION	ACCURACY OF ANSWER			
1.							
2.							
3.							

**Nb:**

1. Cross out the unnecessary
2. Please fill in and upload the score form at the following link:  
<https://forms.gle/jgUNUwLXqvoAvCE58>
3. Completion and submission of the score form via googleform no later than 1x24 hours





**UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" EAST JAVA  
FACULTY OF ENGINEERING  
FOOD TECHNOLOGY STUDY PROGRAM**

Jl. Raya Rungkut Madya Gunung Anyar Telp. (031) 8782179, Fax (031) 8782257, Surabaya 60294

**MINUTES OF FIELD PRACTICE SEMINAR  
FOOD TECHNOLOGY STUDY PROGRAM**

Day/Date : \_\_\_\_\_  
 Time/Duration : \_\_\_\_\_  
 Place : \_\_\_\_\_

PKL seminar has been held

Name of student : \_\_\_\_\_  
 NPM : \_\_\_\_\_  
 PKL Title : \_\_\_\_\_  
 \_\_\_\_\_

which was attended by Supervisors, Examiners and Students. The results of the seminar obtained a score of LESS/ENOUGH/VERY SATISFYING

LECTURER	NAME	GRADE	SIGNATURE
SUPERVISOR I			
SUPERVISOR II			
EXAMINER I			
EXAMINER II			

Acknowledged by,  
 Coordinator of Food Technology Study Program

\_\_\_\_\_  
 NIP.....

Note: a. Major revision ..... weeks/months from the time of the seminar

- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

**NB: Cross out the unnecessary**

**PROOF OF IMPLEMENTATION OF PKL/PROPOSAL/THESIS**

**EXAMINATION**

(in photo form)

**Appendix 6. Sample Certificate of Revision of PKL**



**UNIVERSITAS PEMBANGUNAN NASIONAL “VETERAN” EAST JAVA  
FACULTY OF ENGINEERING  
FOOD TECHNOLOGY STUDY PROGRAM**

Jl. Raya Rungkut Madya Gunung Anyar Telp. (031) 8782179, Fax (031) 8782257, Surabaya 60294

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**REVISION DESCRIPTION**

Students below:

Name :

NPM :

Have done (revised / not revised) Field Work Practice Report with Title :

Surabaya,

Examiner Team

Supervisor

\_\_\_\_\_  
NIP/NPT.

\_\_\_\_\_  
NIP/NPT.

Acknowledged by,  
Coordinator of Food Technology Study Program

\_\_\_\_\_  
NIP.....

**Appendix 7. Example of Title Page of PKL Report (Cover)**

**THE PROCESS OF MAKING CTC BLACK TEA  
AT PTPN PLANTATION XXII AFDELING SIRAH KENCONG  
WLINGI, BLITAR**

**FIELD WORK PRACTICE REPORT**



**By :**

\_\_\_\_\_

NPM.....

**FOOD TECHNOLOGY STUDY PROGRAM  
FACULTY OF ENGINEERING  
UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" EAST JAVA  
Year**

**Appendix 8. Sample of PKL Inner Cover Page**

**THE PROCESS OF MAKING CTC BLACK TEA  
AT PTPN PLANTATION XXII AFDELING SIRAH KENCONG  
WLINGI, BLITAR**

**FIELD WORK PRACTICE REPORT**

Submitted to fulfill some of the requirements  
in obtaining a Bachelor of Food Technology degree

By :

\_\_\_\_\_

NPM.....

**FOOD TECHNOLOGY STUDY PROGRAM  
FACULTY OF ENGINEERING  
UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" EAST JAVA  
Year**

**Appendix 9a. Example of Ratification Page for Field Work Practice Report**

**ENDORSEMENT SHEET  
FIELDWORK PRACTICE REPORT**

**THE PROCESS OF MAKING CTC BLACK TEA  
AT PTPN PLANTATION XXII AFDELING SIRAH KENCONG  
WLINGI, BLITAR**

Compiled by:

\_\_\_\_\_  
NPM.....

Has been defended before and accepted by the Examination Team  
at date, month Year

**Examiner:**

**Supervisor:**

1.

\_\_\_\_\_  
NIP. ....

\_\_\_\_\_  
NIP. ....

2.

\_\_\_\_\_  
NIP. ....

Acknowledged by  
Dean of Faculty of Engineering  
Universitas Pembangunan Nasional "Veteran" East Java

\_\_\_\_\_  
NIP. ....

**Appendix 9b. Example of Factory Authorization Page for Practical Work**

**FIELDWORK PRACTICE REPORT**  
**THE PROCESS OF MAKING CTC BLACK TEA**  
**AT PTPN PLANTATION XXII AFDELING SIRAH KENCONG**  
**WLINGI, BLITAR**

**ACKNOWLEDGED AND APPROVED BY**  
**FIELD SUPERVISOR**

( \_\_\_\_\_ )