

# STANDAR OPERASIONAL PROSEDUR (SOP) 2021

**MBKM PROFESSIONAL  
INTERNSHIP**

AGRIBUSINESS STUDY PROGRAM  
FACULTY OF AGRICULTURE  
UNIVERSITAS MUHAMMADIYAH YOGYAKARTA



**UMY**  
UNIVERSITAS  
MUHAMMADIYAH  
YOGYAKARTA

**AGRIBISNIS**

Unggul & Islami

# Standard Operating Procedures (SOP)

## **UNIVERSITAS MUHAMMADIYAH YOGYAKARTA**

Jl. Brawijaya, Tamantirto, Kasihan, Bantul, Yogyakarta

Tel. 0274-387656 Fax. 0274-387646

Email: [agribisnis@umy.ac.id](mailto:agribisnis@umy.ac.id); Website: [agribisnis.umy.ac.id](http://agribisnis.umy.ac.id)








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## Standard Operating Procedures (SOP)

VALIDATION		
Verified by:	Checked by:	Prepared by:
Dean of FP UMY	Head of the Agribusiness Study Program	Quality team of Agribusiness Study Program
 	 	
Ir. Indira Prabasari, M.P., Ph.D.	Zuhud Rozaki, S.P., M.App.Sc., Ph.D.	Dr. Ir. Nur Rahmawati, M.P.
NIP:196808201992032018	NIK:1987060420181013306	NIK:19670630199303133018
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Address: Jl. Brawijaya, Tamantirto, Kasihan, Bantul, Yogyakarta, Indonesia, 55183 Tel: (0274) 387656; Fax: (0274) 387646 Email: <a href="mailto:agribisnis@umy.ac.id">agribisnis@umy.ac.id</a> ; Website: <a href="http://agribisnis.umy.ac.id">agribisnis.umy.ac.id</a>	

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## A. OBJECTIVE

This quality procedure is established as a guide in implementing Professional Internships in the Agribusiness Study Program, Faculty of Agriculture, Muhammadiyah University, Yogyakarta.

## B. SCOPE


All related work units within the Agribusiness Study Program, Faculty of Agriculture, Muhammadiyah University of Yogyakarta and the company where the internship is held.

## C. GUIDELINES

1. Muhammadiyah Central Leadership Guidelines Number 02/PED/I.0/B/2012 concerning Muhammadiyah Higher Education;
2. Decree of the Muhammadiyah Central Leadership Higher Education Council Number 060/KEP/I.3/2013 concerning the 2013 Statutes of the Muhammadiyah University of Yogyakarta.

## D. TERMS AND DEFINITIONS

1. Independent Learning Campus (MBKM) professional internships are academic activities carried out in the field, namely in a company or agency in order to improve knowledge and skills according to the student's professional interests for one semester or the equivalent of 20 study credits.
2. The Internship Commission is an academic staff who is responsible for carrying out professional internships appointed and given a letter of assignment by the study program
3. Professional internship supervisors are lecturers who guide professional internships from proposal submission to final report. The internship supervisor is determined by the Study Program
4. Supervisors are mentors who guide professional internship students during professional internship activities at the institution where they are interning. Supervisors are determined by the agency where the internship is held.

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5. Students are students who are registered and officially active at SIMAK (academic information system) at Yogyakarta Muhammadiyah University who take professional internship courses.
6. The internship agency is a government/private institution/company where students undertake internships that carry out activities/businesses in the agricultural sector in the broadest sense (agribusiness), with a legal entity. The internship agency has a wide range of activities (production land) to meet the economic scale, and there are activities that can be used as training for professional internship students.


## **RELATED PARTIES**

1. Internship Commission
2. Internship Supervisor
3. Internship Examining Lecturer
4. TU Faculty of Agriculture staff
5. Faculty of Agriculture Admin
6. Student
7. Company
8. Supervisor


## **E. RELATED DOCUMENT**

1. Internship Cover Letter
2. Internship Guidance and Consultation Book
3. Internship Activity Book
4. Internship Evaluation Form
5. Internship Assignment Letter
6. Permission letter to leave the location
7. Certificate of Completion of Internship from the Company


## **F. PROCEDURE**









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No	ACTIVITY	INFORMATION
1	Socialization and Provision	Organized by the Internship Commission providing information about internship locations, rules and administrative requirements
2	Internship Registration	Students fill out the form and select the internship location agency
3	Selection	The internship commission together with the company selects prospective internship participants
4	Announcement by the Commission online	<ul style="list-style-type: none"> <li>a. Announcement of the results of the selection that has been carried out</li> <li>b. Announcement of internship supervisors</li> </ul>
5	Complete administrative requirements	<ul style="list-style-type: none"> <li>a. Key In KRS according to course conversion and credits (according to University schedule)</li> <li>b. Arrange permission/introduction letters from the Faculty complete with a timeline of internship activity plans starting from preparation to final report</li> </ul>
6	Observation and Orientation	Students carry out observations and orientation at internship locations in preparation for preparing an internship proposal
7	Proposal Preparation	Proposals are prepared by students based on observations and orientation as well as interviews with the company/agency where the internship is located
8	DPM Consultation and Proposal Refinement	a. Consultation on proposals and revisions until approved by the DPM
		b. Students fill out the Internship Guidance and Consultation Book
9	Proposal Assessment	Seminar or proposal presentation in front of supervisors and examiners
10	Departure preparation	Before departure, students prepare:
		a. Professional Internship Assignment Letter
		b. Letter of Permission to Leave the Location
11	Implementation of Professional Internships	a. Students prepare and implement activity agendas guided by supervisors
		b. Students fill out the Internship Activity Book
12	Monev, supervision by DPM & Supervisor	a. Students Prepare progress reports
		b. Presentation of progress and cases based on theoretical and journal references
8	Before the Internship Returns	Before returning home, students prepare:
		a. Professional Internship Evaluation Form


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No	ACTIVITY	INFORMATION
		b. Certificate of Completion of Professional Internship (from company)
9	Announcement of Internship Examining Lecturers	Announced by the Internship Commission online
10	Post Internship	a. Students collect the Professional Internship Evaluation Form to the Internship Commission with a sealed envelope
		b. Students upload scans (pdf) of the Internship Completion Certificate and Internship Activity Book to the study program website
		c. Students prepare internship reports and consult with DPM
		d. Students fill out the Internship Guidance and Consultation Book
		e. The original Internship Activity Book and Certificate of Internship Completion (with company stamp) are shown to the DPM and used as attachments in the Internship Report
11	Internship exam/final assessment	<ul style="list-style-type: none"> <li>a. Students confirm the exam schedule with the DPM and Examining Lecturer</li> <li>b. Two days before the exam, students submit a draft internship report to the DPM and Examining Lecturer, as well as prepare the Internship Exam Minutes and Proof that they have Key In KRS Internship</li> <li>c. Students present their internship results assessment</li> </ul>
12	Post Exam	a. Students make improvements and revisions to the internship report according to the direction of the DPM and Examining Lecturer
		b. If the report has been approved, students upload the Internship Report softfile to the study program website and collect the hardcopy of the Internship Report and the Internship Guidance and Consultation Book to the Internship Commission
		c. DPM and Examining Lecturers submit grades to the Internship Commission
13	Recapitulation by commission	The commission summarizes the professional internship reports and grades and reports them to the study program and submits the grades to the faculty admin


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NO	Activity	Flow Chart							Die Baku		
		Internship Commission	Student	Internship Supervisor	Intern Examining Lecturer	TU Faculty Staff	Faculty Admin	Company/supervisor	Requirement / Equipment	Time	Output
1	Socialization and initial provision of internships to Semester V students								Semester 6 has taken the Compulsory MK Study Program	4 jam	<b>Internship materials</b>
2	Internship registration								sda	1 week	
3	Selection by commission and company								Registration document	1 day	List of shortlisted Candidates
4	Announcement by the Commission online								Selection Results Document	1 day	List of Students & DPM
5	Complete administrative requirements								Proof of paying tuition fees Proof of passing the selection	1 week	KRS, Observation cover letter
6	Observation and Orientation								Cover letter	1 week	Observation documentation








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		Internsh ip Commis sion	Student	Internship Supervisor	Intern Examining Lecturer	TU Faculty Staff	Faculty Admin	Company/su pervisor	Requirement / Equipment	Time	Output
7	Proposal Preparation									1 week	Draft Proposal
8	DPM Consultation and Proposal Refinement								Draft proposal	1 week	Proposal diacc DPM
9	Proposal Assessment								Draft proposal Evaluation form	2 jam	Test scores
10	Students upload proposals that have been approved by the Internship Supervisor online to the Internship Commission and the Internship Commission approves the proposal								Proposal documents that have been approved by DPM	1 day	The proposal has been approved by the Commission
9	Departure preparation Students prepare assignment letters, etc								Internship assignment letter &	4 jam	
10	Implementation of Professional Internships								Proposal, Detailed Activity Plan	4 months	Programs and

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		Internsh ip Commis sion	Student	Internship Supervisor	Intern Examining Lecturer	TU Faculty Staff	Faculty Admin	Company/su pervisor	Requirement / Equipment	Time	Output
											Activities logbook
11	Monev, supervision by DPM & Supervisor								Progress report Evaluation form	4 x 1 day	Progress report, Evaluation form
12	Students complete their internship									1 day	Internship completion letter
13	Students upload Certificate of Completion of Internship and Daily Activity Schedule									1 day	
15	Students prepare and consult internship reports								Certificate of completion of internship	4 weeks	Draft internship report
	Internship exam/final assessment								Draft internship report Evaluation form	3 jam	Test scores
16	Students revise their internship report									1 week	Final internship report

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NO	Activity	Flow Chart							Die Baku		
		Internsh ip Commis sion	Student	Internship Supervisor	Intern Examining Lecturer	TU Faculty Staff	Faculty Admin	Company/su pervisor	Requirement / Equipment	Time	Output
17	Students collect reports that have been approved by supervisors and internship examiners online and in hardcopy								Internship report	1 day	
18	The Internship Commission summarizes the completeness of the internship report and submits the internship value to the Faculty Admin								Assessment portfolio	1 day	Recap of internship reports and grades
19	The Faculty Admin enters the final internship grades into SIMAK								Grade recap	1 day	Final internship grade