

# **INTERNSHIP GUIDEBOOK**

## **FIELD OF COMMUNITY NUTRITION**



**DEGREE PROGRAM**  
**NUTRITION STUDY PROGRAM**  
**FACULTY OF PUBLIC HEALTH**  
**AIRLANGGA UNIVERSITY**  
**2022**

## I. INTRODUCTION

Airlangga University as one of the tertiary institutions that produces graduates to be ready to work in facing challenges in the field. One of the challenges that must be faced is the problem of nutrition in society which varies from deficiency to excess of nutrients. The causes of nutritional problems are complex, involving biological, social, economic, cultural and policy domains (*policies*). Learning activities are *evidence based* very necessary to prepare graduates who are competent in the world of work.

The curriculum of the internship program for students of the Undergraduate Nutrition Study Program at FKM Airlangga University aims to provide experience and practical work skills, adjusting attitudes in the world of work before students are released to work alone. Undergraduate Nutrition Study Program FKM Unair implements an internship pattern because it expects graduates to have academic and professional abilities.

Internships are student independent activities carried out outside the campus environment to gain practical work experience in accordance with their field of specialization through observation and participation methods. Internship activities are carried out in accordance with the structural and functional formation at the institution where the internship is held, both in government, private, and non-governmental organizations/non-governmental organizations.

Internships in the Field of Community Nutrition for Undergraduate Nutrition Study Program students at FKM Airlangga University are carried out at the Health Center or District/City Health Office.

## II. OBJECTIVES AND OUTCOMES

In general, the purpose of the internship program is to gain experience, skills, adjustment of attitudes and appreciation of knowledge in the world of work, as well as to train the ability to work with other people in a team so that mutual benefits are obtained for both interns and the institution where the intern is held.

### **Specific Objectives of Internship in the Field of Community Nutrition A.**

#### **Internship in the Field of Community Nutrition (Kampung Emas)**

1. Students are able to understand and increase government commitment and leadership at the sub-district level in eliminating the problem of stunting
2. Students are able to understand and improve the role of the sub-district in strengthening & developing systems, data, information, research related to eliminating stunting problems
3. Students are able to understand and improve the role of the kelurahan in communicating behavior change and community empowerment in terms of nutrition, healthy behavior, mutual cooperation, and independence
4. Students are able to understand and improve the role of kelurahan in the convergence of specific and sensitive interventions, through a quality family village approach
5. Students are able to understand and improve the role of the kelurahan in food security at the individual/family/community level through optimizing the use of local food ingredients.

#### **B. Internship in the Field of Community Nutrition at the Community Health Center**

1. Understand the application of standardized public health program management concepts in an effort to solve nutrition and health problems in the community.
2. Conduct a situation analysis, explore root causes, program goals and resources, and prioritize nutrition issues in planning a nutrition program using secondary data.
3. Studying program planning and conducting a feasibility study in tackling nutrition problems at the Puskesmas level.

4. Study program implementation, program alternatives, and analyze success rates and obstacles to nutrition programs

## **Expected output after internship**

1. Get to know the workflow and organizational structure at the Puskesmas
2. Understand the process of planning a nutrition problem management program at the Community Health Center
3. Evaluating the nutrition program at the puskesmas
4. Collaborating with stake holders in realizing the golden village in the village

## **A. For Students**

An internship is a way for students to prepare and adapt to the work environment, where through internships, students can:

- 1) Get to know the workflow and organizational structure at the Puskesmas
- 2) Understand the process of planning a nutrition problem management program at the puskesmas
- 3) Analyzing secondary data on nutrition programs at the puskesmas, determining priority of nutrition problems, developing alternative solutions to nutrition problems.
- 4) Managing nutrition problems (making intervention plans, implementing interventions, monitoring and evaluating, conducting promotion and nutrition education, to evaluating and developing nutrition programs) through online/offline nutrition education to the target community.

## **B. For Institutions**

1. Creating attachment and harmony between universities and health institutions responsible for community nutrition, especially Community Health Centers and the Health Service
2. Opportunities are opened to gain practical experience in the field of community nutrition for students.

### III. STUDY LOAD AND INTERNATIONAL TIME

The Community Nutrition Internship is a mandatory curriculum activity with a study load of 4 credits which is carried out for 6 weeks with the following detailed stages:

1. Preparatory phase and program initiation for 1 week (40 working hours) This phase is the initial period of student activities in the field. In this phase, students collect baseline data with the aim of determining the nutrition and health problems to be intervened, determining the problem, conducting a feasibility study, determining program design, and planning for program implementation. The output of this activity is in the form of an internship proposal which will be presented and communicated with field supervisors and other stakeholders in the field. In this phase, students are expected to be able to identify community needs, public perceptions of health, program implementation plans, and conduct program socialization with stakeholders.
2. The program implementation phase lasts 6 weeks (240 working hours). In this phase students will participate in implementing the program at the service or health center and carry out an independent empowerment program in a team according to the plan. In this phase students are expected to be able to develop collaboration with group members, community elements, and stakeholders in the field. Coordination is still being carried out with the puskesmas and field supervisors in terms of technical assistance related to contextual conditions in the community.
3. Program monitoring and evaluation phase, program termination, and reporting for 1 week (40 working hours)  
Monitoring is an ongoing activity carried out during the program. The results of monitoring become the basis for whether or not corrective action is taken regarding the initial planning and determines the steps for implementation. In the last stage of the internship, students will transfer responsibility and manage the program to the community so that it can continue in the long term. The output of this phase is the presentation of accountability for program implementation.

## Activity timeframe

The timeframe for carrying out internships in the field of community nutrition for the 2021/2022 academic year starting from preparation to reporting follows the following schedule:

No.	Activity	Time	Information
1.	Distribution group, mentor and place agency internship	End of October 2022	Undergraduate Program in Nutrition FKM UNAIR and LPPM
2.	Permission to place internship	Mid October 2022	Licensing management City DPMPTSP Surabaya, Department City Health Surabaya, Health Center which is aimed
3.	supplies internship drafting proposals	Early November 2022	Provision is made at the product level. Proposal must have supervisor approved before starting internship implementation
4	Field orientation	Beginning November 2022	Location recognition internship
5.	Implementation of internship and mentoring	Beginning November 2022 to January 2023	Customize with permission obtained from the institutional setting internship
6.	Reporting and results seminar internship	Week 2 to 3 January 2022	Internship results seminar at each health center each offline

## IV. INTERNSHIP PLACE

Internship activities in the Field of Community Nutrition will be carried out at the Community Health Center in the work area of the Surabaya City Health Office, or at the Health Center in each student's area (for those who do the internship independently) who are willing to accept and provide student mentors during the internship. The implementation of nutrition and public health programs that have been prepared by student groups can be carried out in community units in the work area of the Puskesmas including:

1. School (kindergarten, elementary, junior high and high school)
2. Family Planning Village
3. The PKK group
4. Karang Taruna
5. Posyandu
6. RT, RW, kelurahan, subdistrict
7. PAUD, and others.

The location of the internship is determined by the Surabaya City Health Office and coordinates with the Undergraduate Program of Nutrition FKM UNAIR through the internship coordinator.

## V. INTERNATIONAL FEES

Components of internship costs required include honorarium for intern supervisors (academic and agency), transportation supervision, internship training costs, internship seminar fees and *institutional fees*. RKAT of the FKM Unair Undergraduate Nutrition Study Program provides financial assistance for honorariums for internship advisors and *institutional fees* which is coordinated and managed by the Study Program Intern Coordinator. Shortage of internship fees will be borne by students, where each student may vary in terms of additional fees, according to location and conditions at the internship.

## **Intern Advisor Honorarium**

The honorarium of intern supervisors is divided into two, namely:

- a. Academic internship advisor
- b. Institution Advisor at the internship

Especially for independent apprentices, the honorarium of the intern supervisors is borne by the students, paid through the Prodi secretariat.

## **Transport Costs Supervision/Seminar Results**

Transportation costs for supervision and internship results seminars for academic intern supervisors are determined by the Study Program. Supervision to Puskesmas in Surabaya is carried out offline/online, once (1x). Meanwhile, the implementation of the internship seminar is carried out offline.

## ***Costinstitutional fees***

*Costinstitutional fees* The amount depends on each agency. For independent apprentices, if there is an institutional fee, the puskesmas fee will be borne by the students, and paid directly to the puskesmas institution.



## VI. INTERNATIONAL PROGRAM MANAGEMENT

coach : Dean of FKM Unair  
Dr. Santi Martini, dr., M.Kes. Vice  
Dean I of FKM Unair  
Prof. Dr. Nyoman Anita D. drg., MS. FKM  
UNAIR Nutrition Dept  
Dr. Siti Rahayu Nadhiroh, SKM., M.Kes

Person in Charge: Coordinator of S1 Nutrition Study Program FKM Unair  
Emyr Reisha Isaura, S.Gz., M.PH., Ph.D

Chief Executive : Internship Coordinator for Community Nutrition  
S1 Nutrition Study Program FKM Unair Dr. Siti  
Rahayu Nadhiroh, SKM., M.Kes

Daily Executor : Advisory Lecturer Academic Internship  
Supervisor Institution Place of internship

Secretariat : Administration of Undergraduate Program of Nutrition FKM Airlangga University

### **Intern Coordinator for Community Nutrition**

The coordinator is a teaching staff (lecturer) within the Department of Nutrition appointed by the KPS and has the following duties:

1. Responsible for the smooth implementation of the internship program
2. Manage the internship budget, assisted by study program administration officers
3. Coordinating the implementation of internship training
4. Coordinating the implementation of the internship results seminar
5. Recapitulate the value of the internship (assisted by the program administration officer) according to the format and submit it as soon as possible to the FKM UNAIR S1 Nutrition Study Program Coordinator

### **Academic Intern Advisor in FKM UNAIR Nutrition Undergraduate Study Program**

Academic Intern Advisors are teaching staff (lecturers) in the Department of Nutrition who are assigned as supervisors by KPS and are tasked with:

1. Provide guidance in the form of directions and input to students in preparing internship proposals
2. Directing students so that the internship is carried out in accordance with the objectives and targets of the internship, guiding discussions and providing consultations
3. Monitor (supervise) students during the internship
4. Evaluate the progress of internship activities and provide suggestions for improvement if necessary
5. Coordinate with the supervisor of the agency where the internship is located
6. Facilitate and provide feedback in the process of writing reports on monitoring and evaluation of public health nutrition programs
7. Provide an assessment of student internship activities in accordance with predetermined criteria and forms
8. Evaluate student final reports and provide suggestions for corrective actions needed
9. Become a media liaison between students and agency advisers and internship coordinators.
10. Inform all findings in the field in the form of technical and administrative issues to the internship coordinator

### **Institutional Internship Advisor at the Internship Institution**

Supervisors for apprentices in the field of community nutrition in agencies are leaders or staff/employees(**Minimum S1 Education**)appointed by the leader of the internship place, to accompany and direct students during the implementation of the internship and are tasked with:

1. Provide guidance and orientation in the form of directions and assistance to students in introducing the work environment, field studies, and community characteristics
2. Facilitate student internships in the community regarding permits and student contact with the target community
3. Facilitating students in socializing activities with stakeholders and the target community
4. Facilitate data collection activities in the field both at the service, health center, and in the target community
5. Provide input on the work plan and report on the results of the internship

6. Directing students so that the internship is carried out in accordance with the objectives and targets of the internship, guiding discussions and providing consultations
7. Monitoring and evaluating students regarding the activities and programs being carried out
8. Directing corrective actions and reporting the progress of student activities during the internship
9. Coordinate with study program academic supervisors
10. Provide an assessment of student internship activities in accordance with predetermined criteria and forms

## VII. INTERNSHIP PROCEDURE

### Internship Implementation Procedures

The procedure for implementing an internship is carried out in the following stages:

1. The Internship Coordinator for the Undergraduate Nutrition Study Program coordinates with the Surabaya City Health Office to determine the location of student internships, then submits a recap of student names and internship places to the Nutrition Undergraduate KPS
2. Proposals for internship places are prepared by the study program administration to make a letter of introduction to be forwarded to the Faculty leadership (Wadek 1) which contains: date of internship, name of student and name of supervisor from study program
3. The internship coordinator arranges intern permits to the Surabaya City DPMPTSP and the Surabaya City Health Office to be forwarded to the Community Health Center where the intern is located.
4. For independent apprentices, permits are taken care of by the students themselves at the designated health center/Health Office institution, the Study Program only makes a cover letter for permits and an MoU (if needed).
5. The coordinator communicates with the internship place, especially the agency intern supervisor provided by the intern institution for coordination
6. Students make an outline activity plan and then discuss it with academic supervisors and agency supervisors as the main ingredient in preparing proposals or internship activity plans
7. During an internship at an agency, students are obliged to consult with academic supervisors and agency supervisors regarding the development of the internship implementation, preparation of reports and seminar material results
8. Reports on the results of the internship activities that have been made, then a response or seminar is carried out and attended by the academic supervisor of the study program and the supervisor of the agency and can also be attended (recommended) parties/individuals related to the internship.

The implementation of internship results seminars can be carried out offline in accordance with the agreement with the puskesmas.

9. Academic advisors (prodi) and agency supervisors, coordinate in providing assessments of student internship results, and then submit them as soon as possible to the study program internship coordinator.

### **Student Assignments**

In community nutrition internships, students are required to participate in existing health programs at puskesmas, as well as create nutrition education intervention programs independently according to priority nutrition problems.

The student assignments can be described as follows:

1. Consolidate activities and plan to participate in the program and create a health empowerment program with the health office and puskesmas
2. Develop cooperation and communicate plans to participate in programs and create good health empowerment programs with various stakeholders in the field
3. Carry out activities to collect basic data and prepare proposals for plans to participate in programs and create health empowerment programs
4. Carry out activities and participate in programs at the puskesmas, as well as health empowerment programs or nutrition and health interventions properly
5. Work well in teams to run nutrition intervention programs or health empowerment
6. Preparing progress reports and monitoring the evaluation of the progress of activities participating in the program and making health empowerment programs
7. Communicating the progress and problems of activities to stakeholders and mentors.
8. Carry out routine coordination with agency and academic supervisors

9. Prepare a final report on the activities of participating in the program and making a health empowerment program, as well as making presentations to stakeholders in the field.
10. Carry out the steps to terminate the health empowerment program properly so that the program's achievements can be sustainable.

## **Intern Student Rules of Conduct**

### **A. Requirements for an Internship**

1. Students have completed a minimum of 127 credits of lectures
2. Implementation of internships in agencies held for 6 weeks
3. The placement of the intern must be in a government agency related to the field of community nutrition

### **B. Each Student Intern participant is required to:**

1. Comply with all regulations that apply at the place of doing the internship. If a student violates the rules, he will receive an academic sanction that applies to the Department of Nutrition FKM UNAIR.
2. Follow all applicable regulations in each work unit and community.
3. Attendance for internship activities is mandatory 100%. If there is an urgent situation forced to be unable to attend, students must submit a valid permit and replace the number of days left on another day.
4. Greet when arriving and excuse yourself when going home to the leadership/staff/employees of the institution where the internship takes place.
5. Notify the academic supervisor (Prodi) and the head of the internship place if unable to attend
6. Discuss with academic supervisors and agencies when encountering difficulties/problems in internship activities.
7. Contribute well in the team to carry out internship activities
8. Respect all employees at the internship site.
9. Demonstrate good manners ethics.

10. Ask permission if you want to use the equipment/facilities at the internship from the leader or authorized employee
11. Creative, innovative, nimble at work, meticulous and full of care.
12. Maintain cleanliness in the work environment.
13. Maintain the good name of the FKM UNAIR Bachelor of Nutrition study program during the internship.
14. Record all activities (activities) carried out every day under the guidance of a supervisor.
15. Comply with health protocols related to the prevention of Covid 19 (wearing masks, always washing hands with soap/handsanitizer, implementing social/physical distancing).

## **C. Prohibition**

### **1. Heavy Ban**

Each student is prohibited:

- a. Carrying out activities that can be detrimental or because of their activities can be subject to violations of applicable laws and regulations such as destroying assets, stealing, taking agency assets without the knowledge of the authorities or because of the inherent rights of an activity or work
- b. Violating the applicable agency employee regulations

### **2. Light Prohibition**

Each student is prohibited:

- a. Change place (*job*) without the approval of the agency supervisor
- b. Receive personal guests during working hours (except for things that are very important and must be approved by the agency supervisor)
- c. Using telephones, computers, machines and other office equipment for personal gain
- d. Bring extra money and jewelry
- e. Wearing clothes, *make-up* conspicuous for female participants
- f. Smoking even though you don't get a warning from the agency supervisor.

#### **D. Violation Sanctions**

If the intern violates the prohibitions mentioned in points

C. 1 and 2 above, the student will be given sanctions:

1. **Heavy Sanctions**, i.e. sanctions given for violations committed against severe prohibitions, sanctions are given:

- a. Not allowed to continue the internship
- b. Processed according to applicable legal procedures
- c. Expelled from the internship program

2. **Light Sanctions**, i.e. sanctions given for violations committed under light prohibitions, sanctions are given:

- a. Oral warning by the supervisor
- b. Make a letter of agreement not to repeat violations of the applicable provisions



## VIII. MONITORING AND EVALUATION

### 1. Monitoring

Monitoring is carried out by supervisors (academic and agency) in their daily activities, but related to the implementation of activities directly at the internship site, mainly carried out by agency supervisors while continuing to coordinate/communicate with academic supervisors.

### 2. Evaluation

Assessment of the results of student internship activities includes *aspectshard skills and soft skills*(see attachment). Assessment is carried out by academic supervisors and institutional supervisors, with a contribution of 60% from agency supervisors and 40% from academic supervisors. Assessment includes:

- a. Group assessment (group performance during practicals, proposals, reports, and final presentation evaluation)
- b. Individual assessment (*professional behavior, peer review, and individual performance evaluation*)

The conditions for the final value of the internship are as follows:

Absolute Value	Quality Value (Letters)
86 – 100	A
78 - < 86	AB
70 - < 78	B
62 - < 70	BC
54 - < 62	C
40 - < 54	D
< 40	E (did not pass)

Students are entitled to receive a final internship grade, after completing all obligations up to the final revised internship report. Failure to complete and submit the final internship report within the set time limit can result in grades not being issued and students at risk

repeating the internship the following year (100% independent internship fee)

The deadline for submission of the final internship report is 1 week after the final presentation. The presentation is held in the 8th week of the internship or a maximum of a week after the internship. For those whose internship is delayed, the schedule will be adjusted accordingly. If by the time limit the student concerned has not submitted the final report, the value will be determined strictly by the quality score **BC**.

# IX. INTERNSHIP PROPOSAL AND REPORT

## Proposal                      Internship

### General Rules of Writing

1. The internship proposal is written in good and correct Indonesian
2. Internship proposals are written up to a maximum of 20 pages with attachments
3. There are no standard rules regarding the format of the proposal, students can be as creative as possible with the assumption that the proposals prepared will be submitted and realized to the relevant stakeholders
4. Internship proposals must be supported by references
5. Internship proposals must be known and signed by the academic advisor and agency adviser.

### General Format of Internship Proposal

1. Identity Page : Cover is *whitesoft covers*, A4 size, which contains the title and name of the internship program, place and time of the internship, names and NIM of students, study programs, faculties, universities.
2. Authorization and approval page signed by the academic supervisor, Community Nutrition Intern Coordinator, and recognized by the Study Program Coordinator.
3. The statement page does not plagiarize internship proposals
4. Introduction and Situation Analysis: contains the background of the problem (issues raised and priority setting of the problem), literature review, institutional profile of the internship location, program context (characteristics of the target community and target population), analysis and management of stakeholders and resources.
5. Program design: goals (long-term goals), purpose (realistic goals of the program), expected outputs, descriptions of program activities and their realization plans to solve problems, methods of planning internship activities, data collection techniques (if necessary), monitoring indicators for each the planned program, the verification method used, the program evaluation method, and the partnership plan.
6. Risk management: *cross cutting issues*, risk management strategy

7. Timelines
8. References

### **Internship report**

At the end of the internship, each group of apprentices must submit 1 (one) report consisting of 2 parts:

- a. Section 1: Agency Internship Group Report (contains reports on activities in the nutrition program at the health center)
- b. Part 2: Individual reports from Kampung Emas (in the form of self-made reports on nutrition empowerment programs or community nutrition and health education).

Between parts 1 and 2, separated by yellow HVS paper. If in part 2 there are individual reports from several students, then the individual reports are separated by green HVS paper.

### **General Rules of Writing**

1. The internship report is written in good and correct Indonesian
2. Internship reports are written up to a maximum of 50 pages with attachments
3. There are no standard rules regarding the format of the internship report, students can be as creative as possible with the assumption that the report prepared is an accountability report on the results of the realization of the program to the relevant stakeholders
4. The internship report must be supported by references
5. The internship report must be known and signed by the academic supervisor and agency supervisor.

### **General Format of Internship Report**

1. Cover is *whitesoft covers* laminated, A4 size, which contains the title and name of the program, place and time of internship, name and NIM of student, study program, faculty, university.
2. The validation page signed by the academic supervisor and agency supervisor, known by the Study Program Coordinator (the approval page is only at the beginning of the group report, for the individual report section there is no need for an attestation page anymore).

3. The statement page does not plagiarize the internship report
4. Table of contents
5. Fill in the internship report:
  - a. Part 1 (group): contains an introduction (background, objectives and benefits), literature review, general description of the nutrition program at the service and health center, general description of the target community, internship activities that have been carried out (location of internship time, method of activity implementation), details of program implementation, program achievements per activity, resource and stakeholder analysis, SWOT analysis, identification of nutritional problems, identification of causes of nutritional problems, determination of nutritional problem priorities, determination of alternative solutions to nutrition problems, analysis of program efficiency and effectiveness, analysis of sustainability, results and discussion, reflection on internship activities, solutions, changes and adjustments that have been made, plans and recommendations for program follow-up (termination and ensuring program sustainability), conclusions and suggestions,
  - b. Section 2 (individual): Kampung Emas contains an introduction (background, objectives and benefits), literature review, program overview, general description of the target population, internship activities that have been carried out (location of internship time, activity implementation method), implementation details program, program achievements per activity, SWOT analysis, program efficiency and effectiveness analysis, sustainability analysis, results and discussion, reflection of activities, solutions, changes, and adjustments that have been made, use of funds, follow-up plans and recommendations (termination and ensuring program sustainability), conclusions and suggestions, attachments (attendance list of apprentices at agencies, other relevant documents deemed necessary).

Internship final reports are collected *in soft copy* and sent to the internship coordinator's email program cc.

## Appendix 1: Internship Activity and Absence Sheet

Studentname : .....  
 NIM : .....  
 Internship place : .....

Date	Activity	Initial Advisor of the Agency
<b>1st week</b>		
1st day		
Day 2		
3rd day		
4th day		
Day 5		
6th day		
<b>2nd week</b>		
1st day		
Day 2		
3rd day		
4th day		
Day 5		
6th day		
<b>3rd week</b>		
1st day		
Day 2		
3rd day		
4th day		
Day 5		
6th day		
<b>4th week</b>		
1st day		
Day 2		
3rd day		
4th day		
Day 5		
6th day		

**Notes:** The number of working days in a week follows the rules imposed by the institution where the internship takes place.

## Appendix 2: Internship Evaluation Sheet by the Agency Advisor

Studentname : .....  
 NIM : .....  
 Internship place : .....

No.	Rated aspect	Mark
<b>1. Professional Behavior</b>		
a.	Productivity and initiative	
b.	Creativity, critical thinking, and visionary	
c.	Adaptability and cooperation	
d.	Analytical abilities and <i>problem solving</i>	
e.	Discipline and order	
f.	Ethics at work and <i>performance</i>	
g.	Intrapersonal skills (communication, <i>lobbying</i> , etc)	
	Average score on the aspect of internship implementation (A)	= (a+b+c+d+e+f+g)/7 = .....
<b>2. Reports and presentations</b>		
h.	Systematics and report formats	
i.	Report substance	
j.	Presentation and discussion	
	Average score on report and presentation aspects (B)	= (h+i+j)/3 = .....

The final score of the agency supervisor  
 = (0.7 x A) + (0.3 x B)  
 = .....

Surabaya, .....  
 Institution Supervisor,

(.....)  
 NIP.

**Assessment criteria :**

Criteria	<i>Unsatisfactory</i> ( < 70)	<i>Satisfactory</i> (70-<86)	<i>Examples</i> (86-100)
Productive- vita and initiative	Never convey ideas/ideas in carry out internship	Several times convey ideas/ideas in carry out internship	Often convey ideas/ideas in carry out internship
creativity s, think critical, and visionary	Not enough show ability critical thinking, creative and vision which is good enough	Show ability critical thinking, creative and vision which is good enough	Show ability critical thinking, creative and vision very good
capability - an adaptation And cooperation	Less fortunate adapt and cooperate with work environment	Quite capable adapt and cooperate with work environment	Capable adapt and cooperate with work environment
capability analysis And <i>problem solved</i>	Not enough control ability basic, technical, and analysis problem too the solution	Enough mastery ability basic, technical, and problem analysis as well as the solution	Control ability basic, technical, and problem analysis as well as the solution
Discipline and order	Rarely come And finish work  appropriately time and that quality Good	Almost always come and finish work with on time and good quality	Always come and finish work with on time and good quality
Current ethics	Not enough	Enough to fulfill	Fulfil



Work And <i>performance</i>	fulfil working standard professional at workplace	working standard professional at workplace	working standard professional at workplace
capable  intra-per- sonal (communica breast milk, <i>lobbying</i> , etc)	Lessfortunate do communication (oral/written) in internship	Capable do communication (oral/written) in intern with pretty good	Capable do communication (oral/written) in intern with Very good
capability  technical, <i>performance</i>  contribution	Not enough control ability technical basis in internship And produce contribution which job  not enough satisfying	Enough mastery basic skills deep technical intern and produce contribution which job Enough satisfying	Control basic skills deep technical intern and produce contribution which job satisfying

## Appendix 3: Internship Evaluation Sheet by Academic Advisor

Studentname : .....  
 NIM : .....  
 internshipplace : .....

No	Rated aspect	Weight	Mark	Weight x Mark
<b>1. Reports and presentations (Groups)</b>				
a.	General description of community institutions and characteristics	5%		
b.	Student assignments during internship	10%		
c.	Background and problem formulation	15%		
d.	Strong theoretical basis and supporting evidence	20%		
e.	Conclusion based on analysis	10%		
f.	Self reflection, <i>technical and socio emotional skills</i>	10%		
g.	Recommendations related to the problem being analyzed	5%		
i.	Logic in analysis and coherent presentation	10%		
j.	Substance of presentation content, presentation quality, presentation systematics, standard and scientific language	5%		
k.	Ability to explain the contents of the internship report and answer questions	10%		
	Score on aspects of group reports and presentations (A)			
<b>2. Reports and Presentations (Individual)</b>				
l.	Program feasible (time, financial, resources, facilities and infrastructure)	20%		
m.	Relevance to the field of science	10%		
n.	An original approach, based on the latest evidence, community needs, local wisdom, and specific contexts	20%		

o.	The program flow is clear	20%		
p.s.	potential realization, program development, and <i>sustainability</i>	30%		
	Score on the aspect of individual reports and presentations (B)			

Final Grade of Academic Advisor

$$= (0.6 \times A) + (0.4 \times B) = \dots\dots\dots$$

Surabaya, .....

Academic Advisor,

(.....)

NIP.

**Assessment criteria :**

<b>Criteria</b>	<b><i>Unsatisfactory</i></b> <b>(&lt; 70)</b>	<b><i>Satisfactory</i></b> <b>(70-&lt; 86)</b>	<b><i>Examples</i></b> <b>(86-100)</b>
<b>GROUP REPORTS AND PRESENTATIONS</b>			
Description general And institution characteristics public	There isn't any clarity explanation institutions and characteristics public	There is clarity explanation institutions and characteristics public	Institutions and characteristics public depicted well
Task student during internship explained well and relevant	Task student not explained clearly and Good	Student assignment explained with fine but still unclear	Task student explained clearly and Good
Introduction/ background And organizer  problem written clearly	Background not enough explain internship goals and topic reasons which will discussed	Background explain internship goals and topic reasons which will discussed with pretty good	Background explain internship goals and topic reasons which will discussed with Very good
Problem analyzed use theoretical basis and supporters evidence the strong one	Theory/evidence that supporter used not in accordance with the that problem discussed	Theory/evidence that supporter used less in accordance with the that problem discussed	Theory/evidence that supporter used in accordance with the that problem discussed
Conclusion  Which formulated  in accordance with the analysis results	Conclusion formulated  it is not in accordance with result analysis	Conclusion formulated not suitable with result  analysis	Conclusion formulated  in accordance with the analysis results appropriately
Self reflection	Self reflection	Self reflection	Self reflection

<p>reflect</p> <p>process learning internship</p> <p>personal, cover aspects</p> <p><i>technical skills</i></p> <p><i>And socio</i></p> <p><i>emotional skills</i></p>	<p>student explained no covers both that aspect (incomplete)</p>	<p>student explained complete (2 aspects)</p> <p>However <i>lessons learned</i> Not yet complete</p>	<p>student explained complete (2 aspect) with <i>lessons learned</i> complete and good</p>
<p>Recommendation which are load made recommendation related that problem analyzed</p>	<p>Recommendation it is not in accordance with result analysis and reflection</p>	<p>Recommendations/ solution that given already based on the results analysis/reflection but less appropriate</p>	<p>Recommendations/ so the warp given made based on analysis results and reflection appropriately</p>
<p>Deep logic analysis and presentation which is continuous</p>	<p>Report layout and presentation it is not in accordance with development idea</p>	<p>Report layout and presentation not suitable with development idea</p>	<p>Report layout and presentation in accordance with the development idea</p>
<p>Content substance presentation, quality presentation, systematics presentation, which language standard as well scientific</p>	<p>Presentation content it is not in accordance with contents internship report, No use Language indonesia which raw and use appropriate citation the convention Correct</p>	<p>Presentation content not suitable with report content internship , use Indonesian less standard and usage appropriate citation the convention not true</p>	<p>Presentation content according to the contents internship report, use Language indonesia which raw and use appropriate citation the convention Correct</p>
<p>Ability explain</p>	<p>Less fortunate explain the contents</p>	<p>Capable explain the contents</p>	<p>Capable explain the contents</p>

contents of the report intern and answer question tester	reports and answer question tester with Good	enough well and answer question however there still is minor error	report with clear and answer question tester with Very good
<b>INDIVIDUAL REPORTS AND PRESENTATIONS</b>			
Program feasible (time, financial, resource, means and infrastructure)	Less fortunate explain program internship	Capable explain enough good program internship	Capable explain really good program internship
Relevance with fields knowledge	Less fortunate explain relevance with knowledge field	Capable explain relevance with knowledge field	Capable explain relevance with knowledge field well
Approach original, evidence based latest, need public, local wisdom, and context Specific	Less fortunate explain that approach original, evidence based latest, need public, local wisdom, and context specific	Capable explain that approach original, based cutting edge evidence, need public, local wisdom, and that context Specific	Capable explain that approach original, evidence based latest, need public, local wisdom, and context specific well
Program flow clear	Less fortunate explain program flow clearly	Capable explain flow program with clear	Capable explain program flow clearly and structured
potency	Less fortunate	Capable	Capable

realization, developera n program, And <i>sustainability</i>	explain potential realization, development programs, and continuity	explain enough good potential realization, development programs, and continuity	explain really good potential realization, development programs, and continuity
--	--	---	---

## Appendix 4

### Recapitulation of internship Assessment by the Study Program Coordinator

#### Nutrition Study Program Intern Value Summary

No.	NIM	Name Student	Value of Advisor		Final score	
			agency (60%)	study program (40%)	Number	Letter
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
etc						

Surabaya, ..... Internship  
Coordinator Study Program,

(.....)  
NIP.



## **Appendix 5**

### **Consultation/Guidance Result Report**

Consultation Date :

Advisor Name :

Student name :

NIM :

Title of Proposal/Internship Report :

Revisions that have been made from previous consultation reviews:

Review / comments from supervisors:

(Attach an additional sheet if this page is not sufficient)

Supervisor,

(.....)

**Appendix 6**

**Cover Page Example**

**INTERNSHIP IMPLEMENTATION REPORT  
FIELD OF COMMUNITY NUTRITION  
AT PUSKESMAS KEPUTIH CITY OF SURABAYA**



**By:**

**DIAN LIGHT  
BEAUTIFUL SARI  
MUTIA IMAGE**

**NIM. 10171123300  
NIM. 10151112654  
NIM. 10151127689**

**NUTRITION STUDY PROGRAM  
FACULTY OF PUBLIC HEALTH  
AIRLANGGA UNIVERSITY  
SURABAYA  
2022**

## Appendix 7

### Example of internship Proposal Approval Page

**INTERNATIONAL PROPOSAL  
FIELD OF COMMUNITY NUTRITION  
AT PUSKESMAS KEPUTIH CITY OF SURABAYA**

Arranged by:

DIAN LIGHT NIM. 10151123300

BEAUTIFUL SARI NIM. 10151112654

MUTIA IMAGE NIM. 10151127689

It has been approved and well received by:

Academic counselors,

Date .....

Farapti, dr., M. Gizi

NIP. 198104142008122001

Superintendent at the Health Center,

Date .....

Shofiya Hidayah, S.Gz

NIP. 198308122007012005

Nutrition Study Program Coordinator

Date .....

Lailatul Muniroh, S.KM., M.Kes

NIP. 198005252005012004

Know,  
Dean

Date .....

Dr. Santi Martini, dr., M.Kes.

NIP. 196609271997022001

**Appendix 8**  
**Example of Internship Report Approval Page**

**INTERNSHIP IMPLEMENTATION REPORT**  
**FIELD OF COMMUNITY NUTRITION**  
**AT PUSKEMAS KEPUTIH CITY OF SURABAYA**

Arranged by:

DIAN LIGHT	NIM. 10151123300
BEAUTIFUL SARI	NIM. 10151112654
MUTIA IMAGE	NIM. 10151127689

It has been approved and well received by:

Academic counselors,

Date .....

Farapti, dr., M. Gizi

NIP. 198104142008122001

Superintendent at the Health Center,

Date .....

Shofiya Hidayah, S.Gz

NIP. 198308122007012005

Nutrition Study Program Coordinator

Date .....

Emyr Reisha Isaura, S.Gz., M.PH., Ph.D

NIK. 198812032019083201

Know,  
Dean

Date .....

Dr. Santi Martini, dr., M.Kes.

NIP. 196609271997022001

**Appendix 9**  
**Example of a Statement of No Plagiarism Page**

**STATEMENT LETTER OF INTERNATIONAL**

**PARTICIPANTS** I, the undersigned: Name

:

NIM :

Study program :

Faculty :

Hereby declare my internship proposal/report entitled:

..... Is the result of my own work, truly in the framework of internship activities, are original, free of plagiarism, there is no work that has ever been submitted for a bachelor's degree at a tertiary institution, and has never been published, except in writing which is referred to in the manuscript and mentioned in the bibliography. If in the future discrepancies are found in this statement, then I am willing to be prosecuted and processed in accordance with applicable regulations.

Thus this statement is made truthfully and truthfully.

Surabaya, .....

(Light Name. .... )  
NIM : .....