

Universitas Islam Indonesia

Faculty of Economics

INTERNATIONAL PROGRAM



ISLAMIC BUSINESS STUDIES PROGRAM

Syllabus: Internship

Coordinator:	IP management
Email:	interpro@fe.uii.ac.id
Phone:	+62 274 881 721
Credit (CP):	6
Special Requirement:	Indonesian language and cultural studies to be undertaken concurrently
Consultation Times:	By appointment
Duration:	Approximately 2 months

Subject Overview:

The International Program at Universitas Islam Indonesia is committed to extending the boundaries of Islamic business and legal education through the offering of an internship, an innovative experiential learning unit within the *Islamic Business Studies Program*. Taking place primarily outside the classroom this learning experience gives students the opportunity to observe and participate in a range of real world business experiences related to their studies.

Students that complete this 6 credit point unit will gain valuable international business experience in the world's most populous Muslim country, which will enhance ones understanding of Islam, its applications to business and law, and challenges of living and working in a developing economy.

Designed for foreign students with little or no prior Indonesian language skills, students will be assigned an English speaking *pendamping (buddy)*, as well as expected to be concurrently enrolled in the unit *Indonesian Language and Cultural Studies (3*

credit points) to ease the transition into the Indonesian working environment. This special requirement may be waived for students with a command of the language.

While undertaking the internship placement a minimum of 24 hours per week throughout the semester, students work with an academic supervisor to provide guidance and to help them link their practical work with academic requirements of the unit.

Important Note: In addition to this internship it is expected that students will undertake a total of 12 -15 credit points worth of subjects throughout the semester. All additional lectures are taught in English by Indonesian academics encompassing Islamic Law, Islamic Philosophy and Islamic Business.

Subject Objectives:

Upon completion of this experimental unit, the student will be able to:

1. Communicate an understanding of the business practices in Indonesia, encompassing the challenges of working and living in a developing country
2. Negotiate a program of activities that provide firstly, value to the host organisation, and secondly, value in self-development
3. Demonstrate their ability to work effectively under direction, independently and as part of a team
4. Understand the importance of adapting to oneself to be culturally sensitive and diplomatic
5. Demonstrate an understanding of Islamic values and their application to business
6. Reflect on the internship and interpret their experience in terms of academic theory

Internship Sites on Offer

The internship sites on offer are attached.

Important Note: Partnerships between the faculty of economics and organisations throughout Yogyakarta are continually growing. Be sure to contact IP management to receive an updated list of internship placements before commencing this unit. IP management negotiates placements based on student interest and specialisation.

Teaching Method:

This is an experiential learning unit, and as such requires no formal lectures. Students will attend host organizations during 9 weeks with 8 hours per day (minimum) for 3 days per week to fulfill the minimum of 216 internship hours. And students must make a final internship report for 30 hours so that the total hours should be 246 hours. Students will be progressively in contact with an academic supervisor appointed to them for assistance.

Supervision:

- The initial student application and meeting with the proposed host organization, academic supervisor and student during the first 2 weeks of the semester will be used to develop a schedule that allows flexibility with other subjects taken concurrently. This will also determine the suitability of the student and the relevance of the proposed internship.

- The student will be briefed about assessment requirements and their relation to the internship experience by their assigned academic supervisor.
- The academic supervisor will liaise with the student and host organization during the internship which will include site visits where appropriate.

Important Note: The minimum commitment of 24 hours per week is based on the minimum amount of time required to complete set tasks at the internship site, however it is recommended to spend as much time as possible at internship sites to gain a more in-depth understanding of business practices in Indonesia.

Assessment:

The assessment tasks in this unit include the following for evaluation by the faculty assessment panel:

Task	Value	Deadline
Field Workbook (including host organization review)	30%	one week after the completion of internship placement (week 13)
Written Report	50%	One week before presentation (week 15)
Oral Presentation	20%	First week of Exams (week 16)

Field Workbook:

Each intern is expected to keep a diary of their daily tasks and activities at the internship site. This will also include research for the basis of the written report. An internship field workbook will be provided by IP management for completion.

Written Report:

Each intern is required to submit an Internship Report, which should be 3,000 to 4,000 words, excluding appendices. The length should reflect the complexity of the topic and the thoroughness of the research. The Internship Report should be self-contained (explain any terminology particular to the topic the first time you use it), consistent, and to the point. It should be understandable to someone who has background in the area of the report but is unfamiliar with the particular topic of the report. The written report must adhere to the [Internship Guidelines](#).

Oral Presentation:

Each intern is required to present their Internship Report in a formal seminar to their academic supervisor, representatives from the faculty of economics, host organization and other participating parties. The seminar is to involve a power point presentation and is expected to last 100 minutes, including question and answer time.

Grading System:

Based on university policy, a pass grade or better will only be given to students who achieve a final grade above 55%.

Total	Grade
86 - 100	A
83 - 85	A-
80 - 82	A/B
76 - 79	B+
71 - 75	B
68 - 70	B-
64 - 67	B/C

Total	Grade
61 - 63	C+
56 - 60	C
53 - 55	C-
49 - 52	C/D
45 - 48	D+
35 - 44	D
0 - 34	E

Policy on assessment:

Assessment tasks will not be accepted after the due date unless arrangements for an extension of time have been made prior to the due date. If you do not agree with the result that you achieve for any piece of assessment for this subject please contact the lecturer immediately. You have a right to know the reasons why your work has received a certain grade and to request it be reassessed if you believe it has been unfairly assessed.

Warning Concerning Academic Misconduct:

The International Program expects all students and staff to act with honesty and integrity in all matters. That means being truthful and recognising the intellectual ownership of other people's words, ideas, research findings and information. To not do so academically dishonest and may incur a range of penalties. Academic misconduct includes plagiarism, collusion, cheating in examinations, misappropriating the research of others and misrepresenting research findings.

What is plagiarism?

Plagiarism is the using of another person's ideas or expressions without appropriate acknowledgment and presenting these ideas or forms of expression as your own. It includes not only written works such as books or journals, but data or images that may be presented in tables, diagrams, designs, plans, photographs, film, music, formulae, web sites and computer programs. Plagiarism includes the use of the work of lecturers or other students as your own without acknowledgment. Self-plagiarism is the reuse of your own work without indicating that you have reused it.

Quoting and Paraphrasing:

A quote occurs when you use 5 or more words from another source exactly as the words appear in the original. You are allowed to incorporate quotes from the work of others into your work. However, only up to 10% of your work can be quoted. A

paraphrase is restating what someone else has said or written *using your own words*. A paraphrase is not achieved by simply altering the words from another source slightly. A slight rewording is still effectively a quote. You must either:

- Provide an *exact* quote (and indicate that it is a quote)
- Provide an appropriate paraphrase of the ideas in your words.

An appropriate paraphrase is normally achieved by reading and taking notes, then *closing the book and writing your own words*.

What is collusion?

Collusion involves working with others with the intention of deceiving examiners about who actually completed the work. For example, if a student employs someone else to do their work for them, that would constitute collusion. Or if one student willingly allows another student to copy their work for an individual assessment task, that would constitute collusion. In that case both students may have committed an academic offence. Collusion is not the same as collaboration. Collaboration is working together on a task; collusion is doing so in an unauthorised manner. What is authorised varies from task-to-task. For example, collaboration is allowed or expected on many assignments, but for other tasks such as exams and some in-class or online tests no collaboration is allowed. If you have any doubt about what constitutes authorised and unauthorised collaboration on a particular task you should consult IP management.

Avoiding plagiarism:

Plagiarism is avoided by appropriately acknowledging sources of your ideas or expressions. In this unit this entails:

1. Providing an in-text citation using the APA referencing system at the place where any idea or expression from another source is used, whether directly quoted or paraphrased; and
2. Clearly indicating where material is directly quoted (a direct quote occurs if 5 or more words from another source are used exactly as they are used in the original) by using quotation marks for short quotes or indenting for longer quotes; and
3. Providing a full reference to the source in a list of references at the end of the work, again using the APA referencing system.

Important Note: the *APA Referencing Guide* can be obtained from IP management

ATTACHMENT

ATTACHMENT 1: INTERNSHIP GUIDELINES

Internship Process

The process of the internship consists of the following steps:

1. making a proposal
2. conducting the internship
3. writing a work report
4. a formal presentation of the report
5. revision of the report (if needed) based on the examiner team's feedback
6. assessment

Proposing Procedure

1. Students have to completed the academic pre-requisites before conducting the internship (In general all ACICIS students will be automatically admitted)
2. Students register at International Program's Academic Division by filling in the form provided
3. When all requirements are met, the internship placement info will be announced, and students will be provided with contact detail.
4. Under the supervision of a supervisor, students will make a TOR that will provide guidance for the conduct of the internship
5. The TOR includes:
 - Data of personal information about the students, supervisor, and his/ her internship partner for example name, address, telephone number, fax number, email, etc
 - A short description of the proposed internship such as its objectives, target, and a description of the company profile where the internship is to take place
 - Internship Schedule, includes starting date, target completion date, and time allocation
 - Outline of the planned activities (per week)

Conduct of the Internship

1. To attend host organizations during 9 weeks with 8 hours per day (minimum) for 3 days per week to fulfill the minimum of 216 internship hours. And students must make a final internship report for 30 hours so that the total hours should be 246 hours.
2. To facilitate necessary data documentation and project management activities, students must complete the work book provide by the IP Management
3. During the program, it is an obligation for students to hold a consultations with his/ her supervisor
4. To complete the program, students must complete a form stating that they have completed the program. This must be signed by the student, his/ her supervisor, and the company supervised.

Standardized Content of Report

1. After the completion of the placement at the company, students must write a work report of between 3000 and 4000 words

2. A work report is a detailed explanation of the internship program that has already been recorded in his/ her work book. The report is not a scientific paper of a product produced.
3. A work report must contain the following elements:
 - Introduction; a short description of the internship objectives and company profile
 - The report must contain a description of the conduct of the internship based on the information recorded in the work book, a short analysis of student's findings, and students' impression of the company
 - Conclusion and suggestion
 - Bibliography
 - Appendices, that consist of TOR, the work book, and statement of completion the internship
4. The report must be submitted to the supervisor at the latest by 2 (two) weeks after completing of the internship.
5. Students must submit 3 (three) copies of the report
6. If the report is submitted after the 2 (two) weeks, it will result in a reduction of the students' grade by 1 (one) grade per week.

Presentation

The internship report must be presented to the examiner team.

The examiner team consists of 2 (two) people appointed by the Faculty of Economics. The examiner team will include the supervisor.

Maximum duration of the presentation is 30 (thirty) minutes, and will be followed by question and answer session.

Revision of the Report

1. During the presentation, the examiners can suggest revisions for the report.
2. The final decision, regarding whether the report must be revised or not, is based on the supervisor's consideration.
3. The maximum time for revision of the report is two weeks after the presentation.

Assessment (based on the syllabus)

ATTACHMENT 2: INTERNSHIP SITES

1. **Jogja TV**

You will work with the news team, so will go to whichever area is making news. This provides an excellent opportunity to not only get experience as a part of a news team, but also to gain a rich understanding of the issues that make news in Yogyakarta. You will also most probably have the opportunity to present on the network's English Hour.

2. **Rifka Annisa (Require to have basic skill of Bahasa)**

The goals of the organisation are:

- Provide counseling service to the women and children survivor of violence
- Organize people in the community in order to be able to handle violence against women cases in their own community.
- Conduct a strategic movement to achieve a significant change in some policies whether at national level or provincial level.
- Strengthening a network with other service providers for women and children victims of violence and also with people in organizations.
- Strengthening internal and external capacity
- Economic empowering for survivor.

3. **PKBI**

It was established on December 23, 1957 in Jakarta, as a nongovernmental organization (NGO), concern for the safety of mother and child. Then in 1967 PKBI became the member of International Family Planning Federation (London). Previously PKBI DIY is only a training center, but in its development, PKBI DIY is able to develop good programs for husbands / wives, and unmarried women. Then, the program is expanded to reach communities such as transvestites, gay, domestic workers, sex workers, and pedicab drivers.

4. **RSAD (Required to master an intermediate Bahasa skill)**

You will work closely with the street children by developing programs related to communication and living skills for them. The programs can be (1) teaching them Basic English so that this will provide them experience in the use of English directly from the native speaker (some of them are studying in elementary and junior high schools), (2) developing activities for them such as demonstrating how to make something (can be foods from Australia, handicrafts, etc), (3) sharing experience how life in Australia is and its culture, (4) field trip, accompanied by the street children, to show their daily activities and their performance, and some interesting places close to the shelter. Other activities that might be useful for the street children may also be conducted, please feel free to discuss your idea with the RSAD Management.

5. **UNISI FM(Required to master an intermediate Bahasa skill)**

Known as 'the exciting radio' station amongst the student population of Yogyakarta, Unisi FM understands the challenges that lie ahead in future radio broadcasting. The importance of 'media activation' and the nurturing of young intellectuals both on and off the air has seen students play a more active role in

the stations development, which has also helped ensure weekly programs become more relevant, thought provoking and entertaining. Interns are initially expected to observe and participate in all departments of Unisi FM to gain an understanding of the organization as a whole. However, they will then be required to choose one or more of the following units to form the basis of their internship.

6. LKBH UII / LBH Jogja

The Legal Aid and Consultation Institute (LACI) or *Lembaga Konsultasi dan Bantuan Hukum (LKBH)* of the Law Faculty at UII was established in 1978, while Jogja Legal Aid (*Lembaga Bantuan Hukum*) was established in 1981. The presence of LACI has proven to be significant amidst legal issues prevalent in Indonesian society, as it constantly carries out community development projects to create a strong and independent community. The three main programs of LACI in developing the community include, Legal Education, Legal Consultations and Legal Aid. Through these programs, lecturers, students and alumni of the Law Faculty, uphold their duty to society by participating in community awareness seminars encompassing legal rights and community development.

Through the internship program at this institution, interns may participate in the legal education throughout the community of Yogyakarta, assist in giving legal consultations, witness trials, express opinions on radio programs and discuss, in greater detail, Indonesian law alongside secular law. Interns will be capable of understanding the legal processes and procedures including court proceedings of current cases. It is hoped, interns with a specialisation in business, as opposed to law, will focus on assessing the management and operation of LACI so business strategies and marketing plans can be formulated to ensure LACI continues to maintain the funding and community support it requires.

7. PROJECT CHILD

Project Child Indonesia is a locally-run, community-based NGO, working to alleviate poverty in the coastal and riverside communities of Indonesia. These communities are most vulnerable concerning natural disasters and increasing pollution. The Sekolah Pantai (Beach School) and Sekolah Sungai (River School) focus on teaching children about basic health and the environment. In doing so, Project Child passionately promotes and empowers Indonesian and international volunteers to ensure the sustainable improvement of the living conditions of the children and wider community. The organization is founded on a belief that every individual can help another in their own way. Project Child is driven by honesty, accountability and community participation.

Interns are generally assigned to help this organization to do fund-raising event, teaching English for kids and some other works that should be discussed before internship start to match the organization needs with the competence of interns. There is no specific background required for those who want to do internship in Project Child.

8. SAPDA

SAPDA is a non-governmental organization which is striving to help the lives of women, children and people with disabilities in Jogja with Research, Policy advice, Advocacy and Campaigns. This organization was established at Juli

2005 and became a legal entity at December 2nd, 2005. The aims of this organization are to create inclusivity in social aspect which becomes the basic right of woman, children and people with disability in the field of education, health, and occupation on the basis of human rights equality.

Through this internship, students are expected to help in assisting them in promoting their media in English, organizing a fund-raise events, attending SAPDA events and helping them to do campaign as well as promoting their ideas and goals for people with disabilities to society.

9. SATU NAMA

SATU NAMA is a non-profit organization which is engaged in society empowerment through assistance, advocacy and training. Formally, this organization was established at March 25th, 1998 and was a former part of Unitarian Service Committee Canada.

10. BANK SYARIAH MANDIRI

Bank SyariahMandiri (BSM) is one of banks in Indonesia which applies 'syaria' principles on their system and procedure. Through the internship, students are expected to have an economic, management and accounting background to understand the basic knowledge as well as to maximize the opportunity of internship. During the program, students are given various tasks from different divisions. It is expected that students are able to learn and understand the banking system and working culture in Bank, specifically in Islamic-culture Bank.