

Professional Placement General Module

International Relations Program - ACICIS



Parahyangan Catholic University

2017-2018

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PROFESSIONAL PLACEMENT

General Course Outline

Subject Name	: Internship
Subject Code	: SIH 201/ESM 416
Credit Points	: 3 Credits, 3 rd Year Subject
Availability	: Every semester and over June-July

Description

Internship (professional placement) course is aimed at becoming one of the optional courses, owning 3 credit hours. This subject is available under Department of International Relations Faculty of Social and Political Sciences, and Department of Management Faculty of Economics, UNPAR. Students who have confirmed to enrol in this unit, will get registered to one of these departments based on the institution placement, and/or other consideration of UNPAR.

In conducting the program, there will not be learning process in the class. Students will go through pre-placement examination, the administration at selected host institution, and post-placement assessment. The tasks could be vary depending on host organisations, but generally covers reporting, monitoring and evaluation, website editing, program management, or any other managerial tasks. Students will be accompanied by workplace mentor and UNPAR academic supervisor throughout the process.

Objectives

- This unit is to assist students in gaining initial experience preparing for the world of work;
- To give students an opportunity applying the lessons students have learned during the learning process inside campus; and
- As a tool to develop students' soft skills, especially those which are related to communication skills (orally and written), as well as team work.

Working Hours and Period

Students will need to conduct the internship approximately 126-200 hours. It can be finished within 4-5 weeks for 8 working hours/day as a full-time worker per week. However, the duration, day, and working hours can be flexible depends on the host organisation. The period options are as follows:

- *January-June Semester.* Students are going to complete the placement alongside UNPAR classes (approximately two days per week) OR up to five week 'block' placement in the end of semester within *June-July* as a full-time intern.
- *August-December Semester.* Placement should be completed alongside UNPAR classes (approximately two days per week).

Placement Requirements

Students can be placed in one of organisation partner of UNPAR. Students are also allowed to seek the host organisation separately (outside of the partner list) with following notes.

- Student has been accepted by the organisation as an intern (minimum in conditional term);
- Student to provide UNPAR with the institution's profile, contact details, and possibility of main tasks as soon as possible;
- UNPAR will then proceed the documents and has rights to disapprove student's selection if it is found irrelevant with UNPAR requirements. If it is approved, UNPAR will contact the host organisation immediately and setting up the placement soon.

Complete information of host organisations partnered with UNPAR and ACICIS is available at: <http://www.acicis.edu.au/programs/semester/international-relations-irp/professional-placement-irp/>

Terms and Procedures

- *Pre-placement*
 - Students should submit up to three institutions by preferences to ACICIS, ideally before semester starts and to provide resume and cover letter for each institutions;
 - Students will be provided an UNPAR supervisor who will mentor and examine pre-internship documents and post-internship report;

- Students are required to attend internship socialisation and briefing conducted by UNPAR; and
- Students are obliged to compile the pre-internship proposal and thereafter join the examination.
- *Placement*
 - Students obey all terms and rules applied at the host institution;
 - Students are obliged to inform UNPAR supervisor about activity updates on weekly basis throughout the internship;
 - Students conduct observation taken place at the institution and take part in every activity based on the host institution's instructions and/or complete the main tasks given; and
 - Students compile the internship report which should be handed in to the internship supervisor. There may be additional tasks assigned by UNPAR supervisor (e.g. weekly report) and may be different from tasks workplace mentor requires.
- *Post-placement*
 - Students submit the internship report and documentation, afterwards students should present it in front of the internship supervisor; and
 - The mentors will evaluate the report and presentation in relation to the internship activities. The evaluation will be conducted through the mechanism of examination adjusted to the evaluation criteria determined by UNPAR.

Evaluation Components

The following are the general evaluation components contribute to final grade.

	Evaluation Components	Weighing
1	Pre-placement (Placement proposal)	10%
2	Placement (Main tasks achievement and performance)	70%
3	Post-placement (Final report and presentation)	20%

Evaluation Criteria

To facilitate the evaluation which will be conducted both by UNPAR and host institution, thus, there are some evaluation criteria to consider.

No.	Explanations	Score (in number)		Average Score (AS)	%	Total AS x %
		Institution	Study Program			
1.	Pre-placement proposal composition				10	
2.	Behavior				70	
3.	Tasks mastery					
4.	Discipline					
5.	Motivation (Ideas/Initiative)					
6.	Team work					
7.	Leadership					
8.	Post-placement report composition (filled by the Internship Advisor) - Writing structure - Presentation creativity - Problem identification				20	
Final Score						

*Assesment filled by marked supervisor

Final Scoring Description

91-100 : Very good

81-90 : Good

71-80 : Fair

<70 : Poor

Appendices

Appendix 1: Proposal format

PRE-INTERNSHIP PROPOSAL (Host Institution)

(Times New Roman, 16pts, Capital, Upright, Bold)

3 space

**Authored by:
(Name)
(NPM)**

(Times New Roman, 12pts, Capital, Upright, Bold)
(single space)



(single space)

**Parahyangan Catholic University
2017-2018**

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- III. ACTIVITY PLANNING
 - 3.1. Time and Place
 - 3.2. Targets of Activity
 - 3.3. Materials of Activity
- IV. BIBLIOGRAPHY
- V. APPENDICES

**POST- INTERNSHIP REPORT
(Host Institution)**

(Times New Roman, 16pts, Capital, Upright, Bold)
(Internship period)

3 spaces

**Authored by:
(Name)
(NPM)**

(Times New Roman, 12pts, Capital, Upright, Bold)
(single space)



(single space)

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- IV. FINDINGS AND DISCUSSIONS
 - 4.1. Internship Outcomes
 - 4.2. Discussions
- V. CONCLUSION AND SUGGESTIONS
 - 5.1. Conclusion
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- VI. BIBLIOGRAPHY
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Appendix 3: Proposal and report guideline information

Preface

This part contains author's explanation regarding the objectives of the composition, along with expressions of gratitude to important parties who have contributed significantly to the author in finishing the pre-/post-internship report composition. This part is preferably brief and short.

Table of Contents

This part contains report systematics as well as pages information. Table of contents are meant to give whole depiction about the report.

Introduction

This part contains background, objectives, and significance of the internship activity.

Literature Review

In this part, students must gather theories or concepts in relation to the internship activity, which may be gained from lecture materials and other sources of reference.

Conduct of Activity

Students must describe complete information about time and place of the internship, along with the contact details (name, position, etc.) that can be contacted by the internship advisor. Furthermore, in the targets of activity section, students must write goals to pursue related to the internship activity. Meanwhile, in the materials of activity section, students necessarily describe the tasks, activities, or events which are joined by students during the internship activity at the host institution. Students can also put this into a flow-chart detailing what unit they have been placed and the line of reporting at the host institution.

Findings and Discussions

After taking part in the internship activity, students are obliged to report their tasks, activities, or events conducted at the host institution. Students may inform other observation findings gained at the host institution. If it is possible, students may compare the findings to the theories/concepts in which they have learned in the university and at the host institution (link and match).

Closing

In this part, students put forward conclusions of the internship activity. Students also need to provide suggestions addressed to the host institution and in accordance with the real conditions.

Bibliography

Students need to put references (books, journals, websites, and others) that are cited to support the pre-post- internship report.

Appendices

In this part, students may provide other information in relation to the internship activity, including the weekly report (if required), internship documentation, and other supported data.