

INTERNSHIP GUIDE

Introduction

Internship is a compulsory course for students in the International Undergraduate Program at the UGM Faculty of Law. Through Internship, students are sent into hands-on working experience in the legal field, whether in government offices, private corporations, international organizations, and other institutions in and outside Indonesia. Each IUP student must undergo two (2) Internship programs (internship I and internship II) before they are allowed to graduate from the Faculty of Law.

In each of the two-month (approx.) Internship periods, students are expected to utilize all of the relevant legal theories and skills they have obtained in class into real-life problems. This experience should be eye-opening, since it would introduce and familiarize students with the workplace and the working environment, as well as prepare them as Faculty of Law's future graduates, who shall not only be well-read, but also well-prepared to brace the challenges of the real world.

Two types of internship

Each type of internship serves different objectives and it may affect its own characteristic.

- The objective of internship I is (i) **to introduce** each student to a certain variety of legal profession and (ii) to provide each student for **preliminary** practical legal experiences.
- The objectives of internship II is (i) to facilitate the students **more advanced** practical legal experiences; (ii) to provide the opportunity for the students in order to apply their legal knowledge, to nurture their legal analytical skills, and to adapt with working environments.

Requirements to conduct internship

The requirements for conducting internship I are as follows:

1. Completion of a minimum of 55 (fifty-five) credits with a non-negotiable minimum CGPA of 2.50, in which grade D constitutes no more than 20% of all completed credits;
2. Proof of registration as an active student in the related semester when the Internship is available;
3. Formal registration for Internship by filling out the Internship Registration Form at the Study Plan (KRS) input period at the beginning of the relevant Semester.

The requirements for conducting internship 2 are as follows:

1. Completion of a minimum of 91 (ninety-one) credits, including Internship I (for the second Internship – “Internship II”) with a non-negotiable minimum CGPA of 2.50, in which grade D constitutes no more than 20% of all completed credits;
2. Proof of Registration as an active student in the related semester when the Internship is available;
3. Formal registration for Internship by filling out the Internship Registration Form at the Study Plan (KRS) input period at the beginning of the relevant Semester.

Stakeholders involved in internship activities

For the purposes of this Internship Guide,

1. “Intern” means a student of the IUP at the Universitas Gadjah Mada Faculty of Law who has fulfilled the requirements for enrolment in an Internship program and is undertaking an Internship.
2. “Lecturer who supervised the intern” means a lecturer of the Faculty of Law at the Universitas Gadjah Mada who has been appointed by the Head of the Undergraduate Program to:
 - a. Supervise an Intern for an Internship
 - b. Coordinate with the Intern’s Field Supervisor
 - c. Evaluate and assess the Internship Report, and
3. “Field Supervisor” means an employee at the Internship venue as designated by its management, upon request by IUP, to:
 - a. Supervise the Intern during his or her posting at the Internship venue, specifically regarding their observance to the schedule of activities; job description; and the implementation of any relevant task.
 - b. Examine and sign the Internship Weekly Report.
 - c. Provide a grade for the Intern on the predetermined sheets (see Attachments 2, 3, and 5) to be subsequently signed, stamped, and sent in a sealed envelope to the Lecturer.
4. “Examiners” means the lecturers appointed by the Head of the Undergraduate Program to examine the interns’ reports and to become facilitator in focus group discussion (FGD) (NB: officially, we call this as a Final Internship Report) as a supporting mean to assess the interns’ grade. There will be two examiners who will assess each ten interns.

Note: the lecturer who supervised the intern shall not seat as the examiners and *vice versa*.

Interns obligations

All Interns are obliged to:

1. Prior to the Internship period:
 - a. Prepare an internship proposal, subject to assessment and approval by their Supervising Lecturer, specifying activities that they are planning to undertake within the duration of Internship. This proposal shall include:
 - 1) The rationalizations why the students intend to pursue internship at that place;
 - 2) The values, legal skills, legal knowledge and other relevant issues which are desired to be acquired at that place;
 - 3) The activities planning to be conducted during the Internship period.
 - b. Contact the institution in which they are enrolled for internship (hereinafter "Internship venue") in order to have a Field Supervisor appointed by the Internship venue.
 - c. Communicate and discuss thoroughly the project proposal with the Field Supervisor, who shall also approve of such proposal.
2. During the Internship period:
 - a. Report presence to the Internship venue, daily;
 - b. Hand over to the Field Supervisor a copy of the Internship Guide and the necessary documents, such as the Assessment Sheet and the Declaration and Release Sheet (see "Attachments" below) to the Internship venue, and explain to them the details pertaining to the Internship program (for instance, our expectations of them, the Internship regulations, etc.).
 - c. Obey and follow all internal rules at the Internship venue.
 - d. Work diligently on the project as planned, described, and approved in the proposal; arrange and implement the schedule of activities by constant consultation and approval of the Field Supervisor.
 - e. Complete and submit the Internship Weekly Report to the Lecturer directly or through the IUP Secretariat **every two week on Monday morning**, no later than at 11 o' clock in the AM (Waktu Indonesia Barat).
 - f. Complete all documents as may be necessary to be signed by the Field Supervisor (see Attachments).
 - g. Prepare a draft Internship Report to be discussed thoroughly with the Lecturer.
 - h. Take initiative in contacting and consulting with the Lecturer and Field Supervisor with regard to everything as may be pertaining to the Internship program.
3. After the Internship period:
 - a. Prepare all necessary documents to be completed and signed by the Field Supervisor, complete with the official stamp of the Internship venue and/or, where applicable, the Field Supervisor.
 - b. Submit all such documents as provided in paragraph (a) in a sealed envelope to the IUP Secretariat, addressed to the Lecturer.
 - c. Finish the Internship Report under supervision of the Lecturer.
 - d. Submit to the Head of the Undergraduate Program three (3) copies of the Internship Report, following approval of the Lecturer.
 - e. Defend the Internship Report before an Assessment Team.

The IUP shall ensure the management of the Internship by providing administrative support, coordinating with the Internship venue, and observing the timely fulfilment of the Internship Report, the provision of academic sanction, and the assessment of the Intern.

Beside the above obligations, all Interns must:

1. Satisfy all formal procedures:
 - a. Fulfilment of **minimum attendance of 90%**;
 - b. Observance of **deadlines** for two-weekly reports and other necessary documents (see Attachments);
2. Maintain the credibility, honour, and dignity of their personal selves as well as the Universitas Gadjah Mada Faculty of Law;
3. Uphold work ethics of the highest standards (responsibility, motivation, honesty, adaptability to new environments, avoidance of reprehensible acts, etc.);
4. Observe proper decorum at all times, such as by wearing the UGM alma mater jacket or any such required outfit as may be determined by the Internship venue;
5. Be in **CONSTANT** consultation and coordination with both the Field Supervisor and the Lecturer regarding anything as may be pertaining to the Internship program.

The minimum required period to be fulfilled in Internship is 180 (one hundred and eighty) hours and no less than four (4) weeks. Such a period may be illustrated as follows:

- For a six-week Internship, an Intern shall work for six (6) hours per day for five (5) working days per week OR five (five) hours per day for six (6) working days per week;
- For a four-week Internship, an Intern shall work for nine (9) hours per day for five (5) working days per week OR seven-and-a-half (7½) hours per day for six (6) working days per week.

Internship report

Internship report contains numerous substances; self-assessment report, weekly report and other required appendixes. In what follows will be provided information the self-assessment report.

In order to get a clear information on the internship activities, the students are asked to provide an honest explanation about their activities. It is a descriptive information pertaining to the **values, knowledge, skills, and other issues that they gained during their intern.**

The self-assessment for internship I shall contain 1000 - 1500 words whereas report for internship II is around 1500 – 2000 words.

Besides the self-assessment report, the internship report shall also be accompanied by annexes about the weekly activities conducted by the students, statement from the internship place, etc. (see further on annex)

The self-assessment on **values** shall be approx. 250 – 375 words (for internship I); 375 – 500 words (for internship II). Here, the students are asked to explain what values that they have gained from their internship activities. Values in here may refer, but not limited, to: (i) discipline, (ii) ability to cooperate with others/team work, (iii) openness to receive critics/feedbacks, (iv) ability to perform positive interaction in working place, (v) capacity to act responsibly, etc.

The self-assessment on **knowledge** shall be approx. 250 – 375 words (for internship I) or 375 – 500 words (for internship II). Here, the students are asked to explain what general knowledge that they have acquired from their internship activities. They may clarify their explanation into two folds, general knowledge and (especially) legal knowledge.

The self-assessment on **skills** shall be approx. 250 – 375 words (for internship I) or 375 – 500 words (for internship II). The students are asked to describe practical skills that they have gained from their intern office. Mind you: skills in here refer to an ability to do certain activity(ies) because **they have practised to do certain legal things** at their internship place.

The students may explain “other issues” with one or more following points, i.e. Info whether or not they will suggest their colleagues to conduct internship in their place (and why?); providing real examples related to their creative efforts that they have done during their internship period; explaining the positive gesture/support that they get from their internship office. For the students who conduct internship II, it is mandatory to describe the additional advantages on their current internship in compare to their internship I. The students are welcomed to explain relevant information to be highlighted.

Notes (see “Attachments” for details):

- 1) Internship two weekly report may be copied by the students.
- 2) Assessment Sheet (Attachment 5), Remarks and Recommendation (Attachment 2) must be completed and signed by the Field Supervisor, and submitted to the Lecturer.
- 3) Declaration and Release Sheet (Attachment 3) must be made in two (2) copies, one attached on the Internship Report, and one submitted to the Lecturer.
- 4) All reports must be printed with the following specification:
 - a. Cover colour : Red
 - b. Paper : A4 (“Quarto”), 70 g
 - c. Font : Times New Roman, size 12
 - d. Spacing : 1.15
 - e. Page margins:
 - Top : 4 cm
 - Bottom : 3 cm
 - Left : 4 cm
 - Right : 3 cm

- 5) Word count : 1000 - 1500 words for internship report I whereas 1500-2000 words for internship report II. **Please note that the above-mentioned word counts are merely for the self-assessment part. Since the overall report contains weekly report and other relevant attachments; therefore, the total word will definitely increase.**
- 6) Interns must provide three (3) hard copies of the Internship Report, approved by the Field Supervisor, the Lecturer, and the management of Head of the Undergraduate Program. Following approval, the Report must be submitted to the Academic Affairs of IUP for assessment.

Assessment

Assessment of an Intern's performance will be done by the field supervisor, the lecturer who supervised the intern, and the examiners (the average mark made by two lecturers appointed by the head/secretary of the bachelor degree program).

Those three will evaluate the intern based on four following considerations: **values, knowledge, skills, and other issues which the interns have gained during their internship.**

Values in here may refer, but not limited, to: (i) discipline, (ii) ability to cooperate with others/team work, (iii) openness to receive critics/feedbacks, (iv) ability to perform positive interaction in working place, (v) capacity to act responsibly, etc.

Knowledge in here refer to scientific information gained by the intern during the internship. It can be specified into two folds; general knowledge and (especially) legal knowledge

Practical skills are meant as abilities to do certain activity(ies) because **the interns have practised to do certain legal things** at their internship place

Other issues may refer to various matters, i.e. Info whether or not they will suggest their colleagues to conduct internship in their place (and why?); providing real examples related to their creative efforts that they have done during their internship period; explaining the positive gesture/support that they get from their internship office.

Note: it is mandatory for the students who conduct internship II to describe the additional advantages on their current internship in compare to their internship I. This explanation shall be highlighted in the section of other issues. The students are welcomed to explain relevant information to be highlighted.

Field supervisor and the lecturer who supervised the intern shall grade the intern with the following weight:

Item	Internship I	Internship II
Values	30%	25%
Knowledge	25%	25%
Skills	30%	35%
Other issues	15%	15%

The examiners shall grade the intern also with the above components. There are two types screening which shall be conducted by the examiners: assessing the internship report and assessing the intern via focus group discussion.

The grade from examiners - the two lecturers who examine the intern – will be calculated as follow: $\frac{\text{grade from examiner 1} + \text{grade form examiner 2}}{2}$

The final grade shall subsequently be produced by the Assessment Team using the following formula: $\frac{G1+G2+G3}{3}$

G1: Grade from the Field Supervisor

G2: Grade from the Lecturer who supervised the intern

G3: Grade from the Examiners

Report writing format

Cover

Internship report I (or II) at
[declare the internship place]

[UGM Logo]

Submitted by:
[Student name]
[Student number]

UNIVERSITAS GADJAH MADA
FACULTY OF LAW
INTERNATIONAL UNDERGRADUATE PROGRAM (S1-IUP)

(Year of submission)

Structure

- a. Validation Page (see Attachment 4)
- b. Table of Content
- c. Description on the internship place (Brief information why the student chooses to conduct internship at the chosen place and brief description about the place, i.e. reputation, relevancy to gather the skills and knowledge related to the specific law, information on how the students can get connected with the internship place, etc.)
- d. Self-assessment report
 1. Values
 2. Knowledge
 3. Skills
 4. Others
- e. List of Attachments including weekly report

Attachment 1/*Lampiran 1*

(Completed by the Intern/*Diisi oleh Mahasiswa*)

**UNIVERSITAS GADJAH MADA FACULTY OF LAW, S1-IUP
INTERNSHIP WEEKLY REPORT/*LAPORAN MINGGUAN MAGANG***

Intern's name/*Nama mahasiswa* :
Internship venue/*Tempat magang* :
Week/*Minggu ke-* : I/II/III/IV/[...]

No	Day and Date/ <i>Hari dan Tanggal</i>	Time/Waktu (per two hours/ <i>per dua jam</i>)	General Activities/ <i>Kegiatan Umum</i>	Detail activities / <i>Rincian pelaksanaan kegiatan</i>	Explanations on why the activities shall be considered relevant to values/knowledge/ skills/others

(Place, Date/*Tempat, Tanggal*)

(Signature/*Tanda tangan*)

(Signature/*Tanda tangan*)

(Field Supervisor/*Pembimbing
di Tempat Magang*)

(Intern/*Mahasiswa*)

(Position/*Jabatan*)

Attachment 2/Lampiran 2

(Completed by Field Supervisor/Diisi oleh Pembimbing di Tempat magang)

Please submit this form in a sealed envelope together with the Assessment Sheet/Mohon formulir ini diserahkan dalam amplop tertutup bersama Lembar Penilaian

**UNIVERSITAS GADJAH MADA FACULTY OF LAW, S1-IUP
REMARKS AND RECOMMENDATIONS/KESAN DAN REKOMENDASI
LEMBAGA TEMPAT MAGANG TERHADAP MAHASISWA**

Intern's name/ :
Nama mahasiswa

Student number/ :
Nomor Induk Mahasiswa

Internship venue/ :
Tempat magang

Address/Alamat :

Internship period/ : _____ until/hingga _____
Masa magang

Based on our observation, the abovementioned student has completed the Internship with the following result/*Menurut pengamatan kami, mahasiswa tersebut di atas telah melaksanakan Magang dengan hasil:*

- a. Very Satisfactory/*Sangat Memuaskan*
- b. Satisfactory/*Memuaskan*
- c. Average/*Cukup*
- d. Below Satisfactory/*Kurang Memuaskan*

Additional remarks and recommendations/*Kesan, komentar dan saran:*

(Place, Date/*Tempat, Tanggal*)

(Signature/*Tanda tangan*)

(Field Supervisor)
(Position/*Jabatan*)

Attachment 3/*Lampiran 3*

(Completed by the Field Supervisor/*Diisi oleh Pembimbing di Tempat Magang*)

**DECLARATION AND RELEASE SHEET/LEMBAR KETERANGAN
MELAKSANAKAN MAGANG DAN BEBAS TANGGUNGAN**

I, the undersigned/*Saya, yang bertanda tangan di bawah ini:*

Name/*Nama* :
Employment number/*NIP* :
Rank/*Pangkat* :
Position/*Jabatan* :
Institution/
Nama lembaga :
Address/*Alamat* :

Hereby declare that the following Intern/*Dengan ini menerangkan bahwa mahasiswa berikut:*

Name/*Nama* :
Student Number/*NIM* :
Study Program/*Program Studi* : International Undergraduate Program
(S1-IUP) Fakultas Hukum UGM

has completed an Internship program at/*Telah menyelesaikan program magang yang dilaksanakan di: _____* from/*sejak tanggal _____* until/*hingga _____* and by the end of the Internship the aforesaid Intern does not bear anything to our institution/*dan sampai batas akhir masa magang tidak mempunyai tanggungan terhadap lembaga kami.*

(Place, Date/*Tempat, Tanggal*)

(Signature/*Tanda Tangan*)

(Field Supervisor/*Pembimbing
di Tempat magang*)
(Position/*Jabatan*)

Attachment 4/*Lampiran 4*
(Completed by the Intern or Student/*Diisi oleh Mahasiswa*)

VALIDATION PAGE/LEMBAR PENGESAHAN

The following Internship Report/
Laporan Magang berikut ini

Had been completed/*Telah diselesaikan*

In/*Di*
On/*Pada tanggal:*

And was approved/*Dan disetujui*
On/*Pada tanggal:*
By/*Oleh:*

Field Supervisor/
Pembimbing di Tempat Magang

Supervising Lecturer/
Dosen Pembimbing

.....

.....

Head of Undergraduate Program
Faculty of Law Universitas Gadjah Mada/
Ketua Program Studi Sarjana
Fakultas Hukum Universitas Gadjah Mada

.....

UNIVERSITAS GADJAH MADA FACULTY OF LAW, S1-IUP
ASSESSMENT SHEET/LEMBAR PENILAIAN

Intern's name/ :
Nama Mahasiswa
Student Number/ :
Nomor Induk Mahasiswa
Internship Venue/ :
Tempat Magang
Address/ :
Alamat
Internship Period/ :until/hingga.....
Masa Magang

Assessment/Penilaian

No	Assessed Elements/ <i>Aspek yang dinilai</i>	Scale/Skala Internship I	Scale/Skala Internship II	Grade/Nilai
1	Values They may refer, but not limited, to: (i) discipline, (ii) ability to cooperate with others/team work, (iii) openness to receive critics/feedbacks, (iv) ability to perform positive interaction in working place, (v) capacity to act responsibly, etc	1-30	1-25	
2	Knowledge It refers to scientific information gained by the intern during the internship. It can be specified into two folds; general knowledge and (especially) legal knowledge	1-25	1-25	
3	Skills The abilities to do certain activity(ies) because the interns have <u>practiced</u> to do certain legal things at their internship place	1-30	1-35	
4	Other issues They may refer to various matters, i.e. Info whether or not they will suggest their colleagues to conduct internship in their place (and why?); providing real examples related to their creative efforts that they have done during their internship period; explaining the positive gesture/support that they get from their internship office.	1-15	1-15	
Total/Jumlah Nilai				

(Place, Date/*Tempat, Tanggal*)

(Signature/Tanda tangan)
(Field Supervisor/*Pembimbing*)
(Position/*Jabatan*)

Notes/*Catatan*

I. Interpretation of Numeric Scores in Letter/*Padanan nilai angka dalam huruf*

- 95-100 = A = Very Good/*Sangat Baik*
89-94 = A- = Very Good/*Sangat Baik*
83-88 = A/B = Very Good/*Sangat Baik*
76-82 = B+ = Very Good/*Sangat Baik*
70-75 = B = Good/*Baik*
64-69 = B- = Good/*Baik*
56-63 = B/C = Good/*Baik*
51-55 = C+ = Good/*Baik*
26-50 = C = Good Enough/*Cukup Baik*
25 = D = Not Good Enough/*Tidak Cukup Baik*
0-24 = E = Failed/*Gagal*

II. Please Submit this form in sealed envelope together with the Remarks and Recommendation Sheet/*Mohon formulir ini dikirim dalam amplop tertutup bersama lembar Kesan dan Rekomendasi.*

UNIVERSITAS GADJAH MADA FACULTY OF LAW, S1-IUP
ASSESSMENT SHEET/LEMBAR PENILAIAN

Intern's name/ :
Nama Mahasiswa
Student Number/ :
Nomor Induk Mahasiswa
Internship Venue/ :
Tempat Magang
Address/ :
Alamat
Internship Period/ :until/hingga.....
Masa Magang

Assessment/Penilaian

No	Assessed Elements/ <i>Aspek yang dinilai</i>	Scale/Skala Internship I	Scale/Skala Internship II	Grade/Nilai
1	Values They may refer, but not limited, to: (i) discipline, (ii) ability to cooperate with others/team work, (iii) openness to receive critics/feedbacks, (iv) ability to perform positive interaction in working place, (v) capacity to act responsibly, etc	1-30	1-25	
2	Knowledge It refers to scientific information gained by the intern during the internship. It can be specified into two folds; general knowledge and (especially) legal knowledge	1-25	1-25	
3	Skills The abilities to do certain activity(ies) because the interns have <u>practiced</u> to do certain legal things at their internship place	1-30	1-35	
4	Other issues They may refer to various matters, i.e. Info whether or not they will suggest their colleagues to conduct internship in their place (and why?); providing real examples related to their creative efforts that they have done during their internship period; explaining the positive gesture/support that they get from their internship office.	1-15	1-15	
<i>Total/Jumlah Nilai</i>				

Yogyakarta, (Date/Tanggal)

Supervising Lecturer/ *Dosen Pembimbing*

(Signature/Tanda tangan)

(Name/Name)

Notes/Catatan

Interpretation of Numeric Scores in Letter/*Padanan nilai angka dalam huruf*

95-100	= A	= Very Good/ <i>Sangat Baik</i>
89-94	= A-	= Very Good/ <i>Sangat Baik</i>
83-88	= A/B	= Very Good/ <i>Sangat Baik</i>
76-82	= B+	= Very Good/ <i>Sangat Baik</i>
70-75	= B	= Good/ <i>Baik</i>
64-69	= B-	= Good/ <i>Baik</i>
56-63	= B/C	= Good/ <i>Baik</i>
51-55	= C+	= Good/ <i>Baik</i>
26-50	= C	= Good Enough/ <i>Cukup Baik</i>
25	= D	= Not Good Enough/ <i>Tidak Cukup Baik</i>
0-24	= E	= Failed/ <i>Gagal</i>

**UNIVERSITAS GADJAH MADA FACULTY OF LAW, S1-IUP
 ASSESSMENT SHEET/LEMBAR PENILAIAN**

Intern's name/ :
Nama Mahasiswa
 Student Number/ :
Nomor Induk Mahasiswa
 Internship Venue/ :
Tempat Magang
 Address/ :
Alamat
 Internship Period/ :until/hingga.....
Masa Magang

Assessment/Penilaian

No	Assessed Elements/Aspek yang dinilai	Scale/Skala Internship I	Scale/Skala Internship II	Grade/Nilai
1	Values They may refer, but not limited, to: (i) discipline, (ii) ability to cooperate with others/team work, (iii) openness to receive critics/feedbacks, (iv) ability to perform positive interaction in working place, (v) capacity to act responsibly, etc	1-30	1-25	
2	Knowledge It refers to scientific information gained by the intern during the internship. It can be specified into two folds; general knowledge and (especially) legal knowledge	1-25	1-25	
3	Skills The abilities to do certain activity(ies) because the interns have <u>practiced</u> to do certain legal things at their internship place	1-30	1-35	
4	Other issues They may refer to various matters, i.e. Info whether or not they will suggest their colleagues to conduct internship in their place (and why?); providing real examples related to their creative efforts that they have done during their internship period; explaining the positive gesture/support that they get from their internship office.	1-15	1-15	
Total/Jumlah Nilai				

Yogyakarta,
 Examiner/ Dosen Penguji

(Signature/Tanda tangan)

(Name/Name)

Notes/Catatan

Interpretation of Numeric Scores in Letter/Padanan nilai angka dalam huruf

- 95-100 = A = Very Good/Sangat Baik
- 89-94 = A- = Very Good/Sangat Baik
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