STANDARD OPERATING PROCEDURE (SOP) FINAL PROJECT

AGRIBUSINESS STUDY PROGRAM

PREFACE

Alhamdulillah, praise and gratitude the authors pray to the presence of Allah SWT, the owner of the universe, who has given His strength, patience, mercy and taufiq, so that we can complete the Standard Operating Procedure (SOP) for the Agribusiness Study Program, Department of Agricultural Socio-Economics, Faculty of Agriculture, Sriwijaya University .

We would also like to thank Dr. Dessy Adriani, S.P., M.Si as the Head of the Department and Mrs. Dr Erni Purbiyanti, S.P., M.Sc. as Secretary of the Department who has provided guidance and direction in the preparation of this SOP so that it can be completed properly. Thanks also to the drafting team of M. Huanza, S.P., M.Sc. and Dini Damayanthy, S.P. M.Sc. who assisted in the preparation of this SOP.

We realizes that in the preparation of this SOP there are still many shortcomings and errors, therefore the authors expect suggestions and constructive criticism to make it better in the future.

Palembang, October 2022

Team

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STANDARD OPERATING PROCEDURE (SOP) INTERNSHIP

AGRIBUSINESS STUDY PROGRAM
FACULTY OF AGRICULTURE
SRIWIJAYA UNIVERSITY

A. GENERAL EXPLANATION

1. *The standard operating procedure* (SOP) which contains the management of academic activities in this study program is prepared to respond to the Covid-19 emergency response situation.
2. *Standard operating procedure* (SOP) is valid from the date of ratification and the implementation will be reviewed in accordance with the development of the Covid-19 issue.
3. *Standard operating procedure* (SOP) applies to lecturers, education staff and students within the scope of the UNSRI Agribusiness Study Program.
4. Lecturers, education staff, and students are expected to use an electronic mail address (e-mail) affiliated with Sriwijaya University (ending with unsri(dot)ac(dot)id).
5. The supervising lecturer in the Standard operating procedure (SOP) of this Internship is the main advisor and thesis advisor.
6. Internship is one of the student's final assignments, namely student independent academic activities in the form of field study.
7. Internship Objectives is to provide students with experience in the application of knowledge directly in the company.
8. The Legal Basis is the Academic Guidelines of the Faculty of Agriculture
9. Determination of Internship Advisor
    a. Prior to the distribution of the Internship advisor, the Head of the Study Program recapitulates the amount of guidance for each lecturer;
    b. The distribution of the number of guidance for each lecturer is sought to be evenly distributed by considering the amount of guidance that still available;
    c. For a fair distribution of students who choose the field of study, students are required to include the field of study of the first choice, second choice and third choice
    d. In filling out the interest form, students are encouraged to consult with the desired advisor. If the lecturer agrees to guide the student concerned, the lecturer will put his/her signature on the form;
    e. Appointment of Internship advisor is ratified by the study program/department;
    f. In general, each student gets at least 1 Internship advisor.
    g. Internship advisors who have been appointed in the Study Program/Department are determined by the Decree of the Dean
10. Replacement of Internship Advisor
    a. Replacement of advisor can only be done if:
        i. Advisor of study retires or reassigned or is dishonorably discharged or resigns from civil servants, or
        ii. The advisor is no longer able to provide guidance due to permanent illness or death, or
        iii. Problems arise between the advisor and students in the mentoring process, then the student or advisor can report the problem in writing to the Head of the Study Program/Department, then the Head of the Study Program/Department will call both parties for questioning and make a report.
    b. The mechanism for determining the replacement Internship advisor, is depend on

each Study Program/Department.

c. The substitute advisor is proposed by the Head of the Study Program/Department to the Dean for the issuance of Advisory Decree (AD).
d. The replacement of the Internship Advisor is determined by the Decree of the Dean.

B. STUDENT

Pre Internship

1. Have accumulated credits of at least 118 credits without E grades
2. Fulfilled Course Selection Sheet (CSS) with Internship courses
3. Submitting a proposed Internship topic
4. Already have an Academic Advisor (AA) lecturer determined by the department/study program. The Internship Advisor follows the Academic Advisor.
5. Have an internship proposal that has been approved by the advisor and the head of the department/study program
6. The location of the Internship is adjusted to the approval of the Internship Advisor
7. Sending an application letter/internship proposal to the target company.
8. Students are only allowed to apply for 1 internship location, so before submitting it is recommended to do a survey first
9. If there is a refusal from the intended internship location, the student can submit a new internship application letter
10. Students are required to inform the AA as an internship advisor if an internship is accepted and the internship period begins.

Internship Implementation

1. Internship is carried out for at least one month.
2. Internship is carried out each group of AA with the same company
3. The student informs the AA's willingness to accept the internship and the beggining and end period of the internship
4. Receive a visit from the AA as an internship advisor or a substitute lecturer for a visitation that has been chosen by the intern advisor

Post Research

1. Internship Assessment is carried out by the AA (Internship Report) and the Internship Institution (Assessment Form from the Internship Institution) If not available, it will be adjusted to the format of the study program.
2. The Internship Report is adjusted to the form of the major

C. ADVISOR
Pre Internship

1. Receive a proposed internship location from students
2. Receive an internship proposal from students
3. Receive reports on the location of the internship and the internship period from students

Internship Implementation

1. Visiting student internship locations where the time will be adjusted to the company and the availability of advisor

Post Internship

1. Receive the first draft report no later than 1 month after the Internship
2. Reviewed the Internship Reports that have been made by students.
3. Approving and signing the reports made by students.
4. Give score from the score form given by administrator

D. INTERNSHIP COMMISSION

Pre Internship

1. Prepare an internship application letter from students

Internship Implementation

1. Ensure Internships are carried out by students for at least one month

E. ADMINISTRATION SECTION (ADMIN)

Post Internship

1. Submit reports that have been signed by the advisor and the Head of the Department in hardcopy
2. Give the score form to students

F. PROGRAM STUDY ADMINISTRATOR

Pre Internship

1. Assign Internship Advisor
2. Validate the Internship Proposal

Post Internship

1. Approve the Internship Report by signing the report that has been made.

STANDARD OPERATING PROCEDURE (SOP) FIELD STUDY

AGRIBUSINESS STUDY PROGRAM FACULTY OF AGRICULTURE SRIWIJAYA UNIVERSITY

A. GENERAL EXPLANATION

1. *Standard operating procedure* (SOP) which contains the management of academic activities in this study program is prepared to respond to the Covid-19 emergency response situation.
2. *Standard operating procedure* (SOP) is valid from the date of ratification and the implementation will be reviewed in accordance with the development of the Covid-19 issue.
3. *Standard operating procedure* (SOP) applies to lecturers, education staff and students within the scope of the UNSRI Agribusiness Study Program.
4. Lecturers, education staff, and students are expected to use an electronic mail address (e-mail) affiliated with Sriwijaya University (ending with unsri(dot)ac(dot)id).
5. The supervising lecturer in the Standard operating procedure (SOP) of this Internship is the main advisor and thesis advisor.
6. Field Study (FS) is one of the student's final assignments, namely student independent academic activities in the form of field work.
7. Objective of Field Study is to provide students with experience in the application of technical knowledge of agriculture and marketing as well as direct farming analysis in the field.
8. The Legal Basis is the Academic Guidelines of the Faculty of Agriculture
9. Determination of Field Advisor
    a. Prior to the distribution of the Field Study Advisor, the Head of the Study Program recapitulates the amount of guidance for each lecturer;
    b. The distribution of the number of guidance for each lecturer is sought to be evenly distributed by considering the amount of guidance that still available;
    c. For a fair distribution of students who choose the field of study, students are required to include the field of study of the first choice, second choice and third choice
    d. In filling out the interest form, students are encouraged to consult with the desired advisor. If the lecturer agrees to guide the student concerned, the lecturer will put his/her signature on the form;
    e. Appointment of Field Study advisor is ratified by the study program/department;
    f. In general, each student gets at least 1 Field Study advisor.
    g. Field Study advisors who have been appointed in the Study Program/Department are determined by the Decree of the Dean

11. Replacement of Field Study Advisor
    a. Replacement of advisor can only be done if:
        i. Advisor of study retires or reassigned or is dishonorably discharged or resigns from civil servants, or
        ii. The advisor is no longer able to provide guidance due to permanent illness or death, or
        iii. Problems arise between the advisor and students in the mentoring process, then the student or advisor can report the problem in writing to the Head of the Study Program/Department, then the Head of the Study Program/Department will call both parties for questioning and make a report.

b. The mechanism for determining the replacement Field Study advisor, is depend on each Study Program/Department.
c. The substitute advisor is proposed by the Head of the Study Program/Department to the Dean for the issuance of Advisory Decree (AD).
d. The replacement of the Field Study Advisor is determined by the Decree of the Dean.

B. STUDENT

Pre Field Study

1. Have accumulated credits of at least 118 credits without E grades
2. Fulfilled CSS with Field Study courses
3. Submitting a proposed Field Study topic
4. Already have a AA lecturer determined by the department/study program. The Student Field Study Advisor follows the Academic Advisor.
5. Have a proposal that has been approved by the advisor and the head of the department/study program
6. The Field Study location is in Agribusiness Clinic.
7. FS Implementation is equivalent to 3 credits.

Field Study Implentation

1. FS is carried out for at least one month and no more than three months.
2. Field Study is carried out in group of AA with one commodity for one AA. There can be more than one commodity if the number of students each group is more than 10 people.
3. Submission of commodity types is carried out by students, known by the AA and approved by the Head of the Agribusiness Clinical Lab.
4. The Head of the Lab can suggest a change of commodity if it turns out that the commodity is the same as other FS groups in terms of treatment.
5. The selected commodity is a commercial commodity, the age is not more than 3 months
6. Palembang campus students are required to come for FS at least twice a week, while Indralaya campus students are at least 3 times.
7. Aspects that are discussed in the FS report are: agricultural cultivation, business profit analysis, marketing and post-harvest. Post-harvest aspects can be used as a topic if the commodity is cultivated for these activities.

Post Research

1. The completion of the FS is proven by a Diploma of completion from the Head of the Agribusiness Clinical Laboratory.
2. After completed the FS, students immediately report to the advisor by submitting proof of completion of the FS from the Agribusiness Clinic
3. Collecting the first draft report no later than 1 month after the FS
4. If within 1 month the draft of the first report has not been submitted, the FS is considered cancelled.

5. If within 3 months after the first draft is submitted it has not been completed, then the FS can be considered canceled
6. The FS report that has been reviewed, approved and signed by the advisor, can be bind by consedering the applicable provisions in the Academic Guidelines of the Faculty of Agriculture, Sriwijaya University.
7. Collecting Hardcopy and Softcopy (CD) to the Study Program administrator.
8. Take the Score Form from the Study Program administrator and submit it to the Field Study advisor.
9. FS score consists of 50% of field study activities and 50% of reports
   The field study assessment includes three components, namely: student activity in the field, plant conditions and production success

C. ADVISOR

Pre Field Study

1. Receive a proposed topic of field study from students
2. Reviewed the draft of Reference for field study from Students
3. Validate the draft of Reference for field study from Students

Field Study Implementation

1. Ensure each group of AA with one commodity. There could be more than one commodity if the number of students each group is more than 10 people.
2. Ensure that the selected commodity is different from other AA commodities.
3. Survey at least once to see the field study activities.

Post Field Study

1. Receive reports from students through proof of completion of FS from the Agribusiness Clinic
2. Receive the first draft report no later than 1 month after the FS
3. Reviewed the FS reports that have been made by students.
4. Approve and Sign Reports made by students.
5. Give score from the score form given by administrator.

D. COMMISSION OF FS / AGRIBUSINESS CLINIC

Pre Field Study

1. Prepare land/media that will be used as Field Study.
2. Divide the Land/Media to be used as Field Study according to the suitability of the selected commodity and media.

Field Study Implementation

1. Ensure that FS is carried out by students for at least one month and not more than three months

2. Approve the commodity proposed by the student and known by the Academic Advisor
3. Suggest the replacement of commodities if it turns out that the commodity is the same as other FS groups in terms of treatment
4. Ensure the selected commodity is a commercial commodity, the age is not more than 3 months
5. Ensuring the obligation of students to come for FS. Palembang campus students are at least twice a week, while Indralaya campus students are at least 3 times.

Post Research

1. Issuing a Diploma of completion of Field Study

E. ADMINISTRATION SECTION (ADMIN)

Post Field Study

1. Submit reports that have been signed by the advisor and the Head of the Department in hardcopy and softfile (CD)
2. Give the score form to students

F. PROGRAM STUDY ADMINISTRATOR

Pre Field Study

1. Assign Field Study Advisor
2. Validate the Field Study Proposal

Post Research

1. Approve the Field Study Report by signing the report that has been made.

STANDARD OPERATING PROCEDURE (SOP) RESEARCH PROPOSAL SEMINAR

AGRIBUSINESS STUDY PROGRAM FACULTY OF AGRICULTURE SRIWIJAYA UNIVERSITY

A. GENERAL EXPLANATION

1. *Standard operating procedure* (SOP) which contains the management of academic activities in this study program is prepared to respond to the Covid-19 emergency response situation.
2. *Standard operating procedure* (SOP) is valid from the date of ratification and the implementation will be reviewed in accordance with the development of the Covid-19 issue.
3. *Standard operating procedure* (SOP) applies to lecturers, education staff and students within the scope of the UNSRI Agribusiness Study Program.
4. Lecturers, education staff, and students are expected to use an electronic mail address (e-mail) affiliated with Sriwijaya University (ending with unsri(dot)ac(dot)id).
5. The supervising lecturer in the Standard operating procedure (SOP) of this Proposal Seminar is the main advisor and thesis advisor.
6. The Proposal Seminar is one of the student's final assignments, namely the Implementation of Scientific Papers.
7. Objective of the Proposal Seminar is to determine the ability of students and at the same time to improve student scientific papers.
8. The Legal Basis is the Academic Guidelines of the Faculty of Agriculture
10. Determination of Advisor
    a. Prior to the distribution of the thesis advisor, the Head of the Study Program recapitulates the amount of guidance for each lecturer;
    b. The distribution of the number of guidance for each lecturer is sought to be evenly distributed by considering the amount of guidance that still available;
    c. The appointment of the thesis advisore is carried out jointly by the head of the study program and the head of the department.
    d. Students who are at the beginning of 6 semesters are required to fill in the form of the field of study they are interested in.
    e. For an even distribution of students who choose the field of study, the student must include the field of study of the first, second and third choice in the form.
    f. In filling out the form, students are advised to consult with the Academic Advisor (PA).
    g. If the distribution of the selection of the field study is not evenly distributed, the priority of the first choice is given to the student who first collects the form.
    h. The completed and signed form is submitted to the administrative staff of the study program/department.
    i. The maximum number of thesis guidance students in each batch is: number of students/number of lecturers x 2,
    j. Each student gets 1 thesis advisor and 1 student study services advisor.
    k. For lecturers who do not meet the requirements for independent advisor, students are accompanied by independent advisors.
    l. Student Study Services advisors are sought to be the same as academic advisors.
    m) The thesis advisor who has been assigned to the study program/department is ratified by the Dean's Decree

10. Replacement of Result Seminar Advisor
    a. Replacement of advisor can only be done if:
        i. Problems arise between the advisor and students in the mentoring process, then the student or advisor can report the problem in writing to the Head of the Study Program/Department, then the Head of the Study Program/Department will call both parties for questioning and make a report.
        ii. Advisor of study retires or reassigned or is dishonorably discharged or resigns from civil servants, or
        iii. The advisor is no longer able to provide guidance due to permanent illness
        iv. The advisor is passed away.
    b. If the replacement of the advisor is caused by problems arising between the advisor and the student, the head of the study program/department will call both parties separately for questioning and a report will be made.
    c. The replacement of the advisor will be made based on the level of consideration progress of thesis:
        I. If the pre-research discussion has not been carried out, the advisor must be replaced.
        II. If the research is in progress, the replacement of the advisor is submitted with the ability of another advisor, if the other advisor is able to guide him/herself then there is no need to change the advisor.
        III. If the writing stage remains, there is no need to replace the advisor unless another advisor declares him/herself unable to guide alone.
    d. If it is decided to replace the advisor, it is offered to the participants of the study program/department meeting who is willing to become a substitute advisor by considering the field or research topic.
    e. If the first advisor is to be replaced, and the second advisor meets the requirements, he/she will be promoted to become the first advisor and the new advisor will become the second advisor.
    f. The substitute advisor is proposed by the head of the study program/department to the dean for the issuance of Advisor Decree.
    g. The replacement process can be carried out after the clarification is completed accompanied by the submission of the advisor's resignation letter

11. Duties of the Examiner Determination Commission
    a. Develop a database in the distribution of examiners for proposal seminars, result seminars, and comprehensive examinations.
    b. Regulating the distribution of examiners based on the field of science and equity
    c. Choose 3 alternative examiner lecturer candidates in accordance to the needs
    d. Contacting the willingness of prospective examiners and alternative examiners based on the schedule that has been arranged / agreed upon by the Student and Academic Advisor.
    e. Provide the confirmation to the student concerned if the selected prospective examiner is willing to become an examiner.

f. Provide information to students to continue communication to examiners and provide material to examiners.
g. Make a google form that is filled out by students after conducting a seminar so that it enters the database.
h. Make a report based on the database obtained annually as material for evaluation and improvement.

B. STUDENT

Pre Proposal Seminar

1. Students together with their advisors determine the topic of the research. The Advisor follows the Academic Advisor.
2. Students prepare their research plans in the form of research proposals with the guidance and direction of the advisors.
3. If the advisor assesses that the research proposal is sufficiently directed and good enough, the students are directed and guided to compile a pre-research discussion paper (Research Proposal Seminar).
4. If the advisor assesses that the discussion paper has been directed and is good enough, then the student and advisor will schedule the date of Proposal Seminar to the examiner submission commission based on the consideration of the head of the department/study program.
    a. Approval Form Signed by the first and second Advisors
    b. The paper approved by the advisors is submitted to the reviewing lecturer maxiumum 4 days before the seminar
    c. Powerpoint
    d. Passed or min 1 time following the SULIET English test
    e. Showing Seminar Participation Card at least 10x (7x in Study Program and 3x in Other Study Program)

For Requirments for Three Days Before Seminar

    f. Photocopy of Student Identity Card
    g. Photocopy of proof of the first and last Tuition payment
    h. Scan Course Result Sheet from the first to the last
    i. Scan the Thesis Consultation Card
    j. Scan the Field Practice Consultation card
    k. Invitation Letter to Lecturer
    l. Letter of Assignment to the Dean
    m. Scan of Field Practice Reports that have been signed by the head program study/department
    n. Scan of internship report that have been signed by the head program study/department
    o. Internship report that have been signed by the head program study/department
    p. Date Confirmation that have been signed by Advisor and Reviewers

q. Fill out Google Course Form

All requirements are sent to the department's email, then invitations and decrees of the dean are brought to the administrator.

6. Sending the proposal draft and PPT to the examiner lecturer no later than four days before the proposal seminar.
7. Give invitations to advisors and examiners

Proposal Seminar Implementation

1. Proposal Seminar attended by at least 15 seminar participants
2. The duration of the seminar is 60 minutes
3. Students who carry out the proposal seminar make attendance based on the participants who attend the attendance/absence template for the proposal seminar.

Post Proposal Seminar

1. Students with advisor's guidance make revision to research proposals by considering questions, suggestions and opinions submitted by students and examiners in research proposal seminars.
2. The research proposal that has been approved by the advisor is bind, signed by the advisor and the head of the study program/department and submitted to the study program/department as many as 3 copies.

C. ADVISOR

Pre Proposal Seminar

1. Receive the seminar proposal approval form from the student
2. Giving approval for the implementation of the proposal seminar
3. Receive proposal seminar invitations from students

Proposal Seminar Implementation

1. Advisors with Students carry out proposal seminars according to the agreed schedule

Post Proposal Seminar

1. Receive reports from students regarding the revisions to be made in the research proposals
2. Guiding the revisions of research proposals.
3. Approving the revisions of the Seminar Proposals that have been previously approved by the examiners.

D. DETERMINATION OF EXAMINERS COMMISSION

Pre Proposal Seminar

1. Receiving requests of examiners from students throug WA
2. Arrange for examiners of student proposal seminars that are adjusted to the principles of conformity in the field of science and equity.
3. Contacting the examiner and confirming the willingness of the examiner to the students
4. Provide gform to students for data collection of examiners.

E. ADMINISTRATION SECTION (ADMIN)

Pre Proposal Seminar

1. Admin checks the requirements for the Seminar Proposal that has been sent by students to Email
2. Admin approves the H-7 requirement file that has been sent to email
3. Admin confirms the student concerned.
4. Admin approves the H-3 requirement file that has been sent to email
5. Admin receives student printout files

Proposal Seminar Implementation

1. Advisors with Students carry out proposal seminars according to the agreed schedule

Post Proposal Seminar

1. Admin receives the revision of the thesis proposal which has been bind (hard cover) no later than 1 month after the implementation of the proposal seminar.

F. PROGRAM STUDY ADMINISTRATOR

Pre Proposal Seminar

1. Assign the Thesis Advisor

Post Research

1. Approve the Proposal Seminar Report by signing the report that has been made

Table 1. *Flow Chart* Academic Activities Proposal Seminar

PROPOSAL SEMINAR				
ACTIVITIES	**STUDENT**	**ADVISOR**	**SEMINAR COMMISSION AND EXAM**	**ADMIN**
Preparing the draft Proposal seminar and Complete file proposal Seminar (file H-7 and H-3) which sent through the email: agribisnis@fp.unsri.ac.id	Prepate files and do Proposal seminar registration	Approved the draft of student proposal seminar		The proposal seminar File is complete
Confirming the schedule of proposal seminar activites to commission of seminar and examination			Choosing the examiners according to the reseach topic and equity	
Prepare seminar participants (minimum 15 people) and attendance list	Following the activities well Response to the examiner suggestions	Followe the activities well		
Students make revision of proposal seminar draft in accordance with input and suggestions by advisors and examiners		Receive and approve the revision of thesis proposal draft		Receive revision thesis proposal that has been bind no later than 1 month after seminar

STANDARD OPERATING PROCEDURE (SOP) RESEARCH RESULT SEMINAR

AGRIBUSINESS STUDY PROGRAM FACULTY OF AGRICULTURE SRIWIJAYA UNIVERSITY

IBUSINESS STUDY PROGRAM

A. General Explanation

1. Standard Operating Procedure (SOP) which contains the management of academic activities in this network is prepared to respond to the Covid-19 emergency response situation.
2. Standard Operating Procedure (SOP) is effective from the date of approval and its implementation will be reviewed in accordance with the development of the Covid-19 issue.
3. Standard Operating Procedure (SOP) applies to lecturers, education staff and students of Agribusiness Study Program at Sriwijaya University.
4. Lecturers, education staff, and students are expected to use an electronic mail address (e-mail) affiliated with Sriwijaya University (ended in unsri(dot)ac(dot)id).
5. Advisor in Standard Operating Procedure (SOP) of result seminar is the main advisor and thesis supervisor.
6. The result seminar is one of the student's final assignments, namely the Implementation of Scientific Work Presentation.
7. The purpose of result seminar is to determine the student's ability and the improvement of student scientific work.
8. The legal basis is Academic Guidelines of the Faculty of Agriculture.
9. The Determination of Advisor.
    a) Before dividing the thesis advisor, the head of the study program recapitulates the number of thesis guidance for each lecturer.
    b) Distribution of the number of guidance for every lecturer is strived to be evenly distributed by considering the results of the recapitulation of the available number of guidance.
    c) Determination of thesis advisor is carried out jointly by the head of the study program and the head of the department.
    d) Students in the beginning of semester 6 are required to fill out the form of the field of the study they are interested in.
    e) For the even distribution of students who choose the field of study, the students must include the first, second, and third choice of the field of study in the form.
    f) In filling out the form, the students are encouraged to consult with the Academic Advisor.
    g) If the distribution of the selection of the firld of study is not eveny distributed, the priority of the first choice is given to students who collect the form first.
    h) The completed and signed form is submitted to the administrative staff of the study program/department.
    i) The maximum number of thesis guidance students in each batch is: the number of students/ the number of lecturer x 2,
    j) Each student gets 1 thesis advisor and 1 field practice advisor.
    k) For lecturers who do not meet the requirements for independent advisors, they are accompanied by independent advisor.
    l) Field practice advisors are sought to be the same as academic advisor.

m) Advisor who has been assigned to the study program/deparment is ratified by Dean's Decree.

10. Replacement of Results Seminar Advisor
    a. The replacement of advisor can only be done if:
        i. Problems arise between the advisor and students in the mentoring process which causes the students or advisor to feel uncomfortable anymore then the problem must be reported in writing to the head of the study program/department by the advisor or student.
        ii. The advisor continues their study or retires, or moves or is dishonorably dismissed, or resigns from a civil servant, or,
        iii. The advisor states that he is not able to provide guidance because of permanent illness,
        iv. The advisor has passed away.
    b. If the replacement of the advisor is caused by problems arising between the advisor and the student, the head of the study program/department will call them separately for questioning and a report will be made.
    c. The replacement of the supervisor will be carried out based on the consideration of the level of progress of the thesis implementation:
        I. If the pre-research discussion has not been done, the advisor must be replaced.
        II. If the research is in progress, the replacement of the advisor is handed over with the ability of other advisor. If other advisors are able to guide themselves, there is no need to replace the advisor.
        III. If it is just the writing stage, there is no need to replace the advisor unless another advisor himself declares unable to guide alone.
    d. If it is decided to replace the advisor, it is offered to the participants of the study program/department meeting who is willing to become a substitute advisor by considering the field or research topic.
    e. If advisor 1 is replaced, the advisor 2 will be promoted to advisor 1 if it meets the requirement and the new advisor will become advisor 2.
    f. The advisor supervisor is proposed by the head of the study program/department to the dean for the issuance of a Supervisory Decree.
    g. The replacement process can be carried out after the clarification is completed accompanied by the submission of the supervisor's resignation letter.
11. Duties of the Examiner Determination Commission
    a. Arranging a database in the distribution of examiners for proposal seminars, results, and final exams.
    b. Regulating the distribution of examiners based on the field of science and equity.
    c. Selecting 3 alternative examiner candidates that are tailored to the needs.
    d. Contacting the willingness of prospective examiners and alternative examiners based on the schedule that has been arranged / agreed upon by the Student and Academic Advisor.
    e. Providing a confirmation to the student concerned if the selected prospective examiner is willing to become an examiner.
    f. Providing information to the students to communicate to the examiners and provide the material to examiners.

g. Making a Google form that is filled out by students after conducting a seminar so that it enters the database.
h. Making a report based on the database obtained annually as material for evaluation and improvement.

B. STUDENTS

Pre-results Seminar

1. Students process the results of their research and consult with advisor 1.
2. Students compile the results of their research in the form of a draft of research results seminar with the guidance and direction of the advisor.
3. If the supervisor assesses that the research draft is sufficiently directed and good, the students are directed and guided to compile a paper (Research Results Seminar).
4. If the advisor assesses that the discussion paper has been directed and is quite good, the student and the advisor will make a schedule for Results Seminar to examiner submission commission based on the consideration of the head of the department/the study program.
5. Results Seminar Requirements

   D-7 File

   a. Advisor's Signature Approval Form 1 and 2
   b. The accedere advisor's paper is submitted to the reviewing lecturer for maximum 4 days before the seminar.
   c. Powerpoint
   d. Passing or at least 2 times taking Suliet test
   e. Showing Seminar Participation Card at least 10x (7x in Study Program and 3x in Other Study Program)

   D-3 File

   a. Photocopy of Student ID Card
   b. Photocopy of the last tuition payment proof
   c. Scan the Course Result Sheet from Beginning to Last semester
   d. Scan the Thesis Consultation Card
   e. Scan Research Consultation Card
   f. Invitation Letter To Lecturers
   g. Official Letter to the Dean
   h. Scan of Examiner's Decree
   i. Confirmation time signed by advisors and examiners
   j. Fill out Google Course Form
   k. Form Results Seminar Score

   All requirements are sent to the department's email and invitations and decrees to the dean are brought to the administrator.

6. Sending draft proposals/papers and PPT to the examiner lecturer no later than D-4 before the Results Seminar.
7. Give invitations to advisors and examiners

Results Seminar Implementation

1. Results Seminar is attended by at least 15 seminar participants
2. The duration of the seminar is 60 minutes
3. Students who carry out the Results Seminar make attendance based on the participants who attend the attendance/absence template for the Results Seminar.

Post Results Seminar

1. Students with the direction of advisors make revisions to research results by considering questions, suggestions and opinions submitted by students and reviewing lecturers in the Research Results Seminar.
2. Students submit the attendance to administrator.

C. ADVISORS

Pre Results Seminar

1. Receive the Student Results Seminar approval form
2. Give the approval for Results Seminar
3. Receive seminar invitations from students

Results Seminar Implementation

1. Advisors with students carry out the Results Seminar according to the agreed schedule
2. Give score to the Result Seminar assessment form

Post Results Seminar

1. Submit the Result Seminar Value Form to the Admin
2. Receive reports from students regarding the revisions to be made in the research report
3. Conduct guidance on the revisions of Research Results Reports.

D. COMISSION OF EXAMINERS DETERMINATION

Pre Results Seminar

1. Receive requests of examiners from students through WhatsApp.
2. Arrange the examiners of the students results seminar adjusted to the principles of conformity in the field of science and equity.
3. Contact the examiners and confirm the willingness of the examiner to the students.
4. Provide google forms to students for data collection of examiners.

E. ADMINISTRATION SECTION (ADMINISTRATOR)

Pre Results Seminar

1. Administrator checks the requirements for Results Seminar that have been sent by students to email.
2. Administrator approves the D-7 requirement file that has been sent to email.
3. Administrator confirms to the student.
4. Administrator approves the D-3 requirement file that has been sent to email.
5. Administrator receives student printout files.
6. Administrator submits the Result Seminar Assessment Form to the advisors.

Post Results Seminar

1. Administrator receives the Results Seminar score form
2. Administrator submits the Results Seminar score form to the ICT team.

Table 2. *Flow Chart* of Academic Activities of Results Seminar

RESULTS SEMINAR				
ACTIVITY	STUDENTS	ADVISORS	COMMISSION OF SEMINAR AND EXAM	ADMINISTRATOR
Preparing a draft of the Results Seminar and The completeness of Results Seminar (D-7 and H-3 files) which Are sent to email: agribisnis@fp.unsri.ac.id	Prepare files and register For Results Seminar	Approve the Results Seminar draft of Students		The results of the seminar Files are complete and Correct.
Confirmation of seminar Activities schedule to the Seminar and examination commission			Select the examiners according to the Research topic and the Principal of equity	
Preparing seminar participants (Minimum 15 people) and Presence Attendance	Particpate the activities well; Responding to the Examiners suggestion.	Participate the activities well		
Students do the revision of Result Seminar draft in accordance with the comments and suggestions from advisor and examiners		Receive and approve the revision of the Thesis Draft.		

STANDARD OPERATING PROSEDURE (SOP) OF COMPREHENSIVE EXAMINATION /THESIS EXAMINATION

AGRIBUSINESS STUDY PROGRAM FACULTY OF AGRICULTURE SRIWIJAYA UNIVERSITY

A. General Explanation

1. Standard Operating procedure (SOP) which contains the management of academic activities in this network is prepared to respond to the Covid-19 emergency response situation.
2. Standard Operating Procedure (SOP) is effective from the date of approval and its implementation will be reviewed in accordance with the development of the Covid-19 issue.
3. Standard Operating Procedure (SOP) applies to lecturers, education staff and students of Agribusiness Study Program at Sriwijaya University.
4. Lecturers, education staff, and students are expected to use an electronic mail address (e-mail) affiliated with Sriwijaya University (ended in unsri(dot)ac(dot)id).
5. Advisor in Standard Operating Procedure (SOP) of Comprehensive Examination is the main advisor and thesis supervisor.
6. Duties of the Examiner Determination Commission
    a. Arranging a database in the distribution of examiners for proposal seminars, results, and final exams.
    b. Regulating the distribution of examiners based on the field of science and equity.
    c. Selecting 3 alternative examiner candidates that are tailored to the needs.
    d. Contacting the willingness of prospective examiners and alternative examiners based on the schedule that has been arranged / agreed upon by the Student and Academic Advisor.
    e. Providing a confirmation to the student concerned if the selected prospective examiner is willing to become an examiner.
    f. Providing information to the students to communicate to the examiners and provide the material to examiners.
    g. Making a Google form that is filled out by students after conducting a seminar so that it enters the database.
    h. Making a report based on the database obtained annually as material for evaluation and improvement.
7. Legal basis is Academic guidelines of the Faculty of Agriculture.

B. STUDENTS

Pre-Comprehensive Examination

1. Students submit the application letter for thesis examination after completing the thesis draft with the approval of the advisors. Application letter must be submitted to the department/study program at least a week before the exam.
2. The students re-checked their transcripts with the administrator of Agricultural Socio-Economic Department, Faculty of Agriculture (Mr. Ihsan).
3. Students register for the comprehensive examination through email: agribisnis@fp.unsri.ac.id and upload several files no later than D-7 of comprehensive examination as follows;
   a. Approval form that has been signed by the advisors;
   b. The thesis draft that has been approved by the advisors;
   c. The students scan the transcript that has been signed by the department administrator (Mr. Ihsan);
   d. The students prepare Form A;
   e. The students scan the proof of passing SULIET (Minimum score is 400).
4. Students contact the seminar and comprehensive examination commission (Mr. M. Huanza, S.P., M.Si) to get examiners.
5. The students prepare the completeness of the file and upload it to email (agribisnis@fp.unsri.ac.id) no later than D-3. Several files of comprehensive examination are as follows:
   a. Photocopy of KPM
   b. Photocopy of the tuiton proof of the first and last semesters
   c. Scanning the Course Result Sheet from Beginning to last semester.
   d. Scanning the Thesis Consultation Card.
   e. Invitation Letter To Lecturers/announcement
   f. Official Letter to the Dean
   g. Confirmation time signed by advisors and examiners.
   h. Filling out *Google Form* of the major.
   i. Examination Report
   j. Final Score
   k. Advisors and examiners score form
   l. Suggestions for revision that have been signed by advisors and examiners

6. Filling in the data on this link: bit.ly/UjianSosek.
7. Preparing, submiting and providing print outs of comprehensive exam invitations that have been signed and wet stamped by the administrator of the Agricultural Sosio-Economics Department to advisors and examiners.
8. Providing an assignment form for advisors and examiners to the administrator of the Agricultural Socio-Economic of Agribusiness Department.
9. Contacting the administrator of the department (Mr. Ari) to prepare for the comprehensive examination room.

Implementation of Thesis Examination

1. Students provide attendance link on google form.
2. Students prepare print outs of the reports and final grades.
3. Duration time for examination is 60 Minutes.

Post-Thesis Examination

1. The students make Thesis draft revision to the advisors and examiners.
2. The students make thesis draft revision to the examiner commission/formation team (Ms. Henny Malini, S.P., M.Si/Mr.Yulius, S.P., MS.)
3. Students submit a thesis that has been corrected and approved in hard cover form to the administrator.

C. ADVISORS

Pre-Thesis Examination

1. Approve the student's thesis/draft
2. Receive invitations for comprehensive examination activities from students
3. Receive the assessment form from students

Implementation of Thesis Examination

1. The advisors attend the thesis examination.
2. Advisor and examiners do scoring.
3. Fill in the report of the event, the scoring form and the final score form

Post-Thesis Examination

1. Advisors receive thesis draft revisions from the students.
2. Advisor and Examiners submit the complete score form to the department administrator (Mr. Ihsan).
3. Examiners approve the thesis draft.

D. Examination Commission

Pre-Thesis Examination

1. Receiving requests from examiners from students via WhatsApp.
2. Arranging the examiners of student comprehensive examination that have been adjusted to the principle of conformity in the field of science and equity.
3. Contacting the examiner and confirming the willingness of the examiner to the students.
4. Providing a google form link to students for data collection of examiners

E. ADMINISTRATION SECTION (ADMINISTRATOR)

Pre-Thesis Examination

1. Menerima, memerikasa dan menyetujui berkas persyaratan ujian komprehensif H-7 yang telah dikirim mahasiswa ke email. Receive, check and approve the D-7 requirements file for the comprehensive examination that has been sent by students to email.
2. Confirm acceptance and approval of the comprehensive exam requirements file to students via email
3. Receive, check and approve the D-3 comprehensive examination requirements file that has been sent by students to email.
4. Prepare scoring forms for lecturers and examiners.

Post-Thesis Examination

1. Receive the complete scoring form for lecturers and examiners
2. Submit the lecturers scoring form to the ICT sub-section of the Faculty of Agriculture, Sriwijaya University
3. Receive the thesis that has been in hard copy and has been signed by the head of the department and the dean of the faculty of agriculture.

Table 3. Flow Chart of Thesis Examination Academic Activities

THESIS EXAMINATION				
ACTIVITY	STUDENTS	ADVISORS	SEMINAR AND EXAMINATION COMMISSIONS	ADMINISTRATOR
Preparing thesis exam drafts and thesis exam complete files (D-7 and D-3 files) Which are sent to email: agribisnis@fp.unsri.ac.id	Prepare the files and register for thesis exams.	Approve students' thesis draft.		Thesis exam file is complete and correct.
Confirming the schedule of thesis exam activities to the seminar and Examination commission			Select the examiners according to research topics and the principal of equity.	
Preparing the report of the event, attendance lecturers scoring form final scoring form and revision matrix	Participate the activities well; Respond to the examiners suggestions	Give score		
Students make revisions to the comprehensive exam draft in accordance with the input and suggestions of advisors and examiners		Receive and approve the thesis draft revision		

STANDART OPERATING PROCEDURE (SOP) OF JUDICIUM

AGRIBUSINESS STUDY PROGRAM
FACULTY OF AGRICULTURE
SRIWIJAYA UNIVERSITY

A. General Explanation

1. Standard Operating procedure (SOP) which contains the management of academic activities in this network is prepared to respond to the Covid-19 emergency response situation.
2. Standard Operating Procedure (SOP) is effective from the date of approval and its implementation will be reviewed in accordance with the development of the Covid-19 issue.
3. Standard Operating Procedure (SOP) applies to lecturers, education staff and students of Agribusiness Study Program at Sriwijaya University.
4. Lecturers, education staff, and students are expected to use an electronic mail address (e-mail) affiliated with Sriwijaya University (ended in unsri(dot)ac(dot)id).
5. Advisor in Standard Operating nal Procedure (SOP) of proposal seminar is the main advisor and thesis supervisor.
6. Legal basis is Academic guidelines of the Faculty of Agriculture.

B. STUDENTS

Pre-Judicium

1. Students prepare and submit the Judicium requirements file in the form of .pdf file that has been inputted into a CD.
2. Mahasiswa menyerahkan skripsi yang telah diperbaiki dan ditanda tangani oleh Ketua Jurusan Sosial Ekonomi dan Dekan Fakultas Pertanian. Students submit the thesis that has been revised and signed by the Head of the Department of Socio-Economics and the Dean of the Faculty of Agriculture.

Judicium Implementation

1. Students attend the Judicium meeting.

Post Thesis Examination

1. Students immediately prepare graduation documents
2. Students register for graduation on website www.akademik.unsri.ac.id
3. Students submit the completeness of the graduation documents to the academic sub-section of the Faculty of Agriculture, Sriwijaya University
4. Students collect forms B, C, and D to the department administrator and Academic Sub Division of the Faculty of Agriculture, Sriwijaya University.

C. ADVISORS

Pre-Judicium

1. Lecturers approve the Judicium requirements file.

Judicium Implementation

1. Lecturers attend Judicium meeting

Post-Judicium

1. Lecturers approve the graduation file.

D. ADMINISTRATION SECTION (ADMINISTRATOR)

Pre-Judicium

1. Checking the completeness of the students' Judicium file.
2. Receiving the completeness of the file and thesis.

Table 4. Flow Chart of Judicium Academic Activities

JUDICIUM			
ACTIVITY	**STUDENTS**	**ADVISORS**	**ADMINISTRATOR**
Preparing the Judicium Requirements file that has been Made in a .pdf file and inputted Into a CD	Prepare files and submit Registration file to The department administrator	Approve the students' Graduation requirements file	The Judicium requirements File is complete and correct
Attending Judicium meeting		Attend Judicium meeting.	
Preparing graduation requirements files and registering online for graduation on the website www.akademik.unsri.ac.id		Approve students' graduation Requirements file.	

STANDARD OPERATING PROSEDURE (SOP) OF GRADUATION

AGRIBUSINESS STUDY PROGRAM
FACULTY OF AGRICULTURE
SRIWIJAYA UNIVERSITY

A. General Explanation

1. Standard Operating procedure (SOP) which contains the management of academic activities in this network is prepared to respond to the Covid-19 emergency response situation.
2. Standard Operating Procedure (SOP) is effective from the date of approval and its implementation will be reviewed in accordance with the development of the Covid-19 issue.
3. Standard Operating Procedure (SOP) applies to lecturers, education staff and students of Agribusiness Study Program at Sriwijaya University.
4. Lecturers, education staff, and students are expected to use an electronic mail address (e-mail) affiliated with Sriwijaya University (ended in unsri(dot)ac(dot)id).
5. Advisor in Standard Operating Procedure (SOP) of Proposal Seminar is the main advisor and thesis supervisor.
6. Legal basis is Academic guidelines of the Faculty of Agriculture.

B. STUDENTS

Pre Graduation

1. Students conduct a plagiarism test at the Sriwijaya University career development center
2. Students prepare graduation documents
3. Students register online for graduation on the website www.akademik.unsri.ac.id
4. Students submit graduation documents to the academic sub-section of the Faculty of Agriculture, Sriwijaya University.

Post Graduation

1. Students participate in graduation activities.

Post Graduation

1. Students receive the original Diploma and transcript (no later than two weeks after graduation)
2. Students can directly apply for the legalization of Diploma and transcripts to the academic sub-section of the Faculty of Agriculture, Sriwijaya University.

C. ADVISORS

Pre Graduation

1. Approve the graduation requirements file.

Table 5. Flow Chart of Graduation Academic Activities

GRADUATION			
ACTIVITY	**STUDENTS**	**ADVISORS**	**ADMINISTRATOR**
Preparing graduation requirements files and registering online for graduation on the website www.akademik.unsri.ac.id	Conduct a plagiarism-free test At the career development center Of Sriwijaya University	Approve students' graduation Requirements file	Graduation requirements Documents are complete And correct.
Participating in graduation activities	Participate the graduation Activities well		
Taking original Diploma and Transcripts.	The Diploma and transcript Can be taken no longer than Two weeks after graduation.		

APPENDIX

Appendix 1 Field Practice Final Score Form

KEMENTRIAN PENDIDIKAN, KEBUDAYAAN, RISET DAN TEKNOLOGI
UNIVERSITAS SRIWIJAYA
FAKULTAS PERTANIAN
JURUSAN SOSIAL EKONOMI PERTANIAN
Jl. Raya Palembang-Prabumulih KM.32 Indralaya, Ogan Ilir Kode Pos 30662
Telp. 0711-580662 Fax. 0711-580662

NILAI PL

Nama/ NIM : **DONNI AFRILIAN PERMANA PUTRA /05011181924005**
JURUSAN : **SOSIAL EKONOMI PERTANIAN**
Program Studi : Agribisnis

Nilai : .....

Indralaya
Penilai,

Dr. Ir. Amruzi Minha, M.S.
NIP.19581111 198403 1 004

Appendix 2 Field Assistant Assessment Rubric

RUBRIK PENILAIAN ASISTEN LAPANGAN
Kegiatan Praktik Lapangan Klinik Agribisnis FP UNSRI

Nama/Nim :
Metode & Kelompok
Komoditi PL :
Tempat PL : Klinik Agribisnis FP Unsri
Dosen PA :
Asisten PL : (Nama & No Kontak)
Judul PL :
Minggu : Ke- dari 12 minggu

Petunjuk:
Isilah nilai dalam angka pada kriteria penilaian yang sesuai saja dengan kondisi peserta praktik lapangan.

No	Kriteria Penilaian	Range Nilai			Nilai dalam Angka
		60-70	71-79	80-90	
1	**Kegiatan Minggu 1**	**Indikator Penilaian**			
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Terampil	Cukup Terampil	Terampil	
2	**Kegiatan Minggu 2**	**Indikator Penilaian**			
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Terampil	Cukup Terampil	Terampil	
3	**Kegiatan Minggu 3**	**Indikator Penilaian**			
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Terampil	Cukup Terampil	Terampil	
4	**Kegiatan Minggu 4**	**Indikator Penilaian**			
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Terampil	Cukup Terampil	Terampil	
5	**Kegiatan Minggu 5**	**Indikator Penilaian**			
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Terampil	Cukup Terampil	Terampil	
6	**Minggu Ke-6**	**Indikator Penilaian**			

No	Kriteria Penilaian	Range Nilai			Nilai dalam Angka
		60-70	71-79	80-90	
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Terampil	Cukup Terampil	Terampil	
7	**Minggu Ke-7**	**Indikator Penilaian**			
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Terampil	Cukup Terampil	Terampil	
8	**Minggu Ke-8**	**Indikator Penilaian**			
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Terampil	Cukup Terampil	Terampil	
9	**Minggu Ke-9**	**Indikator Penilaian**			
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Terampil	Cukup Terampil	Terampil	
10	**Minggu Ke-10**	**Indikator Penilaian**			
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Terampil	Cukup Terampil	Terampil	
11	**Minggu Ke-11**	**Indikator Penilaian**			
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Terampil	Cukup Terampil	Terampil	
12	Minggu Ke-12	**Indikator Penilaian**			
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Terampil	Cukup Terampil	Terampil	

Appendix 3 Academic Advisory Lecturer Assessment Rubric

RUBRIK PENILAIAN DOSEN PEMBIMBING AKADEMIK
Kegiatan Praktik Lapangan di Klinik Agribisnis FP UNSRI

Nama/Nim :
Metode & Kelompok
Komoditi PL :
Tempat PL : **Klinik Agribisnis FP Unsri**
Dosen PA :
Asisten PL : (Nama & No Kontak)
Judul PL :
Minggu : Ke- dari 12 minggu

Petunjuk:
Lingkarilah pilihan indikator penilaian Bapak/Ibu pada kriteria penilaian yang sesuai saja dengan isian worksheet dan diskusi dengan mahasiswa, dan berilah nilai sesuai range nilai pada kolom yang Anda pilih (Misalkan : Penilaian aspek kognitif pada materi I, mahasiswa cukup paham, maka lingkarilah indikator penilaian "cukup paham", dan tuliskan nilainya antara 71-79).

No.	Kriteria Penilaian	Range Nilai			Persentase (%)
		60-70	71-79	80-90	
1	**Materi Minggu 1**	**Indikator Penilaian**			
	Aspek Kognitif	Kurang Paham	Cukup Paham	Paham	
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Sesuai	Cukup Sesuai	Sesuai	
2	**Materi Minggu 2**	**Indikator Penilaian**			
	Aspek Kognitif	Kurang Paham	Cukup Paham	Paham	
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Sesuai	Cukup Sesuai	Sesuai	
3	**Materi Minggu 3**	**Indikator Penilaian**			
	Aspek Kognitif	Kurang Paham	Cukup Paham	Paham	
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Sesuai	Cukup Sesuai	Sesuai	
4	**Materi**	**Indikator Penilaian**			

No.	Kriteria Penilaian	Range Nilai			Persentase (%)
		60-70	71-79	80-90	
	Minggu 4				
	Aspek Kognitif	Kurang Paham	Cukup Paham	Paham	
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Sesuai	Cukup Sesuai	Sesuai	
5	**Materi Minggu 5**	**Indikator Penilaian**			
	Aspek Kognitif	Kurang Paham	Cukup Paham	Paham	
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Sesuai	Cukup Sesuai	Sesuai	
6	**Materi Minggu 6**	**Indikator Penilaian**			
	Aspek Kognitif	Kurang Paham	Cukup Paham	Paham	
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Sesuai	Cukup Sesuai	Sesuai	
7	**Materi Minggu 7**	**Indikator Penilaian**			
	Aspek Kognitif	Kurang Paham	Cukup Paham	Paham	
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Sesuai	Cukup Sesuai	Sesuai	
8	**Materi Minggu 8**	**Indikator Penilaian**			
	Aspek Kognitif	Kurang Paham	Cukup Paham	Paham	
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Sesuai	Cukup Sesuai	Sesuai	
9	**Materi Minggu 9**	**Indikator Penilaian**			
	Aspek Kognitif	Kurang Paham	Cukup Paham	Paham	

No.	Kriteria Penilaian	Range Nilai			Persentase (%)
		60-70	71-79	80-90	
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Sesuai	Cukup Sesuai	Sesuai	
10	**Materi Minggu 10**	**Indikator Penilaian**			
	Aspek Kognitif	Kurang Paham	Cukup Paham	Paham	
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Sesuai	Cukup Sesuai	Sesuai	
11	**Materi Minggu 11**	**Indikator Penilaian**			
	Aspek Kognitif	Kurang Paham	Cukup Paham	Paham	
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Sesuai	Cukup Sesuai	Sesuai	
12	**Materi Minggu 12**	**Indikator Penilaian**			
	Aspek Kognitif	Kurang Paham	Cukup Paham	Paham	
	Aspek Psikomotorik	Kurang Terampil	Cukup Terampil	Terampil	
	Aspek Sikap	Kurang Sesuai	Cukup Sesuai	Sesuai	

Appendix 4 Intership Assessment Rubric

KEMENTRIAN PENDIDIKAN, KEBUDAYAAN, RISET DAN TEKNOLOGI
UNIVERSITAS SRIWIJAYA
F A K U L T A S P E R T A N I A N
JURUSAN SOSIAL EKONOMI PERTANIAN
Jl. Raya Palembang-Prabumulih KM.32 Indralaya, Ogan Ilir Kode Pos 30662
Telp. 0711-580662 Fax. 0711-580662

Nilai Magang

Nama/ NIM :
JURUSAN :
Program Studi :

No	Kriteria	Indikator	Nilai Maksimum	Nilai
1	Kualitas Laporan	Kesesuaian isi, ketepatan bahasa dan penulisan dan format yang digunakan	50 %	
3	Penguasaan terhadap Materi Magang	Kemampuan menjelaskan hasil kegiatan	50 %	
		Jumlah	100 %	

Kriteria :
Jumlah Nilai = 86 – 100 : A
71 – 85 : B
56 – 70 : C
41 – 55 : D
0 – 40 : E

Indralaya
Penilai,

(Nama)
NIP.

Appendix 5 Minutes of internship Score Conversion

KEMENTRIAN PENDIDIKAN, KEBUDAYAAN, RISET DAN TEKNOLOGI
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Jl. Raya Palembang-Prabumulih KM.32 Indralaya, Ogan Ilir Kode Pos 30662
Telp. 0711-580662 Fax. 0711-580662

BERITA ACARA KONVERSI NILAI MAGANG

Yang bertanda tangan dibawah ini Pembimbing Magang Mahasiswa Program Studi Magister Agribisnis Fakultas Pertanian Universitas Sriwijaya

Nama :
NIM :
Program Studi :

menyatakan mahasiswa yang bersangkutan telah menyelesaikan magang beserta kewajibannya pada hari …… tanggal …… dengan hasil sebagai berikut:

No	Nama Pembimbing	Jabatan Pembimbing	Nilai
1		Pembimbing di Program Studi	
2		Pembimbing di Perusahaan	
Rata-rata			
Huruf Mutu			

Demikianlah berita acara ini dibuat dengan sebenarnya untuk dapat digunakan sebagaimana mestinya.

Kriteria nilai mutu :
Jumlah Nilai : 86-100 : A
71-85 : B
56-70 : C
41-55 : D
0- 40 : E

Indralaya,
Pembimbing,

(Nama)
NIP.

Diploma certificate and academic transcirp of Surya Guru SihombingAppendix 5 Rubric Assessment for Final Project Examination

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Appendix 6 Minutes of Final Research score conversion

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