

## IMPLEMENTATION OF FIELD STUDY

### A. Background

The era of globalization demands the readiness of human resources to contribute and compete in the world of work. Universities that play the role of printing human resources that ready to enter the world of work should also fix themselves by improving its performance in order to produce graduates who are competent, strong, and able to adapt to the working environment. To prepare such graduates, it is necessary to have a system that can introduce students to the world of work in advance so that graduates are expected to have a picture of the working system, all the situations and competitions.

The wide range of work fields that can be accessed by the graduates of bachelor degree program of Mathematics enables the training of the introduction of the work world can be done in various forms, one of which is the work practice in the institution. In the curriculum structure of study program of Mathematics bachelor degree, the activity is accommodated in the course of Field Study. By doing these work practices students are expected to have experience about the situation and condition of work world include the problems encountered, this will be a valuable lesson before entering the real working world.

### B. Scope

Field Study is the field work that should be carried out by student at an institution or agency within the allotted time. The Field Study course performed with a weight of 2 credits and programmed by the students of bachelor degree program of Mathematics in semester VI/VII (six/seven open semesters). In order not to disrupt the learning process, Field Study can be implemented in the inter-semester holiday period.

The scope of the Field Study includes (selectable):

1. Internship: reviewing and analyzing the work system in the place of Field Study
2. Resolving the problems that exist in the institution where the Field Study held in accordance with the provision of mathematics knowledge owned
3. Provide improvements to existing work systems to obtain a more effective and efficient system.
4. Practice teaching in formal educational institutions (schools or madrasah at least junior high school)

### C. Purpose

The Field Study organized with the following purposes:

1. Train the students to be able socialize in the world of work
2. Provide experience to students about work system in an institution
3. Giving experience to students about the application of theories that have been studied in college on real issues in the world of work
4. Provide debriefing to students in order to welcome the industrial era and free competition.

## D. Benefits

The implementation of the Field Study is expected to achieve some benefits, that is:

1. For students:  
Can improve student's scientific insights about the situation and system of the world of work
2. For Study Program:  
Can be a benchmark performance achievement in particular courses to evaluate the acceptance of the learning outcomes of the working world
3. For institution where Field Study held:  
The results of the assessment and analysis carried out during the Field Study can be input for the company to determine the company's policies in the future.

## E. Mechanism

Implementation of the Field Study takes about three months with details of one month for Field Study and two months for report preparation. In order to not disturb the lecture, the implementation of Field Study scheduled in semester break. To train students to work together in teams, the implementation of Field Study conducted in groups (two students).

Proposal of the Field Study implementation to the institution is done through the preparation of proposals accompanied by a letter from the Faculty. In order to control the distribution of Field Study places, the student is required to fill out a log-book of Field Study on the supervisor.

Implementation steps:

1. Briefing to students about the system implementation, administration, and reporting of Field Study
2. Students who will carry out the Field Study are required to register themselves through the Administration Department of Mathematics for the division of supervisors
3. The student determines the place of Field Study.
4. Students develop **proposals** according to the specified format under the direction of the supervisor
5. Once the proposal is approved by the supervisor, students fill out **a log-book** of Field Study on the supervisor.
6. Students ask **cover letter** to the institution for Field Study from faculty through the department.
7. Students come to the institution for Field Study to submit a proposal accompanied by a cover letter. In addition, students also brought **the approval form to be the place of Field Study** to be filled by institution in response to the request of students.
8. Student bring "the approval form to be the place of Field Study which has filled by institution to supervisor. Furthermore, students restocked *log-book* of Field Study on columns acceptance / rejection
9. If the institution receives the request of the Field Study then the students do the Field Study. If the institution rejects the request of the Field Study then the process returns to number 3.
10. Student do the Field Study evidenced by **the presence list** that has been filled and value of Field Study from the field supervisor by fill out the **form** of Field Study **assessment** (from institution)

11. The topics to be raised in the Field Study report are determined during the field practice, around the end of the first week. This topic should be informed to the supervisor directly or indirectly (email, message, etc.). For this purpose the student can consult with the supervisor, both the field supervisor and the supervisor lecturer. Students coaching activities to non-field supervisors are reported on the control card of Field Study activities.
12. Students prepared a report on the implementation of Field Study
13. Students submit a draft report on the implementation of Field Study as much as two copies (stapled, do not need soft cover or hardcover), the presence list of Field Study, control card of Field Study activities, and assessment of Field Study from Field Supervisor.
14. Students do the presentation about the implementation of Field Study with the rules and schedules specified.
15. Supervisors conduct assessment of the material and presentation by filling out the form of assessment of the implementation of Field Study.
16. Students do the revise of Field Study report if necessary. Revised of Field Study report shall be collected no later than 5 working days after UAS accompanied by the appraisal form report of Field Study.
17. The supervisor gives the final assessment (total).

#### **F. Report Preparation**

After students do the Field Study, it is obligated to prepare a report within a maximum period of two months after the implementation of the Field Study. The preparation of the report should follow the report template (Appendix 2).

#### **G. Assessment**

Assessment of Field Study conducted by two parties, that is the field supervisor (from institution) and supervisor lecturer (from Study Program). Assessment from the field supervisor is emphasized on the process of implementation of Field Study, while the assessment of supervisor lecturer emphasized on the content of Field Study report. Assessment of the field supervisor made to each student with a weight of 30%. Rate from supervisor lecturer has a weighting of 70% which includes assessing:

1. Reports (material), an assessment of the group with a weight of 60%
2. Presentation, the individual with a weight of 40%.

#### **H. Appendices**

1. Proposal Template
2. Report Template
3. Cover letter to institutions/industries
4. Approval letter from institutions/industries
5. Attendance list of Field Study
6. Assessment form of Field Study (from institution)
7. Assessment form of Field Study (from supervisor)
8. Control Form of Field Study activities
9. Approval form to print and duplicate the Field Study report