**WORK INSTRUCTIONS**

Filing and Implementation of Independent Student Internship

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| **Personnel** | **Activity** | **Duration** |
| **PREPARATION** | | |
| Student | Confirms internship admission by the associate institution |  |
| Student | Downloads Internship Permission Request/Recommendation Internship Form from Faculty of Pharmacy Universitas Airlangga’s website |  |
| Student | Fills out the downloaded form |  |
| Student | Consults with and asks approval from the Student Advisor |  |
| Student | Consults with the Person In Charge for the Internship Course |  |
| Student | Consults with and asks permission from the Head of Study for Bachelor of Pharmacy Program |  |
| Student | Fills out Google Form \*) and uploads the approved Internship Permission Request/Recommendation Internship Form through the following link:  [**http://bit.ly/magangmandiriff**](http://bit.ly/magangmandiriff) |  |
| Head of Study Program for Bachelor of Pharmacy  / Study Program Administrator | Processes the application to the Vice Dean I | 3 work days |
| Vice Dean I | Publishes the recommendation/permission letter to the applicant and forwards it to the Study Program Administrator |
| Head of Study Program for Bachelor of Pharmacy  / Study Program Administrator | Forwards the recommendation/permission letter to the Person In Charge for the Internship Course as justification for appointing Internship Supervisor |
| Person In Charge for the Internship Course | Informs the Internship Supervisor to the Study Program Administrator |  |
| Head of Study Program for Bachelor of Pharmacy  / Study Program Administrator | Processes assignment letter with the name of the appointed Internship Supervisor | 2 work days |
| Student | Confirms and receives the cover letter internship from Academic Sub-Department  Mengkonfirmasi dan menerima surat pengantar magang ke Sub. Bag. Akademik Lt. 1 | 3 work days since application submission |
| **EXECUTION** | | |
| Student | Undertakes the internship while consults with the Internship Supervisor regularly |  |
| Internship Supervisor | Monitors the internship through discussion and presentation with the involves student(s) and fills out the Monitoring Minutes | At least twice throughout the internship period minimal 2 kali selama magang |
| **EVALUATION** | | |
| Internship Supervisor | Evaluates the internship through discussion/presentation and fills out the Internship Assessment Form | At least once with a maximum period of 2 weeks after the internship has ended |
| Internship Supervisor | Fills out the Internship Evaluation Form and addresses Satisfaction Form to the associate institution representing the study program | Up to 1 month after the internship has ended |
| Student | Uploads internship report and fills out the internship evaluation form | Up to 2 weeks after the internship has ended |

\* While filling in the Google Form, students are required to provide frequently used email due to access to the same form will be utilized to file internship report.