



LABORATORY PROFILE BOOK



**STUDY PROGRAM
PANCASILA AND CIVIC EDUCATION
FACULTY OF TEACHING AND EDUCATION
UNIVERSITY LAMBUNG MANGKURAT**



GUIDE FOR USING THE Civics INNOVATION LABORATORY
DEPARTMENT OF PANCASILA AND CITIZENSHIP EDUCATION
FACULTY OF TEACHER TRAINING AND EDUCATION
HULL MANGKURAT UNIVERSITY

A. Background

Higher education in the 21st century demands transformation in various aspects, especially in organizing an innovative, adaptive, and relevant learning process. The Pancasila and Citizenship Education (Civics) Study Program, as part of the Faculty of Teacher Training and Education, Lambung Mangkurat University, has a strategic responsibility in producing graduates who not only have academic and professional competencies, but also have strong national character. To achieve this goal, learning support facilities are needed that support critical, creative, collaborative thinking processes, and are based on the use of the latest educational technology.

One of the important facilities in supporting practice-based learning and 21st century skills development is the laboratory. The Civics Study Program laboratory is present as a facility designed to be the center of technology and practice-based learning activities, where students and lecturers can conduct interactive learning explorations, civic simulations, preparation of teaching media, and experimental activities related to value education, democracy, and citizen participation. Thus, the laboratory is not just a complementary place, but an integral part of the learning system.

Along with the increasing need for more dynamic and contextual learning, the Civics Study Laboratory is equipped with various educational technology devices such as podcast media, *video conferencing* devices, *virtual reality* (VR), *interactive whiteboards*, and the *Learning Management System* (SIMARI) which allows the learning process to be carried out hybrid or online. The utilization of this technology aims to expand the reach and flexibility of learning, and equip students with digital skills that are essential in the era of digital transformation.

Apart from being a learning center, the laboratory also plays an important role in supporting the research activities of lecturers and students. Many innovative ideas and research results are born from academic activities in the laboratory, which are then developed into learning media, scientific articles, textbooks, and community service products. Thus, the laboratory not only functions technically, but also becomes a collaborative space to develop the science and practice of civic education in a sustainable manner.

However, the optimization of laboratory functions can only be realized if its use is based on the principles of order, responsibility, and academic ethics. Without clear written guidelines, the use of laboratories risks causing disorder, damage to facilities, and inefficiency in the teaching and learning process. Therefore, it is necessary to prepare a guidebook that can be a standard reference for all laboratory users so that its utilization takes place in accordance with the vision and mission of the Study Program.

This guidebook was prepared to provide a comprehensive understanding to students, lecturers, technical personnel, and other related parties regarding procedures, provisions, and ethics in using the Civics Study Program laboratory. This guide not only explains how to use equipment and facilities, but also emphasizes the importance of safety, discipline, and user responsibility for maintaining the laboratory as a shared asset.

B. Function and Structure of the Laboratory

The main function of the Civics Innovation Laboratory is as a means to practice or implement the theory that has been previously studied in certain courses, especially in lectures and scientific development in the field of Pancasila and Citizenship Education.

Specifically, the Civics Innovation Laboratory of the Civics Study Program of FKIP ULM functions as follows:

1. Center for practice, training, research, final assignments and learning resources for lecturers and students of Civics Education Study Program FKIP ULM.
2. Center for developing the science of Pancasila, Citizenship which includes Legal Citizenship (Law), Political Citizenship, Social Citizenship, Cultural Citizenship, Economic Citizenship, Environmental Citizenship, Digital Citizenship, Global Citizenship, and Civics Education and Learning.
3. Workshop Center, HR development, and Research on the academic community of the Civics Study Program FKIP ULM.

Furthermore, the structure of the Civics Innovation Laboratory consists of the Head of the Laboratory, Practicum Lecturers and Practicum Participants.

1. The Head of the Laboratory is the laboratory manager who is responsible for laboratory operational activities and has the authority to utilize all resources in a planned, supervised, and evaluated manner.
2. The person in charge of each laboratory consisting of the person in charge of the computer lab, podcast, and civic learning media development is in charge of assisting the laboratory head.
3. Practicum lecturers are in charge of assisting the head of the laboratory to carry out tasks in laboratory management.

4. Practicum participants are students who have registered for the subject concerned in the current semester as indicated by the Study Plan Card (KRS) and have registered for practicum activities in the current semester.

C. Laboratory Code of Conduct

The Code of Conduct that applies in the Civics Innovation Laboratory is as follows:

a. Code of Conduct for Laboratory Use

1. Students or lecturers are required to fill out a laboratory visit book (outside the practicum schedule).
2. Students or lecturers who borrow laboratory equipment must fulfill the terms of borrowing and returning.
3. Students are prohibited from making noise in the laboratory.
4. Eating, drinking and smoking are prohibited in the laboratory.
5. Disposing of garbage must be in the designated trash can.
6. All laboratory visitors are required to keep the laboratory clean.
7. All students who visit or practice in the laboratory, must tidy up all laboratory equipment used.
8. It is forbidden to bring laboratory equipment out of the laboratory room without permission from the Head of the Laboratory.
9. It is forbidden to bring laboratory equipment home.
10. All laboratory visitors must maintain the security of laboratory inventory.
11. In the event of damage and loss of laboratory equipment, visitors who damage or lose the tool are required to report to the laboratory staff and replace the tool.
12. If no one reports having lost or damaged laboratory equipment, then all students who visit the laboratory are required to replace 2 times.

b. Laboratory Practice Rules

1. Every student is required to attend laboratory practice.
2. Dress politely and neatly when entering the laboratory.
3. Students must be present in the laboratory practice room 5 minutes before the practicum begins.
4. Before entering the laboratory room, each student must have studied the practicum material and made previous practicum preparations.
5. During laboratory practice, students are prohibited from making noise, eating, drinking and smoking in the laboratory.
6. After the practicum the workplace must be cleaned and tidied up again, and the tools returned to their place.

7. Students who are unable to participate in the practicum must report to the lecturer of the practicum course concerned.
8. Laboratory equipment used in the practicum is the responsibility of the students, so they must be careful in using it.
9. Students who arrive more than 15 minutes late are not allowed to take part in the practicum.
10. Every laboratory user is FORBIDDEN to change any type of *setting* regarding computer settings in the computer laboratory.
11. Every laboratory user is FORBIDDEN to enter any type of data or program into the computer without the permission of the laboratory.
12. Every laboratory user is FORBIDDEN to delete or move any data or software in the form of files or directories on the computer.
13. Every laboratory user is FORBIDDEN to make noise or play any type of game in the laboratory during lectures.
14. Every laboratory user is FORBIDDEN to do any form of damage to facilities in the laboratory.
15. The use of the Computer Lab is adjusted to the predetermined schedule. If you want to use the lab space, with a longer time than the schedule, then the practitioner must ask permission from the computer lab officer, and depending on the conditions at that time which will be determined by the computer lab. Requests must be submitted no later than 1 week before the intended change schedule.

c. Podcast Room Rules of Conduct

1. The podcast room can only be used by the Civics Study Program academic community, both individually and in groups, with permission from the person in charge of the laboratory.
2. The use of the podcast room must be done by filling out the loan / use of space form at least 1 (one) working day in advance.
3. The maximum duration of use is 2 hours per session, and can be extended if there are no other scheduled users.
4. The use of the podcast room outside of laboratory operating hours must obtain special permission from the Laboratory Chairperson or Technician Coordinator.
5. Users are required to maintain peace and order in and around the podcast room.
6. Bringing food and drinks into the podcast room is prohibited.
7. It is prohibited to use inappropriate words, hate speech, or content that is contrary to the values of Pancasila and academic ethics in the recording process.

8. Users must keep the room clean and return the equipment to its original position after use.
9. Users are required to check the condition of the equipment (microphone, headphones, mixer, camera, etc.) before and after use, and report immediately if damage or technical problems are found.
10. Moving or disconnecting cables and devices without the permission of the laboratory technician is prohibited.
11. Use of personal devices (laptops, cell phones, etc.) into the broadcast system is prohibited without the consent of the technician.
12. Equipment may only be operated by users who have received brief training or assistance from technicians.
13. The schedule for using the podcast room is determined based on the principle of *first come, first served* and considers the urgency of the activity.
14. Academic activities (lectures, final assignments, official training) have a higher priority than non-academic activities (personal creative content, entertainment podcasts).
15. Prodi has the right to cancel or change the usage schedule if necessary for official activities or technical maintenance.

D. Laboratory Usage Procedure

Basically, the laboratory is built to support theoretical teaching and learning activities. However, it is still possible to use other than these purposes as long as it supports the academic atmosphere for both students and lecturers.

a. Registration and Application for Use

1. Users (students, lecturers, or related parties) apply for laboratory use at least H-1 before the day of use.
2. The application is made by filling out the Laboratory Usage Form, which is available online / offline at the Head of the Laboratory.
3. In the form, users must include:
 - a. Purpose of use (practicum, learning media recording, research, etc.)
 - b. Type and amount of equipment to be used
 - c. Time schedule and duration of use
 - d. Name of the person in charge of the activity

b. Verification and Scheduling

1. Incoming requests will be verified by the Laboratory Coordinator or Laboratory Technician.
2. Verification includes room and equipment availability, feasibility of activities, and compliance with laboratory schedules.

3. After approval, users will receive information in the form of confirmation of the usage schedule and technical instructions for using the required equipment.
- c. Activity Implementation
- 1) Users arrive on time according to the predetermined schedule.
 - 2) Before starting the activity, users must:
 - a) Report to the technician or laboratory officer
 - b) Sign the usage log book
 - c) Receive a briefing or briefing related to the use of tools and work safety
 - 3) During the activity:
 - a) Users must maintain ethics and order in the laboratory.
 - b) Only people registered on the form are allowed to enter the laboratory
 - c) Smoking, eating, and drinking are strictly prohibited in the room.
- d. Use and Operation of Tools
- 1) All laboratory equipment should only be used according to its function and operational guidelines.
 - 2) Users who are not familiar with using certain tools must be accompanied by a technician or have attended training.
 - 3) Users must be fully responsible for the tools borrowed during the activity.

E. LABORATORY MAINTENANCE AND REPAIR PROCEDURES








Lab maintenance procedures that apply in the Civics Innovation Laboratory are as follows:

1. The person in charge of the lab checks all laboratory equipment every month.
2. The person in charge of the lab fills out the laboratory equipment condition form
3. The person in charge of the lab records damaged equipment and enters it on the damaged equipment form.
4. The person in charge of the lab checks whether the equipment can be repaired by himself, if not then the laboratory assistant informs and asks the Head of the Laboratory for approval to repair outside or replace with a new one
5. The Head of the Laboratory approves and signs
6. Laboratory equipment submission letter addressed to the Head of Laboratory

F. Flow of Course Practicum Implementation

No.	Uraian	Pelaku					Lembar Kerja/ Referensi	Ket.
		Maha siswa	Dosen Praktikum	Asisten Laboran	KaLab /SekLa b.	Prodi		
1.	Prodi menyampaikan daftar mata kuliah berpraktikum ke Laboratorium				1		Daftar mata kuliah berpraktik	
2.	Laboratorium mengeluarkan jadwal praktikum mata kuliah				2			
3.	Dosen melaksanakan kegiatan praktikum sesuai dengan jadwal perkuliahan		3	3				
4.	Mahasiswa melaksanakan praktikum dan membuat laporan per topik praktikum Setelah praktikum berakhir, mahasiswa membuat laporan akhir (laporan lengkap)	4					Daftar hadir	
5.		5						
6.	Dosen praktikum membuat jadwal ujian praktikum dan ditetapkan oleh KaLab		6					
7.	Asisten laboran membantu dosen membuat soal ujian praktikum mata kuliah			7				
8.	Pihak laboratorium menyiapkan sarana dan prasarana ujian praktikum dan diserahkan kepada dosen praktikum sebagai pengawas ujian				8		Soal ujian Lembar jawaban Tata tertib Daftar hadir Berita acara	
9.	Mahasiswa mengikuti ujian praktikum mata kuliah	9						
10.	Dosen, asisten laboran dan mahasiswa menandatangani berkas ujian			10				
11.	Dosen memeriksa lembar jawaban ujian serta menyerahkan nilai dan berkas ujian praktikum kepada TP		11					
12.	Tenaga pendidik menerima berkas ujian praktikum			12			Lembar jawaban Daftar nilai Berita acara	

G. Flow of Implementation of Research, Workshops, or Training for Lecturers, Students and Other Parties.

No.	Description	Performer				Worksheet/Reference	Ket.
		Researcher/User	Laboratorian/Technician	Adm. Lab.	Lab Head		
1.	Researcher/user (lecturers, students or other parties) complete the requirements and apply for a laboratory use permit						
2.	Administration laboratory makes a letter of permission to use the laboratory and submits it to the Head of the Laboratory						
3.	Head of Laboratory (KaLab) signs the laboratory use permit					Letter permit	
4.	The laboratory submits the laboratory use permit to the researcher/user					mit permission letter for laboratory use	
5.	Researchers/users make a letter of permission to borrow/use equipment/materials to the laboratory					Letter mission per	
6.	Researchers / users carry out research in the laboratory accompanied and assisted by laboratory assistants / technicians	6				Permission to borrow/use equipment/materials	
7.	After the research, the researcher/user completes all administrative matters of the laboratory.	