

GUIDELINES

FIELD WORK LECTURE



**HULL MANGKURAT UNIVERSITY FACULTY OF
TEACHER EDUCATION AND SCIENCE
DEPARTMENT OF SOCIAL SCIENCE EDUCATION
STUDY PROGRAM CIVICS EDUCATION
BANJARMASIN
2024**

INTRODUCTION

Praise our gratitude to the presence of Allah SWT, because thanks to His grace and grace, we can carry out the duties and obligations mandated to us together, namely being able to complete the PEDOMAN KULIAH WORKPLACE (KKL) PPKN Study Program.

This guidebook is a guide in carrying out KKL activities for PPKN FKIP ULM students. With the publication of this guidebook, the direction of student KKL is clearer, both in terms of material, procedures or mechanisms and results. On this occasion we would like to express our gratitude and highest appreciation to the Guidebook Compilation Team for their hard work so that this Guidebook can be published.

hard work so that this Guidebook can be realized.

We hope that this KKL Guidebook can be used as a guideline in implementing KKL for students and lecturers.

All comments, corrections, criticisms, will undoubtedly help improve this Guidebook. May it be useful and beneficial.

Banjarmasin, May 2024 Study
Program Coordinator

Dr. Mariatul Kiptiah, S.Pd., M.Pd
NIP. 19760327 200501 2 001

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FIELDWORK LECTURE

1. INTRODUCTION

We are now living in a world undergoing a remarkable transformation, the effects of which are pervasive in almost every aspect of our lives. We are being thrust into a globalization order that is not fully understood by many, but whose effects can be felt. Today globalization is seen as a "worldwide" system or trend that encompasses finance, trade and economics, but it is rapidly expanding beyond its scope.

Realizing that globalization, especially information technology that is so rapid, has affected our daily lives, including the implementation of education Today's educational activities cannot be local, but must have a global or international outlook. This means that the quality of education is improved to be able to compete in entering the job market. For educational activities, this mobility "not only occurs when looking for students, but the Teaching and Learning Process (PBM) also has high mobility. That is why, appropriate efforts to use learning methods and media that are in accordance with world developments, especially economic activities, are an important part of the development or progress of national or international education.

The FKIP ULM Civics Study Program realizes that in the face of this rapid world change, reliable human resources are needed and are able to become actors in it. As an educational institution that will produce graduates, it is required to produce graduates who are able to become actors of these changes. Therefore, the help of other parties is needed, in this case the business world, government / agencies as a means of conducting Student Field Work Lectures so that there is experience in practicing the knowledge gained in college.

The implementation of KKL by involving the business world or agencies is one model in an effort to realize PBM which has a link and equivalence (Link and Match) between the knowledge provided in lectures and the needs in society.

KKL is an alternative in implementing the applicable curriculum as one of the "Local Content" courses which aims to produce graduates who are able to adapt to the work environment and are more professional in their fields, and are able to become actors in changes or developments in globalization.

The need for human resources who are able to work in accordance with their respective fields is highly expected by economic actors, therefore reliable and professional human resources are a very valuable asset and are sought after by various parties in need.

To achieve this, continuous cooperation is needed between educational institutions, especially universities, where they explore the theory with the business world or agencies where to practice the theory they receive, because the progress of education is a shared responsibility between family, community and government.

2. DEFINITION

Field Work Lecture (hereinafter written / called KKL) is a form of organizing lectures whose implementation involves companies or agencies where work practices, where students are directly involved in it.

3. OBJECTIVES

3.1. General Objective:

To prepare students to become members of society who have the academic and / or professional skills needed in the work field.

3.2. Specific Objective

- a. Producing graduates who have academic and professional skills that are in accordance with the demands of the business world / the world of work.
- b. Strengthening the equivalence between the world of education and the world of work.
- c. Increase the efficiency and effectiveness of the educational process towards professionalization.
- d. To recognize and appreciate the work experience of MPA as part of the Teaching and Learning Process (PBM).

4. BENEFITS

4.1. For Companies/Agencies

- a. Getting labor assistance in completing operational activities
- b. The company / agency has data on the qualifications of new labor candidates.
- c. Streamline the process of recruiting new employees.

4.2. For KKL Participants

- a. Gain valuable insight and experience to prepare themselves to enter the business/work world.
- b. Professional skills obtained through MPA can raise self-confidence.

4.3. For Educational Institutions

- a. Educational institutions obtain input for curriculum development that is appropriate / commensurate with the needs of the workforce.
- b. As one of the evaluation tools for the applicable curriculum.
- c. As one of the media to introduce student abilities.

5. BASIS OF IMPLEMENTATION KKL

The basis for the implementation of KKL refers to :

5.1. Law Number 12 of 2012 concerning Higher Education.

- 5.2. ULM Statutes regarding the Tri Dharma of Higher Education, Education, Research and Community Service.

6. KKL CHARACTERISTICS

The characteristics of the implementation of KKL refer to certain standards, namely:

6.1. Professional Standards

The education program refers to the achievement of professional abilities in accordance with certain job positions or professions that exist in the workplace.

6.2. Education Expertise

MPA participants must have qualifications obtained from PBM results consisting of:

a. General Education

Forming students into good citizens.

b. Basic Education

Providing supporting provisions for mastery of basic professional skills.

c. Specialization Education

Providing knowledge about mastery of the profession.

d. Basic Professional Practice

Mastering work techniques in accordance with the demands of the world of work.

e. Professional Skills Practice

Direct work activities in actual situations.

7. FIELD OF WORK FOR KKL

The fields of work for the Civics Study Program MPA are as follows:

7.1. Civic Education (PKn)/Basics of Moral Education

/ At School

7.2. Constitutional Law (HTN)

In Local Government,

DPRD

7.3. Political Science

In DPRD, political parties, KPU,

7.4. Legal Science

Judiciary, Police, Legal Aid, Notary, Correctional Institution

7.5. Socio-cultural

In institutions that exist in urban communities, rural communities

7.6. Economics and

Entrepreneurship in

Companies

8. IMPLEMENTATION METHOD

The implementation of the MPA chooses one of the methods below:

8.1. Every week carried out on certain days.

8.2. Implemented in 1 (one) specific period.

8.3. Implemented on certain days and hours.

In choosing one of the above methods, it must pay attention to the time allocation of 24 effective working days (144 working hours).

9. IMPLEMENTATION TIME

The implementation time of the MPA is carried out in one semester within a period of 2 (two) months (outside of preparation, debriefing and report making) with a flexible implementation period according to the time agreed upon by the student and / or the company / agency. The deadline for the implementation of the MPA concludes with the making of the report, ending 2 (two) weeks before the implementation of the Final Semester Examination in the semester concerned.

If students carry out KKL beyond the time specified above, the Study Program will issue a new supervisor's assignment letter and students are required to change the company / agency where KKL is conducted.

10. PLACE IMPLEMENTATION

KKL is carried out in companies / agencies in the regions of South Kalimantan, Central Kalimantan and East Kalimantan, it can also be outside Kalimantan, such as Java Island, Sulawesi Island, and Sumatra Island which are sought and chosen by students themselves or in companies / agencies appointed by the Study Program.

appointed by the Study Program. Students who carry out KKL in companies / agencies must meet the following criteria:

- a. Legal Entity
- b. Still active in its operational activities

11. STUDY LOAD

KKL Study Load 2 credits, equivalent to 3 (three) months of KKL (2 weeks of preparation / debriefing, 8 (eight) weeks of implementation and 2 (two) weeks of report writing).

12. REQUIREMENTS PARTICIPANTS

12.1. Academic

Students who have completed a minimum of 100 credits at $GPA \geq 2.00$.

12.2. Administrative

- a. Apply for KKL (fill out the form).
- b. Bring the results card of the courses that have been taken (Academic Transcript).
- c. Bring a Study Plan Card (KRS) that includes the KKL course.

13. NATURE OF LECTURES

KKL courses are compulsory for all students.

14. ASSESSMENT

The success of participants in KKL is carried out through an assessment by the supervisor, taking into account the results of monitoring / assessment from the company / agency and KKL reports from students.

Material assessed:

- 14.1. Mastery of KKL material / mastery of work material.
- 14.2. Creativity
- 14.3. Discipline
- 14.4. KKL Report

Assessment by the supervisor is carried out during a seminar held specifically for the KKL course.

The final value of the KKL is calculated as follows:

ASSESSMENT COMPONENT			
The KKL Assessment component consists of components, namely:			
Assessment Component from company/agency supervisor	Score (0-100)	Weight Assessment	Total
a. Job Material Master		40%	
b. Creativity		30%	
c. Discipline		30%	
Total Value from Company / Agency Supervisor x 50%			
Assessment Components from Lecturers Supervisor	Value (0-100)	Weight Assessment	Total
a. MPA Report		40%	
b. Creativity		30%	
c. Discipline		30%	
Total score from supervisor x 50%			
Total Final Value of MPA			
The merging of grades from supervisors and supervisors from companies / agencies for quality letters is carried out by the Head of			
Study Program			
Study Program			
VALUE RANGE	BOBOT	VALUE	
≥ 80	4,00	A	
77 - < 80	3,75	A-	
75 - < 77	3,50	B+	
70 - < 75	3.00	B	
67- < 70	2,75	B-	
64 - < 67	2,50	C+	

50 - < 60	2,00	C
50 - < 60	1,50	D+
40 - < 50	1,00	D
0 - < 40	0,00	E

15. FEE

Students who carry out KKL in Companies / Agencies / Communities are subject to fees and Single Tuition Fees.

16. ORGANIZATION

The implementation of the KKL organization is the FKIP ULM Civics study program.

17. TASK DOSEN GUIDING AND SUPERVISOR FROM THE COMPANY / AGENCY IN THE IMPLEMENTATION OF KKL

17.1. Duties of Supervising Lecturers MPA

- a. Together with the students concerned, discuss and formulate the KKL material plan in accordance with the field of concentration chosen by the students before coming to the company / agency.
- b. Guiding students during the KKL implementation process if necessary can visit the company / agency concerned.
- c. Discuss matters that become problems and difficulties of students in the implementation of KKL in companies / agencies.
- d. Approve / reject the field of study of KKL that is in accordance / not with the concentration chosen by the student.
- e. Responsible for the process, content and results of the KKL carried out by the guidance students.
- f. Make a guidance program and fill in the minutes of guidance progress.

- g. Checking, directing and giving approval to the KKL report of the students under guidance.
- h. Evaluate and give an assessment of the mentored students in accordance with the Guidebook.
- i. Submit the Evaluation Result Value (in the form of numbers) carried out on the student's KKL report and submit it to the Study Program and put it together with the assessment from the company / agency.
- j. At the end of each semester, all Supervisors are required to report the substance / material of the KKL based on the KKL report of the students they guide to the Study Program.

17.2. Duties of KKL Supervisors from Companies / Agencies

- a. Approve / reject the study of KKL planned by students in accordance with the concentration chosen by students.
- b. Together with the students concerned discuss the implementation (Technical, Method, Time and Material) of the KKL in accordance with the field of concentration.
- c. Guiding students during the KKL implementation process.
- d. Discuss matters that become problems and difficulties for students in implementing KKL in companies / agencies.
- e. Provide direction on the process, content and results of the MPA conducted by students.
- f. Make a guidance program and fill in the minutes of guidance progress.
- g. If a problem is found during the implementation of the MPA, the company/agency can communicate it with the Head of the Study Program.
- h. Evaluate and give an assessment of student guidance in accordance with the Guidebook.

- i. Submit an evaluation score (in the form of a number) conducted on student activities during the implementation of the MPA and submit the score to the student in a closed envelope.

18. PROCEDURE IMPLEMENTATION

- 18.1. Students search for and select companies / agencies for KKL either directly or through the appointment of the Study Program.
- 18.2. Fill out the KKL application form provided by the Study Program (see Appendix) and after filling it out it is returned to the Study Program and attached with the KKL Proposal (Appendix 2).
- 18.3. The Study Program appoints a Supervisor based on the KKL Proposal.
- 18.4. The Study Program makes and prepares a letter of application for KKL to the company / agency signed by the Dean of FKIP Unlam (see attachment 3).
- 18.5. Students submit the letter point 18.4 to the company / agency desired for KKL and bring back the willingness form that has been filled in and signed by the company / agency, then submit it to the Study Program (see Appendix 4).
- 18.6. The Study Program issues a KKL permit for students with a copy to the Supervisor and the company / agency concerned (see attachment 5).
- 18.7. The program schedules and carries out the KKL Debriefing.
- 18.8. Students carry out the KKL and guidance process with Supervisors and Supervisors from the company / agency in accordance with the program and provisions of the company / agency and the Study Program.
- 18.9. After completing the KKL, students request a report on KKL activities (Attendance List) during KKL from the company / agency submitted to the Study Program and

Certificate of KKL results from the company / agency in accordance with the format provided (see attachment 6).

- 18.10. Students are required to make an KKL report according to the KKL report systematics that have been determined and submit it to the Study Program after being examined, graded and signed by the Supervisor as many as 5 (five) copies.

19. SYSTEMATICS OF KKL

REPORT ABSTRACT

ENDORSEMENT SHEET

PREFACE TABLE OF

CONTENTS TABLE

OF TABLES LIST OF

FIGURES LIST OF

APPENDICES

CHAPTER I INTRODUCTION

A. Background of Topic Selection

The selection of topics should be based on the curiosity of the KKL organizer to gain practical knowledge / certain skills based on the theory obtained from face-to-face lectures on campus.

B. Scope of KKL Field

State the scope of the field of the MPA whether the field of Civics, HTN, Political Science, Legal Science, Socio-culture, Economics and Entrepreneurship. Furthermore, from the field is detailed into the field of work / target field of study. To facilitate the work, the field of work is detailed in the form of pointers per pointer.

C. Objectives of the MPA

The objectives of the MPA should refer to the above fields of work/objectives of study (pointer per pointer).

D. Usefulness of the MPA

The usefulness of KKL is directed at theoretical usefulness and practical usefulness.

Theoretical usefulness is directed at the development of science, especially the theories and concepts that are being implemented. While **practical** use is aimed at students who

for companies/agencies and educational institutions.

E. KKL Method

The implementation of KKL can choose one of the methods below:

1. Every week carried out on certain days.
2. Carried out in 1 (one) specific period.
3. Carried out on certain days and hours.

After determining one of the methods above, the method must be described in accordance with the main activities of the MPA.

F. Location and Time of MPA Implementation

In this section only mention the place of the MPA, such as in a company / agency. Then the time schedule of the MPA is detailed as follows:

PHASE	ALLOCATION TIME	WORK
1. Preparation	15 days	1. Formulate the KKL material plan with the Supervisor. 2. Submit letter request to the company/agency 3. Attend debriefing
2. Implementation	60 days	Job Training
3. Report Writing	15 days	1. Draft Preparation 2. Initial writing 3. Editing 4. Final Writing

CHAPTER II GENERAL DESCRIPTION OF THE COMPANY/AGENCY

- A. Brief History of the Company/Agency
- B. Organizational Structure and Position Description
- C. Aspects of Company / Agency Activities.

CHAPTER III IMPLEMENTATION OF KKL AND DISCUSSION

A. Results of KKL

Show data on the results of KKL from companies / agencies in the form of data that is directly related to the field of work and the objectives to be achieved in KKL activities.

B. Discussion

The data that has been displayed is then interpreted or interpreted in relation to the field of work and the objectives of the MPA. In interpretation, the author must connect the data obtained with the existing theory. From the results of the discussion, the author can finally explain why the results of the MPA obtained are like that.

CHAPTER IV CONCLUSIONS AND SUGGESTIONS

A. Conclusion

The conclusion is a crystallization of the results of the interpretation formulated strictly and concisely. Conclusions must be in line with the field of work and the objectives to be achieved in MPA activities.

B. Suggestions

Suggestions are the logical continuation of the conclusion. They are operational in nature.

BIBLIOGRAPHY

APPENDICES

20. KKL PROPOSAL SYSTEMATICS

Every student who submits a KKL application to the Study Program must be accompanied by a KKL Proposal. The systematics of the KKL Proposal are as follows:

- 20.1. KKL Title (Tentative)
- 20.2. Research Background Topic
- 20.3. Scope of the field
- 20.4. Objective of KKL
- 20.5. Usefulness of KKL
- 20.6. Methods of KKL
- 20.7. Location and Time of KKL Implementation

21. WRITING/TYPING TECHNIQUES

The writing/typing technique of KKL refers to the writing technique of Thesis.

LIST OF REFERENCES

- Faculty of Economics UNPAS, 2000. *Lecture Guide for Work Practice*. Bandung: FE-UNPAS
- Study Program of Sociology and Anthropology Education FKIP Unlam, 2006. *Guidelines for Writing Scientific Works*. Banjarmasin: FETT Unlam
- STIE Nasional, 2000. *STIE Nasional Guidebook*. Banjarmasin: STIE Nasional.

Appendix 1

LIST OF SUPERVISORS
FIELD WORK COURSE (KKL)

1. Prof. Dr. H. Wahyu, MS
2. Prof. Dr. H. Sarbaini, M. Pd
3. Prof. Dr. Hj Rabiatal Adawiah, M. Si
4. Dr. H. Harpani Matnuh, MH
5. Dr. Zainul Akhyar, MH
6. Dr. Mariatul Kiptiah, S. Pd., M. Pd.
7. Dr. H. Dian Agus Ruchliadi, S. Pd., M. Pd.
8. Drs. Heru Puji Winarso, M. Si., M. AP
9. Suroto, S. Pd., M. Pd.
10. Muhammad Elmy, S. Pd., M. Pd.
11. Reja Fahlevi, S. Pd., M. Pd.
12. Dedy Ari Nugroho, S.Pd, M.Pd
13. Nurul Huda, S.Pd, M.Pd
14. Haliadi Wardani, S.Pd, M.Pd

Appendix 2 Academic Requirements to be able to Carry out KKL

Dear.

Coordinator of Study Program: Civics Education

FKIP ULM

The undersigned:

Full Name :

NIM :

Study Program :

Full Address :

Applying to carry out KKL at :

Name of Company/Institution :

Full Address :

For your consideration, I hereby attach the following requirements:

1. Academic Transcript,
2. KRS which includes KKL Lectures,

Thus this application, thank you for your attention.

Academic requirements have been
checked, which include: Total credits=

120

GPA $\geq 2,00$

Banjarmasin,

BAK

Applicant,

.....

.....

Appendix 3 Application to Company/Institution for KKL Course

Number :

Attachment : 1 (one) KKL Guidebook

Regarding : Field Work Lecture (KKL)

To Dear Sir.

Name of Company/Institution Full Address City
--

In connection with the plan to carry out KKL for students, we ask for your help in allowing our students:

Name : NIM

: Study

Program :

To carry out KKL lectures at the company / agency that you lead.

We need to explain that the KKL assignment is practical in nature in order to broaden students' insights and skills.

Alternative work fields that can be occupied:

1.
2.
3.
4.
5.

Thus our request, for all your attention and assistance, we thank you.

Banjarmasin,

Dean,

.....

Appendix 4
**Contents of the Letter of Willingness of the Company
/ Agency to Accept Students to Carry out KKL
Lectures**

Number :

Attachment :

Subject : Willing to accept students
Carry out the KKL Lecture

To : Dear Dean of FKIP ULM
in Banjarmasin

In accordance with your request, number dated

We :

Company/Institution Name :

Company/Agency Address : Declare

willing / unwilling *) to accept students: Full Name :

..... NIM/Study Program :

..... Full Address :

.....

Personal Coach from Company/Agency :

Name :

Position :

Time provided for MPA:

Start Date :

Up to date :

Field of Work : Thus we
make this willingness to be used as appropriate.

.....

On behalf of the Company / Agency

.....

Position

*) Cross out those that are
not appropriate

Appendix 5**KKL LECTURE PERMISSION LETTER**

Number :

The undersigned, Chairperson of the PPKN Study Program at FKIP ULM, grants permission to :

Name :

NIM :

To conduct an MPA Lecture on :

Company/Institution Name :

Address :

With Supervisor

Name :

NIP :

Supervisory Personnel from Company/Agency,

Name :

Position :

This permission letter is valid for 1 (one) semester. Thus,
it is to be implemented properly.

Banjarmasin, Head
of Study Program

.....

Copies: submitted to Dear :

1. Dean of FKIP ULM (as a report)
2. Head of the Company/Institution
3. Supervising Lecturer
4. Archive

**Attachment
6**

CERTIFICATE OF KKL RESULTS

From Company/Institution

The undersigned is the Personal Supervisor of KKL:

Name :
 Position :
 Company/Agency Name :
 Company/Agency Address :

Declare that:

Full Name :
 NIM :
 Study Program : Has conducted
 KKL at our company / agency, starting from the date Until the taggal in the
 field of study

We can report the results of the KKL concerned as follows:

Assessment Material	Assessment Weight	Value (in numbers 0 to 100)
1. Mastery of Work Material	40%	
2. Creativity	30%	
3. Discipline	30%	
Total		

Thus we submit this certificate to you, for consideration of the results / value of the student's KKL concerned.

Thank you for your kind cooperation.

Banjarmasin,

Known by :

Head of the Company / Agency,

Personal Supervisor,

.....

.....

Appendix 7**KKL LECTURE CERTIFICATE****From Supervisor**

The undersigned is the KKL Supervisor:

Name :

Position :

Declare that :

Full Name :

NIM :

Study Program : Has conducted

KKL, Starting from the date of until the date of

..... in the Field of Study

We can report the results of the KKL Lecture concerned as follows:

Assessment Material	Assessment Weight	Value (in numbers 0 to 100)
1. Mastery of Work Material	40%	
2. Creativity	30%	
3. Discipline	30%	
Total		

Thus we convey this certificate to you. We thank you for your kind cooperation.

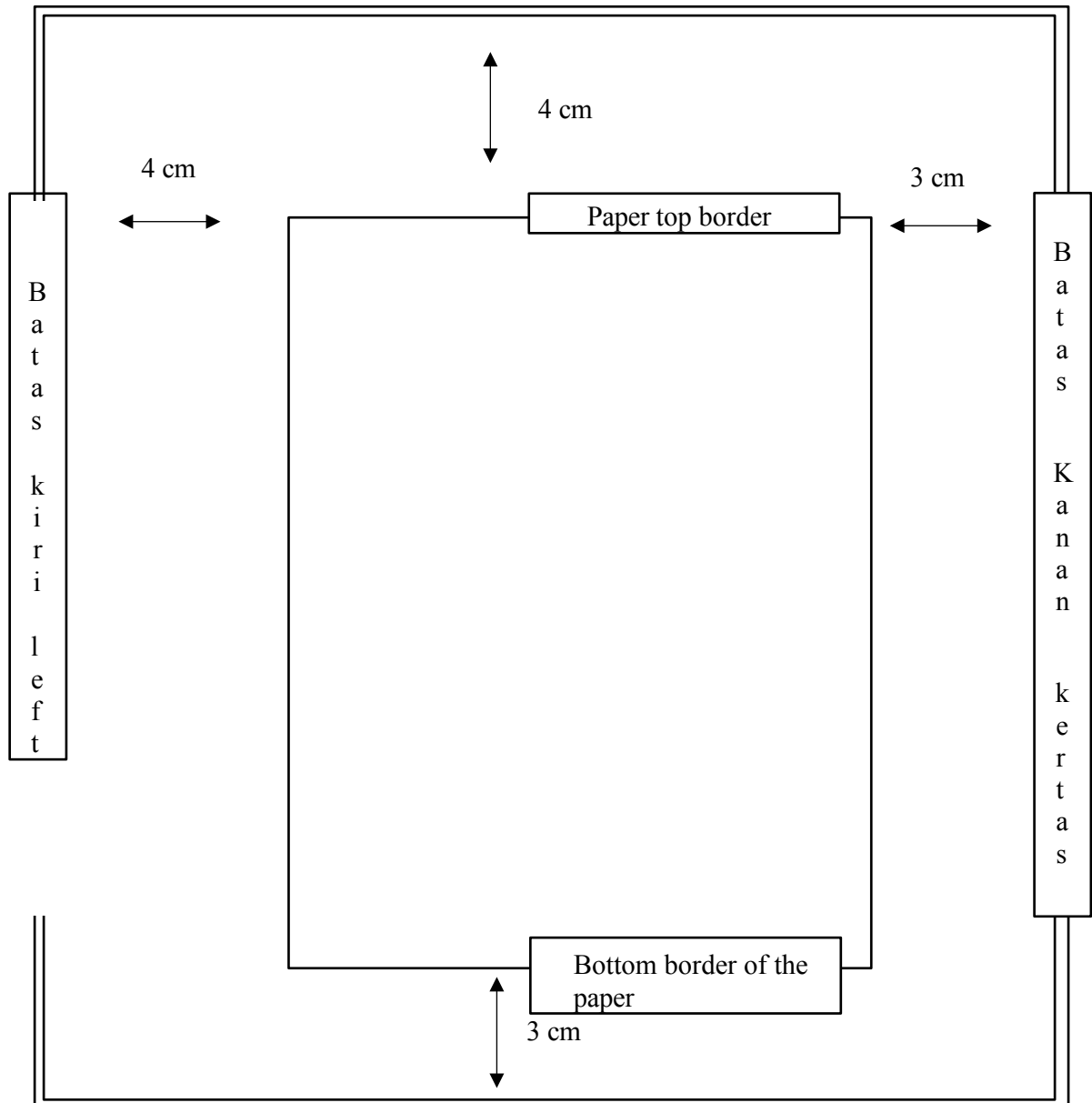
Banjarmasin,

Supervising Lecturer,

.....

Appendix 8

PAPER LAY-OUT EXAMPLE



Appendix 9 Example of Writing the Outer Cover of an MPA Report

**DECISION-MAKING SYSTEM IN THE DPRD
OF SOUTH KALIMANTAN PROVINCE**

(Times New Roman, font 18, single-spaced, capitalized)

Fieldwork Lecture Report
Submitted to Complete the Undergraduate Program of
PPKN Study Program

Times New Roman letters,
font 12, not capitalized
(Title Case), single spaced

By:
Name : Muhammad Atha
NIM 2010112110009

Times New Roman, font
16, single-spaced, name not
capitalized (Title Case)



Times New Roman letters, font
18 single spaced

**UNIVERSITAS LAMBUNG MANGKURAT
FACULTY OF TEACHER TRAINING AND
EDUCATION MAJORING IN IPS EDUCATION
PPKN STUDY PROGRAM
BANJARMASIN
2024**

Appendix 10

KKL LECTURE RATIFICATION SHEET

(Times New Roman letters, font 14, capitalized)

DECISION-MAKING SYSTEM IN THE LEGISLATURE OF THE PROVINCE OF SOUTHERN KALIMANTAN

(Times New Roman letters, font 18, single-spaced, capitalized)

Submitted to complete the lecture program
Civics Study Program
Department of Social Science Education,
Faculty of Teacher Training and Education
ULM

Times New Roman
letters, font 12, not
capitalized (Title
Case), single-spaced

By:
Name : Muhammad Atha
NIM 2010112110009

Times New Roman font, font
16, single-spaced, name not
capitalized (Title Case)

Banjarmasin,

Supervisor,

Institution Supervisor,

Prof. Dr. H. Wahyu, MS
NIP. 19550910 198103 1 005

Drs. Kamarul Hidayat

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