

INTERNSHIP GUIDEBOOK 2019



Bachelor of Public Health Program

FACULTY OF PUBLIC HEALTH

UNIVERSITAS AIRLANGGA

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Approving,
Dean

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Public Health Program

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INTERNSHIP GUIDEBOOK 2019

Management of Internship Activities

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K3 Department	: Meirina Ernawati, drh., M. Kes
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Internship Supervisor of Department

Internship Supervisor of Institution

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I. Introduction

Internship is an activity for sending students who are carried out outside university environment in particular institutions to obtain practical work experience that is appropriate to the field of specialization through observation and participation methods. Internship activities are carried out in accordance with structural and functional information on the place of internship, both on government institutions, private as well as community institutions/non-governmental institutions.

The curriculum of the internship program for FKM students is expected to be able to provide provisions regarding experiences and practical work skills and attitude adjustment in the world of work before students engage in the real work world. So FKM graduates have academic and professional abilities.

II. Objective

In general, the objective of the internship program is to gain experience, attitude adjustment, and appreciation of knowledge in work world in terms of enriching knowledge, attitudes and skills in public health, as well as practicing the ability to work with others in a team so that they can benefit both from the internship participants as well as the institution where they are interned.

In specific, the purpose of the internship program depends on the department specialization due to students' respective interests (see attachment 1).

III. Competence

1. Able to observe and analyze situation
2. Able to develop policy and program
3. Able to communicate effectively
4. Able to understand local culture
5. Able to implement community empowerment
6. Has mastery in the field of public health
7. Able to make financial planning and be skillful in management
8. Has leadership abilities and think systematically

IV. Study Load and Internship Time

Internship is a compulsory curriculum activity with a study load of 3 SKS which is carried out for 6 weeks with the following details:

- 1) Preparation, covering supplies, proposals preparation and field orientation for 1 week (40 hours of work)
- 2) Internship implementation effectively run for 4 weeks (170 hours of work).
Implementation in the field is adjusted to the working hours at the place of internship
- 3) Making reports and seminars 1 week (40 hours of work)

The description of the implementation of the internship follows the following path

Details on internship time can be seen in the appendix of internship time line

Activity	Description
Internship locations proposed by students	Students
Evaluation of the proposed internship location and preparation of the internship location list along with the determination of the internship supervisor	Department Internship Coordinator
Submission of internship proposals and making correspondence to the Institution	Students Department Secretariat Educational Administration (Mrs. Nosa)
Preparation and Consultation of internship proposals	Students Internship Supervisor
Internship Licence to the Institution	Students
Internship Guidebook Printing	Faculty Internship Coordinator
Faculty Internship Briefing (tentative)	Faculty Internship Coordinator and all
Department Internship Briefing	Department Internship Coordinator Internship Supervisor, Students
Internship Implementation	Students
Internship Supervision	Internship Supervisor
Report Preparation and Internship Seminar	Students Internship Supervisor
Revision and Internship Report Submission	Students
Internship Score Input	Faculty Internship Coordinator and

Activity	Description
	Department

V. Internship Place

Location/place of internship are institutions both government, private and non-governmental institutions, especially those engaged in public health which are willing to accept internship student and willing to provide supervisors. The location of the internship is determined by the department through an agreement between the department and the institution of internship place. The internship can be obtained from students by asking for prior approval from the internship coordinator in the department.

VI. Internship Fees

Institutional Fee

In the institution that has had the stipulation of the internship fee (institutional fee), participants will follow the fee stipulation. Requirements in the management of *institutional fee* constitution are;

1. Receipt from the institution with *institutional fee* information or *internship fees* accompanied by the inclusion of students' name (avoid writing the sampling training costs)
2. Letter of cooperation between the institution and FKM Unair (if any);
3. Applying for student internships;
4. Notification of acceptance of the student internship in the Institution.

The entire institutional fee for the internship participants will be borne by the Faculty

Note: *Considering the cost efficiency, each group of Internship in an institution ideally consists of 2 students, so if there are students who are interning at an institution with less than 2 students, they must bear the full cost for 2 students.*

Especially for internships outside of East Java, internships participants will be charged an additional fee/ dependents expense is in the form of transportation and supervisor's accommodation fee as well as result seminar. These students are asked to fill out a statement of willingness as provided in Appendix 10.

Department Internship Coordinator

Department Internship Coordinator, in charge of:

1. Managing internship budgets at the department level
2. Responsible for the smooth running of the internship program of all students interested in studying at department, especially in placing students in institutions
3. Carrying out internship briefings at the departmental level
4. Coordinating the implementation of the internship seminar
5. Recapping the value of the internship in the format and submit as soon as possible to the internship coordinator of S1 public health study program

Internship Supervisor in the Department

Internship supervisors in the department are Unair's permanent lecturers with minimal functional positions as expert assistants appointed by the department as supervisors and in charge of:

1. Providing direction and input to students in preparing internship proposals
2. Directing students so that internships are carried out in accordance with the objectives of the internship, guiding discussions and consultation
3. Monitoring (supervising) students in the field (institutions)
4. Coordinating with supervisors in the field / institutions
5. Attending responses / seminars on the results of the internship
6. Providing an assessment of student internship activities

Internship Supervisor in the Field or Institution

Internship supervisors in the field or institution are the leaders or staff of the institution appointed by institution leaders with a minimum of S1 or D3 degree who are at least have 5 years work experience for accompanying and / or directing students during the internship.

Institutions are in charge of:

1. Introducing students to the work environment
2. Explaining institution's work procedures
3. Providing input on making an internship work plan
4. Directing students so that internships are carried out in accordance with the objectives of the internship, guiding discussions and consultation
5. Directing and monitoring students activities during the internship

6. Coordinating with the supervisor in the department
7. Providing an assessment of student internships in accordance with predetermined criteria.

VII. Internship Implementation Procedures

Internship Implementation Procedures are fully charged to each department. The following is the example of Internship Implementation procedures;

1. Students choose an internship place (or determined by the department) and are submitted to the department's internship coordinator. The department's internship coordinator then hands over the recap of students' name and place of internship at the coordinator of the Public Health of S1Study Program.
2. Proposed place of internship will be prepared by the Academic Sub Division to make a covering letter to the institution of internship destination.
3. Information on the implementation of the internship is known from the institution's response letter and is immediately informed to the department internship coordinator (note: under the condition where it has been a while but there is no confirmation from the intended institution, students are expected to confirm).
4. Students with institution mentors make an internship planning outline and then discussed with the department supervisor.
5. During the internship at the institution, students consult with the department supervisor and institution supervisors in the development of the internship implementation, making internship reports and results seminar.
6. After making the report, an internship seminar held, attended by the institution supervisor and department supervisor and can be attended by parties / individuals related to the internship. This seminar can be held at FKM of Universitas Airlangga or at the internship place.
7. Supervisors in the department and supervisors in the field or institutions give grades.
8. **Students obligations:** submit the internship application letter, response letter from the internship institution, internship proposal, and internship report to the department.

VIII. Monitoring and Evaluation

1. Monitoring

- In daily activities, students are accompanied and monitored by supervisors from the instructors at the internship place.

- Internship students are required to obey the rules that have been stipulated by the institution of the internship.
- During the implementation of the internship activities, monitoring or supervising also conducted by the department supervisors, as many as 1 time in the middle of the implementation of the internship.
- Internship participants are required to report their internship activities every week to the department supervisor or institution supervisor.
- Before conducting internship seminar, students are required to submit internship report at least 3 days before the day of the internship both for the department supervisors and institution supervisors.
- Internship participants are required to make improvements to the internship report in accordance with supervisors' suggestions.
- The final internship report after the improvement has been made and has been signed by both supervisors, submitted maximum 1 month to the Department after the implementation of the internship seminar.

2. Evaluation

Evaluation of student internship activities includes *hard skills* and *soft skills* (see appendix). The assessment is carried out by institution supervisors and department supervisors, with scoring contribution as many as 60% from the institution supervisors and 40% from the department supervisors.

Raw Value	Capital Value
> 75	A
70 - < 75	AB
65 - < 70	B
60 - < 65	BC
55 - < 60	C
40 - < 55	D
< 40	E (not pass)

3. Assessment

Students are entitled to obtain an internship final score, after completing the obligation until the submission of final internship report due to the specified time limit. The internship final report submission is more than 1 month after the seminar's implementation, impacting on the internshipscore which is given **a maximum of C**.

The internship assessment components are as follows:

1. Discipline

Punctuality of attendance (always 80-100; sometimes 60-79; often late 40-59), obedient to regulations (always 80-100; sometimes 60-199; non-obedient 40-59)

2. Appearance, hospitality, politeness

Nicely dressed (always 80-100; sometimes 60 - 79; not good 40-59)

Hospitality (always 80-100; sometimes 60-79; unfriendly 40-59), Politeness (always 80-100; sometimes 60-79; impolite 40-59)

3. Cooperation

Collaboration between internship partners(if any), with staff in institutions, superiors and supervisors (always 80-100; sometimes 60-79); do not cooperate with institutions 40 - 59)

4. Creativity

Disclosure of creative, innovative ideas, both for institutions and for FKM (always 80-100; sometimes 60-79); not creative, not innovative 40 - 59)

5. Activity

Many useful activities that have been carried out / during the internship. (many activities 80-100; lack of activities / minimum 60-79); no activities 40-59)

6. Response

Able to account for the reports made in front of the internship supervisors (exact responsibility 80-100; limited / limited liability 60-79; no responsibility 40-69)

7. Internship Report

Written evidence made by participants after the internship in accordance with the predetermined format and according to the guidance of the supervisor (according to 80-100; partially or less 60-79; not suitable 40-69)

IX. Rules for Internship Participants

Every student participating in an internship is expected;

1. Comply with all applicable treatments at the internship
2. 100% attendance and attend all the internship activities
3. Arrives 10 minutes before the institution's working hours start (according to local business hours)
4. Greetings when they come and excuse themselves when they want to go home to the leadership / staff / employees at the internship institution

5. Notify the leader of the institution / place of internship if unable to attend
6. Communicate with the academic / field supervisor if encounter difficulties / problems during the internship
7. Respect all employees at the place of internship and demonstrate good ethical manners
8. Request permission if students want to use equipment / facilities at the internship to the leader or employee / authorized officer
9. Creative, innovative, workmanlike, careful and prudent
10. Maintain cleanliness at working place
11. Maintain a good name, especially FKM S1 Public Health Study Program and Universitas Airlangga in general during the internship.
12. Record all activities / activities carried out every day during the internship and signed by the institution supervisor. (The format of the activity record and attendance sheet can be seen in the appendix)

X. Internship Proposals and Reports

Internship Proposal

- Internship proposals are collected in the mica cover format, size A4, which contains the title, place and time of the internship, name and students' reg. number, departments, faculties, universities.
- Contains approval sheets signed by the department supervisors and known by the Chair of the Department.
- The contents of the proposal are introduction (background, objectives and benefits), literature review, and methods of internship activities (location of internships, internship time, methods of implementing activities, data collection techniques)
- Guidelines for writing an internship proposal is in accordance with the guidelines for writing an internship report.
- Internship proposals are made individually and if at one institution consisting of several students, binding is made per institution per department / per academic supervisor

Internship report

At the end of the internship program, **each student** must submit an internship report that contains a general description of the internship institution and an analysis of the

discussion of specific themes or topics that want to be studied or case studies for the department that applies the study.

Internship reports are made and bound per individual student

The final report of the internship is submitted in the form of a double hard copy (two), and soft copy that is stored on 1 CD no later than 1 month after the internship seminar

Guidelines for Writing an Internship Report

- Report results are typed on A4 size paper, with margins of 2.5 cm per edge, Times New Roman, font 12, spacing 1.5.
- Each page is numbered consecutively from the title page to the last in the bottom center.
- Tables and figures are numbered according to the order in which they appear in the text using Arabic numerals.
- The title of the table is written flat left on top of the table, while the title of the picture is written below the center layout picture / chart.
- Posts in the table are written with font 11 and space 1.

General Format of Internship Reports

- Softcover laminated white cover, A4 size, containing the title, place and time of internship, name and students' reg. number, departments, faculties, universities
- The ratification page is signed by the department supervisor and field supervisor, and is known by the Chair of the Department
- Table of contents
- The internship report content:
 - Introduction (background, goals and benefits)
 - Literature review (tailored to specific case studies / topics)
 - Methods of internship activities (location of internships, time of internships, methods of carrying out activities, data collection techniques, activity outputs)
 - Results and Discussion
 - General description of the internship institution and its analysis
 - Case studies / specific themes or topics (from problem analysis to evaluation monitoring process)
 - Conclusions and suggestions

- Appendix (activity notes and internship attendance list of institutions, accompanied by documents of each relevant activity deemed necessary)

The example of the cover page format of internship report, the attestation page, as well as the activity note sheet and the attendance list can be seen in the appendix

XI. Internship Briefing and Specific Requirements

Internship Briefing

Before the implementation of the internship in the field / institution, all students participating in the internship are required to attend the debriefing held by the Faculty and each Department. The procedures for internship training are carried out as follows:

- General trainings are held by the Faculty (certified) and must be attended by all students participating in the internship
- In this briefing, a general guide on internship activities will be conveyed from the objectives to evaluation monitoring, including the internship participants rule of conduct
- Internship training conducted by each Department (the day of the internship is adjusted to the schedule of each Department) and must be attended by all internship participants
- In this briefing there will be presented several themes or special topics that can be learned during internship activities at the institution, in addition to this debriefing can also be given an explanation of the core courses review related to internship activities at the institution

Special Requirement

To the participants who choose the location of the internship based on their own volition, such as an internship institution filled by only one student or the location of an internship far away, where causes the total internship fee overruns (beyond the costs covered by the Faculty), the students are required to make a statement regarding the availability of internships at the place with consequences that have been realized and have been signed by the guardian (parents and or husband / wife)

The format of the statement of willingness can be seen in appendix 10

Internship certificate

For students who need an internship certificate, a certificate can be printed directly on the permits and approval of an internship place. An internship certificate can also be printed

with a needs analysis that is for students who apply for and have received approval from the institution where the internship is located. The submission process through the mechanism of making letters from the department (coordinator of the internship Department) is addressed to the Faculty

Appendix 1: Specific Objective of Internship

Department of Biostatistics and Population

A. Special Purpose Internships in NGOs and other institutions

1. Studying work procedures in NGOs, especially in the divisions related to public health (especially population problems, Family Planning (KB), reproductive health, health information systems)
2. Studying the process of collecting, processing and analyzing community health data (specifically population problems, Family Planning (KB), Reproductive Health, Health Information Systems)
3. Studying the process of processing, analyzing public health data (specifically population problems, Family Planning (KB), Reproductive Health, Health Information Systems)
4. Identifying problems, formulating and providing alternative solutions to the identified problems (problem solving) about public health (especially population problems, Family Planning (KB), Reproductive Health, Health Information Systems)

B. Internship at BPS (Social Statistics Division division and Processing Installation and Data Dissemination Division)

1. Studying BPS working procedures, especially in the Social Statistics Division and processing installation and data dissemination division
2. Studying the planning and implementation of work programs in Social Statistics Division and processing installation and data dissemination division
3. Studying the process of collecting data from making instruments, surveying in the field, processing data to publishing data
4. Studying the demographic data (population), for example: birth data, mortality data, mobility data and employment data
5. Studying the public health data

C. Internship at the Health Office (Sub Family Health Service), and subdin data center and information and BKKBN (BKKBN Training and Development Center)

1. Studying the work procedures at the Health Office, especially in the Sub Family Health Office and data and information center

2. Studying the process of collecting, processing and analyzing public health data (reproductive health data, population data, mother and child health)
3. Studying the BKKBN work programs in the field of reproductive health, population (adolescents, elderly, prosperous family and population in general)
4. Identifying the problems, formulating and providing alternative solutions (*problem solving*) regarding reproductive health, population and mother and child health

D. Internship in Hospital / Polyclinic / Community Health Center

1. Studying the working procedures at the hospital, health center, polyclinic, especially in the medical record division
2. Studying the path of data collection starting from patients registration to the center of the data base record center of Hospital / Polyclinic / Community Health Center
3. Studying the steps of processing and analyzing the medical record
4. Identifying the problems, formulating and providing alternative solutions up to the problem solving in the medical record of hospital / Polyclinic / Community Health Center

The following references are the places of internship by Biostatistics and Population:

Public Health Regional Service of East Java Province

Public Health Regional Service of Surabaya City

BKKBN of East Java Province

Bapemas and KB of Surabaya City

Central statistics agency of East java Province

Central statistics agency of Surabaya City

Indonesian Family Planning Association (PKBI) of East Java

Regional Service of Employment, Transmigration and Population of East Java

East Java National Narcotics Institution (BNN)

Regional Service of Population and Civil registration of Surabaya City

RSAL Ramelan of Surabaya

Community Health Center of Mulyorejo

Community Health Center of Pucang Sewu

Dr. Soetomo Hospital of Surabaya

Department of Environmental Health

Special purpose:

1. Adapt and participate in the work environment at the place of internship, especially related to environmental health work programs
2. Able to carry out the work given at the internship place with full responsibility.
3. Studying the synergism between learning public health, especially environmental health on campus and places of internship
4. Implementating programs related to the field of environmental health at the place of internship

The following are internship place references of Environmental Health Department:

BBTKL of Surabaya

KKP of Surabaya

Aerofood ACS

Safety health environment section, AngkasaPura

Juanda Airport

Regional Health Service of Surabaya City

PT Pelindo

PT Semen Indonesia Tuban

PT PJB Gresik Generating Unit

Mata Masyarakat Gayung Kebonsari Hospital

Universitas Airlangga Hospital

Department of Administration and Health Policy

Special purpose:

1. Studying the organizational structure, job descriptions, and SOP at internship place
2. Studying the conditions of input, process, and output at internship place
3. Studying the implementation of management function at internship place
4. Analyzing the implementation of work procedures in place of internship based on normative studies
5. Providing feedback for the place of internship

The following references are internship places of AKK Department:

Regional Health Service of East Java Province

Regional Health Service of Surabaya City
Regional Health Service of Pasuruan Regency
Community Health Center of Pucang Sewu
Community Health Center of Tanah Kalikedinding
Community Health Center of Dupak
PLK of Airlangga University
Surgical Hospital of Surabaya
Bhayangkara Hospital of Surabaya
RD of dr. Soewandi
Mata Undaan Hospital
Ibnu Sina Hospital
BPJS Kesehatan of Dharmahusada
RSGM of Universitas Airlangga
Jemursari Hospital
RSIA of Yani Surabaya
RSIA of Merr Kendangsari
Mata Gayungsari Hospital

Ministry of Health and Work Safety

Special purpose:

1. Knowing the work mechanism at the internship place
2. Able to carry out the work provided at the internship place with full responsibility
3. Able to work discipline at the internship place
4. Able to carry out activities that are technical and administrative and within the health and work safety

The following are internship place references of K3 Department;

PT. Pupuk Kalimantan Timur
PT. Merk Sharp Dohme Pharma Tbk, Pasuruan
JOB Pertamina Petrochina Jawa Timur, Tuban
PT. Pertamina Lubricants, Gresik
PT. Pelabuhan Indonesia III cab. Tanjung Peninsula
PT. Bangun Sarana Baja, Gresik
PT. Pertamina EP Asset 4 Field Cepu, Blora

PT. GresikGasesIndonesia
PT. GMFAeroAsia
PT. Samator
PT. Pertamina Personnel Unit VI, West Java
PT. Java Revival Java
PT. Industri Kereta Api (INKA), Madiun
PT. ISPATINDO, Sidoarjo
PT. PJB Paiton Development Unit, Probolinggo

Department of Health Education and Behavioral Sciences

Special objectives :

1. Able to identify problems, formulate and provide alternative solutions to problems in internships in the field of behavior and public health promotion
2. Able to plan, implement and evaluate activities in the field, especially in the field of health behavior and health promotion
3. Assist in problem solving (problem solving) in the field of behavior and health promotion in the internship
4. Able to identify issues related to Healthy Public Policy and provide alternative solutions.

The following is a reference to PKIP Department internships

1. Government Agencies at the National Level

BAPPENAS

Ministry of Health

Ministry of Social Affairs

BKKBN

Health BPJS

KPAN

2. Provincial Government Agencies

East Java Provincial Health Office

BAPPEDA

East Java Province Social Service

BKKBN of East Java Province

BNN East Java province

Health BPJS

Provincial KPA

3. Government Agencies at City Level

Surabaya Health Service

Nganjuk District Health Office

Tulungagung District Health Office

Sampang District Health Office

Pasuruan Regency Health Office

Bojonegoro Regency Health Office

Sidoarjo Regency Health Office

Surabaya Social Service (UPTD Kampung Anak Negeri)

Bapemas and KB Surabaya

Surabaya BBPOM

Surabaya DPRD

K3 UPT Surabaya

BNN Surabaya

BAPPEKO

Health BPJS

4. Health Facilities

Puskesmas (Tanah Kalikedinding, Pucang, Mojo, Krembangan Selatan, Mulyorejo, Kalijudan)

Hospital (Haji Hospital Surabaya, Oncology Hospital, Dr. Soetomo Hospital, Bakto Dharma Husada Regional Hospital, Dr. Soewandhie Regional Hospital, Surabaya Islamic Hospital, Surabaya Sosodoro Djatikoesoemo Bojonegoro Hospital, East Java Public Eye Hospital, Dr. Saiful Anwar Malang Hospital, Maternity Hospital Rumah Zakat Surabaya, Dharmais Cancer Hospital, AL Aziz Hospital)

PMI

Probolibggo Class II Port Health Office, Ministry of Health

5. School

SD-SMA (SDIT Al Uswah)

Islamic Boarding School (Al Fithrah Surabaya)

6. Company

PT. Trans Pasific Petrochemical Indotama

Astra Honda Jakarta

Vico Indonesia East Kalimantan
PT. Dharma Pratama Sejati Group
PT. Yutaka Manufacturing Indonesia
PT. Wijaya Karya (Persero), Tbk
PT. Pindo Deli Pulp and Paper Mills 2 Karawang
PT. Ghobel Dharma Sarana works
PT. PAKOAKUINA (Astra Otoparts Group)
PT. Garudafood Putra Putri Jaya
PT. Dexa Medica
PT. BRANTAS ABIPRAYA (Persero)
PT. Ricobana Abadi
PT.II Saipem Indonesia
PT. Portek Indonesia
PT. McDermott Indonesia
Total Oil Company
Pertamina Surabaya
Pertamina West Java

7. NGO

PKBI Peer PKBI NGOs

Department of Health Nutrition

A. Special Purpose Internship at the Health Service

1. Study the workflow, organizational structure, organizational structure of the Health Office
2. Studying workflows, organizational structure, organizational structure. Nutrition
3. Study the planning of nutrition problem management programs, situation analysis, priority nutrition problems at the Dinas level, and the forms of monitoring and evaluation
4. Study the implementation, level of success and constraints of existing nutrition programs
5. Compile & analyze alternative nutritional problem solving solutions
6. Assist in the implementation of Nutrition Health Office activities

B. Special Purpose Internships at the Community Health Center

1. Study the workflow, organizational structure, organizational structure at the health center
2. Learn the process of planning nutrition improvement programs at the Puskesmas level
3. Studying the analysis of the situation of nutrition problems, priority nutrition problems, alternative solutions to nutrition problems at the Puskesmas, and monitoring and evaluation of the activities carried out.
4. Study cases with priority nutrition problems that exist in the apprenticeship work area which are then observed and observed during the internship.
5. Conduct and analyze case studies of community empowerment in overcoming food and nutrition problems.

C. Special Purpose Internships at NGOs / other institutions

1. Study the workflow, organizational structure, organizational structure of the internship
2. Study the planning of nutrition problem solving programs up to the level of evaluation conducted by the internship
3. Studying community organizing in overcoming nutritional problems by apprenticeship. Getting involved in the process of solving nutrition problems in the community
4. Conducting case studies of community empowerment in overcoming problems and nutrition
5. Conducting case studies of community empowerment in overcoming food and nutrition problems.

The following is a reference to the internship for the Department of Health Nutrition

East Java Provincial Health Office

Surabaya City Health Office

Sidoarjo City Health Office

Jagir Puskesmas

Tanah Kali Kedinding Health Center

Dupak Health Center

Pucang Sewu Community Health Center

Other Puskesmas in Surabaya
BKP Suarabaya
ACS (Aero Catering Service)
Wahana Visi Indonesia
Spectra

Department of Epidemiology

Specific purpose of the Internship at the Health Service and Puskesmas

1. Study the organizational structure and work procedures according to the place of internship
2. Studying disease prevention and prevention programs and health carried out at internships
3. Study the surveillance system applied at the internship. Begin the process of collecting, processing and analyzing data, and disseminating information
4. Identifying health problems in local agencies, prioritizing health problems and looking for alternative problem solving about health
5. Follow field activities carried out by agencies and apply the concept of epidemiology

Special Purpose Internships in Hospitals and other agencies

1. Study the organizational structure and work procedures in conducting surveillance according to the place of internship
2. Studying the surveillance system applied at the internship begins the process of data collection, data processing and analysis, as well as the output data generated
3. Identifying health problems in local agencies, prioritizing health problems and looking for alternative problem solving about health

The following are references to the internship places of the Department of Epidemiology:

East Java Provincial Health Office
Surabaya City Health Office
Hajj Hospital, Surabaya
Siloam Hospital
Pucang Sewu Community Health Center
Tanah Kali Kedinding Health Center
Puskesmas Mulyorejo
East Java Regional Disaster Management Agency

Appendix 2: Activity & Attendance Sheet of Internship

Name of Student :

Reg. No. :

Internship Place:

Date	Activity	Signature of Institution Supervisor
Week 1		
Day 1		
Day 2		
Day 3		
Day 4		
Day 5		
Week 1		
Day 1		
Day 2		
Day 3		
Day 4		
Day 5		
Week 1		
Day 1		
Day 2		
Day 3		
Day 4		
Day 5		

Information:

Each implementation of the internship must be accompanied by proof of documentation

The number of working days in a week follows the rules that apply for internships

Appendix 3: Evaluation Sheet of Internship by Institution Supervisor

Name of Student :

Reg. No. :

No	Rated Aspect	Value (40-100)
1.	Discipline	
2.	Appearance	
3.	Cooperation	
4.	Creativity	
5.	Activity	
6.	Responsiveness	
7.	Internship report	

Average = =

7

Surabaya, 2019
Supervisor Institution,

(.....)

Information:

1. Discipline: Accuracy of time, attendance to regulations (always 80-100; sometimes 60-79); not on time, not on time 40-59)
2. Appearance: manner of dress, friendliness, manners (always 80-100; sometimes 60-79); no 40 - 59)
3. Cooperation: cooperation between interns (if any), with staff in the agency, supervisors and mentors (always 80-100; sometimes 60-79); no collaboration with agencies 40-59)
4. Creativity: Disclosure of creative, innovative ideas, both for institutions and for FKM (there are creative ideas, innovative 70-100; no creative ideas, not innovative 40-69)
5. Activity: many useful activities that have been carried out / during the internship. (many activities 80 - 100; sometimes there are activities 60 - 79); no activity 40 - 59)
6. Response: able to account for the report made in front of the internship guide (exact responsibility 80-100; limited / limited liability; 60-79; no responsibility 40-69)
7. Internship Report: written evidence made by participants after apprenticeship in accordance with the specified format (in accordance with 80-100; partially / in accordance with 60-79; not in accordance with 40-69)

Appendix 4: Evaluation Sheet Internship by Departement Supervisor

Name of Student :

Reg. No. :

Internsip Place :

No	Rated aspect	Value (40-100)
1.	Appearance	
2.	Creativity	
3.	Oral Presentation	
4.	Writing system	
5.	Responsiveness	
6.	Study of Problems	
7.	Analytical Ability	

Average = ----- =

7

Surabaya, 2019
Supervisor Institution,

(.....)

Information:

1. Appearance: manner of appearance, friendliness and courtesy (always 80-100; sometimes 60-79); not on time, disobedient 40 - 59)
2. Creativity: Expressing creative ideas, innovative, both for institutions and for FKM (there are creative ideas, innovative 70-100; no creative ideas, not innovative 40-69)
3. Oral Presentation: Clarity of presentation and essence of writing (clear 70-100; unclear 40-69)
4. Writing Systematics: Structure of writing and consistency of terms (clear 70-100; unclear 40-69)
5. Response: Able to account for the report made in front of the internship guide (there is a responsibility of 70-100; no responsibility of 40-69)
6. Problematics Study: Ability to carry out studies of problems and problems both from primary data or secondary data at the internship (able to 70-100; unable to 40-69)
7. Analysis Capability: The ability to analyze, draw conclusions, provide alternative solutions with a predetermined format capable of 70-100; not able 40-69)

Appendix 5: Recapitulation of Internship Assessment by Department Coordinator

Recapitulation of Departmental Internship Values

No	Reg. No.	Name of Student	Score from Supervisor		Final Score	
			Institution (weight 60%)	Dept. (weight 40%)	Number	Capital
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10						
dst						

Surabaya, 2019
Internship Coordinator of Department,

(.....)
NIP.

**Appendix 6:
Examples of Cover Pages for Internships Report**

**INTERNSHIP IMPLEMENTATION REPORT
AT PUBLIC HEALTH OFFICE IN OF SURABAYA CITY**

COMMUNITY EMPOWERMENT PROGRAM THROUGH A GROUP OF
TEENAGERS AWARE OF BREAST MILK (ASI) TO IMPROVE EXCLUSIVE
BREAST MILK (ASI) IN SURABAYA CITY



by:

KHOLIFATUL HAFIDHA

Reg. No. 101311233057

ENVIRONMENTAL HEALTH DEPARTMENT OF FACULTY OF PUBLIC HEALTH
UNIVERSITAS AIRLANGGA
SURABAYA
2018

**Appendix 7:
Examples of Approval Sheet Page**

**INTERNSHIP IMPLEMENTATION REPORT
AT HALL OF ENVIRONMENTAL HEALTH ENGINEERING AND DISEASE CONTROL
(BBTKLPP) IN SURABAYA**

Compiled by:
KORNELIU SURBANUSRUM SELLY
Reg. No.101111235

It has been approved and received well by:

Department Supervisor,

Date.....

Dr.RirihYudhastuti,drh.,M.Sc.

NIP.195912241987012001

Supervisor of BBTKLPP Surabaya,

Date.....

EttySriHeriati,ST.,MM.

NIP.196708041998032001

Sincerely,

Head of Environmental Health Department,

Date.....

Sudarmaji,S.KM.,M.Kes.

NIP.197212101997021001

Appendix 8: Regular Internship Timeline of 2018/2019

No.		***	***	Dec-18				January				February				March	April	Information
				1	2	3	4	1	2	3	4	1	2	3	4			
1	Proposed location of internships by students																	Students
2	Evaluate the proposed internship location and compile a list of internship locations along with, the determination of the supervisor																	Department internship Coordinator
3	Submitting the proposal for an internship and making correspondence to the agency																	Department internship Coordinator Department Secretariat Education Administration (Mrs. Nosa)
4	Re-proposing apprenticeships (for those who experience resistance / barriers)																	
5	Preparation and consultation of apprenticeship proposals																	Students, internship supervisor
6	Licensing an internship to the agency																	Students
7	Guidebook printing																	Internship coordinator of faculty
8	Faculty internship debriefing (tentative)																	Internship coordinator of faculty Department internship Coordinator Internship supervisor Students Education Administration (Mrs. Sari dan Mrs. Irawati)
9	Procurement of department apprenticeship																	Department internship Coordinator Internship supervisor Students
10	Apprenticeship implementation																	Students
11	Internship supervision																	Internship supervisor
12	Report preparation and internship seminar																	Students Internship supervisor
13	Revision and collection of apprenticeship reports																	Students
14	Input and deposit apprenticeship values																	Department internship Coordinator
15	The value of cyber campus internship input																	Internship coordinator of faculty
16	Apprenticeship																	Education Administration (Mrs. Irawati)
17	Evaluation of the implementation of the internship																	Leader, KPS, Internship Coordinator Faculty, Department internship Coordinator

Appendix 9: Examples of Willingness Declaration

Willingness Declaration

The undersigned below :
Name :
Reg. No. :
Specialization/Department :
Place/ date of birth :
Address :
No. Phone/ HP :
Status : Married/Single

Hereby state that, in fact, I:

1. Have considered, selected, and determined the location of the internship of their own choice.
2. Be willing to comply with all the provisions in the institution including the problem of financing internships.
3. Willing to incur additional costs (from the normal limits given by the Faculty) as a consequence of the location of my chosen internship.

Thus I make this statement with real and full sense of responsibility without any pressure from any party

Surabaya.....2018

Sincerely

Stated by

Stamp 6000

(.....)

Name of guardian (Parents/ Husband)

(.....)

Name of Student