*Standard Operating Procedure*

Practicum Implementation



Faculty of Agricultural Technology

University Of Brawijaya

Malang

2017

# IDENTIFICATION SHEET

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|  | UNIVERSITAS BRAWIJAYA | Code/No: UN10/F10/44/HK.01.02.a/001 |
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| PROCEDURE OF RESEARCH IMPLEMENTATION | Revision: 0 |
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PRACTICUM IMPLEMENTATION

|  |  |  |
| --- | --- | --- |
| **Process** | **Person in Charge** | **Date**  |
| **Name** | **Position** | **Signature** |
| 1. Formulation
 | Dr.Ir. Bambang Susilo, M.Sc.Agr | Head of Laboratory  |  | 6 April 2017 |
| 1. Examination
 | La Choviya Hawa, S.TP, MP, Ph.D | Head of Department |  | 6 April 2017 |
| 1. Approval
 | Dr. Ir. Sudarminto S.Y | Dean |  | 6 April 2017 |
| 1. Determination
 | Dr. Ir. Sudarminto S.Y | Dean |  | 6 April 2017 |
| 1. Control
 | Retno Damayanti, STP, MP | Head of QA Unit |  | 6 April 2017 |

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# Purpose

Standard Operating Procedures in Practicum Implementation was made as a reference for the parties involved for the implementation of practicum in the laboratory of Food Processing Techniques and Agricultural Products, so that research activities can be done effectively, efficiently and qualified. In addition, Standard Operational Procedures in Practicum Implementation was made to fulfill the laboratory functions as a supporter of learning media (practicum).

# Related Scope and Units

The Standard Operational Prosedures in Practicum Implementation includes activities in the Laboratory of Food Processing Techniques and Agricultural Products, Faculty of Agricultural Technology in terms of:

1. Coordination between Head of Laboratory with the lecturer who organize the practicum
2. Recruitment of assistants to support the implementation of practicum activities
3. Preparation, implementation and evaluation of practicum activities.

# Related Quality Standards

Operational Standards This procedure refers to the Academic Standard Document of the Faculty of Agricultural Technology and the Document of Education Guidance of the Faculty of Agricultural Technology, Universitas Brawijaya.

# Terms and Definitions

1. Head of Laboratory is a laboratory manager by utilizing all the resources which is planned, supervised, and evaluated.
2. Lecturer is the person in charge of teaching the courses
3. Laboratory assistant is the administrative staff that is appointed and assigned in the management of development, as wel as the smooth of the practicum implementation
4. The coordinator of assistant is a student who appointed as the coordinator of all the assistant at all the practicum in the laboratory.
5. Student is a student who has been enrolled for the relevant course in the current semester indicated by Study Plan Card (KRS) and has registered for the practicum activity in the current semester.
6. The Practicum Assistant is a student who is appointed and assigned by the head of the Laboratory to guide the practicum.

# Sequence of Procedures

1. **Coordination between Head of Laboratory with Lecturer**
2. The Head of Laboratory coordinates with the lecturer of the course about the practicum material
3. The lecturer will create or improve the practicum module in the accordance with the staff agreement for Advanced Study or Development of the Department
4. **Recruitment of Assistant**
5. Head of Laboratory coordinates with practicum coordinator, the coordinator of assistant and the laboratory assistant for the recruitment of assistants
6. The coordinator of assistant counts the number of practicum participants according to the number of students who is taking the course
7. The coordinator of assistant calculates the assistant needs of each course
8. The head of Laboratory determines the terms and conditions for acceptance of the assistants
9. The coordinator of assistant conducts the recruitment of assistants
10. The Head of Laboratory determines the acceptance of practicum assistant
11. The coordinator of assistant publishes the result of assistant selection
12. **Preparation for the implementation of Practicum**
13. Laboratory assistant does multiplier of practicum module
14. Laboratory asisstant prepares the necessary tools and materials
15. Coordinator of practicum & coordinator of assistant determines the schedule of the practicum
16. The head of the laboratory and the lecturer provide the briefing to the assistant
17. Assistant provides briefings to students
18. Students carry out the pre test test
19. **The Implementation of Practicum**
20. Students must bring the module during the practicum
21. Students should wear Laboratory suit during the practicum
22. Students are allowed being late maximum 15 minutes at the time of practicum unless approved by Lecturer.
23. Students must already fill the module and complete the task
24. Implementation of Practicum in accordance with Schedule of Practicum
25. Each trial run is authorized by the Practicum Assistant
26. **Practicum Evaluation**
27. The score of the practicum is collected to the laboratory by the practicum assistant
28. Posttest given by Lecturer
29. Practicum score is 5% for briefing, 15% Pre Test, 15% Post Test, 35% Report, 25% Practicum Exam and 5% Activity.
30. The student requests the signature of the endorsement report to the assistant.
31. Once signed, the student asks for a lab stamp and signs the presence on the validation.
32. The laboratory assistant will validate the student practicum score that have been submitted by the assistant by checking the practicum report
33. Students who have not signed their score verification list will not be validated and their score will not be submitted to the lecturer
34. After the validation process, the score will be submitted to the lecturer
35. Assistant make a passcard of the practicum and pass it to the student

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|  | **Start**  |  |  |
|  |  |  |  |
| Head of Laboratory | Coordination with lecturers on subjects of practicum (1 day) |  |  |
|  |  |  |  |
| lecturer | Creating or improving the practicum module according to kesapakatan (1 week) |  | Module of Practicum |
|  |  |  |  |
| Head of Laboratory | Coordination with coordinator of practicum and laboratory coordinators on recruitment of practicum assistants (2 days) |  |  |
|  |  |  |  |
| Coordinator of Practicum | Calculating the number of practicum participants and the assistant needs of each course (1 day) |  | Number of participants and assistants needed |
|  |  |  |  |
|  | **A** |  |  |
|  |  |  |  |
|  | **A** |  |  |
|  |  |  |  |
| Coordinator of practicum & Coordinator of assistant | The Coordinator coordinates with Coordinator of Assistant for Recruitment of assistant |  |  |
|  |  |  |  |
| Coordinator of assistant | Conducting assistant recruitment on terms/conditions (1 month) |  | The candidate of assistant follows the selection |
|  |  |  |  |
| Head of Laboratory | Determination acceptance of a practicum assistant (1 day) |  | Assistant based on terms / conditions |
|  |  |  |  |
| Coordinator of assistant | Publish the results of assistant selection (1 day) |  |  |
|  |  |  |  |
| Laboratory assistant | Make copies of the practicum module (1 week) |  | Module of practicum according to the number of practicum and assistant |
|  |  |  |  |
| Laboratory assistant | Preparation of tools and materials needed for practicum (3 days) |  | Tools and materials according to practicum requirements |
|  |  |  |  |
| Coordinator of assistant | Determine the practicum schedule(1 week) |  | Practicum schedule |
|  |  |  |  |
|  | **B** |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **B** |  |  |
|  |  |  |  |
| Head of Laboratory and Lecturer | Give the briefing to assistant(2 hours) |  | Assistant understands the practicum material |
|  |  |  |  |
| Assistant  | Give briefing to students (1 hour) |  | Students understand the practicum material |
|  |  |  |  |
| Students  | Do the pre test (30 minutes) |  |  |
|  |  |  |  |
| Students  | Bring the module and wear the laboratory suit in the practicum (based on schedule) |  | being late maximum 15 minutes at the time of practicum unless approved by Lecturer |
|  |  |  |  |
| Students  | Fill out the module and complete the task (3 day) |  | Module and task complete |
|  |  |  |  |
| Assistant and students  | Conduct the practicum based on the schedule |  | Implementation of practicum |
|  |  |  |  |
| Assistant  | Authorize the implementation of practicum (1 day) |  | Implementation of practicum |
|  |  |  |  |
|  | **C** |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **C** |  |  |
|  |  |  |  |
| Assistant  | Submit the practicum’s score to the laboratory assistant (1 week before the exam) |  |  |
|  |  |  |  |
| Assistant  | Give the post test (30 minutes) |  | Module and task complete |
|  |  |  |  |
|  | Practicum score consist of 5% briefing, 15% pre test, 15% post test, 35% report, 25% practicum exam, 5% activity |  |  |
|  |  |  |  |
| Students No  | Requesting the signature of the report endorsement to the assistant (1 day) |  | Reports that have been approved by the assistant |
|  |  |  |  |
| Students  | Ask for the lab stamp and sign the presence of approval (1 day) |  |  |
|  |  |  |  |
| Laboratory Assistant | Validating the student practicum score by checking the practicum report (2 days) |  |  |
|  |  |  |  |
|  | Validated  |  |  |
|  | Yes |  |  |
| Assistant  | The score submit to the lecturer |  |  |
|  |  |  |  |
| Assistant  | Make a passcard of practicum and give the passcard to the students (1 week) |  | Pass card of practicum |
|  |  |  |  |
|  | **End**  |  |  |

# Referensi

1. Academic Standards Document of Agricultural Tecnology Faculty
2. Educational Guidelines of Agricultural Tecnology Faculty, University of Brawijaya

# Appendix

1. Form for Assistant Registration

**Appendix 1.** Form for Assistant Registration

**FORMULIR PENDAFTARAN SISTEN PAKTIKUM**

**LABORATORIUM TEKNIK PEGOLAHAN PANGAN DAN HASIL PERTANIAN**

Pas Foto

3 x 4

Saya yang bertandatangan dibawah ini :

Nama : (L/P)\*

NIM :

Jurusan/Prodi :

Tempat/Tanggal Lahir :

Alamat :

IPK Terakhir :

Nilai MK bersangkutan :

E-mail/Phone :

Motivasi ikut :

mengajukan lamaran untuk menjadi Asisten Praktikum Laboratorium TPPHP-UB. Saya menyatakan bahwa data yang telah saya isikan di atas adalah benar. Jika saya diterima menjadi asisten praktikum Laboratorium TPPHP-TEP UB, saya akan melaksanakan tugas sebagai asisten dengan sebaik-baiknya dan penuh dengan tanggungjawab.

Malang, ………………………………20….

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