

STANDARD OPERATING PROCEDURE :

DELIVERY OF INTERNSHIP VALUE

A. PURPOSE

This procedure is made as guideline for students of UP Statistics to get value of Internship

B. PROCEDURE

1. Students submit the final report of the Internship at least 3 months after Internship finish to the supervisor. If 3 months the student did not submit the final report so the student considered void and should repeat Internship again in other place.
2. The Internship assessment by the supervisor of the Internship immediately after the final report of the implementation of Internship submitted and approved
3. The value of Internship is submitted directly by the supervisor to the administration staff of UP Statistics
4. The administration staff of UP Statistics make recap of the assessment which is submitted to the academic department of the faculty
5. The value of Internship can be submitted to the academic department of the faculty if the student concerned has submitted the terms to the administrative staff of UP Statistics, in the form of :
 - a. Soft copy of Internship final report
 - b. Copy of legalization sheet of Internship final report
 - c. Copy of proof of submission of Internship final report to faculty library
6. Students who get score B or lower score are allowed to repeat the Internship (treated like a new take)