

MANUAL PROCEDURE
FIELD WORK



FACULTY OF AGRICULTURE
UNIVERSITAS GADJAH MADA
YOGYAKARTA
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FIELD WORK

1. Description

Field Work (Kerja Lapangan/KL) is a compulsory course for student in Faculty of Agriculture UGM. Field work give developing insight, experience, and practical knowledge of students through learning programs while working on an activity / piece of activity from a program / business in agriculture / fisheries in the broad sense managed by a government or private institution. Work while learning programs are carried out in accordance with the field / interest in the study program being pursued.

This manual procedure includes information to take and complete the KL course, which includes the addition of KL course into the Study Plan Card (KRS), academic advising with academic advisor (DPA), submission of fieldwork proposal, approval of fieldwork proposal by the Undergraduate Commission of study program, consultation with fieldwork advisor (DPKL), KL proposal approval, conducting KL, KL report, and KL evaluation.

2. Purposes and Objectives

- a. Train students to gain skills and practical experience, in an agricultural / fishery activity in accordance with their fields
- b. Involving students directly in daily agriculture / fisheries activities, to develop reasoning sensitivity to various problems that arise in practice
- c. Give an overview to students about the relationship between theory and its application and the factors that influence it
- d. Provide provisions and introduction to practice for students to work in the community

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3. General Provisions

- a. Field Work (KL) must be carried out by all UGM Faculty of Agriculture students,
- b. Students can do field work if they have taken courses and practicum for at least 80 credits (cumulative index ≥ 2)
- c. Each student will be guided by a KL supervisor,
- d. Field Work is carried out for 25 working days (160 working hours) in sequence at the KL location. Fieldwork can be carried out in government or private institutions with a business scale that is suitable as a place for field work,
- e. Field Work is carried out during odd-even semester breaks, so it does not interfere with lectures or practicum. For students who did not take courses, KL can be implemented in the on going semester,
- f. The faculty does not bear the costs related to transportation and accommodation during the field work activities.

4. Procedure

- a. Preparation
 - 1) Students must write Field Work courses (KL) in Study Plan at the beginning of the semester
 - 2) Students must be present at the briefing given by the KL Commission
 - 3) Students must submit a KL outline containing the title, time, description of KL and planned activities to the KL Commission in each department.
 - 4) The KL Commission determines the KL supervisor lecturer, then students must consult with the supervisor for the preparation of the KL proposal

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- 5) During the consultation students and supervisor are required to fill out KL control card which obtained from the department's administration.
- 6) Students are required to request a letter of introduction from the department and Faculty for arranging KL activity permits after proposal is approved by the supervisor
- 7) Students take daily report form in the academic section before the implementation of KL

b. KL Activities

- 1) During the KL implementation, students are required to fill out the daily report that has been provided by the Faculty and after completion of the KL, the book is validated by the top management of the KL site where the KL is held
- 2) After completing KL, student should requests a certificate implementation of KL from the top management of the government / private institution where KL is done

c. Report and Evaluation

- 1) Students must communicate the implementation of KL to supervisor at the latest one week after finished KL to prepare reports
- 2) Students must submit a draft report to the supervisor no later than one month after completing KL.
- 3) At the latest 3 months after completing the KL, the student has already taken the KL exam
- 4) Scoring of KL is according to KL scoring rubric

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FLOW CHART

