**FM 1-8.1-4.405-02.v3**

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|  | **FAKULTAS TEKNIK UNIVERSITAS PANCASILA** |  |
| **JADWAL KEGIATAN KERJA PRAKTEK** |

Jurusan / Program Studi : ......................................................

Semester : Genap / Gasal

Tahun Akademik : ......................................................

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | URAIAN KEGIATAN | FEBUARI | MARET | APRIL | MEI | JUNI | JULI | AGUSTUS | Output kegiatan |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 1 | Pendaftaran KP Di KRS on line |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Mhs mengisi KRS |
| 2 | Pertemuan dengan mahasiswa & koordinator KP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Pengarahan untuk mahasiswa KP |
| 3 | Rapat prodi dengan pembimbing KP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Prodimengeluarkan daftar pembimbing KP |
| 4 | Proses mhs KP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Mhs membuat proposal  |
| 5 | Proses pembimbingan KP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Persetujuan proposal |
| 10 | Rapat Prodi : Evaluasi pelaksanaan KP & Persetujuan Pembimbing KP Untuk Sidang KP (Kajur, Koord KP & Pemb KP) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Penentuan jumlah mhs yang ikut sidang&Jadwal sidang TA |
| 11 | Rapat Prodi : Penentuan dosen Penguji  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Jadwal Sidang TA & nama Dosen Penguji |
| 12 | Pengumuman Sidang KP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Mhs mempersiapkan untuk sidang TA |
| 13 | Pelaksanaan Sidang KP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Acara sidang TA |
| 14 | Pengumuman hasil sidang KP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Acara pengumuman nilai TA |

 Jakarta, .............................

 Mengetahui, Koordinator Kerja Praktek

 Ketua Jurusan / Prodi

 (..................................) (..................................)