



**FAKULTAS PETERNAKAN
UNIVERSITAS BRAWIJAYA**

FIELD PRACTICE (INTERNSHIP) GUIDELINES FOR UNDERGRADUATE STUDENTS



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CHAPTER I

INTRODUCTION

1.1. Definitions

The definitions of field practice/internship program/*Praktek Kerja Lapangan* (PKL) are as follows:

- 1) Internship program/Field Practice/*Praktek Kerja Lapangan* (PKL) is a mandatory academic activity for undergraduate students.
- 2) During COVID-19 pandemic, PKL report can be substituted by literature review within the scope of animal production systems. PKL can also be held through virtual internship provided by the institution (internship location) or can be held at the location with special requirements set by the institution.
- 3) PKL is a part of requirements for obtaining the degree (BSc in Animal Science) at Faculty of Animal Science, Universitas Brawijaya.

1.2. Objectives

The objectives of field practice/internship program/*Praktek Kerja Lapangan* (PKL) are as follows:

- 1) Provide students with skills so that they are able to think critically, be creative and innovative based on the management system as well as the development of science and technology in the field of animal science.
- 2) Provide managerial provisions in the field of animal science to students.

- 3) Improve the ability of students to conduct situation analysis based on literature review topics/internships/virtual internships, which are taken based on scientific principles.

1.3. Legal Foundation

The field practice/internship/*Praktek Kerja Lapang* (PKL) guidelines are prepared according to Law on the National Education System No. 20/2003, Regulation No. 19/2005 concerning the National Standard of Education, Presidential Decree No. 8/2012 concerning the Indonesian Qualification Framework, The Regulation of the Minister of Research, Technology and Higher Education of The Republic of Indonesia No. 44/2015 concerning the National Standard for Higher Education, and The Regulation of the Minister of Education and Culture No. 3/2020 concerning the National Standard for Higher Education and the Policy of *Merdeka Belajar-Kampus Merdeka* (MBKM) or Freedom to Learn-Independent Campus.

1.4. Learning Outcomes

The learning outcomes of field practice/internship program/*Praktek Kerja Lapang* (PKL) are as follows:

- 1) The graduates are able to apply knowledge and skills in planning, organizing, actuating and controlling.
- 2) The graduates will play a role as scholar, manager, entrepreneur, and community leader, which are able to think critically, having prominent communication skills, and as lifelong learner.

1.5. Graduate Profile: Manager

As future manager, the students will be able to apply knowledge and skills in planning, organizing, actuating, and controlling within the organization.

1.6. Scope

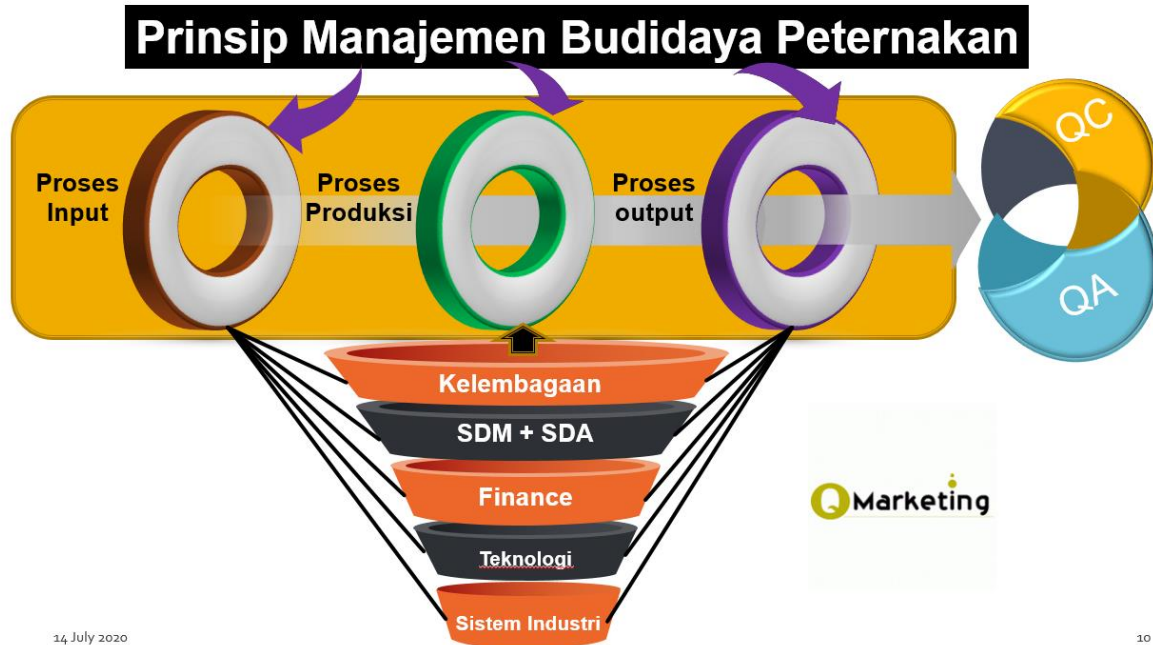
The scope of field practice/internship program/*Praktek Kerja Lapangan* (PKL) during COVID-19 pandemic through literature review is the livestock production system. It focuses on management matters including planning, organizing, actuating, and controlling.

The principle of livestock production system, illustrated in Figure 1, is defined based on the following processes:

1. Input process
2. Production process
3. Output process
4. Quality control and quality assurance

There are things that should be considered within the process:

1. Organization
2. Human capital
3. Resources
4. Finance
5. The development of science and technology
6. Industrial system
7. Marketing



14 July 2020

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Figure 1. The Principle of Livestock Production System

1.7. Requirements

PKL is implemented in groups with the approval of the Dean. PKL requirements are that students have taken a minimum of 110 credits, with no E-grade, and with a minimum cumulative grade point average of 2.00.

1.8. Implementation System

PKL implementation and reporting are carried out in groups. Meanwhile, the exam will be carried out individually.

1.9. Topic Determination

The topic of PKL is the management system of livestock production from upstream to downstream in the agribusiness sector or the livestock industry or those related to the livestock sector. The topics of PKL are as follows:

- Breeding farm management system;
- Hatchery management system;
- Final stock management system;
- Feed industry management system;
- Animal products industry management system;
- Livestock production business management system;
- And other related topics.

1.10. Location Determination

The locations of PKL during the COVID-19 pandemic are determined and defined as follows:

- a. The implementation of PKL in private or family-owned business. It is an agribusiness or livestock business, which meet the minimum eligibility criteria for PKL locations as follows:
 - ✓ It has been operating for at least 5 (five) years.

- ✓ It has business/operating licenses.
- ✓ It has at least 2 (two) divisions in the organizational structure or applying high technology.
- b. Virtual/online PKL is carried out by specific agreement and special requirements.
- c. Literature review can be carried out by:
 - ✓ Reviewing the management system of livestock production from upstream to downstream in the agribusiness sector or the livestock industry according to textbooks, peer-reviewed journals, technical guidelines, and other valid references.
 - ✓ Comparing farm management systems from previous PKL reports (at least 3 different places).
 - ✓ Comparing farm management systems from previous PKL at the same location but the reporting year is at least 3 different years.

1.11. About the Guidelines

This internship/PKL guidelines is mandatory.

CHAPTER II

GUIDELINES ON WRITING REPORT

Field practice/internship/PKL report consists of front matters, body of the report consisting of an introduction, literature review, materials and methods, results and discussion, conclusions and suggestions (chapters 1-5) also bibliography and appendices.

2.1. Front Matter

Front matter is is systematically arranged as follows:

2.1.1. Cover Page

The Cover Page must contain TITLE, UNIVERSITY'S EMBLEM, NAME, and STUDENT ID NUMBER, the name of the STUDY PROGRAM, FACULTY, UNIVERSITY, CITY and YEAR. The example of a cover page is shown in Appendix 1.

2.1.2. Title Page

The Title Page contains the PKL title, which is placed after the cover page (Appendix 2). What distinguishes between the Cover Page and the Title Page is that the Title Page contains the writing of the purpose of making PKL proposal (**This Internship/Praktek Kerja Lapangan (PKL) is one of the requirements to obtain BSc in Animal Science at Faculty of Animal Science, Universitas Brawijaya**) and without the university's emblem.

The use of capital letters and Times New Romans with a size of 16 point only for the title, name of the university, name

of the faculty, place, and year of publication of the PKL report, while others only for the first letter (14 point).

2.1.3. Endorsement Page

The Endorsement Page shows that the report has received approval from the supervisor and validation from the authorized official. This page consists of the PKL title, student name, student ID number, the name and ID number of supervisor, Head of Study Program, and Dean of the Faculty of Animal Science. The example of the Endorsement Page format for PKL report for examination is available in Appendix 3. While the example of the Endorsement Page for PKL report (printed A5 size) is shown in Appendix 4.

2.1.4. Abstract and *Ringkasan* (Summary)

Abstract and *Ringkasan* are written with the following requirements:

2.1.4.1. Abstract

The Abstract is a section/single paragraph that contains a representative and brief explanation in accordance with the contents of the PKL report. The Abstract is written in English with a maximum of 200 words with a line spacing of 1 space and contain the title, objectives, data collection methods, conclusions and suggestions, and provided with a maximum of 5 keywords. Student and supervisor names are written under the title and given a superscript number indicating the affiliation. One of the student's email address is written below the affiliation. Page numbers are written in lowercase roman letters. How to write an abstract can be seen in Appendix 5.

2.1.4.2. *Ringkasan*

Ringkasan is written in Bahasa Indonesia with a spacing of 1 space that contains a brief description of the

research background, place and time of PKL, objectives, methods, results, and evaluation, conclusions and suggestions divided into several paragraphs in accordance with each topic description. *Ringkasan* is not filled with keywords and is written in more detail than an abstract to be made more than 1 (one) page. The name of the student and supervisor are written under the title and given a superscript number indicating the affiliation and completed with one of the student email address below the affiliation. The example of writing a Ringkasan can be seen in Appendix 6.

2.1.5. Preface

The Preface is a narrative that aims to deliver the message content of the PKL proposal or report and include acknowledgements which are addressed to parties related directly to the preparation of PKL proposal, PKL implementation, and compiling PKL report. Preface example is shown in Appendix 7.

2.1.6. Table of Contents

Table of Contents is a list that contains the main points of PKL report, starting from the front page to the end page. Writing the Table of Contents aims to make it easier for readers to know the structure of the PKL report so that it gives the information regarding the chapter/sub-chapter number and page number. The example of writing the Table of Contents can be seen in Appendix 8.

2.1.7. List of Tables

The List of Tables is a list that contains the numbers and titles of tables and their page numbers in the proposal and report. Writing a List of Tables is to make it easier for readers to identify the content of tables presented in the report. The example of writing a List of Tables is shown in Appendix 9.

2.1.8. List of Figures

The List of Figures is a list that contains the numbers, figure titles, and their page numbers in the proposal and report. The purpose of writing a List of Figure is to make it easier for readers to identify the illustrations presented in the form of figures. The example of writing a List of Figures is shown in Appendix 10.

2.1.9. List of Appendices

List of Appendices is a list containing the number and title of the appendices and their page numbers in the PKL report. The purpose of writing the List of Appendices is to make it easier for readers to find out the appendices contained in PKL proposal and report. The example of writing the List of Appendices is shown in Appendix 11.

2.1.10. List of Abbreviations

List of Abbreviations is a list that contains all symbols and abbreviations written in PKL reports. This list aims to provide the definition of all the abbreviations written in PKL proposal and report and is compiled alphabetically.

2.2. **Body of Report**

Body of Report consists of:

2.2.1. Introduction

Chapter of Introduction contains the situation analysis, problem formulation, goal and use of internship program/*Paktek Kerja Lapangan* (PKL).

2.2.1.1. Situation Analysis

Situation analysis describes the problems faced in determining the needs that must be met and identifies the potentials that will be built or developed. In this case, it must be related to the chosen title.

Situation analysis pressure depends on the management system of the livestock sector to be analyzed. It should be argued that situation analysis is a process of reasoning and studying the relationship between reality and expectation or the desired situation. In other words, situation analysis includes the identification of the objectives to be achieved in a particular case. Situation analysis can also be interpreted as the relationship between goals and alternative actions. The situation analysis sub-chapter required literature support relevant to the topic of the field work practice or internship topic.

Situation analysis notes do not have to specify the location of the field work practice.

2.2.1.2. Problem Formulation

Problem Formulation contains the need for students to do PKL literature study problems related to animal science, to prepare students to do management in livestock business or in livestock industry system from upstream to downstream according to the PKL title.

The theoretical provision has been provided on campus and facilitated for lecture and practicum activities. Hence, the

problem is that students must be able to have insight, knowledge, and skill in animal science and be able to think critically about the existing issues.

2.2.1.3. Purpose

The Purpose is a description that explains something to be achieved in the implementation of PKL in managerial terms in the field of livestock systems or the livestock industry.

2.2.1.4. Implication

The Implication is a description that explains the benefits associated with implementing PKL for both students and other parties.

2.2.2. Literature Review (Especially for online PKL /internship)

The Literature review contains the theory that underlies the scientific results of previous research that can be used to solve problems in PKL activities.

The Literature review is more directed towards the advances in cultivation management, science, and technology of PKL topic. Literature taking is not allowed to write exactly the same. Still, the meaning is also studied, then compiled according to the rules of writing in Indonesian, which are good and correct without changing the meaning.

The reference sources used must be original and relevant to the research by paying attention to the quality of the writing based on the reference sources it uses. Original means taken from the original source that could be from articles from International Journals, National Accredited Journals, Textbooks, Statistical Books and reference sources that can be trusted scientifically, e.g., the official website. Reference

sources must also be up to date. The latest literature review is indicated by more than 60% of the referenced sources, and the publication must be ten years back from the time of writing the report. The reference sources used are at least 25 references, with 75% that coming from journal articles. The Literature review contains theories and research results that support problem-solving, written in a compact between 3 to 5 pages.

How to Write References

The reference writing refers to Harvard style (author-date).

- a. With the author of two people the way of writing in the citation is as follows:
 - 1) The source at the beginning of the citation
Example: According to Susilawati and Yekti (2017) ... and so on.
 - 2) The source at the end of the citation
Example: ... and so on (Susilawati and Yekti, 2017)
- b. If the authors are three or more, added with *dkk.* if the reference is in Indonesian and if in English, added with *et al.* Here is how to write it in a citation:
 - 1) The source at the beginning of the citation
Example: a. According to Sudarwati, dkk. (2017) ...and so on (Indonesian article)
b. According to Robert, et al. (2017)... and so on (International article)
 - 2) The source at the end of the citation
Contoh: ... (Sudarwati, dkk., 2017) (Indonesian article).
... (Robert, et al., 2017) (International articles)

- c. Sources that are cited more than one are separated by a semicolon (;)
Example: Artificial insemination can have an added value if it is supported by the development of biotechnology in reproduction. This can be useful for getting calves of the expected gender. Sex is determined by the presence of X and Y chromosomes in male spermatozoa (Susilawati, 2000); (Garner and Hafez, 2008); (Ericson, et al., 2008). These differences allow X and Y spermatozoa to separate.
- d. Reference sources of journal articles do not have to come from full articles, but can come from abstracts only, because they have the same scientific value and several paid journals. Reference Sources are the theories or thoughts that underlie the importance of carrying out an activity.

2.2.3. Methods

This chapter describes the methods used in carrying out PKL activities according to the title.

Based on the managerial objective, what is studied is the management system from upstream to downstream consisting of an input process, a production process, and an output process supported by:

1. Organizational / institutional structure.
2. Planning contained in Standard Operating Procedures (SOP)
3. Human resources and natural resources to support the business
4. Finance
5. The development of science and technology
6. Control system

7. Analysis of the livestock management system or a comparative analysis of several different management

2.2.3.4. Term Limits

Term limits are made for terms that have a specific meaning or the meaning referred in writing to avoid different meanings, for example, the explication of particular terms.

2.2.4. Results and Activity Evaluation

PKL learns about the livestock management system from upstream to downstream, so that the discussion topics are divided based on sub-chapters of the part of the business system.

In connection with the aim of PKL to teach managerial skills to students, the evaluation of activities focuses on management that is planning, organizing, actuating, and controlling, added with analysis to improve critical thinking skills. PKL report consists of activities in the management system according to the title:

1. Management system from upstream to downstream

Written down the overall activities from upstream to downstream according to the topic of street vendors in the initial writing.

2. Organizational structure and main duties and functions in each position

The organizational structure is written starting from the big one to the unit in the title of PKL.

3. Planning contained in the Standard Operating Procedure (SOP) for each section

In each section, SOP needs to be reviewed. If there is already an SOP in the company, students can write it directly. If it is

not available, the student will conduct an interview with the leadership or authorized staff.

4. The implementation in the field is under SOP

During the internship, students work in all units or sections according to the research title and observe whether the implementation is in accordance with the SOP or not. If not, what is the basis for the consideration.

5. The results in the form of obtained data can be demonstrated and analyzed.

Based on the internship activity, data in the field (primary data) and data in the secondary data administration were observed. The results of the data are then analyzed statistically and their suitability with the theory written using reference sources.

6. Control system

The company's control system consists of implementing who and what is done on the control and how are the results.

2.2.5. Conclusion and Recommendation

Conclusion refers to the objectives to be achieved as described in the writing of the PKL Implementation Plan.

Recommendation refers to the conformity of results with those planned. If an internship is carried out at the PKL location, a recommendation is added to the company which will later be useful for the development of the company or institution where the PKL is implemented.

2.3. Back Matter

2.3.1. Bibliography

Bibliography contains sources of scientific information referred to in compiling PKL proposal and report. In writing the bibliography, the distance between lines in one literature source is one space and the distance between the literature sources is two spaces.

How to write a bibliography that refers to the Harvard style with a few modifications are as follows:

- 1) All sources cited in scientific papers must be written in the bibliography section.
- 2) The Bibliography is not divided into sections based on the type of literature, such as books, journals, the internet, etc.
- 3) The Bibliography is arranged alphabetically (a-z) based on the author's last name or institution in charge, without serial numbers, using one space with a hanging indent.

Here is how to write the author's name:

- a. The author's last name is placed first, followed by the abbreviation (initials) of the first and middle name (unless ethnic Chinese names are written as it is, for example, Liang Gie).
 - b. The title of writer or editor does not need to be written on their names.
 - c. With the authors of more than three persons, started from the fourth author written by *dkk.* for books in Indonesian, while for books in English, *et al.*
 - d. If there is no author's name, the name of the institution/organization should be written and sorted alphabetically.
- 4) Each part of the element is separated with a dot (.) except between the author's last name and its first initial, separated with comma (,). If the author is more than one, then authors name are also separated by a comma (,).

- 5) The title of the article is italicized/italic, and the beginning of each word uses a capital letter (Title Case) except for the conjunctions.
- 6) New edition information needs to be written, while printed information does not need to be written.
- 7) The publisher's name needs to be written and ought to be added with ISSN / ISBN (no need to include the name of the legal entity or publisher's business entity, such as PT, CV, and the like).
- 8) Some of the literature cited from one author is written as follows: The author's name is mentioned in the first reference, while the following references are replaced with an underscore four times (_____).
- 9) References are sorted by the year of publication (from the oldest to the newest).
- 10) References with the same publication year are sorted in lowercase letters with the publication year (example: 2018^a, 2018^b, 2018^c, and so on).

2.3.1.1. Book

2.3.1.1.1. Printed Book

Author/editor last name, first initial. Year of publication. *Book title*. Edition (if the edition is more than one). Place of publisher: Name of publisher.

a. One author

Example:

Susilawati, T. 2011. *Spermatologi*. Malang: UB Press. ISBN : 978-602-8960-04-5

b. Two authors

Example:

Solimun dan A.R. Fernandes.2017. *Metode Statistika Multivariat Pemodelan Persamaan Struktural (SEM) Pendekatan Wrap PLS*. Malang: UB Press.

- c. More than three authors

Example:

Yekti, A.P., T. Susilawati, M.N. Ihsan, dkk. 2003. *Fisiologi Reproduksi Ternak (Dasar Manajemen Reproduksi)*. Malang: UB Press.

- d. Edited Book

Example:

Ezra, E. (ed.). 2004. *European Cinema*. Oxford: OUP.

- e. The Chapter book that has the name of the editor on the cover

The chapter author's last name, first initial. Year of Publication. Chapter title. In: Editor's last name, first initial. (ed.) one editor (eds.) more than one editor. *Book title*. Edition (if the edition is more than one). Publisher place: Publisher name, Page Number.

Example:

Garner D.L., and E.S.E., Hafez. 2008. Spermatozoa and Seminal Plasma In Hafez, E.S.E.,. (eds.). *Reproduction in Farm Animals* 7th ed. Lea, and Febiger Philadelphia: 165—187.

- f. Books that come from institutions/organizations

Example:

Departemen Pendidikan Nasional. 2012. *Kamus Besar Bahasa Indonesia*. Edisi Keempat. Jakarta: Gramedia Pustaka Utama.

- g. Translated book

Contoh:

Ritzer, G. 2014. *Teori Sosiologi Modern*. Terjemahan Triwibowo, B.S. Jakarta: Prenada Kencana.

2.3.1.1.2. Digital book (*e-book*)

The writing pattern of reference sources in the form of an e-book accessed from a digital library, or in the form of a pdf file downloaded from a website and stored in a computer, or from other electronic media.

Author/editor last name, first initial. Year of Publication. Book title. Edition (if the edition is more than one). [**Online / PDF/Kindle** according to the file type used]. **Place of publisher: Name of publisher. Access date. <Web address>**.

a. *Online*

Example:

Simons, N.E.B., Menzies, and M. Matthews, 2001. *A Short Course in Soil and Rock Slope Engineering*. [Online]. London: Thomas Telford Publishing. Accessed on June, 18th 2008. <http://www.myilibrary.com?ID=93941> .

b. PDF

Example:

Howson, C. 2007. *Successful Business Intelligence: Secrets to Making BI a Killer App*. [PDF]. New York: Mc Graw Hill. Accessed on October, 6th 2011. <http://www.ebooks.com/330687/successful-business-intelligence/howson-cindi/> .

c. *Kindle*

Example:

Roubini, N. and S. Mihm, 2011. *Crisis economics: a crash course in the future of finance*. [Kindle]. London: Penguin. Accessed on October, 6th 2011. http://www.amazon.co.uk/Crisis-Economics-Course-Finance-book/dp/B004Y4WMHW/ref=sr_1_7?s=digital-text&ie=UTF8&qid=1317896488&sr=1—7 .

2.3.1.2. Journal article

The basic pattern of writing bibliography from journal articles are

Author last name, first initial. Year of Publication. Article title. *Journal name*, Volume (Issued number, if any), Page number. doi: DOI number (if any).

a. One author

Example:

Hall, M. 2019. Breaking The Silence: Marginalisation of Registered Nurses Employed in Nursing Homes. *Contemporary Nurse*, 8(1) : 232—237.

b. Two authors

Example:

Arabani, M., and P. Mekan. 2016. Laboratory Investigation of Rutting and Fatigue in Glassphalt Containing Waste Plastic Bottles. *Construction and Building Materials*, 116,: 378—383. doi: 10.1016/j.conbuildmat.2016.04.105.

c. More than three authors

Example:

Nugroho, E., S. Azizah, T. Susilawati, *et al.* 2013. Socio-Economic Potential of Indonesian Native Cattle in Supporting Meat Self-Sufficiency in Indonesia. *Livestock Research for Rural Development*, 25(11), : 1—8.

The writing of the online journal article is the same as the printed journal; only the date of access and web address are added.

2.3.1.3. Proceedings

Example:

Redknap, M. 2001. *Fourth International Conference on Insular Art*. National Museum & Gallery, Cardiff, 3—6 September 1998. Oxford: Oxbow.

2.3.1.4. Website

If the author/owner of the article or image that comes from the website is not known (anonymous), the report writer must consider its feasibility to be used as a reference source. For more details, see the explanation on how to take references from the internet. The writing pattern is as follows:

Author/editor's name. Year. Article title. Access date. <Web address>.

Example:

Thompson, B. 2009. *What Role for TV in Wired World?*
Diakses 10 September 2016.
<http://news.bbc.co.uk/1/hi/technology/8115671.stm> .

If the source of the citation or image that comes from the website is only the name of the institution's website, then the bibliography writing is as follows:

Institution web name. Year. Title of writing/image. Access date. <Web address>.

a. Blog (trusted personal / institution)

Example:

Trim, B. 2020. *Profesi Penulis, Terlihat Gagah dan Rentan Jalan-jalan*. Accessed on March, 3rd 2020.
<https://www.kompasiana.com/bambangtrim/5e32793b097f36407f4db7a2/profesi-penulis-terlihat-gagah-dan-rentan-jalan-jalan> .

b. Mass media (digital)

Example:

Campbell, D. 2017. *What does 2017 hold for public services?* *The Guardian*. January 3rd. Accessed on January, 4th 2017. <http://www.theguardian.com/society/2017/jan/03/society-2017-prisons-homelessness-welfare-reforms-nhs-social-care> .

2.3.2. Appendices

Appendices are in the form of things that support PKL activities, such as a permit to carry out PKL, questionnaire, documentation of PKL activities from government agencies or industries.

CHAPTER III FORMAT AND STYLE

The format and style of writing a PKL report is as follows:

3.1. Paper Size

The paper used is HVS 80 grams, A5 size and printed on two sides. Multiplication of scientific documents is carried out with clean photocopies

3.2. Font Style

Manuscripts of scientific papers are typed using a computer using an MS Word word processing program in Times New Roman, measuring 12 pt.

3.3. Margin

Typing boundaries 3 cm from the left side, 2 cm from the right side, 2.5 cm from the top and 2.5 cm from the bottom, excluding page numbers. Control of typing script with right-left alignment (justify).

3.4. Space

The distance between lines in the text is 1.15 spaces, while the Title of the Table, Image, Appendix is 1 space. The distance between the manuscript and the next chapter is 2 spaces.

3.5. Page Number

The beginning of a scientific paper is page numbered using roman numerals (i, ii, iii and so on), placed at the centre and bottom of the page. Especially for the early part of a

scientific paper, numbering starts from the preface. For the central region and the final part of a scientific paper, the page number is in the form of a number placed in the middle of the bottom of the page. The page numbers are located 1 cm from the bottom edge of the text.

3.6. Formatting

The first word in each paragraph is typed right into 6 spaces, before the period, comma, and colon are not spaced, but after the signs are spaced one space. Each chapter starts on a new page, typed in capital letters placed at the top of the page. Sub-chapters are typed on the left side of the page, in lowercase except the first letter in each word, typed in capital letters, except for conjunctions. Termination of words in one line of sentences must follow the rules of the Indonesian language which, are standard and correct.

3.7. Italicizing

Language words other than standard Indonesian are written in italics, for example, English, Latin and others.

3.8. Table

A table must be contained on one page, and it must not be interrupted or continued on the next page. The table's title must be easy to understand and written with a space of 1 space and capital letters only at the beginning of the sentence and ending without a period. Bibliography in the table must be mentioned and written after the bottom line of the table with a distance of 2 spaces.

3.9. Figure

Figures include graphs, diagrams, monograms, photographs, maps, and flow charts. Example Figure 1. Population data of..... Letters other than the first letter of the first-word use lowercase, and the title/caption is placed under the figure. Image caption title is made with a space of 1 space.

CHAPTER IV CLOSING

A PKL exam can follow the PKL implementation report that the supervisor has approved. If student is declared to have passed and has made a revision with the approval of examiner and supervisor, it can continue with the binding of report. The bound report is a report that has been revised and approved by the supervisor after input and suggestions during the street vendor exam. The binding uses a laminated buffalo navy paper cover. The final PKL report validates by the Dean, the Head of the Study Program, and the supervisor.

Appendix 1. Sample Cover Page of Proposed Implementation
of PKL

PROCEDURES FOR FATTENING BRAHMAN CROSS
CATTLE IN PT PASIR TENGAH, CIKALONG KULON,
CIANJUR, WEST JAVA

Proposed Implementation of Field Work Practices

By:

Muhammad Irvan Ali	165050100111024
Rizaldy Choirul Ardiansyah	165050100111079
Imril Qoiz Fardani	165050101111159
Riski Susanti	165050101111260
Devy Intan Permatasari	165050107111008



BACHELOR OF ANIMAL SCIENCE STUDY PROGRAM
FACULTY OF ANIMAL SCIENCE
UNIVERSITAS BRAWIJAYA
MALANG
2020

Appendix 2. Sample Title Page of Proposed Implementation of
PKL

PROCEDURES FOR FATTENING BRAHMAN CROSS
CATTLE IN PT. PASIR TENGAH, CIKALONG KULON,
CIANJUR, WEST JAVA

Proposed Implementation of Field Work Practices

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This Internship/Praktek Kerja Lapang (PKL) is one of the requirements to obtain BSc in Animal Science at Faculty of Animal Science, Universitas Brawijaya

BACHELOR OF ANIMAL SCIENCE STUDY PROGRAM
FACULTY OF ANIMAL SCIENCE
UNIVERSITAS BRAWIJAYA
MALANG
2020

Appendix 3. Example of Approval Page of Proposed
Implementation of PKL

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Appendix 4. Example of PKL Report Endorsement Page for
Examination (Print A4)

PROCEDURES FOR FATTENING BRAHMAN CROSS
CATTLE IN PT. PASIR TENGAH, CIKALONG KULON,
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Report on the Implementation of Field Work Practices

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Appendix 5. Example of Endorsement Page of PKL Report
(Print A5)

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Appendix 6. Example of Writing Abstracts

MANAGEMENT OF DAIRY CATTLE IN TRAINING CENTER OF ANIMAL HUSBANDRY, BATU CITY

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ABSTRACT

The internship was held from 31th of January to 28th of February 2019 in Training Center of Animal Husbandry, Batu City. The objective of this field work practice is to know, compare, evaluate and obtain experience, knowledge and managerial abilities through observation and participation about dairy cattle lactation period business. In addition, interviews were conduct directly to the field's supervisors and employees. Documentations were done by searching and collecting documents, report, records of the company which were related to the object of discussion. The study found that management of dairy cattle lactation periode in Training Center of Animal Husbandry was good enough. However, there were problem in some aspects such as in managemen of reproduction, management of feeding and awareness of labours to practice the Standart Operating System. The field work practice suggest to manage of feeding program so that can support reproductive of dairy cattle. Then, company giving knowledgef for labors about importance of practicing Standart Operating System.

Keywords: dairy cattle, lactation period, management

Appendix 7. Example of Writing a Summary (Ringkasan)

MANAJEMEN PEMELIHARAAN SAPI PERAH DI BALAI BESAR PELATIHAN PETERNAKAN KOTA BATU

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RINGKASAN

Praktek Kerja Lapangan (PKL) di Balai Besar Pelatihan Peternakan (BBPP), Kota Batu dilaksanakan pada tanggal 31 Januari 2019 sampai dengan tanggal 28 Februari 2019, yang beralamat di Jl Songgoriti 24, Songgokerto, Kec. Batu, Kota Batu, Jawa Timur. PKL ini bertujuan untuk mengetahui tatalaksana pemeliharaan sapi perah laktasi di BBPP. Materi yang digunakan adalah sapi perah Peranakan Friesian Holstein periode laktasi. Serangkaian kegiatan yang diamati meliputi menejemen pemberian pakan, manajemen perkandangan, manajemen reproduksi, manajemen pemeliharaan sampai dengan manajemen pemerahan, berdasarkan prinsip manajerial: Planning, organizing, actuating dan controlling (POAC).

Kegiatan rutin yang dilakukan antara lain pemberian pakan, pembersihan kendang dan pemerahan. Kegiatan incidental seperti pemotongan kuku, pemotongan tanduk, pemindahan ternak, penanganan partus, perawatan ternak

yang sakit dan penanganan kawin alam maupun buatan. Selain itu juga terdapat kegiatan penunjang, seperti pengambilan rumput, pemupukan di kebun dan pembuatan silase.

Data yang diperoleh, terdiri dari data primer dan data sekunder, yang diperoleh dengan cara tanya jawab, observasi serta terlibat aktif dalam manajemen pemeliharaan sapi perah laktasi.

Hasil dari PKL ini menunjukkan bahwa: Pemeliharaan sapi laktasi di BBPP dilakukan secara intensif dengan kandang tipe free stall, sedangkan metode pemberian pakan dilakukan secara terbatas (*restricted feeding*) dengan frekuensi pemberian pakan 2 kali sehari dan pemberian air minum secara *ad libitum*. Pakan yang diberikan berupa hijauan dan konsentrat, hijauannya berupa tebon jagung yang di chopper yang dicampur dengan konsentrat yang berupa TMR (*Total Mixed Ration*). Konsentrat TMR ini merupakan hasil campuran sendiri yaitu dari bahan: dedak, polar, kopra, bungkil sawit, bungkil kulit kedelai dan kulit coklat, kemudian ditambahkan mineral premix dan garam. Sistem pemerahan dilakukan dengan menggunakan mesin, dengan frekuensi pemerahan 2 kali sehari, rata-rata produksi susunya adalah 350 l/hari/32 ekor sapi, atau rata-rata per ekor sapi 11,99 l/hari. Susu yang dihasilkan dikirim ke KUD Batu, sebagai mitra kerjanya. Sistem perkawinannya menggunakan IB dan kawin alam.

Appendix 8. Example of Writing a Foreword

FOREWORD

Praise the writers to God the Almighty, so that they can finish writing this street vendor report properly, after going through the learning process, data collection, guidance until the discussion with the title "Procedure for Fattening Cow Brahman Cross (Bx) at PT Pasir Tengah, Cikalong Kulon District, Cianjur, West Java". Therefore, on this occasion the author is also very grateful to the honorable ones:

1. Prof. Dr. Sc. Agr. Ir. Suyadi, MS., IPU., ASEAN Eng. as the Dean, Dr. Ir. Khothibul Umam Al Awwaly, S.Pt., M.S., as the Head of Major of Animal Science and Dr. Herly Evanuarini, S.Pt., MP as the Head of Bachelor of Animal Science Study Program who have facilitated during lectures at the Faculty of Animal Science UB.
2. Dr. Ir. Kuswati, MS., ASEAN Eng. as Supervisor and Dr. Ir. M.B. Hariyono, MS. as the examiner who have motivated, provides guidance and advices in the implementation and preparation of PKL reports.
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4. Ladies and gentlemen who have given encouragement, prayers and support both morally and materially.

Hopefully this PKL report is useful.

Malang, 12 December 2019

Authors

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