

STUDENT'S GUIDE FIELD WORK PRACTICES



By:

IMPLEMENTATION COMMITTEE

charge of

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**AGROTECHNOLOGY STUDY PROGRAM
FACULTY OF AGRICULTURE-ANIMAL SCIENCE
UNIVERSITY OF MUHAMMADIYAH MALANG
2022**

FOREWORD

Assalamu'alaikum Wr. Wb.

Praise and gratitude be to Allah SWT for all the blessings full of blessings so that the preparation of the Field Work Practice Guidebook for students of the Agrotechnology study program, Faculty of Agriculture, Animal Husbandry, University of Muhammadiyah Malang can be completed.

This Guidebook for the Implementation of Field Work Practices explains the policies and mechanisms for managing street vendors in the Agrotechnology Study Program, FPP UMM. This handbook contains a description of the activities of street vendors, which also includes detailed explanations of the procedures for submitting proposals, monitoring and evaluation of implementation, reports on the results of activities and examinations of street vendors.

This guide book is expected to be a reference to facilitate the implementation of street vendors for students as well as a reference for the mentoring process by lecturers in the Agrotechnology Study Program, FPP UMM.

Acknowledgments are conveyed to the entire Handbook Drafting Team as well as the Implementing Team for the 2021-2022 period. Hopefully the management and implementation of street vendors in the UMM FPP Study Program this period will improve in quality as well as further expand and strengthen the study program collaboration with the business and industrial world (DUDI) and related institutions. Hopefully the implementation of street vendors can also facilitate the completion of students' studies while opening and increasing the opportunities for students to be ready to enter the world of work later. Amen.

Wassalamu'alaikum Wr. Wb.

Malang, May 2022
Head of Study Program,



(Dr. Ir. Agus Zainudin, MP)

TABLE OF CONTENTS

FOREWORD	2
TABLE OF CONTENTS	3
PROCEDURES	4
I. INTRODUCTION	6
1.1 Overview	6
1.2 Objectives and Benefits	8
II. REQUIREMENTS FOR FOLLOWING	9
2.1. General Requirements	9
2.2. Special Requirements	9
III. SUPERVISOR, GUIDANCE AND EXAM	10
IV. PROPOSAL WRITING SYSTEMS	13
V. REPORT SYSTEMS	15
APPENDIX	18

STUDENT REQUIREMENTS FOR PARTICIPANTS

1. Active students in the Agrotechnology study program FPP-UMM with a minimum status of semester VI and have registered as participants at the study program office.
2. Have taken the required course packages with a minimum credit of 80 (proven by KHS).
3. Students who have submitted a plan for the location of the activities.
4. Students who have received an Advisory Lecturer and participated in a briefing organized by the Study Program.
5. Students have filled out a letter of commitment to participate in all series of activities that have been determined by the Study Program and the agency where the is located.

CONDUCT FOR PARTICIPANTS

1. Students must follow the rules and procedures established by the Study Program.
2. Students must pay the fees that have been determined by the Study Program.
3. Students must follow: Briefing and mentoring process for street vendors before leaving for the location.
4. Students must submit an agency to the study program for making an application letter to the agency.
5. Students provide a reply letter to the study program as proof of acceptance by the agency.
6. Students
7. Students are required to be at the location and participate in all series of street vendors activities while on location.
8. Students must obey all the rules set by the agency where the street vendors are.
9. Students are required to make reports on all activities in the field under the direction of the guidance lecturer.
10. Mandatory to make a Video of the process + Photos (min 40 working days)

STUDENT CONDUCT OF SEMINAR RESULTS

1. activity report follows the guidelines in accordance with (Guidelines) which have been approved and have been signed by the supervisor.
2. Students submit the day and date of the seminar to the Study Program.
3. Students have prepared and filled out all the seminar implementation forms at least 7 days before the day of the seminar results.
4. Students have submitted invitations and reports for seminars at least five days before the day of implementation.
5. Students are required to make powerpoints from reports made as seminar materials.
6. to prepare a seminar room along with other suggestions that are deemed necessary and to facilitate the course of the seminar

CONDITIONS FOR ASSESSMENT AND GRADUATION OF STUDENTS

1. evaluation of student street vendors activities is carried out by a supervisor
2. Required to submit the revised final report no later than **10 days** after the seminar, and if the student has not submitted the final date of collection, the grade will automatically fail and the seminar must be repeated.
3. Students participating in street vendors who are declared to have failed, are required to do street vendors again at the next opportunity.

I. INTRODUCTION

1.1 Overview

Writing scientific papers is a requirement for obtaining a degree for students in the study program of a university. The form of scientific work that is required for undergraduate students (S1) of the Agrotechnology Study Program, Faculty of Agriculture- Animal Science, University of Muhammadiyah Malang, one of which is the Field Work Practice Report . Writing and compiling a report requires an understanding of various aspects, namely:

- Writing a proposal and a report is a job with unique challenges, because the way to read it is different, for example from a practicum report.
- proposals and reports are prepared in a clear, concise manner, so that they are effective and efficient. Also writing refers to a number of important information about the conduct of research and literature that is already known about the subject of the writing.
- Data is summarized in several ways: tabulations (summaries of data and statistical analysis), images, and text of the results (which may also include statistical analysis). Tables and figures are used to show the pattern of the results to the reader.
- Statistical analysis is used to give credibility to the statements made.
- Two important things to consider in making proposals and reports for street vendors are the writing style and the writing process.

a) Writing Style Writing

a proposal or street vendor report, writing must be 'direct' to the main idea or problem in question in order to use standard scientific language. Don't use jargon. The sentences in the description of the results are arranged effectively in explaining the figure or table to the reader and avoiding the use of statistical terminology in the body of the sentence. The format of the manuscript follows the provisions set by the Study Program.

b) Writing Process

In order to get a quality proposal and report writing, preparation, preparation, and planning are needed. The following are some suggestions that need to be considered in preparing a good proposal and report:

(1) Preparation of an Activity

Plan for writing a proposal or report begins with determining the location and object to be proposed in activities and then determining how to organize the materials owned so that it is known what to write, in what order, and what to say.

(2) Ignoring Aspects

Writers need not worry too much about language when planning writing. The author's attention is focused on what will be expressed, so that time is not wasted because attention is too focused on spelling. These things can be thought about later after it is decided what to disclose. It must be remembered, maybe later there will be many paragraphs that must be omitted because they are not needed; or at least a fundamental change must be made. So attention and grammatical improvements are made after being sure of what will be expressed.

(3) Rewriter

Everyone needs sufficient time to be able to compile a good proposal or report. The better a writer will be the more he will be able to see that the original idea, writing or thought can be improved. Therefore, the writer should allow sufficient time to be able to rewrite his thoughts so that the reader can get the best understanding of what he is trying to express, not what is best achieved at the last minute.

(4) Seeking Volunteer Readers

Writers need to quickly get several people to read what has been written without waiting for a "perfect" script. If the person who is being asked please give suggestions for changes for the better, the author should not object to doing so. Drafts can be provided to volunteer readers at once by telling them what feedback is needed: comments on the organization of the manuscript? idea? language? or the technical aspects of a written manuscript.

(5) Persevere and Keep Practicing Writing

Good writing is not just arranged, but requires perseverance and continuous writing practice. Don't forget to

ask for divine help, Robbi, so that the approved writings are written.

Another thing that must be considered before preparing a research report is to make good and serious preparations, including: preparation of proposals, preparation of seminar materials, preparation and implementation of research and others including administrative requirements.

With regard to these various preparations, the book "Guidelines for proposals and reports" is expected to help students complete their studies more quickly and with quality.

1.2 Purpose and Benefits The

The purpose of writing this Proposal Guidelines and Reports, for general purposes, is to provide skills to Agrotechnology Study Program students, to think, propose, act, report, and maintain an activity that has been carried out independently. Meanwhile, the specific objective is to provide direct experience on the proposal, implementation, report as a scientific work obtained from a study for 1-2 months in the field and present it in front of certain forums that have been determined by the department.

Benefit from this guideline, it is hoped that students proposing and reporting their thesis research will be more qualified and effective.

II. REQUIREMENTS FOR FOLLOWING

In general, based on the policy of the Chairperson of the Agrotechnology Study Program in 2022, that the implementation time is carried out for a minimum of 2 (two) months at the activity location and carried out during holidays. There is a change in the duration of the implementation from 1 (one) to 2 (two) months at the request of the institution where the student activities are carried out, with the consideration that in 1 month students do not get anything.

2.1. General Requirements

Students who are entitled to participate in street vendors in the Agrotechnology Study Program:

- 1) Active Agrotechnology Study Program students (registered as Agrotechnology Study Program students, FPP, UMM) in participating in street vendors activities.
- 2) Minimum student status is semester IV or at least has taken 80 credits with a minimum GPA of 2.00.

2.2. Special Requirements

Students who have met the general requirements will be able to take part in the implementation of street vendors for 2 months with the following requirements:

- 1) Registering to the Study Program to take part in street vendors activities
- 2) Paying administration as a designated fund: replacement of street vendors' guide books, operational preparation, implementation and evaluation of street vendors, the amount of which is determined by the Head of Study Program through deliberation at the Faculty level.
- 3) Get the location of the implementation.
- 4) Follow the Briefing.
- 5) Carry out street vendors in the field for 2 months.
- 6) Comply with all rules regarding street vendors both at the location and as determined by the Study Program.

III. SUPERVISOR, GUIDANCE AND EXAM

In order to be smooth in the preparation of proposals, implementation, reports, the Study Program assigns an Advisory Lecturer, with the hope that all will be better and qualified through mentoring. Meanwhile, the determination of the field supervisor at the location is determined directly by the agency.

3.1 Supervisors

In activities there are 2 supervisors, one supervisor is determined by the Study Program and the field supervisor is determined by the institution occupied. Where each supervisor plays a role in the preparation of plans, implementation, and reports of the entire series of street vendors activities. In more detail the role or duties of the supervisor, as described below.

A. Supervisor

1. *Duties The supervisor's duties in the process before departure to the location:*

- a) Provide direction to students, especially with regard to street vendors, starting from debriefing, and preparing proposals, street vendors.
- b) Motivating guidance students in making proposals for street vendors based on the provisions set by the Study Program and of higher quality.
- c) Signing the monitoring card for each student after consulting at each stage of activities.
- d) Asking for street vendors location address, no. contact student guidance street vendors.
- e) Coordinate and communicate with street vendors and guidance students.

2. *The task of the supervisor after the Participants in the field*

- a) To coordinate and communicate about the development of the implementation of the .
- b) Communicating and coordinating with street vendors mentoring in the field.
- c) Conduct field visits according to the schedule set by the Study Program.
- d) Motivate guidance students in implementing, reporting and presenting the results of street vendors.

3. The supervisor's task after the participants have finished from the field

- 1) Motivate the guidance students to compile reports on activities.
- 2) Guiding and correcting student reports in accordance with applicable rules.
- 3) Prepare guidance students for street vendors exams.
- 4) Revise all inputs deemed necessary and improve the content and appearance of street vendors' reports.
- 5) Giving an overall value to the guidance students.

3.2 Exams and Examiner Lecturers

Prior to the assessment of activities, all participants are required to take the exam whose examiners are determined by the Study Program.

Prior to the exam, students are required to complete and fill out: the forms provided by the Study Program, contact the examiner lecturer to determine the time and place for the exam.

Determination of the examiner lecturer is the Study Program which is prepared based on the competence and material of the .

a. exam requirements:

- 1) The draft of the activity report has been signed by the Advisory Lecturer
- 2) . Has registered and got the examiner lecturer.
- 3) During the exam, participants wear a white top with a black tie, the bottom is dark and not made of jeans, the hair is cut neatly, and wears shoes with socks.
- 4) Have filled out all the forms provided by the Study Program and put them in 1 folder.
- 5) There has been an agreement on the time and place of the examination.

b. Exam Procedure:

- 1) 15 minutes before the exam starts, students have prepared a room, absent, the examiner's seat, laptop, moderator, LCD, material in the form of powerpoint and have been dressed neatly
- 2) 10 minutes before the start students remind the examiner lecturer politely.

- 3) 5 minutes before the exam all prospective audiences are in the room while waiting for the lecturer to test, absent data can be distributed to the audience.
- 4) The examiner comes, the moderator invites him in and sits down and asks permission for the exam to begin.
- 5) The exam is led by a moderator and the moderator manages the course of the exam.
- 6) Exam students are given 10-15' time to present their activities via powerpoint.
- 7) The moderator allows the lecturer to test each student.
- 8) Audiences are given the opportunity to ask questions or participate in explaining based on facts on the ground during street vendors.
- 9) The exam is declared over after the examiner feels that it is sufficient and has been able to give the student's test score.
- 10) exam students are given time to revise the report from the examiner team a maximum of 7 days after the exam takes place.
- 11) Students get the score from the supervisor in full after the report has been signed by the examiner and supervisor team.

IV. PROPOSAL WRITING SYSTEMS

In activities, writing guidelines are needed, especially with regard to writing proposals and writing reports.

SYSTEMATIC OF PROPOSAL PROPOSAL The

proposal ranges from 10-15 pages, (excluding cover pages, endorsement pages, and attachments), written using *Times New Roman* size 12 with 1.5 line spacing and A4 paper size 70 grams and follows the systematics is as follows:

1. COVER PAGE

The cover is light green, and bound together, as many as 2 copies: 1 copy for supervisors from campus and 1 copy for students as a guide for street vendors in the field ([Cover Page](#)).

2. APPROVAL PAGE

On the ratification page, include the title, name of the implementer, etc. ([Authentication page](#))

3. TABLE OF CONTENTS

The table of contents in page numbering is calculated from the cover page but the cover is not included, the inclusion of the page number starts with the table of contents for the proposal proposal, but for reports starting from the word introduction by using page numbers in lowercase Roman letters which are located at the bottom right of the page. Numbering page 1 (one) on page CHAPTER I. INTRODUCTION and so on until the end.

4. SUMMARY

State the objectives to be achieved and the methods to be used. The summary must be able to describe carefully, and briefly about the proposed activity plan and written with a single space. (*maximum one page*)

5. CHAPTER I. INTRODUCTION

In this section, the background is described which includes the following:

- a. Describe the reasons for choosing the commodity to be studied, as well as problems and solutions.
- b. Describe the reasons for choosing the location of street vendors and their relation to commodities, problems and solutions to be discussed.

- c. Describe the expectations of the activities that you do and their relation to commodities, problems and solutions to be achieved.

6. CHAPTER II. OBJECTIVES AND BENEFITS

Write down the objectives that will be produced in accordance with the activity plan and the benefits that arise after the objectives are achieved

7. CHAPTER III. LITERATURE REVIEW

The literature review used is theory and or research results that support and are relevant to the issues raised. The theoretical basis used is not expired, that is, it cannot be more than 5 years from the year the is implemented.

8. CHAPTER IV. METHODS OF IMPLEMENTATION

Place, time, materials, tools, techniques which include obtaining data/information/documentation/information and also explain how the data will be processed in relation to the problems and solutions encountered.

Schedule of activities. Make a schedule of all activities (tentative) in the form of a matrix.

9. REFERENCES

The use of theory, references, journals and so on is needed when compiling the introduction so that the inclusion of the bibliography is arranged based on the name and year system, in alphabetical order by author's name, year, title of article, and source. Only the references cited and referenced in the text are listed in the Bibliography ([*Bibliography*](#)).

V. REPORT SYSTEM. The

report is a minimum of 15 pages (excluding cover pages, endorsement pages, and attachments), written using *Times New Roman* size 12 with 1.5 line spacing and A4 paper size 70 grams and following the following systematic :

1. COVER PAGE

The green cover faded, and was bound together, as many as 4 copies: 1 copy for supervisors from campus and 1 copy. for supervisors/agencies where street vendors, 1 former for students and 1 former for Study Programs ([Cover Page](#)).

2. APPROVAL PAGE

On the validation page, include the title, name of the implementer, etc. ([Authentication page](#)).

3. PREFACE

In the introduction, it contains gratitude to Allah and thanksgiving to all parties who are considered to have directly helped the smooth running of street vendors, institutions such as: Parents, Head of Study Programs, Supervisors, friends and so on. In the preface, one must also realize that the report made is still far from perfect, therefore it is open to criticism and suggestions from all parties that are constructive in nature and in the last paragraph the expectations of the compilers by making a report.

4. TABLE OF CONTENTS

The table of contents in page numbering is calculated from the cover page but is not included on the cover, the inclusion of page numbers begins with the table of contents for the proposed proposal, but for reports starting from the introduction, the page numbers are in lowercase Roman letters. Numbering page 1 (one) on page CHAPTER I. INTRODUCTION and so on until the end. The table of contents page is numbered using lowercase Roman letters, which is located at the bottom right of the page.

5. LIST OF TABLES

List of tables is used to list if the report includes data in tabular form. Making a list of tables with one stand-alone page if the number of tables is more or equal to 7 tables, however, if the number is less than 7 tables then the table pages can be combined with the image list page. The table page

numbering uses lowercase Roman letters which are located on the bottom right hand side

6. LIST OF FIGURES

A list of images is made if the report (*body text* = content of introduction to conclusion) is presented in the form of various documentation such as photos of activities, curves or graphs, so every documentation graph is included in the list of images. The list of stand-alone images on one page if the number is more than equal to 7 if less than 7 then it can be combined with the list of attachments. The page numbering uses a small Roman which is located at the bottom right of the page.

7. LIST OF ATTACHMENTS

The contents of the list of attachments are all what is in the attachments such as documentation, tables, descriptive ANOVA tables, lab analysis and so on. The list of attachments can stand alone if the total contents of the attachments are more than or equal to 7 attachments, but if they are less, they can be combined with the list of images. The page numbering is placed at the bottom right of the page.

8. SUMMARY

State the goals that have been achieved and the methods used in achieving these goals. The summary must be able to describe carefully, and briefly about the activities that have been carried out and written with one space apart. (maximum one page).

9. CHAPTER I. INTRODUCTION

In this section, the background is described which includes the following.

- a. Background, describe the reasons for choosing the commodity to be studied, as well as its relation to the problems and solutions.
- b. Describe the reasons for choosing the location of street vendors and their relation to commodities, problems and solutions to be discussed.
- c. Describe the expectations of the activities that you do and their relation to commodities, problems and solutions that have been achieved.

10. CHAPTER II. OBJECTIVES AND BENEFITS

Write down the goals that have been achieved in the activity with success in achieving the goals then the benefits of achieving these goals.

11. CHAPTER III. LITERATURE REVIEW

The literature review used is theory and or research results that support and are relevant to the issues raised. The theoretical basis used is not

expired, that is, it cannot be more than 5 years from the year the is implemented.

12. CHAPTER IV. METHODS OF IMPLEMENTATION

Place, time, materials, tools, techniques which include obtaining data/information/documentation/information and also explain how the data will be processed in relation to the problems and solutions encountered.

13. CHAPTER V. OVERVIEW OF LOCATION

Vision, mission, objectives, strategy, organizational structure, history of its establishment as well as various documentation about the agency and others deemed necessary.

14. CHAPTER VI. RESULTS AND DISCUSSION

All data obtained in the field that are related to the problem, if possible the data presented in the form of graphs, documentation, tables is simplified data that is easier to understand. Data that has been used in the table is not allowed to be represented using graphs or vice versa. The discussion basically discusses why the results obtained are then linked to existing theories or also include various information from other sources: journals, related research results and so on that are considered relevant.

15. CHAPTER VII. ASPECT OF NEWNESS FIND IN THE FIELD

Describe clearly what aspects of novelty you found in the field, and provide a scientific justification for the novelty aspect.

16. CHAPTER VIII. CONCLUSIONS AND RECOMMENDATIONS

Conclusions based on results and suggestions based on conclusions.

17. REFERENCES

In the bibliography all authors must be listed, not allowed in the bibliography and friends. ([Bibliography](#))

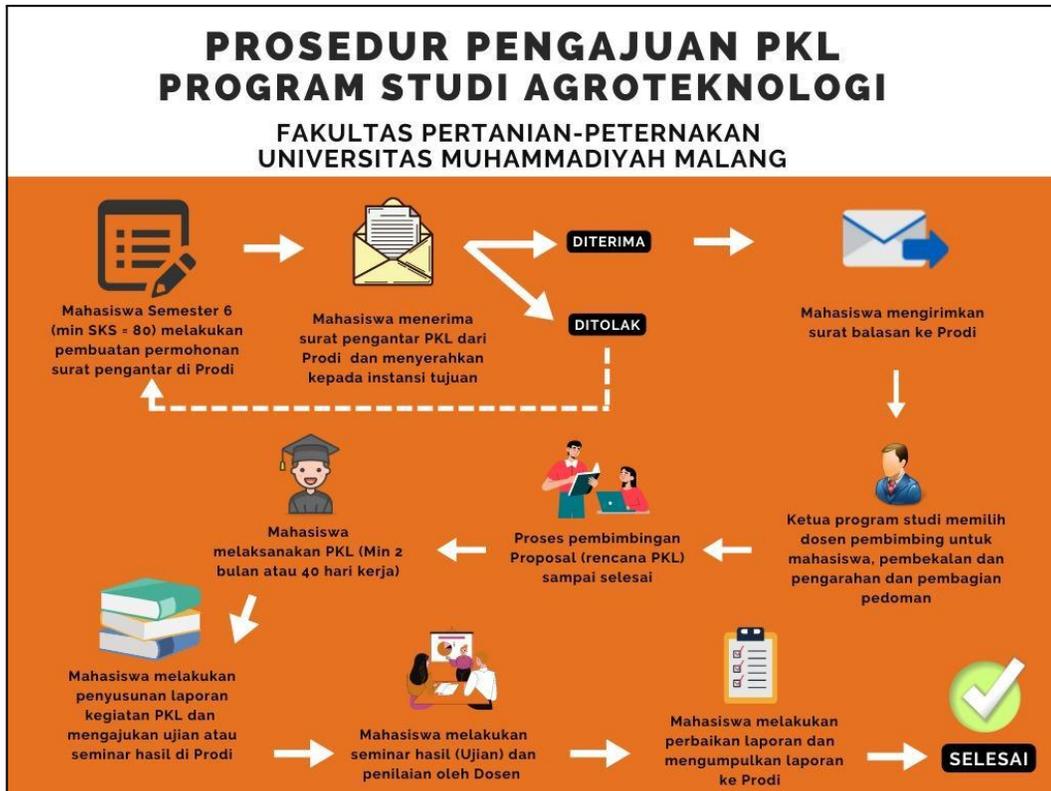
18. APPENDIX

Appendix 1. Biodata of street vendors (Biodata)

Appendix 2 Various related documentation in the *body of the text*. Present at least 10-20 Documentation of relevant activities

ANNEX

Appendix 1. Procedure chart, registration, implementation and assessment of street vendors



Appendix 2. Example of Writing REFERENCES

's book

, JW 2008. Research Design: Qualitative, Quantitative, and Mixed Methods Approaches. Third Edition. Sage Publications. California.

Translation Book

, JW 2008. Research Design: Qualitative, Quantitative, and Mixed Methods Approaches. Third Edition. Sage Publications. California.

Translation of

A. Fawaid. 2010. Research Design: Qualitative, Quantitative, and Mixed Approach. Print 1. Student Library. Yogyakarta. Books Published by the Central Bureau of Statistics. 2013. Monthly Socio-Economic Data Report. January. BPS East Java. Surabaya.

Journal of

Cai J, Liao QP, Dai ZJ, Zhu HT, Zeng RZ, Zhang ZM, Zhang GQ (2013) Allelic differentiation and effects of the Rf3 and Rf4 genes on fertility restoration in rice with wild abortive cytoplasmic male sterility. *Biol Plant* 57:274–280.

Seminar/Symposium article (in Proceedings)

Fidiana, I. Triuwono, Riduwan, A. 2012. Zakah Perspectives as a Symbol of Individual and Social Piety: Developing Review of the Meadian Symbolic Interactionism. *Global Conference on Business and Finance Proceedings* 7(1). January 3-6. The Institute of Business and Finance Research: 721-742

Article from Internet

Himman, LM 2002. A Moral Change: Business Ethics After Enron. San Diego University Publications. <http://ethics.sandiego.edu/LMH/oped/Enron/index.asp>. 27 January 2008.

Dissertation

, M. 2008. Study of the Effectiveness of Monetary Policy Transmission Mechanisms in Indonesia through Interest Rate Channels, Exchange Rate Channels, and Inflation Expectation Paths 1990:2-2007:1. Dissertation. XYZ University Postgraduate Program. Poor.

Appendix 3. EXAMPLE Front cover of Proposed Proposal, green cover

**USULAN PROPOSAL
PRAKTIK KERJA LAPANG (PKL)**

JUDUL

**Nama: Mahasiswa
NIM : Mahasiswa**

**PROGRAM STUDI AGROTEKNOLOGI
FAKULTAS PERTANIAN-PETERNAKAN
UNIVERSITAS MUHAMMADIYAH MALANG
TAHUN 2022**

Appendix 4. SAMPLE Front cover of street vendor report, green color

**LAPORAN
PRAKTIK KERJA LAPANG (PKL)**

JUDUL

**Nama: Mahasiswa
NIM : Mahasiswa**

**PROGRAM STUDI AGROTEKNOLOGI
FAKULTAS PERTANIAN-PETERNAKAN
UNIVERSITAS MUHAMMADIYAH MALANG
TAHUN 2022**

Appendix 5. EXAMPLE of Approval Page Proposal

**PROPOSAL
OF FIELD WORK PRACTICE**

1. Title	: Title
2. Implementer	
a. Name	:
b. NIM	: 201910200311 ---
c. Telephone/HP	: +62-----
3. Institution/institution where	
a. Name of Institution/ Institution	: Agency Agency
b. Address	: -----
c. Tel. Institution/Institution	:
4. 4. Supervisor	: 2 (two) persons
a. Name of Supervisor from Campus	: -----
b. Name of Supervisor in the field	: -----
5. Location of Activities	
a. Area (Village/District)	: Ds. ----- Kec. -----
b. Regency	: -----
c. Province	: -----
d. Distance of PT to location (km)	: -- km
6. Implementation period	: 2 months
7. Implementation	year : 2022/2023

Malang, 7 July 2022

Knowing,
Advisor on Campus,

(Name of Lecturer and title)
NIDN

(Name)
NIM. 2019102003---

Approved,
Head of Agrotechnology Study Program,

Dr. Ir. Agus Zainudin

NIDN. 0722076401

Appendix 6. SAMPLE Authentication Page Report

APPROVAL PAGE

1. Title	: Title
2. Implementer	
a. Name	:
b. NIM	: 201910200311---
c. Telephone/HP	: +62-----
3. Institution/institution where	
a. Name of Institution/Institution	: Agency Agency
b. Address	: -----
c. Tel. Institution/Institution	:
4. 4. Supervisor	: 2 (two) persons
a. Name of Supervisor from Campus	: -----
b. Name of Supervisor in the field	: -----
5. Location of Activities	
a. Area (Village/District)	: Ds. ----- Kec. -----
b. Regency	: -----
c. Province	: -----
d. Distance of Institution to location (km)	: -- km
6. Implementation period	: 2 months
7. Implementation	year : 2022/2023

Malang, 7 December 2022

Approved,
Advisor *On-Campus*, Field Supervisor,

Implementer,

(Name and title)
NIDN.

(Name and title)
NIP (if any)

(Name)
NIM. 2019102003---

Head of Agrotechnology Study Program,

Coordinator,

Dr. Ir. Agus Zainudin, MP
NIDN. 0722076401

Ir. Sufianto, MM
NIDN. 0017086204

Appendix 7. Example: Diary (Logbook)

No	Date	Note	of Documentation	Supervisor
1.	July 1, 2022	Departs to the location of street vendors, departs at 8 and arrives at 12	Include documentation: departure, reception and coordination and so on	
2	2 July 2022	Briefing from the field supervisor at 8-9 in the field	. Include documentation and so on.	
3	And so on			

. *Note:* the contents of the diary are carried out every day from the arrival to the end of the street vendors activities.