



Internship Program Guidelines for
**Cadets in Port and
Shipping Management
Study Program**

PIP Semarang

Team of Administration of Cadets and Alumni
Subdivision of PIP Semarang

Translators
Nuki Dhamayanti
Fatimah



**INTERNSHIP PROGRAM GUIDELINES
FOR CADETS OF THE PORT AND SHIPPING MANAGEMENT
STUDY PROGRAM PIP SEMARANG**

**Team of Administration of Cadets and Alumni
Subdivision of PIP Semarang**

Politeknik Ilmu Pelayaran Semarang

PANDUAN PRAKTIK DARAT BAGI TARUNA PROGRAM STUDI TALK PIP SEMARANG

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Author:

Team of Administration of Cadets and Alumni Subdivision of
PIP Semarang

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Jl. Singosari 2A Semarang

TRANSLATED INTERNSHIP PROGRAM GUIDELINES FOR CADETS OF THE PORT AND SHIPPING MANAGEMENT STUDY PROGRAM PIP SEMARANG

Translated by:

Istiqomah Khoirul Ilmi
Fatimah

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Editor: Khaira Dewi

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IKAPI Member, 2021

Content beyond the responsibility of the publisher

PREFACE

Praise and gratitude to Allah SWT, because of only His blessing and will, the book of Internship Program Guidelines for cadets of Port and Shipping Management of PIP Semarang can be completed.

Internship program is a part of learning activities for Diploma IV of Port and Shipping Management in the form of work practice at the company. Internship program is an actual practice either in the form of an internship or research to train and improve the skills, ability, and expertise to understand the life of the actual workplace.

This Internship Program Guidelines for Cadets of Port and Shipping Management Department of PIP is a guidebook for cadets of Port and Shipping Management Department of PIP Semarang in conducting the internship program in shipping companies and various ports in Indonesia.

This book contains the rules and regulations, instructions, writing techniques, and material for internship program tasks.

Materials that become internship program tasks include:

1. The function of sea transportation at the operational level.
2. The function of the port at the operational level.
3. The function of human resources and organisation.
4. The function of communications and marketing
5. The function of international trade at the operational level.

All cadets of the Port and Shipping Management Department are expected to read this guideline before conducting the internship program activities.

We look forward to contractive feedback to complete and improve this book in the future.

Semarang, Desember 2021

Author Team

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LETTER OF STATEMENT

This statement ensures that cadets and parents/guardians of cadets who will conduct the internship program have read, understood, and will conduct the internship program activity with full responsibility.

		
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LETTER OF STATEMENT

We hereby state that we have read and understood the rules and regulations of Land Project for Cadets, and the contents, purposes, and objectives will be carried out with full responsibility.

	<u>Semarang.....</u>
Cadets' Parents/Guardian	The cadet concerned
(.....)	(.....)

Figure 1. Letter of Statement.



KEMENTERIAN PERHUBUNGAN
BADAN PENGEMBANGAN SUMBER DAYA MANUSIA PERHUBUNGAN
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DECREE OF DIRECTOR OF POLITEKNIK ILMU PELAYARAN SEMARANG
NUMBER : SK. 351 of 2021

CONCERNING

RULES AND REGULATIONS OF INTERNSHIP PROJECT FOR CADETS

DIRECTOR OF POLITEKNIK ILMU PELAYARAN SEMARANG,

- Consider :
- a. that the Rules and Regulations of Internship Program for Cadets as regulated in the Decree of Director of Politeknik Ilmu Pelayaran Semarang Number SK. 427 of 2016 is no longer valid, so it needs to be adjusted with the current situations;
 - b. that to realize the actualization of campus activity, an actual activity/internship program is conducted either in the form of internship or research to train and improve the skills, ability, and expertise to experience life in the workplace.
- Observing :
1. Law of Republic Indonesia Number 17 of 2008 on shipping;
 2. Law of republic Indonesia Number 51 of 2012 on Human Resources in the Transportation Sector;
 3. Regulation of Ministry of Transportation Number KM 52 of 2007 on Transportation Education and Training as last amended by Regulation of Ministry of Transportation Number KM. 64 of 2009;

4. Regulation of Ministry of Transportation Number PM. 70 of 2013 on Education and Training, Certification, and Watchkeeping for seaman;
5. Regulation of General Director of Sea Transportation Number HK. 103/4/2/DJPL-205 on System and Procedure in Conducting Seaman's Proficiency Test;
6. The Regulation of Head of Human and Resources Development of Transportation Number PK. 07/BPSDMP-2016 on Curriculum of Education and Training Development and Improvement of Competency Program Shipping;
7. Decree of Director of Politeknik Ilmu Pelayaran Semarang Number SK. 609 of 2019 on Education Curriculum and Course Code for Diploma IV for Nautical Department, Ship Machinery Engineering Technology Department, Port and Shipping Management Department, and Logistic Department in Politeknik Ilmu Pelayaran Semarang.

DECIDES:

- Stipulates** : DECREE OF DIRECTOR OF POLITEKNIK ILMU PELAYARAN SEMARANG ON RULES AND REGULATIONS OF INTERNSHIP PROGRAM FOR CADETS.
- FIRST** : Enforce the rules and regulations of the Internship Program for Cadets and the explanations attached in this decree as guidelines for cadets in conducting the internship program.
- SECOND** : Assign instructors/trainers to actively participate in enforcing the rules and regulations of the internship program for cadets.

- THIRD : With the commence of this decree, the decree of Director of Politeknik Ilmu Pelayaran Semarang Number SK. 427 of 2016 is declared no longer valid.
- FOURTH : This decree comes into effect on the date of stipulation, and if there is a faulty in the future, a correction will be made accordingly.

Stipulated in : Semarang
On the date of : 05 May 2021
Director of Politeknik Ilmu

Pelayaran

Semarang



Dr. Capt. Mashudi Rofik, M.Sc.
NIP. 19670603 199808 1 001

The copy of this decree is delivered to:

1. Head of Human Resource Development on Transportation Agency;
2. Secretary of Human Resource Development on Transportation Agency;
3. Head of Center of Human Resource Development on Sea Transportation.

Attachment of Rules and Regulations of Internship Program

Attachment : Decree of Director of PIP
Semarang

Number : SK. 351 Tahun 2021

On : 5 May 2021

RULES AND REGULATIONS OF INTERNSHIP PROGRAM FOR CADETS

CHAPTER 1

GENERAL PROVISIONS

Article 1

In this decree, what is meant by:

- a. Rules and Regulations of Internship Program for Cadets are regulations that regulate the obligations, rights, prohibitions, and applied sanctions for cadets who conducted the internship program.
- b. A cadet who is conducting the internship program, hereinafter referred to as internship program cadet, is a cadet of Politeknik Ilmu Pelayaran Semarang that has fulfilled the requirement and has declared to be entitled to conduct the internship program.
- c. The practice, which is called internship program, is an actual practice either in the form of internship or research conducted to train and improve the skills, abilities, and expertise to get the experience of life in the workplace.
- d. Internship Program evaluation is a process of reviewing documents of the completed internship program, registering, and evaluating the internship program tasks.
- e. Internship Program Debriefing is a week of coaching lectures for internship program cadets in the form of lectures and explanation of internship program procedures, things about the internship program, familiarization with internship program tasks, and internship program evaluations.

- f. Internship Program Tasks is a collection of answers from 17 (seventeen) questions that need to be completed by internship program cadets based on location and object while conducting internship program practice in written way using handwriting.
- g. The location of the internship program is shipping companies, government institutions, state-owned enterprises, container terminals, loading-unloading fields, storing fields, ship loading expeditions, freight forwarding, and affiliated institution.
- h. The Administrator for the internship program is the Subdivision Administration of Cadets and Alumni of Politeknik Ilmu Pelayaran Semarang.
- i. The team of examiners, assessors, and advisors of the internship program are employees/staff and or those who are assigned and appointed by decree of Director of Politeknik Ilmu Pelayaran Semarang to test, examine, and guide the internship program cadets.
- j. The board of supervisors is a board whose members consist of instructors assigned by the decree of the Director of PIP Semarang to propose and suggest sanctions to be imposed on cadets who violate the rules and regulations of the internship program.

Article 2

This regulation aims to be used as a guideline for internship program cadets in fulfilling tasks and obligations assigned to them.

CHAPTER II

PROCEDURE AND THE FORM OF IMPLEMENTATION

Article 3

Before conducting the internship program, the cadets must participate in the debriefing lecture and register for clearance out from the dormitory.

Article 4

The documents that must be prepared before conducting internship program:

- a. A cover letter to the company/institution where the internship program is conducted processed by the administrator of the internship program along with the copy to the local port administrator; and
- b. pocketbook of the internship program containing the owner's identity, duration of the internship program, efficiency book, and approval from the company where the internship program was conducted.

Article 5

The process of internship program practice is done by internship program cadets and the administrator of the internship program.

Article 6

The cover letter to the company/institution is submitted before cadets conduct internship program, to:

- a. The office of Harbormaster and Port Authority;
- b. PT Pelabuhan Indonesia (Persero);
- c. Ship cargo expedition;
- d. Loading and unloading company;
- e. Shipping company;
- f. Freight Forwarding;
- g. Export-Import company;
- h. Customs company;
- i. other approved institution.

Article 7

After being declared completed in the fourth semester and following internship program debriefing and registering for clearance out, the internship program cadets can live outside the dormitory

Article 8

Rules and Regulations of Internship Program for cadets that apply to every cadet base on the decree of Director of PIP Semarang Number SK.89 of 2018 on 02 January 2018 remain valid for internship program cadets.

CHAPTER III

OBLIGATIONS, RIGHTS, AND PROHIBITIONS

Article 9

GENERAL OBLIGATIONS

Every internship program cadet, while waiting for placement transfer and while conducting the internship program, is obligated to:

- a. Faithful to Pancasila and 1945 constitutions;
- b. Obey the laws and regulations that applied in the shipping company or at the place of having the internship program;
- c. Obey and implement the applied rules and regulations for cadets;
- d. Maintain the good name and integrity of the institution.

Article 10

OBLIGATION WHILE ON THE INTERNSHIP PROGRAM'S PLACE

Every internship program cadet that has received placement transfer in the company is obligated to:

- a. Report to the management of the company where the internship program was conducted to receive a briefing regarding tasks and obligations to be conducted;
- b. Comply and implement the regulations that apply in the company;
- c. Accomplish the task according to the internship program guideline and internship program working paper writing guideline.

Article 11

RIGHTS OF INTERNSHIP PROGRAM CADETS

Every internship program cadet is entitled to:

- a. Obtain internship program equipment;
- b. Receive debriefing of the internship program;
- c. Obtain guidance in arranging internship program tasks (internship program working paper);
- d. Obtain defense assistance if the internship program cadet gets into trouble in the internship program location.

Article 12

PROHIBITIONS FOR INTERNSHIP PROGRAM CADETS

No	Prohibition for Cadets	Sanction for cadets
1	Married	Expelled from the academy
2	Plan/do subversive acts prohibited by the government in any form	Expelled from the academy
3	Save, consume, and distribute narcotics and other	Expelled from the academy

No	Prohibition for Cadets	Sanction for cadets
	similar substances that the government prohibits	
4	Plan/do rebellion against superior in any form	Suspension for 2 (two) semesters
5	Plan/do criminals.	Suspension for 2 (two) semesters
6	Commit immoral acts, go into prostitution, and consume alcohol.	Suspension for 2 (two) semesters
7	Save/use sharp weapons and guns	Suspension for 2 (two) semesters
8	Quarrel, fight, beat, and do persecution that can harm others.	Suspension for 2 (two) semesters
9	Provoke/do activities that can disturb public order	Suspension for 2 (two) semesters
10	Follow/become a member of an organisation out of cadets' regiment without any permission from Director of Politeknik Ilmu Pelayaran Semarang	Suspension for 2 (two) semesters
11	Slander, provoke, threaten, deceiving, lying, fabricating, or doing exertion.	Suspension for 2 (two) semesters
12	Carry out individual or group activities that aim to violate laws.	Suspension for 2 (two) semesters
13	Store and detonate explosives.	Suspension for 2 (two) semesters
14	Bring other people on board	Suspension for 2 (two)

No	Prohibition for Cadets	Sanction for cadets
	without the captain's permission	semesters

CHAPTER IV

SANCTIONS

Article 13

Every cadet who does not comply with the rules and regulations of the internship program may be charged with the following sanctions:

- a. Not participating in the debriefing activity held by the sea project administrator will be imposed a temporary suspension of conducting a internship program for six months.
- b. Not having a book of internship program guidelines, rules and regulations of the internship program for cadets, pocketbook, and other books relating to the practice of internship program will be subjected to a sanction of revocation of the rights to implement the internship program
- c. Not complying with the transfer placement applied in PIP Semarang to the addressed shipping company will be imposed a sanction of suspension of transfer placement in the company for 6 (six) months.
- d. Not sending monthly reports will be imposed a written reprimand sanction.
- e. Not reporting to the administrator of the internship program after getting a place for the internship program addressed to the Director of PIP Semarang and Head of Subdivision Administration of Cadets and Alumni will be imposed a sanction of suspension of attending the learning activity on semester 7 (seven) in next period.
- f. Not reporting to Subdivision Administration of Cadets and Alumni more than 15 (fifteen) days from the date transfer of the completing internship program by submitting required letters and documents will be imposed a sanction of suspension of attending the semester

- 7 for 1 (one) semester and a sanction of discipline from the administrator of the internship program for one-month
- g. Not submitting the Internship Program Working Paper to be reviewed and processed by Subdivision Administration of Cadets Alumni at the latest 1 (one) month from the date transfer of finishing the internship program will be imposed a sanction of discipline for one-month
 - h. Not submitting the Internship Program Working Paper and not taking the internship program task evaluation according to the predetermined schedule will suspend the evaluation result of the internship program practice for 1 (one) semester.
 - i. Falsifying signature and stamp of the company and other documents will be imposed sanctions of suspension of evaluation of the internship program working paper internship program task for 1 (one) semester.
 - j. Falsifying the examiner's signature on the internship program evaluation paper will be imposed a sanction of suspension of the internship program working paper evaluation for two semesters.

CHAPTER V

ACTIVITIES WHILE WAITING FOR INTERNSHIP PROGRAM PLACEMENT

Article 14

Every prepared cadet that is waiting for a internship program placement is required to:

- a. Actively monitor the formation progress at the internship program location.
- b. Submit a report to subdivision administration of cadets and alumni and the internship program advisor by sending a letter no later than the 10th (tenth) of each month or if there is formation progress for other practice places.

CHAPTER VI

ACTIVITIES AT THE INTERNSHIP PROGRAM LOCATION

Article 15

After receiving a call from the internship program location to conduct the internship program, every cadet should immediately meet the head of the company where the internship program is conducted to ask for the direction of duties that will be carried out.

Article 16

Besides receiving duties and practicing work, cadets search and collect data related to internship program tasks (Internship Program Working Paper).

Article 17

Activities at the internship program location are realized in the form of:

- a. Obey the regulation applied in the location
- b. Take responsibility for the inventory that the head of the company has entrusted at the location of the internship program
- c. Perform the routine task and other additional tasks

Article 18

If the regulation at the internship program location or if the officials required, the internship program cadet is allowed to wear the required uniform in order to make the work run smoothly as long as it does not ruin the dignity of the institution

Article 19

At the latest 1 (one) week before leaving the location of the internship program, the cadet in personal, in a group, or accompanied by the

advisors of the internship program, report to the officials of the internship program location to ask for a leave and:

- a. Ask for a certificate of internship program completion and the mark of efficiency book;
- b. Ask for pocketbook approval, signature, and the company stamp;
- c. Ask for a leave.

CHAPTER VII

PERIODE TIME OF INTERNSHIP PROGRAM

Article 20

- (1) The period time of the internship program is at least 10 (ten) effective months, and it must be conducted within 2 (two) semester periods.
- (2) If there is not enough effective period, the cadets must add the internship program period determined by the internship program administrator.

CHAPTER VIII

INTERNSHIP PROGRAM WORKING PAPER

Article 21

The tasks that are contained in the internship program working paper consist of the following subject:

No	Subjects	Credits
1	Laws and Regulation of Port and Related Regulations	1
2	The culture of Safety, Security, and Service	2
3	Occupational Health and Safety	2

No	Subjects	Credits
4	Leadership and Work Ethic	1
5	CIQ, harbormaster, Health Office, Shipping Security	2
6	Logistics and Supply Chain Management	2
7	Freight Management	2
8	Export-Import Trade	1
9	Introduction of Ship loading, Marketing, and Negotiation	2
10	Freight Cost	2
11	Ship Chartering Business	2
12	Purchasing and Ship Chartering	2
13	Ship Operation	2
14	Customers, Broker, Ship renter, and Marker leader	2
15	Multimodal Transportation & Transportation Management Service	2
16	Ship Agency Business	2
17	Compensation and Freight Insurance	1
Total		30

Article 22

The writing procedures and the internship program task questions contained in the internship program task book, are:

- (1) The compilation of internship program tasks must be completed before the sign-off report of the internship program in unbind form
- (2) The file of the internship program task, as referred to in paragraph (1) of this article, is used as the requirement of the sign-off report of the internship program.

Article 23

- (1) Each cadet is guided by 1 (one) lecturer as the field advisor.
- (2) The tasks of the field advisors are to provide guidance and solve problems faced by cadets and answer letters delivered by the cadets.

CHAPTER IX

CORRESPONDENCE

Article 24

During the internship program period, cadets are required to immediately report the position of the internship program to the internship program administrator at the latest of 1 (one) week after starting the internship program practice through the head of the Subdivision administration of Cadets and Alumni.

Article 25

During the internship program, the cadets are required to send letters to advisors through the administrator of the internship program as many as 12 (twelve) times in English and 6 (six) times in the Indonesian language. In addition, the cadets are also required to report their condition through communication media such as Whatsapp, Facebook, Line or social media groups created by the Subdivision Administration of Cadets and alumni in once a week.

Article 26

- (1) The letter referred to in article 25 does not include the internship program position report.
- (2) The letter referred to in article 25 must be conducted in stages.
- (3) The correspondence procedure can be conducted by sending letter or emails.

Article 27

Not fulfilling the correspondence obligations as referred to in Article 25 will be imposed sanctions to rewrite the correspondence 3 (three) times or other sanctions determined by the internship program administrator.

CHAPTER X

ACTIVITIES AFTER CONDUCTING INTERNSHIP PROGRAM

Article 28

Before registering for the internship program task evaluation, each cadet must first report to the internship program administrator and do a neatness check.

Article 29

- (1) The report of internship program completion is carried out at least 1 (one) week from the date of completion from the last location of the internship program.
- (2) The evaluation of the result of the internship program working paper is carried out with a time limit set by the administrator of the internship program.
- (3) Not fulfilling the provision as referred to in article 2 (two), the cadets are not allowed to attend class semester VII at that period.

Article 30

Files that need to be attached to the internship program report include:

- a. Certificate of Internship Program Experience;
- b. Pocketbook;
- c. File evidence of clearance out at Semester IV;
- d. The internship program task in unbinds form.

CHAPTER XI

CERTIFICATE OF COMPLETION IN THE INTERNSHIP PROGRAM PRACTICE

Article 31

Every internship program cadet that has declared passed the internship program evaluation will receive a certificate of completion of internship program practice which is used to complete the registration to attend the class in semester VII.

CHAPTER XII

CLOSING

Article 32

By the enforcement of this decree, the decree of Director of Politeknik Ilmu Pelayaran Semarang Number SK. 427 of 2016 is no longer valid.

Article 33

This decree comes into effect on the date of stipulation

Stipulated at : Semarang

On date : 05 Mei 2021

The Director of Politeknik Ilmu Pelayaran
Semarang



Dr. Capt. Mashudi Rofik, M.Sc.

NIP. 19670603 199808 1 001

WRITING TECHNIQUES OF INTERNSHIP PROGRAM TASKS

The Provision of the Paper Usage

1. The cover of Internship Program Task uses yellow buffalo paper in the folio-sized
2. The content page of the task uses good quality of lined paper in the folio-sized
3. Page divider of the field of study or chapter uses unlined HVS paper in yellow color

Writing Procedures

1. Before leaving for duties in every day, first read the questions.
2. Choose which questions or what data that can be done according to field conditions
3. Write the data/information obtained in a temporary book/paper (including photocopies of documents), and then after arriving at the house/dormitory, it is immediately processed to become an answer.
4. Start doing the task neatly.
5. Give the margin of the working paper with a pencil, the top margin is 4cm, the right margin is 3cm, the bottom margin is 3cm, and the left margin is 4-5cm depending on the method of binding
6. Each question/task must be written and then followed by the answer
7. Questions and answers must be in handwriting using a ballpoint pen/pen or black ink.
8. The copy of the document is attached to the last page of the internship program working paper orderly

Writing Arrangement

- A. Title Page
- B. Approval Page
- C. Preface
- D. Content/Main Material.
- E. Supporting Attachment.

Verification

In order to avoid answers that are not under real conditions, every answer must be verified with officials at the internship program location as the verified evidence

Binding

The internship program cadet does the binding, and they need to ask for the supervisor's initials during the internship program and the stamp of the institution/company where the internship program is carried out.

INTERNSHIP PROGRAM TASKS

Function I

The function of sea transportation at the operational level.

A. Question of Function.

The function of sea transportation at the operational level (focus on the tasks of someone that competent in sea transportation operation)

Evaluate sea/ship operation activities in your place of practice/ at the other shipping company during the period of conducting the internship program, along with accurate supporting documents in the form of a complete paper accompanied by MS PowerPoint presentation files to be presented.

B. List of Questions.

1. Occupational health and safety (K.5.12).
Analyze the implementation of occupational health and safety, work risks, and occupational disease in the place where the internship program was conducted and provide alternative countermeasures and prevention.
2. Sea Transportation Management (K.5.30).
Arrange a chart of the process of transporting goods by the ship that used a complete port to port system accompanied by valid supporting documents
3. Ship Operation (K.6.26).
Calculate the required cost to operate the ship in one voyage in the place where the practice is conducted / in another shipping company.

4. Sip agency Business (K.6.29).

Analyze the clearance in and clearance out services of the ships in the company where the practice is conducted / in other companies. Find the obstacles faced and how to solve them and valid supporting data.

5. Compensation and Sea Transportation Insurance (K.6.37).

Find an example of a ship accident that caused loss for related parties in the company where the practice was conducted/ in other shipping companies. Provide an overview of the solution along with valid documents.

Function II

The function of the port at the operational level.

A. The Question of Function

The function of the port at the operational level (focus on the tasks of someone that competent in port operation)

Analyze the flow services of the in-outs of ships, both local and international shipping in the nearest port where the internship program was conducted along with the accurate data in the form of paper and accompanied with Ms PowerPoint file to be presented

B. List of Questions.

1. The law and Regulation of Port and Related Regulations (K.5.08).
 - a. Classify the criteria of the port according to the port master plan
 - b. Analyze the suitability of Government Regulation of Republic of Indonesia Number 20 of 2010 on transportation at sea with the current technology development.
2. CIQ, Harbormaster, Health Office, Port Security, and Port Authority (K.5.33).

- a. Classify the duties and responsibilities of Harbormaster's Office and Port Authority at Main Ports.
- b. Make a scheme for the implementation of the task from the Health office of the port
- c. Compare/classify the existing port security officers at main ports.

Function III

The function of human resources and organisational management.

A. Question of Function

The function of human resources and organisational management at the operational level (focus on task of someone that competent in managing the human resources and organisation)

Analyze the management of human resources and organisation in the companies or institutions where the internship program was conducted in the form of paper completed with supporting documents along with MS PowerPoint file to be presented.

B. List of Questions.

1. Leadership and work Ethic (K.5.13).
 - a. Make a scheme/chart of various types of managers based on management level according to nomenclature position in that company and describe the task based on the chart
 - b. Describe and identify various conflicts that have occurred at the company or institution where the internship program was conducted and the method of solving the problems.
2. The culture of Safety, Security and Service (K.5.11).
 Prove the standard operating procedures (SOP) made by companies/agencies where the land practice was conducted regarding safety, security, and services, thus creating a

conducive and healthy workplace and an industry that is friendly to the environment and society.

Function IV

The function of communication and marketing.

A. Question of Function.

The function of communication and marketing (focus on the task of someone competent in communication and industrial service marketing).

At the company where the land practice was conducted, services provided to consumers require a good marketing strategy and benefit for the company. Analyze service marketing where the cadet conducted the practice in the form of paper equipped with supporting documents accompanied by an MS PowerPoint file to be presented.

B. List of Questions.

1. Introduction to shipload, marketing & negotiation (K.5.35).
Analyze the marketing systems and strategies at the company where cadet conducted practice.
2. The Sea Freight (K.5.31).
Describe the calculation of sea freight rates in the company where the cadet conducted practice.
3. Ships Chartering Business) (K.6.32).
Analyze the calculation of ship charting with the system of bareboat charter, time charter, and freight charter
4. Purchasing and Ship Chartering (K.6.25).
Describe the procedure of purchasing or ship chartering along with the document proof.
5. Customer, broker, charterers and market leader (K.6.36).

- In the calculation of shipload freight, there are dependent and independent variables. Determine these variables and the freight calculation in the company where the cadet conducted practice?
- How is customer satisfaction conducted at the company where the cadet conducted the practice? Attach the survey document

Function V

The function of international trade at the operational level.

A. Question of Function.

The function of international trade at the operational level (focus on the task of someone that competent in conducting export-import, freight forwarding, and expert in consolidation)

Analyze the challenges and opportunities of international trade at the operational level in the form of paper along with supporting documents accompanied by MS PowerPoint files to be presented.

B. List of Questions

1. Export-Import Trade (K.5.34).
 - a. Procedure analysis of export and supporting documents in the export-import activities.
 - b. Procedure analysis of import and supporting documents in the export-import activities
2. Multimodal transportation and transportation management service (*freight forwarding*) (K.6.28).
How to implement multimodal transportation that supports export-import activities from the shipper to consignee.
3. Logistics and supply chain management (K.5.17).
What is the potential effect of automatization in the supply chain?

TRANSLATOR'S PROFILE

Istiqomah Khoirul Ilmi



Istiqomah Khoirul Ilmi, S.Pd., M.Pd. is a translator and an English Instructor. She received her first degree from Universitas Negeri Semarang in 2015, majoring in English Education. Istiqomah completed her Master's degree in the same field and university in 2019. She has pursued her career as a translator and English instructor since 2014. Her first translator career was becoming one of the founders of the translator team, namely Translator House Semarang. She was a part of CDC translator of Unnes, translating some lesson plans and syllabus. She has also translated many international science, law, humaniora, and technology journals. She is also interested in teaching English for specific purposes such as Maritime English, business, and technology.

Fatimah



Fatimah, M.Pd. was born in Sleman on May 18, 1985. Currently, she is active as a lecturer in the Politeknik Ilmu Pelayaran Semarang in English Maritime. Elementary school to High School was taken in Yogyakarta. Fatimah finished her bachelor degree from Universitas Negeri Yogyakarta in 2009 majoring in English Education. She continued the master's degree with the same major in Universitas Negeri Semarang and finished in 2019.

Internship Program Guidelines for **Cadets in Port and Shipping Management Study Program**

Internship program is a part of learning activities for Diploma IV of Port and Shipping Management in the form of work practice at the company. Internship program is an actual practice either in the form of an internship or research to train and improve the skills, ability, and expertise to understand the life of the actual workplace.

This Internship Program Guidelines for Cadets of Port and Shipping Management Department of PIP is a guidebook for cadets of Port and Shipping Management Department of PIP Semarang in conducting the internship program in shipping companies and various ports in Indonesia.

This book contains the rules and regulations, instructions, writing techniques, and material for land project tasks.

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