 <p><i>Mencerdaskan dan Memartabatkan Bangsa</i></p>	<p>MINISTRY OF EDUCATION AND CULTURE STATE UNIVERSITY OF JAKARTA</p> <p>BIOLOGY LABORATORY & BIOLOGY EDUCATION</p> <p>FACULTY OF MATHEMATICS AND SCIENCE</p> <p>Hasjim Asjarie Building Lt 8-9 Jl. Rawamangun Muka Jakarta 13220 Tel/Fax 021-4894909</p>	STANDARD OPERATING PROCEDURE (SOP)	
		PRACTICUM ASSISTANT RECRUITMENT	
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1. OBJECTIVE

Provide guidance in the mechanism of recruitment of practicum assistants

2. SCOPE

The implementation of this SOP applies in biology laboratories and biology education at the Faculty of Mathematics and Natural Sciences, where the implementation of the SOP involves the head of the laboratory, laboratory assistants, lecturers, and students as practicum assistant candidates.

3. DEFINITION

Practicum assistants are students who are seconded to accompany the practicum of certain subjects. The assistant has taken the MK course at least one semester before with a minimum grade of B+.

Practicum assistant recruitment is the process of accepting practicum assistants based on predetermined terms and conditions.

4. LEGAL BASIS

4.1. RI Minister of Education and Culture No. 3 of 2020 concerning National Higher Education Standards

5. TERMS OF SERVICE

5.1. Socialization by the lab to the team of lecturers and student assistant candidates.

5.2. Register online via the following page:

Biology Study Program:

<https://fmipa.unj.ac.id/biologi/laboratorium/penregistran-asisten-laboratorium/>

Biology Education Study Program:


<https://fmipa.unj.ac.id/pbiologi/penregistran-assistant-practicum/>

5.3. Recapitulation of prospective assistants by the lab and submitted to the teaching team.

5.4. Provision of assistant candidates who have registered by the lab.


5.5. Selection of assistants by a team of lecturers.

5.6. Announcement of practicum assistants selected by the lab.

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6. PROCEDURE AND SCHEME FOR LENDING EQUIPMENT FOR LECTURERS AND STUDENTS OF THE BIOLOGY AND FMIPA CULTURE

NO.	PROCESS	EXECUTOR				QUALITY STANDARDS		RELATED DOCUMENT
		Lab	Lecturer Team	Student	Assistant Candidate	TIME	OUTSIDE	
1	Outreach by the lab to the team of lecturers and students	v	v	v		H-7		Practicum assistant registration form
2	Online assistant registration			v		14 days	List of potential assistants	Online forms
3	Recapitulation of prospective assistants by the lab and submitted to the teaching team	v	v			30 minutes	Recapitulation of assistant candidates	List of potential assistants
4	Provision of assistant candidates who have registered	v			v	2 days	Increasing the skills of prospective assistants	Provisioning material
5	Practicum assistant selection		v		v	1 day	Selected assistant	List of selected assistants
6	Announcement of selected practicum assistants	v			v	1 day	Announcement of selected assistants	Selected assistant announcement letter

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7. EVENT ORGANISER

- 7.1. The team of lecturers for each practicum course
- 7.2. Student practicum assistant candidate
- 7.3. Head of Laboratory and PLP / Laboratory Assistant

8. INTERNAL MONITORING

- 8.1. Update students who register every week by PLP
- 8.2. The Head of the Laboratory of all activities for the provision of prospective assistants

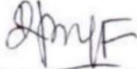




9. EXECUTOR PERFORMANCE EVALUATION


- 9.1. Evaluation is carried out by the Head of Laboratory and PLP at the end of the semester




10. DOCUMENT CHANGE HISTORY

NO	REVISION TO	REVISION DATE	BEFORE REVISION	AFTER REVISION	MATTER
1	00	23 August 2022	-	-	1 - 4
2					

11. ENDORSEMENT

	Name	Position	Signature	Date
<p>Made by</p>	Deselina F	<p>PLP Biology Laboratory</p>		<p>28 August 2022</p>
	Hazleni M, S.Si			
	Sayid R, S.Si			
<p>Checked by</p>	Ns. Sri Rahayu, S. Kep., M. Biomed.	<p>Head of Lab. Biology</p>		<p>5 September 2022</p>
	Ade Suryanda, M.Sc	<p>Head of Lab. Biology Education</p>		<p>7 September 2022</p>

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Endorsed by	Dr. Reni Indrayanti, M.Sc	Study Program Coordinator Biology		12 September 2022
	Dr. Rusdi, M. Biomed	Study Program Coordinator Biology Education		13 September 2022
	Dr. Supriyatin, M.Sc	Study Program Coordinator Master of Biology Education		15 September 2022