



**IPB UNIVERSITY
FACULTY OF ECONOMICS AND MANAGEMENT
DEPARTMENT OF AGRIBUSINESS**

**STANDARD OPERATIONAL PROCEDURE
COURSE AND PRACTICUM PREPARATION**

NO. POB/FEM/AGB/02 Rev. 01

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	IPB UNIVERSITY	Code : POB/FEM/AGB/02
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1. Purpose

To serve as a guideline for the implementation of activities related to the preparation of lectures and practicums at the Agribusiness Department, Faculty of Economics and Management (FEM), IPB University.

2. Scope

The scope of this procedure covers the preparation mechanisms for the implementation of lectures and practicums.

3. Definitions

- 3.1. Lecture refers to a scheduled and planned teaching and learning activity between lecturers and students that emphasizes aspects of knowledge, attitudes, and behavior.
- 3.2. One course consists of 16 meetings, comprising 14 lecture sessions, 1 Mid-Semester Examination (UTS), and 1 Final Semester Examination (UAS).
- 3.3. The duration of one credit hour (SKS) for lectures is 50 minutes of face-to-face instruction and 60 minutes of unstructured assignments.
- 3.4. The duration of one credit hour (SKS) for practicums is 120 minutes.
- 3.5. The Course Preparation Meeting discusses the assignment of course teaching teams, lecture service officers, lecture regulations, and teaching and learning facilities.

4. References

- 4.1. IPB Undergraduate Program Handbook 2020
- 4.2. Standard Operating Procedure for the Implementation of IPB Undergraduate Education Programs (2015)

5. General Provisions

- 5.1. Lecturer refers to an individual who, based on educational qualifications, expertise, and competence, is appointed by IPB University/the Faculty/the Department.
- 5.2. Student refers to participants of lectures and practicums who are officially registered and have completed the Study Plan Card (Kartu Rencana Studi) at the beginning of each semester.
- 5.3. Educational Staff are responsible for facilitating the teaching team in the implementation of lectures and practicums.

6. Procedures

6.1. Detailed Procedures

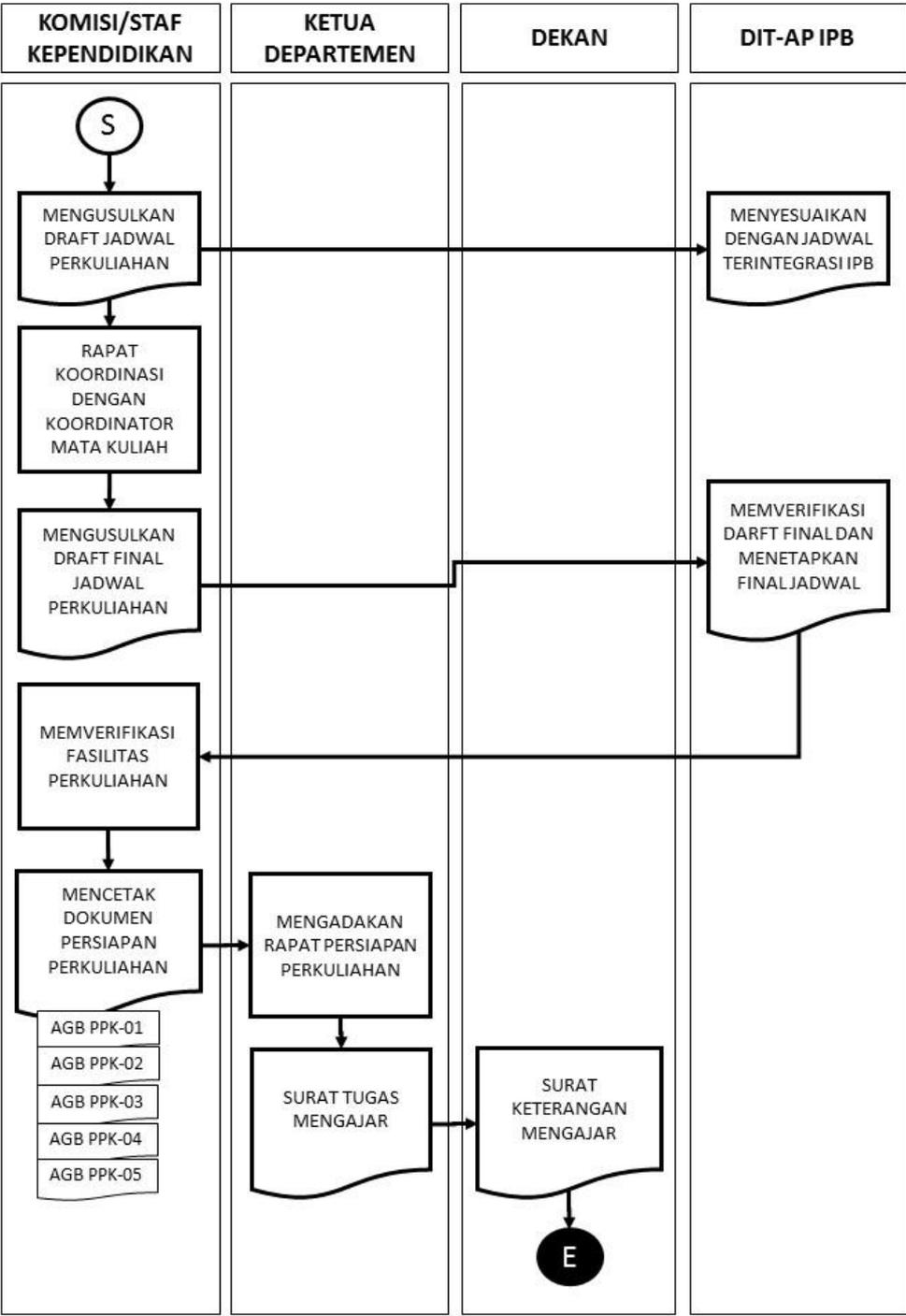
- 6.1.1. The Education Committee proposes a draft lecture schedule to the Directorate of Academic Administration (DIT-AP) of IPB University.
- 6.1.2. DIT-AP IPB University issues an adjusted draft schedule to be reviewed and corrected by the Department.

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- 6.1.3. The Committee conducts meetings with Course Coordinators to discuss schedule suitability, including time allocation, number of classes, and class quotas.
- 6.1.4. The Education Committee submits the final draft schedule to DIT-AP for joint verification.
- 6.1.5. DIT-AP issues the finalized schedule to be disseminated to all lecturers.
- 6.1.6. The Education Committee prepares the Lecture Minutes [Form AGB PPK-01] and Practicum Minutes [Form AGB PPK-02], Lecture Attendance List [Appendix AGB PPK-03] and Practicum Attendance List [Appendix AGB PPK-04], as well as the Course Contract [Form AGB PPK-05] for each course.
- 6.1.7. The Education Committee assigns lecture service officers for each lecture room and checks all lecture facilities, including LCD projectors, chairs, desks, laptops, air conditioning, and wireless connectivity.
- 6.1.8. The Head of Department invites all lecturers and teaching assistants, the Education Committee, and educational staff to attend the Course Preparation Meeting.
- 6.1.9. The outcomes of the Course Preparation Meeting are documented in an Assignment Letter issued by the Head of Department and copied to the Faculty of Economics and Management (FEM).
- 6.1.10. Based on the Assignment Letter, the Dean of FEM issues a Dean's Decree appointing the course teaching teams.



6.2. Procedure Flowchart



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7. List of Key Documents

- 8.1. [Form AGB PPK-01] Lecture Minutes
- 8.2. [Form AGB PPK-02] Practicum Minutes
- 8.3. [Form AGB PPK-03] Lecture Attendance List
- 8.4. [Form AGB PPK-04] Practicum Attendance List
- 8.5. [Form AGB PPK-05] Course Contract