



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

**STANDARD OPERATIONAL PROCEDURE  
LECTURES AND PRACTICUM**

**NO. POB/FEM/AGB/06 Rev. 01**

<b>Item</b>	<b>Position/Unit</b>	<b>Date</b>
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## 1. Purpose

To serve as a guideline for the implementation of lecture and practicum activities at the Agribusiness Department, Faculty of Economics and Management (FEM), IPB University.

## 2. Scope

This procedure covers the preparation mechanisms for the implementation of lecture and practicum activities.

## 3. Definitions

- 3.1. Lecture is a synchronous/asynchronous teaching and learning activity between lecturers and students that emphasizes cognitive (knowledge) and affective (attitudes) aspects.
- 3.2. Practicum is a teaching and learning activity that emphasizes psychomotor (skills) and attitudinal aspects.
- 3.3. One course consists of 16 meetings, comprising 14 instructional sessions, 1 Mid-Semester Examination (UTS), and 1 Final Semester Examination (UAS).

## 4. References

- 4.1. IPB Undergraduate Program Handbook 2020
- 4.2. FEM Quality Manual 2012

## 5. General Provisions

- 5.1. In accordance with IPB University regulations, the minimum attendance requirement for lectures is 80% (maximum of three absences) and 100% for practicums. Students whose lecture attendance is below 80% or practicum attendance is below 100%, without valid reasons or proper documentation (e.g., illness or officially approved student activities), are not permitted to participate in the final course evaluation.
- 5.2. Absence from practicum due to illness requires students to submit a Leave Request Letter along with a Medical Certificate from a physician to the Education Committee of the Agribusiness Department no later than the next practicum session.
- 5.3. Absence from practicum due to IPB student activities requires students to submit a Leave Request Letter along with an official Letter of Participation in Student Activities issued by the Directorate of Student Affairs of IPB University, the Faculty of Economics and Management, or the Agribusiness Department, based on an invitation or proof of participation from the relevant institution.
- 5.4. Students who fail to record their attendance for lectures or practicums via the IPB Mobile for Student application or through the attendance feature on course.ipb.ac.id shall be considered absent for the scheduled session.

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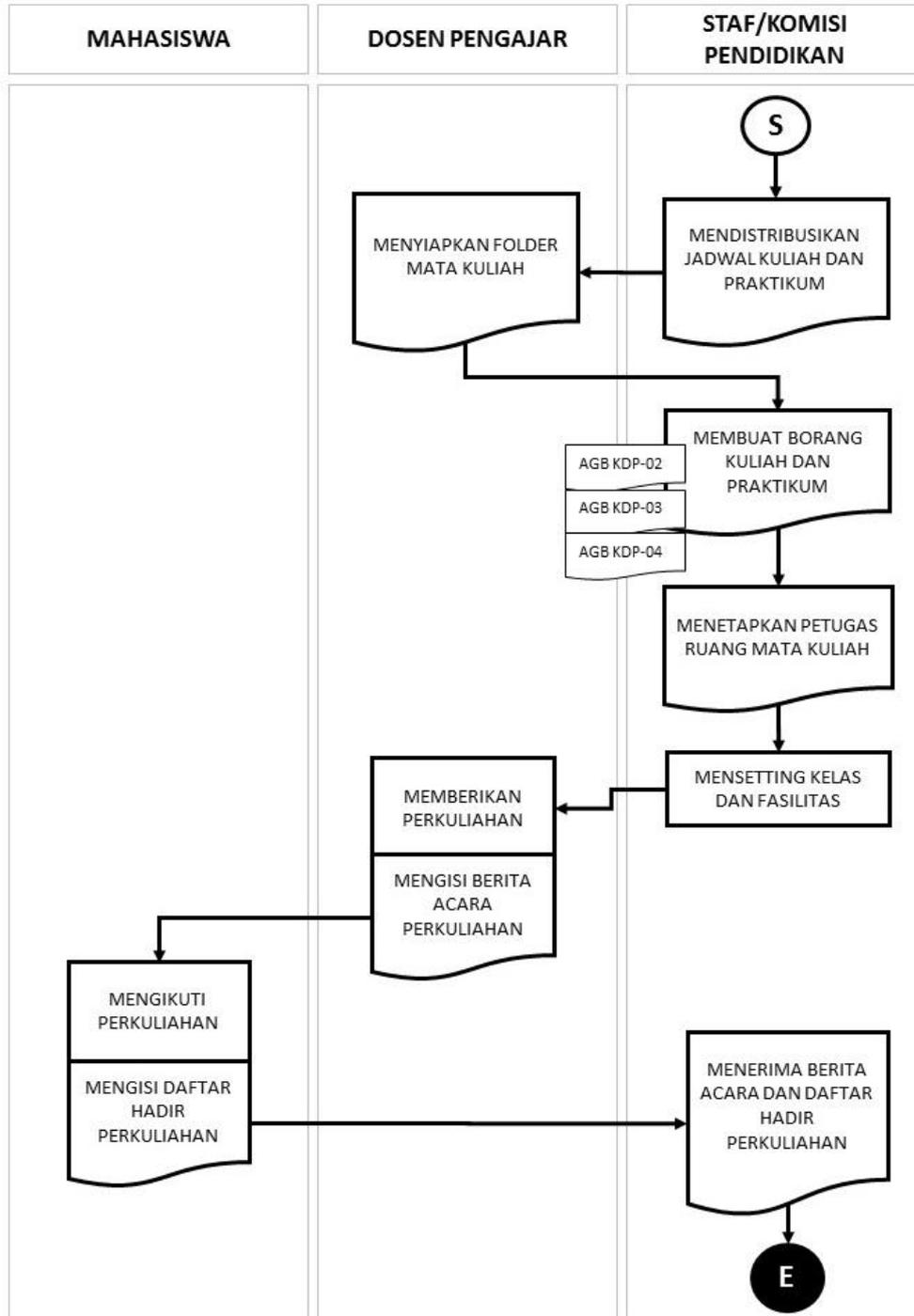
## 6. Procedures

### 6.1. Detailed Procedures

- 6.1.1. Educational Staff distribute the Lecture and Practicum Schedule [Appendix AGB KDP-01] to lecturers of the Agribusiness Department.
- 6.1.2. Lecturers prepare the course folder, syllabus, and learning outcomes.
- 6.1.3. The Education Committee appoints room officers responsible for lecture rooms.
- 6.1.4. Educational Staff prepare the Course Contract Form [Form AGB KDP-02], Minutes of Meeting [Form AGB KDP-03], and Attendance List [Form AGB KDP-04].
- 6.1.5. Room Officers prepare teaching aids such as LCD projectors, laptops, and wireless connectivity prior to the start of lectures and bring a plastic folder containing the Attendance List, Course Contract, and Minutes of Meeting prepared by the Educational Staff.
- 6.1.6. Lecturers deliver course materials in accordance with the Course Syllabus [Appendix AGB KDP-05] and complete the Lecture Minutes.
- 6.1.7. Students attend lectures and practicums and complete the Lecture and Practicum Attendance Lists.
- 6.1.8. Room Officers return the Course Contract, Lecture Minutes, and Attendance Lists to the Department's Academic Secretariat.

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## 6.2. Procedures Flowchart



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## 7. List of Key Documents

- 7.1. [Form AGB KDP-02] Course Contract
- 7.2. [Form AGB KDP-03] Lecture Minutes
- 7.3. [Form AGB KDP-04] Attendance List

## 8. Appendices

- 8.1. [Appendix AGB KDP-01] Lecture and Practicum Schedule
- 8.2. [Appendix AGB KDP-05] Course Syllabus