



IPB UNIVERSITY
FACULTY OF ECONOMICS AND MANAGEMENT
DEPARTMENT OF AGRIBUSINESS

STANDARD OPERATIONAL PROCEDURE
CAPSTONE PROJECT

NO. POB/FEM/AGB/12 Rev. 00

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1. Purpose

To serve as a guideline for students, field supervisors, partners (companies/institutions/agencies), and the organizing committee in preparing and implementing the series of activities for the **Capstone Project** course.

2. Scope

This procedure covers preparation, implementation, post-activity stages, and other matters related to the execution of the Capstone Project.

3. Definitions

- 3.1. Capstone Project is a form of education in which the main activities take place off-campus, providing students with experiential learning opportunities to integrate the knowledge they have acquired in order to design and manage businesses and to prepare business environments within a dynamic, competitive, and sustainable agribusiness ecosystem.
- 3.2. Agribusiness Department is the party responsible for the implementation of the Capstone Project course, including the preparation of participating students and Capstone supervisors.
- 3.3. Capstone Partners are partners that implement Capstone activities, such as central and local governments, business and industry entities, cooperatives, village-owned enterprises (BUMDes), financial institutions, and other organizations that collaborate in the implementation of student Capstone Projects.
- 3.4. Field Supervisor is a lecturer appointed by the Agribusiness Department to guide and supervise students in carrying out Capstone activities, as stipulated through a Dean's Decree.
- 3.5. Field Mentor is a representative of the partner company/institution assigned to guide student activities during the implementation of the Capstone Project at the partner location.
- 3.6. Practitioner refers to an individual who serves as a resource person during preparatory lectures and/or as a member of the assessment team during the Expo.

4. References

- 4.1. IPB University Undergraduate Program Handbook 2020
- 4.2. Agribusiness Department Capstone Project Guidelines, FEM IPB

5. General Provisions

- 5.1. The Capstone Project is a compulsory course for all undergraduate students of the Agribusiness Study Program at IPB University.
- 5.2. Under the IPB Curriculum 2020 (K2020), the Capstone Project in the Agribusiness Department consists of three (3) elective courses:
 - 1) Agribusiness Entrepreneurial Experience (AGB1422)
 - 2) Agribusiness Managerial Experience (AGB1423)

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3) Agribusiness Development Policy Experience (AGB1434)

- 5.3. These three courses are derived from the graduate profiles of the Agribusiness Department, namely Agribusiness Entrepreneur, Professional Manager, and Consultant/Facilitator.
- 5.4. The Capstone Project course carries 11 credit units (SKS), denoted as 11 (0–11), meaning that all credits are obtained through practicum-based activities.
- 5.5. One credit hour is equivalent to 45 Learning Hours (JP); therefore, the Capstone Project in the Agribusiness Department must be completed with a minimum of 495 Learning Hours (JP).
- 5.6. Participants of the Capstone Project course are Agribusiness Study Program students who meet the following requirements:
 - 1) Registered as Agribusiness students in Semester VII
 - 2) Have completed at least 105 credits (SKS) with a passing status (minimum grade D)
 - 3) Have a Semester GPA (IP) in Semester VI and a cumulative GPA (GPA) up to Semester VI of at least 2.0
 - 4) Have passed the preparatory program, including attendance and preparatory examination assessment
 - 5) Are not on academic leave
 - 6) Are not subject to academic sanctions
 - 7) Are physically and mentally fit
- 5.7. Capstone Project participants are organized into groups consisting of 2–4 students per group. Grouping is arranged by the Agribusiness Department as the course organizer and adjusted according to each student's chosen Capstone course.
- 5.8. The Capstone Project is conducted in Semester VII.
- 5.9. Capstone locations are determined based on: (1) requests from students or stakeholders, and/or (2) cooperation programs of the Department, Faculty, or Study Centers with stakeholders.
- 5.10. Capstone Project activities are funded through BPPTN funds, student tuition fees (SPP), and cooperation funds (local governments, ministries, and national or international institutions/organizations).

6. Procedures

6.1. Detailed Procedures

A. Capstone Preparation Stage

- 6.1.1. The Head of Department initiates the process by issuing a Capstone Implementation Assignment Letter as the legal basis for the activity.
- 6.1.2. The Capstone Organizing Team conducts a coordination meeting to prepare plans, schedules, and implementation mechanisms.
- 6.1.3. The Head of Department issues Assignment Letters for Capstone Supervisors to appoint lecturers who will mentor students.

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- 6.1.4. The Capstone Organizing Team socializes the Capstone activity series to students to ensure understanding of stages, provisions, and timelines.
- 6.1.5. Students complete their Capstone course preference selection based on their interests and available fields or partners.
- 6.1.6. In parallel, the Capstone Organizing Team conducts partner engagement to identify needs, scopes of activities, and student quotas for each partner.
- 6.1.7. DIT-AP receives Capstone registration through online KRS, officially recording students as course participants.
- 6.1.8. Based on student preferences and partner needs, the Capstone Organizing Team assigns students to groups or partner placements, aligns assignments with partner requests, and determines the Capstone preparatory schedule.
- 6.1.9. Students participate in Capstone preparatory activities prior to deployment to partners.
- 6.1.10. Following preparation, students conduct preliminary surveys at partner locations to directly understand partner conditions, issues, and needs.
- 6.1.11. Based on survey results, students prepare Capstone Project proposals, which are consulted on and refined with Capstone Supervisors.
- 6.1.12. The Capstone Organizing Team receives and compiles partner engagement reports as a basis for administration and activity control.
- 6.1.13. The Head of Department issues an Official Student Deployment Letter as formal documentation for Capstone implementation at partner locations.
- 6.1.14. Upon fulfillment of all requirements, the Capstone Organizing Team conducts the official release of Capstone participants, marking the formal commencement of Capstone activities.
- 6.1.15. The preparation stage concludes once students are officially released and ready to carry out Capstone activities at their respective partner locations.

B. Capstone Implementation Stage

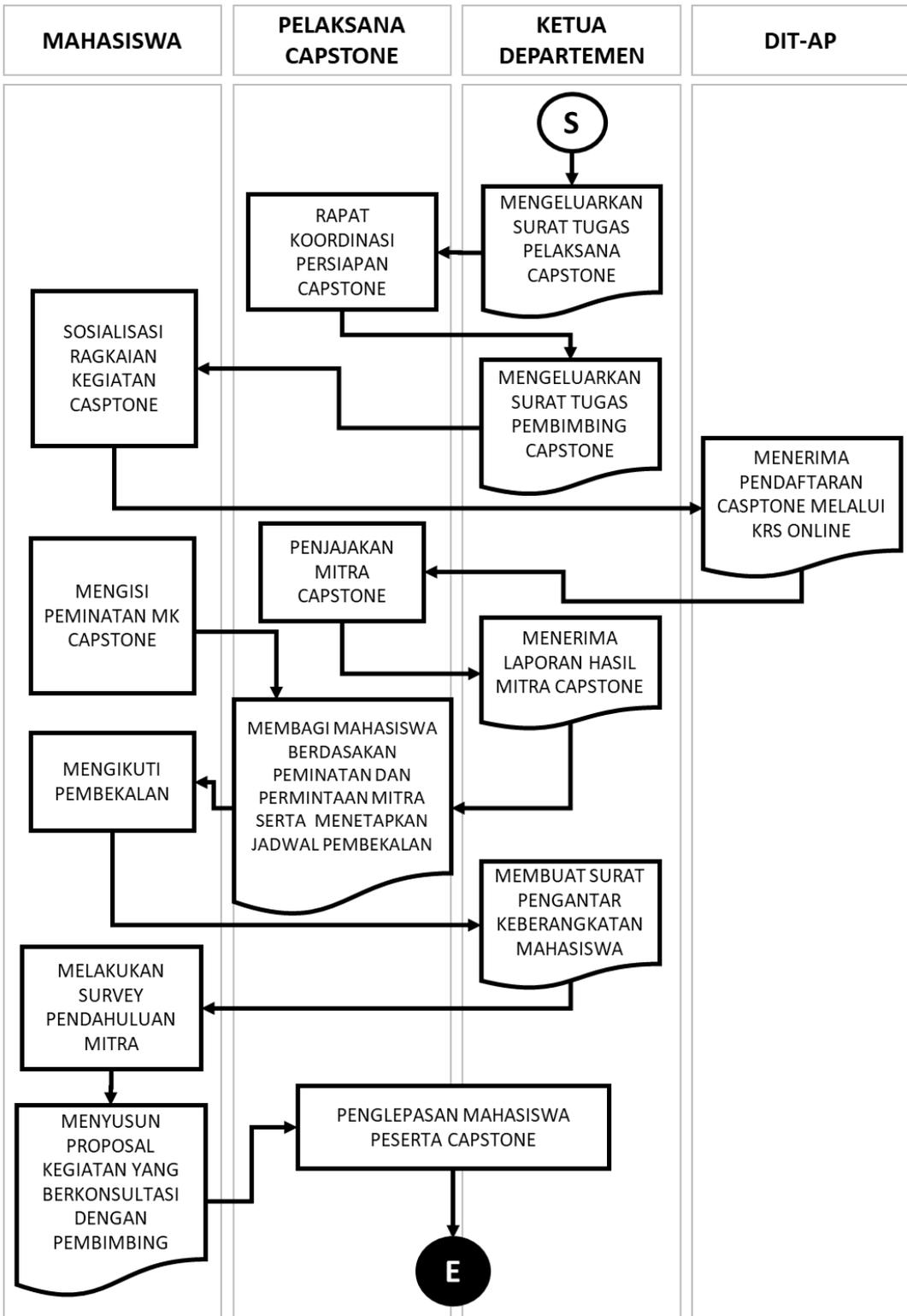
- 6.1.16. Students depart to Capstone locations according to their assignments.
- 6.1.17. Capstone Partners receive students and appoint Field Mentors.
- 6.1.18. Students conduct initial observations at the Capstone location.
- 6.1.19. Students refine the Capstone Project plan based on observation results.
- 6.1.20. Capstone Supervisors provide guidance and feedback on the project plan.
- 6.1.21. Capstone Partners provide guidance and feedback on the project plan.
- 6.1.22. Students prepare and deliver presentations of the project plan.
- 6.1.23. Students implement the Capstone Project according to the agreed plan.
- 6.1.24. Capstone Supervisors conduct mentoring and supervision throughout project implementation.
- 6.1.25. Students prepare presentations of project outcomes.
- 6.1.26. Capstone Partners provide feedback on project outcomes.
- 6.1.27. Students prepare the final report and Capstone Project outputs.

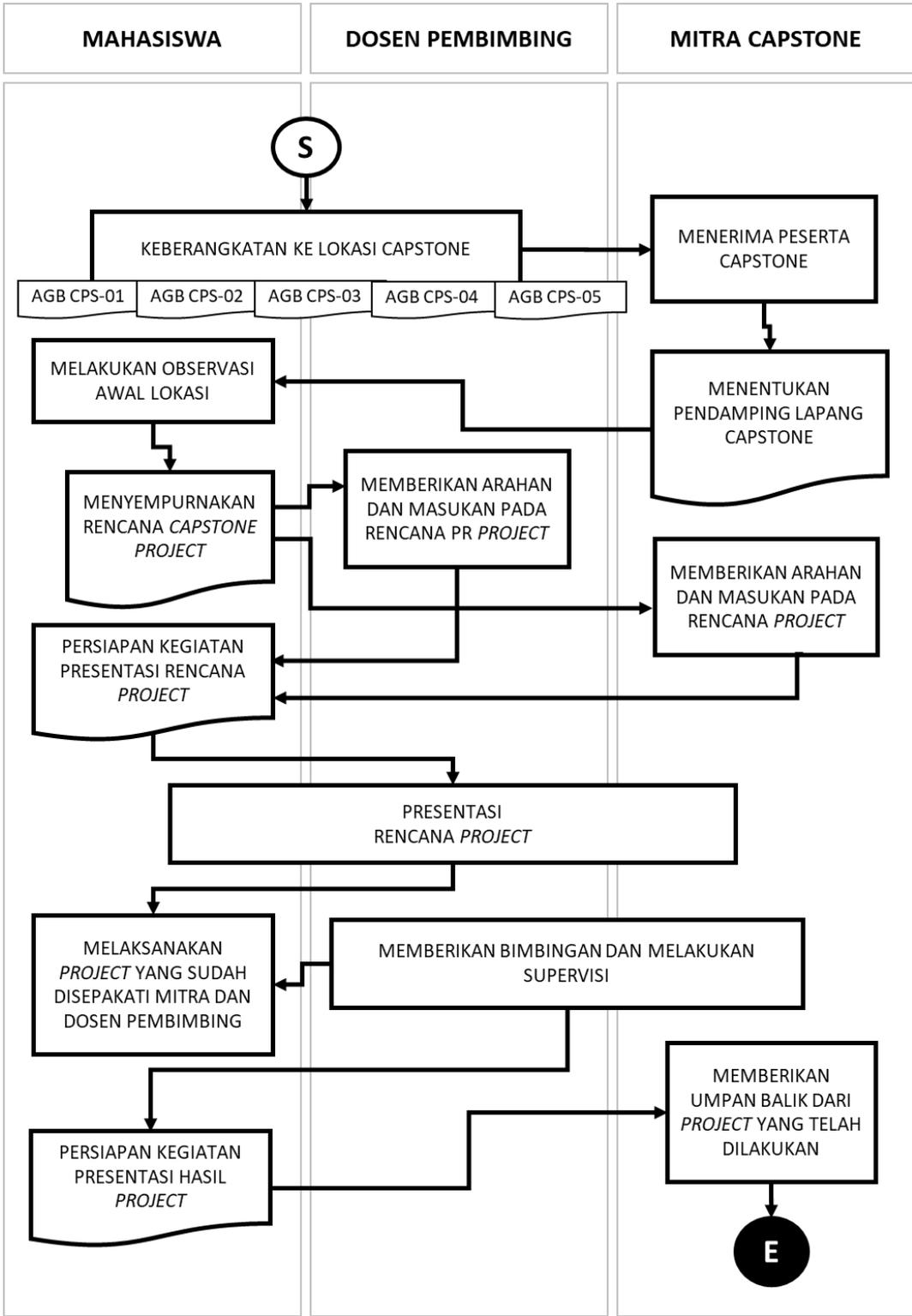
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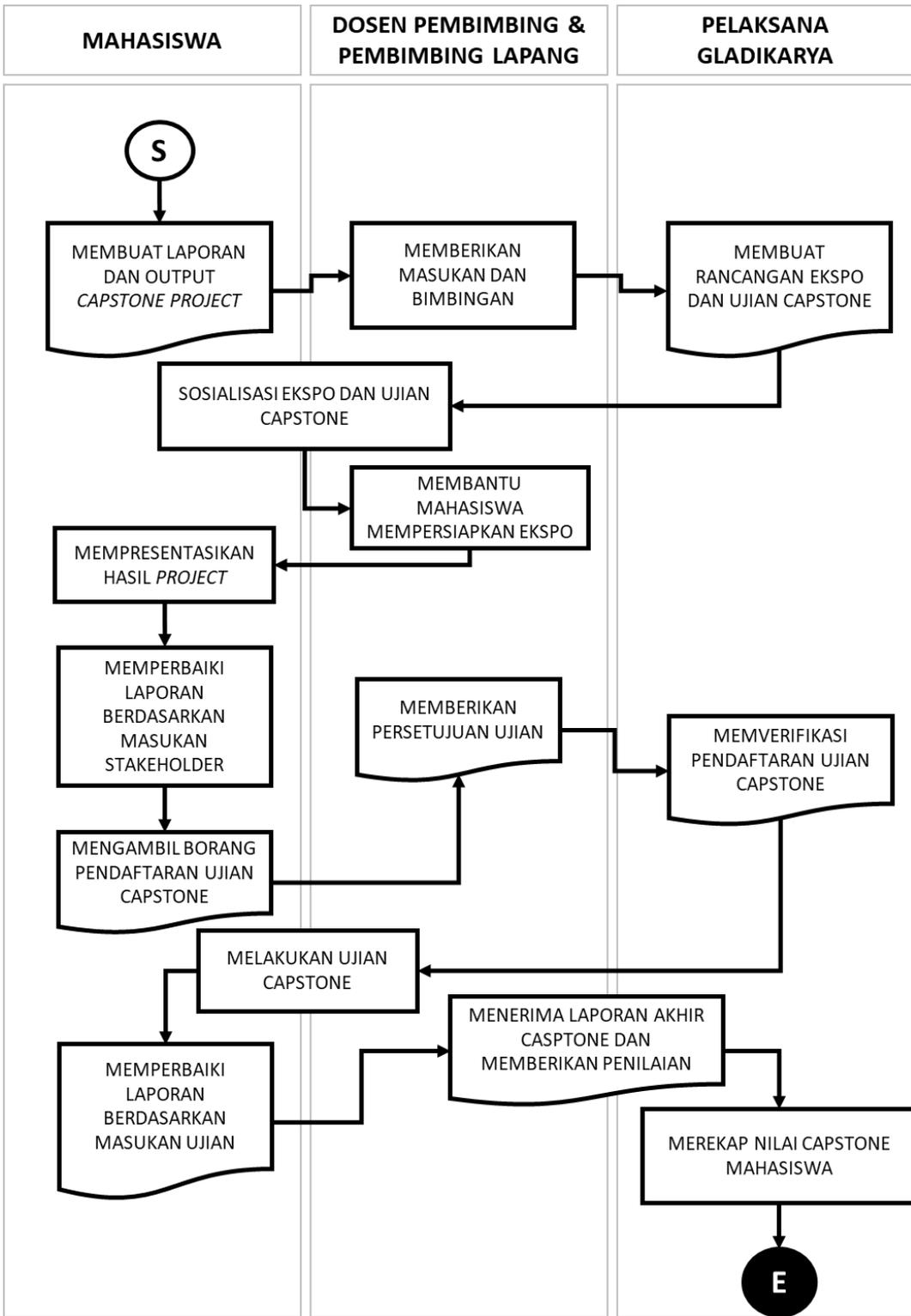
- 6.1.28. Capstone Supervisors and Field Mentors provide feedback and guidance on reports and project outputs.
- 6.1.29. The Capstone Organizing Team prepares the design for the Capstone Expo and Capstone Examination.
- 6.1.30. The Capstone Organizing Team socializes the implementation of the Capstone Expo and Examination to students.
- 6.1.31. Capstone Supervisors and Field Mentors assist students in preparing for the Capstone Expo.
- 6.1.32. Students present project outcomes at the Capstone Expo.
- 6.1.33. Students revise reports based on feedback from stakeholders during the Expo.
- 6.1.34. Students obtain and complete the Capstone Examination registration form.
- 6.1.35. Capstone Supervisors and Field Mentors provide approval for the Capstone Examination.
- 6.1.36. The Capstone Organizing Team verifies Capstone Examination registrations.
- 6.1.37. Students undertake the Capstone Examination with Capstone Supervisors and Field Mentors.
- 6.1.38. Students revise the final report based on feedback from the examination.
- 6.1.39. Capstone Supervisors, Field Mentors, and the Capstone Organizing Team receive the final Capstone reports and conduct assessments.
- 6.1.40. The Capstone Organizing Team compiles the students' final grades.

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6.2. Procedures Flowchart







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7. List of Key Documents

- 7.1. Capstone Project Handbook issued by the Agribusiness Department, IPB University
- 7.2. Capstone Assessment Forms
- 7.3. Capstone Daily Journal

8. Appendix