CHAPTER I
Preliminary

A. Background

Correspondence is one of the most important types of services in Pajar Bulan Village. Regarding the aspect of service to rural communities, the Center for Regional Autonomy Studies has conducted a study that it is necessary to continuously improve the quality of village government services, both internal and external services, both physical and mental.

There are a number of types of letters that are usually served by the village, office such as statement letters, business certificates, certificates of incapacity, certificates of farewell, certificates of domicile, and several other letters. For most of the village government agency offices for making letters, they still have problems, such as still making correspondence using a typewriter or making manual letters with Microsoft Office Word software by typing the data according to the letter applicant.

Based on direct monitoring and analysis in the field, the manual administration system currently in use has several main weaknesses, namely:

a. The service time is relatively long

    The lack of clarity of procedures, both known to the community and village officials, makes the administrative process convoluted so that the processing time is longer.

b. Dependence on the computer skills of certain administrative personnel is quite large

    Not all village officials have computer skills in making uniform letters, especially if the relevant personnel are unable to attend. This makes village administrative services very dependent on certain administrative personnel, this is not good systemically.

Therefore, a computerized correspondence application will make it easier for government agencies, namely the Pajar Bulan village office, to make letters faster and more accurately according to data. owned by every resident who lives in it.

B. Problem Identification

    a. Making correspondence is still using a typewriter or making manual letters with Microsoft Office Word software by typing the data according to the letter applicant.

    b. Relatively long service time

    c. Dependence on administrative staff's computer skills

C. Project Scope

    a. The menus displayed are the home menu, village profile menu, schedule, information menu, employees and contacts

    b. In the proposed system, the user/applicant (community) can view information on the website and create an account on the website

    c. Administrators (Staff) can edit data on the website through the dashboard, administrators can login to the dashboard with the default account that has been added to the database

    d. Super Administrator (Village Head/Lurah) can see how many letter applicants, acces letters, and view monthly-yearly reports

D. Problem Statement

    a. How to implement this web correspondence system on a website?

    b. How to display information about the correspondence website to the public?

E. Project Purposes

    a. Provide convenience for the community in managing letters without having to queue and wait a long time at the village office

    b. Make it easier for staff employees to manage mail data via the website

F. Project Contribution

For students

    a. Provide experience to students how to complete a job by applying the knowledge gained in college.

    b. Provide insight and experience to students about the world of work so that students are able to apply the experience gained in the real world of work.

    c. Able to fulfill and complete part of the lecture process.

For clients

    a. Facilitate the Pajar Bulan Village office in the village correspondence process.

    b. Facilitate the South Sheet Village office in storing village letter data efficiently and effectively.

CHAPTER II
Overview of agencies

A. General

1. History

   The Pajar Bulan Village Office is a government agency that stores the village level area located in the Middle Kaur District, Kaur Regency. Bengkulu Province. This institution has an important role in providing public services and increasing village potential both in terms of Human Resources (HR) and Natural Resources (SDA). The Pajar Bulan Village apparatus consists of the Section Head (Kasi) and the Head of Affairs (Kaur). The Kasi is located as a technical implementing element that assists the Village Head as implementing operational tasks, while the Kaur serves as an element of the secretariat staff who helps assist the Village Secretary in administrative service matters for the implementation of government tasks. For village office service times, Monday - Thursday from 07. 00 - 14.00 WIB, then Friday from 07.00 - 11.00 WIB

2. Vision and Mission

The vision and mission of the Pajar Bulan Village Office are as follows:

Vision
"The Realization of an Independent and Religious Pajar Bulan Village".

Mission
1. Increase the development of religious activities.
2. Implement an effective, transparent and trustworthy government wheel and improve the performance of village officials in accordance with their respective duties and responsibilities.
3. Maximizing the potential of Village Owned Enterprises (BUMDes) in all fields based on innovation and creativity.
4. Cooperating with village potentials with government agencies, private institutions and universities;

3. Address and Contact

Name   : Pajar Bulan Village Office.

Address   : Pajar Bulan Village, Kaur Tengah District, Kaur Regency,

             Bengkulu. 38961.

Phone   : 081995802848

Village Head   : +6285379878431

B. Organizational Chart

Pajar Bulan Village Office has an organizational chart, you can see the organizational chart in Figure 2.1 Pajar Bulan Village Office Organization Chart.

. Figure 2.1 Pajar Bulan Village Office Organization Chart.

In this organizational structure, the Pajar Bulan Village Office has the main tasks and functions

1. Village Head

The Village Head is in charge of administering Village Government, implementing development, community development, and community empowerment. To carry out his duties, the Village Head has the following functions:

a. Organizing Village Administration, such as administrative administration, setting village regulations, fostering land issues, fostering peace and order, carrying out community protection efforts, population administration, and regional arrangement and management.

b. Carry out development, such as the construction of rural infrastructure, and development in the fields of education, health.

c. Community development, such as the implementation of community rights and obligations, community participation, community social culture, religion, and employment.

d. Community empowerment, such as the task of socializing and motivating the community in the fields of culture, economy, politics, the environment, empowering families, youth, sports, and youth groups.

e. Maintain partnership relationships with community institutions and other institutions.

2. Village Secretary

The Village Secretary is in charge of assisting the Village Head in the field of government administration. To carry out his duties, the Village Secretary has the following functions:

a. Carry out administrative matters such as script management, correspondence administration, archives, and expeditions.

b. Carrying out general affairs such as structuring village apparatus administration, providing village apparatus and office infrastructure, preparing meetings, asset administration, inventory, official travel, and public services.

c. Carry out financial affairs such as financial administration management, administration of sources of income and expenditure, verification of financial administration, and income administration of village heads, village officials, BPD (Village Consultative Body), and other village government institutions.

d. Carry out planning affairs such as preparing village income and expenditure budget plans, making an inventory of data in the context of development, monitoring and evaluating programs, and compiling reports.

3. Head of Affairs

The Head of Affairs is in charge of assisting the Village Secretary in matters of administrative services supporting the implementation of government tasks. To carry out his duties the Head of Affairs has the following functions:

a. The head of administrative and general affairs has functions such as carrying out administrative affairs such as script management, correspondence administration, archives, and expeditions, and structuring village administration, providing village and office equipment infrastructure, preparing meetings, asset administration, inventory, official travel, and public service.

b. The head of financial affairs has functions such as carrying out financial affairs such as managing financial administration, administration of sources of income and expenditure, verification of financial administration, and income administration of the Village Head, Village Apparatus, BPD (Village Consultative Body), and other village government institutions.

c. The head of planning affairs has the function of coordinating planning affairs such as preparing village income and expenditure budget plans, making an inventory of data for development purposes, monitoring and evaluating programs, and compiling reports.

4. Section Head

The Section Head is in charge of assisting the Village Head as the executor of operational tasks. To carry out his duties the Head of Affairs has the following functions:

a. The Head of the Government Section has the function of carrying out administrative management, drafting village regulations, fostering problems land affairs, fostering peace and order, implementing community protection efforts, population, structuring and managing areas, as well as data collection and management of Village Profiles.

b. The Head of the Welfare Section has the function of carrying out the development of rural infrastructure, development in the fields of education, health, and the task of socializing and motivating the community in the fields

of culture, economy, politics, the environment, family empowerment, youth, sports, and youth organizations.

c. The Head of the Service Section has the function of carrying out counseling and motivation for the implementation of community rights and obligations, increasing community participation efforts, preserving community socio-cultural values, religion, and employment.

C. Resources

Pajar Bulan Village Head Office has Purpose and Target

1. Purpose

   a. Identifying the potential and problems of natural resources in the coastal area of Pajar Bulan Village which is a fostered village of the Kaur Maju Bersama (PKMB) Youth of Kaur Regency.

   b. Optimizing and harmonizing the use of natural resources according to their carrying capacity.

   c. Initiate the process of drafting a community-based village coastal resource management regulation plan draft

   d. Integrate and harmonize the development planning of the coastal community of Pajar Bulan Village based on the village development planning document as a result of the Development Planning Meeting (musrenbangdes).

   e. Develop a profile of coastal natural resources and social infrastructure in the form of a spatial map of Pajar Bulan Village.

2. Target

   The implementation of the preparation of the planning profile document for the coastal tourism village management of Pemuda Kaur Maju Bersama (PKMB).

D. Current Business Process

The business process at the Village Head Office, Pajar Bulan Village, Bengkulu will be reformed as illustrated in Figure 2.2.
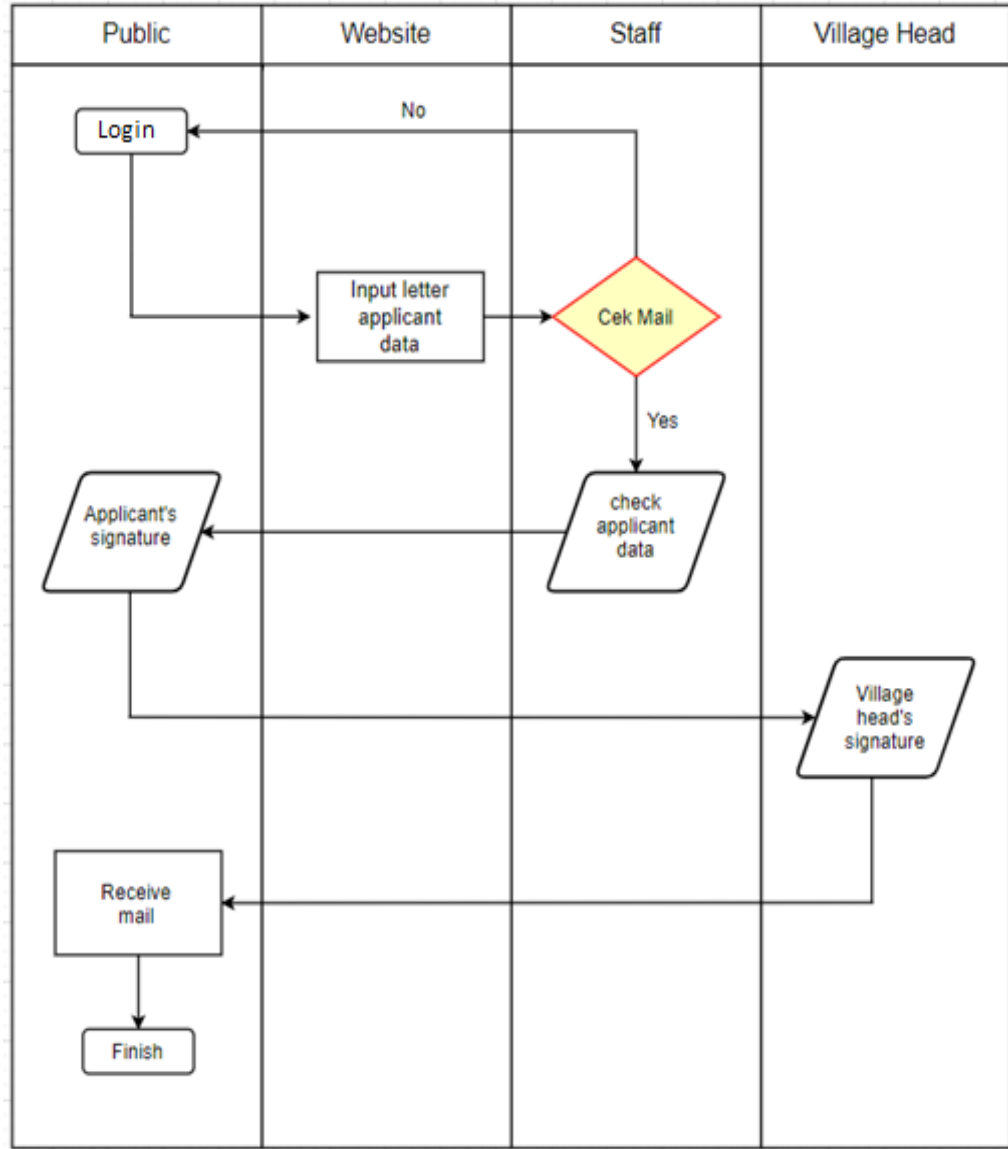

Figure 2.2 Pajar Bulan Village Head Office Service Business Process

CHAPTER III
METHODOLOGY

A. Intersip Location

1. Location

   The location of this internship is at the Pajar Bulan Village Office, Kaur Tengah District, Kaur Regency, Bengkulu.

2. Address

   The address for this internship is in Pajar Bulan Village, Kaur Tengah District, Kaur Regency, Bengkulu

3. Contact

   The contact of the Apprentice Supervisor at the Village Office is Berliandi S.TP as the Head of Pajar Bulan Village

B. Data Collection Methodology

The method of collecting data on internships at the Pajar Bulan Village Office is by direct observation carried out to determine the condition of the Pajar Bulan Village Office, asking for permission to carry out internships at the Village Office and requesting the data needed for the development of a website system that will later be created.

C. Internship Schedule Plan

The schedule of Internship activities carried out at the Pajar Village Office month is as shown in table 3.1 Internship Schedule Schedule.

Table 3.1 Internship schedule Timetable

No	Activity Name	Implementation Week													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	Preparation	▓													
2	Location Survey		▓												
3	Data Collection		▓	▓											
4	Design Ui/Ux Website				▓	▓									
5	Design Testing						▓								
6	Front end Development							▓	▓	▓					
7	Back end Development										▓	▓	▓		
8	Fill data in website													▓	
9	Internship Report										▓	▓	▓	▓	▓

The activities in table 3.1 Internship schedule Timetable are explained as follows:

1. The activity plan in the first week is preparation, this preparation includes finding information about the internship, technical implementation of the internship, preparing the required documents and finding an agency as a place to carry out the internship.

2. The activity plan for the second week, namely surveying the location to conduct the internship, includes asking permission to internship at the agency.

3. The activity plan for the second week and third week is to find the data needed in conducting the internship.

4. The activity plan for the fourth and fifth weeks is planning a website design or prototype to be built. This website design will use the data that has been collected in the third week and the software used to design the website is adobe xd.

5. The activity plan in the sixth week is testing the designs that have been made.

6. The activity plan in the seventh to ninth week is implementing the design that has been made into the front-end form with data that is still static. To build this front-end, we will use HTML, CSS and Javascript. In addition, to simplify and speed up development process, CSS framework of Bootstrap and Fontawesome will be used respectively

7. The activity plan in the ten until week twelve is developing the back-end. To develop the back-end, the PHP language will be used and the MySql database will be used for the database.

8. The activity plan in the thirteenth week is filling and completing the data into the database.

9. Last, Plan activities for 10th week until 14th week , develop back-end, complete data and compile internship reports.

D. System Design

To create a good system, a design is needed that can assist in the development and management of this information website. In this web information system, there is static dynamic data, static data will be written directly using html, while dynamic data will be retrieved using a database.

To be able to add data to the database, an admin page is provided. This page can only be accessed by someone with access as administrator via the login page.

On the admin page there are various menus, namely the dashboard menu, display menu, add, edit or print letters, besides that the village head can also accept letters and print mail reports.

For the home page or front page everyone can access it, on this front page there is a homepage menu, schedule, information, employees, and contacts. And on every page has a footer

1. Admin page

This admin page displays menus that admins can use to view data, add data, edit data, or delete existing data in the database. The admin page has several menus including the dashboard menu, user data menu, letter printing, and completed mail menu

a. Dashboard menu

In this menu there is a collection of information, such as the number of display requests for the applicant's certificate, SKTM, SKU, SKP, SKD.. The Dashboard menu can be seen in Figure 3.1 Dashboard page
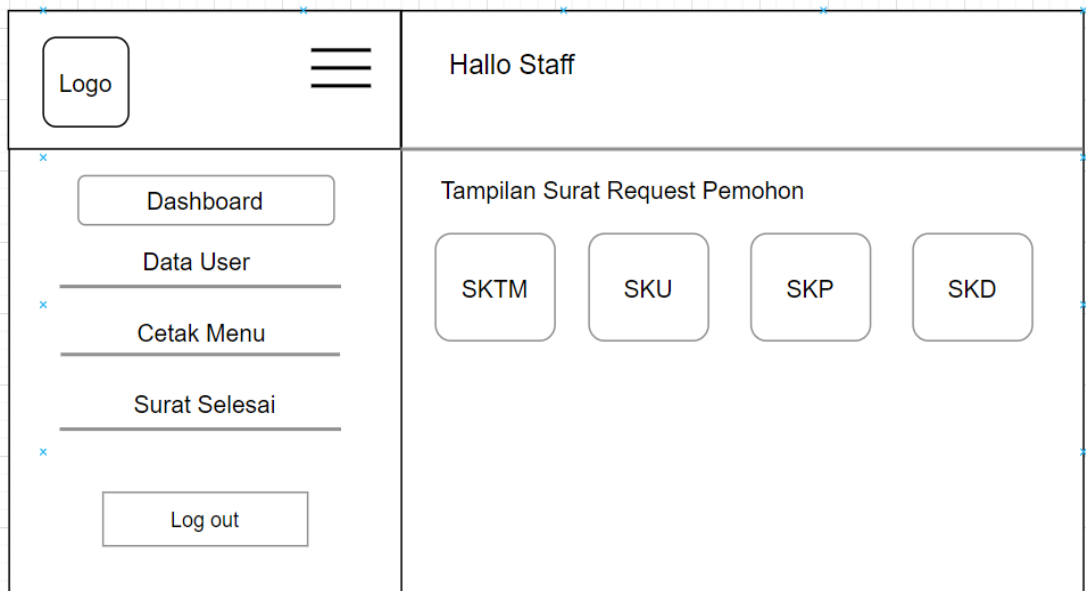

Figure 3.1 Dashboard Staff Page.

b. Post menu

In this menu there is a collection of information, such as the user data menu. print the letter, and the letter is done. menu data users. print the letter, and the letter is done. can be seen in Figure 3.2 System Design of user data. 3.3. Letter printing system and 3.4 letter system completed.
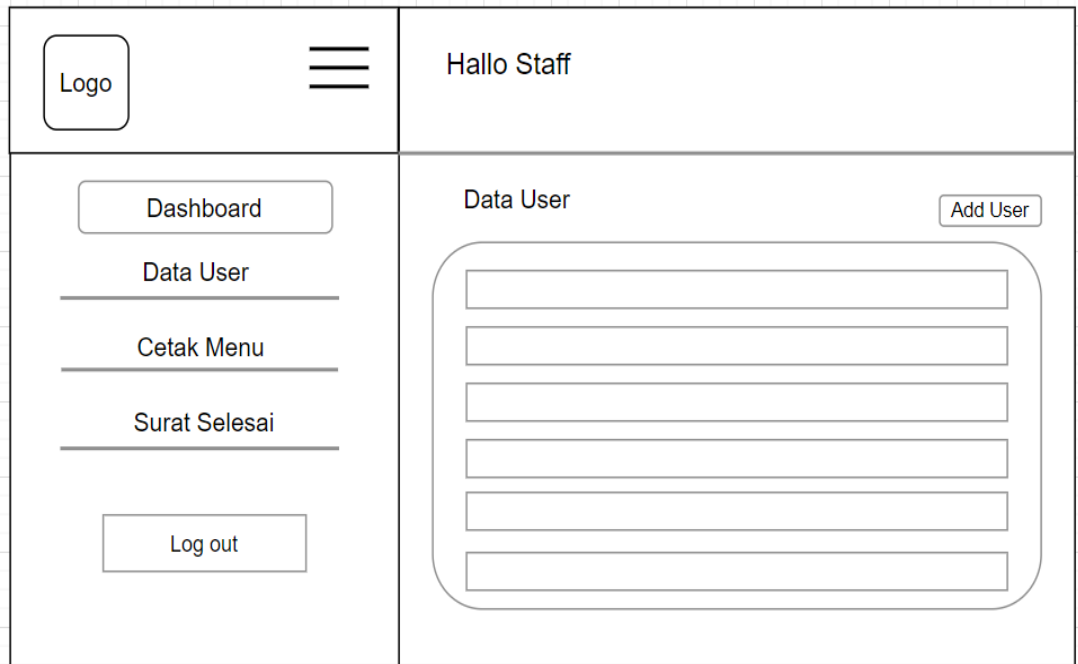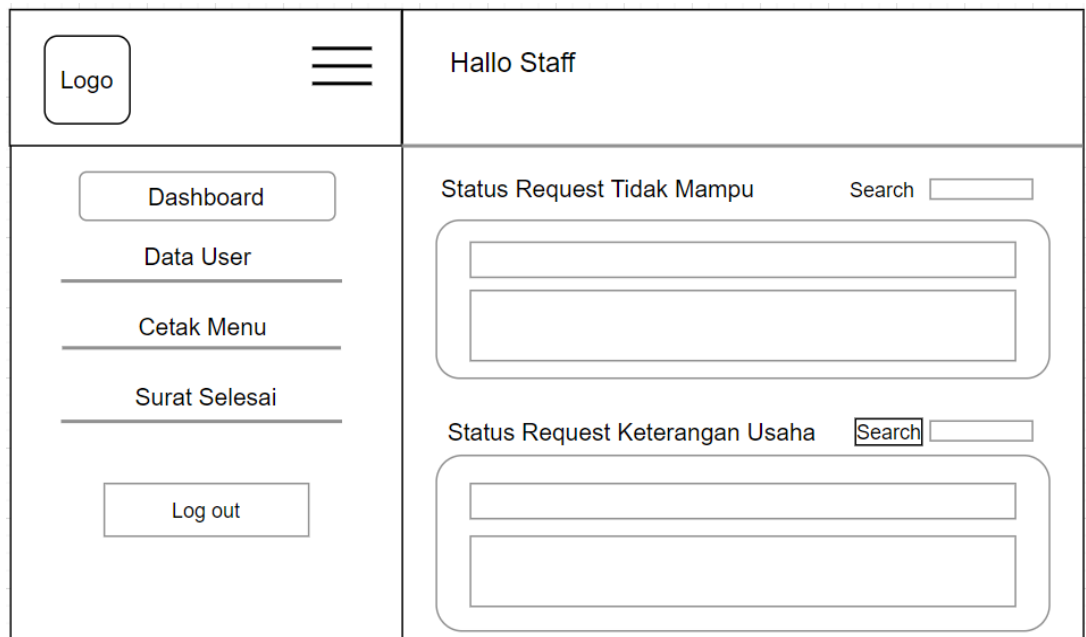

Figure 3.2 System Design of user data
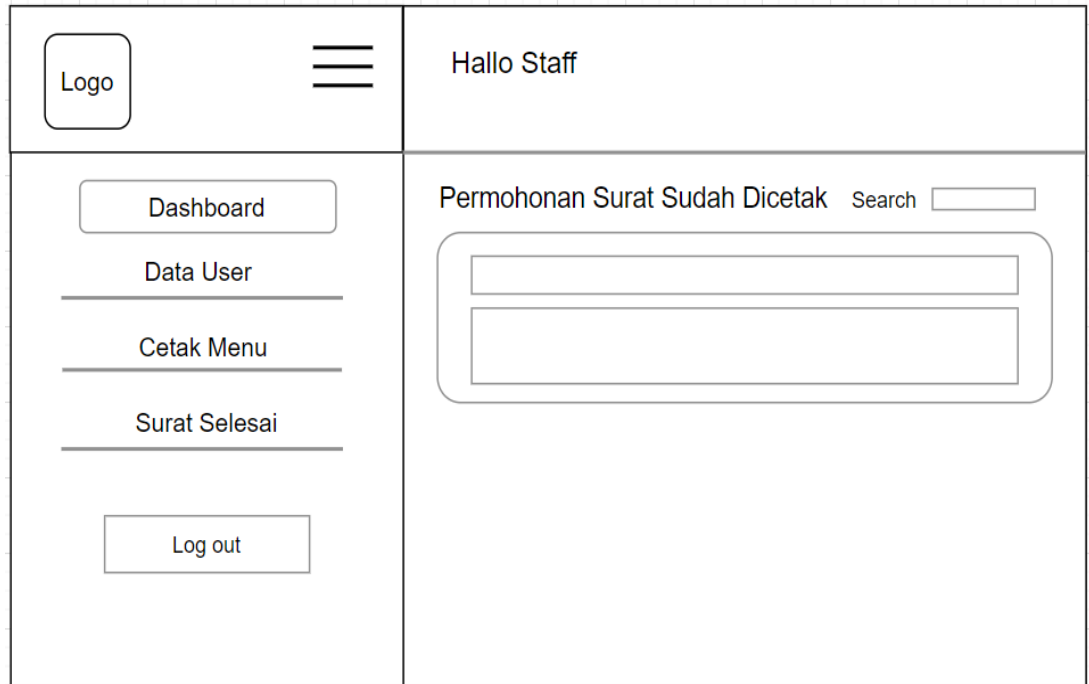

Figure 3.3 Letter printing system

Figure 3.4 letter system completed

2. Village head page

This Village page displays menus that the village head can use to see how many request letters the applicant has, accede letters, or view and print monthly and yearly reports in the database. The village head page has several menus including the dashboard menu, the monthly report menu and the annual report menu
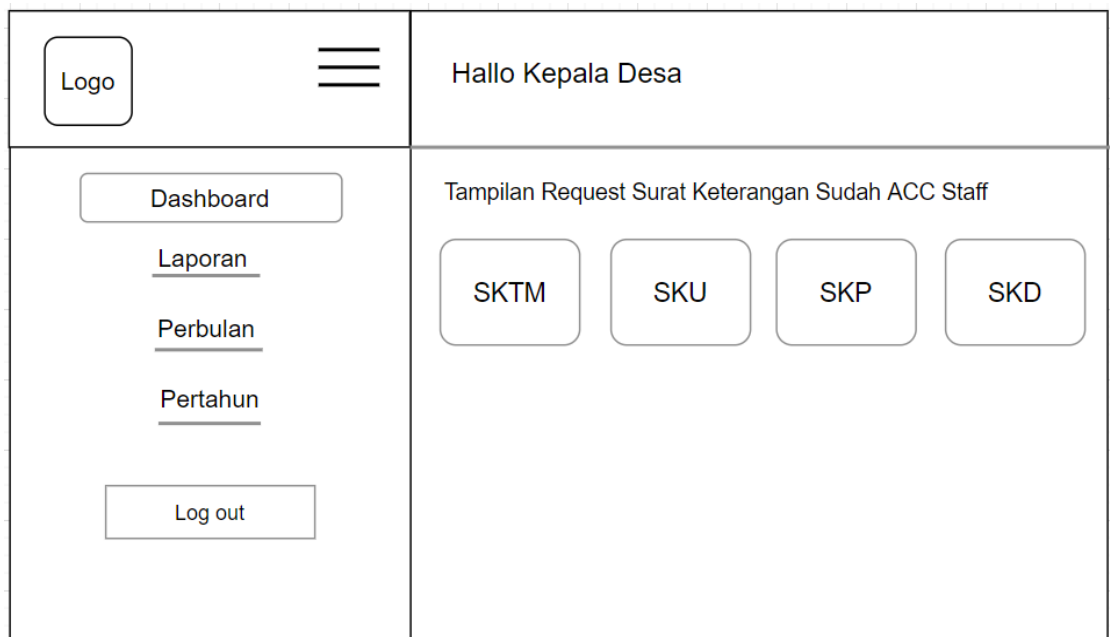

Figure 3.5 Dashboard Village Head Page.

a. Dashboard menu

In this menu there is a collection of information, such as the Acc number of display requests for the applicant's certificate, SKTM, SKU, SKP, SKD.. The Dashboard menu can be seen in Figure 3.6 Dashboard page.
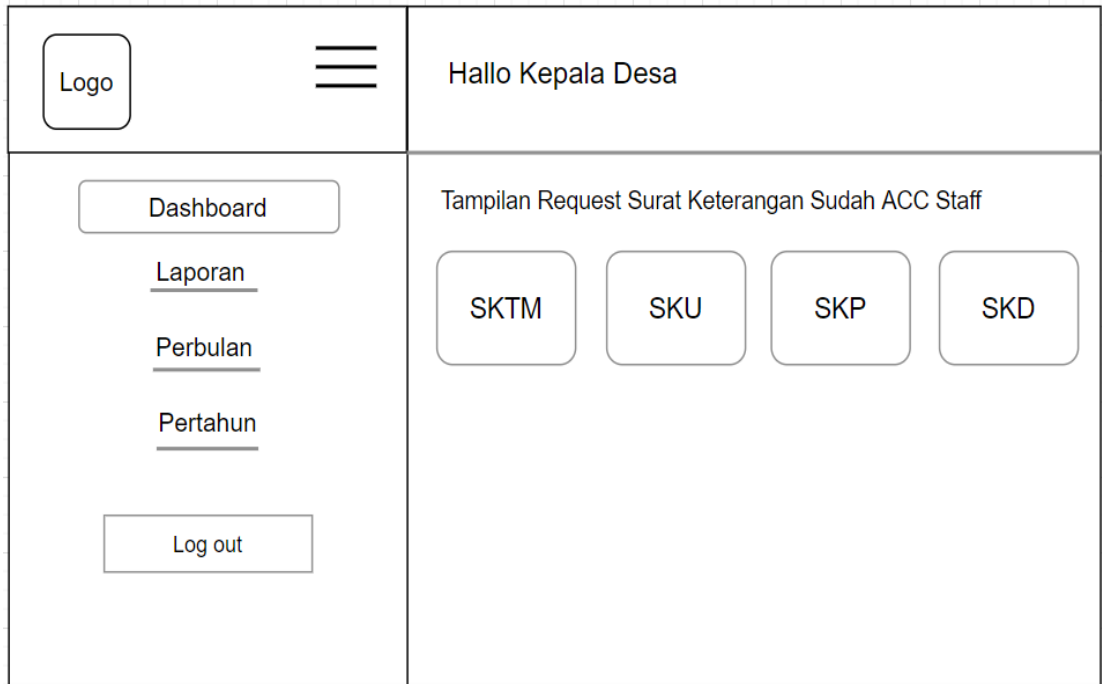

Figure 3.6 Dashboard Page

b. Post menu

This menu contains a collection of information, such as the Monthly and Annual Report menu. can be seen in Figure 3.2 Monthly Report System Design. 3.3. Annual Report Design System
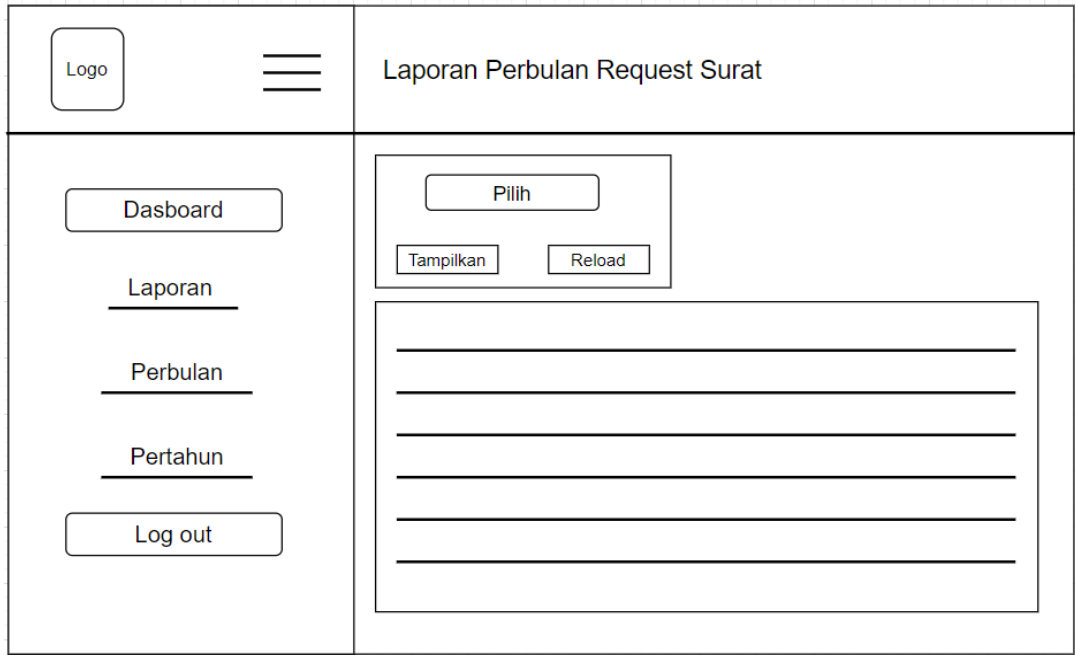
Figure 3.7 Monthly Report System Design
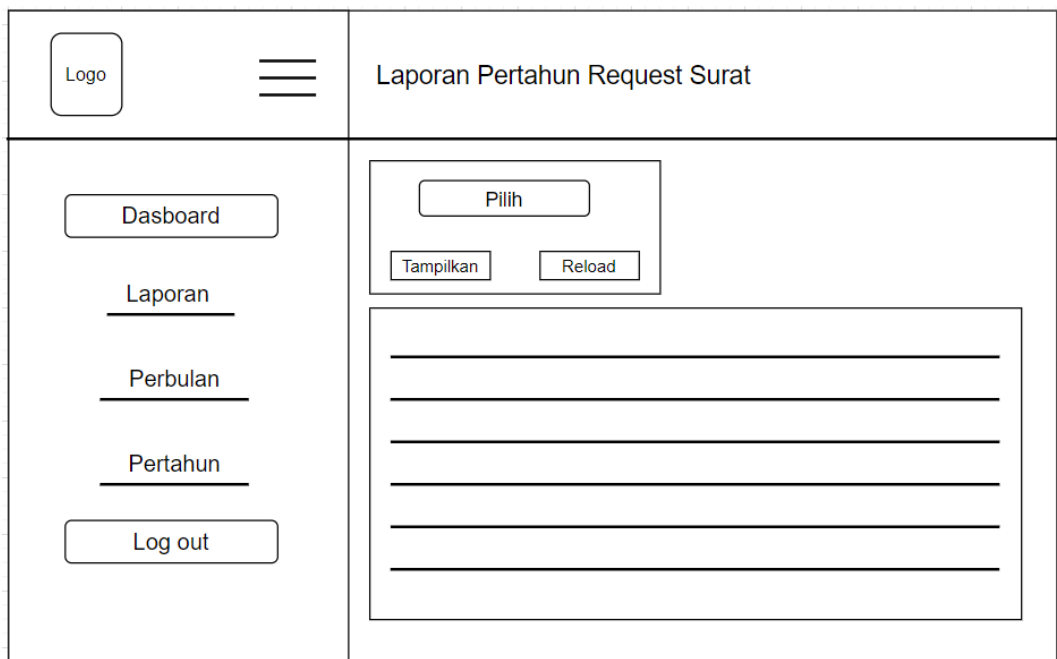
Figure 3.8 Annual Report Design System

3. User Page

This user page displays menus that the user can use for their purposes. such as, editing biodata, making letter requests (SKTM, SKU, SKP, and SKD), and viewing the status of letter requests. without having to queue at the village office can be seen in Figure 3.2 Dasboard User.

Figure 3.9 Dashboard User

Figure 3.10 Status Request

The status request feature is a feature where the applicant can see whether the letter has been sent by the staff or not

BAB IV

Implementation Result
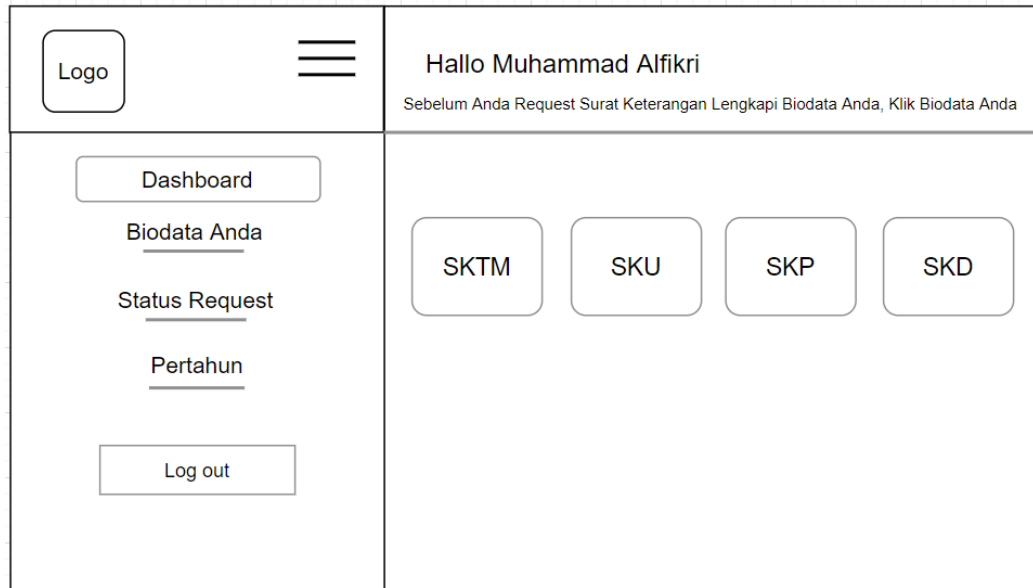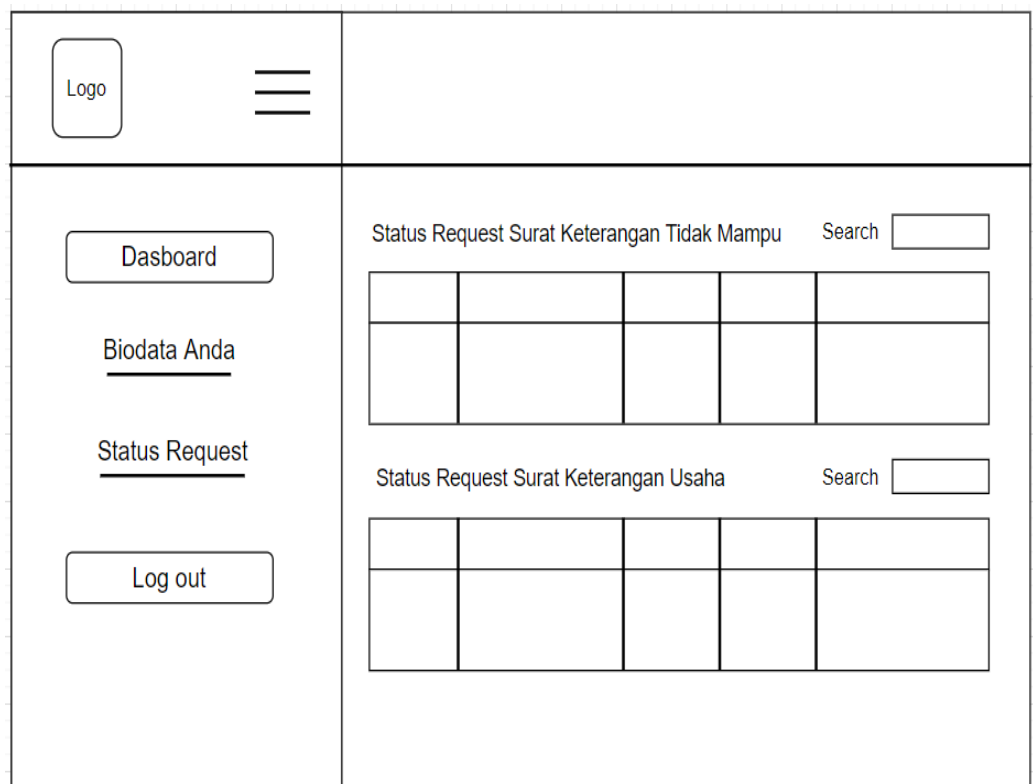
A. **System description**

The Pajar Bulan Village Correspondence Website Information System is used to assist the community in managing letters without having to queue and wait a long time at the online-based village office. This website also displays letter requests such as (SKTM, SKP, SKU, and SKD). The website displays service schedule information and letter request procedures. This information can be accessed on the initial dashboard of the website.

In this website system there is some information that uses static or dynamic data, such as the initial dashboard page and the staff section. To create an applicant letter, the applicant must first login to the dashboard page. Furthermore, the applicant fills in personal data before requesting a letter. if you have chosen the applicant's letter, then the letter will be checked by the admin and the letter will be forwarded to the village head for acc. if the letter has been acc. then the village head will send it to the staff and the staff will send a notification that the letter can be picked up.

The website is built using HTML, CSS and the programming languages PHP and Javascript, and then uses CSS frameworks as well as excellent fonts to add icons. To save the database use the Mysql database.

B. **System Discussion**

1. Analysis Result

From the result that have been done, to develop this website requires hardware and software, use case diagrams and activity diagrams.

a. Hardware and software

Software is a computer program that functions as a means of interaction between the user and the hardware device. While hardware is all the physical parts of the computer and the data that is in it or that operates therein are distinguished. Software specification and software used in developing this information system website can be seen in table 4.1 System Requirements.

Table 4.1 System Requirements

No	Software	Hardware
1.	Windows 10	Laptop ROG Strix
2.	Sublime 3	Mouse
3.	Xampp	-
4.	Adobe Photoshop	-

b. Use Case Diagrams

The Use case diagram is a diagram that describes the relationship between actors and the system. A use case diagram can describe an interaction between one or more actors and the System to be created. A use case diagram can describe an interaction between one or more actors and the system to be created. The use case diagram for this website is in Figure 4.1 Use Case Diagram
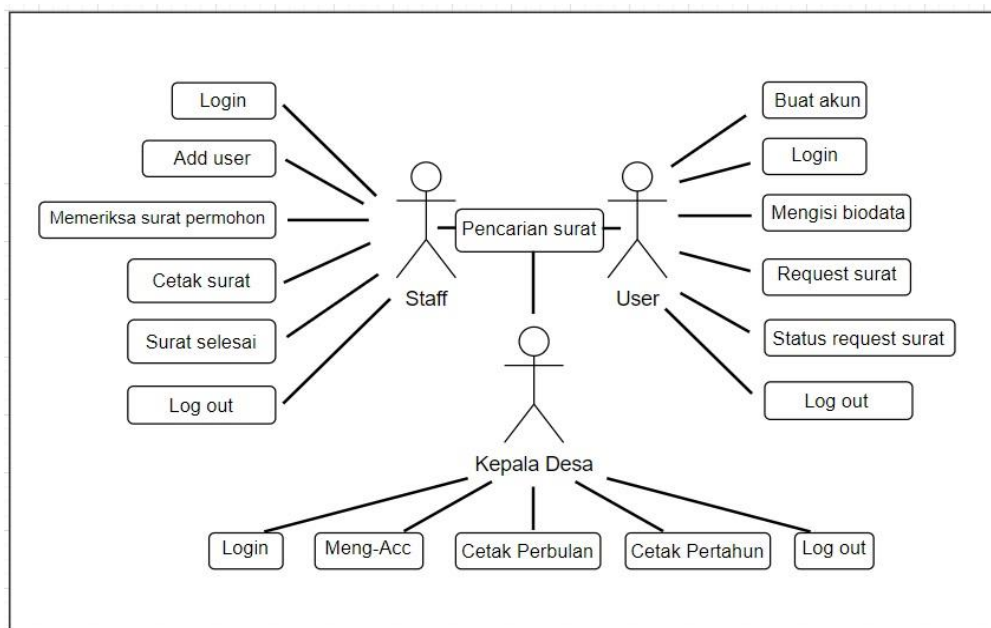
Figure 4.1 Use Case Diagram

c. Diagram activity

Activity Diagrams describe the various activity flows in the system being designed, how each one starts, the decisions that may occur, and how they end. Activity diagrams can also describe parallel processes that may occur in multiple executions.
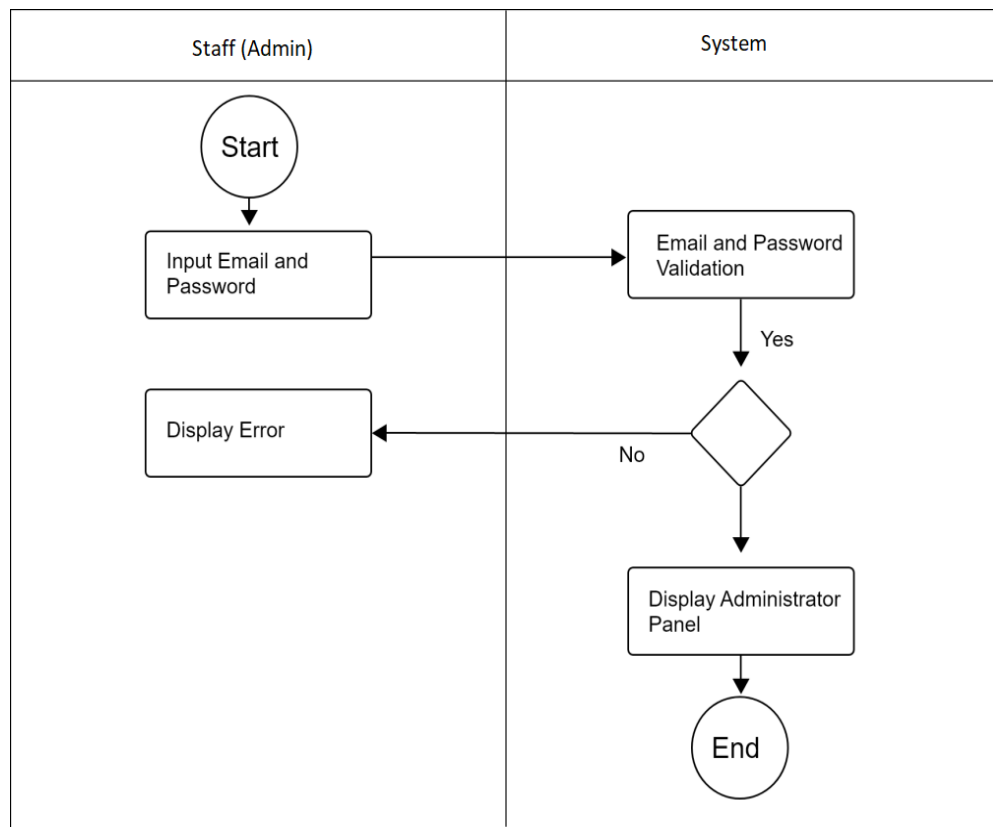
Figure 4.2 login activity diagram,

starting with the administrator entering the email and password, then after entering the email and password the system will validate whether the email is registered in the database or not, then after validating email, system will also validate the password. If the validation is successful, system will be redirected to the administrator panel page. And if the validation fails it will be redirected back to the login page Figure 4.3 Article Activity Diagram

Figure 4.3 Article Management Diagram

In Figure 4.3 the article activity diagram, starting with the staff (the admin checks the applicant's letter data before proceeding to the village head then the system will validate whether the data entered is correct and nothing is empty, if the validation is successful then the article will be added to the database and staff (admin) will be directed to the next page.
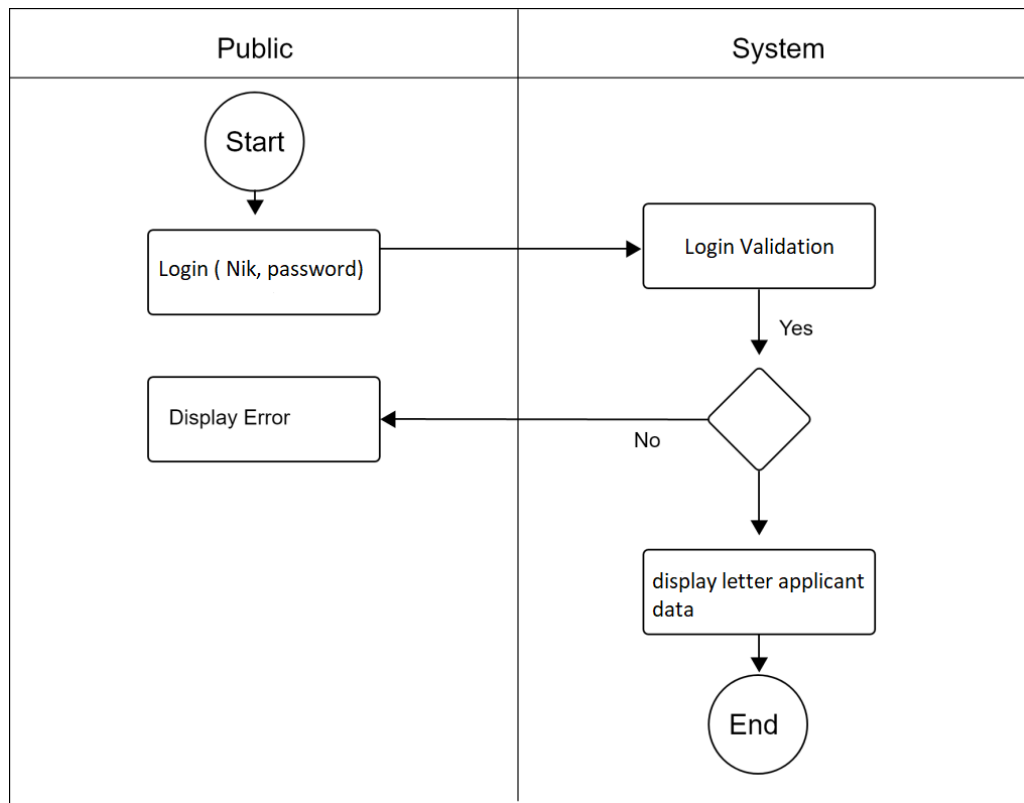
Figure 4.4 Letter Applicant

Figure 4.4 letter applicant activities begin with the user inputting the data needed in the letter request, after completing inputting personal data, the applicant c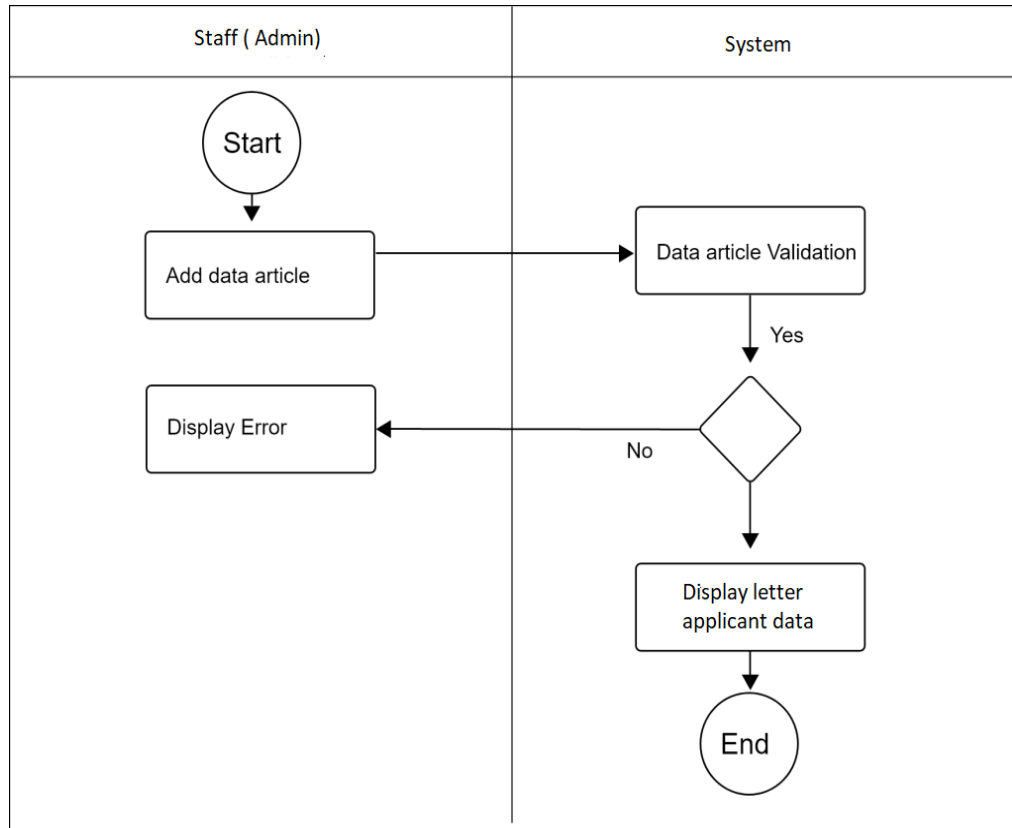an choose which letter is needed by uploading the specified requirements. such as, KTP, KK, and others. after that, the system will validate, if it is successful it will be sent directly to the staff (admin).

2. Implementation Results

a. Administrator Panel

The panel administrator page is a page that can only be accessed by administrators who are registered in the database by logging in. On this panel administrator page there are several features that can be used to perform CRUD (create, read, update and delete data). Administrators can CRUD the articles, comments and users. The administrator page display is shown in Figure 4.5 Administrator panel.
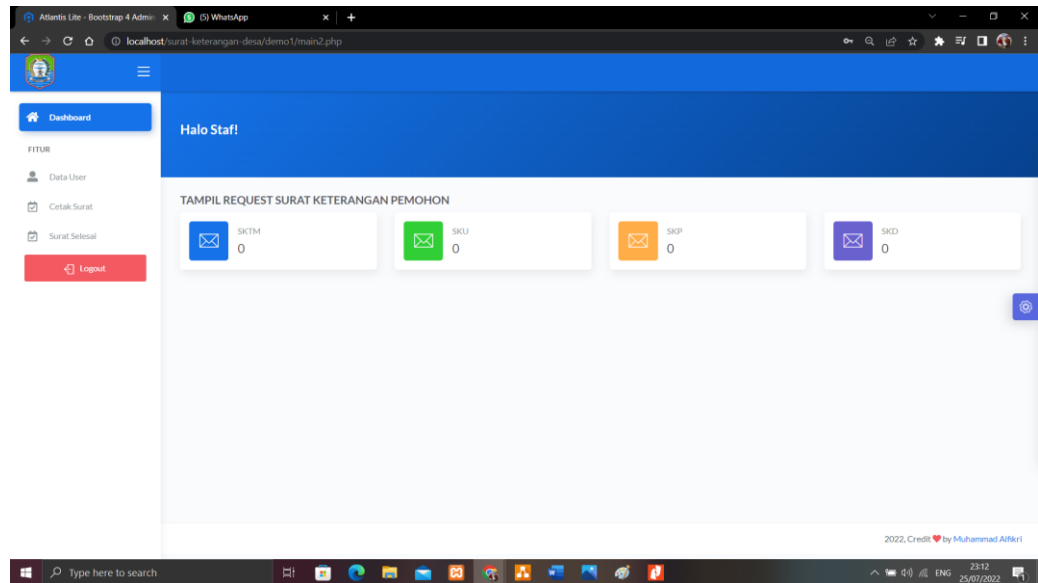
Figure 4.5 Administrator Panel

b. Home Page

This home page is the main page of the Pajar Bulan Village Correspondence Website. on this page there is a navigation bar to access other menus, the initial page displays greetings for Pajar Bulan Village Correspondence Writing Service, then there is a Schedule menu, this menu contains the time and day of the correspondence service at the office. Then on this Home page there is also information, and the location of the Pajar Bulan Village Office. In addition, at the very bottom there is also the address, contact and social media information from the Village Office and there is also a Footer which is also found on every page. Display Home is , in Figure 4.7 Home page applicant and Figure 4.8 Home page Village head.

Figure 4.6 Home page applicant
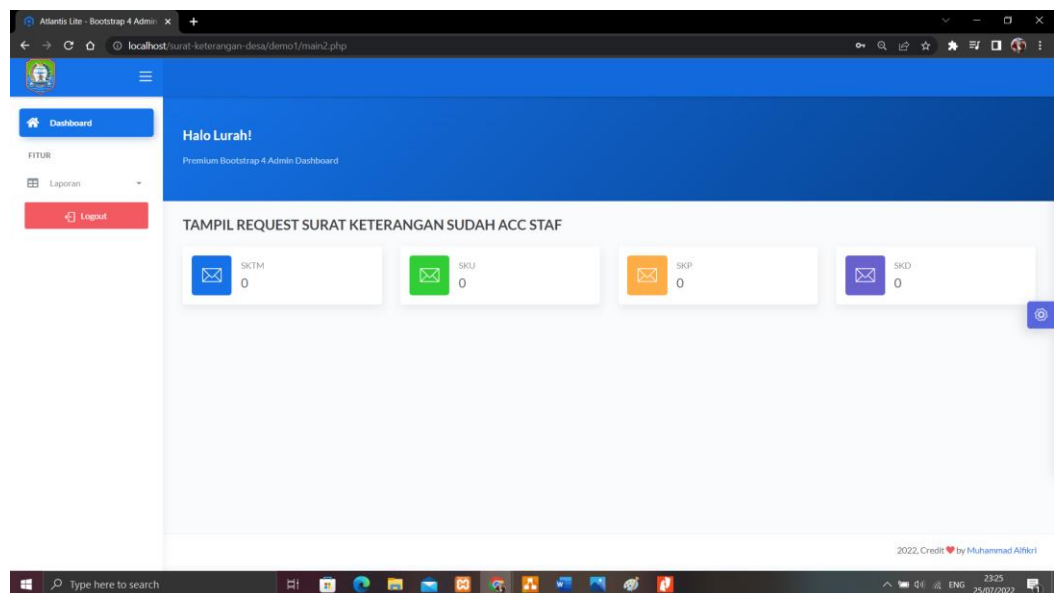
Figure 4.7 Home page Village head.

c. Service Time Page

   This information page displays information about service times, in addition to displaying service times, this page also contains the procedure for requesting letters. as shown in Figure 4.8 Service time, Figure 4.9 Letter application procedure page
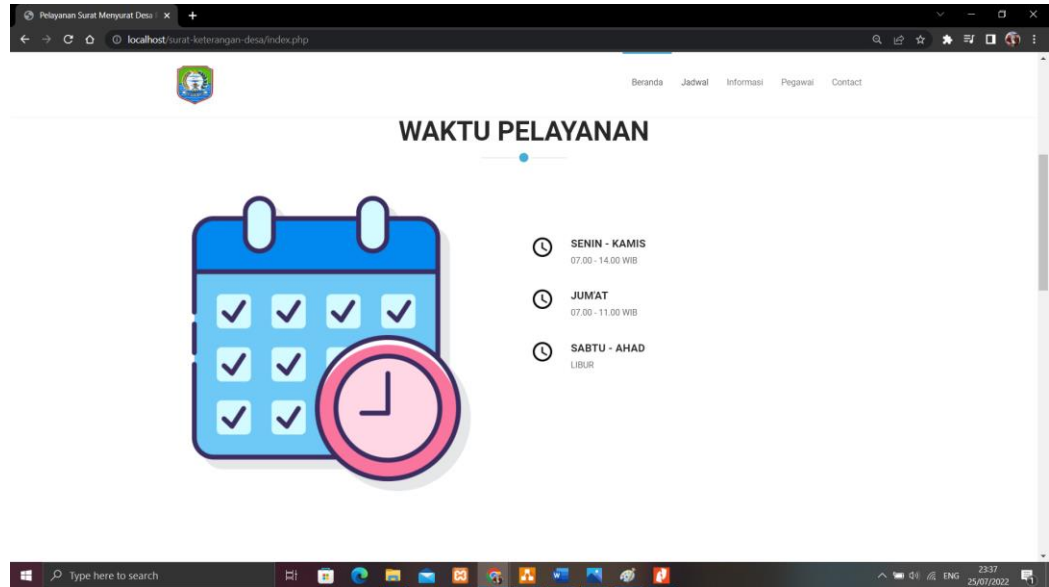
Figure 4.8 Service Time Page
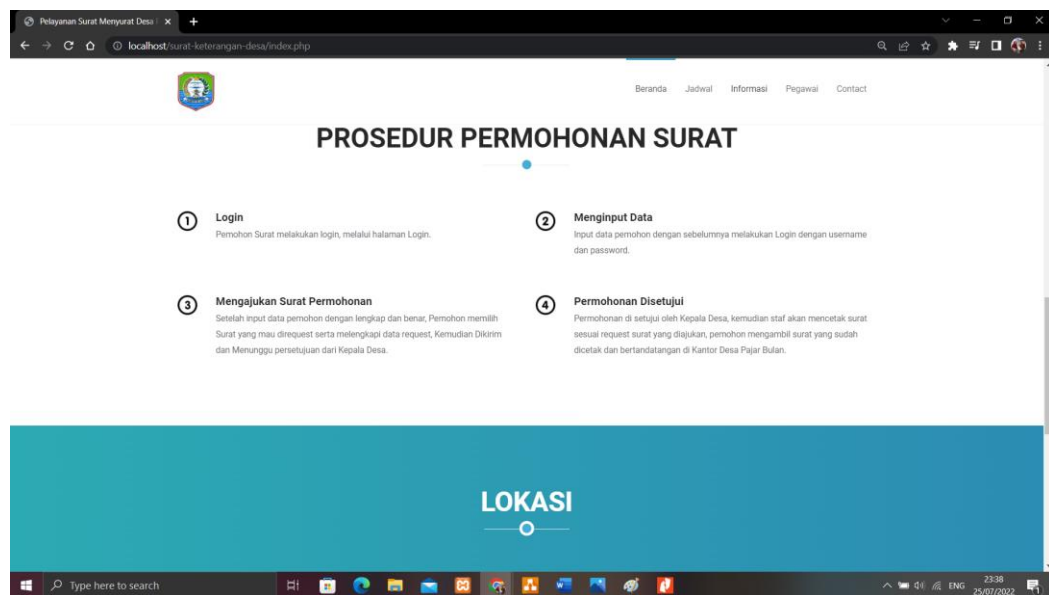
Figure 4.9 Letter application procedur page

d. Management Page

This management page contains information about the user data of the Pajar Bulan village community, then a letter that is ready to be printed, and a letter that has been finished printing. The management page is in Figure 4.10 the management page, Figure 4.11 is the supervisor management page.
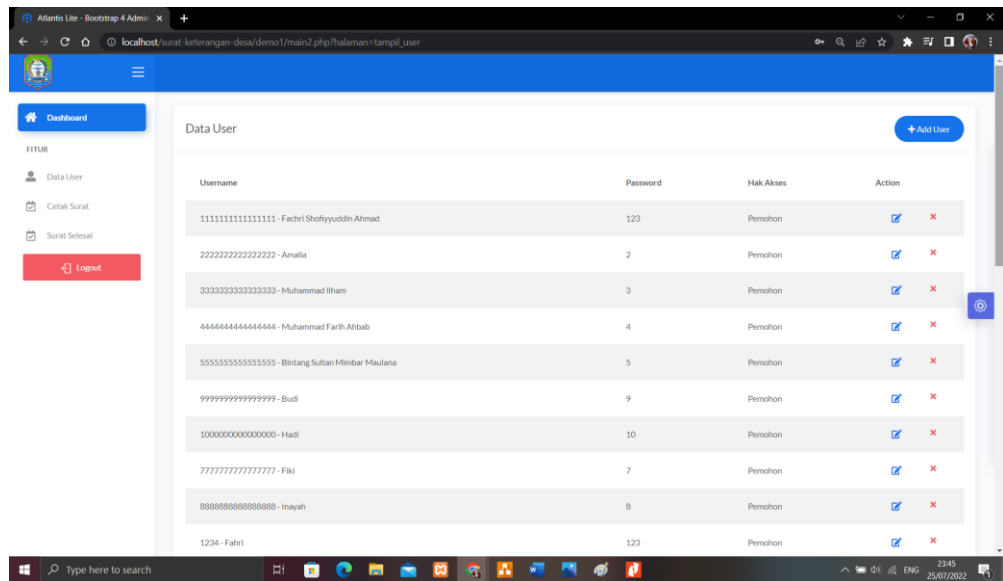
Figure 4.10 Management Page
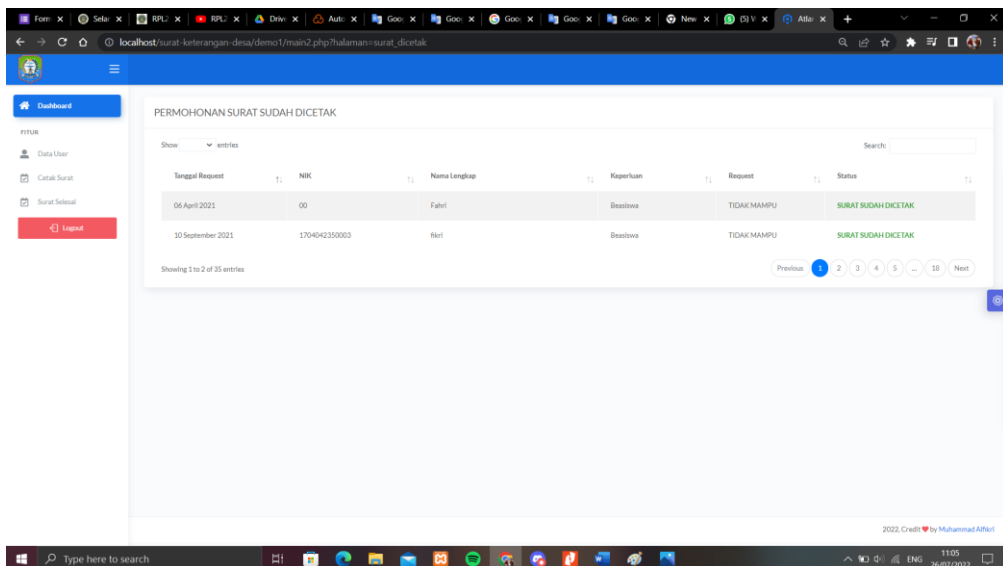
Figure 4.11 Supervisor Management Page

The management page feature is a feature where staff can view user information data, check mail data sent by users. and see a list of completed letter requests

e. Report Page

The Report page displays information about the number of letter applicants from month to year. On this page there is also a footer. The report page can be seen in Figure 4.13 Report Page and Figure 4.13 Annual Report Page
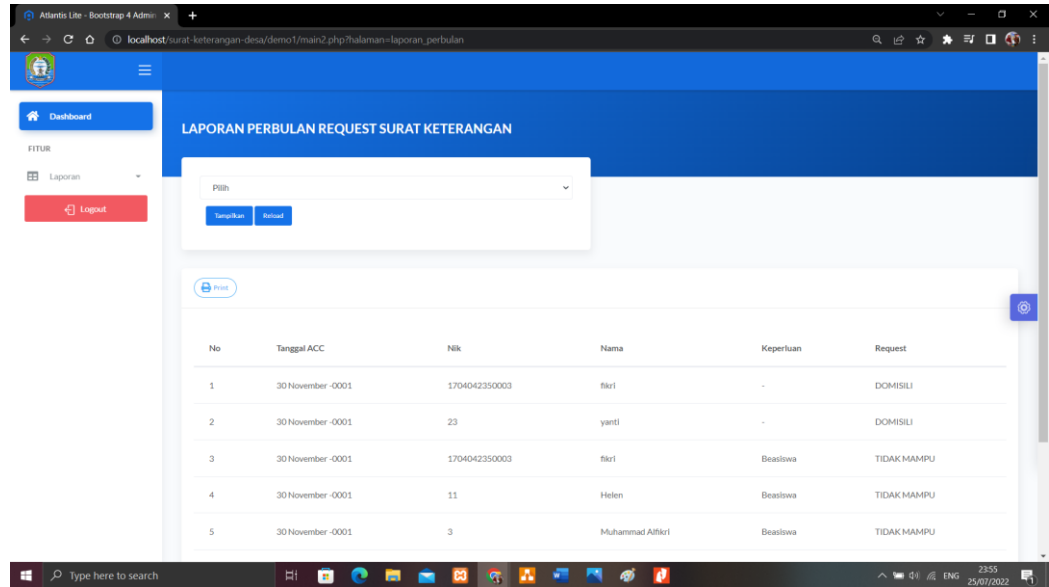
Figure 4.12 Monthly Report Page
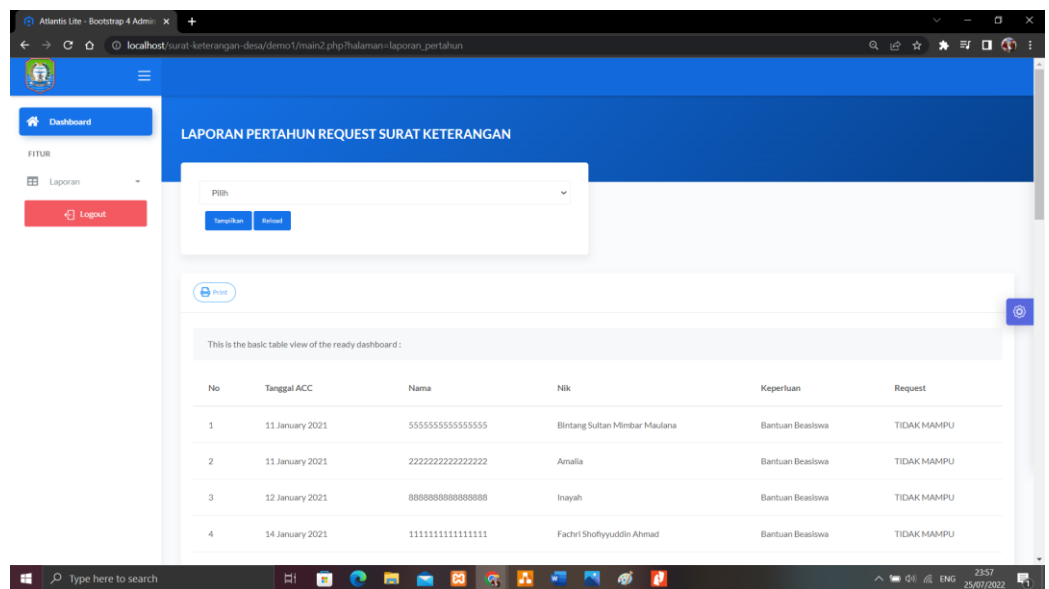
Figure 4.13 Annualy Report Page

The monthly-annualy report feature is a feature where the village head can view and print the completed letter report

f. View Mail Page

The Mail View page displays information about the mail view after being approved by the village head. On this page there is also a footer. View the letter page can be seen in Figure 4.14 View Mail Page
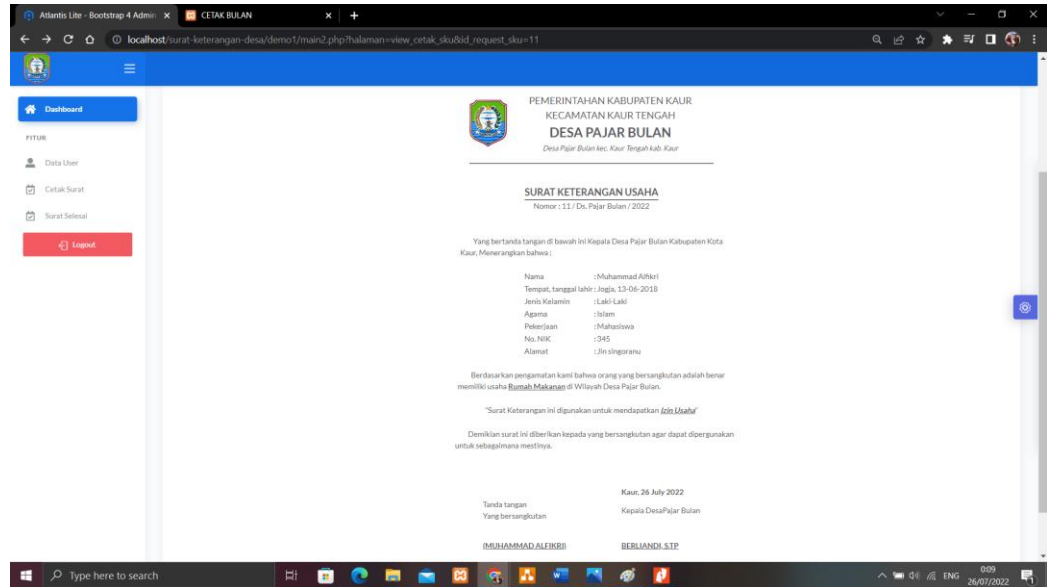
Figure 4.14 View Mail Page.

3. System test results

a. User Acceptance Testing

User acceptance test is set up to explain website results by interacting with the system. There are 3 users who take this test, namely the village head, village office employees, and representatives of general users. The method used to perform user testing is the Black Box method. The Black-Box method is a testing method where test data comes from predetermined functional requirements without regard to the final structure of the program, this test is carried out to determine whether all software functions have been running as expected. defined functional requirements. The results of user testing are in table 4.2 of user testing.

Table 4.2 User testing

No	Purpose	Output	Result
1.	Login the website administrator panel page by entering the registered email and password	display administrator page and enter according to session	successful
2.	Login the website administrator panel page by entering an unregistered email and password	Display Login page with error message	successful
3.	Displaying the applicant's letter data in staff page (admin)	Display applicant's letter data	successful
4.	Add applicant data in database	Add applicant data in database	successful
5.	Edit applicant data	Edit applicant data	successful
6.	Delete mail data in database	Delete mail data in database	successful
7.	Show print mail	Show print mail	successful
8.	Show Monthly-Yearly Report	Show Monthly-Yearly Report	successful
9.	Show mail already in Acc	Show mail already in Acc	successful
10.	Show applicant letter status	Show applicant letter status	successful

a. Calculation result

The method used in calculating is by using the SUS (System Usability Scale). SUS is a global assessment of the subjective aspects of usability (effectiveness, efficiency and satisfaction) perceived by users. The SUS score can indicate the level of user acceptance. Scores used by using the SUS method are as follows:

Very Agree	5
Agree	4
Neutral	3
Disagree	2
Very Disagre	1

Table 4.3 questionnaire testing

No	Question
1.	I feel this website provides the information that users need
2.	I feel that this website does not provide any useful information for users
3.	I find this website easy to use
4.	In my opinion, the appearance of the website is less attractive
5.	I feel that the menu fits my needs
6.	I found the appearance and menu hard to remember
7.	I feel that I don't need help using this website
8.	I find it difficult to access all the information
9.	I feel that many people can use this website
10.	I feel this website can have a negative impact on village head

The questionnaire was made using a google form and then given to respondents, the respondents given included directors, office employees and

the general public. The results of the calculation of respondents' answers are as in table 4.4 of the questionnaire data.

Table 4.4 questionnaire result data

No	Respondents	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
1.	Respondent 1	4	2	4	2	4	2	4	2	4	2
2.	Respondent 2	5	1	5	1	5	1	5	1	5	1
3.	Respondent 3	5	1	5	2	5	1	5	1	5	1
4.	Respondent 4	5	1	4	2	4	1	5	2	4	2
5.	Respondent 5	5	1	5	1	5	1	5	1	5	1

After collecting data from respondents, the data is calculated. By using the SUS (System Usability Scale) there are several rules in calculating the SUS score. The following are the rules when calculating the scores on the questionnaire:

1. Every statement with an odd number then the scale of the respondent's answer is reduced by 1.
2. Each statement with an even number then the final score is obtained from 5 minus the scale of the respondent's answer.
3. Results of a scale of 0 to 4 (four being the most positive responses).
4. Adding up the scale of the respondents' answers and multiplying by 2.5.
5. Determine the average of all respondents' answers to get the final score.

Table 4.5 final data of the questionnaire calculation

No	Respondents	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Total	score (total x 2,5)
1.	Respondent 1	3	3	3	3	3	3	3	3	3	3	30	75
2.	Respondent 2	4	4	4	4	4	4	4	4	4	4	40	100
3.	Respondent 3	4	4	4	3	4	4	4	4	4	4	39	97,5
4.	Respondent 4	4	4	4	3	3	4	4	3	3	3	35	87,5
5.	Respondent 5	4	4	4	4	4	4	4	4	4	4	40	100
Average													92

The results of the calculation data show that the average final score is 92, this value is included in the Best imaginable category with grade A. usability based on these data get value acceptable.

4. Results of Internship Activities

The results of Prakerin activities at the Pajar Bulan Village Office can be seen in table 4.6 Results of Internships.

Table 4.6 Results of Internships.

No	Activity Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Yes/No	%
																Implementation Week → / **Realization**	
1	Preparation	▓														Yes	100%
2	Location Survei		▓													Yes	100%
3	Data Collection		▓	▓												Yes	95%
4	Design Ui/Ux Website				▓	▓										Yes	100%
5	Design Testing				▓	▓										No	100%
6	Front end Development				▓	▓										Yes	95%
6	Front end Development				▓	▓										Yes	95%
7	Back end Development				▓	▓										Yes	95%
8	Fill data in website				▓	▓										Yes	95%

9	Internship Report																		Yes	95%

Explanation of the activity realization in the table 4.6:

1. Activities in the first week are preparations and looking for information about internship and looking for clients. This activity is 100% realized.

2. Then in the second week of activities, namely conducting a location survey and asking permission to conduct intership. This activity is 100% realized

3. In the third week, look for the data needed to carry out the internship. This activity was realized 95%.

4. In the fourth and fifth weeks, start planning a design and prototype for the website to be developed. This activity is 100% realized.

5. In the sixth week after doing website design, then testing the website design. This activity is 100% realized.

6. Activities from week seven to week nine are implementing the designs that have been made. Into the front-end using static data. In implementing this front 95% was realized.Kemudian

7. The tenth to the twelfth week is used to develop the back-end. This activity was realized 95%.

8. In the thirteenth week after the backend is complete then fill in the required data. This activity was realized 95%.

9. And the week ten to week fourteen are also used to make reports. 95% realizable.

BAB V
CLOSING

A. **Conclussion**

 The conclusions that can be drawn from the internship in making the information system website for the Village Head Office is :

1. The results of the implementation of this information system website are going well. Testing the system on this website is using the black-box method, testing is carried out by the admin or field supervisor. Testing includes Creat, Read, Update and delete. There are 17 tests on this website and the results are successful.

2. The development of this website is a medium of information for the wider community. In order for the community to accept it well, testing was also carried out using the SUS (system Usability scale) method. The test was carried out using a questionnaire to 5 respondents consisting of the Management, students of complex H and the community. The calculation results obtained are 92 and which means it can be acceptable

B. **Suggestion**

 The suggestions to be conveyed as a website developer for the Pajar Bulan Village Office in the future are as follows:

1. From the results of the internship, the Village Correspondence website still does not have a complete database so that later the Village Correspondence Website admin can continue.

2. From the results of this internship, it is recommended that the Correspondent website manager understands the development of the website well, so that later this website will grow.

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ATTACHMENT

A. Documentation Figure

Practical Work Location

Crowd at the office

B. Supervisor Assessment

FORM PENILAIAN PEMBIMBING LAPANGAN
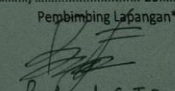
Yang bertanda tangan di bawah ini :

Nama : Burliandi, S.TP
NIK / NIP : 35151261096500002
Jabatan : Kepala Desa Pajar Bulan

Sebagai Pembimbing Lapangan Praktik Magang :

Nama : Muhammad Alfikri
NIM : 18600 18 2A9

Setelah mengikuti pelaksanaan Praktik Magang mahasiswa tersebut, memberikan nilai sebagai berikut :

ASPEK PENILAIAN	Paramater Penilaian					Skor
	Sangat Baik	Baik	Cukup	Kurang	Buruk	
	5	4	3	2	1	
1. Komunikasi dan Pemahaman Instruksi Kerja		✓				4
2. Keaktifan dan Respon di Tempat Kerja	✓					5
3. Kesesuaian Materi KP dengan Keilmuan Mahasiswa		✓				4
4. Disiplin Kerja	✓					5
5. Pengerjaan Tugas dan Ketrampilan Teknis		✓				4
Total						22

Pajar bulan, 26 /03 20

Pembimbing Lapangan*

(Burliandi, S.T.P)
NIK / NIP ....

* Pengesahan lapangan harus ditandatangani dan dibubuhi cap

C. Log Book

Nim : 1800018249
Nama Mahasiswa : Muhammad Alfikri
Judul Praktik Magang : Website Aplikasi Surat Menyurat Desa Pajar Bulan
Dosen Pembimbing : Bambang Robiin ST, MT.
Pembimbing Lapangan : Budiandi S.TP

Petunjuk Pengisian Log Book
1. Log book di isi per minggu
2. Log book ditulis tangan
3. Setiap kegiatan di paraf oleh pembimbing lapangan/ dosen pembimbing Praktik Magang
4. Log book per minggu di paraf oleh dosen pengampu kelas Praktik Magang
5. Jumlah bimbingan minimal 4x

Logbook Minggu 4 sd 7 (sebelum UTS)

No	Kegiatan dan Lokasi Praktik Magang	Waktu Pelaksanaan		Hasil	Kendala, Rencana Perubahan (Jika ada)	Paraf Pembimbing Lapangan	Paraf Dosen Pembimbing Praktik Magang
		Hari/TGL	Jam Durasi				
1	Kantor Desa Pajar Bulan	15 Maret 2021	1 Jam	Bertemu Client untuk Membahas Project KP			
2	Kantor Desa Pajar Bulan	19 Maret 2021	1 Jam 30 Menit	Membahas Tentang Website dan Desain Surat Menyurat			
3	Kantor Desa Pajar Bulan	23 Maret 2021	1 Jam 30 Menit	Mencari Informasi Data Pegawai dan Memulai Mengerjakan Website			
4	Kantor Desa Pajar Bulan	5 April 2021	1 Jam 40 Menit	Melaporkan Progres Pembuatan Website	Perubahan Desain Website		
5	Kantor Desa Pajar Bulan	15 April 2021	1 Jam 40 Menit	Melaporkan Progres Pembuatan Website	Perubahan Bagcound		

Catatan Pembimbing Lapangan/Dosen Pembimbing Praktik Magang / Dosen Pengampu Kelas Praktik Magang:

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Yogyakarta, 23 Juni 2022

Dosen Pengampun Kelas Praktik Magang   Mahasiswa

(Nuril Anwar S.T., M.Kom)   (Muhammad Alfikri)