

LAMPIRAN

Lampiran 1. Dokumentasi Kegiatan Magang



Suasana saat koordinasi kegiatan live streaming akan berlangsung.



Persiapan live streaming.



pengeditan podcast.



foto untuk majalah benang merah



Pengarahan shooting live streaming.



Suasana saat rapat.






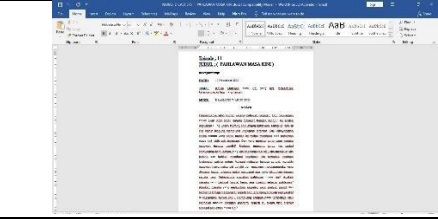
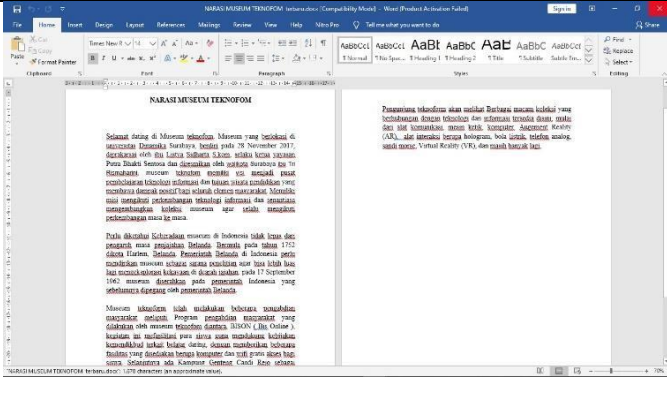


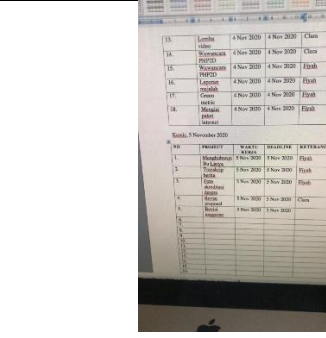
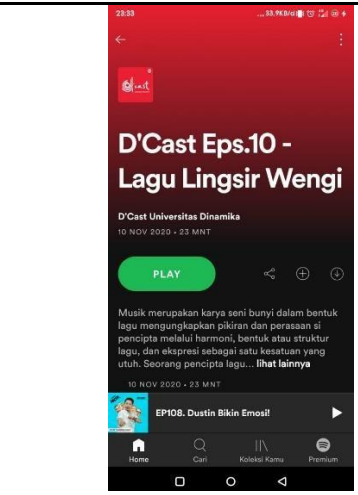
Foto bersama setelah live streaming akreditasi prodi.







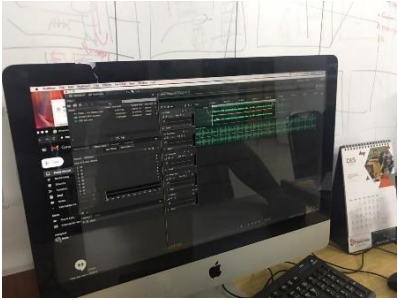


Foto shot Dina Miko bersama Migo.

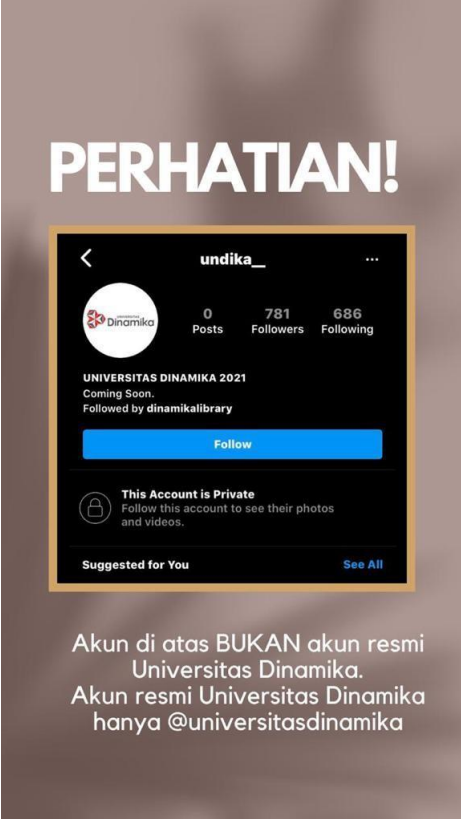

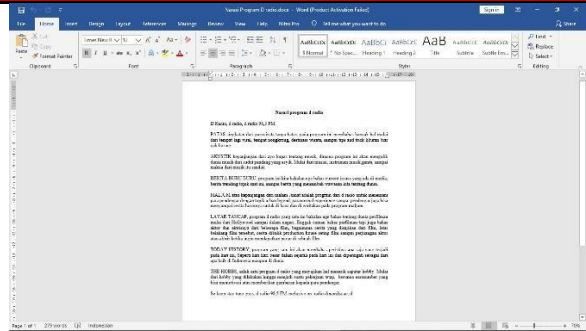
Lampiran 2. Kegiatan Harian Magang


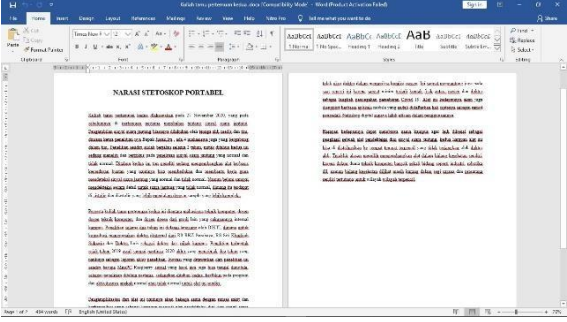


HARI, TANGGAL BULAN	KEGIATAN	GAMBAR
Senin, 2 November	Penyesuaian pembagian tupoksi	
Selasa, 3 November	Podcast episode 9 “ POCONG MAKIN EKSIS? “	
Rabu, 4 November	Rapat koordinasi bulanan.	

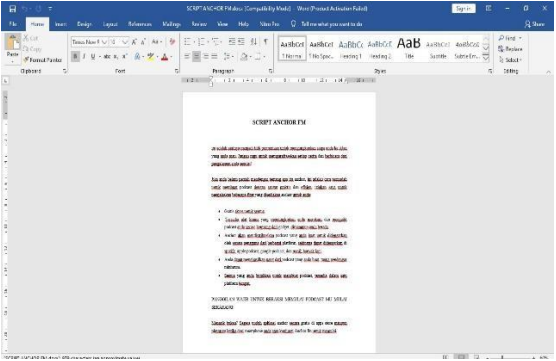



<p>Kamis, 5 November</p>	<p>Membuat naskah podcast episode 11.</p>	
<p>Jumat, 6 November</p>	<p>Narasi company profile museum teknofom.</p>	
<p>Sabtu, 7 November</p>	<p>Libur</p>	
<p>Minggu, 8 November</p>	<p>Libur</p>	
<p>Senin, 9 November</p>	<p>Mendata Aktivitas Staff PR Universitas Dinamika</p>	
<p>Selasa, 10 November</p>	<p>Podcast Episode 10 “ LAGU LINGSIR WENGI “</p>	

Rabu, 11 November	Live Streaming Akreditasi	
Kamis, 12 November	Live Streaming Akreditasi	 
Jumat, 13 November	Test On Air Radio	
Sabtu, 14 November	Libur	
Minggu, 15 November	Libur	

<p>Senin, 16 November</p>	<p>Mengedit Podcast episode 11.</p>	
<p>Selasa, 17 November</p>	<p>Take video Museum Teknofom.</p>	
<p>Rabu, 18 November</p>	<p>Live Streaming.</p>	
<p>Kamis, 19 November</p>	<p>Live Streaming.</p>	

<p>Jumat, 20 November</p>	<p>Klarifikasi ada akun palsu yang mengatasnamakan Universitas Dinamika.</p>	
<p>Sabtu, 21 November</p>	<p>Pengecekan kondisi Migo.</p>	
<p>Minggu, 22 November</p>	<p>Libur</p>	
<p>Senin, 23 November</p>	<p>Pemaporan Program D'radio.</p>	

<p>Selasa, 24 November</p>	<p>Mengedit podcast episode 12.</p>	
<p>Rabu, 25 November</p>	<p>Membuat Narasi Stetoskop portabel</p>	
<p>Kamis, 26 November</p>	<p>Photoshoot Dina Miko bersama Migo</p>	
<p>Jumat, 27 November</p>	<p>Live Streaming “STETOSKOP PORTABEL”</p>	
<p>Sabtu, 28 November</p>	<p>Libur</p>	
<p>Minggu, 29 November</p>	<p>Libur</p>	

<p>Senin, 30 November</p>	<p>Menulis Narasi Ads Anchor</p>	
<p>Selasa, 1 Desember</p>	<p>Podcast episode 11 “ PAHLAWAN MASA KINI “</p>	
<p>Rabu, 2 Desember</p>	<p>Dokumentasi Pelantikan BEM dan DPM</p>	
<p>Kamis, 3 Desember</p>	<p>Podcast episode 12 “ TOXIC RELATIONSHIP (FILM STORY OF KALE)</p>	

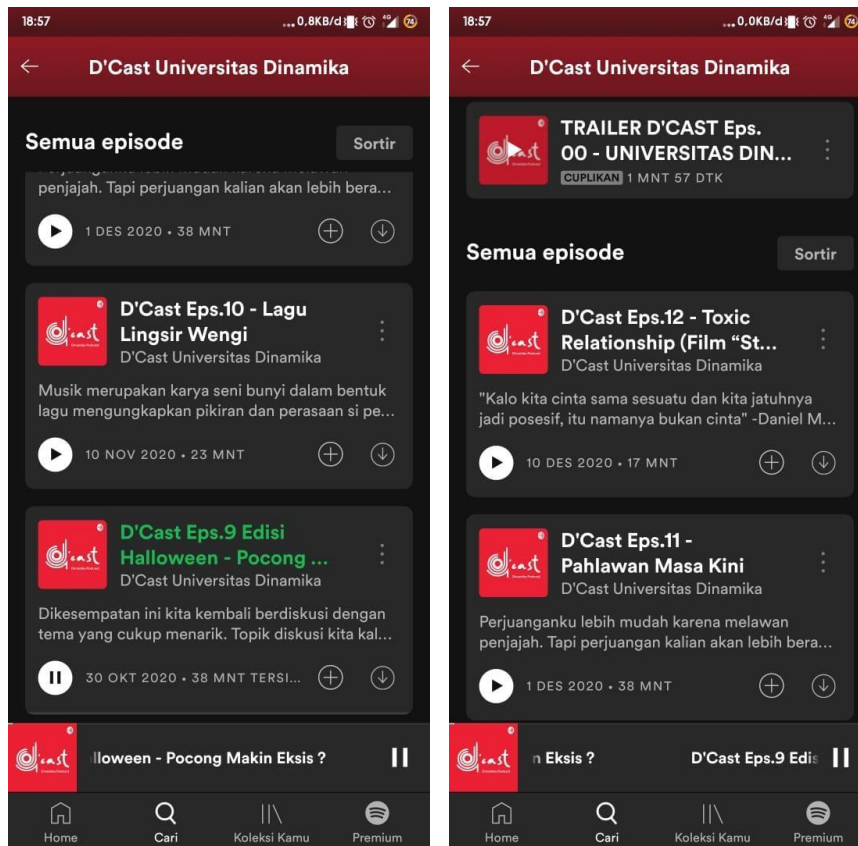
Lampiran 3. Struktur Organisasi Humas Universitas Dinamika Surabaya

JABATAN	NAMA
Kepala Bagian	Ryan Adi Djauhari
Seksi Rumah Tangga dan Arsip	Clara Ayu Crisant Carmelita
Liputan dan Berita	Khoirotul Lathifiyah
Desainer Grafis	Choirul Anam, Yerza Adynata, Ahmad Bayu Agung

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Lampiran 4. Contoh Hasil Karya



Episode 9 – 12 podcast adalah salah satu hasil karya.
Sumber: Spotify D'Cast Universitas Dinamika



Dokumentasi foto magang
Sumber: penulis



Video luaran
Sumber: penulis

Lampiran 5. Lembar Penilaian Magang



UNIVERSITAS 17 AGUSTUS 1945 SURABAYA
FAKULTAS ILMU SOSIAL DAN ILMU POLITIK

Kampus: Jl. Semolowaru 45 Telp.031-5925982,psw.159

PENILAIAN PRAKTEK KERJA LAPANGAN
ON THE JOB TRAINING APPRAISAL

Nama Mahasiswa : SARITA TRI ATMAJI
 Tempat Magang : UNIVERSITAS DINAMIKA
 Bagian/Departemen : PUBLIC RELATIONS
 Tanggal Magang : 1 NOVEMBER 2020

KRITERIA DAN BOBOT PENILAIAN *)

NO	KOMPONEN PENILAIAN	SKALA NILAI									
		10	20	30	40	50	60	70	80	90	100
A	SIKAP										
1	Kehadiran										✓
2	Kemampuan adaptasi								✓		
3	Tanggungjawab									✓	
4	Kreatifitas								✓		
5	Etika /sikap Kerja								✓		
B	KETRAMPILAN										
1	Pemahaman thd pekerjaan									✓	
2	Penggunaan peralatan kerja									✓	
3	Ketepatan melakukan pekerjaan								✓		

NO	KOMPONEN PENILAIAN	SKALA NILAI									
		10	20	30	40	50	60	70	80	90	100
C	Pembekalan										
D	Laporan Akhir										

*Ket: Point A & B diisi Instansi/perusahaan

Surabaya, 30 - NOV - 2020
 Instansi/Perusahaan


 (.....)
 Jabatan: Kepala Bagian Humas

Lampiran 6. Lembar Presensi Magang

PRESENSI KEHADIRAN PRAKTEK KERJA LAPANGAN (MAGANG)
MAHASISWA FAKULTAS ILMU SOSIAL DAN ILMU POLITIK UNTAG SURABAYA

Bulan : NOVEMBER
Tahun : 2020

Instansi/Perusahaan : UNIVERSITAS DINAMIKA
Bagian/Departemen : RUANG REKREASI

No	Nama Mahasiswa	Aktifitas	HARI KERJA KE:																																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
1	AHMAD ATIF HIDAYAT 11517001090	Jam datang	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30			
		Jam pulang	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00		
		Paraf	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
		Paraf	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
2	IQBAL DWI RANAWAH 1151700042	Jam datang	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30			
		Jam pulang	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	
		Paraf	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
		Paraf	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
3	SATRIA TRI ATTALIA 1151700039	Jam datang	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30	07:30		
		Jam pulang	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00	16:00
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*) Bila tidak hadir mohon diisi (S=sakit, I=Ijin, A=Alpa) pada kolom hari kerja

Surabaya, 30 - Nov 2020
Instansi/Perusahaan :  **UNIVERSITAS Dinamika**
Sebagai: **Kepala Bagian Public Relation**
[Signature]
M. A. H. D. H. H.