The Australian Consortium for 'In-Country' Indonesian Studies

Business Professional Practicum 2016
Program Profile
Program Details

ACICIS Business Professional Practicum

January 1 - 3, 2016
Orientation
January 4 - 15, 2016
Academic Program
January 18 - February 12, 2016
Supervised Internship Program

Jakarta, Indonesia

Contact Details

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What is ACICIS?

The Australian Consortium for 'In-Country' Indonesian Studies (ACICIS) was established with government funding in 1994 to provide a unique support network for students wishing to study in Indonesia. Consisting of 24 member universities, including leading institutions in the field of Indonesian studies in Australia, the UK and the Netherlands, ACICIS coordinates various semester-long, 6-week short course, and educational study tour options in Indonesia. Since its inception, ACICIS has helped over 2,000 students from Australia and abroad attend universities in Indonesia and complete professional internship modules. Current study options include: professional practicum courses in Journalism and Development Studies (Jakarta), intensive Indonesian language study, Islamic Studies and teacher training (Yogyakarta), and an independent field study and International relations program (Bandung, West Java). Courses are fully assessed by our Indonesian partner universities and accepted by member universities for credit towards home university degrees in Australia and abroad.
What is the Business Professional Practicum (BPP)?

Modelled on ACICIS’ highly-successful Journalism and Development Studies Professional Practica, in 2015 ACICIS piloted the inaugural ‘Business Professional Practicum’ (BPP) program, with support from the Australian Department of Foreign Affairs and Trade’s, New Colombo Plan program. The BPP comprises two weeks of intensive Indonesian language study and industry-led seminars at Atma Jaya University, followed by a four-week supervised industry placement in Jakarta. In 2016, the program will run from January 2 – February 12, 2016.

The BPP provides an opportunity for students of business, management and marketing, or early career business professionals, to gain valuable experience working in the field of business and commerce in Indonesia. Host Organisations are drawn from a wide range of Jakarta’s business and commerce sectors, including: banking/finance, infrastructure and mining, Small-Medium enterprises (SMEs), creative industries, the Indonesian Stock Exchange and Indonesian Ministries of Finance, Trade and Chambers of Commerce. Placements will give students the chance to engage in the Indonesian business community and apply business theory and scholarly analysis in professional practice. All industry placements provide an English-language working environment.

The broad aim of the BPP is to enhance bilateral understanding through the creation of new partnerships between Australian and other international students and Indonesian counterparts, and to serve as a medium for the exchange of ideas and experiences in the field of business and commerce. The guiding principle of the BPP is to have students working together with local Host Organisations as part of a practical learning process.

Atma Jaya Catholic University

Universitas Katolik Atma Jaya is one of Indonesia’s premier private universities. Founded in 1960, this dynamic institution has two campuses located in the heart of Jakarta. Atma Jaya has consistently been ranked in Indonesia’s Top 5 private universities by Globe Asia and Tempo magazines, and has been ACICIS’ Professional Practicum partner in Jakarta since 2007. Its Faculty of Business Administration and Communication Sciences, which facilitates the BPP program, is staffed by industry professionals with both Jakarta-based and international teaching and research experience.

The BPP academic module takes place at the Semanggi campus, located in the centre of Jakarta’s business and commerce district on Jl. Jenderal Sudirman.
**BPP Structure**
The BPP will run from 2 January – 12 February, 2016. The structure of the six-week program is as follows:

- Two weeks of intensive Indonesian language classes at Atma Jaya Catholic University (mornings), designed to give participants basic language functionality.
- Two weeks of English-language workshops and presentations (afternoons) by experts and practitioners from Indonesian business and commerce;
- A four-week, supervised internship to give participants an English-speaking professional experience, with local or international business organisations.

A professional Program Officer is assigned to Jakarta for the duration of the BPP to oversee all aspects of the Business Professional Practicum.

**2016 BPP Program Dates**

- The 2016 BPP program will start with an orientation period at Atma Jaya Catholic University from Friday, 1 January, 2016 – Sunday, 3 January, 2016.
- The intensive language program and seminar series will run from 4 -15 January, 2016.
- The four-week industry placements commence on Monday, 18 January, and conclude Friday, 12 February, 2016.

**Participants and Selection**
The BPP is a competitive entry program, suitable for senior undergraduate students and early career professionals.

In their applications, students are asked to nominate sectoral interests and preferred industry placements. Preferences will be reviewed alongside academic records, proven skillsets and Host Organisation requirements, prior to placing students with particular organisations.

The Program Officer and ACICIS Resident Director manage selection and work placement allocation. Host Organisations are encouraged to provide details for preferred or required candidate skillsets in their workplaces. ACICIS will confer with Host Organisations prior to confirming the placement with participants, and Host Organisations may conduct their own interview with the candidate/s if they wish.
What Does the BPP Offer Host Organisations?

Via a careful selection process, ACICIS aims to provide Host Organisations with competent interns with prior practical experience in the business, marketing or voluntary sector.

BPP participants bring with them a good understanding of the major theoretical issues in the business field, and a diverse range of professional and/or voluntary experiences.

The majority of participants are native English speakers and/or are enrolled in English language degree programs at their home universities. Internship tasks are at the discretion of each Host Organisation to suit office needs and student capabilities; however, past internship placements have seen students assigned to tasks such as:

- Compiling desk reviews on current political and/or social issues which may be of interest to the Host Organisation’s operations in Indonesia;
- Reviewing and compiling project monitoring reports for final evaluation;
- Assisting in the design and editing of web material and other reporting obligations;
- Editing and maintaining an organisation’s visual and/or digital archives;
- Research assistance and data collection;
- Assisting in the preparation of funding applications and/or grant proposals;
- Field visits to one or more of the Host Organisation’s partners;
- Assisting with media and communication strategy.

Placement Options

Industry placements are designed to encompass a wide range of interests within Jakarta’s business and commerce sector. Students are assigned an English-speaking mentor in the workplace to guide them through the four-week period. This role of mentoring has been designed to take up no more than half an hour per day of a designated staff member’s time. ACICIS is presently identifying and selecting willing Australian and Indonesian Host Organisations for the 2016 BPP industry placements, from the following sectors: banking/finance, creative industries, retail, food and hospitality, infrastructure and mining, Small-Medium enterprises (SMEs), the Indonesian Stock Exchange and Indonesian Ministries of Finance, Trade and chambers of Commerce. As a guide, previous Jakarta-based Host Organisations in ACICIS’ 2015 BPP include:

- Engineering and construction
  THIESS
- Mining and resources
  Pertamina Lubricants
- Banking and finance
  ANZ, Bank Mandiri, Indonesia Stock Exchange
- Business consultancy
  ICON International Communications, Kiroyan Partners
- Retail and property
  Pacific Place, Sinar Mas Land
- Legal services
  Soemadipradja & Taher Advocates, Hutabarat Halim & Rekan Lawyers
- Creative industries
  Endeavor Indonesia
- Food technologies and agriculture
  Sinarmas Pulp and Paper
- Infrastructure
  Indonesia Infrastructure Guarantee Fund, Cardno Emerging Markets
- Investment
  Indonesia Investment Coordinating Board (BKPM)
- Government
  Ministry of Tourism, Ministry of Trade
Host Organisations may nominate to review participant qualifications or to arrange a pre-interview over Skype or email prior to accepting a candidate/s. ACICIS is happy to assist in facilitating this pre-interview process if required.

Assessment
The academic emphasis of the BPP is on experiential and professional learning within the work environment. The BPP is designed to meet half of a full semester load at most universities, comprising the following assessable components:

- Pretrip activities involve flexible learning activities (equal to six hours of inclass contact);
- Two weeks of intensive classes in language and culture, plus business-related seminars, at Atma Jaya (64 hours in total);
- Two fieldtrips/workshops (equal to 10 hours of inclass contact);
- Daily reflective journal, including factual log of duties, portfolio of work, and comments, analysis and critique of personal and placement organisation activities, to be signed off by the student’s workplace mentor at the end of each week (6 hours);
- Coordinated internship at participating Host Organisation (120 hours);
- Written research paper with topic as to be decided by the student, in consultation with the BPP Program Officer, on a topic relevant to the Indonesian business and commerce sector (2,000 words).

Upon completion of the program, the BPP Program Officer provides a one-page evaluation report on the performance of each participant. In accordance with standard ACICIS practice, student performance in the Program Officer’s evaluation report will be assessed only as ‘satisfactory/unsatisfactory’ (equivalent to ‘ungraded pass/fail’).

Placement supervisors are also requested to provide a brief report (max. one paragraph) on student activities and performance. Assessment of the classwork component will be carried out by Atma Jaya lecturers.

The student’s home university retains the right to require and grade other assessment tasks. ACICIS makes recommendations about how much credit the experience is worth but it does not require universities to follow the recommendations, as each university has its own protocols and rules about how they conduct work experience and what credit is applicable.
BPP Management and Pastoral Care

ACICIS manages all aspects of the BPP from the point of participant arrival to departure. A full-time Program Officer oversees the program, assisted by the ACICIS Jakarta Program Coordinator and Program Assistant. ACICIS provides all participants with a comprehensive pre-departure and in-country orientation program, routine and emergency assistance for the duration of the program, and supervision during their work placements.

Over the course of the six-week program the Program Officer will meet regularly with Host Organisations to assess the progress of participants and to help resolve any issues that may arise.

Atma Jaya Catholic University provides visa sponsorship for all BPP participants on a 60-day, Social-Cultural visa. The internship is conducted as part of a formal academic program hosted by the university, and as such, students are strictly prohibited from undertaking any paid work during their internship.

All participants must hold comprehensive medical insurance covering emergency evacuation, and adhere to ACICIS’ Risk Management Strategy for Jakarta. At all times they also remain bound by all internal regulations and risk management strategies of their Host Organisations.

Travel as part of an internship is permissible so long as it meets the requirements of ACICIS’ Risk Management Strategy and is approved by the Program Officer and ACICIS Resident Director well in advance (minimum of two weeks prior to travel). Participants or hosts are encouraged to inform the Program Officer of any proposed travel plans as early as possible.

The BPP has been designed in such a way that ACICIS and Atma Jaya Catholic University fulfil all administrative and pastoral care duties, thus freeing Host Organisations of such tasks.
BPP Program Protocols

The success of the ACICIS Business Professional Practicum (BPP) requires the cooperation of ACICIS, all student participants, and the organisations which host them during their internship. The smooth operation of the Practicum is enhanced when these three ‘stakeholders’ agree to the following protocols:

1. ACICIS agrees to:
   - Arrange a fortnight of university classes at a partner university in Jakarta;
   - Arrange one month of appropriate work experience/internship placement for the participant in a relevant work environment where English is a medium of communication;
   - Have a staff member (Program Officer) present in Indonesia to assist participants throughout the program with academic matters;
   - Provide appropriate advice and support to the Host Organisation regarding the requirements of the internship for the duration of the program;
   - Provide the home university or employer with an evaluation report on each participant, with a recommended pass/fail grade for the practicum;
   - Provide participants with full contact details of the Australian Embassy (or the embassy of their home country) in Jakarta, such as may be required for security purposes, and to inform appropriate Embassy officials of the arrangements for the ACICIS Professional Practicum;
   - Assist participants in obtaining the appropriate visa for the program.

2. The student participant agrees to:
   - Participate fully in the lecture/workshop activities;
   - Complete all academic assessments as required;
   - Participate fully in the working life of the host organisation under the supervision of a mentor, to an extent appropriate to be participant’s level of experience and skill;
   - Behave in accordance with the highest professional standards and in a culturally and contextually appropriate manner.

3. The Host Organisation agrees to accept a specified number of ACICIS Business Professional Practicum participants for a one-month period of work experience and to provide each participant with:
   - A ‘mentor’ who will supervise and advise the participant;
   - On-going advice regarding a student’s duties in that work environment;
   - A conducive work environment and facilities for the participant (desk/ work space, and access to equipment);
   - Involve the participant in all regular activities of the work environment, as appropriate to the participant’s level of experience and skill;
   - Provide ACICIS with a brief written assessment report by the mentor on the participant by the end of the internship (1-2 paragraphs);
   - Provide ACICIS with feedback on the program and any suggestions for future improvements.
**Additional Information**

The BPP is open to both Australian and non-Australian citizens/ students.

There are no Indonesian language pre-requisites for the program. Unless an applicant indicates they have strong Indonesian language skills and would like an Indonesian language placement, work placements will be in English-language environments.

- Internship schedules are to follow the regular working hours for the participating Host Organisation;
- Host Organisations may accept more than one intern;
- The internship program is for a maximum of four weeks. Should Host Organisations wish to extend the internship period beyond this time, ACICIS is no longer responsible for the student’s pastoral care, academic or visa management;
- BPP students have the option to continue part-time language studies at Atma Jaya University during their internship period (at their own expense);
- Host Organisations are not liable for any expenses throughout the internship. Any travel expenses related to internship activities should be discussed with participants well in advance. Should participants be unable to afford additional work-related travel expenses, an alternative set of duties should be provided;
- Host Organisations have the right to terminate the internship position should candidate performance be unsatisfactory.
- Students enter Indonesia on a ‘Social-Cultural 211’ (‘Sosio Budaya’) visa, and as such, are strictly prohibited from carrying out any paid work during their internship, or receiving any form of financial compensation for their duties performed while on the ACICIS program.

**Sponsorship Packages**

ACICIS is seeking proposals from Australian and Indonesian businesses interested in supporting the continued development of the BPP through a range of sponsorship packages. Packaging arrangements may include: one-off or ongoing financial contributions to ACICIS Indonesia’s BPP program; in-kind support for the BPP through the provision of speakers, networking events and/or venue support; or scholarships and/or grants provided directly to BPP students. In turn, ACICIS would acknowledge such support through the inclusion of your business logo on our site and promotional materials; acknowledgement of your support throughout our BPP program documents; and, where appropriate, the allocation of an intern/s at your business in Jakarta. For sponsorship enquiries, please contact ACICIS’ Resident Director, Ms Elena Williams, directly, at: e.williams@acicis.edu.au.
ACICIS STAFF

Consortium Director
The Consortium Director is responsible for the overall management of ACICIS, chairing the National Reference Group which determines ACICIS policy. The Consortium Director and Founder of ACICIS is Professor David T Hill AM. Prof. Hill is in the Asian Studies Program at Murdoch University in Perth, where he is a Fellow of the Asia Research Centre for Social, Political and Economic Change. His research interests are in Indonesian media, literature, biography, and cultural politics, and he is a NAATI-accredited professional English-Indonesian interpreter and translator. While based in Perth, Prof. Hill is a frequent visitor to Indonesia.

Resident Director
ACICIS’ Resident Director oversees the provision of academic and pastoral advice to students, liaises with Indonesian authorities and universities, and ensures that ACICIS’ 13 in-country programs run smoothly. The current Resident Director is Ms Elena Williams, who was a former ACICIS student in 2005 and later served as the Yogyakarta Program Manager between 2008 and 2010. Ms Williams holds a Masters of Applied Anthropology and Participatory Development in Gender Studies from The Australian National University, and has a keen interest in gender and development, anthropology and social movements. Ms Williams will oversee the BPP, coordinate the academic program, and provide pastoral care and support to students.

BPP Program Officer
The BPP Program Officer is responsible for managing the design and implementation of the BPP program and liaising with Host Organisations, university staff and students. Throughout the program, the Program Officer advises students on academic and industry-specific matters, offers pastoral care and emergency assistance, and represents ACICIS at participating Host Organisations and related events. The 2016 BPP Program Officer is Mr Fendi Liem. Mr Liem is the founder and director of PT Selaras Daya Utama (SEDAYU), one of Indonesia’s leading Renewable Energy companies with Solar Power Plant and Mini-Hydro projects throughout the country. For his work in the Renewable Energy business, Fendi was awarded one of Indonesia’s ‘Ten Outstanding Young Persons’ in 2012, by the Junior Chamber International (JCI).

ACICIS Jakarta and Bandung Program Officer
The ACICIS Jakarta and Bandung Program Coordinator serves as the primary liaison with Atma Jaya Catholic University on matters pertaining to current or future ACICIS programs hosted by Atma Jaya. The current Program Coordinator, Mr Nurfitra Yutha Asa, assists the Resident Director in the planning and conduct of Jakarta Practicum programs and provides regular pastoral support services for ACICIS students in Jakarta.

ATMA JAYA STAFF

International Cooperation Coordinator
Dr Yohanes Eko Widodo, S.Sos., SH.,MM, PhD, serves as the International Cooperation Coordinator for Atma Jaya Catholic University. Based in the Faculty of Administration, Business and Communication Sciences, Dr Eko works on the general administration of the BPP and manages various academic and logistical aspects of the program throughout.
ACICIS Contact Details

ACICIS welcomes the opportunity to partner with your organisation in the 2016 BPP. Please feel free to contact us at the details below for further information.

For all in-country enquiries, including corporate sponsorship packaging, hosting a BPP intern or becoming involved as an industry speaker, please contact the ACICIS Resident Director:

Ms Elena Williams, MA
ACICIS Resident Director

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