

Lampiran 1 Pendaftaran Program Magang



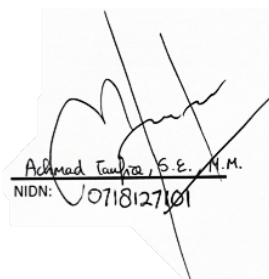
FORMULIR PENDAFTARAN PROGRAM MAGANG

Nama Mahasiswa/i : Benyamin Klemens Gunadi
NIM : 21110048
Program Studi : D3 Seni Kuliner
E-mail : benyamingunadi@gmail.com
No. Telepon/HP : +6282131300407
Alamat Domisili : Surabaya
IPK :
Mitra Magang : JW Marriott Hotel Surabaya
Lokasi Mitra Magang : Surabaya

Dengan ini menyatakan bahwa saya siap dan bersedia mengikuti kegiatan Program Magang serta bersedia mengikuti tata tertib maupun norma pelaksanaan yang telah diatur oleh Akademi Sages dan Mitra Magang.

Mengetahui:

Dosen Pembimbing Akademik,



Achmad Fauzan, S.E., M.M.
NIDN: 0718127101

Mahasiswa,



Benyamin Klemens Gunadi
NIM: 21110048

Menyetujui:

Ketua Program Studi,



NIDN: 0711107505
Herman Wibowo, S.E., M.P.A.

Lampiran 2 Penilaian Akhir Magang dari Mitra Magang

marriottinternship		Intern Performance Appraisal Form		Marriott INTERNATIONAL		HOTEL INTERNSHIP PROGRAM	
Intern's Name: Benyamin Klemens Gunadi Job Title: Lobby lounge Trainee Supervisor's Name: Yudhistira Radiandika Review Period: 4 July 2023 - 4 January 2024 Type of Review: <input checked="" type="checkbox"/> Annual Review <input type="checkbox"/> Quarter Review <input type="checkbox"/> Others				EID Number: Trainee Department/Section: Date:			
COMPETENCY SUCCESS RATINGS							
Competency		Rating	Supporting Comments				
1. Technical Expertise <input type="checkbox"/> Knows and understands the nature, details, and demands of the job. <input type="checkbox"/> Performs all technical / procedural requirements of the job. <input type="checkbox"/> Willing to further learn and improve on the job.		40	Ben knew what to do on the job. At first, he needed be reminded and supervised on how to make lobby's products, but he could adapt quickly and successfully on the last from preparations to making drinks.				
2. Focusing on Customers <input type="checkbox"/> Pleasant, courteous, cordial relations with guests and other associates. <input type="checkbox"/> Actively listens and asks questions of customers to assess the level of satisfaction with the service being provided. <input type="checkbox"/> Proactively demonstrates hospitality, good manners, and right conduct in all customer interactions. <input type="checkbox"/> Follow through on customer inquiries, requests, and complaints.		30	Ben likes to listen to customers, but he sometimes got distracted from the work he should be doing. He can not multi-task really well while doing a lot of things together. He always greet publicly and have good manners, and knew how to handle customer requests.				
3. Promoting Teamwork and Relationships <input type="checkbox"/> Works well and maintains pleasant relationship with associates and superiors. <input type="checkbox"/> Deals with conflict objectively. <input type="checkbox"/> Responsive and takes part in group effort. <input type="checkbox"/> Willing to assist or offer services. <input type="checkbox"/> Cooperates and works well with other departments.		40	Ben did the task given wonderfully. In term of group work, he was always work well and did it great.				
4. Accomplishing Work (Quality & Quantity) <input type="checkbox"/> Meets output requirements of the job. <input type="checkbox"/> Work done is accurate and thorough. <input type="checkbox"/> Tries new approaches to overcome obstacles or to accomplish challenging objectives. <input type="checkbox"/> Takes on additional work positively. <input type="checkbox"/> Comes to work on time every time. <input type="checkbox"/> Promotes safety and protects company assets.		40	Ben came to work on time as scheduled. He prioritized which task comes first, and learn to be faster and faster. One time there was an additional task to organize the store room with other department, and he actively and positively join the work.				
5. Dealing with Change <input type="checkbox"/> Seeks understanding of new procedures or methods resulting from change. <input type="checkbox"/> Shows willingness to learn new methods, procedures, techniques, or systems resulting from departmental change. <input type="checkbox"/> Adaptable and takes action to make changes work. <input type="checkbox"/> Sees change as an opportunity rather than a problem. <input type="checkbox"/> Submits ideas for improvement.		40	Ben likes to learn and can adapt quickly to changes. With the new cocktail menu on lobby lounge, he wants to learn more about the menu, and he adapt with no problem.				
6. Communicating Openly <input type="checkbox"/> Asks questions as necessary to clarify the message. <input type="checkbox"/> Openly and accurately reports errors, mistakes, and unintended outcomes without rationalizing them. <input type="checkbox"/> Actively listens and responds to fellow associates. <input type="checkbox"/> Shares relevant information in a timely manner. <input type="checkbox"/> Participates in group discussions / meetings.		40	Ben did a great job to deliver reports that give new perspective about the smoking area problem at lobby lounge. He actively and positively participating in group discussion.				
7. Responsibility & Dependability <input type="checkbox"/> Completes tasks, able to work without detailed supervision. <input type="checkbox"/> Resourceful and reliable. <input type="checkbox"/> Demonstrates empowerment.		40	Ben has good sense of responsibility, he did the work amazingly and creatively. In the last two weeks of his internship session, he trained the new trainee with care.				

OVERALL PERFORMANCE RATING

At the end of the performance period, enter the key competencies average.

Key Competencies Average:

Add 7 Key Competencies points and divide by 7

Round:

Overall Rating:

38,57

36.67 - 40.00 = K
27.17 - 36.66 = SP
17.67 - 27.16 = P
10.00 - 17.67 = U

K

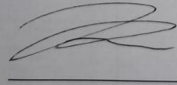
OVERALL PERFORMANCE RATING

Supervisor's Comments:

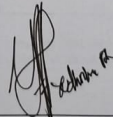
Ben is performing greatly in Lobby Lounge. His presence is a good addition in Lobby Lounge team. He needs to improve in building conversation with bar guests.

Department Head's Comments:

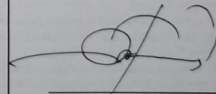
Intern's Signature / Date



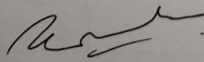
Supervisor's Signature / Date




Department Head's Signature / Date



Additional level of approval for an overall performance rating of "K"
(Key Contributor)



Signature / Date 22/2/2024



Dani Suminar Sari
Human Resources Leader's Signature / Date

LAMPIRAN 3 Sertifikasi Magang



LAMPIRAN 4 Kegiatan Harian Magang (*Log Book*)



JURNAL KEGIATAN HARIAN (*LOG BOOK*)

Nama Mahasiswa/i : Benyamin Klemens Gunadi
NIM : 21110048
Dosen Pembimbing Mitra : Achmad Taufiq
Magang : JW Marriott Hotel Surabaya
Lokasi Magang : Surabaya
Posisi/Bidang Kerja : Culinary

No.	Tanggal	Aktivitas Kegiatan	Lokasi Kegiatan
1.	4-5 Juli 2023	Orientasi	JW Marriot Nusantara Room
2.	6 Juli 2023	- Briefing tugas IRD - Mengantar amenities ke tamu	In Room Dining
3.	7 Juli 2023	SOP mengantar order ke tamu	In Room Dining
4.	8 Juli 2023	Menata orderan di tray	In Room Dining
5.	21 Agustus 2023	Mengetahui tata letak barang untuk produksi	Lobby Lounge
6.	22 Agustus 2023	Preparation juice's ingredients Membuat jus 1. Jus Semangka 2. Jus Melon 3. Jus Stroberi 4. Jus Nanas 5. Jus Jambu 6. Jus Jeruk 7. Jus Leci 8. Jus Apukat 9. Jus Mangga	Lobby Lounge
7.	23 Agustus 2023	Membuat menu teh 1. Regular Ice Tea 2. Citrus Ice Tea 3. Silky Avocado 4. Orange Sunset	Lobby Lounge
8.	24 Agustus 2023	Membuat menu kopi 1. Americano 2. Espresso 3. Black Coffee	Lobby Lounge
9.	29 Agustus 2023	Membuat menu kopi 1. Cappucino 2. Coffee Latte 3. Flat White 4. Picolo	Lobby Lounge

10.	2 September 2023	Membuat Iced Blended Coffee 1. Moccacino 2. Caramel Coffee Latte 3. Hazelnut Coffee Latte 4. Vanilla Coffee Latte	Lobby Lounge
11.	10 September 2023	Membuat Latte Art	Lobby Lounge
12.	25 September 2023	Membuat jus 1. Jus sayuran 2. Jus wortel 3. Custom mix juice	Lobby Lounge
13.	26 September 2023	Membuat minuman jahe 1. Jahe Madu 2. Jahe Sereh	Lobby Lounge
14.	3 Oktober 2023	Membuat menu cocktail coffee 1. Espresso Martini 2. Irish Coffee	Lobby Lounge
15.	4 Oktober 2023	Membuat Daiquiri	Lobby Lounge
16.	17 Oktober 2023	Membuat Ramos Gin Gizz	Lobby Lounge
17.	18 Oktober 2023	Membuat Hanky Panky dan Martinez	Lobby Lounge
18.	27 Oktober 2023	Membuat Lynchburg Lemonade	Lobby Lounge
19.	28 Oktober 2023	Membuat Blood&Sand dan Penicilin	Lobby Lounge
20.	2 November 2023	Membuat Sex on the Beach dan Bloody Mary	Lobby Lounge
21.	6 November 2023	Membuat Moscow Mule dan Cosmopolitan	Lobby Lounge
22.	16 November 2023	Membuat Aperol Spritz	Lobby Lounge
23.	20 November 2023	Membuat Brandy Crusta	Lobby Lounge
24.	21 November 2023	Membuat Brandy Alexander	Lobby Lounge
25.	1 Desember 2023	Membuat Sherry Cobbler	Lobby Lounge
26.	10 Desember 2023	Membuat Fabiola	Lobby Lounge
27.	11 Desember 2023	Membuat Death in the Afternoon	Lobby Lounge
28.	11 Desember 2023	Membuat Death in the Afternoon	Lobby Lounge

Keterangan:

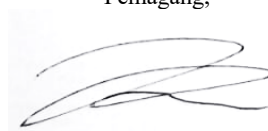
PL = Pembimbing Lapangan pada Mitra Magang

Mengetahui:
Pembimbing Lapangan,



Yudhistira Rediandika

Pemegang,



Benjamin Klemens Gunadi
NIM: 21110048

LAMPIRAN 5 Kartu Pembimbingan Magang



KARTU PEMBIMBINGAN MAGANG Tahun Akademik 2023 / 2024

Nama Mahasiswa/i : Benyamin Klemens Gunadi
NIM : 21110048
Dosen Pembimbing : Achmad Taufiq
Pembimbing Lapangan :
Mitra Magang : JW Marriott Hotel Surabaya
Lokasi Magang : Surabaya
Posisi/Bidang Kerja : Culinary

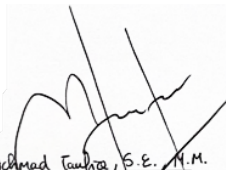
No.	Tanggal	Pembahasan	Paraf PL
1.	12 Juli 2023	Kerja sebagai IRD	
2.	15 Agustus 2023	Belum dipindahtugaskan dari IRD	
3.	30 September 2023	Review department baru	
4.	13 Januari 2024	Pembahasan Proposal Magang	
5.	22 Januari 2024	Konsultasi proposal Magang	

Catatan:

Kartu Pembimbingan Magang wajib selalu diisi pada saat melakukankonsultasi dengan Dosen Pembimbing.

Mengetahui:

Dosen Pembimbing,


Achmad Taufiq, S.E., M.M.
NIDN: 0718127101

Pemagang,



Benyamin Klemens Gunadi
NIM: 21110048

LAMPIRAN 6 Pakta Integritas Program Magang Akademi Sages



PAKTA INTEGRITAS PROGRAM MAGANG AKADEMI SAGES Tahun Akademik 2023 / 2024

Saya yang bertanda tangan dibawah ini:

Nama Lengkap : Benyamin Klemens Gunadi
NIM : 21110048
Program Studi : D3 Seni Kuliner
Alamat :
E-mail : benyamingunadi@gmail.com
No. Telepon/HP : +6282131300407

Menyatakan BERSEDIA dan SETUJU menjalankan program magang sebaik-baiknya, sesuai ketentuan dibawah ini:

- 1) Melaksanakan magang selama minimal 6 (enam) bulan dan mematuhi seluruh peraturan dan ketentuan yang berlaku di Akademi Sages dan Mitra Magang.
- 2) Tidak mengundurkan diri apabila telah dinyatakan diterima magang di Mitra Magang.

Apabila saya melanggar hal-hal yang tertera dalam Pakta Integritas ini, saya bersedia dikenakan sanksi sesuai ketentuan dan peraturan yang berlaku.

Demikian surat pernyataan ini dibuat dengan kesadaran dan tanpa paksaan dari pihak manapun.

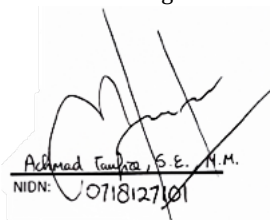
Surabaya, 22 Februari 2024
Yang Menyatakan,



Benyamin Klemens Gunadi
NIM: 21110048

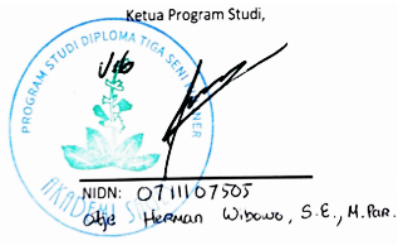
Mengetahui:

Dosen Pembimbing Akademik,



Achmad Fauziah, S.E., M.M.
NIDN: 0718127101

Ketua Program Studi,



Atje Herman Wibowo, S.E., M.Par.
NIDN: 0711107505

LAMPIRAN 7 Penilaian Penulisan Laporan Magang

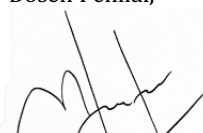


LEMBAR PENILAIAN PENULISAN LAPORAN MAGANG Tahun Akademik 2023 / 2024

Nama Mahasiswa/i : Benyamin Klemens Gunadi
NIM : 21110048
Dosen Pembimbing : Achmad Taufiq
Pembimbing Lapangan :
Mitra Magang : JW Marriott Hotel Surabaya
Lokasi Magang : Surabaya
Posisi/Bidang Kerja : Culinary

No.	Aspek yang Dinilai	Bobot (B)	Nilai (N) (0 – 100)	Jumlah (B x N)
1.	BAB I: PENDAHULUAN	15		
2.	BAB II: PELAKSANAAN MAGANG	20		
3.	BAB III: ANALISIS DAN EVALUASI PELAKSANAAN MAGANG	30		
4.	BAB IV: PENUTUP	15		
5.	FORMAT PENULISAN	20		
Jumlah		100 %		
$\text{Nilai Akhir} = \frac{\text{Jumlah (B x N)}}{\text{Jumlah Bobot}}$ $\text{Nilai Akhir} = \dots\dots\dots$				

22 Februari 2024
Dosen Penilai,


Achmad Taufiq, S.E., M.M.
NIDN: 0718127101

LAMPIRAN 8 Lembar Penilaian Akhir Magang dari Akademi Sages



LEMBAR PENILAIAN AKHIR MAGANG
Tahun Akademik 2023 / 2024

Nama Mahasiswa/i : Benyamin Klemens Gunadi
NIM : 21110048
Dosen Pembimbing : Achmad Taufiq
Pembimbing Lapangan Mitra :
Magang : JW Marriott Hotel Surabaya
Lokasi Magang : Surabaya
Posisi/Bidang Kerja : Culinary

No.	Aspek yang Dinilai	Bobot (B)	Nilai (N) (0 - 100)	Jumlah (B x N)
1.	Prestasi Kinerja Magang	60		
2.	Penulisan Laporan Magang	40		
Jumlah		100 %		
$\text{Nilai Akhir} = \frac{\text{Jumlah (B x N)}}{\text{Jumlah Bobot}}$ $\text{Nilai Akhir} = \dots\dots\dots$				

22 Februari 2024
Dosen Penilai,

Achmad Taufiq, S.E., A.M.
NIDN: 0718127101