CHAPTER III
COMPANY OVERVIEW

3.1   Company's Profile

Information System Study Program at Universitas Internasional Batam Is located at Jl. Gajah Mada Sei Ladi, Tiban Indah, Batam City, Riau Islands exactly at building A that received an A for accreditation by BAN-PT. Which Established by Indonesia's National Ministry of Education at 2000 with letter Number No. 160/D/O/2000, as a manifestation of the concern of the Indonesian Chinese clan foundation (YMTI - Batam) in the city of Batam Education community in the island of Batam and its surroundings.

The vision held by the Information System Study Program at Universitas Internasional Batam is to become a Study Program that produces quality graduates in the field of Information Systems and Ubiquitous Computing through quality education, research and community service, at national and international levels in 2001.

The mission held by the Information System Study Program at Universitas Internasional Batam Is as follows:

1. Producing quality human resources in computer science and information technology, which are able to compete in a global context.

2. Actively developing knowledge through international standard research that benefits society.

3. Serving the community by dedicating skills in computer science and information technology in accordance with norms and ethics in society.

4. Providing satisfaction to every academia, completely and continuously.

5. Organizing professional academic administration services and developing information technology-based systems that can provide accurate and fast services which can be accessed easily.

The objectives held by the Information System Study Program at Universitas Internasional Batam are as follows:

1. Developing students academic abilities in the field of information systems that can be applied in computer-based industries both nationally and internationally.

2. Developing students ability in analytical and critical thinking also a desire to continue developing knowledge and technology in solving problems in the field of information systems.

3. Preparing Bachelor graduate of Information System who are professionals in computer science and able to become leaders in highly competitive computer science activities in facing the challenges of competition in the computer science industry and global change.

4. Develop the entrepreneurial spirit of students who can apply their knowledge and technology possessed in developing computer science business independently and create jobs that are beneficial to society.

5. Organizing international quality of research and community service.

6. Organizing mutually beneficial cooperation with various parties in the implementation of Tri Darma Peguruan Tinggi.

7. Organizing quality service for academic and non-academic services using the latest information technology.
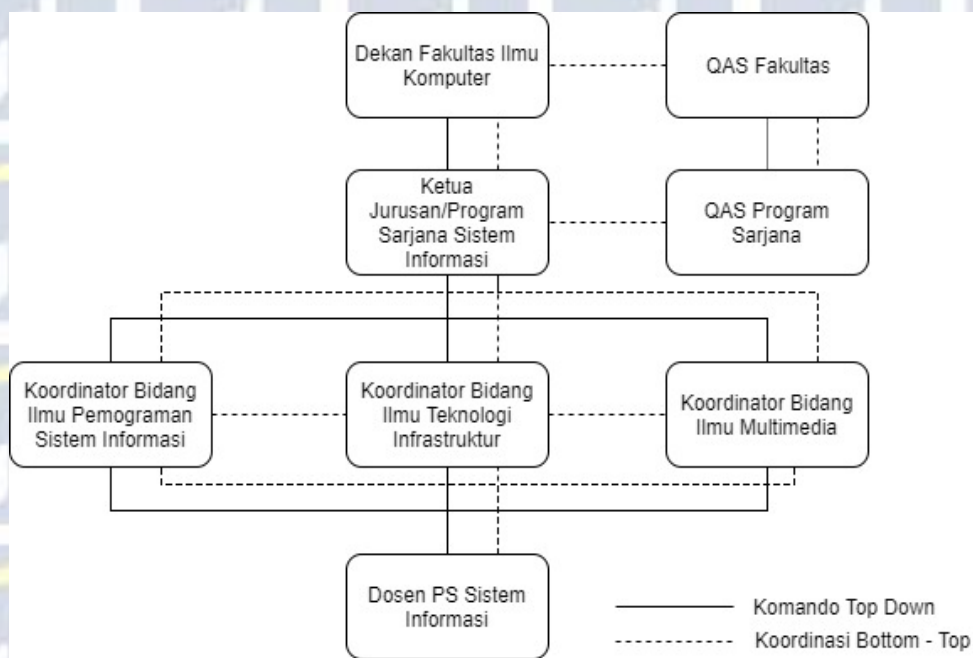
3.2 Organizational Structure

Figure 1 *Organizational Structure of Information System Study Program*

Following are the explanations and assignments of each in the organizational structure Figure 1:

1. Dean of the Information System Study Program Serves as Follows:

   1) Formulate the academic policy of the Study Program and study program.

   2) Formulate norms and benchmarks for organizing the Study Program.

   3) Refining and approving the annual work program and budget plan from the Study Program.

   4) Formulate an achievement assessment policy for the Study Program.

   5) Upholding the norms that apply to the FIK academic community.

   6) Responding and deciding on the settlement cases for violations of academic ethics and violations of rules that can defame the reputation of the Study Program / university, if the violation is committed by a lecturer or student.

7) Develop cooperation with external parties.

2. The Head Study Program of Information System is as Follows:

1) Develop a work plan and budget for the Information System Study Program as a work guide.

2) Drafting the development plan for the Study Program as Dean input material (further study, staff / instructors training, reports and administrative staff, student soft skills training).

3) Coordinate with the Science Field coordinator on curriculum evaluation, syllabus development and teaching plan for a semester.

4) Compile / evaluate the task of teaching of the lecturers every semester.

5) Coordinate with the Educational Field to monitor and evaluate the implementation of lectures to improve the quality of the Study Program.

6) Coordinate with the Educational Field about the implementation of the exam and the collection of exam questions.

7) Coordinating the implementation of student consultations related to academic and final assignments (practical work and thesis).

8) Coordinate lecturers to conduct research and community service according to their free duties and expertise.

9) Compile reports on the implementation of the Study Program activities in accordance with the results achieved as a responsibility for the implementation of the tasks.

3. Study Program QAS and Assigned Undergraduate Programs are as follows:

1) Plan and carry out SPMI as a whole at Universitas Internasional Batam.

2) Making the necessary tools for the implementation of SPMI.

3) Monitoring the SPMI Implementation.

4) Conduct audit and evaluation of the implementation of the academic quality assurance system.

4. QAC carries out service functions in the fields of:

1) training, consultation, assistance and cooperation in the field of SPMI.

2) SPMI information system development.

a. the development and implementation of SPMI in accordance with the social cultural conditions of the campus, Universitas Internasional Batam.

b. Development and implementation of internal audits.

5. The QAC appoints the Internal Audit coordinator determined by the Chancellor's decision letter.

6. QAC is responsible for preparing and compiling SPMI documents that are in line with the social and cultural conditions of Universitas Internasional Batam.

7. The Internal Audit Coordinator is responsible for the implementation of internal audit.

8. The assigned Educational Field Coordinator (KBI) is as follows:

1) Coordinate with lecturers related to syllabus review and teaching plans.

2) Coordinate with lecturers regarding learning methods.

3) Coordinate with lecturers about teaching materials and teaching source.

4) Evaluating syllabus and teaching plan submitted by the lecturer.

5) Evaluate the exam questions submitted by the lecturer.

6) Monitoring and evaluate the implementation of lectures and the presence of lecturers.

7) Monitor and evaluate the suitability of teaching plans, teaching materials and reports plan.

8) Coordinate with lecturers regarding research methods and research implementation.

9) Coordinate with lecturers regarding the method of community service and the implementation of community service.

9. Information Systems Study Program lecturers have various Tridarma divisions divided into three parts, namely:

1) The field of education functions as follows:

a. Upholding academic freedom, namely the obligation to maintain and develop knowledge through education-teaching, research, and dissemination of knowledge to academia and society, responsibly based on scientific norms and rules, namely:

a) Honesty, broad insight, and scientific thinking.

b) Appreciate the findings and opinions of other academics.

c) Not solely for personal or group interests.

2) Enhancing, developing, and evaluating performance as lecturers in fostering academic careers.

3) Develop a conducive academic atmosphere in the work environment (campus)

4) Communicate verbally and written in a polite manner, not emotional, thinking clearly / positively, and not offending others.

5) Act professionally as an educator in:

    a. Teaching and cleans academic services in the best way with full dedication, discipline, and wisdom.

    b. Give motivation to students so that they can stimulate their thinking and creativity.

6) Avoiding things that lead to the possibility of occurrence:

    a. Conflict of personal interests in the teaching and learning process.

    b. Actions that can reduce the degree and dignity of the lecturer as the most trusted teaching profession.

    c. Providing guidance and information services needed by students in order to expedite the completion of their studies with full dedication and responsibility.

3.2.1   Research Field

Research field is listed on the following:

1. In conducting research, lecturers must behave analytically and critically.

2. Honest, objective, responsible and cling to aspects of research conducted by lecturers.

3. Thorough and able to avoid mistakes and errors in research.

4. Being open, sharing data and information, results, methods and other ideas, except data that can be patented.

5. Respecting the object of research.

6. Provide interpretation of the results and conclusions of the study.

7. Publishing research results in accordance with scientific principles.

8. Involving students in research as fulfillment of academic requirements, actualization of scientific / skills competencies and personal development.

3.2.2 Field of Community Service

Field of Community Service listed below:

1. Collaborate with lecturers from various disciplines.

2. Appreciating community participation in establishing community service programs.

3. Not forcing the will or aspiration on the community.

4. Referring to community needs.

5. Reflecting the real contribution of Higher Education.

6. Utilizing and developing science knowledge, technology and art for the community.

7. Involving students in serving the community as partners for learning process.

3.3 Organization Operational Activities

Information System Study Program of Universitas Internasional Batam is a categorized study program in computer science that plays an active role in carrying out national development efforts by producing competent graduates needed by the world and international competition. The Information Systems Study Program has special interests to deepen in this area.

In the end, the activity that runs on the information system study program is the teaching and learning process, holding a seminar that reeks of information systems, and special certification, up to student activities outside of class.

3.4   Current System

The Information System Study Program of Universitas Internasional Batam just done being accredited which received an A with the hard work and all-nighter from the University staff and lectures also some of the Students involves in making the result possible. Which the current Profile video made by Senior Lisanto (1531057) needs to be replace with the new one in order to reform the Study Program new accreditation, hence this Internship Project Report is necessary.