

**GUIDEBOOK**  
**IMPLEMENTATION AND TECHNICAL INSTRUCTIONS**

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**ONLINE KKN COVID-19**

**COVID-19**  
**ONLINE COMMUNITY SERVICE PROGRAM**  
**UNIVERSITAS NEGERI PADANG**

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**2020**

## **GUIDEBOOK**

### **IMPLEMENTATION AND TECHNICAL INSTRUCTIONS**

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## Foreword

Let's deliver our praise and gratitude for the presence of Allah SWT for the abundance of His Favors and Gifts so that LP2M UNP can complete the COVID-19 Community Service Guidebook for the Academic Year 2019/2020 so that it can be used as a reference to support the technical implementation of the Covid-19 Online Community Service Program. The implementation Covid-19 Online Community Service Program is conducted by giving a real contribution from UNP to the problems in education through the manufacture of various Digital Learning Service products, especially in the form of making teaching modules or learning videos. Therefore, this activity can be carried out by students from their respective regions where they live.

A big thank goes to:

1. the Rector of Universitas Negeri Padang and his staff who gave us confidence and funding;
2. Dean and Head of Study Programs within UNP who provide cooperation in the successful preparation and sustainability of the Covid-19 Online Community Service Program;
3. All elements in the Institute for Research and Community Service (LP2M) UNP who prepare everything in the implementation of KKN
4. All parties who have helped the smoothness and success of this activity.

This guide is a form of the Implementing Team's real work, but there is no ivory that is not cracked (*tak ada gading yang tak retak*). All constructive criticism and suggestions are expected as the improvement in the future.

Padang, May 2020

Rector of UNP

Sign

Prof. Ganefri, Ph.D

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## **PART 1: GENERAL GUIDELINES FOR IMPLEMENTING COVID-19 ONLINE COMMUNITY SERVICE PROGRAM**

These KKN Guidelines are prepared based on:

- Law. No. 20/2003, concerning the National Education System.
- RI Minister of Education and Culture Circular No. 3 of 2020 concerning the prevention of Covid-19 in the Education unit.
- Circular of the Director-General of Higher Education, Ministry of Education and Culture Number 1 of 2020 dated March 12, 2020; Regarding the Prevention of the Spread of Coronavirus Disease (Covid-19) in Higher Education;
- Circular of the Director-General of Higher Education Number: 262 / E.E2 / KM / 2020 regarding Learning During the Emergency Pandemic COVID-19 dated March 23, 2020
- Decree of the Director-General of Higher Education, Depdiknas No. 101/Dkti/Kep/2007, concerning Evaluator Team for Community Service Themes Under the Coordination of Research and Community Service.
- Decree of the Head of BNPB No. 9.A 2020 concerning the status of a certain emergency for disease outbreaks due to the Corona-19 virus in Indonesia.
- The Decree of Rector of Universitas Negeri Padang No. 6060/UN35/KP/2018 concerning Organizing Real Work Lectures at Universitas Negeri Padang.
- The Circular Letter of Rector of UNP No. 1061/UN35/TU/2020 concerning preparedness and prevention of the spread of Covid-19 in UNP environment.

### **A. RATIONALE**

Referring to the Government Policy of the Republic of Indonesia, through the Director-General of Higher Education, Ministry of Education and Culture stipulates that the policy of teaching and learning process is conducted online. Responding to this policy, Universitas Negeri Padang implement an online KKN called the Covid-19 Community Service Program (Covid-19 Online KKN). Thus, the implementation of community service program is adjusted originally offline to online KKN.

Community Service Program (Covid-19 Online KKN) is an intra-curricular activity enrolled by students in all study programs with a unity of interdisciplinary science (interdisciplinary) in which its implementation is dominated by the use of information technology. The coordination of activities is performed online by both students and supervisors.

Based on the Presidential Decree of the Republic of Indonesia Number 21 of 1984 concerning education and the young generation, **the policy regarding students is one with the people** is the duty of

the threefold missions of higher education (Tri Dharma Perguruan Tinggi) which is performed in the form of KKN. KKN is an integrated activity between education and community service carried out by students in an interdisciplinary and cross-sectorial manner to develop socialization and participation in the community in the development process.

## **B. OBJECTIVES AND TARGET OF KKN**

### **1. Objectives**

The objectives of implementing the Covid-19 Online Community Service are:

- a. Implementation of the threefold missions of higher education, on the duty of Community Service.
- b. Increasing the role of Universitas Negeri Padang in dealing with Covid-19.
- c. Increase empathy, concern, and participation of students in handling the Covid-19 pandemic in the community.
- d. Implementing science and technology in teamwork with a multidisciplinary approach.
- e. Instilling personality values:
  - 1) Nationalism and the spirit of Pancasila
  - 2) Resilience, work ethic, and responsibility
  - 3) Independence, leadership, and concern for the Covid-19 pandemic
- f. Universitas Negeri Padang closer to the community.

### **2. Targets**

Basically, the Covid-19 Online Community Service activities are directed at 3 targets, namely:

- a. Students
  - 1) Producing various online works in the sphere of education, especially digital learning services for all education levels (every product learning online produced must be based on confirmation/approval of related parties).
  - 2) Producing online work in the social community (including the socialization of handling Covid-19)
  - 3) Maturing the students' mindset in analyzing and solving problems in society in a scientific pragmatic manner.
  - 4) Forming attitudes and feelings of love, social care, and student responsibility for problems faced by society.
  - 5) Fostering students to become innovators, motivators, and problem solvers.

By participating in the Covid-19 Community Service Online, students are expected to gain experience in community life and develop and apply academic knowledge. The success of the activity program is measured by the extent to which students handle Covid-19 in the community, looking for alternative solutions, socializing, communicating, and coordinating with various parties to realize the solutions

they have chosen.

b. Partners (Community and Government) The

- 1) The community has easy access to learning for students at all levels of education.
- 2) Receive thought and energy assistance to plan and implement Covid-19 handling.
- 3) Improve the ability to think, behave, and act in solving the Covid-19 problem.
- 4) Obtaining the updates needed to empower communities affected by the Covid-19 pandemic.
- 5) Forming community empowerment cadres.

c. Tertiary Education

- 1) Institutions are focused more on developing science and knowledge, with feedback resulting from student integration with the community so that the college curriculum is expected to be adapted to society's dynamics.
- 2) Higher education institutions can collaborate with government agencies or other institutions in developing science and technology.
- 3) Higher education can develop science and technology, which is more useful in managing and solving various societal problems.
- 4) The role of universities in the context of handling Covid-19.
- 5) Implementing the MERDEKA LEARN program in the midst of the Covid-19 pandemic case.

**C. PRINCIPLES OF KKN**

1. It is an integrated activity between LP2M and the Faculty (Study Program) in order to support the harmony between teaching development, research, and community service.
2. It is a Learning by Doing activity that combines learning processes and multidisciplinary problem-solving.
3. It is a learning society/community activity with a clear theme (core activity) based on the local community's actual problems.
4. It is an activity that has measurable outcomes and impacts, including the ongoing learning process and community empowerment in the context of handling the Covid-19 pandemic.
5. It is a co-creation activity between lecturers, students, government, and stakeholders (beneficiary communities).
6. As far as possible, it is a sustainable activity by encouraging increased community participation.



#### **D. STATUS OF KKN**

1. KKN is a compulsory subject for S1/D4 students batch 2017 and the following batches.
2. The Covid-19 Community Service Online course weights for 2 credits.

#### **E. COVID-19 ONLINE KKN**

As a higher education institution that will carry out KKN, Universitas Negeri Padang equips students with various sciences, technology, and arts according to their fields of study and their social life implementation. To get closer to understanding and practice in people's lives, students are directly involved in handling the Covid-19 pandemic that arises in the community and is allowed to play a role in finding solutions or solutions to solve problems faced by the community so that they will add valuable experiences both directly, individually, and collectively.

The Covid-19 Community Service Online activities at UNP are managed by the Institute for Research and Community Service, which reports directly to the Rector. The UNP Covid-19 KKN Online is technically managed through the UNP KKN Implementation Team, established by the Rector's Decree. During its implementation, students are accompanied by Field Supervisory Lecturers (DPL) for each group.

The Covid-19 Community Service Online activities enrolled by UNP students are part of the educational process, which is expected to help students contribute online to the community's problems affected by the Covid-19 pandemic. One of these impacts can be observed in the sphere of education.

1. How to think and cooperate systematically in handling Covid-19 based on the qualifications of the field of study concerned.
2. Understand and find solutions to finding difficulties/problems faced by the community, especially the handling of Covid-19, both individually and in groups.
3. The concept of handling the Covid-19 pandemic in the community is comprehensive, integrated, and sustainable in collaborating with related parties, which is carried out in stages according to the local community's human resources and natural resources.

In addition to the Covid-19 Community Service Online, students can provide insight and appreciation of various aspects of social life, so students will specifically get additional abilities that are applicable in:

1. Handling the Covid-19 pandemic in society in a scientific pragmatic manner.
2. Student skills in handling the Covid-19 pandemic in the community.

3. Coaching students to become motivators and problem solvers in handling the Covid-19 pandemic.
4. Providing experience and skills as a disaster management cadre fosters an attitude and a sense of love and responsibility for problems that exist in society.

The Covid-19 Community Service Online activities by lecturers are an effort to care for the Covid-19 outbreak through community service activities to fulfill the Tri Dharma of Higher Education.

## **F. GENERAL PROVISIONS FOR IMPLEMENTING KKN ACTIVITIES**

Covid-19 Online Community Service that will be carried out aims to help the community during the current Covid-19 pandemic, real Work Lecture (KKN) is one of the compulsory courses at Universitas Negeri Padang; thus, following government policies and the leadership of the Universitas Negeri Padang.

KKN is also carried out online. This change causes the KKN tradition, usually carried out in the villages, to be adjusted to become an online KKN. This activity will be carried out in July-August 2020. Students who will take part in the KKN activities are batch 2017. The implementation is as follows:

1. Activities that students will carry out are not those that have direct contact with ODP, PDP, and Covid-19 patients but in the form of socialization of healthy living, data collection on the number of people affected by Covid-19, assisting with the distribution of social assistance, producing digital learning products for the SD / SLTP / SLTA level, providing/assisting with personal protective equipment or other forms, helping to solve social problems impacted by Covid-19 that are not directly related to ODP, PDP, and Covid-19 patients. In its implementation, students use social media such as Facebook, websites, Instagram, YouTube, and communication using the telephone.
2. Students who will take the Covid-19 KKN Online have at least 80 SKS.
3. Students carry out KKN in their own villages.
4. Activities of students currently participating in activities related to handling Covid-19 at the levels regional and village will be recognized as part of KKN activities in 2020 if they have fulfilled the JKEM 240 procedure.
5. In its implementation, KKN activities coordinate with the UNP Covid-19 task force team; therefore, all activities are following the SOP and Covid-19 protocol established by the Government and the UNP Covid-19 Task Force.
6. Before carrying out the Covid-19 Community Service Online, students are provided with

various information and skills related to Covid-19, and the socialization was carried out online.

7. Students' activities must first be confirmed/approved by the field supervisor (DPL) whom the Covid-19 task force team has trained.
8. Field supervisors always monitor the activities carried out by students online using telephone communication tools, WA, SMS, Line, Video Calls, and so on.

#### **G. REQUIREMENTS FOR FOLLOWING THE Covid-19 KKN Online KKN**

1. Participants are active students, as evidenced by the proof of tuition fees payment for the current semester.
2. Students can take KKN if they have completed an academic load of at least 80 credits or at the lowest level in semester 5.
3. They must participate in briefing activities conducted online.
4. Willing and able to live in their respective areas during the Covid-19 Online Community Service Program implementation.
5. S1/D4 students entering 2017 who have been involved in handling the Covid-19 pandemic must complete a certificate/better participation from the authorized agency/official.
6. Students participating in KKN must have life insurance that is still valid while participating in KKN activities, as evidenced by a policy.
- 7.

#### **H. KKN REGISTRATION KKN**

1. Registration is done online through the UNP portal.
2. The KKN course at KRS is only valid for 1 semester.
3. At the KKN study program or proposer's request for the collaboration with a third party or the KKN Grant from an external party, LP2M can open registration and implementation of KKN by **entering courses on the UNP Portal**, which is carried out in the following semester.

#### **I. THE TIME OF IMPLEMENTING KKN**

1. KKN is carried out in the university's academic calendar both odd semester, even semester (short semester academic counting even semester)
2. The implementation time of Covid-19 Online Community Service for 1 month or at least equivalent to a minimum of 240 Student Effective Work Hours (JKEM), includes activities Initial observation of a maximum of 20 JKEM, coaching for a maximum of 20 JKEM, field implementation of at least 180 JKEM, preparation of reports and a

maximum response of 20 JKEM

3. Changes in the implementation of KKN become the authority through LP2M and Field Supervisory Lecturers (DPL)
4. Implementation of activities is marked formally by a procession of dropping KKN students and officially ends with withdrawing KKN students.

#### **J. IMPLEMENTING ACTIVITIES AND GUIDANCE OF KKN**

1. The implementation of KKN is guided by Field Supervisors (DPL) who are appointed or determined by UNP/LP2M
2. Students compile work program plans or schedules and carry out activities according to schedules or schedules activity set.
3. Before implementing the program, students must coordinate with the DPL to solidify the theme that will be implemented.
4. The guidance mechanism with the DPL can be done by utilizing services using IT (WA, ZOOM, WEBEX, INSTAGRAM, FB, YOUTUBE).
5. Every Covid-19 KKN Online activity must have valid documentation and logbooks.
6. DPL guidance and consultation, including preparing the Covid-19 KKN Online Final Report must be adjusted to a logbook.
7. DPL and LP2M will verify students' involvement in the Covid-19 pandemic task force activities. **If it is found/suspected of dishonesty (document falsification), the student will be disallowed as a Covid-19 KKN Online participant.**

#### **K. Covid-19 ONLINE KKN PROGRAM**

The Community Service Online Program consists of:

1. Making online learning tools for all levels of education.
2. Involved as a volunteer/member task force covid-19 at any level
3. counseling to people associated with the handling of Covid-19
  - Social Media FB, website, Instagram, YouTube, etc.
  - Mapping of the disaster (tracking)
4. Involved in the supply/manufacture of equipment protective personal (PPE) or other forms. Every KKN program that is planned and implemented must obtain approval from representatives of the community beneficiaries of the KKN program and Field Supervisors (DPL)

## **L. DOCUMENTATION AND ASSESSMENT OF KKN ACTIVITIES**

1. Every participant of the Covid-19 Online KKN is required to document KKN activities by filling in the form provided, namely:
  - a. Book activity / logbook
  - b. Final report on Covid-19 KKN Online activities The
2. Recapitulation of value from the DPL will result in the final KKN value submitted to LP2M UNP to be issued in the Covid-19 KKN Online Certificate.

## **M. FUNDS & COSTS FOR KKN**

1. Activities Funds for KKN activities come from:
  - a. Program Funds are taken part of the KKN fees paid by students through UKT.
  - b. Assistance funds from the Government or Private (if any)
  - c. Donor and Sponsor Funds that are not binding and under applicable provisions
  - d. Personal Funds raised by KKN participants (if needed)
  - e. KKN Grant Funds both from inside and outside UNP (if any)
  - f. Miscellaneous funds are justified by prevailing social and legal norms.

## **N. WITHDRAWAL OF KKN**

1. Withdrawal of Covid-19 Online KKN is conducted after the time KKN declared completed by DPL based on applicable regulations (averaging at least 240 Hours Effective Student)
2. In emergency conditions (limited), withdrawal Covid19 Online KKN can be changed from the original plan. The change in time is the authority of the DPL and LP2M.
3. The technical implementation of the Covid-19 Online KKN is adjusted to the conditions and is based on a mutual agreement between the DPL, Students, and the Community.

## **O. RESPONSE AND REPORT**

1. Students must attend the KKN response and write the final report of Covid-19

Online KKN within a maximum of one week after the Covid-19 Online KKN.

2. Technical responsiveness is fully under the authority of DPL.
3. LP2M will help facilitate response if requested by DPL.
4. Format of KKN Online reports 19 made under the applicable provisions (format attached)
5. Covid-19 Online KKN Report that the DPL has approved is submitted to LP2M according to the specified time limit, 1 exemplar (original) along with a CD containing a soft copy (document format) and a photo of the activity documentation
6. Students who do not follow the response or create a report will receive administrative sanctions such as a reduction in value or the cancellation of the value of service-learning

#### **P. SANCTIONS OF KKN**

1. Students joining Covid-19 Online KKN who violate the provisions of administrative are liable to a mild form of warning to severe sanctions such as canceling the KKN.
2. Students joining Covid-19 Online KKN who commit criminal, immoral and acts of action others that are contrary to legal, social, and religious norms will be withdrawn from the KKN location and declared null void of KKN. Violation of legal norms will be legally processed.
3. According to the applicable requirements, students who are declared canceled Covid-19 Online KKN must repeat the KKN at another time.
4. Students who do not confirm/coordinate KKN activities to DPL are declared to have withdrawn from the KKN activity.

#### **Q. OTHERS**

1. Matters that have not been listed in this general guideline will be regulated later.
2. Unclear matters can be asked to LP2M officers serving Covid-19 KKN Online registration.

## **PART 2. TECHNICAL GUIDELINES FOR IMPLEMENTING COVID-19 ONLINE COMMUNITY SERVICE**

### **A. STAGE OF REGISTRATION**

1. According to the set schedule, every student who participates in the Covid-19 KKN Online must ensure that their name is registered with LP2M through the KKN student registration mechanism.
2. Student Covid-19 KKN Online Participants who are not registered in the KKN database at LP2M are not entitled to participate in KKN even though they have entered courses on the UNP Portal in the course UNP KKN.
3. Every student participating in the Covid-19 KKN Online must ensure that their names are included in the distribution (plotting) groups based on location and theme. For students who have signed up corruption in LP2M but his name is not listed in the plotting, immediately contact the service personnel corruption in LP2M UNP.
4. Each student participant KKN Daring Covid-19 must include a telephone / mobile phone that can contact information distribution service-learning individually.
5. Each student Candidate Covid-19 KKN Online must record an important agenda for implementing KKN based on official KKN information from LP2M. KKNSUPPLY

### **B. STAGE OF PREPARATION AND BRIEFING**

1. Every student participating in the Covid-19 Online Community Service Program must attend all stages of the briefing online.
2. KKN participants can find out the supervisor field lecturer (DPL) on the website of LP2M: <http://lp2m.unp.ac.id>.
3. KKN participants are required to actively communicate with the Field Supervisor (DPL) during learning activities.
4. KKN participants should confirm and coordinate the activities of KKN to related parties where the KKN activities are carried out.
5. KKN participants must fill in a logbook of all activities KKN.
6. KKN participants must submit KKN activity documents in photos and videos with duration of 4 to 6 minutes.
7. KKN participants are demanded to make a report about the implementation of activities approved/signed by DPL and related parties.

### **C. STAGE OF FIELD IMPLEMENTATION**

1. Before implementing the Covid-19 Online Community Service Program or activities, participants must coordinate with the DPL and related parties (report themselves to the authorities at the location/*Nagari* regarding the activities KKN being carried out).
2. Each participant must record the activity of the implementation of the daily activities in a logbook and recapitulate the whole record of daily activities into the Final Report.
3. Each participant must optimize the time available to learn, socialize, and establish good communication with the rest of the community.

### **D. LAST STAGE OF IMPLEMENTATION AND REPORTING KKN**

1. Each KKN participant makes a Final Report containing report files, logbooks, products, and documentation (photos and videos).
2. The Final Report is submitted to DPL to be used as a reference in determining the final KKN score.
3. Students take a certificate (containing the KKN score) on the KKN LP2M page.



**PART 3. STUDENTS' WORK PLAN FOR COVID-19 ONLINE COMMUNITY SERVICE PROGRAM**

There are several program activities offered to participants during Online KKN activities, including Digitalization of Learning Services for all levels of education, Dissemination and Education on Covid-19 Prevention, Recording Population Mobility, Mapping of the Covid-19 Region, Using disinfectants, Distributing Food/Staple Food Aid; Updating of Data on Communities Affected by Covid-19; Making Personal Protective Equipment (PPE); Fitness Workout Video Making; and other activities relevant to breaking the chain of the spread of Covid-19.

The work activity program above will be adjusted to the problems and priority solutions for each village where students carry out KKN activities. As a working guideline, below are the activities and standard procedures carried out by KKN participants.

**A. Digitalization of Learning Services for SD / SMP / SMA**

No	Activities / Sub Activities	Explanation of	SOP
A.	<b>Making videos of online learning materials for SD/SMP/SMA and other non-formal education</b>	<b>Assisting school teachers (SD / SMP / SMA and non-formal education others) in making creative and engaging videos of online learning materials for elementary school children.</b>	
a	Identify the beginning of the problems faced by schools in Kenagarian/village because affected by COVID-19	Students identify the problems faced by teachers and schools in the face of the impact COVID 19 in Kenagarian /kelurahan	<ol style="list-style-type: none"> <li>1. The student with the teacher/school/<i>wali nagari</i> (the head of the district) / village and other interested parties to identify the problems schools affected by COVID 19</li> <li>2. Students summarize problems and analyze priority interests in helping to provide learning process services in primary schools affected by COVID 19 in villages</li> </ol>
b	Formulation of problem-solving actions with related	From the results of problem identification, students, together with teachers and school	3. Students together with teachers/school / related parties conduct analysis priority in the preparation of videos of online learning materials in

	stakeholders	authorities formulate	primary schools
		solving problems in the learning process in the form of learning material preparation online	
c	Designing Action Plan	Student and Field Supervisory Lecturers (DPL) design action plans /activity plans	4. the student with Field Assistance Lecturers (DPL) to design action formulations in the form of making videos of online learning materials for elementary/junior high school / high school students and other non-formal education 5. Students socializing action plans for schools, <i>wali nagari</i> /kelurahan (subdistrict), parents of students, and the community
d	Implementation of the Action Plans	The student implementing the plan's action that has been prepared	6. Students implement action plans prepared in the form of video files of learning material for one semester of learning 7. Students in carrying out activities stick to Guidelines for the implementation of Covid-19 Online Community Service 8. Students in carrying out activities always record and document (photos and videos) of every activity activities 9. Students carrying out activities always coordinate with the village / sub- district government, schools, and other related parties 10. Students prepare reports on the results and follow-up activities

E	Monitoring and Evaluating Activity	Advisors and parties related to monitoring and evaluation of the results of the activities	11. DPL monitoring student activity 12. DPL requested records and documentation of all activities of the students' activities 13. DPL evaluate students' activities
f	Submit results of operations, logbook, supporting documents (photos and videos) on a Field Supervisor (DPL)	Students submit the results of the activities, logbook, supporting documents (photos and videos) on a Field Supervisor (DPL)	14. Students submit the results of the activities, logbook, supporting documents (photos and videos) on Field Supervisor Lecturer (DPL) 15. DPL receives student reports
.	DPL conduct assessments of student reports,	DPL conduct assessments of reports activity results, logbooks, supporting documents (photos and videos)	16. DPL provides an assessment of student reports following the applicable academic guidebooks in UNP

## B. Socialization and Covid-19 Prevention Education

No	Activity / Sub-Activity	Explanation of	SOP
B.	Educate the prevention of COVID-19 in the Kenagarian/Kelurahan	<p>Helping people in kenagarian/kelurahan to educate on the prevention of the impact of COVID-19 in the form of:</p> <ul style="list-style-type: none"> <li>• The culture of wearing masks every time you leave the house</li> <li>• Washing hands with soap</li> <li>• Consuming balanced nutrition, eat more vegetables and fruits</li> <li>• Be careful of direct contact with animals</li> <li>• Routine exercise</li> <li>• Adequate rest</li> <li>• Applying social distancing (maintaining distance between people),</li> <li>• limiting activities outside the home</li> <li>• Avoid crowds</li> <li>• Do not shake hands with fellow humans</li> </ul>	

		<ul style="list-style-type: none"> <li>When coughing, colds, and shortness of breath, immediately to a health facility.</li> </ul>	
a	identification Early impact prevention problems in the village / kelurahan	Students identify problems faced by the community in dealing with the impact of COVID-19 in the village / kelurahan	<ol style="list-style-type: none"> <li>Students together with the wali nagari/ kelurahan identify the problems faced by the community during the COVID-19 pandemic in nagari / kelurahan</li> <li>Students summarize problems and conduct priority analysis of interests in dealing with the impact of the pandemic COVID-19 in the village / kelurahan</li> </ol>
b	Formulation of problem-solving actions with related stakeholders	From the results of problem identification, students, together with related stakeholders formulate problem solutions	<ol style="list-style-type: none"> <li>Students with wali nagari/ kelurahan and stakeholders conduct a priority analysis of interests in dealing with the impact of the COVID-19 pandemic in the village / sub-district</li> </ol>
c	Action Plan	Student and Field Supervisory Lecturers (DPL) design action plans/activity plans	<ol style="list-style-type: none"> <li>The student with Field Advisory Lecturers (DPL) designs action formulations to be implemented in the community.</li> <li>Students socialize action plans to wali nagari/ kelurahan and communities</li> </ol>
d	Implementation of Action Plans	Students implement action plans that have been prepared	<ol style="list-style-type: none"> <li>Students implement action plans that have been compiled in the form of pamphlets, stickers, social media, videos, and others that are distributed to the community in the village / kelurahan.</li> <li>Students in carrying out activities stick to the guidelines for implementing the COVID-19</li> </ol>

			<p>DARING Community Service Program</p> <p>8. Students in carrying out activities always record and document (photos and videos) of each activity activities</p> <p>9. Students carrying out activities always coordinate with the village government and other related parties</p> <p>10. Students in their activities make logbook and compile reports on the results and follow-up activities</p>
e	Monitoring and Evaluation of the results of activities	Supervisors and related parties carry out monitoring and evaluation of the results of activities	<p>11. DPL activities monitoring student activities</p> <p>12. DPL check daily records and documentation of each activity</p> <p>13. DPL evaluate students' activities</p>
f	Submitting results activities, logbooks, supporting documents (photos and videos) to Field Supervisors (DPL)	Students submit the results of activities, logbooks, supporting documents (photos and videos) to Supervisors Field Lecturer.	<p>14. Students submit the results of activities n, logbooks, supporting documents (photos and videos) on DPL Field Supervisors (DPL)</p> <p>15. DPL receive students' reports</p>
.g	DPL assesses the students' reports.	DPL conducts an assessment of activity results reports, logbooks, supporting documents (photos and videos)	16. DPL provides an assessment of student reports per the applicable academic guidebooks at UNP.

### C. Records Population Mobility

No	Activities / Sub-Activities	Explanation of	SOP
C.	Recording the Community Mobility in Kenagarian / kelurahan	Records community mobility in villages / kelurahan	

a	Early identification of problems to prevent the impact of COVID-19 in kenagarian / kelurahan	Students identify problems faced by the community in dealing with the impact of COVID 19 in the village / kelurahan in terms of population mobility	<ol style="list-style-type: none"> <li>1. Students together with the wali nagari / lurah identify problems faced by the community in dealing with the impact of COVID-19 in the village / kelurahan in terms of population mobility</li> <li>2. Students summarize and analyzing issues priority of interest in dealing with the impact COVID-19 in Kenagarian / village of the mobility of the population</li> </ol>
b	Formulation of problem-solving action with relevant stakeholders	From the identification of the problem, the students, together with the relevant stakeholders, formulate solution	<ol style="list-style-type: none"> <li>3. joint Students guardian villages/ urban village and Stakeholders conduct analysis priority of interests in dealing with the impact of COVID-19 in the village / kelurahan in terms of population mobility</li> </ol>
c	Designing Action Plans	Student and Field Supervisors (9DPL) designing action plans /activity plans	<ol style="list-style-type: none"> <li>4. the student with Field Assistance Lecturers (DPL) designing action formulations that will be implemented in the community</li> <li>5. Students disseminate action plans to wali nagari / village heads and the community</li> </ol>
d	Implementation of Action Plans	Students implement action plans that have been prepared	<ol style="list-style-type: none"> <li>6. Students implement action plans that have been compiled in the form of stickers, pamphlets and au form that is distributed to be</li> </ol>

			<p>filled out by the community / kelurahan community who will travel outside the region or who have just come from a trip outside the area</p> <p>7. Students in carrying out activities stick to the guidelines for implementing the Covid-19 Community Service Online</p> <p>8. Students in carrying out activities always record and document ( photos and videos) of each activity</p> <p>9. student in carrying out activities always coordinate with the Nagari / sub-district government and other related parties</p> <p>10. Students compile reports on results and follow-up activities</p> <p>11. Data and reports</p>
e	Monitoring and Evaluating of the results of Activities	Supervisory and related parties carry out monitoring and evaluation of results activities	<p>12. DPL monitor students' activities</p> <p>13. DPL requesting notes and documentation of each student activity</p> <p>14. DPL evaluating activities student</p>
f	Submitting activity results, logbooks, supporting documents (photos and videos) to Field Supervisory Lecturers (DPL)	Student submit the results of activities, logbooks, supporting documents (photos and videos) to Field Supervisors	<p>15. Students submit results of activities, logbooks, supporting documents (photos and videos) to Field Supervisors (DPL)</p> <p>16. DPL receives student reports</p>

g	DPL conducts assessments of reports students	DPL assess activity reports, logbooks, supporting documents (photos and videos)	17. DPL provides an assessment of student reports following the applicable academic guidebooks at UNP
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#### D. Producing Disinfectants

No	Activities / Sub Activities	Explanation of	SOP
<b>D.</b>	<b>Using Disinfectants By Community in the Kenagarian / kelurahan</b>	<b>Assist the community in the village / kelurahan in preventing the impact of COVID-19 in the use of disinfectants</b>	<b>in the use of disinfectants</b>
a	Early identification of problems of preventing the impact of COVID-19 in the village / kelurahan	Students identify the problems faced by the community in dealing with the impact of COVID-19 in the village / kelurahan in the use of disinfectants	<ol style="list-style-type: none"> <li>1. M student with the guardian of Nagari/ kelurahan identifies the problems faced by the community in dealing with the impact of COVID-19 in the village / sub-district in the use of disinfectants</li> <li>2. Students summarize problems and conduct analysis priority of interests in dealing with the impact of COVID-19 in rural / urban areas in the use of disinfectants</li> </ol>
b	Formulation of action solutions issues with relevant stakeholders	From the identification of the problem, the students, together with the relevant stakeholders to formulate solution	<ol style="list-style-type: none"> <li>3. joint Students guardian villages/ village and stakeholder analysis of the importance in dealing with the impact of COVID-19 in</li> </ol>
			Kenagarian / villages in the use of disinfectants



c	designation Plan	Student and Field Supervisory Lecturers (DPL) design action plans /activity plans	<p>4. The student together with Field Assistance Lecturers (DPL) devise action formulations to be implemented in the community in the use of disinfectants</p> <p>5. Students socialize Action plans for wali nagari / kelurahan and communities in the use of disinfectants</p>
d	Implementation of Action Plans	Students implement action plans that have been prepared	<p>6. Students implement action plans that have been prepared in the form of stickers and / or a form that is distributed to be filled in by the community / kelurahan community who will use it. / spraying disinfectant</p> <p>7. Students in carrying out activities stick to the guidelines for implementing the Covid-19 Community Service Online</p> <p>8. Students in carrying out activities always record and document (photos and videos) of each activity</p> <p>9. student in carrying out activities always coordinate with the village / sub government and related parties more</p> <p>10. Students compile reports on the results and follow-up activities</p>
e	Monitoring and Evaluation of Activity Results	Supervisors and related parties carry out monitoring and evaluation activities of the results of activities	<p>11. DPL activities monitoring activities of students</p> <p>12. DPL requesting notes and documentation each students' activity</p> <p>13. DPL evaluates students' activity</p>
f	Submitting results activity, logbooks, supporting documents	Students submit activity results, logbooks, supporting	14. Students submit activity results, logbooks, supporting documents (photos and videos) to Field Supervisory Lecturers

	(photos and videos) to Field Supervisory Lecturers (DPL)	documents (photos and videos) on Field Supervisory Lecturers	(DPL) 15. DPL receives students' reports
g.	PDL evaluates students' reports.	PDL evaluates activity results reports, logbooks, documents supporters (photo and video)	16. DPL provides an assessment of the student report following handbook the prevailing academic at UNP

### E. Mapping the Area of Covid-19

No.	Activity / Sub-Activity	Explanation	SOP
<b>E.</b>	<b>Mapping of COVID-19 in Kenagarian / sub</b>	<b>Collect and map the region COVID at the kelurahan / kelurahan or Kecamatan or Regency / City levels</b>	
a.	Early identification of problems in the prevention of the impact of COVID-19 in the village / kelurahan	Students identify problems faced by the community in dealing with the impact of COVID-19 in the villages / kelurahan in terms of mapping the areas affected by the COVID-19 disaster affected by COVID-19	<ol style="list-style-type: none"> <li>1. Students together with wali nagari/ kelurahan and related parties identify problems<sup>19</sup> in the village/kelurahan for making area mapping</li> <li>2. Students summarize problems and conduct analysis priority interest in dealing with the mapping of areas affected by COVID-19 at the village / kelurahan or district level or regency/city level</li> </ol>
b	Formulation of problem-solving actions with related stakeholders	From the results of problem identification, students, together with relevant stakeholders to formulate a solution	<ol style="list-style-type: none"> <li>3. Students with wali nagari/ village and stakeholder analysis priority mapping in the preparation of affected areas COVID- 19 in Kenagarian / kelurahan</li> </ol>
c	Design Action Plan	Students and Lecturers Field Supervisors (DPL) design action plans /activity plans	<ol style="list-style-type: none"> <li>4. The student with Field Assistance Lecturers (DPL) devise action formulas in the form of making a COVID-19 area map-district</li> <li>5. Students socialize action plans to wali nagari/ kelurahan and communities</li> </ol>

d	Implementing Action Plan	Students implement the action plan that has been set.	<ol style="list-style-type: none"> <li>6. Students implement the action plan that has been compiled in the form of a map of the areas affected by COVID-19 in the village / kelurahan</li> <li>7. Students stick to the guidelines for implementing the Covid-19 Community Service Online in carrying out activities</li> <li>8. 8. Students always record and document (photos and videos) of each activity in carrying out activities.</li> <li>9. Students in carrying out activities always coordinate with the nagari / kelurahan government and other related parties.</li> <li>10. Students compile reports on the results and follow-up activities.</li> </ol>
d	Implementation of Action Plans	Students implement action plans has been compiled	<ol style="list-style-type: none"> <li>6. Students implement an action plan that has been compiled in the form of a map of areas affected by COVID-19 in the village / kelurahan</li> <li>7. Students in carrying out activities stick to the guidelines for implementing the Covid-19 Community Service Online</li> <li>8. Students in carrying out activities always record and document (photos and videos) of each activity activities</li> <li>9. Students carrying out activities always coordinate with the government of Nagari / kelurahan and other related parties</li> <li>10. Students compile reports on the results and follow-up activities</li> </ol>

e	Monitoring and Evaluating of the Results of Activities	Supervisory and related parties carry out monitoring activities and results of activities	11. DPL monitoring the activities of students 12. DPL asking for notes and documentation of each activity of students 13. evaluation DPL evaluating of the activities student
F	Submitting activity results, logbooks, supporting documents (photos and videos) to Field Supervisory Lecturers (DPL)	Students submit results of activities, logs books, supporting documents (photos and videos) to Field Supervisors	14. Students submit the results of activities, logbooks, supporting documents (photos and videos) to Field Supervisors (DPL) 15. DPL receives student reports
g	DPL conducts an assessment of student reports	DPL assessing reports results of operations, logbook, supporting documents (photos and video)	16. DPL provides an assessment of the student report under handbook the prevailing academic at UNP

#### **F. Distribution of Food aid / GROCERY Work for the Needy**

No	activity / Sub-activity	explanation	SOP
<b>F.</b>	<b>Channeling aid food / SEMBAKO for the poor</b>	<b>Mere planning and managing a program for distributing food / daily necessities for people who cannot be affected by COVID in the village / kelurahan</b>	
a.	Early identification of the problems of the impact of COVID-19 that are faced by the community in the village / kelurahan	Students identify the problems faced by the community affected by COVID 19 in the wali nagari's perspective / kelurahan from the Fulfillment of basic household needs	1. Students together with wali nagari/ kelurahan, <i>ninik Mamak</i> and related parties identify poor people who need food assistance due to the impact of COVID 19 in the village / kelurahan 2. Students summarize problems and analyze priority interests in planning and managing the distribution of food aid to the poor affected by COVID 19 in

			kenagarian / kelurahan
b	Formulation of problem-solving actions with related stakeholders	From the results of problem identification, students together with related stakeholders formulate problem solutions	3. Students with wali nagari/ kelurahan, ninik Mamak and stakeholders carry out analysis priority in planning and managing the distribution of food aid to communities affected by COVID 19 in the villages / kelurahan
c.	Action Plan Design	Student and Field Supervisory Lecturer (DPL) designing action plans /activity plans	4. The student with field assistant lecturers ( DPL) design distribution of food aid to poor communities affected by COVID-19 5. Students socialize action plans to wali nagari / kelurahan and communities
d	Implementation of Action Plans	Students implement plans actions that have been compiled	6. Students implement action plans that have been compiled in the form of 1. aid collection money / non-money from the community/donors, and 2. distribution of food aid to poor communities in villages / sub-districts affected by COVID-19 Students in carrying out activities stick to the guidelines for implementing the Covid-19 Online Community Service

			<p>Program</p> <p>Students in carrying out activities always record and write a document (photos and videos) of each activity</p> <p>The student in carrying out activities always coordinate with the wali nagari / kelurahan government and other related parties</p> <p>Students compile reports on the results and follow-up activities</p>
e	Monitoring and Evaluation of the results of activities	Advisors and related parties carry out monitoring and evaluation of activity results	<p>11. DPL monitors student activities.</p> <p>12. DPL asks for notes and documentation of every activity of students</p> <p>13. DPL evaluates activities student</p>
f	Submits activity results, logbooks, supporting documents (photos and videos) to Field Supervisors (DPL)	Students submit activity results, logbooks, documents Supporters (photos and videos) to Field Supervisors	<p>14. Students submit the results of activities, logbooks, supporting documents (photos and videos) to Field Supervisors (DPL)</p> <p>15. DPL receives student reports</p>
g	DPL conducts an assessment of student reports assessing reports	DPL run results of activities, logbooks, supporting documents (photos and videos)	16. DPL provides an assessment of student reports following the applicable academic manual in UNP

### G. Recording Covid-19 Affected Populations

No	Activities / Sub Activities	Explanation of	SOP
G.	Registering population in Kenagarian / villages affected Covid-19	Recording the societies in Kenagarian / village affected by disaster Covid-19	

a	Early identification about issues impact prevention COVID-19 in Kenagarian / village	Students identify the problems faced by the village government in obtaining valid data of the affected community COVID-19 kenagarian / kelurahan	<p>1. Students together with wali nagari/ kelurahan identify the problems faced in obtaining valid data for people affected by COVID-19 in the village / kelurahan</p> <p>2. Students summarize the problems and carry out analysis priority in obtaining valid data for people affected by COVID-19 in the village / kelurahan</p>
b	Formulation action an issue with relevant stakeholders	From the identification of the problem, the students, together with the relevant stakeholders to formulate a solution	<p>3. Students joint guardian villages/ village and stakeholder analysis priorities in setting valid data communities COVID-19 affected in Kenagarian / sub</p>
c	designation Plan	Student and Field Supervisory Lecturers (DPL) design action plans /activity plans	<p>4. The student together with Assistance Lecturers Field (DPL), devise action formulations to be implemented in the community</p> <p>5. Students socialize action plans to wali nagari / sub-districts and communities</p>
d	Implementation of Action Plans	Students implement action plans that have been compiled	<p>6. Students implement an action plan in the form of compiling data on valid people affected by COVID-19 in the village / kelurahan</p> <p>7. The students in carrying out activities stick to the guidelines for implementing the Covid-19 Community Service Online</p> <p>8. Students in</p>

			<p>carrying out activities always seek</p> <p>Observe and document (photos and videos) of each activity</p> <p>9. The student in carrying out activities always coordinate with the Nagari / kelurahan government and other related parties</p> <p>10. Students compile reports on results and follow-up activities</p>
e	Monitoring and Evaluation of the Results of Activities	Supervisory and related parties carry out monitoring and evaluation activities activity results	<p>11. DPL monitor student activities</p> <p>12. DPL requesting notes and documentation of each student activity</p> <p>13. DPL evaluating activities student</p>
f	Submitting activity results, logbooks, supporting documents (photos and videos) to Field Supervisory Lecturers (DPL)	Students submit activity results, logbook, supporting documents (photos and videos) to the Field Supervisor	<p>14. Students submit the results of the activities, logbook, supporting documents (photos and videos) to a Field Supervisor (DPL)</p> <p>15. DPL receives students' report</p>
g	DPL assessing the student report	DPL assessment on reports on activity results, logbooks, supporting documents (photos and videos)	16. DPL provides an assessment of student reports following the applicable academic manual at UNP

#### H. Making Personal Protective Equipment (PPE)

No	Activities / Sub Activities	Explanation of	SOP
H.	Making Equipment Personal Protection (APK)	Design and manufacture of personal protective equipment (APK)	



a	<p>identification</p> <p>Preliminaryof problems regarding the manufacture of personal protective equipment (APK)</p>	<p>Students identify problems faced by the Nagari government in personal protective equipment (APK)</p>	<ol style="list-style-type: none"> <li>1. Students with guardians of Nagari/ kelurahan and related parties identify problems that affect COVID- 19 in Kenagarian / village for the manufacture of personal protective equipment (GER)</li> <li>2. Students summarize and analyze issues</li> </ol>
			<p>the priority of interest in the manufacture of personal protective equipment (APK) to deal with the impact of COVID-19 in Kenagarian / sub</p>
b	<p>Formulation</p> <p>troubleshooting actions with Nagari parties and related stakeholders.</p>	<p>From the identify results IKASI problem, the students, along with the villages da stakeholders to formulate a solution</p>	<ol style="list-style-type: none"> <li>3. joint Students guardian villages/ village and stakeholder analysis priority in the design and made of personal protective equipment (GER)</li> </ol>
c	<p>designation Plan</p>	<p>Student Field Supervisor (DPL) designing action plans /activity plans</p>	<ol style="list-style-type: none"> <li>4. the student with field supervisors (DPL) designing action formulas in the form of designing and manufacturing personal protective equipment (APK)</li> <li>5. Students socializing action plans to Nagari / sub-district guardians and Communities</li> </ol>

d	Implementation of Action Plans	Students implementing action plans that have been prepared	<p>6. Students implement an action plan that has been compiled in the form of making personal protective equipment (APK)</p> <p>7. Students in carrying out activities stick to the guidelines for implementing Covid-19 Online Community Service</p> <p>8. Students in carrying out activities always record and document (photos and videos) of each activity.</p> <p>9. Students always conducting coordinate with the village government/village and other concerned parties</p> <p>10. Students prepare reports on the results and follow-up activities</p>
e	Monitoring and Evaluation activities	Advisor and the associated activities	11. DPL monitoring activities
		and evaluation of the results of monitoring activities	<p>student</p> <p>12. DPL ask for notes and documentation of every activity of student activities</p> <p>13. DPL to evaluate activities student</p>
f	Submit activity results, logbooks, supporting documents (photos and videos) to Field Supervisors (DPL)	Students submit results of activities, logbooks, supporting documents (photos and videos) to Field Supervisors	<p>14. Students submit the results of activities, logbooks, supporting documents (photos and videos) to Field Supervisors (DPL)</p> <p>15. DPL receives student reports</p>
.asses ses	DPL DPL student reports,	assesses activity results reports, logbooks, supporting documents ( photos and videos)	16. DPL provides an assessment of student reports following the applicable academic guidebooks at UNP

**I. Strengthening the Economic Business of Communities Affected by Covid-19**

No	Activities / Sub Activities	Explanation of	SOP
<b>J.</b>	<b>Strengthening Community Economic Business The</b>	<b>idea of strengthening the economic business of communities affected by covid- 19</b>	
a	Initial identification of problems regarding making fitness training videos (LK)	Students identify problems faced by the community in running economic businesses during the Covid-19 period-district	<ol style="list-style-type: none"> <li>1. Students together with wali nagari/ sub and related parties identify economic business problems owned by communities affected by COVID-19</li> <li>2. Students summarize the problems and conduct analysis priority of interests to strengthen the efforts economic of the community affected by Covid-19</li> </ol>
b	Formulation of problem-solving actions with the Nagari and related stakeholders	From the results of problem identification, students, together with the Nagari and related stakeholders, formulated problem solving	<ol style="list-style-type: none"> <li>3. Students, together with wali nagari/ kelurahan and stakeholders, conduct analysis priority in the program to strengthen the economic business of communities affected by Covid-19</li> </ol>
c	Designing Action Plans for	Students and Field Supervisors (DPL) to design plans	<ol style="list-style-type: none"> <li>4. Students with supervisors field (DPL)</li> </ol>
		action / activity plan	<ol style="list-style-type: none"> <li>designs a formulation of action in the form of strengthening the economic enterprises of people affected by Covid-19.</li> <li>5. Students disseminate action plans to guardians of Nagari/ sub and communities</li> </ol>

d	Implementation of Action Plans	Students implement action plans that have been prepared	<p>6. -districts Students implement action plans that have been prepared in the form of programs to strengthen digital-based community economic enterprises affected by Covid-19</p> <p>7. Students in carrying out activities stick to the guidance for the implementation of the Covid-19 Online KKN</p> <p>8. Students in carrying out activities always record and document (photos and videos) of every activity activities</p> <p>9. Students carrying out activities always coordinate with the government of the village / sub-district and other related parties</p> <p>10. Students compile reports on results and follow-up activities of</p>
E	Monitoring and Evaluation of the results of activities The	supervisor and related parties carry out monitoring and evaluation of the results of	<p>11. DPL activities monitoring the activities of students</p> <p>12. DPL requesting notes and documentation of each activity of student activities</p> <p>13. DPL to evaluate activities students</p>
F	Submit results of operations, logbook, supporting documents (photos and videos) on a Field Supervisor (DPL)	Students submit the results of the activities, logbook, supporting documents (photos and videos) to a Field Supervisor	<p>14. Students submit the results of the activities, logbook, Supporting documents (photos and videos) on Field Supervisory Lecturers (DPL)</p> <p>15. DPL receives reports</p>
			Student
G	DPL assesses student reports	DPL evaluates activity results reports, logbooks, supporting documents (photos and videos)	16. DPL provides an assessment of reports students following the applicable academic guidebook at UNP

## **PART 4. WORK GUIDELINES FOR FIELD SUPERVISOR LECTURER (DPL) for COVID-19 ONLINE COMMUNITY SERVICE PROGRAM**

### **A. Description**

The community service program of Universitas Negeri Padang 2020, hereinafter referred to as Covid-19 Online Community Service Program, is a program designed to answer challenges and problems caused by the Covid-19 pandemic. The flagship program offered by the Covid-19 Online KKN is a digital learning service in the form of preparing teaching materials at all levels of education (SD/SLTP/SLTA). In addition, the Covid-19 Community Service Online Program also offers programs related to alleviating problems caused by the Covid-19 pandemic.

### **B. Function of Guidance by Field Supervisors (DPL)**

Guidance to students in the field is done online. The online pattern approach is intended to accommodate the conditions and situation of the pandemic COVID-19. Therefore, the guidance process, both methods, materials, and frequency of guidance, is largely determined by the ability to use information technology by DPL.

### **C. The role of Field Supervisor (DPL)**

1. Motivator
2. Trustees
3. Steering
4. Advisory
5. Trustees
6. Counselor
7. Appraisal student activities

### **D. Tasks of Field Supervisor (DPL)**

1. Requiring students to follow the Standard Operating Covid-19 during the event
2. Organizing Communication with students and parties involved in the implementation of the CCN Daring Covid-19
3. Maintain and foster student discipline during the Covid-19 KKN Online
4. Guiding students in every operational step of the Covid-19 Community Service Online
5. Accommodate all problems and obstacles faced by students
6. Providing suggestions and solutions to problems before, during, and after the

#### Covid-19 Community Service Online

7. Monitoring, controlling, and directing students
8. Controlling the filling of Logbooks (Daily Notes) by students in activities that have been carried out during the implementation of the Covid-19 KKN Online
9. Guiding students in writing the final report on implementing the Covid-19 Online Community Service by including Activity Products in the form of videos/teaching materials/modules/tools/program / or other similar products.
10. Assessing activities and determining student scores in Covid-19 Community Service Online Activities

#### **E. Frequency and Method of Guidance**

1. Frequency of Guidance by DPL with students at least once / student in 1 week or adjusted to conditions and problems in the field during the Covid-19 Pandemic
2. The guidance method is carried out indirectly through Cellular Phone / HP communication media, online media, or other long-distance communication media.

#### **F. Qualifications of Field Supervisor (DPL)**

1. Lecturer PNS with Tenure at least 5 years, and not on the task of studying
2. Having responsibility, integrity, and honesty
3. Comply with a code of ethics and rules that have been set LP2M UNP in the Guidelines for Implementation and Technical Guidelines CCN Online Covid-19
4. Grin carry out duties as field supervisors (DPL) in Covid-19 KKN Online activities
5. Have the ability to communicate well, be polite and cooperate in the team

#### **G. Authority of Field Supervisory (DPL)**

1. Consolidate student activities in the implementation of Covid-19 Online KKN
2. Enforce student discipline in carrying out tasks, steer & control student activities, behavior, morality, and ethics during the implementation of the Covid-19 Online Community Service Program
3. Provide motivation, direct, help solve student problems in the implementation of the Covid-19 Online Community Service

#### **H. Lecturer Obligations (DPL)**

1. Guide Covid-19 KKN Online students by the rules that have been agreed upon.

2. Providing information related to the implementation of Covid-19 Online Community Service to students and competent parties.
3. Assessing the implementation of activities that have been made by students in the COVID-19 DARING Community Service Program
4. Submitting an assessment sheet for the Covid-19 Student Community Service Implementation Report to the LP2M UNP
5. Submitting the final report of Covid-19 KKN Online students to LP2M UNP

#### **I. Scope and Components of Student Assessment by DPL**

The assessment has been started since the Government of Indonesia issued a disaster emergency status starting February 29, 2020, with the following components:

1. Type of activity (type, scope, etc.)
2. Duration of activities is at least 1 month or at least equivalent to a minimum of 240 Student Effective Work Hours (JKEM) ), including initial observation activities for a maximum of 20 JKEM, coaching for a maximum of 20 JKEM, field implementation of at least 180 JKEM, preparation of reports and a maximum response of 20 JKEM
3. Log-Book (Daily Notes)
4. Activity Reports
5. Assessment is carried out under the assessment standards in the UNP academic guide.

## PART 4. Appendices

### A. Log-Book Format For Students

Student Name:

Nim:

Place of Activity:

Time of Activity:

Name of Wali Nagari / HP:

Name of DPL / HP :

No	Time	Date of	Activity	Signature of the authorities
1	00.00-00.00 WIB	Day / month / year	Covid-19 handling counseling (How to wash hand soap/sanitizer use of masks etc.)	
2				
DST				

place, ... ..2020

Knowing  
Authorities

Students

TTD AND STAMP  
(official name)  
student)

TTD  
(name of  
NIM



**B. Log-Book format for Field Supervisor (DPL)**

DPL name:

NIP:

Place of KKN:

Time of KKN:

No	Time	Date of	Activity	Information
1	00.00-00.00 WIB	Day / month / year	● Providing directions	● program ● etc.
2				
DST				

2020

Knowing  
Chief Executive of Covid-19 Online KKN

DPL

TTD AND STEMPEL

TTD

**Dr. Elfi Tasrif, MT**  
NIP. 196205241987031002

(Name of DPL)  
NIP

**C. Assessment Form of Covid-19 Online Community Service**  
**FORMAT COVID-19 ONLINE KKN**

Title of Covid-19 Online KKM Activities:.....

Student Name: .....

NIM: .....

Study Program: .....

Faculty: .....

Implementation period: ..... to ..... equivalent (... JKEM)

No	Item	Weight	Score	Value
1	Form of Activity (Type, Duration, and scope)	30		
2	Activity Duration (minimum 240 JKEM)	20		
3	Logbook (Daily notes)	20		
4	Activity reports and supporting documents	30		
<b>Total</b>				

Information:

Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very poor; 3 = Poor; 5 = Enough; 6 = Good; 7 = Very good) Value = {(score × weight) / Maximum value} x 100

Comments DPL:

.....  
 .....  
 .....

Padang ... - ... -2020 ...

DPL,

Signature

(full name) NIP

**D. Form of Final Report Cover of Covid-19 Online KKN**

**COMMUNITY SERVICE PROGRAM REPORT**

**COVID-19 ONLINE KKN**

Kabupaten /City:

Province:

**UNIVERSITAS NEGERI PADANG**

2020

## **E. Form of Final Report Covid-19 Online KKN**

### **FINAL REPORT FORMAT**

Cover Title  
Letter of Approval  
Preface  
Table of Contents

### **REPORT CONTENTS**

#### **A. Introduction**

- Describing the situation and environmental conditions where corruption associated Handling Covid-19

#### **B. Description of activities**

- The activities performed
- each activity Achievement
- Constraints faced
- Solutions given

#### **C. Conclusions and Suggestions**

- Conclusions
- Suggestions

#### **D. Attachment**

- Logbook
- Documentation of activities (Photos and Videos)



