

## ASEAN Studies Center (ASC) Internship Curriculum 2021

The ASC Internship Programme 2021 is aimed at responding to the continuously growing need of students and fresh graduates to compete in the highly competitive job market and be equipped with the necessary work experience required.

This year, the Center offers a three-month internship programme with the opportunity to develop professional and inter-personal skills. The ASEAN Studies Center of the Faculty of Social and Political Sciences is one of the oldest ASEAN Studies Centers among the 60 established by the Ministry of Foreign Affairs of Indonesia, since 2013. It remains one of the most respected Centers' with notable collective research experience and outreach activities held on a regularly basis.

The following is a timeline and description of the Enrichment Activities which will be provided by the Center to support the abovementioned goal. They are as follows:

<b>Table 1: Learning outcomes and indicators</b>				
<b>No.</b>	<b>Programme</b>	<b>Implementation</b>	<b>Learning outcomes</b>	<b>Learning indicators</b>
1	Introduction to the ASEAN Studies Center	Duration: 2 hours Date: Wednesday, 1 September 2021, 10:00	An introduction to the work of ASC and staff	Understand the nature of the work of ASC
		Fac: Managing Director, Research Division, Programme Division, Media Division and Finance Division	Ongoing and upcoming activities from the research, programme, and media division	Familiar with the upcoming projects, and can vision one's role in the upcoming projects
			Work ethics 101	Able to describe a problem solving process
			Expected output for the Internship Programme 2021	Output is met in timely manner
2	An Introduction to Project Management	Duration: 1,5 hours Timeline: Wednesday, 15 September 2021, <del>13:30</del> 10.30 Fac: Programme and Media Division	A sharing session on applications and/or platforms which ASC uses/could potentially use to disseminate publications or conduct live discussions	Able to grasp the basic functions of each platform/application
3	ASEAN 101	Duration: 1,5 hours Timeline: Wednesday, 6 October 2021, 14:00 Fac: Dida	ASEAN, ASEAN Secretariat and structure	Capable of recalling the three ASEAN Communities and name entities whose work are most relevant to that of ASC
			ASEAN Communities Bodies, mechanisms, and meetings relevant to the work of ASEAN Studies Center	

4	ASC and Future career pathways	Duration: 1 hour Date: Wednesday, 20 October 2021, <del>12:00</del> 15:00 Fac: <del>Andika Putra, Ezka Amalia (TBC)</del> Jhendra AS	A lunch with a thematic discussion on <del>how the ASEAN Studies Center had informed alumnis of their choice of</del> profession <del>and helped accelerate their and</del> careers	Able to map possible career options related to the work of ASC
5	Academic Writing	Duration: 1,5 hours Timeline: Wednesday, 3 November 2021, 14:00 Fac: Treviliana Putri (TBC)	A session on the numerous types of academic writing formulated by research centers, citation and referencing, and selecting research topics	Able to produce meaningful ASEAN Notes
				Capable of formulating an Infographic
				Submission of an in-depth Working Paper is made in a timely manner

To gain the best experience of working at ASC, interns are expected to regularly consult or communicate their difficulties, if any, with their respective supervisors.

The following are the main contact points, for reference:

1. ASC: [aseansc@ugm.ac.id](mailto:aseansc@ugm.ac.id)
2. Research Division: [researchasc.fisipol@ugm.ac.id](mailto:researchasc.fisipol@ugm.ac.id)
3. Programme Division: [programmeasc.fisipol@ugm.ac.id](mailto:programmeasc.fisipol@ugm.ac.id)
4. Media Division: [syukron.subkhi@ugm.ac.id](mailto:syukron.subkhi@ugm.ac.id)
5. Finance and Administrative: [intan.fajar.r@ugm.ac.id](mailto:intan.fajar.r@ugm.ac.id)

