**CONTOH FORMAT LAPORAN AKHIR KKN**

**LAPORAN AKHIR KEGIATAN KKN**

**UNIVERSITAS BALIKPAPAN**

**GELOMBANG VIII-2020**

****

**Tema : Pendidikan Nonformal**

**Kelurahan    : Manggar**

**Kecamatan  : Balikpapan Timur**

**Kota     : Balikpapan**

**Provinsi     : Kalimantan Timur**

**Disusun Oleh:**

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| Nama Mahasiswa | NPM | Nama Mahasiswa | NPM |
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**LEMBAGA PENELITIAN DAN PENGABDIAN KEPADA MASYARAKAT**

**UNIVERSITAS BALIKPAPAN**

**2020**

**LEMBAR PENGESAHAN**

**PROPOSAL RENCANA KEGIATAN KKN**

**UNIVERSITAS BALIKPAPAN**

**GELOMBANG VIII-2020**

**Tema :** Pendidikan Nonformal

**Kelurahan    :** Manggar

**Kecamatan  :** Balikpapan Timur

**Kota     :** Balikpapan

**Provinsi     :** Kalimantan Timur

Balikpapan, ....................... 2020

Mengetahui/Menyetujui,

Dosen Pendamping Lapangan Ka.Mahasiswa KKN

**Dr. Moch. Alipatan, M.Pd**                             **Bayu**

NIK 010 005 035                                   NPM………………….

Mengetahui/Mengesahkan,

Ka. LPPM UNIBA

**Merry K. Sipahutar, Ph.D**

NIK. 011 006 033

**KATA PENGANTAR**

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**DAFTAR ISI**

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**I.  PENDAHULUAN**

**1.1. Latar Belakang**

.......*latar belakang adanya kegiatan kkn ini apa yang mendasari.....sebutkan dan jelaskan.......*

**1.2. Tujuan**

...*tujuan adanya kegiatan kkn ini apa yang akan dicapai dimasyarakat...sebutkan dan jelaskan*....

**1.3. Manfaat**

**1.3.1. Untuk Mahasiswa**

1.

2.

3. dst

**1.3.2. Untuk Masyarakat / Stakeholders**

1.

2.

3. dst

**1.3.3. Untuk Universitas**

1.

2.

3. dst

**II.  PEMILIHAN LOKASI**

**2.1. Alasan Pemilihan Lokasi**

.......Sebutkan dan Jelaskan...................

**2.2. Gambaran umum Lokasi (Demografi)**

......Jelaskan.....................

**2.3. Potensi-Potensi**

...............Sebutkan dan Jelaskan.......................

**2.4. Permasalahan Umum**

...............sebutkan dan jelaskan ......................

**III.  IDENTIFIKASI MASALAH**

Tabel 1. Identifikasi Masalah

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Permasalahan** | **Lokasi (RT)** | **Sumber (P/M/D)\*** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
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| 12. |  |  |  |
| 13. |  |  |  |
| 14. |  |  |  |
| 15. |  |  |  |
| 16. | dst |  |  |

P = Perangkat Desa/Dusun, M = Masyarakat, D = Dinas atau Instansi Vertikal /*Stakeholders*.

**IV.  PRIORITAS PEMILIHAN MASALAH**

Tabel 2. Prioritas Pemilihan Masalah

|  |  |  |
| --- | --- | --- |
| **No.** | **Permasalahan** | **Alasan Pemilihan \*** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
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| 13. |  |  |
| 14. |  |  |
| 15. |  |  |
| 16. | Dst |  |

\*  Uraikan  secara  rinci  mengapa  permasalahan  diprioritaskan  permasalahannya,  sehingga layak  diangkat sebagai program KKN

**V.  RENCANA PROGRAM DAN KEGIATAN**

Tabel 5. Rencana Program dan Kegiatan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Bidang** | **Program** | **Kegiatan** | **Sumber Dana** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
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| 13. |  |  |  |  |
| 14. |  |  |  |  |
| 15. |  |  |  |  |
| 16. | dst |  |  |  |

Catatan:  KKN Tematik Prioritas 75% pada bidang utama, Bidang lainnya 25%

Tabel. 5.2 Rencana Kerja Umum Kegiatan KKN

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Kegiatan | Hasil Yang Diharapkan | | Nama Pendamping dari Desa/Kel | Nama Maha siswa penanggung-jawab | Waktu | | | | | |
| m-1 | m-2 | m-3 | m-4 | m-5 |
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**VI. MATRIKS KEGIATAN KKN**

Tabel 6. Matriks Kegiatan KKN

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **ITEM KEGIATAN** | **MINGGU KE-** | | | |
| **I** | **II** | **III** | **IV** |
| 1. **Identifikasi Masalah** | |  |  |  |  |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. | **dst** |  |  |  |  |
| 1. **Analisis Potensi (Rencana Program Kerja)** | |  |  |  |  |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. | **dst** |  |  |  |  |
| 1. **Action (Pelaksanaan Program Kerja)** | |  |  |  |  |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. | **dst** |  |  |  |  |
| 1. **Laporan Akhir** | |  |  |  |  |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. | **dst** |  |  |  |  |

**VII.  REALISASI PROGRAM DAN KEGIATAN**

Tabel 7.1 Rencana Program dan Kegiatan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Bidang** | **Program** | **Kegiatan** | **Sumber Dana** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
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| 14. |  |  |  |  |
| 15. |  |  |  |  |
| 16. | dst |  |  |  |

Catatan:  KKN Tematik Prioritas 75% pada bidang utama, Bidang lainnya 25%

Tabel 6.2 Kegiatan Harian

Minggu: (1,2,3,4,5)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Hari/Tanggal | Kegiatan | Hasil | Tindak Lanjut |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |

Mengetahui

Dosen Pembimbing Lapangan

………………………………………

**VIII. KESIMPULAN DAN SARAN**

**8.1 Kesimpulan**

**8.2 Saran**

**DAFTAR PUSTAKA**

**LAMPIRAN**

**DOKUMENTASI KEGIATAN KKN**

**Contoh Format Dokumentasi Kegiatan KKN**

|  |  |
| --- | --- |
| Nama Kegiatan | Dokumentasi (Foto) |
| 1. Penyerahan Mahasiswa KKN ke Pihak Kelurahan Oleh DPL (31 Januari 2019) | FOTO |
| 1. Kegiatan Harian | FOTO |
| 1. Kegiatan Pelaksanaan KKN | FOTO |
| 1. Kegiatan Sosialisasi | FOTO |
| 1. Kegiatan Pelatihan | FOTO |
| 1. Kegiatan Pendampingan | FOTO |
| 1. Penarikan Mahasiswa dari Kelurahan Oleh DPL | FOTO |

*\*Disesuai dengan kegiatan yang dijalankan*

**Contoh Absensi (Kehadiran Mahasiswa)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Nama Mahasiswa** | **NPM** | **Februari 2019** | | | | |
| **1** | **2** | **3** | **s/d** | **28** |
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Balikpapan, ....................... 2020

Mengetahui/Menyetujui,

Dosen Pendamping Lapangan Ka.Mahasiswa KKN

**Dr. Moch. Alipatan, M.Pd**                             **Bayu**

NIK 010 005 035                         NPM………………….

Mengetahui/Mengesahkan,

Lurah …………..

**……………………………..**

NIP………………….