

# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Internship

University of Darma Persada or UNSADA is a university located in East Jakarta City, DKI Jakarta Province, Indonesia. By developing and changing the variety that occurs in the community, UNSADA must be responsive and skilled in dealing with the situation.

One of the efforts made by UNSADA to anticipate the various events that occur in the community is through improving the quality and competence of students who will later become experts in the field of expertise. A superior expert workforce can be produced, one of which is through the implementation of cooperation with various agencies and institutions that have credibility to train these students. Therefore UNSADA as a producer of prospective expert workers relentlessly cooperates with various agencies and institutions with the aim of producing expert workforce who are ready to face various challenges in society.

Field work practice activities are tangible manifestations where students are required to go directly into the world of work with the aim of adapting to the environment. The Department of English Diploma 3, Faculty of Literature UNSADA requires that every student who will graduate to take part in field work

practice activities in an agency or institution as a process of training and adaptation in the workforce later. Field work practices are considered as activities where theories from a number of sciences that students have learned when studying can be applied directly to work. Internship also can train the ability of students to use the knowledge that has been obtained in lectures, both from knowing, studying, analyzing, and dealing with all matters relating to that knowledge.

### **1.2 Objective of the Internship**

The objective of the internship are as following :

1. To fulfill one of the requirements in order to achieve Diploma III degree.
2. To create human resources skilled in the field.
3. To give the students experience in the working field.
4. To apply the knowledge, the competency, and the skills gained in University.
5. To improve the communication skill.
6. To build relation between University of Darma Persada and Department of Tourism and Culture of East Jakarta.

### 1.3 Procedure of the Internship

There are a several things to start the internship :

1. Proposing a request of the internship letter that has been signed by the Head of English Program and stamped by Secretary of Literature Faculty.
2. Submitting the request letter to the Administration Office of Department of Tourism and Culture of East Jakarta and other requirements such as Curriculum Vitae.
3. Received the confirmation letter through email or phone call from Department of Tourism and Culture of East Jakarta.

### 1.4 Place and Time of the Internship

The internship program activities are carried out for 40 working days, starting on 4 March 2019 until 26 April 2019. The provisions of the internship program are as follows:

Place	: Department of Tourism and Culture of East Jakarta
Time	: 04 Maret 2019 s/d 26 April 2019
Working Hours	: Monday – Thursday (08:30 a.m. - 16.00 p.m.) Friday (08:00 a.m. - 04:.30 p.m.)
Uniform	: Casual Batik on Thursday

## **1.5 Writing Organization**

Internship report consists of the whole details regarding the internship taken. There are five chapters in the internship report and each has sub chapters with different substances. Here are the organization of the chapters :

### **CHAPTER 1 : INTRODUCTION**

In this chapter, it consists of the background of the internship, objective of the internship, internship methods, place and time of internship, and writing organization of the internship.

### **CHAPTER 2 : GENERAL REVIEW**

This chapter consists the general review of the institution where the internship activities take place in, it include the history, vision, mission, and organizational chart of the institution.

### **CHAPTER III : INTERNSHIP ACTIVITIES**

This chapter consists of activities performed during the internship at Department of Tourism and Culture of East Jakarta.

### **CHAPTER IV : PARTICULAR POINTS**

This chapter consists of obstacle and benefits during and/or after the internship.

## CHAPTER V : CLOSING

This chapter consists of conclusion of the report and suggestion for future internship.

