# **CHAPTER 1**

## PRELIMINARY

#### 1.1 Internship Background

Indonesia is a fourth huge pupulation Nation in the World. With population that increase in each year—especialy for young generation, some ecomomist predicted that Indonesia will gain a "Golden Era" in 2030. So that is why, every young and fresh generation must get a wellquality education from elementary school until university. When the student enter to Vocational High School or University, they will get an Internship program from their school. It makes the student to be more stable in applying their skill after graduate from school.

Internship is one of the subject that must be taken by college student of Diploma III University of Darma Persada. It also as partial fulfillment of requirements for achieving Associate Expert (Indonesian: *Ahli Madya*) degree. Base on regulation in University of Darma Persada, the internship merely could be accomplished if the student : (1) has already taken minimum 80 credits, (2) got minimum 2.00 cummulative GPA, and (3) got the authorization from the head of program to do it. Time taken for the internship should be at least two weeks or 90 hours work in an institution or official organization. Internship has 4 credits and Internship Report has 2 credits, with total credits that must taken by student is 120 credits. Thus the number is the total number of credits that have been determined by the Diploma III study program in the English Department, Faculty of Literature, University of Darma Persada.

The final word, this internship program is not only just a partial fulfilment to graduate from the university. But it also as as an introduction and experience in the real world of work..

#### **1.2 Internship Purpose**

The purpose of internship consist of :

- 1. Partial fulfillment of requirements for achieving Associate Expert degree
- 2. Experiences how to be a part of the institution the we do our internship program.
- 3. Can do practically in institution.
- 4. Learn to communicate formally, both with supervisor and staff.
- 5. Do a job according to procedures in the workplace.
- 6. Receives a new information from place we do our internship program.

### **1.3** Internship Procedure

For Diploma III Student English is required to complete at least semester 5 courses and have completed at least 80 credits with a minimum GPA of 2.00. In addition, for 2012 curriculum students also take internship program in the current semester.

Previously, the students who were interested to do internship program at the Ministry of Foreign Affairs to submit the file such as Curriculum Vitae, Transcript of the student's semester score, and Internship Permission Letter from University to Ministry of Foreign Affairs (Policy Analysis and Development Agency). About 2 weeks after submitting the file, the Secretary of Policy Analysis and Development Agency will send a letter of confirmation via email. Then, representative from Secretary of Policy Analysis and Development Agency will call the student to notify about briefing that will be held on first day of internship. On the second day, the student will be placed to one of division in Policy Analysis and Development Agency.

### **1.4 Time and Place of Internship**

The writer's internship program was started from March 1st until April 30th 2019. The place The writer done Internship is in Secretary of Policy Analysis and Development Agency, Ministry of Foreign Affairs of the Republic of Indonesia, Taman Pejambon Street No. 6 Central Jakarta. For working time, it was started from 08.00-16.00 WIB for Monday until Thursday and 08.00-16.30 WIB for Friday.



Picture 1.1Secretary of Policy Analysis and Development Agency, Ministry of Foreign Affairs

1.5 Organization	al Structure	1	27
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IGKAJIAN DAN			KT II
tot	SEKRET	ARIS BPPK	
Kepalit Sagian Tota Usaha, Parancanaan dan Organisasa	Kepala Bagian Umum dan Kepegawaian	Kepala Bagian Keuangan	Kepala Baglat Parpustakaan, Publikasi dan Diceminasi Informasi
Wanton Sidauruk	Dadang Rahmat	Sri Mulatsin	
Kepala SubBag Persutatan Dokumentasi dan Kearsipan	Kepala Sub Bag. Kepegawaian	Kepala Sub Bag Penyusunan Anggaran	Kepala SubBag Perpustakaan
Erwin S		Maya Dwi Iodriany	Wohy: Kamplo
Analisis Cata Money dan Pelaporani	Kepala SubBag Perlengkapan	Kepala SubBoy Pelaksanaan Anggaran	Kepala SubBag Publikasi
Sear Tab Nurhaya	Sudaryoto	Sake	1
Kepala Soli8 ng Organisasi dan Tata Unisasi a	Kepala Sub. Bag Rumtah Tangga	Kepala Subi Bag Akuntansi dart Pelaporan Anggaran	Kepala Sub Bag Diseminasi Informasi
	AshAbaniyah	Tara Nonyara	
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Kepala Sub.Bag. Tata Us		Dindin Wahyudin	Kepala Sub Bag. Tata Usa
Umi Riyanti		No. of Concession, Name	Suharyədi
Kapala Bid. Kerjas	ama Kelompok	Kepala Bid. Kepala Bid. Ekonom Relitik dan Keuangan dan	Kepala Bid Sosial, Budaya, Isu-isu Khusus

Picture 1.2 Organiszational Structure of Secretary of Policy Analysis and Development Agency

No.	NAME	POSITION
1.	Siswo Pramono	Head of Policy Analysis and
		Development Agency
2.	Eko Hartono	Secretary of Policy Analysis and
		Development Agency
3.	Arifi Saiman	Head of The Center of Policy
		Analysis and Development on Asia-
	C L	Pasific and African Region
4.	Ben Perkasa Drajat	Head of The Center of Policy
	VE	Analysis and Development on
	72/ 1	American and European Region
5.	Dindin Wahyudin	Head of The Center of Policy
	1.1 / 55	Analysis and Development on
	T K	International Organization

