

# CHAPTER 1

## PRELIMINARY

### 1.1 Internship Background

Indonesia is a fourth huge population Nation in the World. With population that increase in each year—especially for young generation, some economist predicted that Indonesia will gain a “Golden Era” in 2030. So that is why, every young and fresh generation must get a well-quality 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**

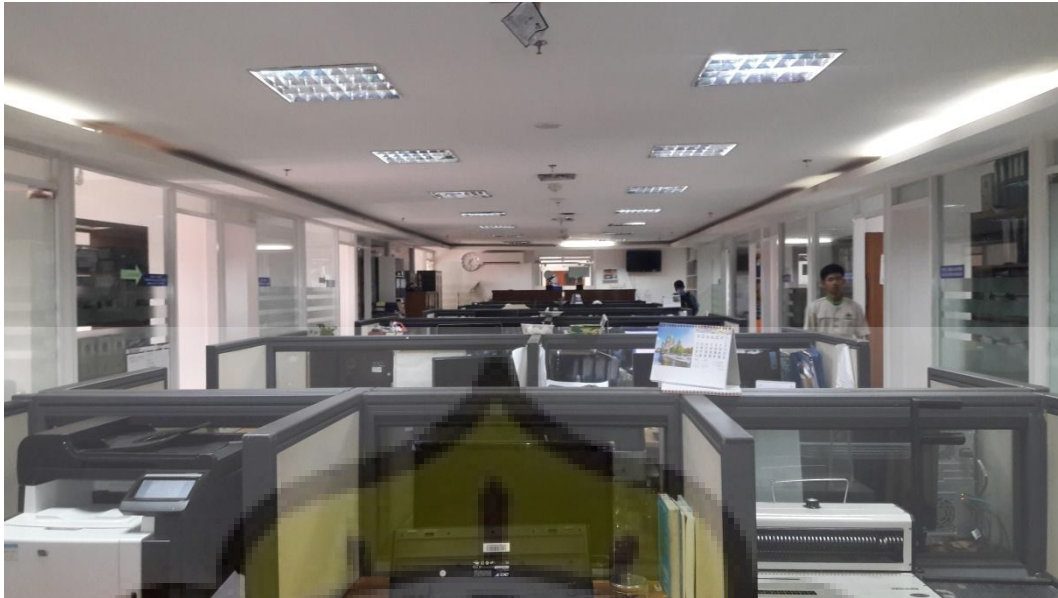
For Diploma III Student English is required to complete at least semester 5 courses and have completed at least 80 credits with a minimum

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.

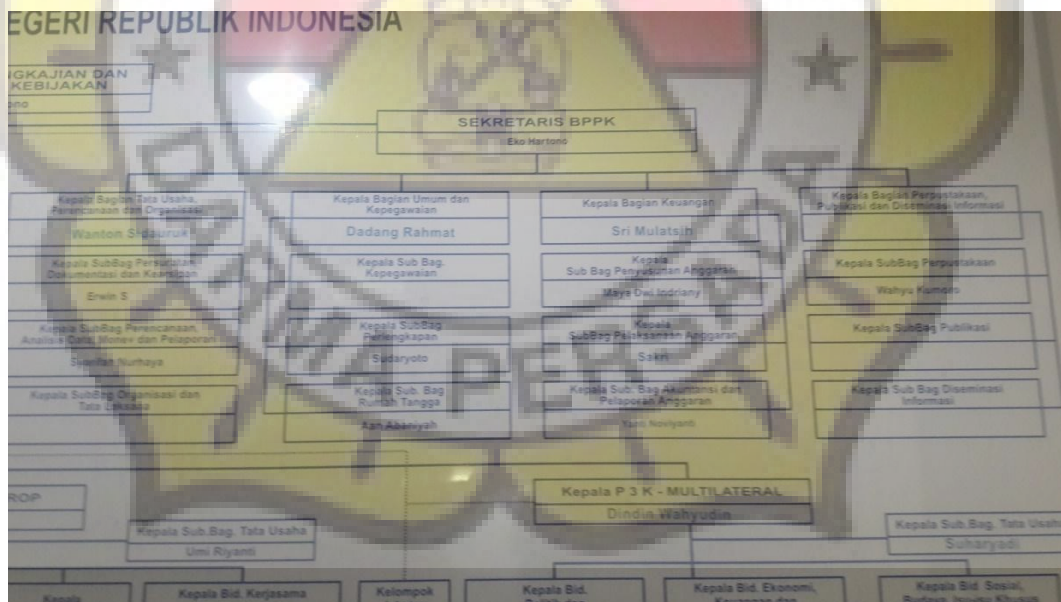
#### **1.4 Time and Place of Internship**

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

## 1.5 Organizational Structure



*Picture 1.2 Organizational Structure of Secretary of Policy Analysis and Development Agency*

<b>No.</b>	<b>NAME</b>	<b>POSITION</b>
<b>1.</b>	Siswo Pramono	Head of Policy Analysis and Development Agency
<b>2.</b>	Eko Hartono	Secretary of Policy Analysis and Development Agency
<b>3.</b>	Arifi Saiman	Head of The Center of Policy Analysis and Development on Asia-Pacific and African Region
<b>4.</b>	Ben Perkasa Drajat	Head of The Center of Policy Analysis and Development on American and European Region
<b>5.</b>	Dindin Wahyudin	Head of The Center of Policy Analysis and Development on International Organization