

CHAPTER 1

INTRODUCTION

1.1 Background of the Internship

Every government agency certainly has quality human resources and can help them in achieving a goal. Of course, in achieving these goals, employees who are part of human resources will be given various kinds of training and self-development periodically. Such human resource management can help agencies in placing employees in accordance with their potential so that later it can increase the productivity of these agencies.

Because these government agencies do their daily work and get their work done in English. The work environment is also required to be able to use English well, both oral and written. So, the use of English is indispensable for prospective job applicants. Therefore, college students who are ready to enter the workforce are expected to be able to use English so that they can keep up with the times where competition among the professional workforce is getting tighter.

Darma Persada University, Faculty of Language and Culture is an educational institution that prioritizes the quality of students. The quality of human resources that are expected in the future has professional competence and ethics as a form to answer the challenges of the world of work. This is the realization of the goals of National Education and the Tri Dharma of Higher Education. The object of study of the internship program or Field Work Practice (PKL) is the application of science in institutions and companies that are partners of the PKL program.

As a student, it's a good idea to know how human resource management is carried out in government agencies. For this reason, the existence of Field Work Practices (PKL) is the best answer for students who want to jump directly into the world of work. The English D3 Study Program at Darma Persada University Jakarta realizes how important the procurement of Field Work Practices (PKL) for Students. With this activity, it is expected to provide experience and opportunities directly to students to apply the knowledge obtained from the lecture bench into the workplace.

For the third year Diploma, students majoring in English at Darma Persada University are one of the conditions to obtain a Certificate Diploma. The Diploma Program at the Faculty of Language and Culture, University of Darma Persada aims to educate and produce professionals who are ready and able to communicate both verbally and in writing with their foreign language. Because English is an international language spoken by different parts of the country and has been recognized by the whole world.

The English Language and Culture study program, Faculty of Language and Culture, Darma Persada University Jakarta aims to foster students to have expertise in the field of Language and culture, both in the form of language, literature, programs, and others.

During this activity, students are guided by agency leaders and or supervisors at street vendors and supervisors from the department. By being guided from various parties, students are expected to apply the knowledge they gained in college

into real practice in the field and increase knowledge. as well as practical skills to build more comprehensive and innovative competencies.

1.2 Intership Objectives

The internship program is one of the needs to get graduated and to obtain an Associate Expert (Associate Expert) Degree at the Faculty of Language and Culture, Darma Persada University. The purpose of this internship program is for students to gain better experience in companies, educational and non-educational institutions, which include: planning, implementing, managing educators, and education personnel or human resources, curriculum or programs, special service facilities and infrastructure, students, finance, cooperation relations with the community, supervision and supervision and compiling reports on activities that have been implemented. The following is the purpose of my internship at the Islamic Religious Information, Zakat and Waqf Section at the Office of the Ministry of Religious Affairs of Bekasi City:

- 1.2.1** As a graduation requirement in completing the Diploma study program in the Department of English, Darma Persada University.
- 1.2.2** As a form of professional preparation of students by developing various kinds of responsibilities when entering the world of work after graduating from Darma Persada University.
- 1.2.3** Take the opportunity to gain experience working in government agencies, especially the Ministry of Religion of the Republic of Indonesia (Office of the Ministry of Religious Affairs of Bekasi City).

1.3 The Purpose of the implementation of the Internship

1.3.1 To provide hands-on experience to students related to the world of work

1.3.2 To provide an overview related to the conditions of the working environment, especially in agencies such as the Ministry of Religious Affairs

1.3.3 As one of the requirements to get a Diploma in English at the Faculty of Language and Culture, Darma Persada University

1.3.4 To Build relationships between the Faculty of Language and Culture and the ministry of religious affairs of the Republic of Indonesia, Bekasi City through the procurement of Field Work Practices (PKL) or internships.

1.4 Internship Advantages

Advantages of the internship program:

1.4.1 Get experience in the world of work in the office field.

1.4.2 Make yourself disciplined, increase self-independence, good manners in speaking, and professionalism in the workplace.

1.4.3 It does not take much time to adapt to the working environment.

1.4.4 Get to know about the process of work activities of an institution or government, in producing policies.

1.4.5 Able to feel the atmosphere of the work environment as a family.

1.5 Internship Uses

The existence of Field Work Practices (PKL) held by the Faculty of Language and Culture, Darma Persada University also has several uses, including:

1.5.1 For the Students

1.5.1.1 Prepare before entering the real world of work

1.5.1.2 Train yourself to be sensitive to the conditions and problems that are being faced by companies or government agencies.

1.5.1.3 Develop the ability of oneself to work according to the concentration taken.

1.5.1.4 Know the disadvantages and advantages of Practican during the Field Work Practice (PKL).

1.5.2 For the Faculty of Language and Culture, Darma Persada University

1.5.2.1 To build good relations between the Faculty of Language and Culture of Darma Persada University and government agencies such as the Ministry of Religious Affairs of the Republic of Indonesia

1.5.2.2 To show the image of the Faculty of Language and Culture, Darma Persada University which is good to every company or agency as the best printer of graduates and workers

1.5.2.3 To provide information about the abilities of each student who is undergoing Field Work Practice (PKL) to companies or agencies and providing work experience for students

1.5.3 For the Ministry of Religious Affairs of the Republic of Indonesia, Bekasi City

1.5.3.1 Know the best abilities possessed by students of the Faculty of Language and Culture, Darma Persada University

1.5.3.2 Assist the Ministry of Religious Affairs in carrying out its duties

1.5.3.3 Establish cooperation between agencies such as the Ministry of Religious Affairs and the Faculty of Language and Culture, Darma Persada University

1.6 Internship Procedure

Based on the provisions applicable at Darma Persada University, the internship program can only be carried out in the sixth semester or final semester and meets the requirements of the university's credit unit of at least 100 credits, and obtains a minimum GPA of 3.00 cumulatively.

Before conducting an internship program, students must first find information about the institution / company to be targeted so that we have an estimate of the availability of scope (quota) and work that must be done so that there are no obstacles when carrying out work.

And then students must submit a cover letter for a work practice application that has been approved and signed by the Head of the English Diploma Study Program which will be addressed to the intended institution or the place of the company's internship. After that, students must first attach a Transcript of Semester 1-5 - Curriculum Vitae (CV), a photocopy of a Student Card / KTP as much as one sheet. Then, students must send a cover letter for the approved internship along with the prepared file. Furthermore, these documents will be examined by the Bekasi City Ministry of Religious Affairs Office to obtain a response letter regarding how much quota is currently available.

1.7 Place and Time of Internship

1.7.1 Place of Implementation

1.7.1.1 Company Name: Office of the Ministry of Religious Affairs
of Bekasi City

1.7.1.2 Address: Jl. Ahmad Yani No.11, RT.004/RW.005, Marga
Jaya, Kecamatan Bekasi Selatan, Kota Bekasi, Jawa Barat
17141

1.7.1.3 Phone: (021) 88954572, Faximile: (021) 88954572

1.7.1.4 Email: kotabekasi@kemenag.go.id

1.7.2 Implementation Time

The implementation time of this Field Work Practice (PKL) starts from March 1, 2022 to June 6, 2022 which lasts for approximately 2 months.

The location plan of the Office of the Ministry of Religious Affairs of Bekasi City can be seen in the picture

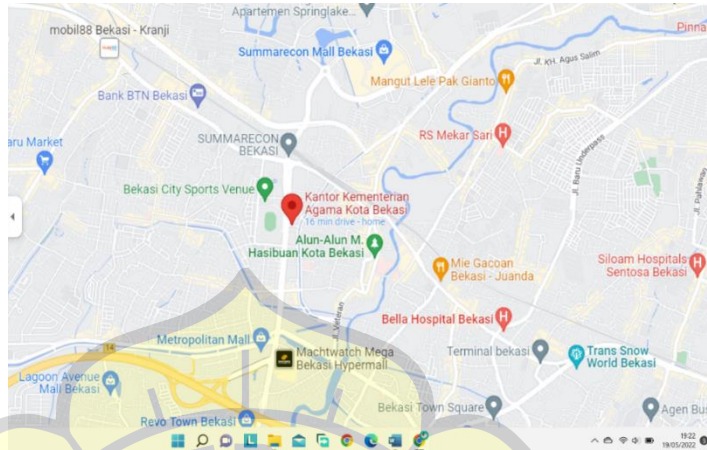
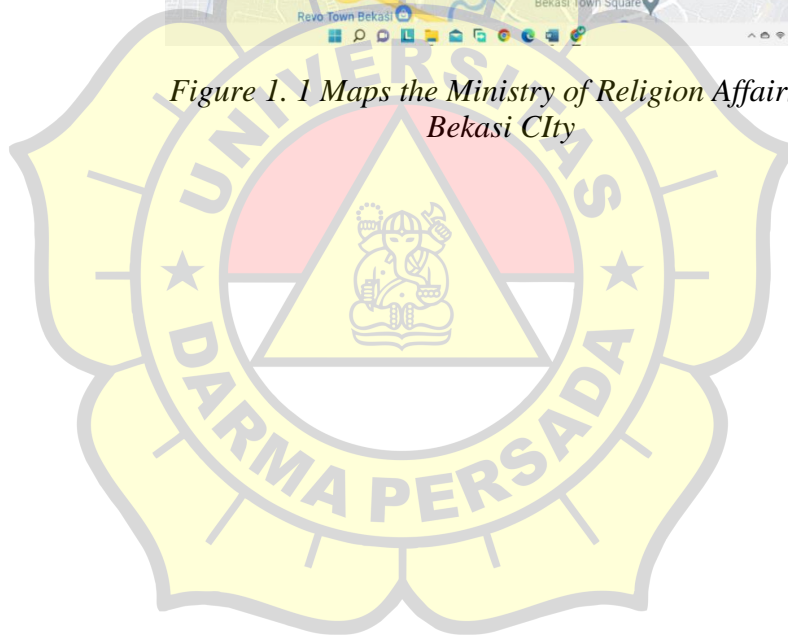


Figure 1. 1 Maps the Ministry of Religion Affairs of Bekasi City



1.8 Writing Organization

The internship report consists of all the details regarding the internship taken. There are five chapters in this internship report and each has a sub-chapter with a different substance. Here is the organization of the chapters:

CHAPTER 1: INTRODUCTION

This chapter consists of the background of the internship, the purpose of the internship, the method of the internship, the place and time of the internship, and the writing of the internship organization.

CHAPTER 2: GENERAL REVIEW

This chapter consists of an overview of the institutions where the internship activities take place, it includes the history, vision, mission, and organizational chart of the institution.

CHAPTER 3: INTERNSHIP ACTIVITY

This chapter consists of activities carried out during the internship at the Islamic Religious Information Section, Zakat and Waqf of the Bekasi City Ministry of Religious Affairs Office.

CHAPTER 4: PARTICULAR POINTS

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

CHAPTER 5: CLOSING

This chapter consists of the conclusion of the report and suggestions for the next internship.

