

CHAPTER I

INTRODUCTION

1.1 Background

Darma Persada University or UNSADA is a university located in East Jakarta which is organized by Melati Sakura Foundation under the auspices of Indonesian-Japanese Friendship Association (PPIJ), as its Organizing Legal Entity. Historically, on November 15th, 1965, senior Japanese alumni established the organization called Japanese Language and Culture Academy (ABKJ) which later became Melati Sakura Foreign Language Academy.

UNSADA was officially established on July 6th, 1986, on the initiative and support of the Japanese Alumni Association (PERSADA) in collaboration with the Indonesian-Japanese Friendship Association (PPIJ), based on a cooperation charter signed on February 17th, 1986.

One of the UNSADA's missions is to have graduates who have spirit and entrepreneurship in order to compete in global market. The intense of global competition make individuals should have good personal quality and have expertise skill that can be considered by companies or agencies.

One of the efforts made by UNSADA to deal with intense global competition is require students to take part in internship as a real practice where students will experience the world of work with the aim of adapting to the workplace environment and developing skills, work ethics, applying knowledge and skills according to what is obtained based on the curriculum. The Department of English Diploma III at Faculty of Language and Culture obligates that every student who will graduate soon to take part in internship at agency or institution as training process and adaptation in the real work situation and as one of the requirements to graduate from UNSADA.

English language is the main subject in English Department. It has several courses such as, grammar, pronunciation, translation, writing, reading, and etc.. Some subject courses

besides English language is about tourism, secretary, office, marketing, and etc.. Therefore, the internship that has been carried out in Skill Development Institute at Darma Persada University is the right choice to comprehend about English language,

Internship was also able to train the ability of students to use the knowledge that has been learned and obtained in UNSADA from studying, analyzing, and dealing with all matters which related to knowledge.

1.2 Objective of Internship

The objectives of the internship are:

1. To fulfill one of the requirements in order to achieve Diploma III degree.
2. To increase student's skills and knowledge.
3. To gain more work experience at the workplace.
4. To understand the vision and mission of the Institute.
5. To acknowledge the workplace's background, legal basis and work ethics.
6. To form a mindset of students in socializing as the complement to themselves after obtaining Diploma III degree.
7. This report is also aims that this internship report can be used in the future as a reference for student's activities who want to carry out an internship at the same workplace or different kinds of workplace.

1.3 Procedure of Internship

There are several things to start the internship:

- a. Propose a cover letter from campus for an internship, the letter must approved by the Head of English Diploma III Program and stamped by the Head of Administration of Faculty of Language and Culture.

- b. Submit an application letter, curriculum vitae, cover letter, and grade transcript to the Skill Development Institute for Darma Persada University's office.
- c. Present to confirm the application and requirements in Institute of Language Education for Darma Persada University.

1.4 Place and Time of the Internship

The schedule and place of the internship is in:

- a. Place : Skill Development Institute at Darma Persada University
- b. Time : March 21, 2022 ~ June 21, 2022
- c. Hours : Monday – Friday (08:00 AM – 04:00 PM)
- d. Uniform : Casual

1.5 Writing Organization

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

CHAPTER I: INTRODUCTION

This chapter consists of the background, objective, procedure, schedule and writing organization of the internship.

CHAPTER II: GENERAL REVIEW

This chapter consists of the general review of the workplace where internship activities take place. The review will include: the history, vision and mission, legal basis and organization chart of the institute.

CHAPTER III: INTERNSHIP ACTIVITIES

This chapter consists of intern activities during the internship at Skill Development Institute for Darma Persada University.

CHAPTER IV: PARTICULAR POINTS

This chapter consists of obstacles, specific points and benefits during and/or after the internship.

CHAPTER V: CLOSING

This chapter consists report's conclusion and suggestion for the next internship.

