

CHAPTER I

INTRODUCTION

1.1 Background of Internship

Universitas Darma Persada or UNSADA is an institution organized by the Melati Sakura Foundation which under the Indonesian-Japanese Friendship Association (PPJI) and located in east Jakarta. UNSADA has a qualified Literature Study Program, namely Japanese and English Literature. With the aim of creating Human Resources who are concerned in foreign languages in various fields. One of the study programs in Darma Persada, namely Diploma English, has a program for final students called Internship. (Universitas Darma Persada website, 2022)

Internship is a great platform for students in applying the knowledge that they gained during the lecture period. In addition to being very useful for students, internship is also useful for work industry, there is the cooperation between the world of education and work industry so as to make it easier for the final semester students to get a place to complete their final project and in work industry are also helped by these students. Diploma English at Darma Persada University has several courses that have potential job prospects with various fields, for example; Hotel, Secretary, business report, office, journalist and many more.

Work industry in this day, proficiency in foreign languages is needed, especially English. nowadays there are so many fields of work that require English skills. Also the Government needs a workforce that is able to master English so it is very relatable for an English language student to enter this environment. English

which is an international language can open up many opportunities in getting a job. This certainly increases the value possessed by a student because proficiency in English can make people connected to many people around the world, besides that English is also a language in the media and Internet industry. Foreign media such as the BBC use English in order to connect with many countries and the internet which almost contains various information and knowledge in various sources in the form of English.

In the Cultural Department of DKI Jakarta Province, there are several different sub-sections namely the Department of Development, Department of Utilization, Department of Protection and Department of Development. Each field examines cultural issues ranging from museums, cultural heritage to historical buildings.

1.2 Objective of Internship

The Objective of the internship at the DKI Jakarta cultural office is as follows:

1. As a requirement to graduate and get an associate expert degree at Darma Persada University.
2. Increasing my insight into the world of work and to change my mindset towards the industry of work
3. Increase self-confidence and improve communication skills.
4. Get to know more broadly how the environment between the colleagues and make a reference for learning to be more adaptable, Interaction to socializing in the work environment.
5. Apply the knowledge that I have gained during study at college to work life as comparison between practices and theories.

1.3 Procedure of Internship

Darma Persada University has strong regulations in carrying out internship every year, with the requirements before starting the internship, of course this procedure is a step or reference to grow as professional in quality in an institution. Here are some procedures that I do before entering the DKI Jakarta Cultural Service:

Submit several options to the campus where the Institution and location are chosen as internship places, so that later UNSADA makes a recommendation letter as a form of convincing the chosen of institution as the purpose of the internship.

Then come to the selected institution, according to the recommendation letter that has been issued by UNSADA by bringing some files that will be given to the institution. The file is as follows; Application Letter, CV and Grade Transcript.

Then wait for the results of the decision for about a week and the institution will contact by phone directly, and will be notified which section will be occupied by the intern and also the schedule of the first day of starting the internship.

1.4 Time and Place of Internship

The location of the internship is at the DKI Jakarta Cultural Department in Sub Department of Protection located at Jl. Gatot Subroto Kav. 40-41 Lt 11 and 12 Kelurahan Kuningan Timur, Setiabudi District, South Jakarta. Starting from April 1, 2022 to June 30, 2022. The working time starts from 08.00 - 16.00 wib on Monday to Thursday and at 08.00 - 16.30 wib on Friday.

The clothes rules are used, as follows:

Monday – Wednesday: Formal wear

Thursday: Batik

Friday: Wearing Sadariah cloth (Man Traditional Cloth in Betawi).

1.5 Writing Organization

After completing the internship program, as a students of Diploma of English Department University of Darma Persada have to write an internship report. Internship report consists of the whole details respecting to the internship taken. There are five chapters in the report and each has sub-chapters with different substances. Here are the organization:

CHAPTER 1 INTRODUCTION

The chapter consists of background, objectives, place and time of the internship, and writing organization of the report.

CHAPTER 2 GENERAL REVIEW

The chapter consists of general review of the institution in which the internship takes place. This includes the profile, history, vision and missions, and chart of the institutional organization.

CHAPTER 3 INTERNSHIP ACTIVITIES

This chapter consists of activities carried out during the internship and details of the work.

CHAPTER 4 PARTICULAR POINTS

This chapter consists of obstacles and benefits obtained during and after the internship and report writing.

CHAPTER 5 CLOSING

This chapter consists of conclusion of the reports and suggestions for future internship or writing.

