

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 Indonesian-Japanese Friendship Association (PPJI), as its Organizing Legal Entity. One of the UNSADA's missions is to have graduates who have a high spirit and entrepreneurship so they can compete in global market. The intense of global competition make individuals should have good personal quality and have expertise that can be considered by companies / agencies.

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

Some subjects studied besides English Language is about tourism, secretary, and office. Therefore the internship that has been carried out in Sub-Department of Tourism and Creative Economy East Jakarta is the right choice for students to comprehend about tourism, secretary, and office.

Internship also can train the ability of students to use the knowledge that has been obtained in University, both from knowing, studying, analyzing, and dealing with all matters relating to that knowledge.

1.2 Objective of Internship

The objectives of the internship are:

1. To complete one of the requirements in order to achieve Diploma III degree.
2. To improve student's skills and knowledge.
3. To create the competent expert workforce in the workplace.
4. To Form disciplined attitude in socializing, and while working with colleagues as complement to themselves after obtaining Diploma III degree.
5. To apply knowledge and skill gained in University as a comparison between the theories and practices.
6. To establish cooperation between Darma Persada University and Department of Tourism and Creative Economy.

1.3 Procedure of Internship

There are several things to start the internship:

1. Propose an application letter for an internship approved by the Head of English Diploma III Program and stamped by Head of Administration of Faculty of Letter.
2. Submit an application letter for an internship to the Electronic Mail of Sub-Department of Tourism and Creative Economy, East Jakarta and other requirements, such as grade transcript.
3. Receive the confirmation letter from Sub-Department of Tourism and Creative Economy East Jakarta through phone call.

1.4 Place and Time of the Internship

The place and time of the internship is in:

1. Place: Sub Department of Tourism and Creative Economy of East Jakarta.
2. Time: 21 March 2022 s/d 21 June 2022.

3. Working Hours - Normal Day:
 - 1) Monday – Thursday (08:00 a.m. – 04:00 p.m)
 - 2) Friday (08:00 a.m. – 05:00 p.m.)
4. Ramadan Month:
 - 1) Monday – Thursday (08:00 a.m. – 03:00 p.m.)
 - 2) Friday (08:00 a.m. – 04:00 p.m.)
5. Uniform: Monday, Tuesday, Wednesday = Casual.
6. Thursday: Batik
7. Friday: Moeslim Uniform

1.5 Writing Organization

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

CHAPTER I: INTRODUCTION

This chapter consists of the background of internship, objective of the internship, internship methods, place and time of internship, and writing organization of the internship.

CHAPTER II: GENERAL REVIEW

This chapter consists the general review of the institution where the internship activities take place in, it include the history, vision, mission, and organizational chart of the institution.

CHAPTER III: INTERNSHIP ACTIVITIES

This chapter consists of activities performed during the internship at Sub-Department of Tourism and Creative Economy of East Jakarta.

CHAPTER IV: PARTICULAR POINTS

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

CHAPTER V: CLOSING

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

