

CHAPTER 1

INTRODUCTION

1.1 Background of the internship

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 it is 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.

In the current global era, there are several government institutions that are looking for prospective workers on the condition that they have foreign language skills, which is the international language, English. And the work environment is also indeed required to be able to use English well, both, oral and written. Therefore college students who are ready to enter the workforce are expected to be able to use English so they can keep abreast of the times where competition among the professional workforce is getting tougher.

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 subject studied besides English Language is about office and Secretary. Therefore the internship that has been carried out in Directorate General of Higher Education Research and Technology, South Jakarta which is in the content creator division under social media group, the content they up based on education as a kampus merdeka program, beasiswa IISMA, Tips and trick about education, and all about ministry of education program.

1.2 Objective of the Internship

The objectives of the internship are:

1. To fulfill one of the requirements in order to achieve Diploma III degree.
2. To create the competent expert workforce in the workplace.
3. To increase student's skills and knowledge.
4. To Form mindset and emotional intelligent of studying in interacting, adapting, socializing 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. This internship report also aims that in the future it can be used as a reference for students activities who want to carry out an internship in the same place.

7. To establish cooperation between Darma Persada University and Directorate Jenderal of Higher Education Research and Technology.

1.3 Procedure of Internship

There are several things to start the intership:

- a. 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.
- b. Submit an Application letter for an internship to Directorate Jenderal of Higher Education Research and Technology, South Jakarta and other requirements, such as grade transcript, KRS, KTM.
- c. Receive the information letter from Directorate Jenderal of Higher Education Research and Technology through email.

1.4 Place and time of the Internship

The place and time of internship is in:

Place : Directorate Jenderal of Higher Education Research and
Technology Building , 10th floor (DIKTIRISTEK)

Time : 4 April 2022 - 30 June 2022

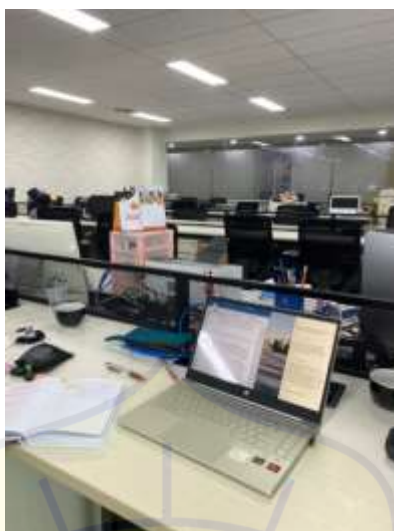
Working Hours :

- Monday & Wednesday : Work form Office (09:00 a.m – 16.00 p.m)
- Tuesday, Thursday, Friday : Work from home

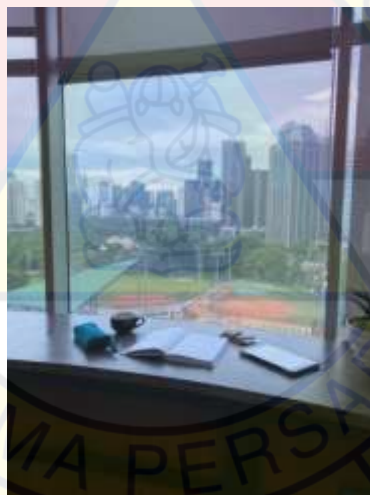
Here, I describe the working envirointment of Content Creator in Directorate General of Higher Education Research and Technology.



Picture 1.1 Work Desk at Secretariat of General of Higher Education Research and Technology.



**Picture 1.2. Staff Office Room Secretary of Directorate Jenderal of Higher Education
Research and Technology**



**Picture 1.3. Other Spot at Secretariat of Directorate Jenderal of Higher Education Research
and Technology**

1.5 Writing Organization

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

CHAPTER 1 : INTRODUCTION

This chapter consists of the background of intership, objective of intership, 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, include the history, vision, mission, and organizational chart of the institution.

CHAPTER III : INTERNSHIP ACTIVITIES

This chapter consists of activities performed during the intership at Directorate Jeneral of Higher Education Research and Technology.

CHAPTER IV: PARTICULAR POINTS

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

CHAPTER V : CLOSING

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

