

CHAPTER IV

PARTICULAR POINTS

4.1 Benefits of Internship

The benefits that writer's faced during the internship were :

- 1) Good cooperation between staff in the field of culture and writers.
- 2) Excellent and friendly staff makes it easy for writers to quickly adapt to the work environment.
- 3) A professional work system makes everything run in an orderly manner so that writers can more easily complete their assignments.
- 4) The trust and responsibility given to the author makes the author want to complete the task to the maximum.
- 5) Availability of facilities that can assist the author in carrying out the tasks given during the internship, such as internet access, computers.
- 6) Apply the knowledge that has been given by the campus so that it gets maximum results.
- 7) The atmosphere of the room that is clean and fragrant makes the writer feel comfortable in completing the given task.

4.2 Obstacles of Internship

During the Internship, the author experienced various obstacles on several activities. The following are obstacles that can the author describes.

- 1) The author has difficulty in writing incoming letters

- 2) The author has difficulty in inviting sub-districts and sub-districts through online media
- 3) The author has difficulty in doing some tasks because of the computer which are few in number.
- 4) The author has difficulty in sending letters because several agencies are located far from each other.

4.3 How to Overcome Obstacles

From the obstacles described above, the author tries to anticipate how to minimize existing obstacles. The following several ways that the author did to overcome the obstacles :

- 1) By asking service employees how to write disposition incoming mail
- 2) Trying to go directly to the sub-district and village to find out give an invitation
- 3) Use of computers alternately with staff in the field of culture.
- 4) By sending a letter using a PDF file to the relevant agency, to save time and effort.

CHAPTER V

CLOSING

5.1 Conclusion

Internship is a medium that trains students to know the ins and outs of the world of work and also as a medium for students to apply the theory gained during lectures into the scope of work. With the aim of preparing students to enter the real world of work. In addition, internship is also a compulsory subject to obtain a Diploma at Darma Persada University.

I did this internship program for three months, from April 1, 2022 to July 1, 2022. It feels very short but means a lot to the author. Because the author can still absorb office knowledge and government knowledge while running an internship program and increasing work experience at the Department of Tourism and Culture of Bekasi City. This internship program provides motivation for writers to work like government officials, and to find out what activities are related to Tourism and Culture in the Bekasi City Government.

During the Internship in the field of culture, the Department of Tourism and Culture of Bekasi City, there is a flow of the author's work which includes: Entry Briefing, attending events held by the Department of Tourism and Culture of Bekasi City, writing letter numbers and letter dates, updating the agenda of incoming letters, be the minutes of the meeting, revising official notes, and also perform administrative tasks.

Through this internship program the author can understand the real world of work which is very different from lectures but still sustainable. The author can also understand the concept of leadership in the world of work, is trained to work

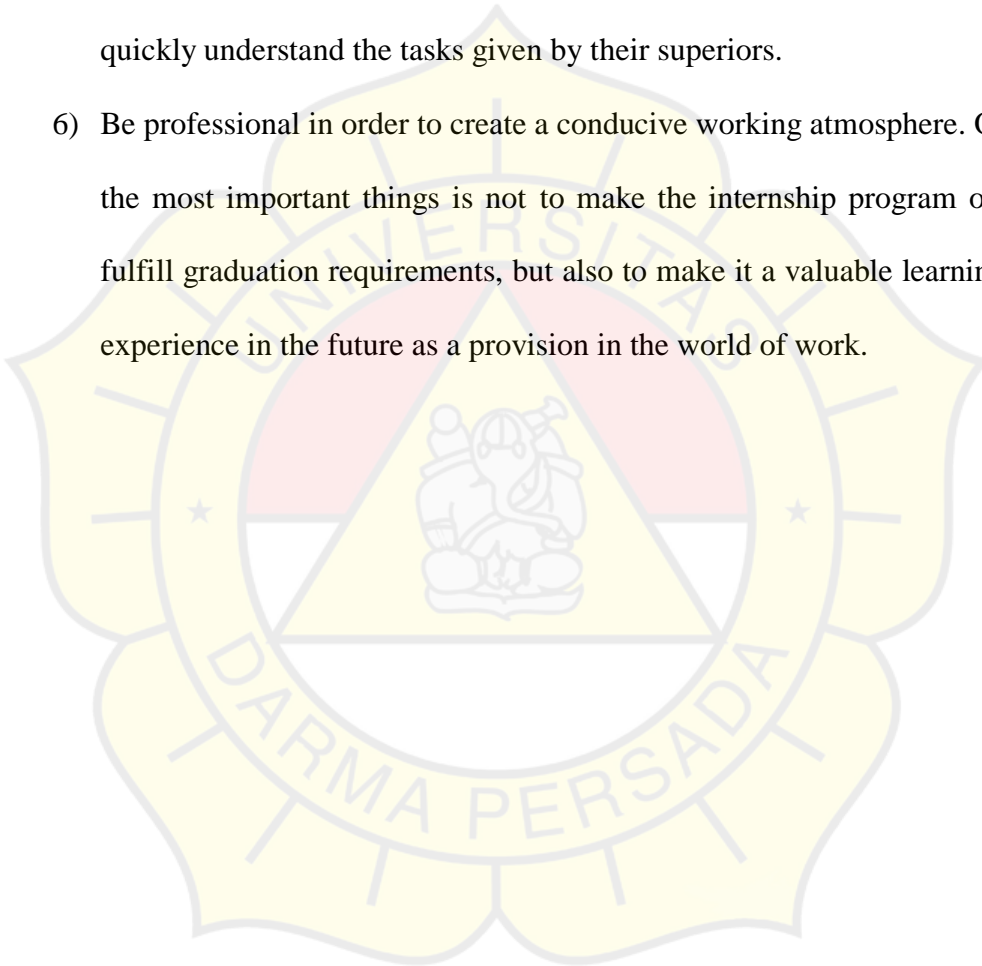
in a team, is polite to fellow employees, and knows about the dress code in the work environment.

5.2 Suggestion

The author conducted an internship program in the cultural field of the Department of Tourism and Culture in the period April-July 2022. I got a lot of experience during the internship period. So, the writer would like to give some useful suggestions for other students. The author hopes that in the next internship the next student can run it well and also this suggestion will provide benefits for the student. The suggestions are:

- 1) Students who want to carry out internships in government or private institutions, it would be better if it is in accordance with the study program and concentration at the alma mater where they study. So that students can more easily adapt.
- 2) After finding an internship, students must submit an internship application as soon as possible at least a month before the internship program is implemented. Because most of the company's agency quota for apprenticeship programs is limited, and the implementation of internships at each university is the same, namely in the sixth semester.
- 3) Maintain good manners while carrying out internship activities, because if you are not polite during internships it will affect the good name of the University and will also affect subsequent internship program participants who wish to apply for internships at the same agency.

- 4) Interns must be active and take the initiative to do work without waiting for orders from superiors and not feel afraid or worried because all staff will always accompany and help when experiencing difficulties.
- 5) Take advantage of this great opportunity and seek new experiences and information and knowledge. Students are expected not to be ashamed to ask during their internship about the work given, with many questions they will quickly understand the tasks given by their superiors.
- 6) Be professional in order to create a conducive working atmosphere. One of the most important things is not to make the internship program only to fulfill graduation requirements, but also to make it a valuable learning and experience in the future as a provision in the world of work.



REFERENCES