

INTERNSHIP REPORT
IN DEPARTMENT OF CULTURE
DKI JAKARTA

Gatot Subroto Street Kav. 40-41 12th Floor, South Jakarta, 12950

Submitted as One of the Requirements
for Obtaining a Diploma III Certificate



BY

IHDA ARYANI SETIADI

2019160012

DIPLOMA III OF ENGLISH DEPARTMENT
FACULTY OF LANGUAGE AND CULTURE
DARMA PERSADA UNIVERSITY 2020

APPROVAL PAGE I

UNIVERSITY OF DARMA PERSADA

Affirmed In: Jakarta
Month: July 27, 2022

Head of Faculty of Language and Culture

Head of English Diploma III Program



(Dr. Diah Madubrangti, S.S., M.Si)
FAKULTAS BAHASA DAN B.



(Alia Afiyati S.S., M.Pd)

Counselor of Internship Report


(Alia Afiyati S.S., M.Pd)
(Alia Afiyati S.S., M.Pd)

APPROVAL PAGE II

Internship Report

Department of Culture DKI Jakarta

By

Ihda Aryani Setiadi

2019160012

Diploma 3 of English Department

Literature and Culture

University of Darma Persada

Jakarta, July 27, 2022

Head of Cultural Utilization Division



Cucu Rita Sary, S.Sn., M.M.
NIP. 196702211992022001

PREFACE

Thank you for Allah SWT who has given his blessing and mercy, so I can finish my intenship in Departement of Culture DKI Jakarta for three months and also can complete the report writing entitled “Internship Report”.

This internship report is written as one of the requirements needed to obtain the title Associate Expert (*Ahli Madya*) Degree in the Faculty of Letter in the University of Darma Persada. In writing this internship report, many parties have participate in providing help, moral and material support so that I can complete the internship report writing on time.

In this opportunity, I would like to say thank you especially to people as listed as follow :

1. Allah SWT for mercy and blessing, greetings and blessing to prophet Muhammad SAW.
2. My Mom and dad : Maryani and Aries Setiadi who always provide support moral, material, love, happiness, and pray.
3. Head of Faculty of Language and Culture Universitas Darma Persada Mrs.Dr.Diah Madubrangti,S.S.,M.Si.4. Mrs. Alia Afiyati S.S.,M.Pd as the Head of English Program, Academic Supervisor as long as I study at University of Darma Persada, and also academic conselor of internship report.

4. All lecturers of diploma III Darma Persada University. Thank you for provide me various useful knowledge during my studies.
5. Cucu Rita Sary, S.Sn., M.M. as Head of Cultural Utilization that has given me the opportunity to be able to do an internship program at the Department of Culture Provincial DKI Jakarta.
6. Mohamad Fairza Maulana, S.Ap., M.Ap. as Sub-Coordinator Arts and Cultural Performance Affairs for your attention, assistance, trust, as well as the opportunity given to me to develop potential through the completion of tasks related to the implementation of art and cultural performances, especially Betawi arts and culture, as well as guiding me to be able to coordinate with external parties in order to implementation of a cultural arts activity.
7. Mr. Muhazir as Sub-General of the Personnel Division who has given me permission to do an internship at the Department of Culture Provincial DKI Jakarta.
8. Cindy Febrianti my new friends in intenship place, who are always willing to discuss with me, and help me in doing the assignments given during the internship, share stories with me so that my days at the internship are filled with lots of memorable memories.
9. All colleagues, fellow students in the Diploma III English Department of the Faculty Literature University of Darma Persada in 2019, especially Anjani Alicia, Dinda Annisa Fakhira, Afra Firda Kahar, Muhamad Adam Wijaya, Dio Trianda Nofag, who have given a lot of time and power to discuss and work with me during in college.
10. My best friends Riris Yulaekah dan Muhammad Nadjib who always give me a

happiness all day, always listen to my complaints, and thank you for always being there in every journey of my life. Hopefully we can be given success in the future.

The writer realizes that in the writing of this internship report is still far from perfection, whether it is intentional or not on purpose. Therefore, the writer apologizes for if there are writings that are not pleasing to the reader. I hope this internship report can provide information and benefits for both writers and readers.

Jakarta, July 27, 2022



Ihda Aryani Setiadi

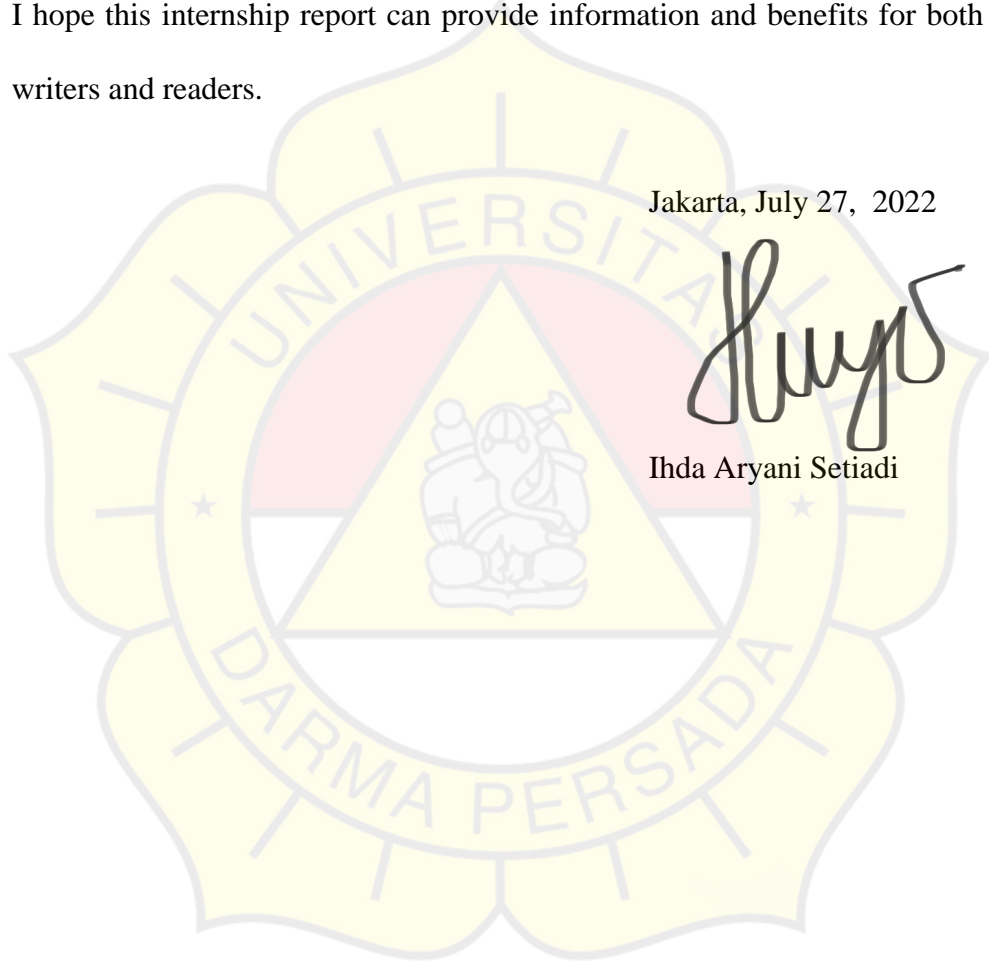


TABLE OF CONTENTS

APPROVAL PAGE I	i
APPROVAL PAGE II	ii
PREFACE.....	iii
TABLE OF CONTENTS	vi
ATTACHMENT LIST	vii
CHAPTER 1	1
INTRODUCTION	1
1.1 Background of the Internship	1
1.2 Objective of the Internship	2
1.3 Procedure of Internship	3
1.4 Place and Time of the Internship	3
1.5. Writing Organization of the Internship Report.....	4
CHAPTER 2 GENERAL	6
REVIEW.....	6
2.1 History of Department of Culture DKI Jakarta	6
2.2 Vision and Mision Department of Culture Provincial DKI Jakarta	9
2.2.1 Vision of the DKI Jakarta Provincial Government	9
2.2.2 Mission of the DKI Jakarta Provincial Government	10
2.3 Legal Basis Department of Tourism and Culture of East Jakarta	11
2.4 Position, Task and Function	14
2.4.1 The Head of Department Function	17
2.4.2. The Secretariat Function.....	18
2.4.3. The Division of Cultural Protection Function	20
2.4.4. Cultural Development Division Function.....	21
2.4.5. Cultural Utilization Division Function	22
2.4.6. Cultural Development Divison Function.....	24

2.4.7. Sub-Department of City Culture Function	25
2.5 Organization Chart Department of Culture DKI Jakarta	27
CHAPTER III	28
INTERNSHIP ACTIVITIES	28
3.1 Field of Work.....	28
3.2 Job Description	28
3.2.1 Performance and Accountability Reporting (PAR).....	28
3.2.2 Recording the disposition of the letter into the Cultural Utilization Division's incoming mail agenda book.....	30
3.2.3 Audience meeting with event organizers	32
3.2.5 Event monitoring	35
Internship Activity	37
CHAPTER IV	44
PARTICULAR POINTS	44
4.1 Benefit of Internship	44
4.2 Obstacles of Internship	45
4.3 How to Overcome the Obstacle.....	46
CHAPTER V	47
CLOSING	47
5.1 Conclusion	47
5.2 Suggestion	48
REFERENCES	50

ATTACHMENT LIST

Attachment 1. Certificate Internship	51
Attachment 2. Internship score	53
Attachment 3. Internship Application Letter	53
Attachment 4. Confirmation Letter	54
Attachment 5. Curriculum Vitae	55
Attachment 6. Absent List	56

