

CHAPTER I

INTRODUCTION

1.1 Background

Universities have an important role in creating young people who have good personal qualities through education. Darma Persada University or UNSADA provides complete facilities and infrastructure to support education in order to create the best graduates who are able to compete in the global market, but there must be a balance between theory and skills, the internship program is one of UNSADA's efforts to produce the best graduates according to the criteria assessment in the world of work, because in this millennial era students not only have to have knowledge but also skills.

Internships are activities that must be carried out by English Diploma III students, with the aim that students implement the knowledge they learned during lecture, which are followed by making Internship Report. When carrying out internships, students will be guided by leaders in related company agencies to participate in several activities and assist staff in doing some tasks. So that students can gain experience, skills, new knowledge.

The writer doing Internship at Department of Culture DKI Jakarta. Department of culture is an agency that has the task of authority in the field of culture, especially Betawi culture in the form of Traditional Art

History, Cultural Conservation, Museums, etc. Department of Culture DKI Jakarta. has established a utilization division, in which there are 3 sub-coordinators, namely the sub-coordinator of cultural arts performances, the sub-coordinator of fine arts and film, and the sub-coordinator of cultural promotion.

I have carried out an internship program at the Department of Culture DKI Jakarta, the division of utilization of the sub-coordinator of cultural arts performances with the task of preparing matters relating to the implementation of Betawi cultural arts events. The event organizer will submit a proposal and a letter of request for support for Betawi art performances to the Department of Culture Provincial DKI Jakarta, and then it will be followed up by the utilization division of the sub-coordinator of cultural arts performances.

1.2 Objective of Internship

1. As graduation requirements to obtain an Associate Expert (Ahli Madya) Degree in the Faculty of Letters in the University of Darma Persada.
2. To provide experience for students in practicing the theory that has been learned during lectures
3. To teach students to be able to adapt to the conditions jobs to be pursued.
4. Provide opportunities for students to develop their potential student
5. Establish and maintain good relations between the relevant agencies with the student's educational institution.
6. To learn about team work, organization and working time

management

1.3 Procedure of 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 Letters.
2. Submit an internship application letter and other internship requirements, such as: Curriculum Vitae (CV), Academic Transcript, to the Sub-General for Personnel for the Department of Culture Provincial DKI Jakarta.
3. Do a follow-up regarding the internship application letter via the whatsapp contact number of one of the staff, and the staff asked me to come to the office to receive a confirmation letter.
4. The internship can start next week after receiving the confirmation letter, then immediately directed to be placed in the cultural utilization division.

1.4 Place and Time of the Internship

The place and time of the internship is in:

Place : Department of Culture Provincial DKI Jakarta 12th floor

Department of Education building, located in Gatot Subroto street Kav 40-41, South Jakarta.

Time : 01 April 2022 s/d 30 June 2022

Working Hours : - Monday – Thursday (08.00 a.m. - 15.00 p.m.)

- Friday (08:00 a.m. - 2.30 p.m.)
Uniform : - Monday – Thursday : Casual
- Friday, Batik

1.5. Writing Organization

The internship report contains all the details about the internships taken. After finish the internship program, D3 English Literature students at Darma Persada University must make an internship report. The report consists of five chapters and each has sub-chapters with different substance. Here's 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.

