

CHAPTER I

INTRODUCTION

1.1 Background of the Internship

The internship program is the time when the students implement what has been learned during in lecture. On this occasion, the students are expected to be able to implement in an internship place what they have gotten in college well as needed in order to gain experience and work knowledge. The student has to carry out an internship program in institutions related to the knowledge that has been obtained. In this case, the use of English, both orally and in writing. At this time the students have to be professional and of course, maintain the good name of the university.

Universitas Darma Persada or UNSADA is an institution organized by the Melati Sakura Foundation which under the Indonesian-Japanese Friendship Association (PPJI) and located in east Jakarta. UNSADA has a qualified Literature Study Program, namely Japanese and English Literature. With the aim of creating Human Resources who are concerned in foreign languages in various fields. One of the study programs in darma persada, namely Diploma English, has a program for final students called Internship.

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.

1.2 Objective of the 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 make the students able to adapt to the conditions of jobs,
4. Provide opportunities for students to develop their potential student,
5. Balancing within theory and practice,
6. Building a good relations between the relevant agencies with the student's educational institution.

1.3 Procedure of Internship

There are several step 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 Administration Office of Sub-Department of Culture DKI Jakarta.
3. Receive the confirmation letter from Sub-Department of Culture DKI Jakarta through the 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 Internship

The place and time of the internship is in:

Place : Department of Culture DKI Jakarta

Time : 01 April 2022 s/d 30 June 2022

Working Hours : Monday-Friday (08.00– 15.00)

1.5 Writing Organization

Internship report consist of the whole details regarding the internship taken.

There are five chapters in this internship report and each has sub chapters with different substances. There are the organizations of the chapters:

CHAPTER I : INTRODUCTION

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

CHAPTER III : INTERNSHIP ACTIVITIES

This chapter consist of activities performed during the internship at Department of Culture DKI Jakarta.

CHAPTER IV : PARTICULAR POINTS

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

CHAPTER V : CLOSING

This chapter consist of conclusion of the report and suggestion for the next internship,

