

CHAPTER I

INTRODUCTION

1.1 Background of the Internship

Darma Persada University (UNSADA),(<http://www.unsada.ac.id>), is a university located in East Jakarta organized by the Melati Sakura Foundation under the Indonesian-Japanese Friendship Association (PPJI), as the Legal Entity Organizing the Unity. Historically, on November 15, 1965, senior Japanese alumni founded the Japanese Language and Culture Academy - ABKJ - which later became the Sakura Jasmine Foreign Language Academy. One of UNSADA's missions is to produce graduates who have a creative culture, industrial spirit, and entrepreneurial spirit so that they can compete in the era of globalization, where competition is not only from within the country, but also from abroad. Intense global competition makes individuals must have good personal qualities and have expertise that can be considered.

The Diploma III Program of the Faculty of Letters, Darma Persada University has two study programs, namely: English and Japanese language.

The study program aims to educate and produce professionals who are ready to use and able to communicate orally and in writing in their foreign language. This resulted in a wider scope of English by including English from various people's lives such as politics, economics, socio-culture and others, because English is an international language used by various countries.

One of the efforts made by UNSADA to prepare students to be able to compete in the tight era of globalization is to require students to do internships. In carrying out the Internship, students are able to apply the knowledge gained during their studies at the University (in this case the use of English both orally and in writing). By doing an internship, students can train themselves to adapt to the environment, apply all the knowledge that has been learned in college, develop

skills, foster a sense of responsibility, work ethic, gain learning or experience that cannot be obtained in college, train or develop skills, acquire new skills, and learn details about the intricacies of professional work standards.

Some of the subjects studied in D3 English, which are used during internship are Grammar, Reading, Public Speaking, Translation English-Indonesian and Indonesian-English, and others. Therefore, the internship that has been carried out at the ATHENA school is a good choice for students to explore or increase knowledge about child psychology, the ability to manage classes/mastering classes, make children interested in English, teaching techniques and others. In implementing PKL as teachers, college students are required to be able to plan and implement programs related to students and schools. In this case, students are also expected to be able to cooperate with all teachers.

1.2 Objective of the Internship

The objectives of the internship are:

1. To fulfill one of the requirements in order to achieve a Diploma III degree.
2. To Form mindset and emotional intelligence of students in interacting, adapting, socializing as complement to themselves after obtaining Diploma III degree.
3. To increase skills and knowledge.
4. Application of knowledge and skills acquired in Higher Education.
5. Comparing the knowledge gained in lectures with implementation internship at the institution.
6. Continue to a higher level (S1) (Bachelor's Degree).
7. To broaden the experience of work which is valuable to be applied when the students graduate from University.

8. Creating competent experts in the world of work, work ethic, studying details about the intricacies of professional work standards, and practicing public speaking in class.
9. This internship report is also intended so that in the future it can be used as a reference for student activities who want to do an internship as a tutor or teacher.

1.3 Procedure of Internship

Based on the provisions in force at Darma Persada University, for the Diploma III program, the vocational program is required to do an internship in an agency or company and compile a report in the form of a scientific paper.

For an internship, there are several things to do:

1. Request a transcript to the secretariat and submit an application for a permit for internship at Darma Persada University (The letter has been approved by the Head of the English Diploma III Program, stamped by the Head of the Administration of the Faculty of Letters, and brought to the Secretariat of the Faculty of Letters to be sealed).
2. Submit documents to do the internship: application letter for internship, Curriculum Vitae (CV), academic transcript, and three photographs to the School Administration.
3. Conducting an interview
4. Following up on the internship confirmation
5. Received a confirmation letter, the rules for wearing clothes during an internship, internship schedule, and a teacher who gave direction and person in charge during an internship, a list of classes that were determined for doing the internship.

1.4 Place and Time of the Internship

The place and time of the internship is in:

Place :	ATHENA School, Bekasi, West Java
Time :	18 th April 2022 – 13 th June 2022
Working Hours:	Monday (07:30 a.m. - 09:00 a.m.)
Uniform :	<ul style="list-style-type: none">• 5 Long black pants (cloth)• Long sleeve white shirt

1.5 Writing Organization

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

CHAPTER I : INTRODUCTION

This chapter consists of the background of the internship, objective of the internship, internship methods, place and time of internship, and writing organization of the internship.

CHAPTER II : GENERAL REVIEW

This chapter consists of the general review of the institution where the internship activities take place, it includes the history, vision, mission, rules, lesson timetable, facilities and infrastructure and organizational structure.

CHAPTER III : INTERNSHIP ACTIVITIES

This chapter consists of activities performed during the internship at ATHENA School.

CHAPTER IV : PARTICULAR POINTS

This chapter consists of obstacles and benefits during and/or after the Internship.

CHAPTER V : CLOSING

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



