

# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Internship

In the current era of global competition, the ability to speak foreign languages is very necessary in both the world of work and business. In the world of work we compete with professionals from other countries, while in the business world there are many opportunities to increase business by marketing products or services abroad.

Internship Program must be carried out by students of the Diploma III English Language Program as a condition for obtaining a Diploma Certificate. In addition, in the process of implementing Internship, it will be followed by making an Internship Report. Internship practices can be carried out if students have fulfilled a minimum of 97 credits. This amount has been determined by the Diploma III Study Program of the English Department of the Faculty Language and Culture, University of Darma Persada.

In implementing Internship, students are able to practice the knowledge they have gained during their studies at the University. Therefore students are required to carry out Internship Program in institutions related to the knowledge that has been obtained, in this case is the use of English both verbally and in writing.

The Faculty of Language and Culture Diploma III Program at University of Darma Persada has two study programs, namely:

1. Japanese Diploma III Program
2. English Diploma III Program

The English Diplomas Program aims to educate and produce professional staff who are ready and able to communicate orally and write with their foreign language. This resulted in the broader scope of the English language by including

English from various aspects of people's lives, such as politics, economics, social culture and others, because English is an international language used by various countries.

In the Cut 2 Cut Production studio, expertise in English is very necessary because the clients from Cut2Cut Studio are not only from local but also from abroad. Beside that, some clients ask for the services provided in English.

## **1.2 Objective of the Internship**

The objectives of the internship are as follow:

1. Internship (job training) is a mandatory requirement to achieve graduation and to obtain the title of intermediate expert (Ahli Madya) degree at the Faculty of Literature, University of Darma Persada.
2. To apply practical skills acquired in lectures to the institutions.
3. To compare the knowledge obtained in lectures with the implementation of internships in institutions.
4. To learn about team work, organization and working time management.
5. To broaden the experience of work which is valuable to be applied when the students graduate from university.

## **1.3 Procedure of Internship**

Based on the provisions in force at University of Darma Persada for Diploma III Study Program students are required to do an internship in an agency or company and prepare report writing in the form of scientific work. To have an internship, there are several things to carry out:

1. Proposing a request letter to University of Darma Persada to get an internship permit. The letter was approved by the Head of English Program and brought at the Secretariat Faculty of Letter to be sealed.
2. Sending a letter of internship request to Cut2Cut Studio

3. Having an interview concerning to the internship.
4. Following up on the internship confirmation from Cut 2 Cut Production
5. Receiving confirmation from Cut 2 Cut Production and Development Agency to have the internship in the scheduled time on April and forwarding it to the Head of English Program.

#### **1.4 Place and Time of the Internship**

I was assigned to Cut 2 Cut Production located on Jalan Kp. Dalam IV No.4, RT.2/RW.14, Kb. Baru, Kec. Tebet, Kota Jakarta Selatan, DKI Jakarta 10350 taking place from April 13, to June 30, 2022.

#### **1.5 Writing Organization of the Internship Report**

After finishing the internship program, the students of Diploma III of English Study Program of University of Darma Persada have to write an internship report. Internship report consists of the whole details about the internship taken. There are five chapters in the report and each has sub chapters with different substances.

Here is the organization:

##### **CHAPTER I: INTRODUCTION**

The chapter consists of background, objectives, place and time of the internship, and writing organization of the report.

##### **CHAPTER II: 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 III: INTERNSHIP ACTIVITIES**

This chapter consists of activities carried out during the internship and details of the work.

#### **CHAPTER IV: PARTICULAR POINTS**

This chapter consists of obstacles and benefits obtained during and after the internship and report writing.

#### **CHAPTER V: CLOSING**

This chapter consists of conclusion of the reports and suggestions for future internship or writing.

