

CHAPTER I

INTRODUCTION

1.1 Internship Background

In today's modern era, there are several government agencies that are looking for prospective workers on the condition that they have the ability to speak foreign languages, namely international languages, English. Because these government agencies do their daily work and complete their work in English. The work environment is also required to be able to use English well, both spoken and written. So that the use of English is very necessary for prospective job applicants. Therefore, students who are ready to enter the world of work are expected to be able to use English so that they can keep up with the times where competition among the professional workforce is getting tougher.

An internship program is a time when students apply what has been learned during college. On this occasion, students are expected to be able to implement in the internship what they have obtained in college well according to the needs to gain experience and work knowledge. Students must carry out internship programs at 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 must be professional and of course, maintain the good name of the university.

For a third-year Diploma, students majoring in English at Darma Persada University are one of the requirements to obtain a Diploma Certificate. The Diploma Program at the Faculty of Language and Culture at Darma Persada University aims to educate and produce professionals who are ready and able to communicate both orally

and in writing with their foreign languages. Because English is an international language spoken by different parts of the country and has been recognized by the whole world. At the Ministry of Religious Affairs of the Republic of Indonesia, Bekasi City, looking for students who can support office performance so that it can be realized, especially students majoring in English. Because the staff usually instructs to translate important documents from English to Indonesian.

1.2 Internship Objectives

The internship program is one of the requirements to obtain an Associate Expert (Associate Expert) degree at the Faculty of Language and Culture, Darma Persada University. The purpose of the internship program is that students can improve their skills and competition, gain new general knowledge, and also gain a lot of work experience. The following is the purpose of my internship at the Islamic Religious Information Section, Zakat & Waqf of the Ministry of Religious Affairs of the Republic of Indonesia, Bekasi City:

1. As a graduation requirement in completing the Diploma study program at the Department of English, Darma Persada University.
2. As a form of professional preparation of students by developing various kinds of responsibilities when entering the world of work after graduating from Darma Persada University.
3. Take the opportunity to gain experience working in government agencies, especially the Ministry of Religious Affairs of the Republic of Indonesia, Bekasi City.

1.3 Internship Advantages

Advantages of the internship program:

1. Gain experience in the world of work in the field of government.
2. Make yourself disciplined, increase self-confidence, be polite in speaking, and professionalism in the workplace.
3. It doesn't take much time to adapt to the working environment.
4. Gaining knowledge about the process of work activities of an agency or government, in producing a policy.
5. Able to feel the atmosphere of the work environment as a family.
6. Can have a new relationship that has an educational background in the world of government.

1.4 Internship Procedure

Based on the applicable provisions at Darma Persada University, the internship program can only be carried out in the sixth semester or final semester and meets the requirements of the university's credit unit of 120, and obtains a minimum GPA / GPA of 3.00 cumulatively.

Before doing the internship program, students must first find information about the institution / company to be targeted so that we have an estimate of the availability of scope (quota) and work that must be done so that there are no obstacles when carrying out work.

And then students must submit a work practice application letter that has been approved and signed by the Head of the English Diploma Study Program which will

be addressed to the agency or company to which the internship is intended. After that, students must first attach a Transcript of Semester 1-5 - Curriculum Vitae (CV), a 3x4 Photo Pass of three sheets, a photocopy of a Student Card / KTP of one sheet.

Then, after everything is settled, students must send an application for an approved internship along with the prepared file. Furthermore, these documents will be examined by the Ministry of Religious Affairs of the Republic of Indonesia, Bekasi City to get a response letter regarding how many quotas are currently available.

1.5 Time and Place of Internship

1. Place of Implementation

- a. Company Name: Office of the Ministry of Religious Affairs of Bekasi City
- b. Address: Jl. Ahmad Yani No.11, RT.004/RW.005, Marga Jaya, Kecamatan Bekasi Selatan, Kota Bekasi, Jawa Barat 17141
- c. Phone: (021) 88954572, Faximile: (021) 88954572
- d. Email: kotabekasi@kemenag.go.id

2. Implementation Time

The implementation time of this Field Work Practice (PKL) starts from March 1, 2022 to June 6, 2022, which lasts for 4 months.

1.6 Internship Report Writing Organization

After completing the internship program, Diploma students of the English Department of Darma Persada University must write an internship report. The

Internship Report consists of all the details about the internship taken. There are five chapters in the report and each has a sub-chapter with a different substance. Here is the organization:

CHAPTER I INTRODUCTION

This chapter consists of the background, purpose, place, and time of the internship, and the organization of the report writing.

CHAPTER II GENERAL REVIEW

This chapter consists of an overview of the institutions in which the internship takes place. This includes profiles, history, vision and mission, and organizational charts of institutions.

CHAPTER III INTERNSHIP ACTIVITIES

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

CHAPTER IV PARTICULAR POINTS

This chapter consists of the barriers and benefits gained during and after the internship and report writing.

CHAPTER V CLOSING

This chapter consists of the conclusion of the report and suggestions for future internships or writing.