

**THE INTERSHIP REPORT
IN ROYAL TULIP GUNUNG GEULIS HOTEL**

**Jl. Raya Golf Gn. Geulis, Nagrak, Kec. Sukaraja,
Kabupaten Bogor, Jawa Barat 16710**

**Submitted as a Partial Fulfilment of the Requirements
for Achieving Associate Expert (*Ahli Madya*) Degree**



GEBI SUNDARI SIMANJUNTAK

2019160015

DIPLOMA III OF ENGLISH DEPARTMENT

LITERATURE FACULTY

UNIVERSITY OF DARMA PERSADA

JAKARTA

2022

APPROVAL PAGE I

UNIVERSITY OF DARMA PERSADA

Affirmed In: Jakarta
Month: July, 2022

**Head of Faculty of Language and
Culture**

**Head of English Diploma III
Program**



Handwritten signature in blue ink of Dr. Diah Madubrangti.

(Dr. Diah Madubrangti, S.S., M.Si.)



Handwritten signature in blue ink of Alia Afiyati.

(Alia Afiyati, S.S., M.Pd)

Counselor of Internship Report

Handwritten signature in blue ink of Fridolini S.S., M.Hum.

(Fridolini S.S., M.Hum)

APPROVAL PAGE II

Internship Report

Human Resources Department

Royal Tulip Gunung Geulis Resort and Golf

By

Gebi Sundari Simanjuntak

2019160015

Diploma 3 of English Department

Faculty of Language and Culture

University of Darma Persada

Bogor, July, 2022

Supervisor Internship Program,

Human Resources Department

Royal Tulip Gunung Geulis Resort and Golf



**ROYAL
TULIP**
GOLF & GOLF

HR & TRAINING MANAGER

PREFACE

Praise and gratitude for the presence of God Almighty, who has bestowed His grace so that until now I have been given the opportunity to properly complete the field work practice report.

This report was compiled to fulfill one of the requirements for completing fieldwork practice for students of the Faculty of English Language and Culture with a D3 English study program in order to improve the quality, abilities, and roles of students in the world of work, especially in hospitality, where I fulfill my responsibilities as a student. internship program.

In the process of preparing this report, I realized that the completion of this field work practice report could not be separated from the support, enthusiasm, prayers, and guidance from various related parties, both morally and materially. Therefore, with humility, I would like to thank, among others,

1. Lord Jesus Christ, who has blessed me with grace, ability, a healthy body, and fortune, and who has made all my affairs easier during my education process from the beginning until I finally made a report.
2. Mrs. Fridolini, SS, M.Hum, as an extraordinary supervisor and lecturer who has taken the time and energy to guide me from the beginning, the middle, until I finally compiled this field work practice report to completion with great patience and responsibility.
3. Mrs. Alia Afiyati, SS, M.Pd, as my academic supervisor during my education from the beginning of the semester to the end of the semester at Darma Persada University, especially in the D3 English study program. I

would like to thank you very much for the knowledge, advice, and guidance given to me during the course of the lecture.

4. Dr. Diah Madubrangti, SS, M.Si, as the Head of the Faculty of English Language and Culture who has facilitated with her policies.
5. Mr. Dr. Trimardjoko, SE, MA, as the Rector of Darma Persada University.
6. All lecturers at Darma Persada University who have provided extraordinarily useful knowledge.
7. The entire hotel staff, especially in the Human Resources department which has provided a great opportunity for me to be part of the hotel family as an intern for the last 2 months.
8. My parents, especially my beloved father, Gindo Simanjuntak, who has prayed for, supported, and paid for my college needs with every sweat so that I can properly complete this report properly.
9. To my college friends and colleagues, especially Anisa Wanda Prawahyuni, who has encouraged me during my lectures and in the process of making reports.

The preparation of this fieldwork practice report has been done as well as possible, but there are still shortcomings in this fieldwork practice report. Therefore, suggestions and constructive criticism from various parties are needed. I hope that this fieldwork practice report will be useful to every reader in order to gain more knowledge.

Bogor, 30 July 2022

Gebi sundari simanjuntak

TABLE OF CONTENTS

APPROVAL PAGE I	iii
APPROVAL PAGE II	iv
PREFACE	v
TABLE OF CONTENT	vi
LIST OF PICTURES	ix
LIST OF TABLES	x
CHAPTER 1	1
INTRODUCTION	1
1.1. Background of the Internship.....	1
1.2. Objective of the Internship.....	2
1.3. Procedure for the Internship	3
1.4. Place and Time of the Internship	3
1.5. Organizational Structure all Divisions	4
1.6. Organizational Structure of Human Resources Department.....	4
1.7. Writing Organization Internship of the Internship.....	5
CHAPTER 2	6
GENERAL REVIEW	6
2.1. Hotel Definition and History.....	6
2.1.1 Jin Jiang, History of a Hospitality Passion.....	6

2.1.2 Louvre Group	8
2.1.3 Louvre Brands	10
2.1.4 Logo: Design Concept.....	20
2.1.5 Corporate Culture	20
2.1.6 Hotel Innovation.....	21
2.1.7 Executive Committee.....	22
2.2. Royal Tulip Hotel.....	22
2.2.1 Royal Tulip Gunung Geulis	23
2.2.2 Vision and Mission	28
CHAPTER 3	30
INTERSHIP ACTIVITIES	30
3.1. Field of Work	30
3.2. Job Description.....	32
3.3. Results of Activity Implementation	35
3.4. Daily Report	36
CHAPTER 4	43
PARTICULAR POINTS	43
4.1. Obstacle	43
4.2. Benefits	44
4.3. How to Overcome Obstacles.....	45
CHAPTER 5	46
CLOSING	46
5.1. Conclusion.....	46
5.2. Suggestion	47

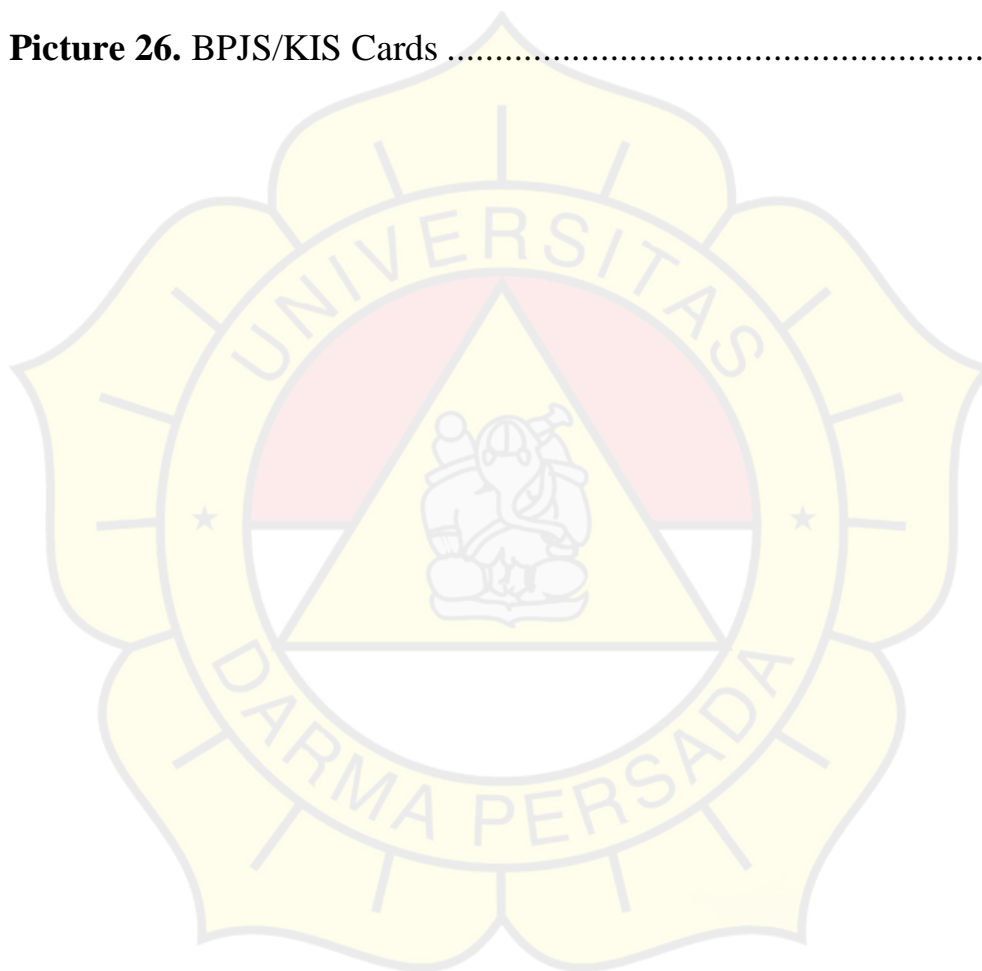
REFERENCES	49
APPENDIX	50



LIST OF PICTURES

Picture 1. Jin Jiang International.....	6
Picture 2. Louvre Hotels Logo.....	8
Picture 3. Louvre History	9
Picture 4. Louvre Brands	10
Picture 5. Golden Tulip Logo	10
Picture 6. Campanile Logo	12
Picture 7. Kyriad Logo	15
Picture 8. Premiere Classe Logo.....	16
Picture 9. Tulip Inn Logo	17
Picture 10. Jin Jiang Logo	20
Picture 11. Royal Tulip Logo	22
Picture 12. Breeze and Lounge Bar	24
Picture 13. LL One.....	24
Picture 14. Fire and Grill.....	25
Picture 15. Ballroom	26
Picture 16. Other Facilities of Royal Tulip	26
Picture 17. Field of Work	30
Picture 18. Daily Work.....	32
Picture 19. Scanner and Photocopy Machine	32
Picture 20. Data Room	33

Picture 21. Certificate Printing	33
Picture 22. Data Input.....	34
Picture 23. Making certificate.....	34
Picture 24. Making Meal Coupons	34
Picture 25. Transportation and Trainee Attendance Data.....	35
Picture 26. BPJS/KIS Cards	35



LIST OF TABLES

Table 1. Organization	4
Table 2. Organizational HR	4
Table 3. Tulip Inn Facilities	19
Table 4. Executive Committee	22
Table 5. Royal Tulip Facilities	28
Table 6. Daily Activities	42

