

CHAPTER 1

INTRODUCTION

1.1 Background of the Internship

Darma Persada University is located in Jakarta, precisely in East Jakarta and is organized by the Melati Sakura Foundation under the auspices of the Indonesian-Japanese Friendship Association (PPIJ), as the legal entity that organizes it. Darma Persada University is a private university that applies monozukuri and trilingual concepts so as to produce students and graduates who have global insight with integrity based on Pancasila values in various national and international industrial sectors.

Darma Persada University consists of four faculties, one postgraduate school, and 15 study programs. One of the leading faculties of Darma Persada University is the Faculty of Language and Culture, consisting of:

1. Japanese Literature
2. English Literature and
3. Chinese

English Literature is a Language and Culture faculty that has a D3 (Diploma III) English study program after Japanese Literature. The D3 English study program provides knowledge and experience in the areas of public speaking, tourism and hospitality, and office administration. As a D3 English student, the main requirement to meet the graduation criteria is an internship program.

According to Sumardiono (2014: 116), an internship is a learning process from an expert through real-world activities. In addition, an internship is a process of practicing knowledge and skills to solve real problems around them. The internship program is useful to increase students' knowledge and abilities in various related work fields. The requirements for participating in the internship program are to fulfill a minimum of 110 credits based on the request of the English language study program at the Faculty of Language and Culture, Darma Persada University.

The objectives of the internship program for D3 English students are:

1.1.1 It is nothing but a measure of students' ability to be able to compete in national and international industries based on students' knowledge while actively participating in learning.

1.1.2. Adding general and global knowledge to students'

1.1.3. Building a good relationship or cooperation between the company and the campus

1.1.4. Improving the quality of student human resources

1.1.5. Develop students' character and mentality

1.2. Objective of the Internship

There are several benefits to the internship program for students of the D3 English study program, namely:

a. Improving the quality of students' abilities, mindset, and knowledge.

- b. Career continuity
- c. Direct and deep involvement
- d. Provide a real visual of the world of work
- e. Establish and strengthen ties between campuses and corporate entities
- f. Build a positive image for both students and universities.

1.3 Procedure for the Internship

Requirements to take part in an internship program for D3 English study program students, namely:

1. Meet the minimum credit requirement of 110 credits
2. Submit an internship application letter from Darma Persada University and ensure it has been approved by the head of the English language and culture department and has the signature of the student's academic supervisor.
3. Send a cover letter, personal data, two pieces of 3x4 photo pass, and transcripts to the HRD head of the Royal Tulip Hotel Gunung Geulis.
4. Attend the interview on the day, date, and time determined by the HRD Head of the Royal Tulip Hotel Gunung Geulis.
5. Waiting for confirmation of acceptance and implementation schedule at the start of the internship at the hotel.

1.4. Place and Time of the Internship

Venue: Hotel Royal Tulip Gunung Geulis.

Duration: 21 April - 30 June

Time: Monday-Friday (09:00-18:00), Saturday-Sunday (Holidays)

Uniform: Monday-Thursday, trousers or black skirt, and plain white formal dress.

Friday, black pants or skirt and batik shirt.

1.5. Organizational Structure all Divisions

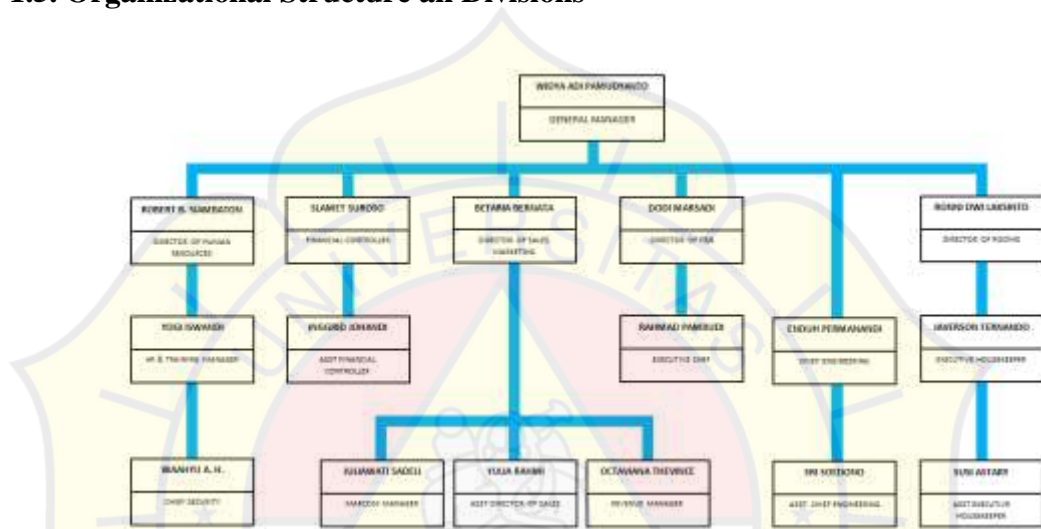


Table 1. Organization

1.6. Organizational Structure of Human Resources Department

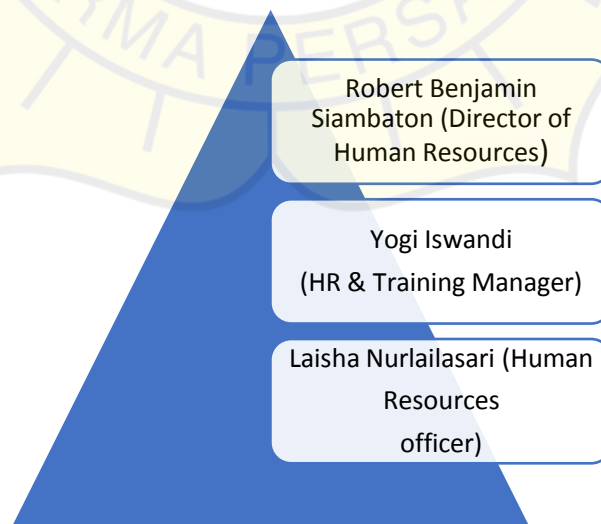


Table 2. Organizational HR

1.7. Writing Organization Internship of the Internship

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 II: INTRODUCTION

This chapter consists 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 consists the general review of the institution where the internship activities take place in, it includes the history, vision, mission, and organizational chart of the institution.

CHAPTER III: INTERNSHIP ACTIVITIES

This chapter consists of activities performed during the internship at Human Resource Department of Royal Tulip Gunung Geulis Hotel.

CHAPTER IV: PARTICULAR POINTS

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

CHAPTER V: CLOSING

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