

CHAPTER 1

INTRODUCTION

1.1 Background of the Internship

It is widely known that language is a part of communication. International communication in the current global era is primarily done in English, the official international language. Many companies seek to hire workers with foreign language skills, especially English. Both orally and in writing, the English language is used for their work. Therefore, prospective job applicants must possess English language skills. The ability to communicate well in English is a prerequisite for college students preparing to enter the workplace.

Internships are programs where students apply what they have learned in class to the workplace. During this activity, students will be able to gain work experience and knowledge through practical activities related to the work environment. As part of the course requirements, the student will carry out an internship in a company or institution that relates to the knowledge he or she has acquired, as well as using both oral and written English.

Darma Persada University (UNSADA) is one of the universities located in East Jakarta, with the Melati Sakura Foundation as the organizer and under the auspices of the Indonesian-Japanese Friendship Association (PPIJ). In accordance with UNSADA's vision, "Becoming an excellent university in creating Human Resources who can contribute to the nation.", one of the ways to make it happen is require students who will graduate soon to carry out an internship in offices, institutions, or government agencies.

English Diploma Program at the Faculty of Language and Culture Darma

Persada University obligates students to do an internship because it is a part of the

course and one of the requirements to get a Diploma Certificate.

During the internship, the writer is expected to know how to adapt, develop and hone their knowledge, skills, and abilities. understand the work life and work ethics. Therefore, the internship that has been carried out by the writer in the Agency for Language Development and Cultivation can give the writer better understanding in particular subjects such as office, secretary, Bahasa Indonesia and Public Relations. Although the internship place is the institution of developing Bahasa Indonesia, surprisingly English is used in written documents, as objects to establish partnership with foreign parties.

1.2 Objective of the Internship

The internship program is one of the requirements to graduating and attaining the Associate Expert (Ahli Madya) Degree at the Faculty of Language and Culture, Darma Persada University. The internship program aims at developing skills, gaining knowledge, and gaining a great deal of work experience for students.

The objectives of the internship are as following:

1. As part of the requirements for achieving and completing the Diploma study program in the English Department, Darma Persada University. Applying knowledge and skills acquired at university to the related subject to compare the implementation of theories and practices in the workplace.
2. As an opportunity to developing knowledge and to gaining experiences which students could applied in the future when entering work environment.
3. To know and learn about organization, task and function at the Agency and the Secretariat of the Agency for Language Development and Cultivation.

1.3 The Advantages of Internship

1.3.1 The Advantages for Student

The advantages of the internship program for student:

1. Getting experience to work in one of the government agencies.
2. Improve social skills, professionalism, work ethics.
3. Gain knowledge about operational and the process of work activities in Badan Bahasa, especially in the Cooperation Service Department at Secretariat of the Agency for Language Development and Cultivation.
4. Exploring more about work environment and self-skills.
5. Gain relations and new friends who work in the government agency.

1.3.2 The Advantages for University

The advantages of the internship program for university:

1. The internship program can be used as a reference for students who wants to do an internship at the same place. Introducing Darma Persada University to the public and as a medium to build relation between university and the agency.

1.3.3 The Advantages for Agency

By accepting students for internships, the agency gains the following advantages:

1. Internship program provide the opportunity to further improve the quality and quantity of education and to advance its development.
2. Provide assistance to agencies according to the student's position and department during the internship.
3. Build relation between the agency and university.

1.4 Procedure of Internship

Students of English Diploma III programs of Darma Persada University are

required to do internship in an agency or company, also writing a report as a purpose of scientific work at the end of the internship. There are several things before carry out an internship:

1. Searching an information about the company to be addressed and the availability in the department of the position to be applied for.
2. Proposing a request letter to the Secretariat of Darma Persada University to get an internship permission. The letter was approved by the Head of English Diploma III Program and brought at the Secretariat Faculty of Language and Culture to be scaled.
3. Submitting the internship application letter to Badan Bahasa website.
4. Send two follow up emails regarding internship permission in the Agency for Language Development and Cultivation.
5. Receive the confirmation to do the internship via WhatsApp call.
6. Come to the office and meet the staff from Personnel Division and the Head of Administrative Subdivision of the Secretariat of the Agency for Language Development and Cultivation to talk about the placement.

1.5 Time and Place of Internship

On April 21, 2022, the writer is placed in the Cooperation Service Department of Secretariat of the Agency for Language Development and Cultivation.

The internship program is carried out starting from April 21, 2022 and finished on May 31, 2022. During the internship, the working time is 8 and half hours for a day, from 7.30 A.M until 4 P.M on Monday to Thursday, and on Friday from 8 A.M until 4.30 P.M. During Ramadan, the working time is 7 hours on Monday to Thursday, from 8 A.M until 3 P.M, and on Friday is 7 and half

hours from 8.A.M until 3.30 P.M.



Picture 1.1 Agency for Language Development and Cultivation



Picture 1.2 Work Desk at the Secretariat of the Agency for Language Development and Cultivation



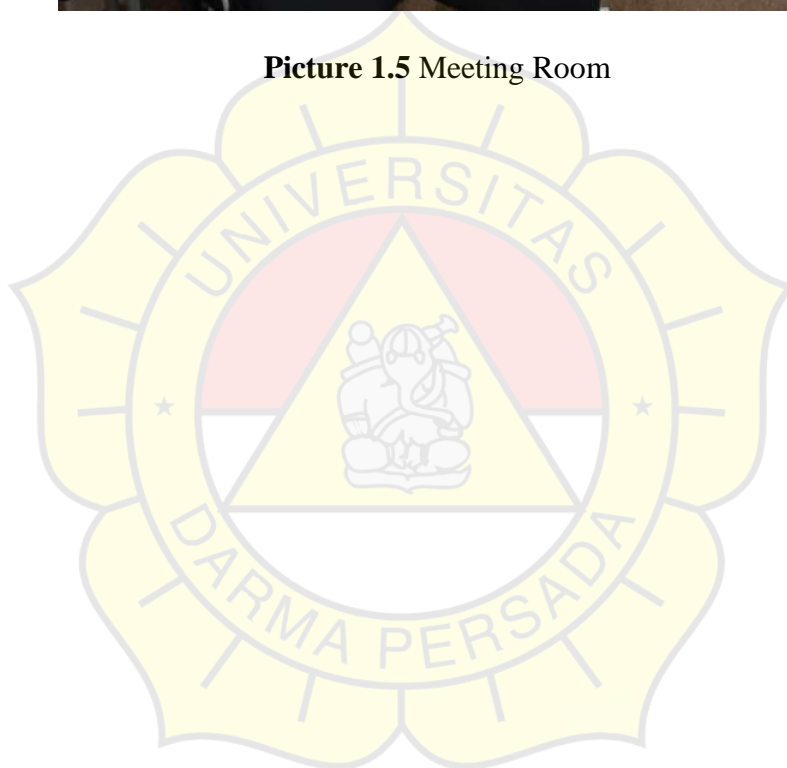
Picture 1.3 3rd Floor of Secretariat of the Agency for Language Development and Cultivation (Head of Departments Work Desk)



Picture 1.4 3rd Floor of Secretariat of the Agency for Language Development and Cultivation (Employees Work Desk)



Picture 1.5 Meeting Room



1.6 Writing Organization of the Internship Report

Students from the English Department of Darma Persada University are required to write an internship report after completing the internship program. The internship report provides details about the internship undertaken. Throughout the report, there are five chapters with different substances in sub-chapters. The chapters are organized as follows:

CHAPTER I INTRODUCTION

There are four sub-chapters in this chapter: background, objectives, advantages, place, time of the internship, and writing organization of the report.

CHAPTER II GENERAL REVIEW

This chapter consists of a general review of the institution in which the internship takes place, including the history, vision and missions, main task of the agency, and chart of the institutional organization.

CHAPTER III INTERNSHIP ACTIVITIES

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

CHAPTER IV PARTICULAR POINTS

The purpose of this chapter is to discuss obstacles encountered during the internship as well as benefits obtained afterward and in writing the internship report.

CHAPTER V CLOSING

This chapter is the conclusion of the report and suggestions for future internships and internship report writing.