

CHAPTER I

INTRODUCTION

1.1 Background of Internship

English is being referred to as a lingua franca, which is saying that English is becoming the world's language of communication among non-native speakers. because it's estimated that almost 2 billion people speak English across the globe, making English the largest language by number of speakers, and the third largest language by number of native speakers. By many standards, English has become referred to as the world's language.

Given the fast-changing expectations of today's employers, the ability to collaborate effectively across cultures, borders and languages is a non-negotiable skill, this is where English language skills are key.

English has become a key skill for communicating in business in any role. So, in any countries such as [those in Southeast Asia] where there is strong local workforce, the interaction with other divisions does require a strong ability to communicate in English. English has become the global communication medium.

Building proficiency should be to refer to all three areas, so that means academic English, business English or real-world English. Each of them focuses on one aspect of English that language learners need to use English appropriately in different settings. So, academic English is the type of English that needed in the world of research, study, and teaching.

The ability to communicate in general and in society. So, learners should have the ability to communicate fluently for everyday life in English, wherever they are for example like at home or at work, traveling or socializing in everyday situations.

Diploma Program in the Faculty of Language and Culture at University of Darma Persada is one of the study programs with the aim of learning English such as Communication skills, Public Speaking and Tourism, also Japan's way of manufacturing practices spirit known as Monozukuri. Because English is an international language that is used by various parts of the work field and has been recognized by the world.

My believes in learning languages is the basic of everything and its importance is undeniable which led me to do my field work at LPK (Skill Development Institute), Darma Persada University. Which is the Institution already had history of teaching languages for trainees and guide them to the working communities.

One of the efforts made by UNSADA to deal with intense global competition is require students to take part in internship as a real practice where students will experience the world of work with the aim of adapting to the workplace environment and developing skills, work ethics, applying knowledge and skills according to what is obtained based on the curriculum. The Department of English Diploma III at Faculty of Language and Culture obligates that every student who will graduate soon to take part in internship at agency or institution as training process and adaptation in the real work situation and as one of the requirements to graduate from UNSADA.

Internship was also able to train the ability of students to use the knowledge that has been learned and obtained in UNSADA from studying, analyzing, and dealing with all matters which related to languages.

1.2 Objective of Internship

The internship program it is one of the requirements for qualification Diploma study program at the Faculty of Language and Culture, University of Darma Persada.

The objectives of the internship are:

1. To fulfill one of the requirements in order to achieve Associate degree (D3).
2. To increase student's skills and knowledge.
3. To gain more work experience and learn professionalism at work
4. To understand the vision and mission of the Institute.
5. To acknowledge the workplace's background, legal basis and work ethics.

1.3 Procedure of Internship

There are several things to start the internship:

- a. Propose a cover letter from campus for an internship, the letter must be approved by the Head of English Diploma III Program and stamped by the Head of Administration of Faculty of Language and Culture.
- b. Submit an application letter, curriculum vitae, cover letter, and grade transcript to the Skill Development Institute for Darma Persada University's office.
- c. Present to confirm the application and requirements in Institute of Language Education for Darma Persada University.

1.4 Place and Time of the Internship

The schedule and place of the internship is in:

- a. Place : Skill Development Institute at Darma Persada University

- b. Time : March 21, 2022 ~ June 21, 2022
- c. Hours : Monday – Friday (08:00 AM – 04:00 PM)
- d. Uniform : Casual

1.5 Writing Organization

Internship report consists of the whole details regarding the internship taken. There are five chapters in this report and each has sub-chapters with different description. Here are the organizations of the chapters:

CHAPTER I: INTRODUCTION

This chapter consists of the background, objective, procedure, schedule and writing organization of the internship.

CHAPTER II: GENERAL REVIEW

This chapter consists of the general review of the workplace where internship activities take place. The review will include: the history, vision and mission, legal basis and organization chart of the institute.

CHAPTER III: INTERNSHIP ACTIVITIES

This chapter consists of intern activities during the internship at Skill Development Institute for Darma Persada University.

CHAPTER IV: PARTICULAR POINTS

This chapter consists of obstacles, specific points and benefits during and/or after the internship.

CHAPTER V: CLOSING

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