

# CHAPTER 1

## INTRODUCTION

### 1.1 Background of The Internship

An internship is a field activity or work practice that is carried out actively in a company or institution that is followed by student interns. Based on the regulation in University of Darma Persada, the students of Diploma 3 English Department required to attend an internship as one of the courses and graduation requirements. Through this internship, it is expected that students can develop skills and understand work ethics by going straight to the field, as well as to get the opportunity to apply the knowledge and skills that are obtained when attending lectures. With the hope that students can compete in the world of work after graduation. The place of internship offered is in the Policy Analysis and Development Agency at the Ministry of Foreign Affairs Republic of Indonesia which has 4 Divisions. The internship takes at least 2 months and this report was also made after completing an internship.

Internship is deemed necessary, because students must be able to see, analyze, and solve problems that occur in the world of work, where in the Internship students' knowledge will be used to observe, study, and assess between theory and reality happening in the field can ultimately improve the quality of student knowledge in observing problems and problems, both in the form of application theory and actual reality. The reason I choose the Ministry of Foreign Affairs was because I'm interest to know what the foreign ministry was doing in maintain Indonesia's relations with other countries and wanted to know how ministry employees worked. The internship in the Ministry of Foreign Affairs is not really related to English Diploma III because I can't apply the

knowledge/skill I get from college to the place of internship, but through this internship I get a lot of new knowledge and experience.

## **1.2 Objective of the Internship**

The objectives of this internship are:

- a) As one of a graduation's English requirement for students of Diploma III.
- b) Provide an opportunity for students to know how the real world of work is before getting an actual job after graduation.
- c) To learn about discipline, teamwork, and responsible in the work environment.
- d) Expand my knowledge that has never been obtained in lectures and knowing about current issue handled by the foreign ministry.
- e) The opportunity to learn more about yourself.

## **1.3 Procedure of the Internship**

Based on the provisions in force at University of Darma Persada, the students of English Diploma 3 Department. There's several terms and procedure need to follow to apply for an internship in the Ministry of Foreign Affairs as follows:

- a) Students in the final semester and have a minimum of 100 credits.
- b) Prepared documents such as CV and academic transcript and also photos.
- c) Proposing a request letter to University of Darma Persada to get authorization of having an internship in the Ministry of Foreign Affairs.

- d) Submitting a request letter and the documents to the Secretary of Policy Analysis and Development Agency at The Secretary of Policy Analysis and Development Agency in Ministry of Foreign Affairs.
- e) Receiving a confirmation letter from The Secretary of Policy Analysis and Development Agency about your internship request.
- f) Attend Entry Briefing by Dadang Rahmat as a Division Head of General and Staff of The Policy Analysis and Development Agency (BPPK).

#### **1.4 Place and Time of the Internship**

The internship take place in Center for Multilateral Policy Assessment and Development, Policy Analysis and Development Agency (BPPK), at the Ministry of Foreign Affairs of Republic of Indonesia. Located on Jl. Taman Pejambon No. 6, Central Jakarta, DKI Jakarta 10110 Indonesia. The Internship is held from March, 4th to April, 30th 2019 with working hours every Monday to Thursday, from 08.00 to 16.00 WIB and Friday from 08.00 to 16.30 WIB.

#### **1.5 Writing Organization of the Internship Report**

There are five Chapters in this report and each has sub chapters with different substances. Here are the organization:

##### **CHAPTER I                      INTRODUCTION**

The chapter consists background, objective of the internship, place and time of the internship, and writing organization of the internship report.

CHAPTER II GENERAL REVIEW

The chapter consists of general review of the institution where the internship take place. It includes the Profile, the history, goals, the purpose, Function and Responsibilities, and Organizational Structure.

CHAPTER III INTERNSHIP ACTIVITIES

The chapter consists of activities performed during the internship in Center for Multilateral Policy Assessment and Development and the details of the work.

CHAPTER IV PARTICULAR POINTS

The chapter consists of obstacles and benefits derived during and/or after the internship over.

CHAPTER V CLOSING

The chapter consists of conclusion of the report and suggestion for the future internship and writing report.

