

CHAPTER I

INTRODUCTION

1.1 Background of the Internship

University of Darma Persada or UNSADA is a university located in East Jakarta City, DKI Jakarta Province, Indonesia. By developing and changing the variety that occurs in the community, UNSADA must be responsive and skilled in dealing with the situation.

One of the efforts made by UNSADA to anticipate the various events that occur in the community is through improving the quality and competence of students who will later become experts in the field of expertise. A superior expert workforce can be produced, one of which is through the implementation of cooperation with various agencies and institutions that have credibility to train these students. Therefore UNSADA as a producer of prospective expert workers relentlessly cooperates with various agencies and institutions with the aim of producing expert workforce who are ready to face various challenges in society.

Field work practice activities are tangible manifestations where students are required to go directly into the world of work with the aim of adapting to the environment. The Department of English Diploma 3, Faculty of Literature UNSADA requires that every student who will graduate to take part in field work

practice activities in an agency or institution as a process of training and adaptation in the workforce later. Field work practices are considered as activities where theories from a number of sciences that students have learned when studying can be applied directly to work. Internship also can train the ability of students to use the knowledge that has been obtained in lectures, both from knowing, studying, analyzing, and dealing with all matters relating to that knowledge.

1.2 Objective of the Internship

The objective of the internship are as following:

1. To fulfill one of the requirements in order to achieve Diploma III degree.
2. To create human resources skilled and cometicive in the field.
3. To give the students experience in the working field.
4. To apply the knowledge, the competency, and the skills gained in University.
5. To improve the communication skill.
6. To build relation between University of Darma Persada and Angkasa Pura I.

1.3 Procedure of the Internship

There are a several things to start the internshi :

1. Proposing a request of the internship letter that has been signed by the Head of English Program and stamped by Secretary of Literature Faculty.
2. Submitting the request letter to the Administration Office of Angkasa Pura I and other requirements such as Curriculum Vitae.

3. Received the confirmation letter through email or phone call from Angkasa Pura I.

1.4 Place and Time of the Internship

The place and time of the internship is in :

Place : Center For Excellence Angkasa Pura I Central Jakarta.

Time : 04 Maret 2019 s/d 17 Mei 2019

Working Hours : Monday – Thursday (08:30 a.m. – 04.30 p.m.)
Friday (08:00 a.m. – 03.30 p.m.)

Uniform : Casual
Batik on Thursday

1.5 Writing Organization

Internship report consist of the whole details regarding the internship taken. There are five chapters in the internship report and each has sub chapters with different substances. Here are the organization of the chapters:

CHAPTER 1 : INTRODUCTION

In this chapter, it consists of the background of the internship, objective of the internship, internship methods, place and time of internship, and writing organization of the internship.

CHAPTER 2 : GENERAL REVIEW

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

CHAPTER III : INTERNSHIP ACTIVITIES

This chapter consists of activities performed during the internship at Center For Excellence Angkasa Pura I.

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 future internship.