

CHAPTER I

INTRODUCTION

1.1 Background of the Internship

In millennial times as students who have vision and insight in the future should not ignore the development of language that has important meaning in a job, because it requires us to keep up with the times and can compete with other professionals in the world of work that this is getting tighter, and one of them is mastery of a foreign language.

Internship Program must be carried out by students of the Diploma III English Language Program as a condition for obtaining a Diploma Certificate. In addition, in the process of implementing Internship, it will be followed by making an Internship Report. Internship practices can be carried out if students have fulfilled a minimum of 97 credits, this amount has been determined by the Diploma III Study Program of the English Department of the Faculty of Literature, University of Darma Persada.

In implementing Internship, students are able to practice the knowledge they have gained during their studies at the University. Therefore students are required to carry out Internship Program in institutions related to the knowledge that has been obtained, in this case is the use of English both verbally and in writing.

The Faculty of Literature Diploma III program at University of Darma Persada has two study programs, it is:

1. Japanese and
2. English

The study program aims to educate and produce professional staff who are ready and able to communicate orally and writing with their foreign language. This resulted in the broader scope of the English language by including English from various aspects of people's lives such as politics, economics, social culture and others, because English is an international language used by various countries.

In the Ministry of Foreign Affairs there is an important part as a think tank which is the brain center of the Ministry of Foreign Affairs, it is BPPK (Policy Analysis and Development Agency and Application of Policy / P3K2), the FETA examines issues and problems based on Echelon II sections namely Secretariat, ASPASAF P3K2. AMEROP P3K2 and First Aid International Organization.

1.2 Objective of the Internship

The objectives of the internship are as following:

- 1.2.1 Internship (job training) is a mandatory requirement to achieve graduation and to obtain the title of intermediate expert (*Ahli Madya*) degree at the Faculty of Literature, University of Darma Persada.
- 1.2.2 To apply practical skills acquired in lectures to the institutions.
- 1.2.3 To compare the knowledge obtained in lectures with the implementation of internships in institutions.
- 1.2.4 To learn about team work, organization and working time management.
- 1.2.5 To broaden the experience of work which is valuable to be applied when the students graduate from University.

1.3 Procedure of Internship

Based on the provisions in force at University of Darma Persada for Diploma III vocational programs are required to do an internship in an agency or company and prepare report writing in the form of scientific work. To have an internship, there are several things to carry out:

1.3.1 Proposing a request letter to University of Darma Persada to get an internship permit. The letter was approved by the Head of English Program and brought at the Secretariat Faculty of Letter to be sealed.

1.3.2 Sending a letter of request and other requirements of internship, such as Curriculum Vitae (CV), academic transcript, and three of the photographs to the Secretary of Policy Analysis and Development Agency in the Ministry of Foreign Affairs.

1.3.3 Having an interview concerning to the internship.

1.3.4 Following up on the internship confirmation from the Secretariat of Policy Analysis and Development Agency in Ministry of Foreign Affairs.

1.3.5 Receiving a confirmation letter from the Secretariat of Policy Analysis and Development Agency to have the internship in the scheduled time on February and forwarding it to the Head of English Program.

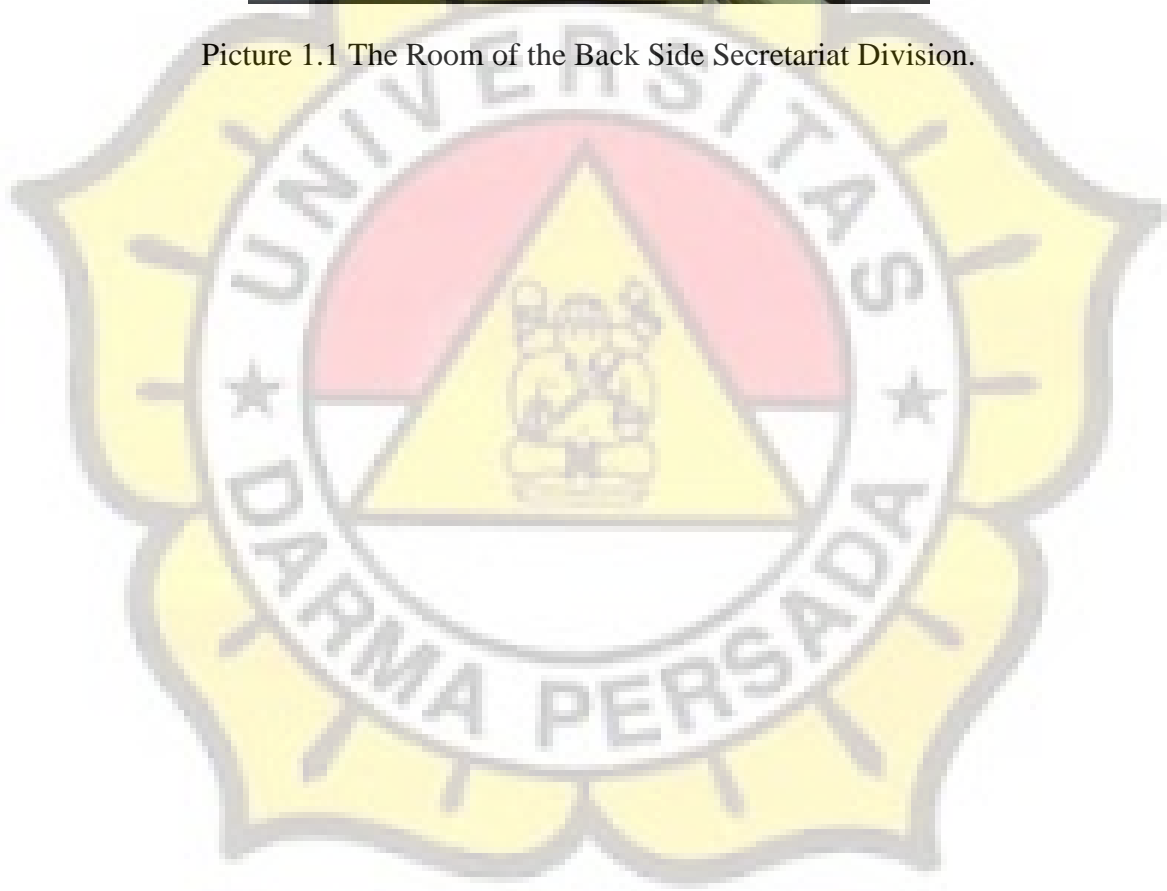
1.4 Place and Time of the Internship

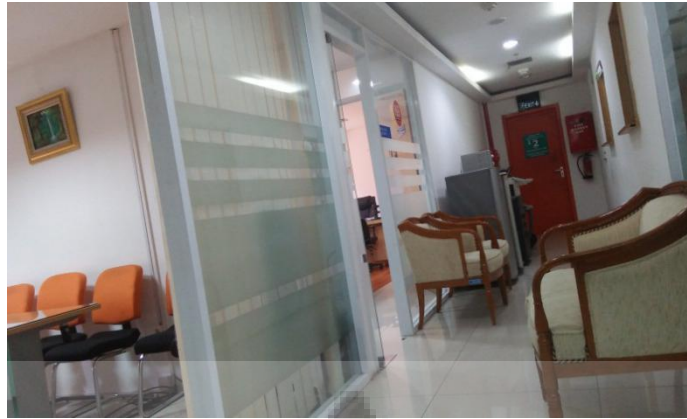
The internship I take in: I was assigned to the Ministry of Foreign Affairs Republic of Indonesia Ministry of Foreign Affairs's Secretariat of Policy Analysis and Development Agency (BPPK) located on Jalan Pejambon No. 6 Central Jakarta,

taking place from March, 1st to April 30, 2019. On Monday to Thursday at 8.a.m - 4.p.m and on Friday at 8.a.m – 4.30 p.m.



Picture 1.1 The Room of the Back Side Secretariat Division.



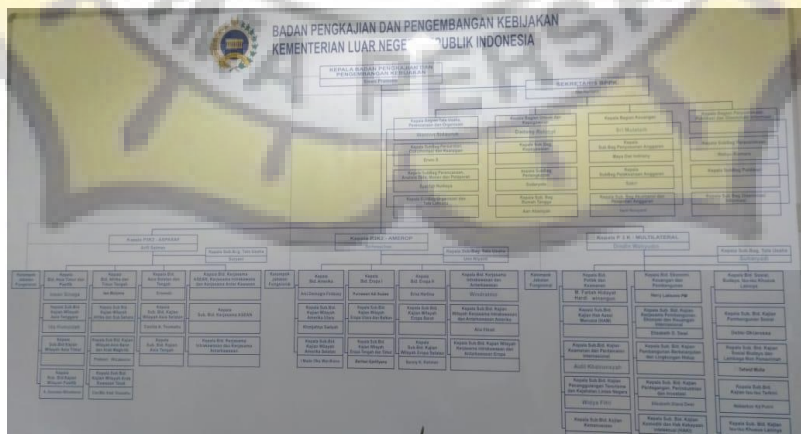


Picture 1.2 Meeting Room, BPPK Secretariat Room and Finance Room.



Picture 1.3 Work Desk at the BPPK Secretariat Room.

1.5 Organizational Structure of all Divisions



1.6 Organizational Structure of Secretary of Policy Analysis and Development

No.	NAME	POSITION
1.	Siswo Pramono	Head of Policy Analysis and Development Agency
2.	Eko Hartono	Secretary of Policy Analysis and Development Agency
3.	Arifi Saiman	Head of The Center of Policy Analysis and Development on Asia-Pasific and African Region
4.	Ben Perkasa Drajat	Head of The Center of Policy Analysis and Development on American and European Region
5.	Dindin Wahyudin	Head of The Center of Policy Analysis and Development on International Organization

1.7 Writing Organization of the Internship Report

After finishing the internship program, the students of Diploma III of English Literature University of Darma Persada have to write an internship report. Internship report consists of the whole details about the internship taken. There are five chapters in the report and each has sub chapters with a different substances. Here are the organization:

CHAPTER 1 INTRODUCTION

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

CHAPTER 2 GENERAL REVIEW

The chapter consists of general review of the institution in which the internship takes place. This includes the profile, history, vision and missions, and chart of the institutional organization.

CHAPTER 3 INTERNSHIP ACTIVITIES

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

CHAPTER 4 PARTICULAR POINTS

This chapter consists of obstacles and benefits obtained during and after the internship and report writing.

CHAPTER 5 CLOSING

This chapter consists of conclusion of the reports and suggestions for future internship or writing.