

## SUMMARY

**Administration Activities at Dinas Pariwisata Situbondo**, Kurniati Selawati Dewi F31161026, 2019, 14 Pages, Language, Communication and Tourism Department, Politeknik Negeri Jember, Enik Rukiati, S.Pd, M.Pd. (Supervisor) and Rahmat Fauzi, S.STP, M.Si. (Field Supervisor).

Politeknik Negeri Jember has eight department. One of example is Language, Communication and Tourism. The program study from Language, Communication and Tourism is english study program. In the English study program the student will be taught about basic english skills. English Study Program is a three years Diploma.

Every student in sixth semester must conduct the internship program. The internship program is the program where are the student do activity in workplace to improve the ability and knowledge in workplace. The intership program walk 3 month which the student need to practice the skills in workplace. I choose Dinas Pariwisata to apply my skill by doing administration activities.

After having internship program in Dinas Pariwisata Situbondo, the writer got many knowledge that she didn't get from college. The writer got new experience about work environtment. The writer also know how to handling the event and the writer meet the foreign tourist in launching tahun kunjungan wisata. And the writer did some activities especially administration activity