

BEING AN ENGLISH TUTOR AT LEMBAGA KURSUS DAN PELATIHAN (LKP) OXFORD JEMBER

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ABSTRACT

As a student of English Study Program at Politeknik Negeri Jember, I got some subject that related with language course. Those were Pengelolaan Kursus Bahasa, Material Development for Language Course and Instructional Design for Language Course. This report described all my internship program activities in a Language Course. My Internship program was conducted in LKP OXFORD from 7th March until 26th May, 2016. In this institution, there were three kinds of division those were Academic, Administrative and Marketing Division. But, this report was focus on all activities in Academic Division. Here I studied how to become an English tutor in language course. Before I could apply my skill in teaching English, I should do Sit-In to observe and learn the teaching learning situations in the language course. There were some academic activities should be done as an English tutor. Those were arranging syllabus, preparing module book, making tasks for upgrading level examination and being supervisor for examination. Even though it was hard for me to teach the student at the first time but as the result, I could know how to become an English tutor in the language course.

Keywords : Internship Program, Language Course, English Tutor