

## **Daily Activities at Culture and Tourism Department of Lumajang Regency**

**YuliaNurEkasari**

English Study Program

Language, Communication and Tourism

### ***ABSTRACT***

*This report is about the activities during my Internship Program at Culture and Tourism Department of Lumajang Regency. Internship program is a requirement the students of State Polytechnic of Jember in order to complete the educational activities before graduation. The objective of this program is to let the students implemented their skills linked to the materials that they got at English Study Program. In this case, I choose Culture and Tourism Department of Lumajang Regency as my internship program. In Culture and Tourism Department of Lumajang Regency, I was placed in Marketing and Secretary Division. The activities that I did in these divisions were Recording an Incoming Letter, Making Brochure Package of Tourism, Making a Letter, Joining Coaching Program, and Archiving an Incoming Letter. In conducting those activities, I got problem especially in archiving an incoming letter. When did it, sometimes I forgot to write (5w+1h), it made the secretary remained me to revise. Therefore, I concluded that Culture and Tourism Department of Lumajang Regency is an appropriate place to conduct the internship program, as I got a lot of experiences and knowledges, especially strategy in developing Tourism Object and Traditional Culture. These gave me opportunity to be a staff on Office Department.*

**Keywords:** *Internship Program, Marketing and Secretariat Division, Culture and Tourism Department of Lumajang Regency.*