

CHAPTER 1. INTRODUCTION

1.1 Background

State Polytechnic of Jember is one of the higher educational institutions that conducts an educational program oriented towards teaching-learning activities in which expertise, skill, and specific competence standards in accordance with job market and stakeholders' needs. The modes of teaching-learning in this institution are conducted through 40% allocated for lecturing and 60% allocated for practicum. The students of State Polytechnic of Jember especially English Study Program had been taught well both theoretically and practically. It can be provision for the students to do an internship program.

The internship program is one of requirements to complete the study. Moreover, this program can be a place for the students to prepare their selves to know the real work place and ready to work after graduating from the college. Therefore, it is necessary to practice the implementation directly in the work place to apply their knowledge that they got in the college. The aim of this program is to gained the experiences before entering the work place, also to make the students know what the skills and knowledge that needed to be developed and should be maintained. Shortly, this program provides what the students should do in the real work place.

To prepare the students for this program, the guideline of the internship program is composed so the students are well-prepared while entering a certain company or institution where they are going to apply their skills. The appropriate work place should be chosen correctly to get the best result of internship program. Based on my consideration, I chose The Department of Tourism and Culture in Yogyakarta as the place in conducting my Internship Program because this office engaged with secretary activities which is related with the course of English for Secretary and English for Correspondence. Also, it related to another courses such as English for Hotel and Restaurant, English for Tour and Travel, Public Speaking, and Public Relation.

1.2 The Objective

The objectives of this Internship Program are:

- a. To increase the knowledge that had been learned in the college by applied it in the work place.
- b. To apply the knowledge of English both the general English and the specific English such as English for Correspondence and English for Secretary consequently in an integrated.
- c. To know the behaviour patterns of working and professional workers in the field.
- d. To give the chance for the college and the work place to build the good cooperation in any occasion.
- e. To train the student's discipline and responsibility in the work place.

1.3 The Significances

This internship program not only gives the benefit to the writer, but also gives the benefit to Politeknik Negeri Jember and Department of Tourism and Culture in Yogyakarta. Here are the benefits to the following parties:

1.3.1 For the Writer

The Internship Program could improve my knowledge and skills about Correspondences. The knowledge that had been gotten in the class was helping when I did it in the work place.

1.3.2 For Politeknik Negeri Jember

By conducting the Internship Program, Politeknik Negeri Jember is able to create a good cooperation with the company especially with Department of Tourism and Culture of Yogyakarta.

1.3.3 For Students of English Study Program

The Internship Report can be one of the references for the students of English Study Program.

1.4 Time and Place of Internship Program

This Internship Program has been conducted three months started on March, 1st to May, 31th 2016. It took a place in Department of Tourism and Culture in Yogyakarta at Jl. Suroto No. 11, Kotabaru, Yogyakarta. The phone number of Department of Tourism and Culture in Yogyakarta is (0275) 588025. The email address is pariwisata@jogjakota.go.id