

SUMMARY

The Internship Program in Daily Activities In Service of Tourism Sub Division At Culture and Tourism Department of Probolinggo. Andy Sapto Nugroho. F3111848. 2014. (-) Pages. Language, Communication and Tourism Department. State Polytechnic of Jember.

Culture and Tourism Department of Probolinggo is one of government institution in Probolinggo regency that manages the tourism objects. The location of Culture and Tourism Department of Probolinggo is at Jl.Panglima Sudirman Street No.1 Dringu-Probolinggo Regency. It was built to help the government of Probolinggo in managing some tourism objects in Probolinggo. This department has an important role to develop and have enormous responsibility in managing tourism object in Probolinggo. They promote the tourism objects of Probolinggo regency to attract and develop tourism objects.

During my internship program at Culture and Tourism Department of Probolinggo I was placed in Tourism Division and I was rolled in three Sub Divisions. The first is Services of Tourism Sub Division. The second is Tourism Object Sub Division, and the last is Promotion and Marketing sub division. In Services of Tourism Sub-Division, I did my duty to collect the data about the number of visitors every week visited each tourism object. I visited Miniatur Ka'bah, Ranu Segaran Lake, Bentar Beach and almost all Probolinggo Regency tourism objects to collect the data. After I collected the list of visitors number, I made the report. The last, I gave the report to the head of service of tourism sub-division. I was interested in conducting my internship program at that place because I could apply my skills and knowledge that I got during I studied at English Study Program such as English for Correspondence, English for Business Translation and Computer.

In Services of Tourism Sub Division, I had to make a report about the condition of Tourism Object. However, I focused to report my activity in Service of Tourism Sub Division. In this section, I got some main duties and responsibilities to make that strategy run. My first duty was making Bundling Surat Perjalanan Dinas, arranging an event of Duta Wisata (Kakang Ayu) of

Culture and Tourism Department of Probolinggo, making a brochure of tourism objects in Probolinggo Regency. Besides, I had to be an Event Organizer in every event. The last I arranged a responsible report of event that Culture and Tourism Department of Probolinggo conducted.

During I did my internship program at Culture and Tourism Department of Probolinggo, I faced some problems. First, I could not operate Adobe Photoshop Program to make new concept of the brochure. To solve this problem, the staff asked me to use Microsoft Word Program to make the new concept of the brochure. Second, I faced the problem when I made Surat perjalanan of Culture and Tourism Department of Probolinggo. I did not know about the format of the letter. I solved the problem by asking to the staff about standard format of Surat Perjalanan Dinas of Culture and Tourism Department of Probolinggo. After I finished my internship program at Culture and Tourism Department of Probolinggo, I conclude that this department is an appropriate place for the student of English Study Program to conduct an internship program because the students can apply their skills and knowledge they got from the college.