

## **CHAPTER 1. INTRODUCTION**

### **1.1 The Background**

Competition in finding job is very hard. The quantities of students who try to find a job increase every year. On the other hand, the field of work is very restricted. So, the student should have enough knowledge, skill, discipline, and the other skills that support them in finding a job. In facing those conditions, the students should be ready and have to prepare themselves. What the students can do is conducting the Internship program.

Internship program is an activity that should be done by the students of vocational school. Usually, this program is done in the last semester of period of study. It has purpose to apply student's knowledge that they get during they study at college. By conducting this program, the student can get job experience in the real workplace. Afterward, while the students conduct this internship program, they also increase their soft skills such as dicipline, respect and honesty. In doing this, selecting the proper companies is one consideration for the students to do the internship program based on their interest.

The companies that can be chosen as the place for conducting the internship program are the companies that focus on tourism and export import field. In tourism sector, the students can do the internship program in hotel, restaurant, tour and travel and tourism object. In export import field, the students can do the internship program in food, wood, and tobacco companies.

One of tobacco export import companies in Jember is PT. Perkebunan Nusantara X (Persero) Unit Industri Bobbin. This is the big one tobacco company in Jember. PT. Perkebunan Nusantara X (Persero) is a State Owned Entity (SOE) with the status of a Limited Liability Company with an area of 29 277 m. The central office of PT. Perkebunan Nusantara X (Persero) is located at Jln. Jembatan Merah No. 39, Surabaya. The main business of PT. Perkebunan Nusantara X (Persero) includes Tobacco and Sugar Industry.

In PT. Perkebunan Nusantara X (Persero) Unit Industri Bobbin, there are export and import process every day. The activities of export and import process

at PT. Perkebunan Nusantara X (Persero) Unit Industri Bobbin have a correlation with my study especially in English for correspondence and office management subject because in export and import process, English is totally used in correspondence and administration activities. I got those subjects in third and fifth semesters. Based on those kinds explanation, I prefer to conduct the internship program at PT. Perkebunan Nusantara X (Persero) Unit Industri Bobbin in order to increase my skills and knowledge that I get from the college.

## **1.2 The Objectives**

The Objectives of the Internship Program are:

1. To apply my skills and knowledge in the real workplace.
2. To get new experience and knowledge especially import and export process in correspondence and administration affair.
3. To know how to manage the import and export documents in real activity.

## **1.3 The Significances**

The significances of the Internship Program would be explained below:

### **1.3.1 For Writer**

Internship Program gives me new knowledge about export and import process, and how to face the real work. Afterward, I can improve my writing skills while making a report of the Internship Program.

### **1.3.2 For State Polytechnic of Jember**

This report can be used as a reference for the next student especially the students of English Study Program who want to do internship program at PT. Perkebunan Nusantara X (Persero) Unit Industri Bobbin or the similar company.

### **1.3.3 For Readers**

This report will give information to the readers about the real workplace especially at PT. Perkebunan Nusantara X (Persero) Unit Industri Bobbin.

## **1.4 Location and Time of the Internship**

The location and time of the internship program were:

### **1.4.1 Location of Internship Program**

This internship program was conducted at PT. Perkebunan Nusantara X (Persero). It is located at Jl. Bondowoso KM 10 Jelbuk 68102, Jember. Jawa Timur - Indonesia. The number phone is (0331) 540205 and the fax number is (0331) – 540407.

### **1.4.2 Time of the Internship Program**

This internship program was carried out from February 10<sup>th</sup>, 2014 to May 10<sup>st</sup>, 2014 (about 512 hours). I spent 7-8 hours in Monday until Friday and 5 - 6 hours in Saturday to work in Custom and Excise office. I had holiday in Sunday. The summary of time of activities I did in PT. Perkebunan Nusantara X (Persero) Unit Industri Bobbin can be read in Appendix 1.1