

CHAPTER 1. INTRODUCTION

1.1 Background

English Study Program is one of the applied study programs at State Polytechnic of Jember. English study program has a vision and mission. The vision of this study program is to become an internationally-reputable vocational-based educational center of applied English skills which maintains the high quality, relevance, and accountability so that it becomes a model for other similar educational institutions in. The mission of this study program is to do the vocational-based educational activities of applied English skills which have the high quality, relevance, and accountability in order to be able to meet the criteria of the relevant job opportunities in regional, national, or international level. In addition, the English study program offers English courses with core competencies including English for general purposes, English for special purposes and working skills in various fields such as general business, tourism, and non-formal education.

One of the curriculums of The English Study Program is conducting the Internship Program. The internship program is one of the main programs that is listed in the curriculum of State Polytechnic of Jember especially at the English Study Program. It is done in the beginning of sixth semester. By conducting the internship program, we hope the students can apply the knowledge that have been learnt when they studied at English Study Program and get the real experiences in the workplace. Besides, it is also expected that students can get other knowledge and skills that they did not get from the campus. It is very useful to support their academic competence. In addition, this program will contribute and support the cooperation between the campus and the company.

At English Study Program, the students are not only studying about English skills and knowledge, but also studying about the content skills and other knowledge related to English. The several courses that are related to content skills are English for Correspondence, English for Business, and English for Secretary. In the English for Correspondence Course, the students study about the letters in

the field of Export and import products, how to make a good business letter, and also about the procedures for preparing and implementing meetings. In English for Secretary, they study about meeting, how to be a good secretary, how to communicate with job partner in the office and also about filing. Relating to the skill and knowledge that I have studied in my courses, I want to do the internship program in an export-import company with the main goal to develop the skills and knowledge that I studied and got the new experiences or sciences that I have not gotten in the courses. For which, I did my internship program at International Company in Customs Excise Department in the field of import product.

Import is the process of goods transportation or commodity from a country to another country legally, generally in the process of trading. Import process in general is action to supply the goods or commodities from other countries to the domestic. Generally, the import of goods considerably requires the intervention of customs excise from sender countries and receiver countries. The most important goal of the importing goods is increasing the country's foreign exchange. The State Foreign Exchange itself is the influx of foreign money into the country which can be used as a medium of exchange of goods and services imports. In other words import activity is aimed to meet the needs of the people and increase the country's foreign exchange.

According to the reasons above, I chose PT. Perkebunan Nusantara X (Persero)-The Industrial Unit of Bobbin as my internship program place because the company can give new knowledge and experience about export and import product. So, I can develop the skills and knowledge that I have studied in the campus especially about English for Correspondence and English for Secretary which related to export and import.

1.2 Objectives

The objectives of reports, are :

1. To know the real activities in export and import company.
2. To get new knowledge and experience in the real workplace.
3. To apply the skills which have been gotten from the Campus.

1.3 Significances

The significances of the Internship Program are explained below :

1.3.1 For the writer

The significances of the internship program are the Internship Program gives me new knowledge and experience, and also the Internship Program gives an opportunity to apply the English skills that I was gotten from my campus.

1.3.2 For State Polytechnic of Jember and PT. Perkebunan Nusantara X (Persero)

This Report can be used as the reference for the student, especially the students of English Study Program at State Polytechnic of Jember who carried out the same internship program.

1.3.3 For the readers

This report can give the information to the students as the readers about the world of work that is real in the company of export and import of the goods and also give new knowledge and experience about the internship program at PT. Perkebunan Nusantara X (Persero)-The Industrial Unit of Bobbin.

1.4 The Location and Time of Internship

The Location and Time of Internship are :

1.4.1 Location of Internship Program

This Internship program was conducted at PT. Perkebunan Nusantara X (Persero) It was located at Jl. Bondowoso Km. 10 Jelbuk-Jember. The phone number of PT. Perkebunan Nusantara X (Persero) is (0331) 540 400, and the e-mail is contact@ptpn10.com.

1.4.2 Time of Internship Program

The Internship Program was carried out from February 10, 2014 to April 25, 2014 (about 512 hours). I spent 7 hours in Monday up to Friday and 5 hours in Saturday to work in administration of Custom Excise in Bonded Zone. I had holiday on Sunday and one day when there a religion's day of Hindu. The time I spent in PT. Perkebunan Nusantara X (Persero) can be read in appendix 1.