

AN APPRENTICESHIP REPORT

**DINAS PARIWISATA, KEBUDAYAAN, PEMUDA DAN
OLAHRAGA KABUPATEN BENGKALIS (DISPARBUDPORA)**

*In Partial Fulfillment of the Requirement for Three-Year Diploma Program of English of
State Polytechnic of Bengkalis*



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**ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS – RIAU
2023**

**APPRENTICESHIP REPORT
DISPARBUDPORA BENGKALIS**

Written as one of the conditions for completing Apprenticeship

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Bengkalis, June 20th, 2023

Advisor I



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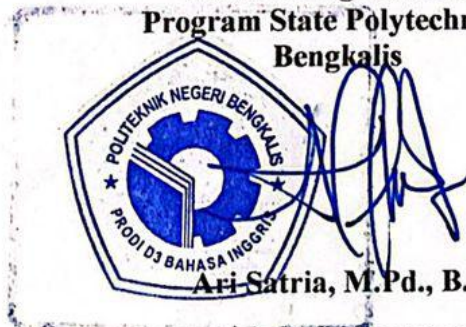
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ACCEPTENCE SHEET

This is to certify that we have been examined the apprenticeship report of **Mhd. Hidayat Reg. Number 5203191110** who has done the apprenticeship at Department of Tourism, Culture, Youth and Sport started from February 20th to June 20th, 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis.

This report is complete and satisfactory in all respects, and any all revisions required by the appraisal report examine committee had been made.

Bengkalis, June 14th 2023

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9. All family members who gave never ending contributions in material and moral.

Bengkalis, July 14th, 2023

Best Regards,



Mhd. Hidayat

Reg. Number: 5203191110

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

State Polytechnic of Bengkalis is a vocational campus that educates its students to create competent spirits in various fields. The State Polytechnic of Bengkalis implements an apprenticeship program that is required to be followed by all final semester students.

Apprenticeship, better known as practice work, also abbreviated as KP, is a series of activities that include an understanding of scientific theories and concepts applied in work according to the field of study. Apprenticeship can increase students' knowledge and skills and help them solve scientific problems in accordance with the theories they learn in college. Apprenticeship is carried out so that students can understand and apply well to the field of study. In addition, so that students can know the profession and work atmosphere in accordance with their study program, so, apprenticeship is a useful place for students to use as a tool to gain knowledge and work experience. An apprenticeship is also one of the requirements for obtaining an applied bachelor's degree.

In this program, specifically for English Department students in semester 6, apprenticeship activities are carried out for approximately 4 (four) months by choosing their own place and location for apprenticeship. However, before choosing a place to do this program, the apprenticeship coordinator provides students with several options, the author is interested in carrying out an apprenticeship in the tourism sector, namely Disparbudpora Bengkalis.

In general, the Disparbudpora of Bengkalis contains all public policies within the agency and specifically discusses public policies in the tourism, culture, youth,

and sports sectors related to the APBD, which are prepared based on the allocation of funding needs accommodated in the 2021–2026 RPJMD.

1.2 Purposes of the Apprenticeship

The apprenticeship activities of State Polytechnic of Bengkalis students in the English Department study program have the following objectives:

1. To know main jobs descriptions during apprenticeship.
2. To know working procedures during apprenticeship
3. To know the obstacles during the apprenticeship.

1.3 Significances of the Apprenticeship

The apprenticeship carried out is very beneficial for several parties, such as students, companies, and State Polytechnic of Bengkalis.

1. Significances for Students

There are several benefits from the implementation of apprenticeship programs obtained by students, namely as follows:

- 1) Get a certificate from the company if you have completed the apprenticeship program.
- 2) Students can develop work relationships and add experience to their resumes.
- 3) Students have the opportunity to apply theoretical and conceptual knowledge in the real world of work.
- 4) Students gain practical experience in applying theoretical or conceptual science according to their study program.
- 5) Students have the opportunity to be able to analyze problems related to science that are applied in their work according to their study program.

2. Significances for Company

The benefits of implementing apprenticeship programs are also obtained by companies and institutions that accept apprenticeship students, such as:

- 1) The company will receive labor assistance from students who do apprenticeships so that the work becomes a little lighter and easier.
- 2) The company will be recognized by academics and the world of education.

3. Significances for State Polytechnic of Bengkalis

There are several benefits from implementing the apprenticeship program obtained by the State Polytechnic of Bengkalis, which are as follows:

- 1) There is good cooperation and relationship between the campus and the company where students do their apprenticeship.
- 2) State Polytechnic of Bengkalis can improve the quality of its graduates through student apprenticeship experiences.
- 3) The State Polytechnic of Bengkalis will be better known in the industrial or corporate world.
- 4) The State Polytechnic of Bengkalis receives feedback from organizations and companies on the abilities of students who take part in apprenticeships in the world of work.
- 5) The State Polytechnic of Bengkalis receives feedback from the world of work for curriculum development and learning processes.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 General History of the Company

Disparbudpora contains information about public policy within the agency and specifically discusses public policy in the tourism, culture, youth, and sports development sectors. From this review, the development goals to be achieved and the development priorities that will be pursued with reference to the development agenda that needs to be completed are formulated. With the direction of policies in each field, which includes the Tourism sector, the cultural sector, the youth sector, and the sports sector, development programs are then formulated, along with various activities with indicative funding.



Figure 2.1 The Department Tourism, Culture, Youth and Sports.

2.2 Vision and Mission

In order to support the realization of the Vision of the Regional Head set out in the Regional Medium-Term Development Plan (RPJMD) of Bengkalis Regency for 2021-2026 by considering the potential owned and supporting aspects and based on the main tasks and functions of the Bengkalis Regency Tourism, Culture, Youth, and Sports Service in accordance with the RPJMD, Tourism, Culture, Youth, and Sports of Bengkalis Regency, in accordance with Regional Regulation, the Vision of the Tourism, Culture, Youth, and Sports of Bengkalis Regency, namely:

2.2.1 Vision

Vision is a distant view or goal of a company regarding what must be done to achieve goals in the future. The vision of DISPARBUDPORA is "The realization of Bengkalis Regency as a Tourism Destination Area that is cultured, Noble, healthy, and Prosperous".

2.2.2 Mission

Mission is a statement of what the company should do. In an effort to realize the vision and mission, the objectives and reasons why the company was founded were also set. Following is the mission of DISPARBUDPORA.

- a. Developing tourism to improve the creative economy and community welfare.
- b. Preserving cultural values to improve regional competitiveness.
- c. Improve sports achievements and community sports.
- d. Increasing the role of youth with faith and piety insights

2.3 Kind of Business

In realizing good governance, accountability is one important aspect that must be implemented in government management. It is hoped that not only the government's accountability to the community but also its accountability to top

government leadership In this regard, the Department of Tourism, Culture, Youth, and Sports of Bengkalis Regency Government Agency Performance Reports are a form of application for the implementation of tasks and mandated functions in a transparent and accountable manner.

Based on Regional Regulation Number 54 of 2016, the Position of the Department of Tourism, Culture, Youth, and Sports in Bengkalis Regency:

- 1) It is an element of implementing government affairs, which is the authority of the region.
- 2) Domiciled under and responsible to the Regent through the Secretary Area.
- 3) Carry out other tasks assigned by the Regent in accordance with the duties and function.

2.4 Organizational Structure

The organizational structure is a chart that systematically describes the determination, duties, functions, authorities, and responsibilities of each with predetermined goals. Aims to foster work harmony so that work can be done regularly, and well to achieve the desired goals to the fullest. Furthermore, the organizational structure of the Department of Tourism, Culture, Youth, and Sports of Bengkalis Regency can be described as follows:

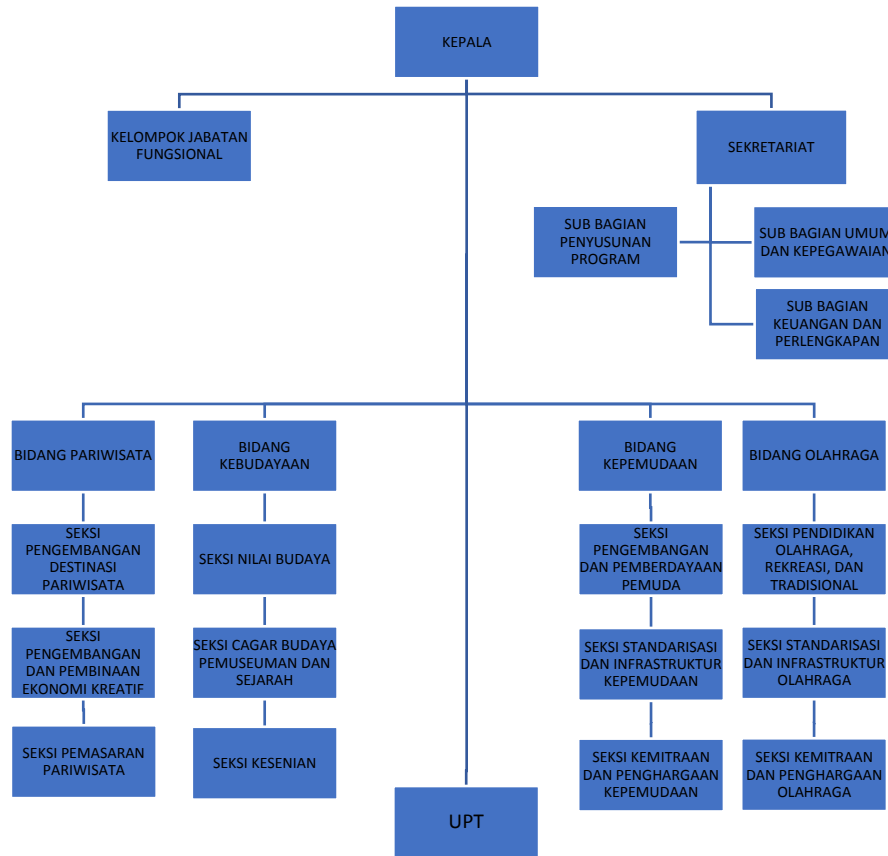


Table 2.1 Struktur Organisasi

The following is a description of each type of work:

1. Head of Department

The Head of the Department is the person in charge of policy formulation, coordination, guidance, supervision, and control over the implementation of the activities of each division.

The tasks of the Head of Department are:

- a. Formulating regional policies in the fields of Tourism, Culture, youth, and Sports.
- b. Implementing regional policies in the fields of Tourism, Culture, youth, and Sports.
- c. Implementing coordination of the provision of infrastructure and support in the field of Tourism, Culture, youth, and Sports.
- d. Improving the quality of human resources in the fields of Tourism, Culture, and youth and Sports.
- e. Monitoring, supervision, evaluation, and reporting of implementation in the field of Tourism, Culture, youth, and Sports.
- f. Implementing other functions assigned by the Regent.

2. Secretariat

The Secretariat has the task of providing technical and administrative services to all organizational units within the Department of Tourism, Culture, Youth, and Sports of Bengkalis Regency.

The tasks of the Head of Department are:

- a. Implementing coordination in the preparation of plans, programs, and budgets in the field of Tourism, Culture, youth, and Sports.
- b. Guiding and providing administrative support, which includes administration, staffing, finance, housekeeping, cooperation, public relations, archives, and documentation.

- c. Fostering and structuring the organization and management.
- d. Implementing coordination and preparation of laws and regulations.
- e. Managing state property and wealth.
- f. Implementing other tasks assigned by the Head in accordance with the duties and function.

The organizational structure of the Secretariat consists of:

1. Program Preparation Sub-Section.
2. General and Personnel Sub-Section.
3. Finance and Equipment Sub Division.

3. Tourism Field

The field of tourism has the task of leading, planning, implementing, evaluating, coordinating, and controlling tasks in accordance with established regulations.

The tasks of the tourism department are:

- a. Implementing technical guidance and developing authority in the field of Tourism is based on policies set by the Regent.
- b. Preparing and implementing development and control programs in the field of tourism, which is the regional authority.
- c. Arranging the strategic tourism area layout.
- d. Implementing the promotion of tourism objects both at home and abroad.
- e. Implementing and supervising development and development tourism.
- f. Implementing and supervising minimum standards in the tourism sector.
- g. Implementing other tasks assigned by the Head in accordance with the duties and function.

The Organizational Structure of the Tourism Sector, consisting of:

1. Tourism Destination Development Section.
2. Creative Economy Development and Development Section.
3. Tourism Marketing Section.

4. Culture Field

The field of culture has the task of leading, planning, implementing, evaluating, coordinating, and controlling tasks in accordance with established regulations.

The tasks of the culture are:

- a. Implementing technical guidance and developing authority in the field of Culture is based on policies set by the Regent.
- b. Preparing and implementing development and control programs in the field of culture, which is the authority of the region.
- c. Implementing and supervising minimum standards in the field of culture.
- d. Implementing security, rescue, maintenance, restoration, excavation, and research of cultural heritage objects on a Regency scale.
- e. Implementing other tasks assigned by the Head in accordance with the duties and function.

The organizational structure of the Cultural sector consists of:

1. Cultural values section.
2. Section for cultural heritage, museums, and history.
3. Art section.

5. Youth Field

The Youth Sector has the task of leading, planning, implementing, evaluating, coordinating and controlling tasks in the field of Youth with established regulations.

The tasks of the Youth are:

- a. Policy formulation in the context of planning, coaching and youth development.
- b. Implementing youth development and development policies that includes institutions, productivity and child development programs, youth and youth and planning, control and evaluation.
- c. Implementing coordination with relevant agencies, community institutions in the context of coaching and managing and controlling the program empowerment in the field of Youth.

- d. Formulating planning, utilization, control and evaluation policies, Youth facilities and infrastructure.
- e. Implementing other tasks assigned by the Head in accordance with the duties and function.

The organizational structure of the Youth Sector, consists of:

1. Youth Development and Empowerment Section.
2. Youth Standards and Infrastructure Section.
3. Youth Partnership and Awards Section.

6. Sport field

The field of sports has the task of leading, planning, implementing, evaluating, coordinating and controlling tasks in the field of sports with established regulations.

Sports Sector in carrying out the tasks as intended, perform functions:

- a. Policy formulation in the context of planning, coaching and Sports development.
- b. Implementing policies for fostering and developing sports that includes the implementation of nursery problems, performance improvement and coordination of Sports activities as well as planning, controlling and evaluation.
- c. Implementing coordination with relevant agencies, community institutions in the context of coaching and managing and controlling the program utilization in the field of sports.
- d. Implementing other tasks assigned by the Head in accordance with the duties and function.

Organizational Structure in the Field of Sports, consisting of:

1. Sports, Recreation and Traditional Education Section.
2. Sports Infrastructure and Standardization Section.
3. Sports Partnership and Awards Section.

7. Technical Implementation Unit

The tasks of the Technical Implementation Unit are:

- a. At the Service, a Technical Implementation Unit (UPT) can be formed based on the needs and workload.
- b. UPT is a Technical Implementing Unit to carry out technical activities operational and/or technical support activities of the Office.
- c. UPT is led by a UPT Head who is under and responsible to the head.
- d. The formation of the UPT is determined by a Regent Regulation based on the guidelines to the applicable laws and regulations.

CHAPTER III

SCOPE OF APPRENTICESHIP

3.1 Job Description

The apprenticeship started from February 20th to June 20th, 2023 at the Department of Tourism, Culture, Youth and Sports. The schedule starts at 08.00-11.30 then continued at 14.00-16.30 WIB.

There are several main types of work during apprenticeship:

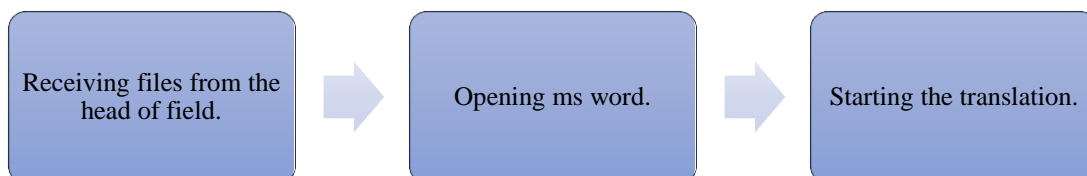
1. Translating tourism articles from Indonesian to English.
2. Recapitulating data of service and licensing.
3. Printing some documents.

3.2 Systems and Procedures

There are some procedures of doing the main jobs while doing an apprenticeship at Disparbudpora Bengkalis.

1. Translating tourism articles from Indonesian to English.

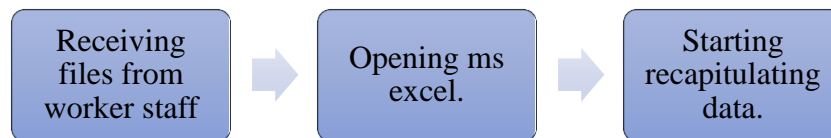
Translation is the process of reworking text from one language into another to maintain the original message and communication. Translation is necessary for the spreading new information, knowledge, and ideas across the world. Steps in translating articles are using microsoft word and translating using the general method when the text has been given.



The second job is recapitulating data on service and licensing for companies that want to do business in the tourism sector.

2. Recapitulating data of service and licensing.

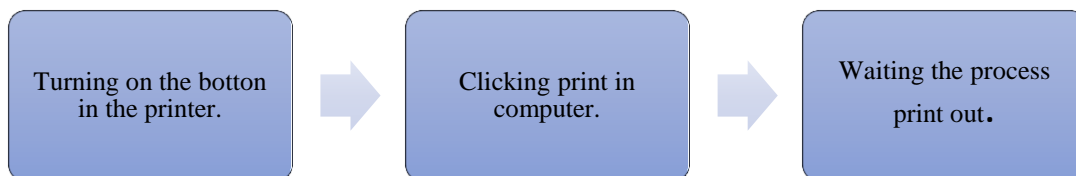
The meaning of recapitulate is to retell or restate briefly, and recapitulation mean in learning is repeating or giving a summary of what has already been said and decided. With this recapitulation process, staff workers teach student interns to process data and apply it in mircosoft excel. There are several steps in recapitulating. First, receiving files from worker staff. Second, from the data received earlier it is then typed in Microsoft Word. And third, after the data has been typed, the file is handed back to the worker staff.



The last job is to photocopy or print several files or letters intended for several agencies.

3. Printing some documents.

Printing, in its simplest form, means producing a paper copy of a document that you have created on the computer. Early forms of printing required typesetting, printing presses, and ink. Any operation or system wherein printing ink or a combination of printing ink and surface coating is applied, dried, or cured and which is subject to the same emission standard.



3.3 Place of Apprenticeship

Apprenticeship was carried out after students occupied semester VI, while Apprenticeship activities lasted for approximately 4 (four) months, starting from February 20 to June 20, 2023, on Disparbudpora Bengkalis, which was located on Arif Rahman Street No. 24, Bengkalis, Riau. With entry conditions starting from 8:00 am to 16:30 pm for Monday-Friday.

Table 3.1 Daily Activities 20 February to 24 February 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 20 February 2023	- Introduction to the Disparbudpora office - Ceremony	Fakhrul Roza
2	Tuesday, 21 February 2023	- Ceremony - Introduction to the staff Disparbudpora	
3	Wednesday, 22 February 2023	- Recapitulating service and licensing data	
4	Thursday, 23 February 2023	- Ceremony	
5	Friday, 24 February 2023	- Ceremony	

Table 3.2 Daily Activities 27 February to 3 March 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 27 February 2023	- Ceremony	Fakhrul Roza
2	Tuesday, 28 February 2023	- Ceremony	
3	Wednesday, 1 March 2023	- Ceremony - Translating to English text of Akomodasi Wisata Bengkalis	
4	Thursday, 2 March 2023	- Ceremony - Translating to English text of Akomodasi Wisata Bengkalis	
5	Friday, 3 March 2023	- Ceremony - Translating to English text of Akomodasi Wisata Bengkalis	

Table 3.3 Daily Activities 6 March to 10 March 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 6 March 2023	- Preparing for Expo Ekraf Pesona Bermasa	Desi Norfazriansyah
2	Tuesday, 7 March 2023	- Preparing for Expo Ekraf Pesona Bermasa - Ceremony	
3	Wednesday, 8 March 2023	- Preparing for Expo Ekraf Pesona Bermasa	
4	Thursday, 9 March 2023	- Preparing for Expo Ekraf Pesona Bermasa	
5	Friday, 10 March 2023	- Preparing for Expo Ekraf Pesona Bermasa	

Table 3.4 Daily Activities 13 March to 17 March 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 13 March 2023	- Expo Ekraf Pesona Bermasa	Desi Norfazriansyah
2	Tuesday, 14 March 2023	- Expo Ekraf Pesona Bermasa - Ceremony	
3	Wednesday, 15 March 2023	- Expo Ekraf Pesona Bermasa	
4	Thursday, 16 March 2023	- Expo Ekraf Pesona Bermasa	
5	Friday, 17 March 2023	- Banquet to welcome ramadhan	

Table 3.5 Daily Activities 20 March to 24 March 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 20 March 2023	- Translating to English text of Atraksi Wisata Bengkulu	Fakhrul Roza
2	Tuesday, 21 March 2023	- Translating to English text of Atraksi Wisata Bengkulu	
3	Wednesday, 22 March 2023	NYEPI FEAST DAY	
4	Thursday, 23 March 2023	- Translating to English text of Atraksi Wisata Bengkulu	
5	Friday, 24 March 2023	- Translating to English text of Atraksi Wisata Bengkulu	

Table 3.6 Daily Activities 27 March to 31 March 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 27 March 2023	- Translating to English text of Objek Wisata Alam Bengkalis	Desi Norfazriansyah
2	Tuesday, 28 March 2023	- Translating to English text of Objek Wisata Alam Bengkalis	
3	Wednesday, 29 March 2023	- Translating to English text of Objek Wisata Alam Bengkalis	
4	Thursday, 30 March 2023	- Translating to English text of Objek Wisata Alam Bengkalis	
5	Friday, 31 March 2023	- Translating to English text of Objek Wisata Budaya Bengkalis	

Table 3.7 Daily Activities 3 April to 7 April 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 3 April 2023	- Translating to English text of Objek Wisata Budaya Bengkalis	Desi Norfazriansyah
2	Tuesday, 4 April 2023	- Translating to English text of Objek Wisata Budaya Bengkalis	
3	Wednesday, 5 April 2023	- Translating to English text of Objek Wisata Budaya Bengkalis	
4	Thursday, 6 April 2023	- Translate to English text of Objek Wisata Budaya Bengkalis	
5	Friday, 7 April 2023	JUMAT AGUNG	

Table 3.8 Daily Activities 10 April to 14 April 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 10 April 2023	- Translating to English text of Objek Wisata Rekreasi Bengkalis Menawan	Desi Norfazriansyah
2	Tuesday, 11 April 2023	- Translating to English text of Objek Wisata Rekreasi Bengkalis Menawan	
3	Wednesday, 12 April 2023	- Translating to English text of Objek Wisata Rekreasi Bengkalis Menawan	
4	Thursday, 13 April 2023	- Translating to English text of Objek Wisata Rekreasi Bengkalis Menawan	
5	Friday, 14 April 2023	- Translating to English text of Objek Wisata Rekreasi Bengkalis Menawan	

Table 3.9 Daily Activities 17 April to 21 April 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 17 April 2023	- Translating to English text of Objek Wisata Relegi Bengkalis	Desi Norfazriansyah
2	Tuesday, 18 April 2023	- Translating to English text of Objek Wisata Relegi Bengkalis	
3	Wednesday, 19 April 2023	HARI RAYA IDUL FITRI	
4	Thursday, 20 April 2023	HARI RAYA IDUL FITRI	
5	Friday, 21 April 2023	HARI RAYA IDUL FITRI	

Table 3.10 Daily Activities 24 April to 28 April 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 24 April 2023	HARI RAYA IDUL FITRI	Desi Norfazriansyah
2	Tuesday, 25 April 2023	HARI RAYA IDUL FITRI	
3	Wednesday, 26 April 2023	- Translating to English text of Objek Wisata Relegi Bengkalis	
4	Thursday, 27 April 2023	- Helping senior workers deliver files to agencies	
5	Friday, 28 April 2023	- Helping senior workers deliver files to agencies	

Table 3.11 Daily Activities 1 May to 5 May 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 1 May 2023	HARI BURUH	Desi Norfazriansyah
2	Tuesday, 2 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis	
3	Wednesday, 3 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis	
4	Thursday, 4 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis	
5	Friday, 5 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis	

Table 3.12 Daily Activities 8 May to 12 May 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 8 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis 2	Desi Norfazriansyah
2	Tuesday, 9 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis 2	
3	Wednesday, 10 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis 2	
4	Thursday, 11 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis 2	
5	Friday, 12 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis 2	

Table 3.13 Daily Activities 8 May to 12 May 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 15 May 2023	- Translating to English text of Profil Pariwisata I	Desi Norfazriansyah
2	Tuesday, 16 May 2023	- Translating to English text of Profil Pariwisata I	
3	Wednesday, 17 May 2023	- Translating to English text of Profil Pariwisata I	
4	Thursday, 18 May 2023	KENAIKAN ISA AL-MASIH	
5	Friday, 19 May 2023	- Translating to English text of Profil Pariwisata I	

Table 3.14 Daily Activities 22 May to 26 May 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 22 May 2023	- Ceremony	Desi Norfazriansyah
2	Tuesday, 23 May 2023	- Translating to English text of Profil Pariwisata I	
3	Wednesday, 24 May 2023	- Translating to English text of Profil Pariwisata I	
4	Thursday, 25 May 2023	- Translating to English text of Profil Pariwisata II	
5	Friday, 26 May 2023	- Translating to English text of Profil Pariwisata II	

Table 3.15 Daily Activities 29 May to 2 June 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 29 May 2023	- Ceremony	Desi Norfazriansyah
2	Tuesday, 30 May 2023	- Translating to English text of Profil Pariwisata II	
3	Wednesday, 31 May 2023	- Translating to English text of Profil Pariwisata II	
4	Thursday, 1 June 2023	HARI LAHIR PANCASILA	
5	Friday, 2 June 2023	- Translating to English text of Profil Pariwisata II	

Table 3.16 Daily Activities 5 June to 9 June 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 5 June 2023	- Assisting senior workers in preparing fo expo Gebyar Wisata Nusantara	Desi Norfazriansyah
2	Tuesday, 6 June 2023	- Assisting senior workers in preparing fo expo Gebyar Wisata Nusantara	
3	Wednesday, 7 June 2023	- Assisting senior workers in preparing fo expo Gebyar Wisata Nusantara	
4	Thursday, 8 June 2023	- Translating to English text of Profil Pariwisata III	
5	Friday, 9 June 2023	- Translating to English text of Profil Pariwisata III	

Table 3.17 Daily Activities 12 June to 16 June 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 12 June 2023	- Translating to English text of Profil Pariwisata IV, V.	Desi Norfazriansyah
2	Tuesday, 13 June 2023	- Translating to English text of Profil Pariwisata IV, V. - Ceremonny	
3	Wednesday, 14 June 2023	- Translating to English text of Profil Pariwisata IV, V.	
4	Thursday, 15 June 2023	- Translating to English text of Profil Pariwisata IV, V.	
5	Friday, 16 June 2023	- Translating to English text of Profil Pariwisata IV, V.	

Table 3.18 Daily Activities 19 June to 20 June 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 19 June 2023	- Translating to English text of Profil Pariwisata IV, V.	Desi Norfazriansyah
2	Tuesday, 20 June 2023	- Ceremony	

3.4 Obstacle

During the apprenticeship, there were several obstacles encountered, namely as follows:

1. Lack of supporting facilities such as computers and printing equipment, which resulted in work being constrained.
2. There was an error in printing several times because the machine was broken, which caused the work to be delayed.

Therefore, finding the solution in the coming time should be a good idea for some freshmen. To make it simpler for pupils to complete their work, a separate room and other work assistance resources will be offered by them.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusions

Based on the explanation in the previous chapter, the Authors draw conclusions in several ways, namely as follow:

1. There are three main jobs in doing apprenticeship. First, recapitulating data of service and licensing. Second, translating tourism articles from Indonesian to English to make it easier for readers from abroad to read about tourism information in Bengkalis. And third, printing some documents.
2. The working procedures of doing main jobs at Disparbudpora Bengkalis. First, translating the articles on tourism. The steps were receiving files from worker staff, opening Microsoft word, and finally starting to translate. Second, recapitulating data of service and licensing, the steps were receiving files from worker staff, opening Microsoft excel, and finally starting to recapitulate. Third, printing some documents. The steps were turning on the bottom in the printer, clicking print in computer, waiting the process print out.
3. The obstacles encountered during apprenticeship at Disparbudpora Bengkalis were lack of supporting facilities and there was an error in printing several times.

4.2 Suggestions

There some suggestions for various parties, namely for students or younger siblings who will do internship in the next period, for companies and for the State Polytechnic of Bengkalis.

1. Students

The students should prioritize health, manage time well, do work according to ability, think before taking action, always be patient and obedient, and learn to manage everything.

2. Company

The company should give assignments that have great responsibility to apprenticeship students to be supervised, guided, and taught the steps.

4. State Polytechnic of Bengkalis

The State Polytechnic of Bengkalis should visit and concern students who do apprenticeship on the first day of entry and pick them back up when students have finished doing apprenticeship.

APPENDICES

APPENDIX A

Daily Activities of Internship

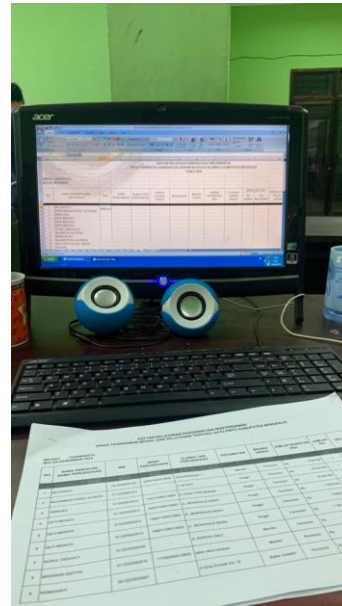
1. Ceremony



APPENDIX B

Daily Activities of Internship

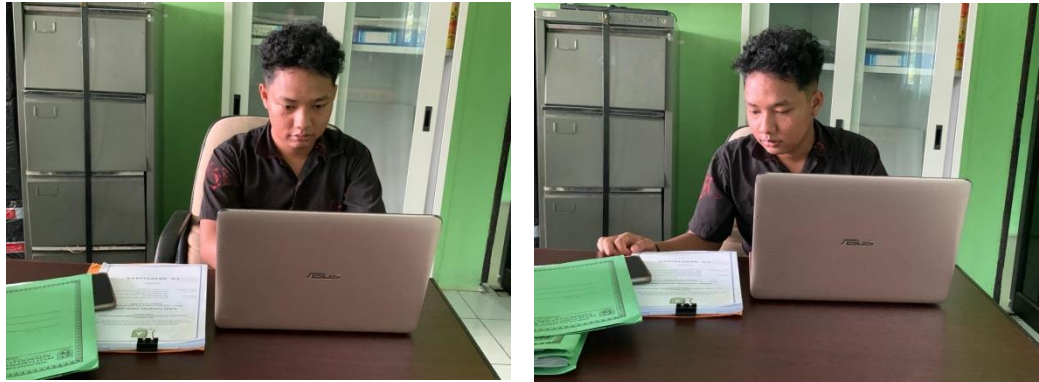
2. Recapitulate service and licensing data



APPENDIX C

Daily Activities of Intership

3. Translate to English text of Akomodasi Wisata Bengkalis



APPENDIX D

Daily Activities of Intership

4. Prepare for Expo Ekraf Pesona Bermasa



APPENDIX E

Daily Activities of Intership

5. Translate to English text of Atraksi Wisata Bengkalis



APPENDIX F

Daily Activities of Intership

6. Helping senior workers deliver files to agencies



APPENDIX G

Daily Activities of Intership

7. Assist in preparing fo expo Gebyar Wisata Nusantara



APPENDIX H
Daily Activities of Internship

Table 3.1 Daily Activities 20 February to 24 February 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 20 February 2023	- Introduction to the Disparbudpora office - Ceremony	Fakhrul Roza
2	Tuesday, 21 February 2023	- Ceremony - Introduction to the staff Disparbudpora	
3	Wednesday, 22 February 2023	- Recapitulating service and licensing data	
4	Thursday, 23 February 2023	- Ceremony	
5	Friday, 24 February 2023	- Ceremony	

Table 3.2 Daily Activities 27 February to 3 March 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 27 February 2023	- Ceremony	Fakhrul Roza
2	Tuesday, 28 February 2023	- Ceremony	
3	Wednesday, 1 March 2023	- Ceremony - Translating to English text of Akomodasi Wisata Bengkalis	
4	Thursday, 2 March 2023	- Ceremony - Translating to English text of Akomodasi Wisata Bengkalis	
5	Friday, 3 March 2023	- Ceremony - Translating to English text of Akomodasi Wisata Bengkalis	

Table 3.3 Daily Activities 6 March to 10 March 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 6 March 2023	- Preparing for Expo Ekraf Pesona Bermasa	Desi

2	Tuesday, 7 March 2023	- Preparing for Expo Ekraf Pesona Bermasa - Ceremony	Norfazriansyah
3	Wednesday, 8 March 2023	- Preparing for Expo Ekraf Pesona Bermasa	
4	Thursday, 9 March 2023	- Preparing for Expo Ekraf Pesona Bermasa	
5	Friday, 10 March 2023	- Preparing for Expo Ekraf Pesona Bermasa	

Table 3.4 Daily Activities 13 March to 17 March 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 13 March 2023	- Expo Ekraf Pesona Bermasa	Desi Norfazriansyah
2	Tuesday, 14 March 2023	- Expo Ekraf Pesona Bermasa - Ceremony	
3	Wednesday, 15 March 2023	- Expo Ekraf Pesona Bermasa	
4	Thursday, 16 March 2023	- Expo Ekraf Pesona Bermasa	
5	Friday, 17 March 2023	- Banquet to welcome ramadhan	

Table 3.5 Daily Activities 20 March to 24 March 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 20 March 2023	- Translating to English text of Atraksi Wisata Bengkalis	Fakhrul Roza
2	Tuesday, 21 March 2023	- Translating to English text of Atraksi Wisata Bengkalis	
3	Wednesday, 22 March 2023	NYEPI FEAST DAY	
4	Thursday, 23 March 2023	- Translating to English text of Atraksi Wisata Bengkalis	
5	Friday, 24 March 2023	- Translating to English text of Atraksi Wisata Bengkalis	

Table 3.6 Daily Activities 27 March to 31 March 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 27 March 2023	- Translating to English text of Objek Wisata Alam Bengkalis	Desi Norfazriansyah
2	Tuesday, 28 March 2023	- Translating to English text of Objek Wisata Alam Bengkalis	
3	Wednesday, 29 March 2023	- Translating to English text of Objek Wisata Alam Bengkalis	
4	Thursday, 30 March 2023	- Translating to English text of Objek Wisata Alam Bengkalis	
5	Friday, 31 March 2023	- Translating to English text of Objek Wisata Budaya Bengkalis	

Table 3.7 Daily Activities 3 April to 7 April 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 3 April 2023	- Translating to English text of Objek Wisata Budaya Bengkalis	Desi Norfazriansyah
2	Tuesday, 4 April 2023	- Translating to English text of Objek Wisata Budaya Bengkalis	
3	Wednesday, 5 April 2023	- Translating to English text of Objek Wisata Budaya Bengkalis	
4	Thursday, 6 April 2023	- Translate to English text of Objek Wisata Budaya Bengkalis	
5	Friday, 7 April 2023	JUMAT AGUNG	

Table 3.8 Daily Activities 10 April to 14 April 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 10 April 2023	- Translating to English text of Objek Wisata Rekreasi Bengkalis Menawan	Desi Norfazriansyah
2	Tuesday, 11 April 2023	- Translating to English text of Objek Wisata Rekreasi Bengkalis Menawan	
3	Wednesday, 12 April 2023	- Translating to English text of Objek Wisata Rekreasi Bengkalis Menawan	
4	Thursday, 13 April 2023	- Translating to English text of Objek Wisata Rekreasi Bengkalis Menawan	
5	Friday, 14 April 2023	- Translating to English text of Objek Wisata Rekreasi Bengkalis Menawan	

Table 3.9 Daily Activities 17 April to 21 April 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 17 April 2023	- Translating to English text of Objek Wisata Relegi Bengkalis	Desi Norfazriansyah
2	Tuesday, 18 April 2023	- Translating to English text of Objek Wisata Relegi Bengkalis	
3	Wednesday, 19 April 2023	HARI RAYA IDUL FITRI	
4	Thursday, 20 April 2023	HARI RAYA IDUL FITRI	
5	Friday, 21 April 2023	HARI RAYA IDUL FITRI	

Table 3.10 Daily Activities 24 April to 28 April 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 24 April 2023	HARI RAYA IDUL FITRI	Desi Norfazriansyah
2	Tuesday, 25 April 2023	HARI RAYA IDUL FITRI	
3	Wednesday, 26 April 2023	- Translating to English text of Objek Wisata Relegi Bengkalis	
4	Thursday, 27 April 2023	- Helping senior workers deliver files to agencies	
5	Friday, 28 April 2023	- Helping senior workers deliver files to agencies	

Table 3.11 Daily Activities 1 May to 5 May 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 1 May 2023	HARI BURUH	Desi Norfazriansyah
2	Tuesday, 2 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis	
3	Wednesday, 3 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis	
4	Thursday, 4 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis	
5	Friday, 5 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis	

Table 3.12 Daily Activities 8 May to 12 May 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 8 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis 2	Desi Norfazriansyah
2	Tuesday, 9 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis 2	
3	Wednesday, 10 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis 2	
4	Thursday, 11 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis 2	
5	Friday, 12 May 2023	- Translating to English text of Objek Wisata Sejarah Bengkalis 2	

Table 3.13 Daily Activities 8 May to 12 May 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 15 May 2023	- Translating to English text of Profil Pariwisata I	Desi Norfazriansyah
2	Tuesday, 16 May 2023	- Translating to English text of Profil Pariwisata I	
3	Wednesday, 17 May 2023	- Translating to English text of Profil Pariwisata I	
4	Thursday, 18 May 2023	KENAIKAN ISA AL-MASIH	
5	Friday, 19 May 2023	- Translating to English text of Profil Pariwisata I	

Table 3.14 Daily Activities 22 May to 26 May 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 22 May 2023	- Ceremony	Desi Norfazriansyah
2	Tuesday, 23 May 2023	- Translating to English text of Profil Pariwisata I	
3	Wednesday, 24 May 2023	- Translating to English text of Profil Pariwisata I	
4	Thursday, 25 May 2023	- Translating to English text of Profil Pariwisata II	
5	Friday, 26 May 2023	- Translating to English text of Profil Pariwisata II	

Table 3.15 Daily Activities 29 May to 2 June 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 29 May 2023	- Ceremony	Desi Norfazriansyah
2	Tuesday, 30 May 2023	- Translating to English text of Profil Pariwisata II	
3	Wednesday, 31 May 2023	- Translating to English text of Profil Pariwisata II	
4	Thursday, 1 June 2023	HARI LAHIR PANCASILA	
5	Friday, 2 June 2023	- Translating to English text of Profil Pariwisata II	

Table 3.16 Daily Activities 5 June to 9 June 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 5 June 2023	- Assisting senior workers in preparing fo expo Gebyar Wisata Nusantara	Desi Norfazriansyah
2	Tuesday, 6 June 2023	- Assisting senior workers in preparing fo expo Gebyar Wisata Nusantara	
3	Wednesday, 7 June 2023	- Assisting senior workers in preparing fo expo Gebyar Wisata Nusantara	
4	Thursday, 8 June 2023	- Translating to English text of Profil Pariwisata III	
5	Friday, 9 June 2023	- Translating to English text of Profil Pariwisata III	

Table 3.17 Daily Activities 12 June to 16 June 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 12 June 2023	- Translating to English text of Profil Pariwisata IV, V.	Desi Norfazriansyah
2	Tuesday, 13 June 2023	- Translating to English text of Profil Pariwisata IV, V. - Ceremonny	
3	Wednesday, 14 June 2023	- Translating to English text of Profil Pariwisata IV, V.	
4	Thursday, 15 June 2023	- Translating to English text of Profil Pariwisata IV, V.	
5	Friday, 16 June 2023	- Translating to English text of Profil Pariwisata IV, V.	

Table 3.18 Daily Activities 19 June to 20 June 2023.

No	Date and Time	Description of activities	Assignor
1	Monday, 19 June 2023	- Translating to English text of Profil Pariwisata IV, V.	Desi Norfazriansyah
2	Tuesday, 20 June 2023	- Ceremony	