

**APPRENTICESHIP REPORT  
THE COMMUNICATION AND INFORMATICS  
(DISKOMINFO) OF SIAK REGENCY**

**MARISSA ADHA  
Reg. Number: 5504201004**



**ENGLISH FOR BUSINESS AND PROFESSIONAL  
COMMUNICATION STUDY PROGRAM  
LANGUAGE DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS  
2023**

# APPROVAL SHEET

**APPROVAL SHEET  
APPRENTICESHIP REPORT  
THE COMMUNICATIONS AND INFORMATION OFFICE OF  
SIAK REGENCY**

Written as one of the conditions for completing Apprenticeship

Marissa Adha  
Reg. Number: 5504201004

Siak Sri Indrapura, December 21<sup>st</sup> 2023

Public Relations Analyst

Advisor



Defi Satria, SE  
NIP. 19790504 200901 1 003

Rindilla Antika, M.Pd  
NIP. 198811122022032004

Approved by,

Head of English for Business and Professional Communication Study Program  
State Polytechnic of Bengkalis

Aswandi, M.Pd  
NIP. 198804122015041004

# ACCEPTENCE SHEET

## ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Marissa Adha, Reg Number 5504201004** who did the apprenticeship at The Communication and Informatics Office (DISKOMINFO) of Siak Regency, started from August 21<sup>st</sup> to December 21<sup>st</sup> 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and all revision required by the apprenticeship report examination committee have been made.

Bengkalis, January 10<sup>th</sup>, 2023

Acceptance by:


Advisor



**Rindilla Antika, M.Pd**  
NIP. 198811122022032004

Approved by:

**Head of English for Business and Professional Communication  
Study Program  
State Polytechnic of Bengkalis**

  
**Aswandi, S. Pd., M. Pd**  
NIP. 198804122015041004

## ACKNOWLEDGEMENT

Praise the author pray to the presence of Allah SWT, the almighty God who has given His gift so that the author can complete was able to complete the Internship Implementation Report at the Communication and Information (DISKOMINFO) Siak Regency without any obstacles in accordance with the time specified starting from August 21<sup>th</sup> 2023 until December 21<sup>th</sup>, 2023. The author prepared this report based on the experience and knowledge that has been obtained while carrying out internship.

On this occasion, the author would like to thanks those who have provided support and encouragement so that the author can complete this internship report, especially to:

1. Jhony Custer, ST., MT as the director of State Polytechnic of Bengkalis
2. Diah Paramita Sari, M.Pd as the head of Language Department
3. Aswandi, M, Pd as the Head of D-IV English for Business and Professional Communication Study Program
4. Prett Ristra, S.Pd., M.Ed as the coordinator of internship
5. Rindilla Antika, M.Pd as the advisor of internship report
6. Defi Satria, SE as the advisor in DISKOMINFO Siak Regency
7. Kak Aya, Kak Anggi, Kak Dina, Bang Igun, Bang Anang, Kak Linda as the staff IKPS
8. and, all my family and friends who always support and give encouragement.

Bengkalis, December 21<sup>th</sup> 2023

**Marissa Adha**

Reg. Number: 5504201004

## TABLE OF CONTENT

<b>APPROVAL SHEET .....</b>	<b>i</b>
<b>ACCEPTANCE SHEET .....</b>	<b>ii</b>
<b>ACKNOWLEDGEMENT .....</b>	<b>iii</b>
<b>TABLE OF CONTENT .....</b>	<b>iv</b>
<b>LIST OF FIGURES .....</b>	<b>vi</b>
<b>LIST OF TABLES .....</b>	<b>vii</b>
<b>LIST OF APPENDICES .....</b>	<b>viii</b>
<b>CHAPTER I INTRODUCTION.....</b>	<b>1</b>
1.1 Background of the Apprenticeship .....	1
1.2 Purposes of the Apprenticeship .....	2
1.3 Significances of the Apprenticeship .....	2
<b>CHAPTER II GENERAL DESCRIPTION OF THE COMPANY .....</b>	<b>4</b>
2.1 Company History.....	4
2.2 Vision and Mission .....	5
2.2.1 vision.....	5
2.2.2 mission.....	5
2.3 Kind of Business.....	5
2.5 Organization Structure.....	6
2.5 The Working Process .....	7
2.6 Document Used for Activity.....	12
<b>CHAPTER III SCOPE OF THE APPRENTICESHIP .....</b>	<b>13</b>
3.1 Job Description .....	13
3.2 System and Procedure.....	13
3.3 Place of Apprenticeship .....	17
3.4 Kind and Description of the Activity .....	18

<b>CHAPTER IV CONCLUSION AND SUGGESTION.....</b>	<b>29</b>
4.1 Conclusion .....	29
4.2 Suggestion .....	29
<b>REFERENCES.....</b>	<b>30</b>
<b>APPENDICES .....</b>	<b>31</b>

## LIST OF FIGURES

Figure 2.1 Organization Structure of DISKOMINFO of Siak Regency .....	6
Figure 3.1 the process Covering the activities .....	14
Figure 3.2 the process Creating a news or caption for the activity being covered.....	14
Figure 3.3 the process Make LPD letter .....	15
Figure 3.4 the process Make <i>Mutlak</i> letter.....	15
Figure 3.5 the process Make SPT letter .....	16
Figure 3.6 the process Document archive .....	16
Figure 3.7 the process Create a radio advertisement .....	16
Figure 3.8 the process Make posters .....	17
Figure 3.9 the process Distribute questionnaires .....	17

## LIST OF TABLES

Table 3.1 First Week Activities (21 <sup>th</sup> August - 27 <sup>th</sup> August 2023) .....	18
Table 3.2 Second Week Activities (August 28 <sup>th</sup> – September 2 <sup>nd</sup> 2023) .....	18
Table 3.3 Third Week Activities (September 4 <sup>th</sup> – September 10 <sup>th</sup> 2023) .....	19
Table 3.4 Fourth Week Activities (September 11 <sup>th</sup> – September 17 <sup>th</sup> 2023) .....	20
Table 3.5 Fifth Week Activities (September 18 <sup>th</sup> – September 24 <sup>th</sup> 2023) .....	21
Table 3.6 Sixth Week Activities (September 25 <sup>th</sup> - October 1 <sup>st</sup> 2023).....	21
Table 3.7 Seventh Week Activities (October 2 <sup>nd</sup> – October 8 <sup>th</sup> 2023).....	22
Table 3.8 Eighth Week Activities (October 9 <sup>th</sup> – October 15 <sup>th</sup> 2023).....	23
Table 3.9 Ninth Week Activities (October 16 <sup>th</sup> – October 22 <sup>th</sup> 2023).....	23
Table 3.10 Tenth Week Activities (October 23 <sup>th</sup> – October 29 <sup>th</sup> 2023) .....	24
Table 3.11 Eleventh Week Activities (October 30 <sup>th</sup> – November 5 <sup>th</sup> 2023) .....	24
Table 3.12 Twelfth Week Activities (November 6 <sup>th</sup> – November 12 <sup>th</sup> 2023) .....	25
Table 3.13 Thirteenth Week Activities (November 13 <sup>th</sup> – November 19 <sup>th</sup> 2023).....	25
Table 3.14 Fourteenth Week Activities (November 20 <sup>th</sup> – November 26 <sup>th</sup> 2023) .....	26
Table 3.15 Fifteenth Week Activities (November 27 <sup>th</sup> – December 3 <sup>rd</sup> 2023) .....	26
Table 3.16 Sixteenth Week Activities (December 4 <sup>th</sup> – December 10 <sup>th</sup> 2023) .....	27
Table 3.17 Seventeenth Week Activities (December 11 <sup>th</sup> – December 17 <sup>th</sup> 2023).....	27
Table 3.18 Eighteenth Week Activities (December 18 <sup>th</sup> – December 21 <sup>th</sup> 2023).....	28



## LIST OF APPENDICES

Appendix A Daily Activities of The Job Training.....	31
Appendix B Certificate of Apprenticeship .....	118
Appendix C Apprentice Appraisal Letter.....	119
Appendix D Completed Internship .....	120
Appendix E Evaluation Form.....	121
Appendix F Attendance List .....	122
Appendix G Revision List .....	126
Appendix H Daily Logbook .....	127