

CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

The Bengkalis Regency Government, through the Gema Bahari Foundation, established a higher education institution named Bengkalis Shipbuilding Polytechnic, which initially had 3 (three) study programs: Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. In its course, Bengkalis Shipbuilding Polytechnic changed its name to Bengkalis Polytechnic and came under the auspices of the Bangun Insani Foundation (YBI) Bengkalis, offering 5 (five) study programs: Shipbuilding Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. In July 2001, Bengkalis Polytechnic admitted its first batch of new students. In 2006, it added 2 (two) new study programs: Business English and Informatics Engineering.

On December 26, 2011, Bengkalis Polytechnic officially became a State Higher Education Institution with the name State Polytechnic of Bengkalis, regulated by the Minister of National Education Decree (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization, and Work System of State Polytechnic of Bengkalis (OTK Polbeng), inaugurated by the Minister of Education and Culture of the Republic of Indonesia. Currently, the State Polytechnic of Bengkalis has 8 (eight) departments, including Shipbuilding Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Business Administration, English, Informatics Engineering, and Maritime.

State Polytechnic of Bengkalis has 18 study programs, consisting of 9 (nine) D-III programs, including Shipbuilding Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Business Administration, Informatics

Engineering, English, Nautical, and Commercial Shipping Management. It also offers 9 (nine) D-IV programs, including Production and Maintenance of Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, International Business Administration, Public Financial Accounting, Software Engineering, Shipbuilding Architecture Engineering Technology, English for Business and Professional Communication, and Information System Security. The Language Department has 2 (two) study programs, one of which is the D-IV English for Business and Professional Communication program. The English for Business and Professional Communication program is one of the study programs at the State Polytechnic of Bengkalis that focuses on business communication and public relations.

State Polytechnic of Bengkalis is a vocational campus that educates its students to develop competence in various fields. The institution implements a mandatory Internship Program for all students. Internships serve as a means for students to develop themselves before entering the workforce. This Internship Program can significantly contribute to the students' development in preparing themselves as well as enhancing their competencies at the State Polytechnic of Bengkalis.

Internships are conducted after students of the State Polytechnic of Bengkalis have completed a minimum of 4 (four) semesters and have successfully passed. Based on the above information, as a student of English for Business and Professional Communication program, the author is required to undertake a 4 (four)-month internship. The author has chosen PT. Riau Andalan Pulp And Paper is the location for the internship to apply the theoretical/conceptual knowledge gained during lectures to real-world work and gain direct experience in applying their knowledge in their field of expertise. Additionally, the author will have the opportunity to analyze problems related to the applied knowledge in their program of study.

During the Internship, the author secured a placement at Hotel Unigraha in the Housekeeping department's Admin section. The Internship period is scheduled

from July 17th, 2023, to November 17th, 2023. The implementation of the Internship is expected to broaden the author's insights into various tasks, ensuring proper and effective execution, and preparing for the actual work environment through the gained experience.

The internship is one of the activities for a student at the State Polytechnic of Bengkalis to fulfill their academic requirements. To achieve the expected results, it is essential to understand the objectives and benefits of conducting the Internship. The objectives and benefits of the Internship are as follows.

1.2 Purpose of the Apprenticeship

The purpose of the Internship program conducted at PT. Riau Andalan Pulp and Paper are:

1. To understand the job specifications carried out in the Housekeeping department's Admin section at Hotel Unigraha.
2. To comprehend the expected targets of the tasks performed in the Housekeeping department's Admin section at Hotel Unigraha.
3. To familiarize oneself with the hardware and software utilized in the Housekeeping department's Admin section at Hotel Unigraha.
4. To be acquainted with the equipment and tools used during the Internship at Hotel Unigraha's Housekeeping department's Admin section.
5. To acquire knowledge about the necessary data during the Internship at Hotel Unigraha's Housekeeping department's Admin section.
6. To understand the documents and files generated during the Internship at Hotel Unigraha's Housekeeping department's Admin section.
7. To identify challenges and solutions encountered during the Internship at Hotel Unigraha's Housekeeping department's Admin section.

1.3 Significances of the Apprenticeship

The Apprenticeship carried out is very beneficial for several parties such as students, companies, and the State Polytechnic of Bengkalis:

1. For Students

Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures to the real world of work.

2. For Companies

There is a collaboration between the world of education and the world of industry so that is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

3. For State Polytechnic of Bengkalis

State Polytechnic of Bengkalis gets feedback from companies related to curriculum development and learning processes for students who take part in apprenticeship which can improve the quality of their graduates through apprenticeship experience.

1.4 Time and Length of the Apprenticeship

Job Training Activities (KP) are carried out by the provisions of the rules for implementing the Job Training. The period of apprenticeship is 4 (four) months, starting from July 17th to November 17th, 2023. The schedule for apprenticeship at PT. Riau Andalan Pulp and Paper are as follows:

Table 1. 1 Office Hours Schedule

No	Day	Office hours	Break
1	Monday to Friday	08.00-17.00	12.00-13.30
2	Saturday	08.00-12.00	-
3	Sunday	Holiday	-

Source: PT.Riau Andalan Pulp and Paper

1.5 Place of Implementation of the Apprenticeship

This apprenticeship activity was carried out at PT Riau Andalan Pulp And Paper (Mill) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during apprenticeship are in the Unigraha Hotel Business Unit, Housekeeping Dept