

CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

Internship is an obligation for every Diploma IV student Final level International Business Administration as one of the main requirements for complete the educational process. Internship activities are a form of training work for students to accommodate theories or concepts what is learned in lectures with practice in the field. In activities.

Internships, can increase skills and increase the ability to compete in the business world and government agencies after completing his education. Apart from that, internships are applied to apply knowledge learned in college and learn the details of work standards professional. This experience then becomes a provision in undergoing depth career in the world of work.

The author did an internship at the Department of Industry and Trade, which is one of the government agencies that is often used as a place for practical work because of its vital role in managing the regional industrial and trade sectors. and the author places it in the Secretary section. The Secretary is responsible for ensuring that all administrative and operational activities at Disperindag run well and efficiently. Some of the main duties of the Secretary Section include:

1. Mail and Archive Management: This section is tasked with managing incoming and outgoing mail, both from other agencies and internally, as well as maintaining the archive system so that it is neatly organized and easy to access.
2. Coordination of Internal and External Activities The Secretary also plays a role in organizing and coordinating meetings, official meetings, and other events involving internal institutions and external parties such as

companies, non-governmental organizations, or other government institutions.

3. Management of Leadership Agendas and Schedules: Prepare schedules for meetings, work visits and leadership activities within the Department of Industry and Trade.
4. Compiling Activity Reports: The secretary is often tasked with compiling periodic reports that summarize the activities that have been carried out by the department. This report was prepared with the aim of evaluating and accounting for performance to leadership and the community.

1.2 Objectives of Apprenticeship

Internship is an activity that realizes Bengkalis State Polytechnic students to complete their studies. To achieve the expected results, it is important to understand the goals and benefits of this internship experience. Here are the goals of internship:

1. To get a job description of Dinas Perdagangan dan Perindustrian
2. To find out the hardware and software needed while working at the Dinas Perdagangan dan Perindustrian.
3. To find out the systems and procedures at the Dinas Perdagangan dan Perindustrian.
4. To find out the types and description of activities at the Dinas Perdagangan dan Perindustrian.
5. To find out the obstacles and solutions faced during implementation internship at the Dinas Perdagangan dan Perindustrian.

1.2.1 General Purpose

The internship program at the Department of Industry and Trade (Disperindag) aims to provide students and students with the opportunity to gain practical experience and direct understanding of the duties and functions of

government agencies related to the industrial and trade sectors. The general objectives of the internship program at Disperindag include:

1. To know about job description and specification at the apprenticeship.
2. To know system and procedure at the apprenticeship
3. To know place of the apprenticeship
4. To know kind and description of the activity at the apprenticeship
5. To know obstacle and solution at the apprenticeship

1.3 Significances of Apprenticeship

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

1. For Students

Students have the opportunity to apply the knowledge and theoretical concepts knowledge and theoretical concepts obtained during lectures into the real world of work and get hands-on experience in the workplace directly in the world of work.

2. For Companies

There is collaboration between the world of education and the world of industry or companies which makes these companies closer to the community and known by academics and companies to get alternative prospective employees who are known for their quality, dedication and credibility.

3. For State Polytechnic of Bengkalis State Polytechnic of Bengkalis get 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 practical work experience.