

**AN APPRENTICESHIP REPORT
AT STATE POLYTECHNIC OF BENGKALIS
CAMPUS**

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

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2021**

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ACCEPTANCE SHEET
PUBLIC RELATIONS AT STATE POLYTECHNIC OF BENGKALIS

This Apprenticeship Report has been presented in front of the board of examiners

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Although the writer has given the best efforts in order to minimize the errors, this apprenticeship is still imperfect and it needs more revisions. Therefore, any kind of advice, critics, and comments are gladly accepted so that the next writing will be better. Finally, the writer hopes that this report can be useful for readers and students.

Bengkalis, March 2021

The Writer



Nurjamilah

TABLE OF CONTENT

TITLE SHEET	i
APPROVAL SHEET	ii
ACCEPTANCE SHEET	iii
ACKNOWLEDGEMENT	iv
TABLE OF CONTENT	v
LIST OF FIGURE	vii
LIST OF TABLE	viii

CHAPTER I

INTRODUCTON

1.1 Background of Apprenticeship	1
1.2 Purpose of the Apprenticeship	2
1.3 Significance of the Apprenticeship	2
1.3.1 Significance for the Apprentice	2
1.3.2 Significance for State Polytechnic of Bengkalis	2
1.3.3 Significance for the Company	2

CHAPTER II

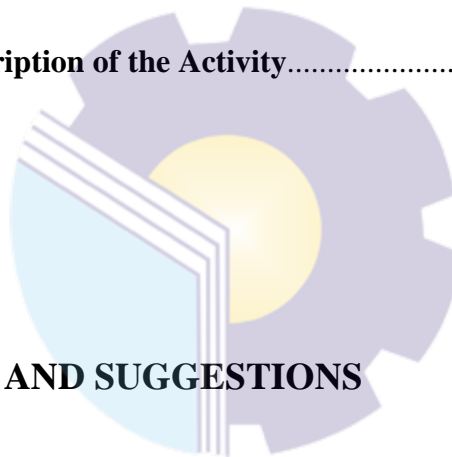
GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History	3
2.2 Vision and Mission	6
2.2.1 Vision	6
2.2.2 Mission	6

2.3 Kinds of Service.....	6
2.4 Organizational Structure.....	6
2.5 Document used for activity.....	8

**CHAPTER III
SCOPE OF APPRENTICESHIP**

3.1 Job Description.....	9
3.2 Working Procedure.....	9
3.3 Kind and Description of the Activity.....	15



**CHAPTER IV
CONCLUSION AND SUGGESTIONS**

4.1 Conclusion.....	24
4.2 Suggestion	24
4.2.1 Suggestion for the Public Relation of State Polytechnic of Bengkalis	24
4.2.2 Suggestion for English study programs	24

APPENDIXES

CONSULTATION SHEET

LIST OF FIGURE

Figure 2.1	State Polytechnic of Bengkalis	5
Figure 2.2	Public Relations Organizational Structural.....	7
Figure 2.3	The Student Campus News	10
Figure 2.4	Documenting of the Campus Event	11
Figure 2.5	An Archiving of Campus Profile	12
Figure 2.6	The Campus Profiles	13
Figure 2.7	The Souvenir Stock Bookkeeping.....	14
Figure 2.8	The Interviewed news.....	14



LIST OF TABLE

Table 3.1	Agenda of Activities of the First Week.....	15
Table 3.2	Agenda of Activities of the Second Week.....	16
Table 3.3	Agenda of Activities of the Third Week.....	17
Table 3.4	Agenda of Activities of the Fourth Week.....	18
Table 3.5	Agenda of Activities of the Fifth Week.....	19
Table 3.6	Agenda of Activities of the Sixth Week.....	20
Table 3.7	Agenda of Activities of the Seventh Week.....	21
Table 3.8	Agenda of Activities of the Eighth Week.....	22
Table 3.9	Agenda of Activities of the Ninth Week.....	23



CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

An apprenticeship or on the job training is a hands on method of teaching the skills, knowledge and competencies needed for employees/ students to perform a specific job within the workplace. Employees/ students learn in an environment where they will need to practice the knowledge and skills obtained during their training.

On the job training at State Polytechnic of Bengkalis uses the existing workplace tools, machines, documents, equipment and knowledge to teach a student how to effectively do their job. State Polytechnic of Bengkalis requires students to participate on the job training as a requirement for graduation. This program also ensures the students to be able to adapt, to apply work ethics and to be responsible especially in the world of business.

English is one of study programs of State Polytechnic of Bengkalis under Language Department. Therefore, State Polytechnic of Bengkalis provides a learning experience and training with this program to build the professional capabilities in science and technology for all students at State Polytechnic of Bengkalis. For this reason, the writer chooses and gets an opportunity to do apprenticeship at State Polytechnic of Bengkalis.

The apprenticeship has done from December 7th, 2020 until February 5th, 2021 as a general part of public relations staff at State Polytechnic of Bengkalis. It was chosen because State Polytechnic of Bengkalis has a good Public Relations in Riau Province and also it is the only state polytechnic in Riau. Furthermore, the campus Public Relations can implement they communication skills and also improve her knowledge about campus world.

1.2 Purpose of the Apprenticeship

The purposes of the apprenticeship as follows:

1. To know kinds of jobs done at State Polytechnic of Bengkalis
2. To know working procedures applied at State Polytechnic of Bengkalis
3. To know documents used at State Polytechnic of Bengkalis

1.3 Significance of the Apprenticeship

1.3.1 Significance for the Apprentice.

Apprenticeship gives a chance for the apprentice to put the knowledge they have acquired in college into practice and can apply it in the world of work. With this internship, students can increase their knowledge and increase their creativity in facing the competition in the world of work in the future.

1.3.2 Significance for State Polytechnic of Bengkalis

Apprenticeship helps Polytechnic to prepare and generate skillful students that are ready to work field once they finish their study. Therefore, the apprenticeship helps Polytechnic apply and design its curriculum.

1.3.3 Significance for the Company

Apprenticeship gives State Polytechnic of Bengkalis a chance to help and sharpen students' skills. In addition, it is easy for State Polytechnic of Bengkalis to find and hire experienced employees because the practical students have experience working in the company.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

State Polytechnic of Bengkalis is the only state Polytechnic in Riau Province. It is located on Jalan Bathin Alam Sungai Alam, Bengkalis Regency, Riau, Indonesia. Initially, this campus was called Polytechnic of Bengkalis. But in 2011, according to the regulations of the ministry of higher education, Polytechnic of Bengkalis changed its name to State Polytechnic of Bengkalis and was inaugurated on January 11, 2011.

The Bengkalis Regency Government, through the Gema Bahari Foundation, established a college with named Bengkalis Shipping Polytechnic in early 2000, it has 3 (three) study programs, namely: Ship Electrical Engineering, Ship Building Engineering, and Ship Engineering. In its journey, Naval Polytechnic of Bengkalis changed its name to Polytechnic of Bengkalis and was under the Bangun Insani Foundation (YBI) Bengkalis, with 5 (five) study programs namely: Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration.

Polytechnic of Bengkalis accepted the first batch of new students in July 2001. Polytechnic of Bengkalis added 2 (two) new study programs, namely English for Business and Information Engineering in 2006. The Polytechnic of Bengkalis requested support from YBI Bengkalis, the Bengkalis Regency Government and the Bengkalis Regional People's Representative Council (DPRD) to propose an upgrade of status from private universities (PTS) to State Universities (PTN) in early 2008.

The Polytechnic of Bengkalis together with YBI Bengkalis and the Bengkalis Regency Government proposed an increase in status from PTS to PTN to the Ministry of National Education through the Directorate General of Higher Education in 2009. On February 9, 2011 the Polytechnic of Bengkalis together with YBI Bengkalis and the Bengkalis Regency Government gave a presentation

to the Minister of State Apparatus Empowerment and Bureaucratic Reform in order to complete the eligibility of the Polytechnic of Bengkalis enforcement.

Polytechnic of Bengkalis officially became PTN under the name State Polytechnic of Bengkalis through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedure of State Polytechnic of Bengkalis on July 29, 2011. State Polytechnic of Bengkalis was inaugurated by the Minister of Education and Culture of the Republic of Indonesia on December 26, 2011.

State Polytechnic of Bengkalis added 2 new study programs, namely D4 (Mechanical Production and Maintenance Engineering and Electrical Engineering) and 3 D2 study programs (Welding Engineering, Power Generation System Engineering and Accounting Computers) which are out of Domicile Study Programs (PDD) in 2013. State Polytechnic of Bengkalis added 2 new study programs, namely D4 (Road & Bridge Design Techniques) and D3 (Nautica, Engineering & Management and Commercial Ports) in 2014 and 2015. The State Polytechnic of Bengkalis added several study programs, namely D4 (Software engineering, International Business Administration and Public Financial Accounting) in 2016 and There is an addition in the language department, namely D4 English for Communication and Professionals in 2019.

Now, it is consisting of 8 departments and each for them has several study programs with a total of 18 study programs, namely:

1. Majoring in Naval Engineering (D3 Naval Engineering, D4 Architectural Engineering)
2. Majoring Mechanical Engineering (D3 Mechanical Engineering, D4 Mechanical Engineering Production and Maintenance)
3. Electrical Engineering (D3 Electronic Engineering, D4 Electrical Engineering)
4. Civil Engineering (D3 Civil Engineering, D4 Road and Bridge Design)
5. Informatics Engineering (D3 Informatics Engineering, D4 Software Engineering, D4 Information System Security)

6. Commerce Administration (D3 Business Administration, D4 International Business Administration, D4 Public Financial Accounting)
7. Language Department (D3 English, D4 English for Communication and Professionals)
8. Maritime (D3 Nautica, D3 Commercial Shipping Management).

Polytechnic of Bengkalis previously was led by Dr. Yanuar, M. Si, for 2001 to 2005 and then continued was led by Ir. Muhammad Milchan for the period of 2006 to 2020. In present, led by a director was Johny Custer, S.T, MT who was officially inaugurated by the Minister of Education and Culture Mr. Nadiem Anwar Makarim on Tuesday, July 21, 2020 in hall State Polytechnic of Bengkalis in 2020 to 2024 period.

To carry out their duties, the director is assisted by three deputy of directors. Where each director's deputy has its own duties. Deputy of director 1 regulates the academic field by Armada, S.T, M.T, Deputy of director 2 regulates the fields of Finance, General Affairs and Employments by Guswandi, S.T., M.T and Deputy of director 3 regulates the field of Student Affairs. So, that is important of the existence of Public Relations at State Polytechnic of Bengkalis.



Figure 2.1
State Polytechnic of Bengkalis

2.2 Vision and Mission

2.2.1 Vision

The vision of State Polytechnic of Bengkalis is to become a leading vocational college with national and international standards.

2.2.2 Mission

The missions of State Polytechnic of Bengkalis are as follow:

1. Carry out the development of intellectual abilities, skills in their fields, emotional balance and spiritual appreciation through a quality teaching and learning process.
2. Producing graduates who are competent, characterized, competitive, entrepreneurial and environmentally friendly.
3. Carry out research in the framework of developing science and technology and disseminating its results.
4. Carry out community service through the use of science and technology to support the improvement of the quality of life.
5. Cultivate entrepreneurship and sustainable cooperation with domestic and foreign institutions.

2.3 Kinds of Service

State Polytechnic of Bengkalis deals with giving service in term of educational for student and produce human resources who have competence for technology and knowledge.

2.4 Organizational Structure

There are several divisions in Public Relations of State Polytechnic of Bengkalis such as The Head of General Subdivision, Public Relations, Facilities and Infrastructure, Equipment Division, Household Division, State-Owned Agencies and Supplies, Health Clinic Division and Director's Secretary. The writer gets a chance to implement her knowledge that already learnt in Public Relations Division. The organizational structure can be seen in the figure below:

**PUBLIC RELATIONS
ORGANIZATIONAL STRUCTURE**

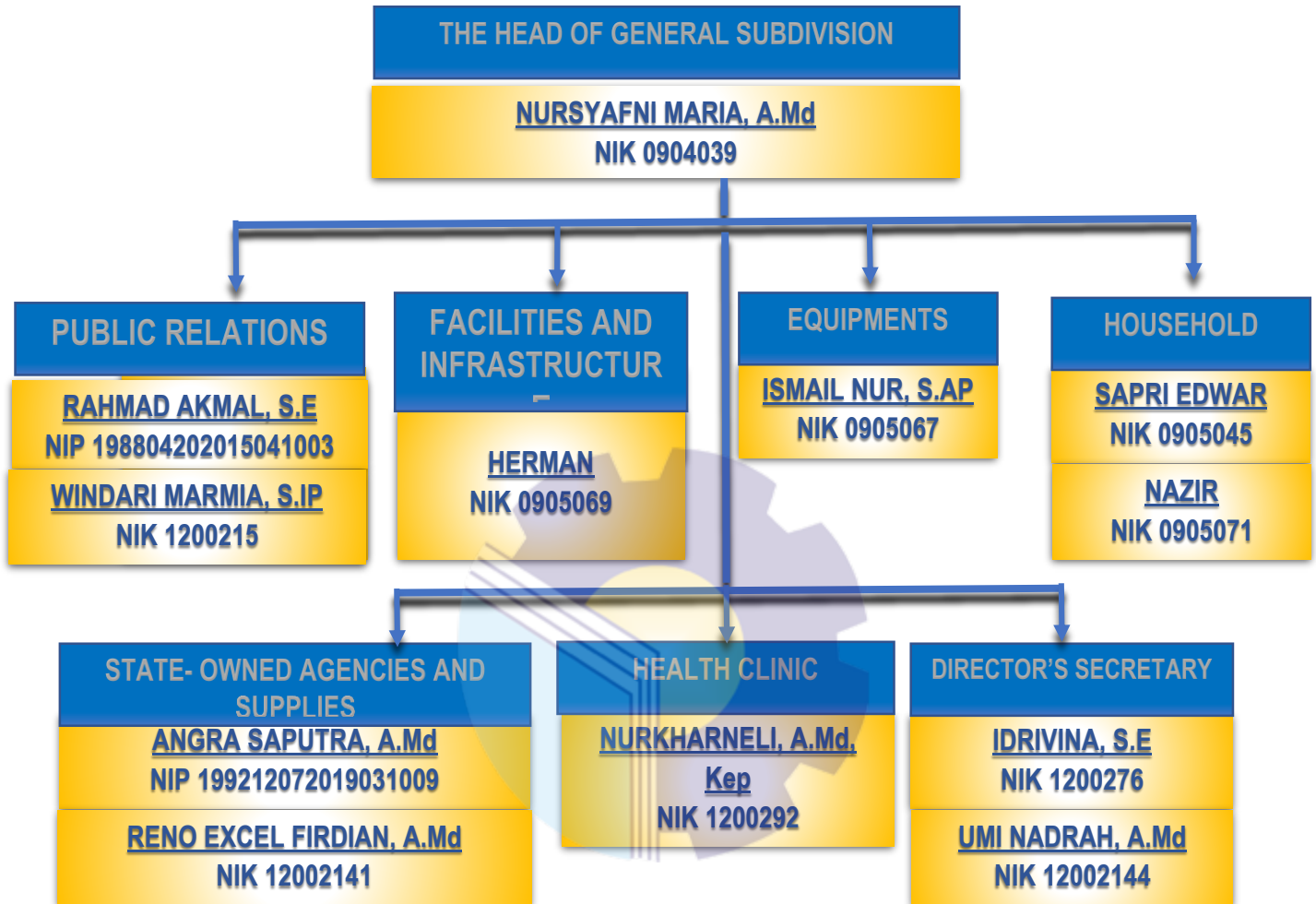


Figure 2.2

Public Relation Organizational Structure

There are several division and their duties of each Public Relations Staff:

1. The Head of General Subdivision: Distribute/ divide tasks to staff according to their division.
2. Public Relations: Establish and maintain information and communication relationships on campus both internal and external of campus

3. Facilities and Infrastructure: Carry out general services for the development of affairs in the provision of provisioning and maintenance as well as material inventory in the campus environment
4. Equipment: Serving requests for goods from each campus work unit
5. Household: Holding of campus housekeeping services and regulating the use of facilities and infrastructure space as well as maintaining campus cleanliness and security
6. State-Owned Agencies and Supplies: Conduct the preparation of studies and the provision of services and assistance for deputies in the strategic and manufacturing industry on campus
7. Health Clinic: An institution that is responsible for efforts to maintain, foster and develop health degrees for campus extended families
8. Director's Secretary: Coordinate, control and control the implementation of campus secretarial activities both internally and externally.

2.5 Document used for activity

To manage the activities, there are several documents which used in Public Relation Division:

1. Letter Requesting a Plaque
2. Letter Requesting a Souvenirs
3. Online Media Documents
4. Document of Minutes
5. Press Release
6. Staffing Documents
7. Data Collection and maintenance of Inventory Items

CHAPTER III

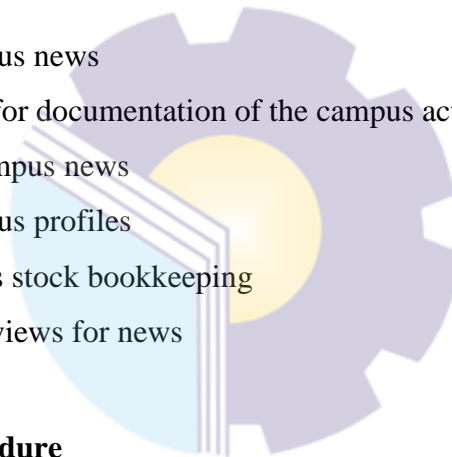
SCOPE OF APPRENTICESHIP

3.1 Job Description

Apprenticeship began on December 7th, 2020 until February 5th, 2021 at State Polytechnic of Bengkalis. The working hour divide into two shifts. Morning shift starts at 8.00 am until 12.00 pm and Afternoon shift starts at 13.00 pm until 17.00 pm

There is a break for morning shift at 12.00 am, afternoon shift at 17.00. There were kinds of main jobs during the apprenticeship which are follows:

1. Writing the campus news
2. Taking a picture for documentation of the campus activity
3. Archiving the campus news
4. Making the campus profiles
5. Making souvenirs stock bookkeeping
6. Conducting interviews for news



3.2 Working Procedure

1. Writing the campus news

News is information about current events. This may be provided through many different media: word of mouth, printing, postal systems, broadcasting, electronic communication, or through the testimony of observes and witnesses to events. Common topics for news reports at State Polytechnic of Bengkalis is about educational news.

There are several procedures such as:

- Finding 5W+H (What, Who, When, Where, Why and How) about the news

- Looking for references on the internet with the same news, then change it slightly with own language as interesting as possible so that those who read are interested
- Interviewing the sources involved in these activities, it is usually in the form of Memorandum of Understanding (MoU)/ Memorandum of Agreements (MoA) about the news with other companies or agencies
- The news achievement obtained by students, news of campus activities and etc. usually, proven by documentation of activities.

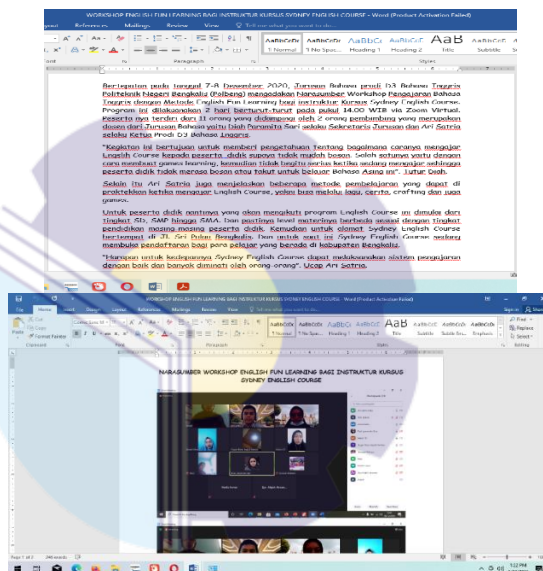


Figure 2.3

The Student's Campus News

2. Taking a pictures for documentation of the campus activity

Documentation is any communicable material that is used to describe, explain or instruct regarding some attributes of an object, system or procedure, such as its parts, assembly, installation, maintenance and use.

Documentation can be provided on paper, online or on digital or analog media, such as audio tape or CDs. Public Relations of State Polytechnic of Bengkalis, usually taking a pictures of campus activity for documentation using the camera with settings namely Object Focus, Object Sharpness and Incoming Lighting.

There are procedures to using a camera:

- Taking the camera, activating the manual mode
- Pointing the camera properly and correctly
- Pay attention to the camera settings
- Identifying the shooting location
- Avoid the camera shaking
- Selecting the subject creatively
- Adjust the lighting



Figure 2.4
Documenting of the Campus Event

3. Archiving the campus news

Archiving is the process by which inactive information, in any format, is securely stored for long periods time. Such information may or may not be used again in the future, but nonetheless should be stored until the end of its retention schedule.

There are several procedures to archiving the campus news:

- Firstly, Opening Polbeng Official on website
- After that, Finding the Media Kepri Website
- Inputting the news according to consecutive years



Figure 2.5
An Archiving of Campus Profile

4. Writing the campus profiles

Profile is a set of data in graphic form portraying the significant features of something or representation of something in outline. This is the following steps creating a campus profile:

- Firstly, Searching the State Polytechnic of Bengkulu website on internet and login
- Secondly, finding edit page at Polbeng official
- Then, creating a profile with own language as interesting as possible. Usually the campus profile contains about student achievements, progress of campus leadership and warm welcoming by the director and etc.
- Lastly, the campus news is done and log out from website



Figure 2.6
The Campus Profiles

5. Making souvenirs stock bookkeeping

Bookkeeping is the recording of financial transactions, and is part of the process of accounting in business and other organizations. Transactions include purchases, sales, receipts and payments by an individual person or an organization/ corporation.

There are several procedures:

1. Opening the Microsoft Excel
2. Enter the income and expenditure of souvenirs stock data

STOK SOUVENIR KEHUMASAN POLITEKNIK NEGERI BENGKALIS						
No	Tanggal	Urutan	Penerimaan	Pengeluaran	Keterangan	Jumlah
1	27/02/2020	Student Exchange ke Yamaguchi University Jurusan Teknik Sipil		1 buah		
2	19/03/2020	Kementerian Perhubungan, Direktorat Kapal & Kelautan		1 buah		
3	19/09/2020	PT. Citra Lala Teguh & PT. Kanarya		1 buah		
4	19/10/2020	Kunjungan Peninjauan Kerjasama Industri Dalam Bidang Precast ke Beberapa Perusahaan		1 buah		
5	19/11/2020	Polbeng Goes to Industry & Jurusan Administrasi Niaga - PT. Korea Tomorrow & Global Indonesia		1 buah		
		- Distrik Timur PTPN V Lubuk Dalam-Siak		2 buah		
		- Organisasi Profesi IAIKPd Pekanbaru		1 buah		
6	8/12/2020	Kegiatan Peninjauan Kerja sama Jurusan Teknik Perkapalan di Tanjung Balai Karimun		3 buah		
7	11/12/2020	Polbeng Goes to Industry		3 buah		
TOTAL						14 buah

Figure 2.7

The Souvenirs Stock Bookkeeping

6. Conducting interviews for news

An interviews is essentially a structured conversation where one participant asks questions and the other provides answers. Interviews usually take place face to face and in person for the news.

There are several procedures:

1. Determining the sources to be interviewed
2. Preparing the questions to be asked (5W+H Questions)
3. Asking questions one by one clearly

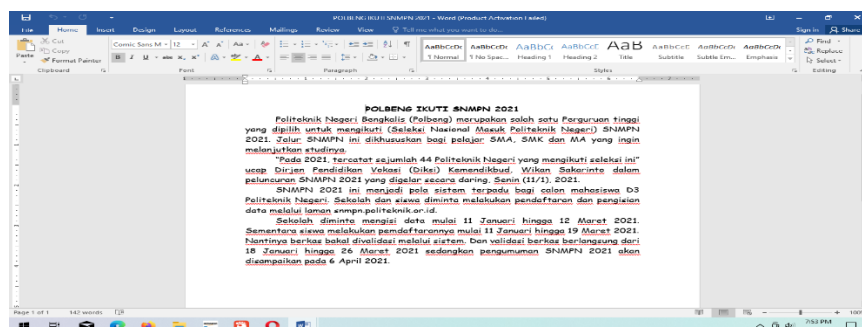


Figure 2.8

The Interviewed News

3.3 Kind and Description of the Activity

The daily activities in Public Relations at State Polytechnic of Bengkalis can be seen in the tables below:

Table 3.1
Agenda of Activities of the First Week of December
(December 7th - 11th, 2020)

No	Day/ Date	Activity	Place
1	Monday December 7 th , 2020	1. Writing a news about the language department workshop	Public Relation Room
2	Tuesday December 8 th , 2020	1. Writing news about the 2021 Campus Ambassador Election 2. Document ation of Campus Ambassador Selection Activities 3. Attending the campus ambassador election event	Public Relation Room Civil Hall Space Civil Hall Space
3	Wednesday December 9 th , 2020	1. Writing news about the English Fun Learning for Language Department Workshop at State Polytechnic of Bengkalis 2. Writing news about the signing of MoU on Human Resources Development	Public Relation Room Public Relation Room
4	Thursday December 10 th , 2020	1. Writing news about the Department of Informatics, Polbeng Holds FGD Teaching Factory	Public Relation Room
5	Friday, December 11 th , 2020	1. Documenting of Socialization Activities	Hall Room
6	Saturday December 12 th , 2020	OFF	OFF
7	Sunday December 13 th , 2020	OFF	OFF

Table 3.2
Agenda of Activities of the Second Week of December
(December 14th - 20th, 2020)

No	Day/ Date	Activity	Place
1	Monday December 14 th , 2020	1. Writing news about Journalistic Socialization 2. Documenting of activities	Hall Room Hall Room
2	Tuesday December 15 th , 2020	1. Arranging and tidy up Souvenirs 2. Counting the campus souvenirs	Public Relation Room Public Relation Room
3	Wednesday December 16 th , 2020	1. Writing news about the Signing of MoU) / (MoA between Industry and the World of Work (IDUKA) with the State Shipping Polytechnic of Surabaya and State Polytechnic of Bengkalis	Public Relation Room
4	Thursday December 17 th , 2020	1. Writing news about the MoU between PT Citra Lautan Teduh and Polbeng 2. Making 2020 souvenir stock bookkeeping	Public Relation Room Public Relation Room
5	Friday, December 18 th , 2020	1. Writing news about Polbeng students	Public Relation Room
6	Saturday December 19 th , 2020	OFF	OFF
7	Sunday December 20 th , 2020	OFF	OFF

Table 3.4
Agenda of Activities of the Third Week of December
(December 21st - 27th, 2020)

No	Day/ Date	Activity	Place
1	Monday December 21 st , 2020	<ol style="list-style-type: none"> 1. Writing news about two cadets of police cadets being accepted at PT Raaja Armada Nusantara Jakarta 2. Making news about the XIV Polbeng Students Congress 	Public Relation Room Public Relation Room
2	Tuesday December 22 nd , 2020	<ol style="list-style-type: none"> 1. Archiving for news from Polbeng website 	Public Relation Room
3	Wednesday December 23 rd , 2020	<ol style="list-style-type: none"> 1. Writing news about the Village Head and the Director of Bumi Desa Pesisir visiting Polbeng 	Public Relation Room
4	Thursday December 24 th , 2020	OFF	OFF
5	Friday, December 25 th , 2020	OFF	OFF
6	Saturday December 26 th , 2020	OFF	OFF
7	Sunday December 27 th , 2020	OFF	OFF

Table 3.4
Agenda of Activities of the Fourth Week of January
(December 28th 2020 – January 3rd, 2021)

No	Day/ Date	Activity	Place
1	Monday December 28 th , 2020	OFF	OFF
2	Tuesday December 29 th , 2020	OFF	OFF
3	Wednesday December 30 th , 2020	OFF	OFF
4	Thursday December 31 st , 2020	OFF	OFF
5	Friday, January 1 st , 2021	OFF	OFF
6	Saturday January 2 nd , 2021	OFF	OFF
7	Sunday January 3 rd , 2021	OFF	OFF

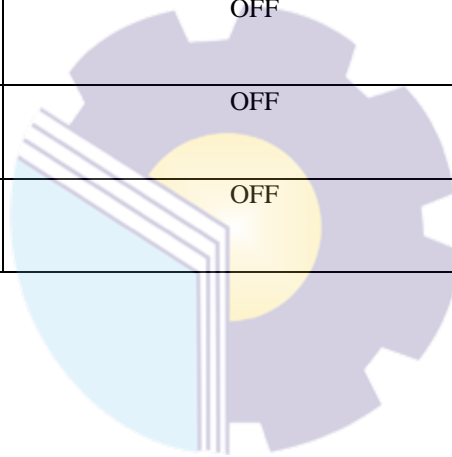


Table 3.5
Agenda of Activities of the Fifth Week of January
(January 4th – January 10th, 2021)

No	Day/ Date	Activity	Place
1	Monday January 4 th , 2021	1. Writing news about English language study program students Polbeng won 3rd place in the Vocalist Competition at UNILAK	Public Relation Room
2	Tuesday January 5 th , 2021	1. Distributing calendars for Polbeng staffs	Public Relation Room
3	Wednesday January 6 th , 2021	1. Archiving data on cooperation between state polytechnic of bengkalis campus and many companies	Financial Room
4	Thursday January 7 th , 2021	1. Making a label for calendars 2. Packing calendars to send other companies	Public Relation Room Public Relation Room
5	Friday, January 8 th , 2021	1. Packing calendars 2. Scanning BPKB of Polbeng Vehicles	Public Relation Room Public Relation Room
6	Saturday January 9 th , 2021	OFF	OFF
7	Sunday January 10 th , 2021	OFF	OFF

Table 3.6
Agenda of Activities of the Sixth Week of January
(January 11th – January 17th, 2021)

No	Day/ Date	Activity	Place
1	Monday January 11 st , 2021	1. Packing calendars to send the other companies 2. Making a company name label to Ms. Word	Public Relation Room Public Relation Room
2	Tuesday January 12 nd , 2021	1. Counting some of calendars 2. Distributing calendars to Polbeng and Department employees 3. Writing news about polbeng following SNMPTN 2021	Public Relation Room Public Relation Room Public Relation Room
3	Wednesday January 13 rd , 2021	1. Making an agenda 2. Packing uniform for employees	Public Relation Room Public Relation Room
4	Thursday January 14 th , 2021	1. Scanning BPKB of the Campus Vehicles	Public Relation Room
5	Friday, January 15 th , 2021	1. Archiving data of Polbeng Student Achievement Profiles	Public Relation Room
6	Saturday January 16 th , 2021	OFF	OFF
7	Sunday January 17 th , 2021	OFF	OFF

Table 3.7
Agenda of Activities of the Seventh Week of January
(January 18th – January 24th, 2021)

No	Day/ Date	Activity	Place
1	Monday January 18 th , 2021	1. Packing calendars 2. Printing the labels of calendars	Public Relation Room Public Relation Room
2	Tuesday January 19 th , 2021	1. Writing news about the signing of the Manuscript of the cooperation between Polbeng and the Langgam Sako Village-Owned Enterprise and Teluk Latak Village	Public Relation Room
3	Wednesday January 20 th , 2021	1. Writing a Profile the director's welcome	Public Relation Room
4	Thursday January 21 st , 2021	OFF	OFF
5	Friday, January 22 nd , 2021	OFF	OFF
6	Saturday January 23 rd , 2021	OFF	OFF
7	Sunday January 24 th , 2021	OFF	OFF

Table 3.8
Agenda of Activities of the Eighth Week of February
(January 25th – February 2nd, 2021)

No	Day/ Date	Activity	Place
1	Monday January 25 th , 2021	1. Inputting new data for Polbeng employees	Public Relation Room
2	Tuesday January 26 th , 2021	1. Typing a brochure profile of campus 2. Recap of expense data 3. Writing news about MoU	Public Relation Room Public Relation Room Public Relation Room
3	Wednesday January 27 th , 2021	1. Writing news about the MoU Polbeng and Pekanbaru National Library 2. Conducting interviews of MoU activities	Public Relation Room Public Relation Room
4	Thursday January 28 st , 2021	OFF	OFF
5	Friday, January 29 nd , 2021	OFF	OFF
6	Saturday January 30 th , 2021	OFF	OFF
7	Sunday January 31 st , 2021	OFF	OFF

Table 3.9
Agenda of Activities of the Ninth Week of February
(February 1st – February 7th, 2021)

No	Day/ Date	Activity	Place
1	Monday February 1 st , 2021	1. Arranging the souvenirs	Public Relation Room
2	Tuesday February 2 nd , 2021	1. Packing the gift sets for new students 2. Packing the alumni graduation uniforms	Public Relation Room Public Relation Room
3	Wednesday February 3 rd , 2021	1. Packing the alumni graduation uniforms	Public Relation Room
4	Thursday February 4 th , 2021	1. Archiving 2020 bookkeeping	Public Relation Room
5	Friday, February 5 th , 2021	1. Serving polbeng alumni return the graduation uniforms	Public Relation Room
6	Saturday February 6 th , 2021	OFF	OFF
7	Sunday February 7 th , 2021	OFF	OFF

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing apprenticeship at State Polytechnic of Bengkalis, there are some conclusions as follow:

1. There are some kinds of job done during the apprenticeship: Writing the campus news, Documenting of the campus activity, Archiving the campus news, Packing the souvenirs and Plaques and Making the campus profiles.
2. At Public Relations Staff of State Polytechnic of Bengkalis, the working hours start at 08.00 am and end at 04.30 pm with the one hours rest from 12.00 to 01.00 pm. The working procedures related to kinds of jobs (in point 1 are as described in chapter 3).
3. Documents used during the apprenticeship are Letter Requesting a Plaque, Letter Requesting a Souvenirs, Online Media Documents, Document of Minutes, Press Release, Staffing Documents and Data Collection and maintenance of Inventory Items.

4.2 Suggestion

4.2.1 Suggestion for the Public Relation of State Polytechnic of Bengkalis

1. All of State Polytechnic of Bengkalis Public Relation staff should have a good discipline such as: Arriving on time and wearing a uniform that has been determined by campus
2. Public Relations employees must be more friendly to all campus residents to be known

4.2.2 Suggestion for English study programs

1. The campus in majoring for English study program should change Content Creators and Public Relation to practical subject to take the student to the real job

APPENDIXES

APPENDIX 1
RECOMMENDATION
LETTER



**KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
POLITEKNIK NEGERI BENGKALIS**

Jl. Bathin Alam, Sungai Alam, Bengkalis - Riau - Indonesia
Telp (+62766) 7008877 Fax (+62766) 8001000
Website : www.polbeng.ac.id Email : polbeng@polbeng.ac.id

SURAT KETERANGAN

Nomor:

Yang bertanda tangan dibawah ini menerangkan bahwa:

Nama : Nurjamilah
Tempat/Tanggal Lahir : Bagansiapiapi/ 04 Februari 2000
Alamat : Jl. SMA 2 Bagan Hulu, Bagansiapiapi

Telah melakukan Kerja Praktek pada Instansi kami, Politeknik Negeri Bengkalis sejak tanggal 07 Desember 2020 sampai dengan 05 Februari 2021 sebagai tenaga Kerja Praktek.

Selama bekerja di Instansi kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Demikian surat keterangan ini diberikan untuk di pergunakan sebagai mana mestinya.

Bengkalis, 05 Februari 2021

**Penanggung jawab Humas
Politeknik Negeri Bengkalis**

**RAHMAD AKMAL, S.E
NIP. 198804202015041003**



APPENDIX 2

ATTENDANCE LIST

**ABSENSI KERJA PRAKTEK (KP) TAHUN 2021
DI POLITEKNIK NEGERI BENGKALIS**

NO	TANGGAL	AYU GUSTI ANANDA NIM : 52013181092		NURJAMILAH NIM: 5203181093	
		MASUK	PULANG	MASUK	PULANG
1.	7 Desember 2020	afuf	afuf	fmil	fmil
2.	8 Desember 2020	afuf	afuf	fmil	fmil
3.	9 Desember 2020	afuf	afuf	fmil	fmil
4.	10 Desember 2020	afuf	afuf	fmil	fmil
5.	11 Desember 2020	afuf	afuf	fmil	fmil
6.	12 Desember 2020	afuf	afuf	fmil	fmil
7.	13 Desember 2020	afuf	afuf	fmil	fmil
8.	14 Desember 2020	afuf	afuf	fmil	fmil
9.	15 Desember 2020	afuf	afuf	fmil	fmil
10.	16 Desember 2020	afuf	afuf	fmil	fmil
11.	17 Desember 2020	afuf	afuf	fmil	fmil
12.	18 Desember 2020	afuf	afuf	fmil	fmil
13.	19 Desember 2020	-	-	-	-
14.	20 Desember 2020	-	-	-	-
15.	21 Desember 2020	afuf	afuf	fmil	fmil
16.	22 Desember 2020	afuf	afuf	fmil	fmil
17.	23 Desember 2020	afuf	afuf	fmil	fmil
18.	24 Desember 2020	-	-	-	-
19.	25 Desember 2020	-	-	-	-

20.	26 Desember 2020	-	-	-	-
21.	27 Desember 2020	-	-	-	-
22.	28 Desember 2020	-	-	-	-
23.	29 Desember 2020	-	-	-	-
24.	30 Desember 2020	-	-	-	-
25.	31 Desember 2020	-	-	-	-
26.	1 Januari 2021	-	-	-	-
27.	2 Januari 2021	-	-	-	-
28.	3 Januari 2021	-	-	-	-
29.	4 Januari 2021	afuf	afuf	fuil	fuil
30.	5 Januari 2021	afuf	afuf	fuil	fuil
31.	6 Januari 2021	afuf	afuf	fuil	fuil
32.	7 Januari 2021	afuf	afuf	fuil	fuil
33.	8 Januari 2021	afuf	afuf	fuil	fuil
34.	9 Januari 2021	-	-	-	-
35.	10 Januari 2021	-	-	-	-
36.	11 Januari 2021	afuf	afuf	fuil	fuil
37.	12 Januari 2021	afuf	afuf	fuil	fuil
38.	13 Januari 2021	afuf	afuf	fuil	fuil
39.	14 Januari 2021	afuf	afuf	fuil	fuil
40.	15 Januari 2021	afuf	afuf	fuil	fuil
41.	16 Januari 2021	-	-	-	-
42.	17 Januari 2021	-	-	-	-
43.	18 Januari 2021	afuf	afuf	fuil	fuil

44.	19 Januari 2021	afuf	afuf	fmil	fmil
45.	20 Januari 2021	afuf	afuf	fmil	fmil
46.	21 Januari 2021	-	-	-	-
47.	22 Januari 2021	-	-	-	-
48.	23 Januari 2021	-	-	-	-
50.	24 Januari 2021	-	-	-	-
51.	25 Januari 2021	afuf	afuf	fmil	fmil
52.	26 Januari 2021	afuf	afuf	fmil	fmil
53.	27 Januari 2021	afuf	afuf	fmil	fmil
54.	28 Januari 2021	-	-	-	-
55.	29 Januari 2021	-	-	-	-
56.	30 Januari 2021	-	-	-	-
57.	31 Januari 2021	-	-	-	-
58.	1 Februari 2021	afuf	afuf	fmil	fmil
59.	2 Februari 2021	afuf	afuf	fmil	fmil
60.	3 Februari 2021	afuf	afuf	fmil	fmil
61.	4 Februari 2021	afuf	afuf	fmil	fmil
62.	5 Februari 2021	afuf	afuf	fmil	fmil

Mengetahui,

PENANGGUNG JAWAB HUMAS

RAHMAD AKMAL, S.E.
NIP. 198804202015041003

PEMBIMBING KP

RIONALDI, M. Pd
NIP. 198402122014041001


APPENDIX 3

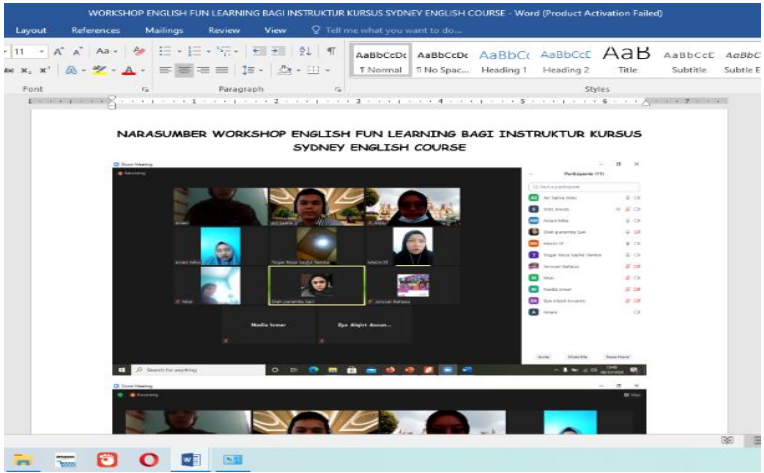
DAILY ACTIVITY

Appendix 3-1

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Monday
Date : December, 7th 2020


No	Job Description	Supervisor	Signature
1.	Making a news about the language department workshop	Rahmad Akmal, SE	
	Note: Go for it		


Picture	Information
	<p>Create a campus news</p>

Appendix 3-2

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Tuesday
Date : December, 8th 2020


No	Job Description	Supervisor	Signature
1.	Making news about the 2021 Campus Ambassador Election	Rahmad Akmal, SE	
2.	Documentation of Campus Ambassador Selection Activities		
3.	Attend the campus ambassador election event		
	Note: Do the best		


Picture	Information
	Observed the event activities directly

Appendix 3-3

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Wednesday
Date : December, 9th 2020


No	Job Description	Supervisor	Signature
1.	Making news about the English Fun Learning for Language Department Workshop at State Polytechnic of Bengkalis	Rahmad Akmal, SE	
2.	Making news about the signing of MoU on Human Resources Development		
Note: Keep it up			

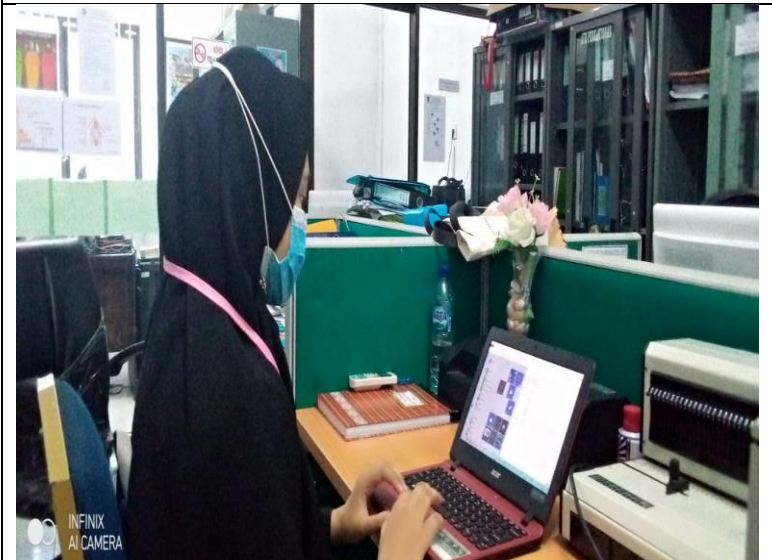
Picture	Information
	<p>The process of finding the same topic for a campus news</p>

Appendix 3-4

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Thursday
Date : December, 10th 2020


No	Job Description	Supervisor	Signature
1.	Making news about the Department of Informatics, Polbeng Holds FGD Teaching Factory	Rahmad Akmal, SE	
Note: Good job			


Picture	Information
	The process of gathering a news from several sources

Appendix 3-5

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Friday
Date : December, 11st 2020


No	Job Description	Supervisor	Signature
1.	Documentation of Socialization Activities	Rahmad Akmal, SE	
Note: Be active and be patient			

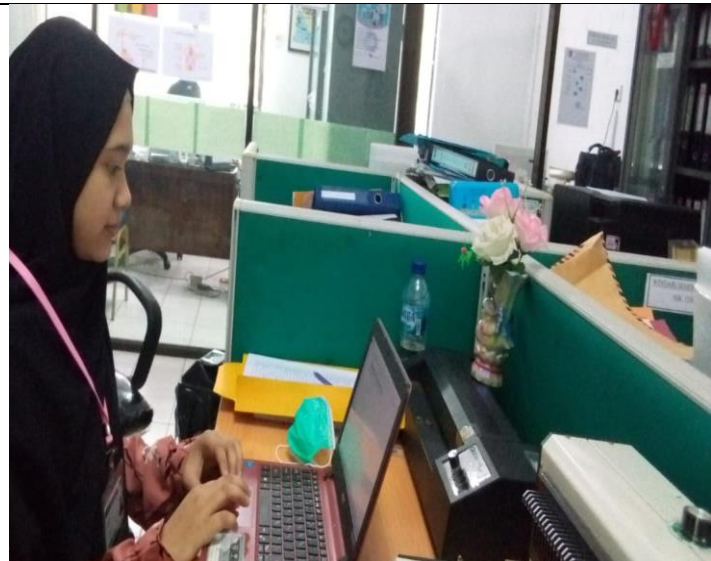
Picture	Information
	<p>The process of using the camera well and taking a picture</p>

Appendix 3-6

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Monday
Date : December, 14th 2020

No	Job Description	Supervisor	Signature
1.	Making news about Journalistic Socialization	Rahmad Akmal, SE	
2.	Documentation of activities		
	Note: great		


Picture	Information
	Attending the socialization directly


Appendix 3-7

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Tuesday

Date : December, 15th 2020


No	Job Description	Supervisor	Signature
1. 2.	Arrange and tidy up Souvenirs Counting the campus souvenirs	Rahmad Akmal, SE	
	Note: keep smiling		


Picture	Information
	There are several souvenir such as calendar, gift set, pens, key chain, etc

Appendix 3-8

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Wednesday
Date : December, 16th 2020


No	Job Description	Supervisor	Signature
1.	Making news about the Signing of MoU) / (MoA between Industry and the World of Work (IDUKA) with the State Shipping Polytechnic of Surabaya and Bengkalis State Polytechnic	Rahmad Akmal, SE	
	Note: Go for it		

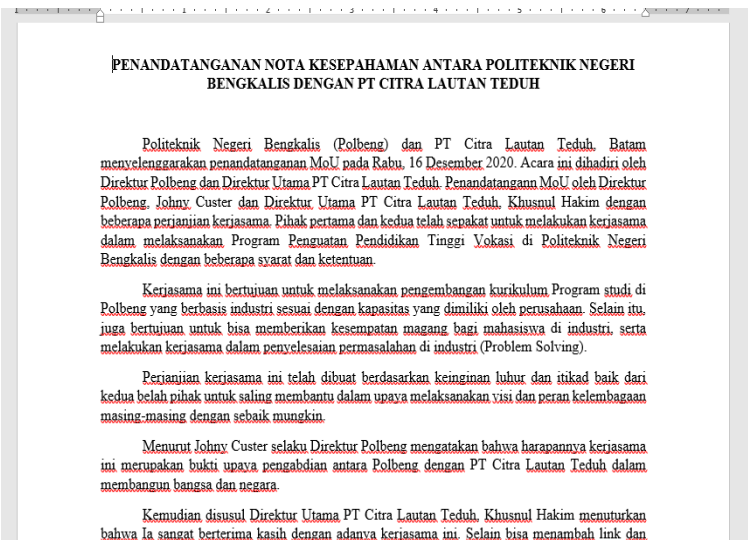
Picture	Information
	The process of create a campus news

Appendix 3-9

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Thursday
Date : December, 17th 2020


No	Job Description	Supervisor	Signature
1.	Making news about the MoU between PT Citra Lautan Teduh and Polbeng	Rahmad Akmal, SE	
2.	Making 2020 souvenir stock bookkeeping		
Note: Don't Forget 5W+H Questions			

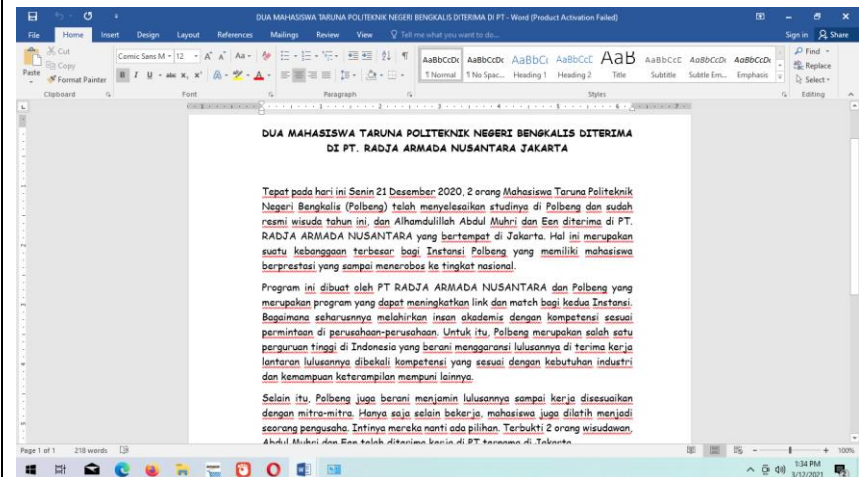
Picture	Information
	<p>The process of browsing an internet with same news</p>

Appendix 3-10

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Friday
Date : December, 18st 2020


No	Job Description	Supervisor	Signature
1.	Making news about Polbeng students	Rahmad Akmal, SE	
	Note: Great		

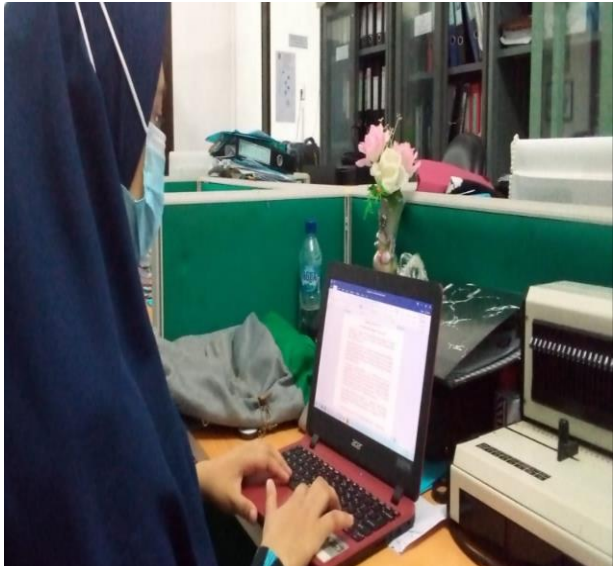
Picture	Information
	<p>The process of creating news</p>

Appendix 3-11

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Monday
Date : December, 21st 2020


No	Job Description	Supervisor	Signature
1. 2.	Making news about two cadets of police cadets being accepted at PT Raaja Armada Nusantara Jakarta Making news about the XIV Polbeng Students Congress	Rahmad Akmal, SE	
Note: Don't forget to looking for references on internet			

Picture	Information
	The process of choosing the best words

Appendix 3-12

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Tuesday
Date : December, 22st 2020


No	Job Description	Supervisor	Signature
1.	Archive for news Polbeng website	Rahmad Akmal, SE	
	Note: Nice		


Picture	Information
	<p>Process of archiving the Polbeng website</p>

Appendix 3-13

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**


Day : Wednesday
Date : December, 23rd 2020

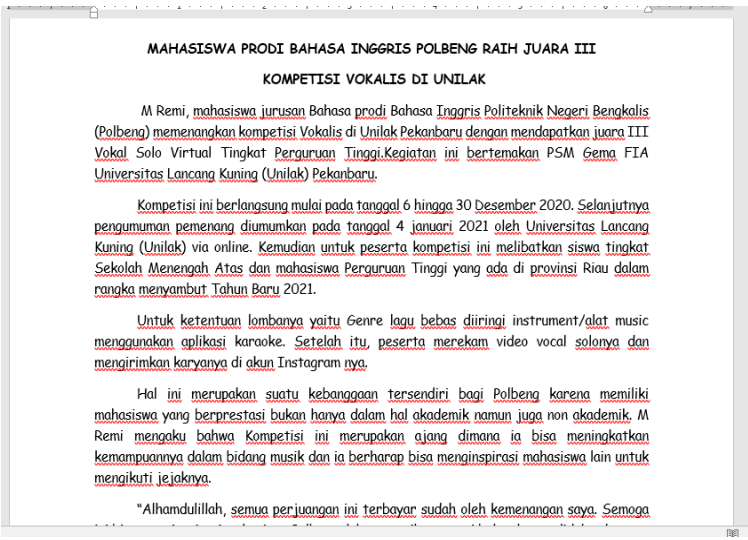
No	Job Description	Supervisor	Signature
1.	Making news about the Village Head and the Director of Bumi Desa Pesisir visiting Polbeng	Rahmad Akmal, SE	
Note: Develop Ideas			

Picture	Information
	<p>Interviewed several sources</p>

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)


Day : Monday
Date : January, 4th 2021


No	Job Description	Supervisor	Signature
1.	Making news about English language study program students Polbeng won 3rd place in the Vocalist Competition at UNILAK	Rahmad Akmal, SE	
	Note: Great!!		

Picture	Information
 <p style="text-align: center;">MAHASISWA PRODI BAHASA INGGRIS POLBENG RAIH JUARA III KOMPETISI VOKALIS DI UNILAK</p> <p>M Remi, mahasiswa jurusan Bahasa prodi Bahasa Inggris Politeknik Negeri Bengkalis (Polbeng) memenangkan kompetisi Vokalis di Unilak Pekanbaru dengan mendapatkan juara III Vokal Solo Virtual Tingkat Perguruan Tinggi. Kegiatan ini bertepatan PSM Gema FIA Universitas Lancang Kuning (Unilak) Pekanbaru.</p> <p>Kompetisi ini berlangsung mulai pada tanggal 6 hingga 30 Desember 2020. Selanjutnya pengumuman pemenang diumumkan pada tanggal 4 Januari 2021 oleh Universitas Lancang Kuning (Unilak) via online. Kemudian untuk peserta kompetisi ini melibatkan siswa tingkat Sekolah Menengah Atas dan mahasiswa Perguruan Tinggi yang ada di provinsi Riau dalam rangka menyambut Tahun Baru 2021.</p> <p>Untuk ketentuan lombanya yaitu Genre lagu bebas diiringi instrument/alat musik menggunakan aplikasi karaoke. Setelah itu, peserta merekam video vocal solonya dan mengirimkan karyanya di akun Instagram nya.</p> <p>Hal ini merupakan suatu kebanggaan tersendiri bagi Polbeng karena memiliki mahasiswa yang berprestasi bukan hanya dalam hal akademik namun juga non akademik. M Remi mengaku bahwa Kompetisi ini merupakan ajang dimana ia bisa meningkatkan kemampuannya dalam bidang musik dan ia berharap bisa menginspirasi mahasiswa lain untuk mengikuti jejaknya.</p> <p>"Alhamdulillah, semua perjuangan ini terbayar sudah oleh kemenangan saya. Semoga</p>	<p>Looking for information related to the news</p>

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**


Day : Tuesday
Date : January, 5th 2021


No	Job Description	Supervisor	Signature
1.	Distributing calendars for Polbeng staffs	Rahmad Akmal, SE	
	Note: Amazing!!		

Picture	Information
	<p>The process of sharing calendars with employees</p>

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**


Day : Wednesday
Date : January, 6th 2021

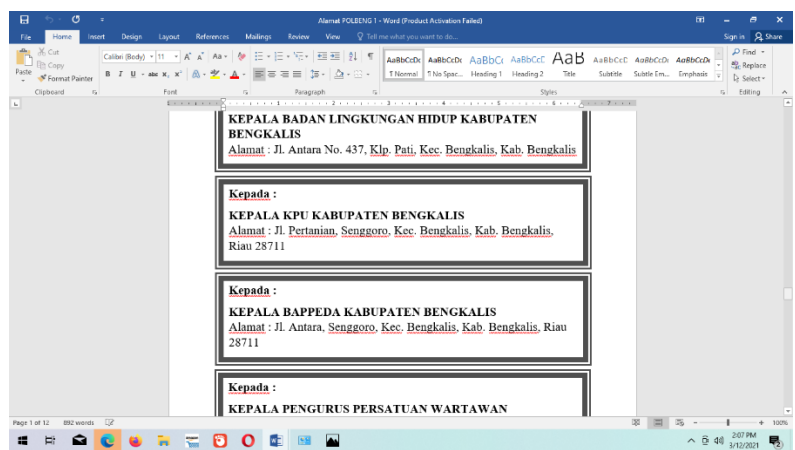
No	Job Description	Supervisor	Signature
1.	Archiving data on cooperation between state polytechnic of bengkalis campus and many companies	Rahmad Akmal, SE	
	Note: Good job!!		

Picture	Information
	The process of archiving data cooperation between polbeng and many companies

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Thursday
Date : January, 7th 2021


No	Job Description	Supervisor	Signature
1.	Making a label for calendars	Rahmad Akmal, SE	
2.	Packing calendars to send other companies		
Note: Enjoy for your job!!			


Picture	Information
	<p>The process of packing calendars</p>

Appendix 3-18

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Friday
Date : January, 8th 2021


No	Job Description	Supervisor	Signature
1. 2.	Packing calendars Scan BPKB of Polbeng Vehicles	Rahmad Akmal, SE	
	Note: be patient		

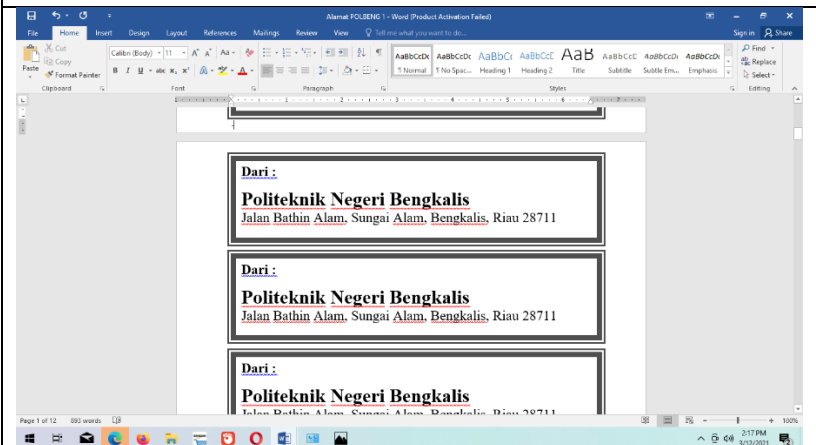
Picture	Information
	<p>The process of packing calendars and scanning BPKB</p>

Appendix 3-19

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**


Day : Monday
Date : January, 11th 2021


No	Job Description	Supervisor	Signature
1.	Packing calendars to send the other companies	Rahmad Akmal, SE	
2.	Making a company name label to Ms. Word		
<p>Note: be focus and thorough</p>			

Picture	Information
	<p>The process of creating labels for a calendars</p>

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Tuesday
Date : January, 12nd 2021


No	Job Description	Supervisor	Signature
1.	Count some of calendars	Rahmad Akmal, SE	
2.	Distribute calendars to Polbeng and Department employees		
3.	Making news about polbeng following SNMPTN 2021		
	Note: be focus and thorough		


Picture	Information
	The process of Writing news in a communicatively

Appendix 3-21

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**


Day : Wednesday
Date : January, 13th 2021


No	Job Description	Supervisor	Signature
1.	Making an agenda	Rahmad Akmal, SE	
2.	Packing uniform for employees		
	Note: Excellent		

Picture	Information
	The process of making an agenda

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**


Day : Thursday
Date : January, 14th 2021


No	Job Description	Supervisor	Signature
1.	Scanning BPKB of the Campus Vehicles	Rahmad Akmal, SE	
<p>Note: You have done your job very well</p>			

Picture	Information
	<p>The process of scanning BPKB of the polbeng vehicles</p>

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Friday
Date : January, 15th 2021


No	Job Description	Supervisor	Signature
1.	Inputting Polbeng Student Achievement Profiles	Rahmad Akmal, SE	
	Note: Nice. You work faster and focus with your job.		

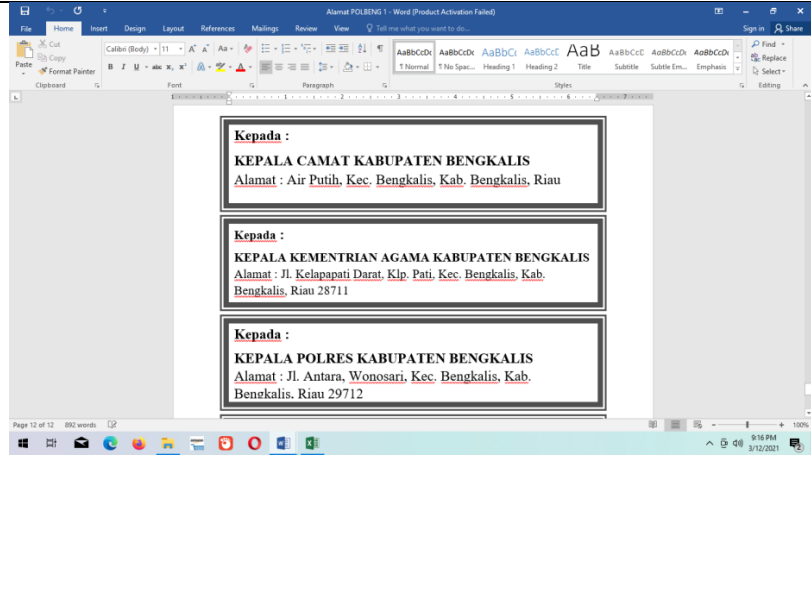
Picture	Information
	<p>Its contents provide students achievements and motivation</p>

Appendix 3-24

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**


Day : Monday
Date : January, 18th 2021

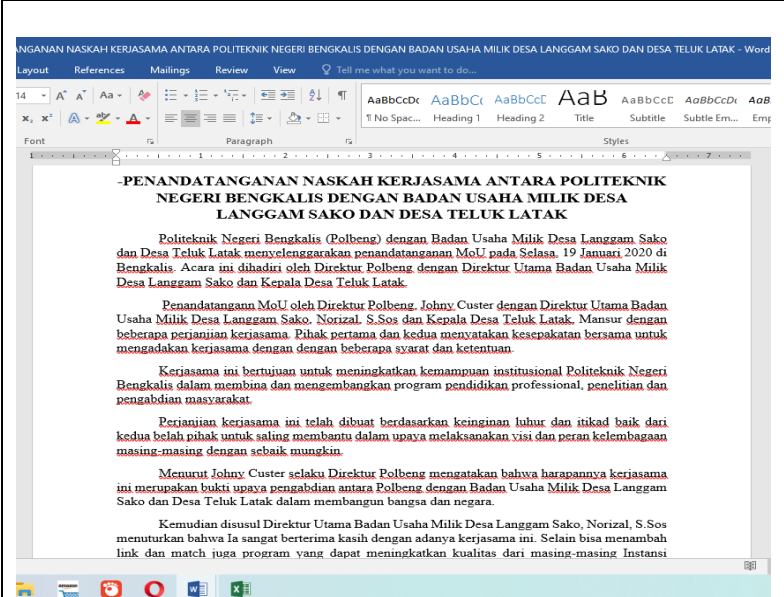
No	Job Description	Supervisor	Signature
1. 2.	Packing calendars Print the labels of calendars	Rahmad Akmal, SE	
<p>Note: Good. You work faster and focus with your job.</p>			

Picture	Information
	<p>The process of printing labels of calendars</p>

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Tuesday
Date : January, 19th 2021


No	Job Description	Supervisor	Signature
1.	Making news about the signing of the Manuscript of the cooperation between Polbeng and the Langgam Sako Village-Owned Enterprise and Teluk Latak Village	Rahmad Akmal, SE	
Note: Do not forget all of your knowledge here			

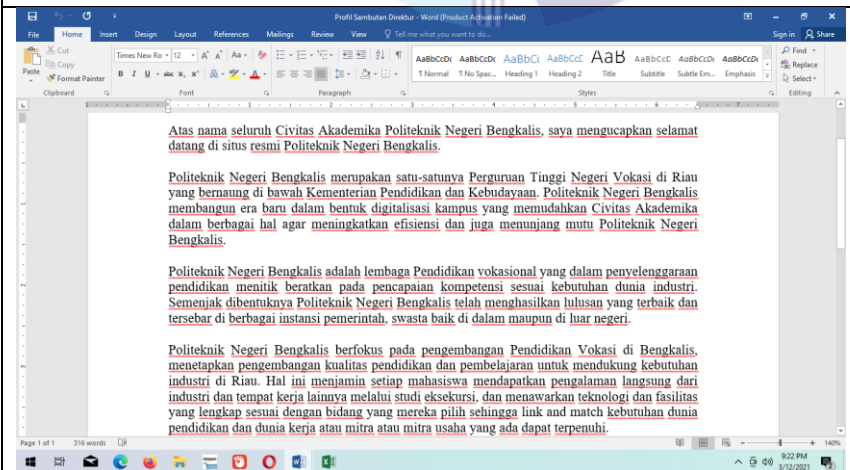
Picture	Information
	<p>Looking for facts and gathering documentary evidence of the news</p>

Appendix 3-26

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**


Day : Thursday
Date : January, 21st 2021

No	Job Description	Supervisor	Signature
1.	Make a Profile the director's welcome	Rahmad Akmal, SE	
Note: Good			

Picture	Information
	<p>The contents are intended to invite people to read</p>

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**


Day : Monday
Date : January, 25th 2021

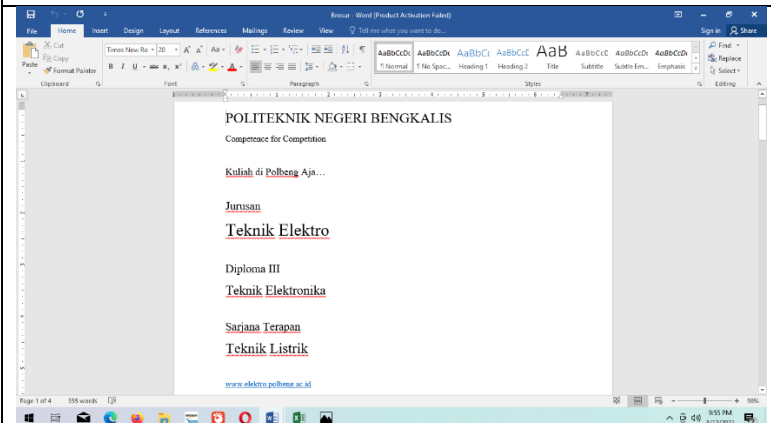
No	Job Description	Supervisor	Signature
1.	Inputting new data for Polbeng employees	Rahmad Akmal, SE	
Note: Great			

Picture	Information
	<p>Updating data for 2020</p>

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**


Day : Tuesday
Date : January, 26th 2021

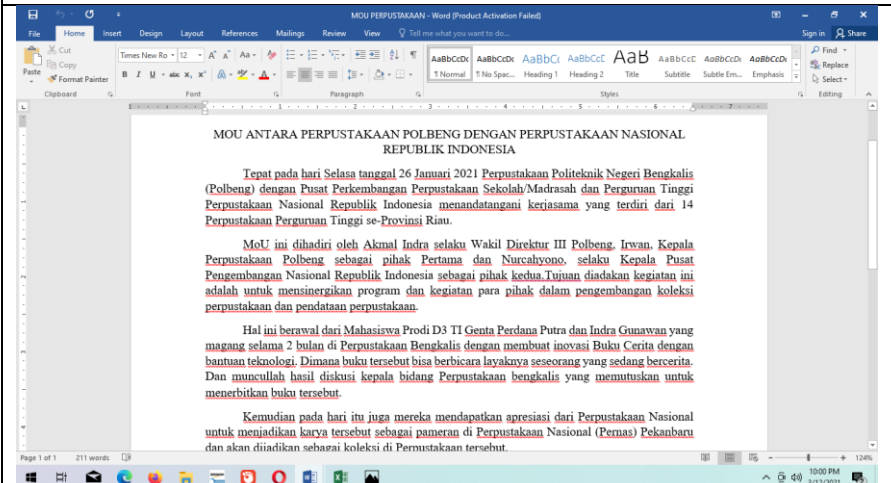
No	Job Description	Supervisor	Signature
1.	Typing a brochure profile of campus	Rahmad Akmal, SE	
2.	Recap of expense data		
3.	Making news about MoU		
	Note: amazing		

Picture	Information
	<p>The process of typing a brochure</p>

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Wednesday
Date : January, 27th 2021


No	Job Description	Supervisor	Signature
1. 2	<p>Making news about the MoU Polbeng and Pekanbaru National Library</p> <p>Conducting interviews of MoU activities</p>	Rahmad Akmal, SE	
<p>Note: amazing</p>			

Picture	Information
	<p>The process of conducting interviews for MoU</p>

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Monday

Date : February, 1st 2021


No	Job Description	Supervisor	Signature
1.	Arranging the souvenirs	Rahmad Akmal, SE	
	Note: Good		


Picture	Information
	Arranging souvenir for campus agenda

Appendix 3-31

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Tuesday
Date : February, 2nd 2021


No	Job Description	Supervisor	Signature
1.	Packing the gift sets for new students	Rahmad Akmal, SE	
2.	Packing the alumni graduation uniforms		
Note: always keep smiling			


Picture	Information
	<p>The process of packing souvenirs</p>

Appendix 3-32

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Wednesday
Date : February, 3rd 2021


No	Job Description	Supervisor	Signature
1.	Packing the alumni graduation uniforms	Rahmad Akmal, SE	
	Note: Be patient		

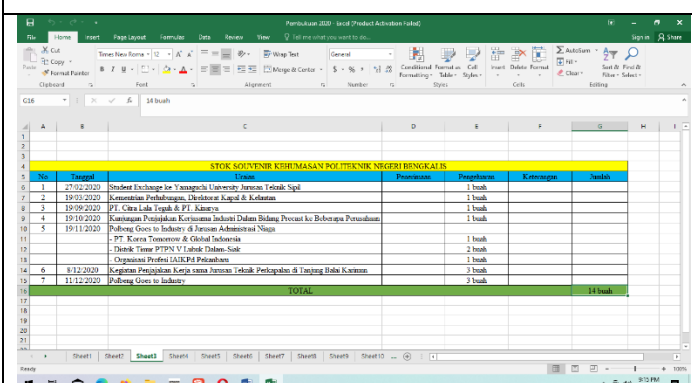
Picture	Information
	<p>The process of packing uniforms</p>

Appendix 3-33

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)


Day : Thursday
Date : February, 4rd 2021


No	Job Description	Supervisor	Signature
1.	Archive 2020 bookkeeping	Rahmad Akmal, SE	
Note: be focus			

Picture	Information
	<p>The process of archiving the bookkeeping</p>

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Friday
Date : February, 5th 2021

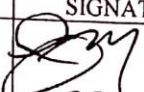




No	Job Description	Supervisor	Signature
1.	Serving polbeng alumni return the graduation uniforms	Rahmad Akmal, SE	
	Note: keep smiling		

Picture	Information
	<p>The process of serving the alumni return the graduation uniform</p>


CONSULTATION SHEET

**AN APPRENTICESHIP CONSULTATION SHEET
FINAL PROJECT PROPOSAL
STATE POLYTECHNIC OF BENGKALIS**

Name : Nurjamilah
 Reg. Number : 5203181093
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No	DAY/DATE	REVISION	SIGNATURE
1	12/3/2021	improve chapter 2	
2	17/3/2021	improve chapter 1 & 2	
3	23/3/2021	improve the chapter 2	
4	24/3/2021	improve background	
5		OK	

Bengkalis, Maret 2021
 Advisor


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