

AN APPRENTICESHIP REPORT
STATE POLYTECHNIC OF BENGKALIS

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



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2021

APPROVAL SHEET

APPROVAL SHEET STATE POLYTECHNIC OF BENGKALIS

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ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **AYU GUSTI ANANDA Reg. Number 5203181092** who has done the apprenticeship at Public Relation Department of State Polytechnic of Bengkalis started from December 07th, 2020 until February 05th, 2021. This report is used for partial fulfillment of the State Polytechnic of Bengkalis.

This report is complete and satisfactory in all respects, and all revisions required by the apprenticeship report examining committee had been made.

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Although the writer has given the best efforts to minimize the errors, this report is still imperfect and needs more revisions. Therefore, any kind of advice and comments are accepted to improve the next writing. Finally, the writer hopes this report will be beneficial for the readers and the other students.

Writer

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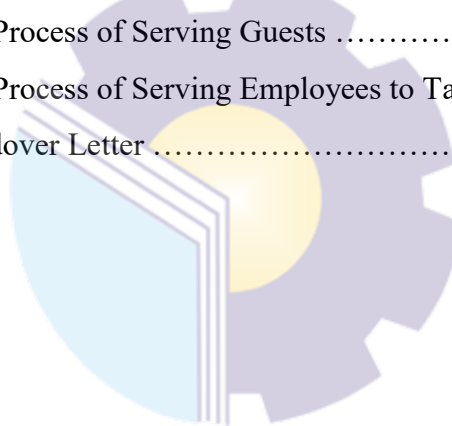
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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

An internship is a work placement with a company, agency or organization that aims to provide work experience as well as new skills, which can be useful for the future. Internship is also one of the main requirements to go through the graduation process. Internships are very important for students, because with internship students can get the occasion to know the dynamic of the world of work. A successful internship will build great achievements in the workplace.

State Polytechnic of Bengkalis requires students to join an internship program in order to graduate. This program also ensures that students have adaptability, work ethic, and are responsible especially in the world of work.

Including the English Department is one of the study programs in State Polytechnic of Bengkalis which requires students to do an internship. Apprenticeship program is one of the prerequisites before graduating. State Polytechnic of Bengkalis provides learning and training opportunities through this apprenticeship program to build professional skills in the field of science and technology for all students in State Polytechnic of Bengkalis. Therefore, the author chose and got the occasion to do an internship in Public Relations Department of State Polytechnic of Bengkalis.

The internship has been conducted from December 7 to February 5, 2021 as a Content Creator in Public Relations Department of General Section of State Polytechnic of Bengkalis. Choosing an internship in Public Relations Department of General Section of State Polytechnic of Bengkalis because of the duties offered by the Public Relations of State Polytechnic of Bengkalis related to courses in The Language Department. It's also because it relates to my final task which is included in the content creator field. Thus, the author can implement his communication skills and increase knowledge in the world of work.

1.2 Purpose of the Apprenticeship

The purposes of the apprenticeship as follows:

1. To know kinds of jobs done in The Public Relations Department of State Polytechnic of Bengkalis
2. To know working procedures applied in The Public Relations of State Polytechnic of Bengkalis
3. To know documents used in The Public Relations State Polytechnic of Bengkalis

1.3 Significance of the Apprentices

1.3.1 Significance for the Apprentices

Internships provide an opportunity to implement the knowledge that has been learned and gain new knowledge especially related to knowledge in the field of media and technology. Interns know how to talk to others (Public Speaking) and keep people interested.

1.3.2 Significance for the State Polytechnics of Bengkalis

Internships help Polytechnics to prepare and produce creative students who are ready to work in the field once they complete their studies. Therefore, internships help Polytechnics implement and organize their curriculum.

1.3.3 Significance for the Company

The internship provides an opportunity for The Public Relations Department of Bengkalis State Polytechnic to help and sharpen the skills of students. In addition, it is easy for The Public Relations of State Polytechnic of Bengkalis to find and hire experienced employees because practical students have experience working in companies or institutions.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

State Polytechnic of Bengkalis (Polbeng) is an educational institution as well as the only state polytechnic in Riau Province that has been established since 2000. Currently, State Polytechnic of Bengkalis has Diploma III and Diploma IV programs. There are eight departments in State Polytechnic of Bengkalis. In early 2000, the Government of Bengkalis Regency, through Gema Bahari Foundation established a college with the name of Bengkalis Shipping Polytechnic, which has 3 (three) study programs, namely: Ship Electrical Engineering, Ship Building Engineering, and Ship Machinery Engineering. In its journey, Bengkalis Shipping Polytechnic changed its name to Bengkalis Polytechnic and under Yayasan Bangun Insani (YBI) Bengkalis, with 5 (five) study programs, namely: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration.

Then in July 2001, Bengkalis Polytechnic received the first batch of new students. In 2006, Bengkalis Polytechnic added 2 (two) new study programs, namely Business English and Informatics Engineering. Furthermore, in early 2008 Bengkalis Polytechnic requested support to YBI Bengkalis, Bengkalis district government and Bengkalis district representative council to propose the improvement of status from Private Universities (PTS) to State Universities (PTN).

On February 9, 2011, Bengkalis Polytechnic together with YBI Bengkalis and Bengkalis District Government presented to the Minister of Administrative and Bureaucratic Reform to complete the feasibility of the study of State Polytechnic of Bengkalis. On July 29, 2011, Bengkalis Polytechnic officially became PTN under the name of State Polytechnic of Bengkalis through the Regulation of the Minister of National Education No. 28 of 2011 concerning the Establishment, Organization and Work Procedure of State Polytechnic of

Bengkalis. And on December 26, 2011, State Polytechnic of Bengkalis was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

Then in 2013 State Polytechnic of Bengkalis added 2 new programs namely D4 (Mechanical Engineering production and Maintenance and Electrical Engineering) and 3 D2 programs (Welding Engineering, Power Plant System Engineering and Accounting Computer) which is a Study Program Outside Domicile (PDD). In 2014 and 2015, State Polytechnic of Bengkalis added 2 new programs, namely D4 (Road & Bridge Design Engineering) and D3 (Cruise, Engineering and management and trading ports). And in 2016 State Polytechnic of Bengkalis added several programs namely D4 (Software engineering, International Business Administration and Public Financial Accounting).

And lastly, in 2020 State Polytechnic of Bengkalis added 3 new programs, namely D4 (English for Business and Professional Communication), D4 (Shipping Architecture Engineering Technology) and D4 (Information System Security).

In addition, there are many kinds of divisions at State Polytechnic of Bengkalis such as general, financial, planning, logistics and BAAK sections. Each division has its own functions and duties. The author feels very lucky because can get the opportunity to do an internship in the Public Relations Department of General Section of State Polytechnic of Bengkalis. Because Public Relations is one of the most important divisions in State Polytechnic of Bengkalis. Public Relations duties are closely related to the environment or society. So that Public Relations is often referred to as an information center.



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 of national and international standard”.

2.2.2 Mission

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

2.3 Kinds of Business

State Polytechnic of Bengkalis offers in terms of education and knowledge services.

2.4 Organizational Structure

There are several sections in State Polytechnic of Bengkalis such as general, financial, planning, logistics, and BAAK sections. The author gets the opportunity to implement his knowledge in the General Section, especially in the Public Relations Section of the State Polytechnic of Bengkalis. Organizational structure can be seen in the picture below:



**ORGANIZATIONAL STRUCTURE
IN GENERAL SECTION OF
STATE POLYTECHNIC OF BENGKALIS**

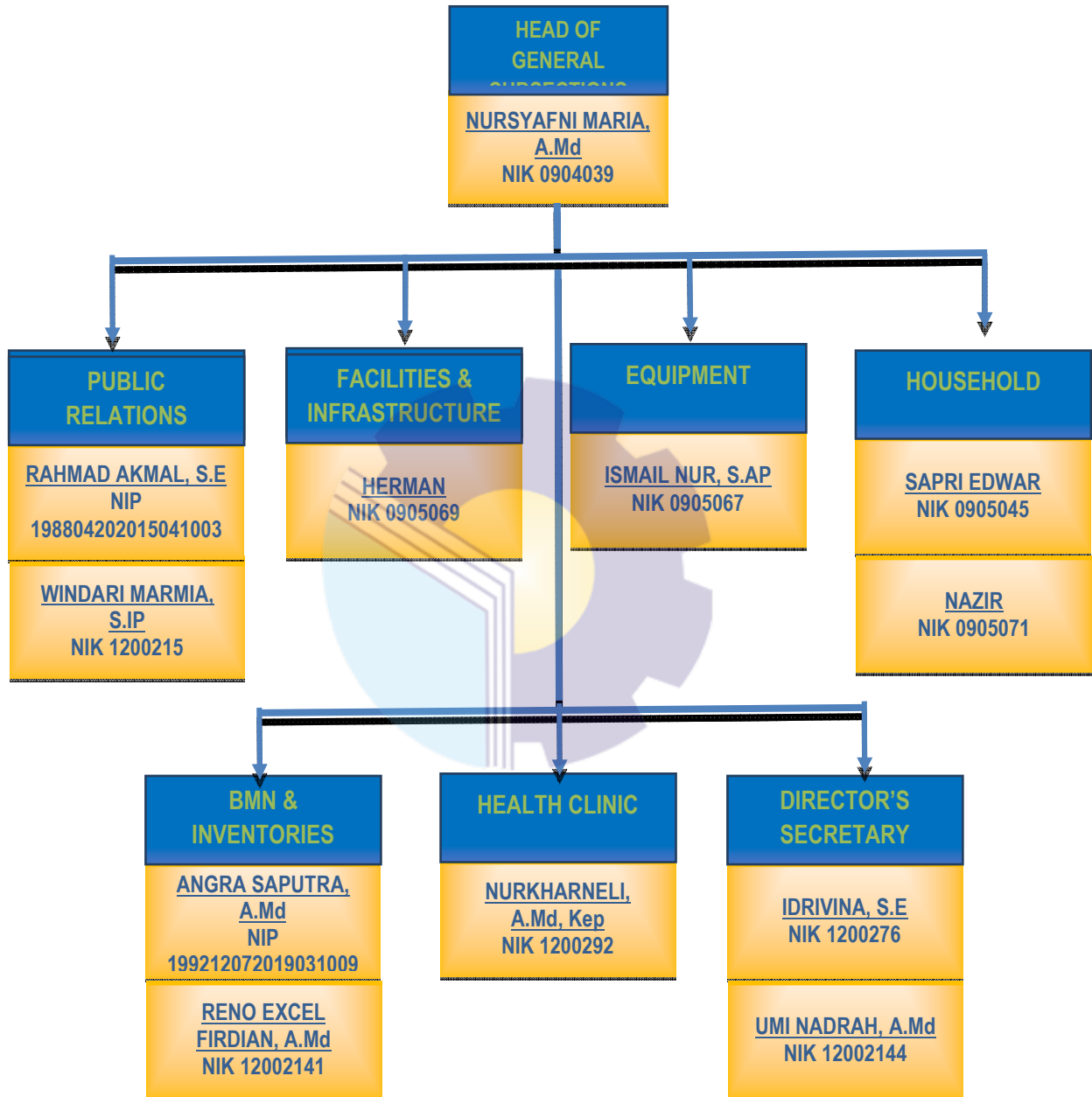


Figure 2.2
Front Office Organizational Structure

The general section has a function to regulate the implementation of management tasks, administrative control and administration of staffing, leadership administration and other household affairs devices. In addition, the general section also has other divisions. Each division has its own duties and responsibilities. These are the description of each position:

1. Head of general section

The head of the general section is the person responsible for preparing policies, coordination, coaching, supervision and control over the implementation of the activities of each division.

2. Public Relations

Public Relation is one of the professions in an organization that plays a role to conduct interactions, relationships and cooperation with the surrounding community. In addition, the job of Public Relations is disseminating information related to the campus.

3. Facilities and Infrastructure

This division has a special task to take care of campus transportation. If there is staff or employees who want to use campus vehicles, then what provides is the division of facilities and infrastructure.

4. Equipment

Equipment division is the division responsible for all equipment on campus. Such as sound systems, white boards, projectors and others. If anyone wants to use the item, then the equipment division will prepare it.

5. Household

Household division is a division that is tasked to manage the activities of the administration of mailing, doubling, archival and services in the organizational environment.

6. BMN and Inventories

BMN and Supplies are one of the very important divisions in State Polytechnic of Bengkalis. Because this division has a big task that is to regulate the implementation of administrative services, protocol, archival, equipment, household, and manage campus assets.

7. Health Clinic

Health Clinics is division that lead to the medical field. Because this division is related to drugs. The function of the division is to provide medicines, rest areas, and other medical equipment for students or staff who are sick or need help.

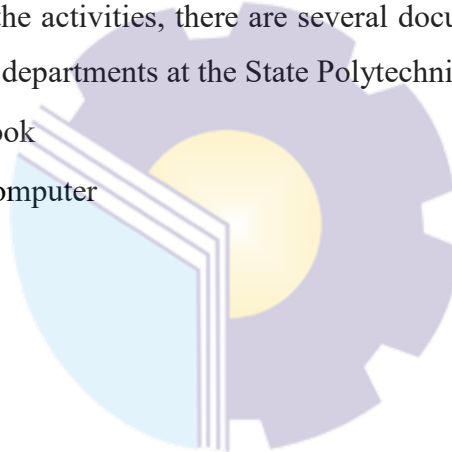
8. Director's Secretary

The Secretary of the Director is the person who serves as the source of information for the leadership. In addition, the Secretary of the Director also has a responsibility to regulate the activities of the company, ranging from administration to Public Relations.

2.5 Document Used for Activity

To manage the activities, there are several documents used by the general and public relations departments at the State Polytechnic of Bengkalis:

1. Handover book
2. Laptop or Computer



CHAPTER III

SCOPE OF APPRENTICESHIP

3.1 Job Description

The internship started from December 7th, 2020 to February 5th, 2021 in The Public Relations Department of State Polytechnic of Bengkalis. The schedule starts at 08.00-12.00 then continued at 13.30-16.00 WIB.

There are several main types of work during internships:

1. Writing News
2. Archiving News
3. Archiving Polbeng Data
4. Serving Guests Who Come to the Room
5. Distributing Uniforms to Employees of the State Polytechnic of Bengkalis

3.2 Working Procedure

1. Writing News

Writing news is an effort to convey information or news about an event or thing in written form. News is also a description of the latest facts or ideas that are true, interesting and important for everyone. And the most important task of public relations is to convey information about the campus to the campus community through written news or internet media.

Usually after making news, Public Relations of State Polytechnic of Bengkalis uploads the news to the Polbeng website, namely polbeng.ac.id. But sometimes the news that is uploaded will be reposted by the web media that has been collaborating with The Public Relations Department of State Polytechnic of Bengkalis. They are mediakepri.com and mandiripos.com. It is intended that people outside the campus can find out information or the development of State Polytechnic of Bengkalis easily.

As for the steps that must be taken when writing news:

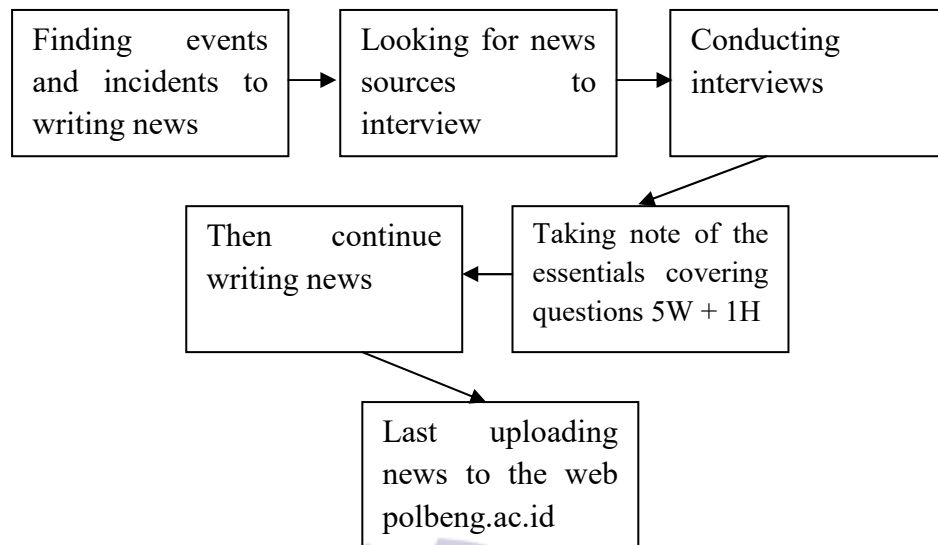


Figure 2.3

The Process of Writing News



Figure 2.4

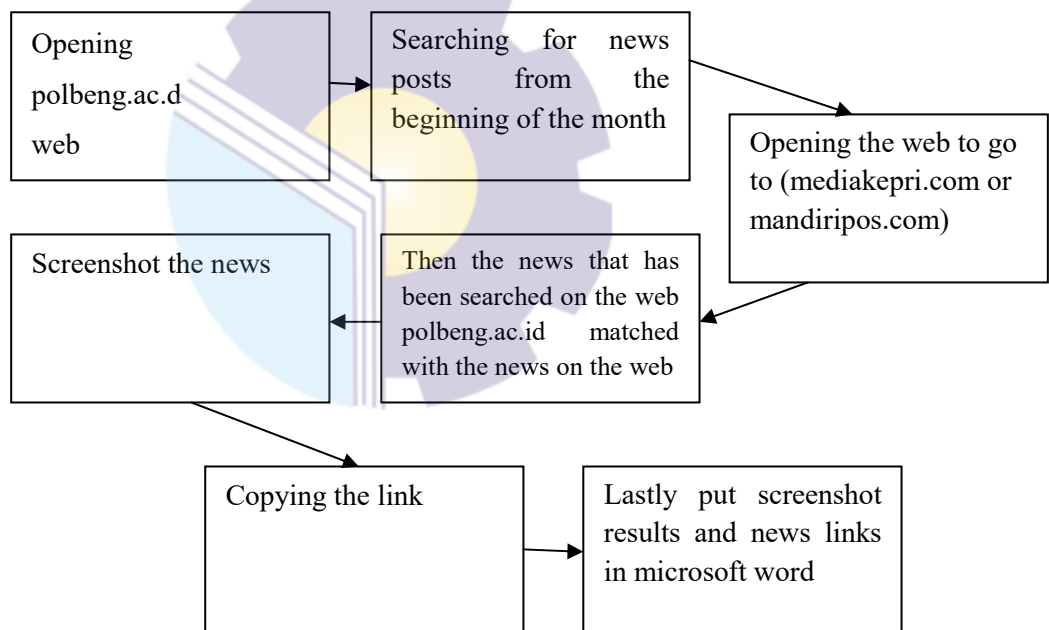
The Writing News

2. Archiving News

In addition to writing news, there are also activities to archiving news. This activity is carried out once a month. There are 3 web sources taken in archiving news. The purpose of this activity is to find out how much news is reposted by mediakepri.com and mandiripos.com. Because The Public Relations Department of State Polytechnic of Bengkalis has been cooperating with them. There are three news sources that are archived:

- News uploaded from mediakepri.com
- News uploaded from mandiripos.com
- News uploaded from polbeng.ac.id

The steps in archiving the news:



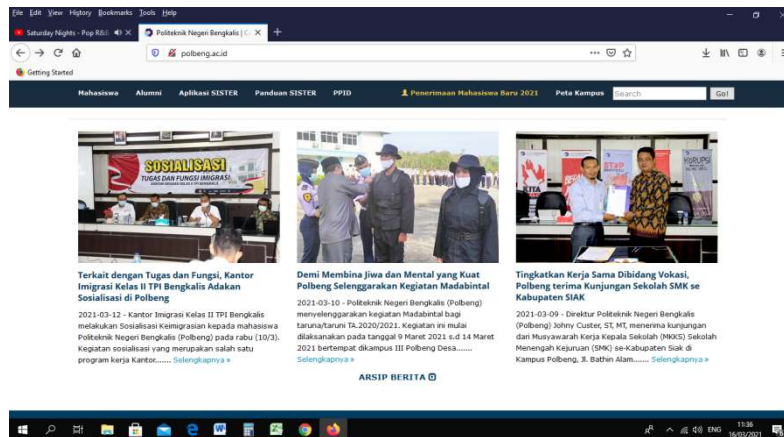


Figure 2.5
The Process of Archiving Data From polbeng.ac.id



Figure 2.6
The Archiving Data from mandiripos.com

3. Archiving Polbeng Data

Archival is the management of records of activity records or sources of information that have a value of usefulness in a regular and planned whether it is an archive created or received, so that it is easy to rediscover if needed. Archival system that is organized optimally will facilitate the activities and objectives of institutions, organizations, bodies and individuals. Therefore, one of the important things in Public Relations Department is the activity of archiving data. This aims to facilitate the performance of the Public Relations Department in carrying out their respective work.

The following are the steps to archiving data:

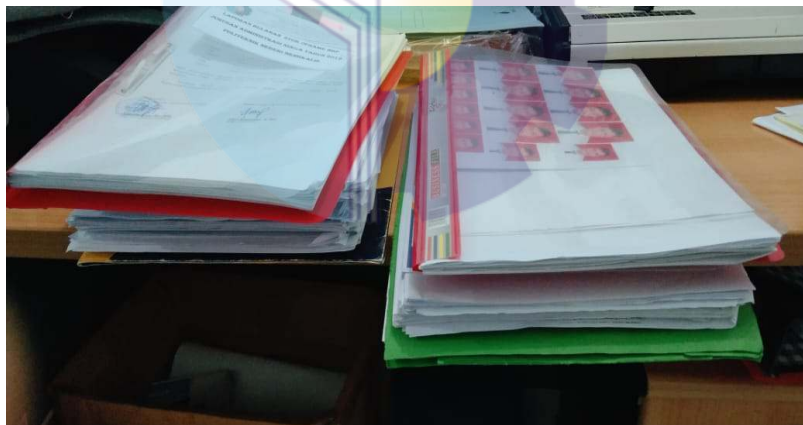
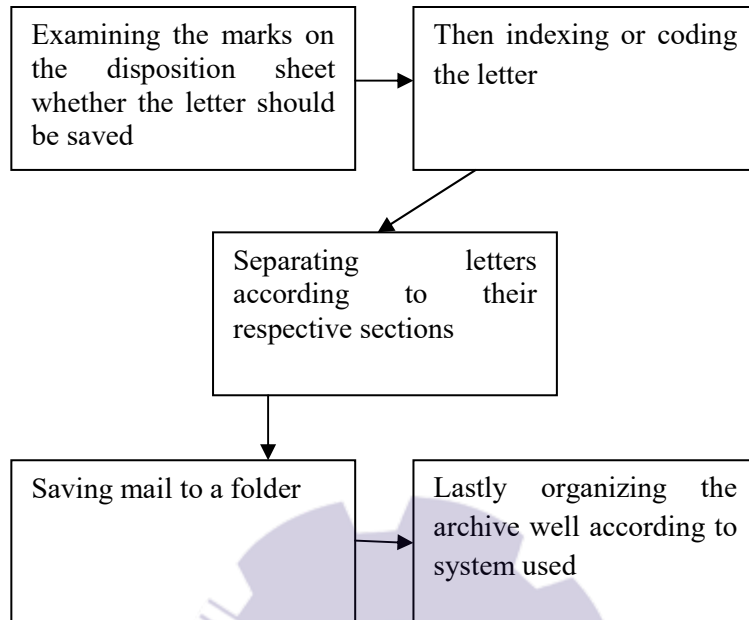


Figure 2.7
The Archiving Dormitory Data

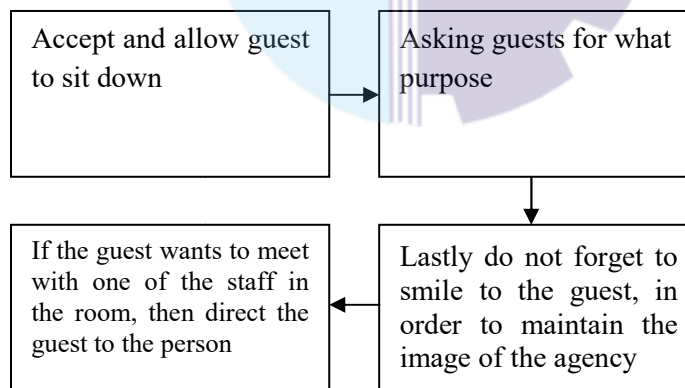
| No | Nama | Tujuan | Program | Awal | Akhir | Selesai | Validasi | Ks. | Berkas MOA |
|----|--|--|-----------|------|-------|---------|----------|----------|------------|
| 1 | KEPP. PE. INOVASI BAKU POLB and KAPRI-PEKABANGKALAN POLB and KAPRI | Melaksanakan KEGIATAN PERHIBIHAN TERPADU | Persewaan | Agd | 2022 | 2022 | Valid | Agd-2022 | Valid |
| 2 | KEPP. PE. INOVASI BAKU POLB and KAPRI-PEKABANGKALAN POLB and KAPRI | Melaksanakan KEGIATAN PERHIBIHAN TERPADU | Persewaan | Agd | 2022 | 2022 | Valid | Agd-2022 | Valid |
| 3 | PTSA | Melaksanakan KEGIATAN PERHIBIHAN TERPADU | Persewaan | Agd | 2022 | 2022 | Valid | Agd-2022 | Valid |
| 4 | PTSA | Melaksanakan KEGIATAN PERHIBIHAN TERPADU | Persewaan | Agd | 2022 | 2022 | Valid | Agd-2022 | Valid |
| 5 | PTSA | Melaksanakan KEGIATAN PERHIBIHAN TERPADU | Persewaan | Agd | 2022 | 2022 | Valid | Agd-2022 | Valid |
| 6 | PTSA | Melaksanakan KEGIATAN PERHIBIHAN TERPADU | Persewaan | Agd | 2022 | 2022 | Valid | Agd-2022 | Valid |
| 7 | PTSA | Melaksanakan KEGIATAN PERHIBIHAN TERPADU | Persewaan | Agd | 2022 | 2022 | Valid | Agd-2022 | Valid |

Figure 2.8 The Result of Archiving Data Cooperation

4. Serving Guests Who Come to the Room

Usually every day there are always guests who come to the room for certain purposes. And it should have been well served and friendly. The purpose of this is to facilitate the purpose of guests.

Steps to receiving or serving guests:



5. Handling Out Uniforms to Employees

In addition to serving guests and disseminating information, Public Relations os State Polytechnic of Bengkalis is also in charge of taking care of everything related to the needs of employees. One of them is to take care of the distribution of uniforms for polbeng employees. When prepared, employees can take their uniforms.

As for the steps in serving employees to taking uniforms:

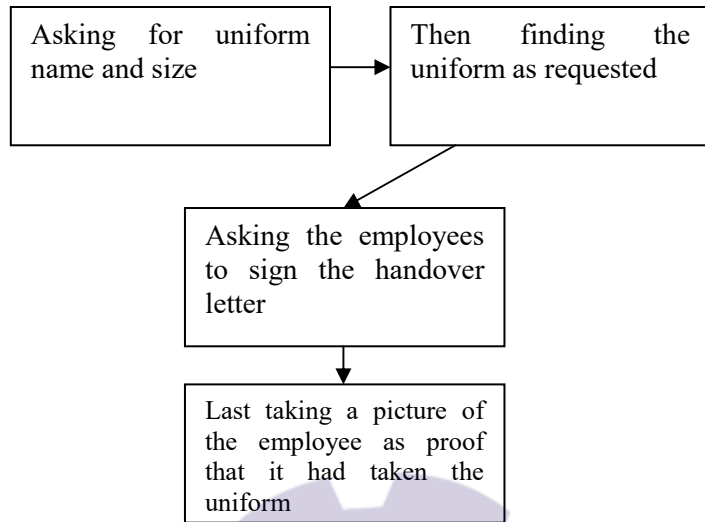


Figure 2.9
Handover Letter

3.2.1 Place of Apprenticeship

Internship starts from December 7th, 2020 to February 5th, 2021. It was done in The Public Relations Department of The State Polytechnic of Bengkalis as a news content creator.

3.2.2 Kind and Description of the Activity

Daily activities at The State Polytechnic of Bengkalis can be seen in the table below:



Table 3.1
Agenda of Activities of the First Week of December
(December 7th – 13th, 2020)

| No | Day/Date | Activity | Place |
|----|---|--|--|
| 1 | Monday, December 7 th , 2020 | 1. Writing news about the language department workshop | General Section Room |
| 2 | Tuesday, December 8 th , 2020 | 1. Writing news about ambassador election campus of the State Polytechnic of Bengkalis 2. Attending the campus ambassador election event 3. Serving the distribution of uniforms for Polbeng staff | General Section Room State Polytechnic of Bengkalis General Section Room |
| 3 | Wednesday, December 9 th , 2020 | 1. Filling the bookkeeping of the public relations department in 2020 2. Serving the distribution of uniforms for Polbeng staff | General Section Room General Section Room |
| 4 | Thursday, December 10 th , 2020 | 1. Archiving news for November 2020 in Mediakepri.com 2. Serving the distribution of uniforms for Polbeng staff | General Section Room General Section Room |
| 5 | Friday, December 11 th , 2020 | 1. Archiving news for October 2020 in Mediakepri.com | General Section Room |
| 6 | Saturday, December 12 th , 2020 | OFF | - |
| 7 | Sunday, December 13 th , 2020 | OFF | - |

Table 3.2
Agenda of Activities of the First Week of December
(December 14th – 20th, 2020)

| No | Day/Date | Activity | Place |
|----|--|---|----------------------|
| 1 | Monday, December 14 th , 2020 | 1. Archiving news for December 2020 in mediakepri.com | General Section Room |
| 2 | Tuesday, December 15 th , 2020 | 1. Archiving news for October, November and December 2020 in mandiripos.com | General Section Room |
| 3 | Wednesday, December 16 th , 2020 | 1. Packing souvenirs | Finance department |
| 4 | Thursday, December 17 th , 2020 | 1. Archiving news for November and December 2020 in polbeng.ac.id | General Section Room |
| 5 | Friday, December 18 th , 2020 | 1. Writing news about Polbeng students | General Section Room |
| 6 | Saturday, December 19 th , 2020 | OFF | - |
| 7 | Sunday, December 20 th , 2020 | OFF | - |

Table 3.3
Agenda of Activities of the First Week of December
(December 21st– 27th, 2020)

| No | Day/Date | Activity | Place |
|----|--|--|--|
| 1 | Monday, December 21 st , 2020 | 1. Attending journalistic training seminars 2. Writing news about journalism training in State Polytechnic of Bengkalis | Hall of State Polytechnic of Bengkalis General Section Room |
| 2 | Tuesday, December 22 th , 2020 | 1. Archiving news on polbeng.ac.id | General Section Room |
| 3 | Wednesday, December 23 th , 2020 | 1. Calculating the Polbeng calendars 2. Distributing calendars to each department | General Section Room Offices in Bengkalis |
| 4 | Thursday, December 24 th , 2020 | 1. Archiving Polbeng cooperation data | Work from Home |
| 5 | Friday, December 25 th , 2020 | 1. Making news about Polbeng students | Work from Home |
| 6 | Saturday, December 26 th , 2020 | OFF | - |
| 7 | Sunday, December 27 th , 2020 | OFF | - |

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

| No | Day/Date | Activity | Place |
|----|--|---|----------------|
| 1 | Monday, December 28 th , 2020 | 1. Archiving news on polbeng.ac.id | Work from Home |
| 2 | Tuesday, December 29 th , 2020 | 1. Making label for calendars | Work from Home |
| 3 | Wednesday, December 30 th , 2020 | 1. Making a company name label in Microsoft word | Work from Home |
| 4 | Thursday, December 31 st , 2020 | 1. Archiving Polbeng data | Work from Home |
| 5 | Friday, January 1 st , 2021 | 1. Typing brochure | Work from Home |
| 6 | Saturday, January 2 nd , 2021 | OFF | - |
| 7 | Sunday, January 3 rd , 2021 | OFF | - |

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

| No | Day/Date | Activity | Place |
|----|---|--|--|
| 1 | Monday, January 4 th , 2021 | 1. Transferring assets from Polbeng to AKN 2. Writing news about English student winning third place in vocal competition | AKN building of State Polytechnic of Bengkalis General Section Room |
| 2 | Tuesday, January 05 th , 2021 | 1. Distributing calendars for Polbeng staffs | General Section Room |
| 3 | Wednesday, January 06 th , 2021 | 1. Archiving data on cooperation between companies and State Polytechnic of Bengkalis | General Section Room |
| 4 | Thursday, January 07 th , 2021 | 1. Printing labels for calendar 2. Packing calendars to be sent to the company | General Section Room General Section Room |
| 5 | Friday, January 08 th , 2021 | 1. Packing calendars to be sent to the company 2. Scanning BPKB of Polbeng vehicles | General Section Room General Section Room |
| 6 | Saturday, January 09 th , 2021 | OFF | - |
| 7 | Sunday, January 10 th , 2021 | OFF | - |

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

| No | Day/Date | Activity | Place |
|----|---|---|--|
| 1 | Monday, January 11 th , 2021 | 1. Serving students who returning graduation uniforms 2. Packing calendars to be sent to the company 3. Making a company name label in Microsoft word | General Section Room General Section Room General Section Room |
| 2 | Tuesday, January 12 th , 2021 | 1. Distributing Polbeng calendars to each department | General Section Room |
| 3 | Wednesday, January 13 th , 2021 | 1. Packing uniforms for employees 2. Serving employees who take uniforms | General Section Room General Section Room |
| 4 | Thursday, January 14 th , 2021 | 1. Serving employees who take uniforms | General Section Room |
| 5 | Friday, January 15 th , 2021 | 1. Archiving Polbeng data | General Section Room |
| 6 | Saturday, January 16 th , 2021 | OFF | - |
| 7 | Sunday, January 17 th , 2021 | OFF | - |

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

| No | Day/Date | Activity | Place |
|----|---|---|--|
| 1 | Monday, January 18 th , 2021 | 1. Printing labels for calendar 2. Packing calendars | General Section Room General Section Room |
| 2 | Tuesday, January 19 th , 2021 | 1. Archiving students dormitory data Polbeng | General Section Room |
| 3 | Wednesday, January 20 th , 2021 | OFF | - |
| 4 | Thursday, January 21 st , 2021 | 1. Archiving Polbeng cooperation data in 2020 | General Section Room |
| 5 | Friday, January 22 nd , 2021 | 1. Recap of expense data | Work from Home |
| 6 | Saturday, January 23 rd , 2021 | OFF | - |
| 7 | Sunday, January 24 th , 2021 | OFF | - |

Table 3.8
Agenda of Activities of the First Week of January
(January 25th – 31th, 2021)

| No | Day/Date | Activity | Place |
|----|---|--|--|
| 1 | Monday, January 25 th , 2021 | 1. Packing calendars 2. Sharing calendars to offices | General Section Room Offices in Bengkalis |
| 2 | Tuesday, January 26 th , 2021 | 1. Typing a brochure in Microsoft word 2. Archiving of expense data 3. Writing news about the MoU | General Section Room General Section Room General Section Room |
| 3 | Wednesday, January 27 th , 2021 | 1. Conducting interviews on MoU activities 2. Writing news MoU Polbeng and Pekanbaru National Library | General Section Room General Section Room |
| 4 | Thursday, January 28 th , 2021 | 1. Archiving Polbeng data | Work from Home |
| 5 | Friday, January 29 th , 2021 | 1. Making news about students | Work from Home |
| 6 | Saturday, January 30 th , 2021 | OFF | - |
| 7 | Sunday, January 31 st , 2021 | OFF | - |

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

| No | Day/Date | Activity | Place |
|----|---|--|--|
| 1 | Monday, February 1 st , 2021 | 1. Guidance with an intern supervisor discussing the material during the internship 2. Serving Polbeng alumni return graduation uniforms 3. Writing a letter | General Section Room General Section Room General Section Room |
| 2 | Tuesday, February 2 nd , 2021 | 1. Serving Polbeng alumni return graduation uniforms 2. Packing gift sets for new students | General Section Room Finance department |
| 3 | Wednesday, February 3 rd , 2021 | 1. Serving Polbeng alumni return graduation uniforms | General Section Room |
| 4 | Thursday, February 4 th , 2021 | 1. Serving Polbeng alumni return graduation uniforms | General Section Room |
| 5 | Friday, February 5 th , 2021 | 1. Serving Polbeng alumni return graduation uniforms | General Section Room |
| 6 | Saturday, February 6 th , 2021 | OFF | - |
| 7 | Sunday, February 7 th , 2021 | OFF | - |

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing an internship in the Public Relations Section of the State Polytechnic of Bengkalis, there are several conclusions as follows:

1. There are several types of work carried out during the internship, such as covering news, writing news, archiving news, archiving Polbeng data, serving people who come to the room, assisting in making videos and also photography.
2. The work procedure is based on the Bengkalis State Polytechnic Standard Operating Procedure (SOP)
3. The documents used during the internship are usually a letter of handover of goods and laptop or computer.

4.2 Suggestion

4.2.1 Suggestion for the Public Relation of State Polytechnic of Bengkalis

1. More attention should be paid to the safety of working hours
2. Good service must be maintained

4.2.2 Suggestion for State Polytechnic of Bengkalis

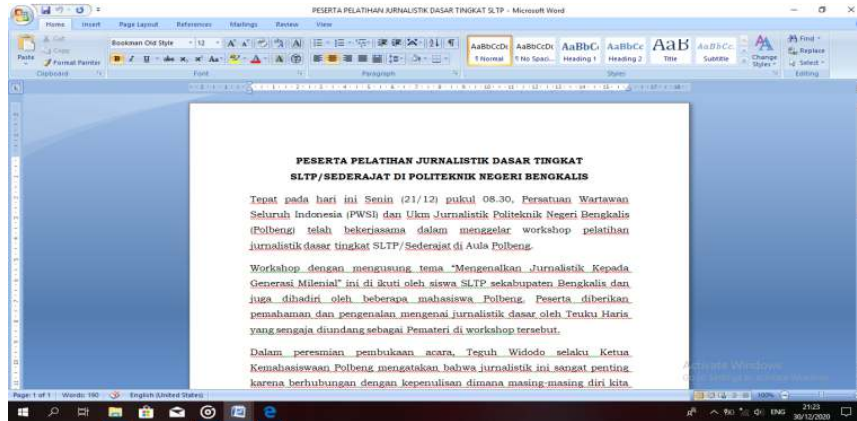
1. Improving the quality of lecturers must be maintained
2. Supervision of any part or field on campus should be given more attention

APENDIX A
HANDOVER AND LAPTOP



APENDIX B

THE PROCESS OF WRITING NEWS



APENDIX C
THE PROCESS OF SHARING CALENDARS



APENDIX D
PACKING UNIFORMS FOR EMPLOYEES



APENDIX E
PACKING SOUVENIRS

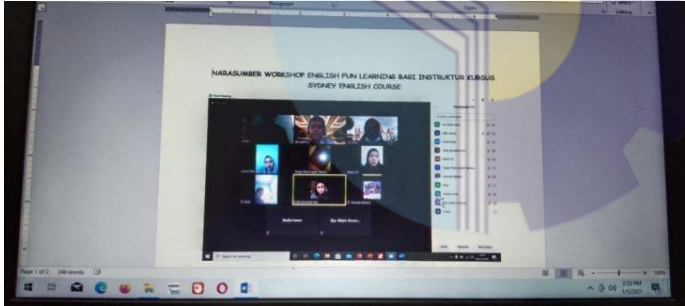


**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Monday

Date : December 7th, 2020

| No | Job Description | Supervisor | Signature |
|----|--|-------------------|-----------|
| 1 | Make news about the language department workshop | Rahmad Akmal, S.E | |
| | Note: keep spirit!! | | |


| Picture | Information |
|---|------------------------------|
|  | Workshop Language Department |

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

Day : Tuesday

Date : December 8th, 2020

| No | Job Description | Supervisor | Signature |
|----|--|----------------------|-----------|
| 1 | Make news about ambassador election campus of the State Polytechnic of Bengkalis | Rahmad Akmal, S.E | |
| 2 | Attend the campus ambassador election event | | |
| 3 | Serving the distribution of uniforms for Polbeng staff | | |
| | Note : Good!! | | |


| Picture | Information |
|---|---|
|  | the process of making news about campus ambassadors |

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

Day : Wednesday

Date : December 9th, 2020

| No | Job Description | Supervisor | Signature |
|----|--|-------------------|-----------|
| 1 | Filling the bookkeeping of the public relations department in 2020 | Rahmad Akmal, S.E | |
| 2 | Serving the distribution of uniforms for Polbeng staff | | |
| | Note : Nice! | | |


| Picture | Information |
|---|--------------------|
|  | Data recap process |

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

Day : Thursday

Date : December 10th, 2020

| No | Job Description | Supervisor | Signature |
|----|--|------------|-----------|
| 1 | Archiving news for November 2020 in Mediakepri.com | Rahmad | |
| 2 | Serving the distribution of uniforms for Polbeng staff | Akmal, S.E | |
| | Note : Keep spirit!! | | |


| Picture | Information |
|---|---|
|  | <p>The process of archiving the November news in mediakepri.com</p> |

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

Day : Friday

Date : December 11th, 2020

| No | Job Description | Supervisor | Signature |
|----|---|-------------------|-----------|
| 1 | Archiving news for October 2020 in Mediakepri.com | Rahmad Akmal, S.E | |
| | Note: Good job! | | |


| Picture | Information |
|---|--|
|  | <p>The process of archiving the October news in mediakepri.com</p> |

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

Day : Monday

Date : December 14th, 2020

| No | Job Description | Supervisor | Signature |
|----|--|----------------------|-----------|
| 1 | Archiving news for December 2020 in mediakepri.com | Rahmad Akmal, S.E | |
| | Note: Always happy! | | |


| Picture | Information |
|---|---|
|  | <p>The process of archiving the December news in mediakepri.com</p> |

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

Day : Tuesday

Date : December 15th, 2020

| No | Job Description | Supervisor | Signature |
|----|--|----------------------|-----------|
| 1 | Archiving news for October, November and December 2020 in mandiripos.com | Rahmad Akmal, S.E | |
| | Note: Keep smiling! | | |


| Picture | Information |
|---|---|
|  | <p>The process of archiving the October, November and December news in mandiripos.com</p> |

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

Day : Wednesday

Date : December 16th, 2020

| No | Job Description | Supervisor | Signature |
|----|----------------------|----------------------|-----------|
| 1 | Packing souvenirs | Rahmad Akmal, S.E | |
| | Note: Great!! | | |


| Picture | Information |
|---|--------------------------|
|  | Souvenir packing process |

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

Day : Thursday

Date : December 17th, 2020

| No | Job Description | Supervisor | Signature |
|----|--|----------------------|-----------|
| 1 | Archiving news for November and December 2020 in polbeng.ac.id | Rahmad Akmal, S.E | |
| | Note: Enjoy your job! | | |

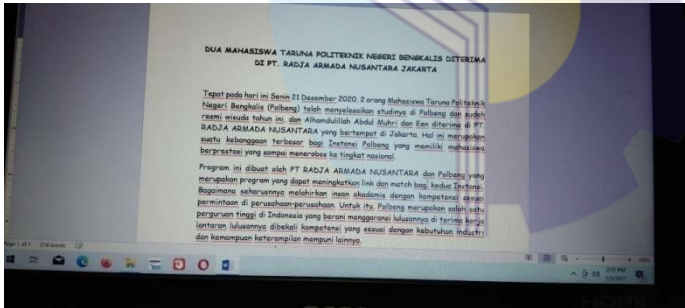
| Picture | Information |
|---|---|
|  | <p>The process of archiving the November and December news in polbeng.ac.id</p> |

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Friday

Date : December 18th, 2020

| No | Job Description | Supervisor | Signature |
|----|------------------------------------|-------------------|-----------|
| 1 | Making news about Polbeng students | Rahmad Akmal, S.E | |
| | Note : Nice!! | | |

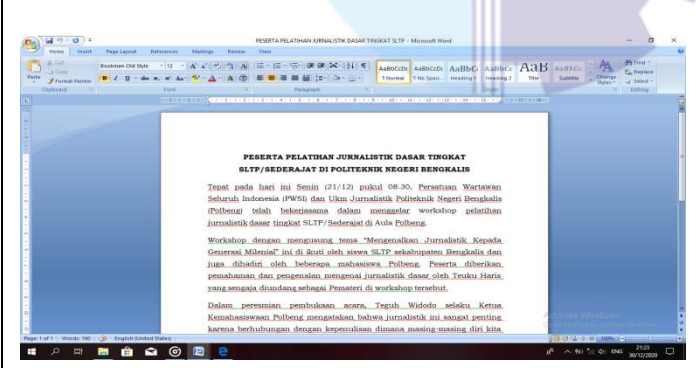
| Picture | Information |
|---|-------------------------------------|
|  <p>The screenshot shows a news article on a computer screen. The title is "DUA MAHASISWA TARUNA POLITEKNIK NEGERI BENGKALIS DITERIMA DI PT. RADJA ARMADA NUSANTARA JAKARTA". The text below the title describes the acceptance of two students from Politeknik Negeri Bengkalis into a program at PT. Radja Armada Nusantara Jakarta. The article mentions that the program is designed to improve the skills of students and is a form of social service. It also states that the program is a form of social service and is designed to improve the skills of students. The article is dated December 21, 2020.</p> | <p>The process of creating news</p> |

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Monday

Date : December 21th, 2020

| No | Job Description | Supervisor | Signature |
|----|---|------------|-----------|
| 1 | Attend journalistic training seminars | | |
| 2 | Make news about journalism training in State Polytechnic of Bengkalis | | |
| | Note : Nice!! | | |


| Picture | Information |
|---|---|
|  | <p>The process of making news about journalistic training</p> |

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

Day : Tuesday

Date : December 22th, 2020

| No | Job Description | Supervisor | Signature |
|----|-------------------------------|----------------------|-----------|
| 1 | Archive news on polbeng.ac.id | Rahmad Akmal, S.E | |
| | Note: Amazing! | | |


| Picture | Information |
|---|--|
|  | <p>process of archiving Polbeng news</p> |

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

Day : Wednesday

Date : December 23th, 2020

| No | Job Description | Supervisor | Signature |
|----|---|----------------------|-----------|
| 1 | Calculate the Polbeng calendars | Rahmad Akmal, S.E | |
| 2 | Distributing Polbeng calendars to each department | | |
| | Note : Hope you enjoy your job!! | | |

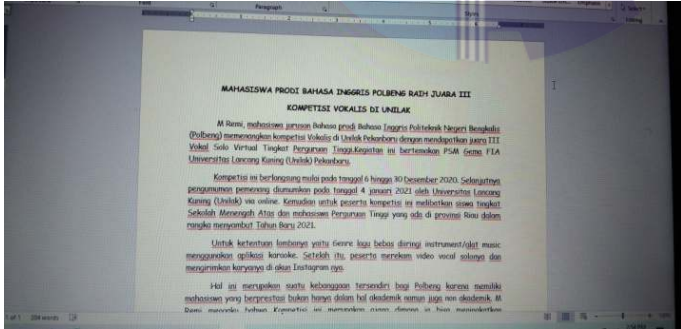
| Picture | Information |
|---|----------------------------|
|  | Calendars counting process |

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

Day : Monday

Date : January 04th, 2020

| No | Job Description | Supervisor | Signature |
|----|--|-------------------|-----------|
| 1 | Transfer assets from Polbeng to AKN | Rahmad Akmal, S.E | |
| 2 | Made news about English student winning third place in vocal competition | | |
| | Note : Always have fun! | | |

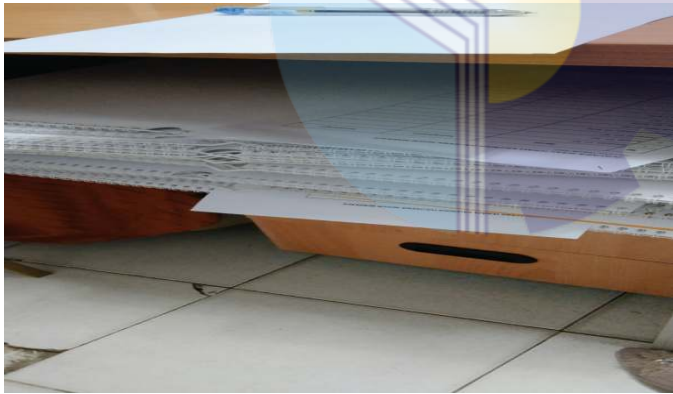
| Picture | Information |
|---|---|
|  | <p>The process of making news about students majoring in languages who successfully participated in the competition</p> |

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

Day : Tuesday

Date : January 05th, 2020

| No | Job Description | Supervisor | Signature |
|----|---|-------------------|-----------|
| 1 | Distributing calendars for Polbeng staffs | Rahmad Akmal, S.E | |
| | Note : Great job.. | | |

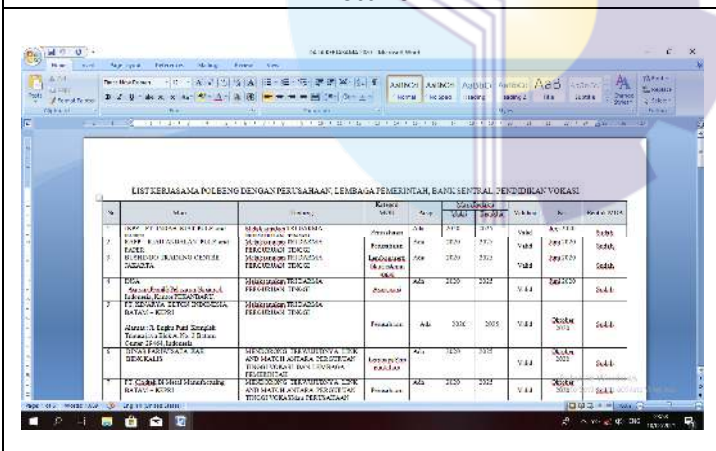
| Picture | Information |
|---|---|
|  | The process of sharing calendars with employees |

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Wednesday

Date : January 06th, 2020

| No | Job Description | Supervisor | Signature |
|----|--|-------------------|-----------|
| 1 | Archiving data on cooperation between companies and State Polytechnic of Bengkalis | Rahmad Akmal, S.E | |
| | Note: Great work! | | |


| Picture | Information |
|--|---|
|  | The process of archiving data cooperation between polbeng and the company |

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

Day : Thursday

Date : January 07th, 2020

| No | Job Description | Supervisor | Signature |
|----|---|----------------------|-----------|
| 1 | Print labels for calendar | Rahmad Akmal, S.E | |
| 2 | Packing calendars to be sent to the company | | |
| | Note : Wonderful! | | |


| Picture | Information |
|---|---|
|  | <p>The process of packing the calendars</p> |

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

Day : Friday

Date : January 08th, 2020

| No | Job Description | Supervisor | Signature |
|----|---|----------------------|-----------|
| 1 | Packing calendars to be sent to the company | Rahmad Akmal, S.E | |
| 2 | Scan BPKB of Polbeng vehicles | | |
| | Note : Be patient.. | | |

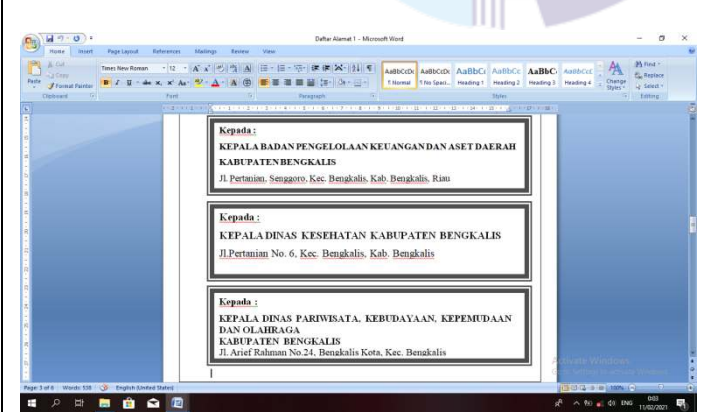
| Picture | Information |
|---|----------------------------------|
|  | The process of packing calendars |

DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)

Day : Monday

Date : January 11th, 2020

| No | Job Description | Supervisor | Signature |
|----|--|----------------------|-----------|
| 1 | Serving students who returning graduation uniforms | Rahmad Akmal, S.E | |
| 2 | Packing calendars to be sent to the company | | |
| 3 | Make a company name label in Microsoft word | | |
| | Note : Great! | | |

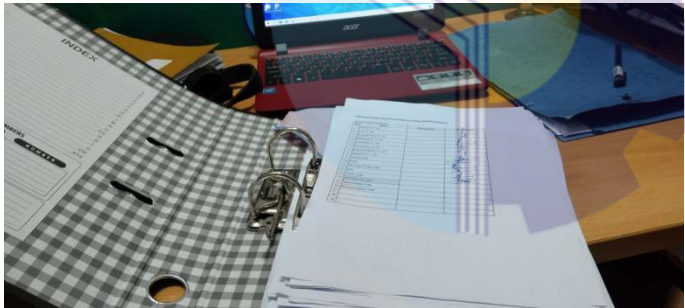
| Picture | Information |
|--|---|
|  <p>The screenshot shows a Microsoft Word document with three address labels. The first label is for 'KEPALA BADAN PENGELOLAAN KEUANGAN DAN ASET DAERAH KABUPATEN BENGKALIS'. The second label is for 'KEPALA DINAS KESEHATAN KABUPATEN BENGKALIS'. The third label is for 'KEPALA DINAS PARIWISATA, KEBUDAYAAN, KEPEMUDAAN DAN OLIMPIADE KABUPATEN BENGKALIS'. Each label is enclosed in a rectangular border with a drop shadow effect.</p> | <p>The process of creating labels for a calendars</p> |

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

Day : Tuesday

Date : January 12th, 2020

| No | Job Description | Supervisor | Signature |
|----|---|----------------------|-----------|
| 1 | Distributing Polbeng calenders to each department | Rahmad Akmal, S.E | |
| | Note: Wonderful! | | |

| Picture | Information |
|---|---|
|  | <p>The process of serving employees to retrieve calendars</p> |

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

Day : Wednesday

Date : January 13th, 2020

| No | Job Description | Supervisor | Signature |
|----|---|----------------------|-----------|
| 1 | Packing uniforms for employees | Rahmad Akmal, S.E | |
| 2 | Serving employees who take uniforms | | |
| | Note : Keep spirit and be patient! | | |


| Picture | Information |
|---|---|
|  | the process of packing uniforms for employees |

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

Day : Thursday

Date : January 14th, 2020

| No | Job Description | Supervisor | Signature |
|----|-------------------------------------|-------------------|-----------|
| 1 | Serving employees who take uniforms | Rahmad Akmal, S.E | |
| | Note: Outstanding! | | |

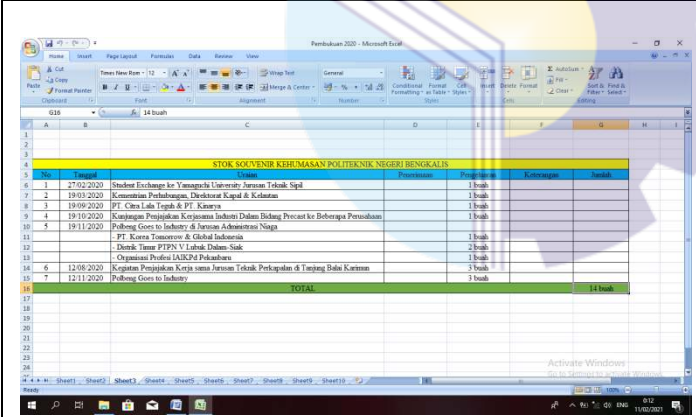
| Picture | Information |
|---|---|
|  | <p>The process of serving employees to pick up uniforms</p> |

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Friday

Date : January 15th, 2020

| No | Job Description | Supervisor | Signature |
|----|---------------------------------------|----------------------|-----------|
| 1 | Archive polbeng data | Rahmad Akmal, S.E | |
| | Note : Keep up the great work! | | |

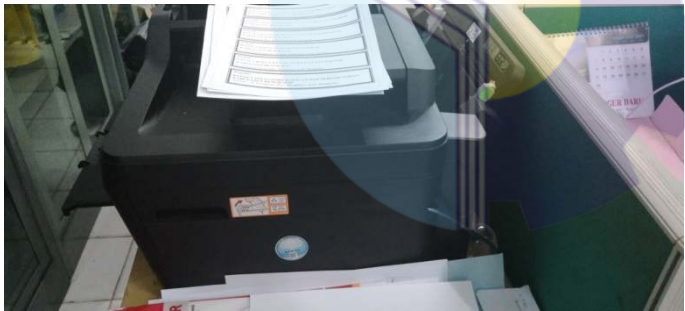
| Picture | Information |
|---|--|
|  | <p>The process of archiving Polbeng data</p> |

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

Day : Monday

Date : January 18th, 2020

| No | Job Description | Supervisor | Signature |
|----|---------------------------|------------|-----------|
| 1 | Print labels for calendar | Rahmad | |
| 2 | Packing calendars | Akmal, S.E | |
| | Note : Nice work! | | |


| Picture | Information |
|---|---|
|  | The process of print labels for calendars |

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

Day : Tuesday

Date : January 19th, 2020

| No | Job Description | Supervisor | Signature |
|----|--|----------------------|-----------|
| 1 | Archive students dormitory data Polbeng | Rahmad Akmal, S.E | |
| | Note : Fantastic! | | |

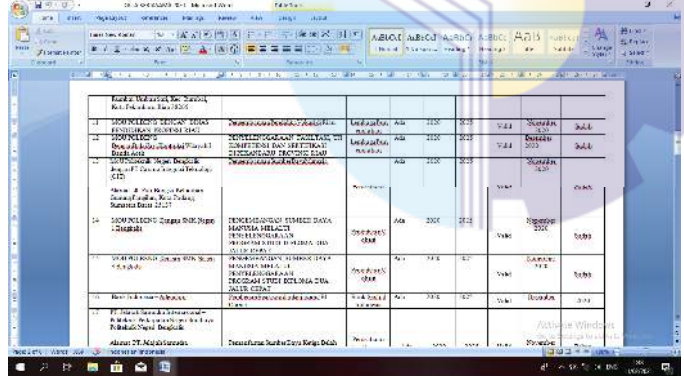
| Picture | Information |
|---|---|
|  | The process of archiving dormitory data |

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

Day : Thursday

Date : January 21st, 2020

| No | Job Description | Supervisor | Signature |
|----|--|-------------------|-----------|
| 1 | Archiving Polbeng cooperation data in 2020 | Rahmad Akmal, S.E | |
| | Note : always happy! | | |

| Picture | Information |
|---|--|
|  | <p>The process of archiving Polbeng cooperation data in 2020</p> |

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

Day : Monday

Date : January 25th, 2020

| No | Job Description | Supervisor | Signature |
|----|-------------------------------------|----------------------|-----------|
| 1 | Packing calendars | Rahmad Akmal, S.E | |
| 2 | Share calendars with office offices | | |
| | Note : Keep spirit!! | | |

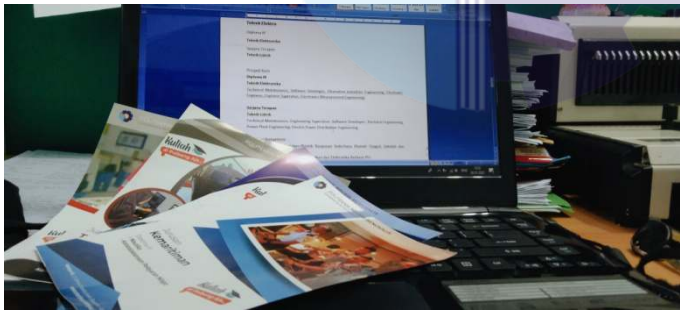
| Picture | Information |
|---|---|
|  | <p>The process of packing calendars to be shared with the company</p> |

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

Day : Tuesday

Date : January 26th, 2020

| No | Job Description | Supervisor | Signature |
|----|-----------------------------------|----------------------|-----------|
| 1 | Type a brochure in Microsoft word | Rahmad Akmal, S.E | |
| 2 | Recap of expense data | | |
| 3 | Make news about the MoU | | |
| | Note : Good job! | | |

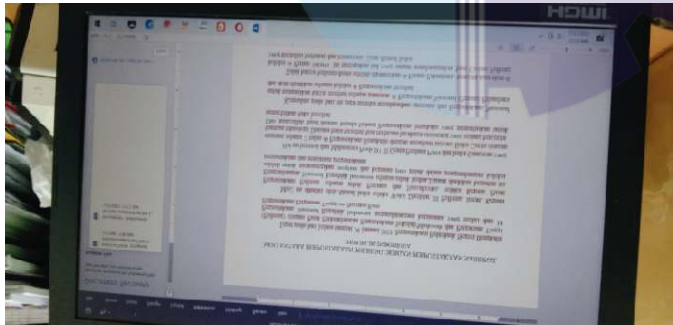
| Picture | Information |
|---|---|
|  | <p>the process of typing the brochure</p> |

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

Day : Wednesday

Date : January 27th, 2020

| No | Job Description | Supervisor | Signature |
|----|--|-------------------|-----------|
| 1 | Conducting interviews on MoU activities | Rahmad Akmal, S.E | |
| 2 | Making news MoU Polbeng and Pekanbaru National Library | | |
| | Note : Always spirit and smile! | | |

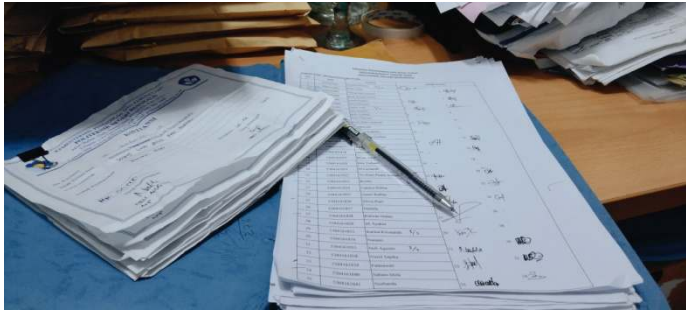
| Picture | Information |
|---|--|
|  | <p>The process of making news about mou polbeng and pekanbary national library</p> |

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

Day : Monday

Date : February 1st, 2020

| No | Job Description | Supervisor | Signature |
|----|--|----------------------|-----------|
| 1 | Guidance with an intern supervisor discussing the material during the internship | Rahmad Akmal, S.E | |
| 2 | Serving Polbeng alumni return graduation uniforms | | |
| 3 | Write a letter | | |
| | Note : Have fun! | | |


| Picture | Information |
|---|---|
|  | <p>The process of serving the return of graduation uniforms</p> |

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

Day : Tuesday

Date : January 2nd, 2020

| No | Job Description | Supervisor | Signature |
|----|---|----------------------|-----------|
| 1 | Serving Polbeng alumni return graduation uniforms | Rahmad Akmal, S.E | |
| 2 | Packing gift sets for new students | | |
| | Note : always be kind person! | | |

| Picture | Information |
|---|----------------------------------|
|  | The process of packing souvenirs |

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

Day : Wednesday

Date : February 3rd, 2021

| No | Job Description | Supervisor | Signature |
|----|---|----------------------|-----------|
| 1 | Serving Polbeng alumni return graduation uniforms | Rahmad Akmal, S.E | |
| | Note : You only have 2 days more here, so always enjoy your job! | | |

| Picture | Information |
|---|---|
|  | <p>The process of serving alumni returns the graduation uniform</p> |

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

Day : Thursday

Date : February 4th, 2021

| No | Job Description | Supervisor | Signature |
|----|---|-------------------|-----------|
| 1 | Serving Polbeng alumni return graduation uniforms | Rahmad Akmal, S.E | |
| | | | |
| | Note : Great and keep spirit! | | |


| Picture | Information |
|---|--|
|  | The process of packing the graduation uniforms |

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

Day : Friday

Date : February 5th, 2021

| No | Job Description | Supervisor | Signature |
|----|---|----------------------|-----------|
| 1 | Serving Polbeng alumni return graduation uniforms | Rahmad Akmal, S.E | |
| | Note : Today is your last day, so always be a good person! | | |

| Picture | Information |
|---|---|
|  | <p>The process of serving alumni returns the graduation uniform</p> |



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN

POLITEKNIK NEGERI BENGKALIS

Jalan 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 : Ayu Gusti Ananda
Tempat/Tanggal Lahir : Paret Kaca / 16 Agustus 2000
Alamat : Jl. Lintas Sumut, Bangko Jaya km12, Rohil

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.




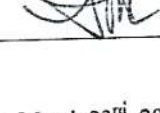
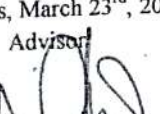
Bengkalis, 05 Maret 2021

**Penanggung jawab Humas Politeknik
Negeri Bengkalis**

RAHMAD AKMAL, S.E
NIP. 198804202015041003

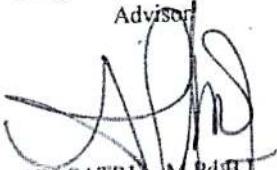
**CONSULTATION SHEET OF APPRENTICESHIP
OF ENGLISH STUDY PROGRAM
STATE POLYTECHNIC OF BENGKALIS**

Name : Ayu Gusti Ananda
 Reg.Number : 5203181092
 Place : State Polytechnic of Bengkalis
 Advisor : Ari Satria, M.Pd.B.I

| NO | DAY/DATE | REVISION | ADVISOR |
|----|-------------------------------|--------------------------|---|
| 1. | Des 17 th , 2020 | Improve Grammar |  |
| 2. | March 10 th , 2021 | Chapter II, III and IV |  |
| 3. | March 19 th , 2021 | Improve Grammar |  |
| 4. | March 23 rd , 2021 | Organizational Structure |  |
| 5. | March 24 th , 2021 | Grammar |  |

Bengkalis, March 23rd, 2021

Advisor


 ARI Satria, M.Pd.B.I
 NIP. 198805172015041002



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
POLITEKNIK NEGERI BENGKALIS

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

RATING FROM APPRENTICESHIP COMPANY

STATE POLYTHENIC OF BENGKALIS
 Jl. Bathin Alam, Sungai Alam, Bengkalis – Riau – Indonesia

Name : Ayu Gusti Ananda
 Reg Number : 5203181092
 Program Study : English

| No | Aspect of the Assessments | Quality | Score |
|----|---------------------------|---------|-------|
| 1 | Discipline | 20% | 87 |
| 2 | Responsible | 25% | 88 |
| 3 | Adjustment | 10% | 85 |
| 4 | Work Result | 30% | 88 |
| 5 | Behavior in general | 15% | 90 |
| | Total | 100% | 88,6 |

Information

Score : Criteria
 81-100 : Special
 71-80 : Very Good
 66-70 : Good
 61-65 : Pretty Good
 56-60 : Enough

Note:

Bengkalis, February 05, 2021

**Penanggung Jawab Humas Politeknik
 Negeri Bengkalis**

Rahmad Akmal, S.E
 NIP. 196802071998021004

**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 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 2. | 8 Desember 2020 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 3. | 9 Desember 2020 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 4. | 10 Desember 2020 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 5. | 11 Desember 2020 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 6. | 12 Desember 2020 | — | — | | |
| 7. | 13 Desember 2020 | — | — | | |
| 8. | 14 Desember 2020 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 9. | 15 Desember 2020 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 10. | 16 Desember 2020 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 11. | 17 Desember 2020 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 12. | 18 Desember 2020 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 13. | 19 Desember 2020 | — | — | | |
| 14. | 20 Desember 2020 | — | — | | |
| 15. | 21 Desember 2020 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 16. | 22 Desember 2020 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 17. | 23 Desember 2020 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 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 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 30. | 5 Januari 2021 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 31. | 6 Januari 2021 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 32. | 7 Januari 2021 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 33. | 8 Januari 2021 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 34. | 9 Januari 2021 | — | — | | |
| 35. | 10 Januari 2021 | — | — | | |
| 36. | 11 Januari 2021 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 37. | 12 Januari 2021 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 38. | 13 Januari 2021 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 39. | 14 Januari 2021 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 40. | 15 Januari 2021 | <i>[Signature]</i> | <i>[Signature]</i> | | |
| 41. | 16 Januari 2021 | — | — | | |
| 42. | 17 Januari 2021 | — | — | | |
| 43. | 18 Januari 2021 | <i>[Signature]</i> | <i>[Signature]</i> | | |

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

PENANGGUNG JAWAB HUMAS

RAHMAD AKMAL, S.E.
 NIP. 198804202015041003

Mengetahui,

PEMBIMBING KP

ARI SATRIA, M.Pd, B.I.
 NIP. 198805172015041002