

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.

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. This program is intended to ensure students have the ability to adapt, work ethic, and responsibility in the work environment, especially those that lead to the abilities and provisions obtained during lectures. Besides, apprenticeship gives a lot of experience and knowledge for students so that it can be used as a reference in the world of work and job hunting.

A successful internship will lead to great achievements in the workplace. State Polytechnic of Bengkalis has several majors such as: Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Language, Business Administration, Information Technology, and Maritime are among the eight departments at the State Polytechnic of Bengkalis. There are two mandatory graduation requirements for students at the State Polytechnic of Bengkalis: apprenticeship and final project. Apprenticeship is supposed to be done in organizations or institutions that are appropriate and related to the major and background of the student.

English Study Program is one of the Study Programs in Language Department at State Polytechnic of Bengkalis. The internship program is one of the prerequisites before graduating. Bengkalis State Polytechnic provides learning and

training opportunities through this apprenticeship program to build professional skills in the fields of science and technology for all students at Bengkalis State Polytechnic. Therefore, the author chose and had the opportunity to do an internship at the Bappedalitbang Office in Riau Province.

The apprenticeship was held at the Riau Province *Bappedalitbang* Office, Jl. Gajah Mada-Pekanbaru City-Pekanbaru City-Riau. This internship is intended to apply and fulfill student competencies. The apprenticeship opportunity at the Riau Province *Bappedalitbang* Office had been held from May 09 to July 15 2022 in the Research and Development section of *Bappedalitbang*. The reason for choosing this office is since *Bappedalitbang* of Riau Province is one of the many agencies that have great influence in the government movement. In addition, All insight and knowledge both in language and office administration which had been obtained during lecturing could be applied in the workplace. Hopefully this program would give great experience for the apprentice.

1.2. Purpose of the Apprenticeship

The purpose of the apprenticeship as follows:

1. To find out the work program as conducting in the Research and Development Section of *Bappedalitbang* Riau Province.
2. To know working procedures applied in the the Research and Development Section of *Bappedalitbang* Office of Riau Province.
3. To know documents used for Operations in the Research and Development Section of *Bappedalitbang* Office of Riau Province.

1.3. Significance of the Apprenticeship

1.3.1. Significance for the Apprenticeship

Apprenticeship provides opportunities for the apprentice to apply knowledge that has been learned during college and obtain new greatinsight after its implementation in the work environment. The apprentice knows how to work independently as well as in a team.

1.3.2. Significance for State Polytechnic of Bengkalis

Apprenticeship helps Polytechnic to prepare and improve skillful students who are ready to work in the field after completing their studies. In addition, with the apprenticeship program can strengthen the cooperation and socialization between State Polytechnic of Bengkalis and the agency or organizations where the apprentices are, one of which is the *Bappedalitbang* Office of Riau Province.

1.3.3. Significance for the Office

Apprenticeship gives *Bappedalitbang* Office of Riau Province a chance to help and sharpen students' abilities. In addition, this program also aims to help ease some of the work so that it can be completed faster.