

AN APPRENTICESHIP REPORT
AT DEPARTMENT OF TOURISM, CULTURE, YOUTH AND
SPORTS OF BENGKALIS REGENCY

*In Partial Fulfillment of a Three-Year Diploma Program of English of
State Polytechnic of Bengkalis*



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2022

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

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Although the author has given his best efforts to minimize errors, this internship is still not perfect and needs more revisions. Therefore, all suggestions, criticism, and comments will be gladly accepted so that the next piece of writing will be better. Finally, the author hopes that this report will be useful for readers and students.

Bengkalis, July 12th, 2022

TheWriter

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TABLE OF CONTENT

COVER

APPROVAL SHEETii

ACCEPTENCE SHEET ii

ACKNOWLEDGEMENTiiiv

TABLE OF CONTENTv

LIST OF FIGURE viii

LIST OF APPENDICES viiii

CHAPTER I.....1

INTRODUCTION.....1

1.1Background of Apprenticeship.....1

1.2Purpose of the Apprenticeship2

1.3Significance of the Apprenticeship3

1.3.1 SignificancefortheApprentice.....3

1.3.2 Significance for State Polytechnic of Bengkalis.....3

1.3.3 Significance for the Company3

1.4 Implementation Time for Apprenticeship3

1.5Timetable for hands-on work4

1.6Apprenticeship Locations4

CHAPTER II.....5

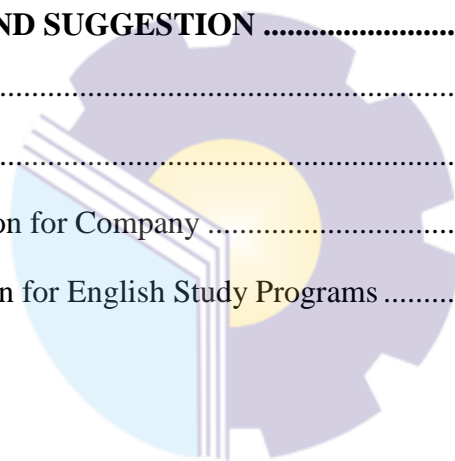
GENERAL DESCRIPTION OF THE COMPANY5

2.1. CompanyHistory5

2.2Vision and Mission.....6

2.2.1 Vision.....6

2.2.2 Mission.....	6
2.3. Kinds of Service	7
2.4 Organizational Structure.....	7
CHAPTER III	13
SCOPE OF APPRENTICESHIP	13
3.1 Job Description.....	13
3.2 Working Procedure.....	13
CHAPTER IV.....	26
CONCLUSION AND SUGGESTION	26
4.1 Conclusion.....	26
4.2 Suggestion	26
4.2.1. Suggestion for Company	26
4.2.2 Suggestion for English Study Programs	26



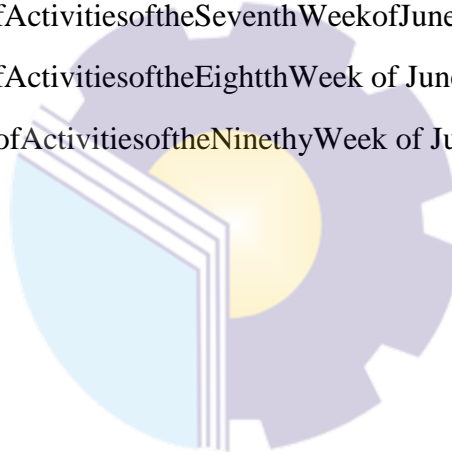
LIST OF FIGURE

Figure 2.1. Bengkalis Regency Tourism, Culture, Youth and Sports Office	5
Figure 2.2. Bengkalis Regency Tourism, Culture, Youth and Sports Organizational Structure	7
Figure 2.3. Incoming and outgoing letter	14
Figure 2.4. Archiving incoming and outgoing letter	15
Figure 2.5. Creating duplicate documents	16



LIST OF TABLE

Table 1.1. Schedule of Working Hours.....	4
Table 1.2. AgendaofActivitiesoftheFirstWeekof May.....	16
Table 1.3. AgendaofActivitiesoftheSecondWeekof May.....	17
Table 1.4. AgendaofActivitiesoftheThirdWeek of May.....	19
Table 1.5. AgendaofActivitiesoftheFourthWeekofMay.....	20
Table 1.6. AgendaofActivitiesoftheFifthWeekof June.....	21
Table 1.7. AgendaofActivitiesoftheSixthWeek of June.....	22
Table 1.8. AgendaofActivitiesoftheSeventhWeekofJune.....	23
Table 1.9. AgendaofActivitiesoftheEighthWeek of June.....	24
Table 1.10. AgendaofActivitiesoftheNinethyWeek of July.....	25



LIST OF APPENDICES

Appendix 1 Recommendation Letter.....	26
Appendix 2 Attendance List.....	27
Appendix 3 Scoring of Apprenticeship.....	30
Appendix 4 Letter of Completion of Apprenticeship.....	31
Appendix 5 Official Memo.....	32
Appendix 6 Internship, Seminar, Attendance List.....	33
Appendix 7 Daily Activities.....	34



CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

Apprenticeship is a unit of work that must be followed by vocational students as on the way to develop and practice their knowledge during lecturing to be able to compete after graduating from college. Every student must have the readiness to deal with professional work in accordance with the field they are involved in. Practical work is a learning process by knowing directly the scope of the real world of work with a series of activities that include understanding scientific theories and concepts that are applied in work according to the profession in the field of study. Apprenticeship can add to the discourse, knowledge, and expertise of students, and they will be able to solve scientific problems in accordance with the theory they have acquired in college.

Each student is required to go directly to the world of work, which is their respective field, so that each student is expected to be able to directly apply the knowledge that has been studied previously into the world of work. In addition, with practical work, students can increase their knowledge, skills, and experience in work, which can later be applied in the real world of work.

Polytechnic is a higher education and advanced engineering institution, as well as a world-renowned scientific research or professional vocational education that specializes in science, engineering, and technology or other technical departments. The only state polytechnic in Riau Province, namely Bengkalis State Polytechnic, also applies a practical work system for its students.

State Polytechnic of Bengkalis was founded by the Bengkalis Regency government in 2000 under the auspices of the Bangun Insani Foundation (YBI). The Bengkalis State Polytechnic accepted its first batch of students in 2001, and in 2011, the Bengkalis State Polytechnic changed its status to a State University (PTN) through the Minister of Education Regulation National No. 28 of 2011,

concerning the Establishment of the Organization and Work Procedure of the Bengkalis State Polytechnic. Finally, the Bengkalis State Polytechnic officially became a State Polytechnic on December 26, 2011. One of the study programs at

English study program which is one of the study programs in Language Department aims to prepare graduates in the fields of business and office administration (core matter) who also master English language skills (supporting matter). Graduates of English Study Program are expected to be able to meet industry needs for local, national, and international job markets. In addition, graduates are also expected to be able to develop an entrepreneurial spirit and professional ethics.

Currently, not only is a GPA needed to enter the world of work after graduating from college, but also real skills are also a benchmark for an agency or company to accept graduates according to their fields. This, of course, can be achieved by practical work. The English Study Program hopes that with practical work, students can know firsthand how Business English is used in the real world and can add insight to each student's ability to be more skilled, responsive, and able to compete and be efficient in the future. As a consequence, after completing practical work, each student is required to make a work report while carrying out practical work so that students can be responsible for the results obtained from these practical work activities and can continue their studies in the following semester.

Based on the terms and conditions above, this practical work is carried out in one of the government agencies, namely the Bengkalis Regency Tourism, Culture, Youth, and Sports Office, and will be carried out for two months starting from May 9 to July 15, 2022.

1.2 Purpose of the Apprenticeship

The purposes of the apprenticeship as follows:

1. To find out the type of work carried out at Department of Tourism, Culture,

Youth and Sports of Bengkalis Regency

2. To find out the work procedures applied at Department of Tourism, Culture, Youth and Sports of Bengkalis Regency
3. To find out the documents used by Department of Tourism, Culture, Youth and Sports of Bengkalis Regency

1.3 Significance of the Apprenticeship

1.3.1 Significance for the Apprentice.

An 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 to face the competition in the world of work in the future.

1.3.2 Significance for State Polytechnic of Bengkalis

Apprenticeship assists Polytechnic in preparing and producing skilled students who are ready to work in the field once their studies are completed. Therefore, the apprenticeship helps the polytechnic apply and design its curriculum.

1.3.3 Significance for the Company

Apprenticeship gives the Regional Agency for Languages in Riau Province a chance to help and sharpen student's skill. In addition, this program is an opportunity for the office to promote image and perspective of the office towards public.

1.4 Implementation Time for Apprenticeship

This Apprenticeship Activity is carried out in accordance with the provisions and regulations of by Department of Tourism, Culture, Youth and Sports of Bengkalis Regency. The work schedule at the by Department of Tourism, Culture, Youth and Sports of Bengkalis Regency is as follows:

Table 1.1 Schedule of Working Hours of the by Department of Tourism, Culture, Youth and Sports of Bengkalis Regency

No.	Day	Come to work	Break	Home from work
1	Monday	08.00	12.30 -13.30	16.00
2	Tuesday	08.00	12.30-13.30	16.00
3	Wednesda y	08.00	12.30-13.30	16.00
4	Thursday	08.00	12.30-13.30	16.00
5	Friday	08.00	12.30-13.30	16.00

Source: Bengkalis Regency Tourism, Culture, Youth, and Sports Office

1.5 Timetable for hands-on work

The following is the time schedule for the apprenticeship of the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency. specifically in the field of tourism. In detail, this can be seen in appendix 3.

1.6 Apprenticeship Locations

Practical work was carried out in the tourism sector by the Department of Tourism, Culture, Youth and Sports, Bengkalis Regency, which is located at Jl. Arief Rahman No.24, Bengkalis City, Kec. Bengkalis, Bengkalis Regency.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1. Company History

The Department of Tourism, Culture, Youth and Sports of Bengkalis Regency was formed based on the Bengkalis Regency Regional Regulation Number 3 of 2016 concerning the Formation and Composition of the Bengkalis Regency Regional Apparatus. Based on the provisions of Article 3 of Bengkalis Regency Regulation Number 3, In 2016, concerning the Formation and Composition of Bengkalis Regency Regional Apparatuses, the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency organizes government affairs in the tourism sector, Culture, Youth, and Sports. Furthermore, based on the provisions of Article 4 of the Bengkalis Regent Regulation Number 54 of 2016 concerning Position, Organizational Structure, Eselonering, Duties, Functions, and Description of Duties and Work Procedures at the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency has the task of assisting the Regent, carrying out government affairs which are the authority of the region, and assisting tasks in the fields of Tourism, Culture, Youth, and Sports.



Figure2.1
Bengkalis Regency Tourism, Culture, Youth and Sports Office

2.2 . Vision and Mission

2.2.1.Vision

The vision in simple terms, it can be explained that the vision is the future condition to be achieved by the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency. In order to support the realization of the Vision of the Regional Head as stipulated in the Bengkalis Regency Medium Term Development Plan 2016–2021 by considering the potential possessed and its supporting aspects, and based on the main tasks and functions of the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency in accordance with Regional Regulation Number 3 of 2016 concerning the Formation and Composition of Bengkalis Regency Regional Apparatuses, the Vision of the Tourism Office is set, Bengkalis Regency, namely: "The Realization of Bengkalis Regency as a Cultural Tourism Destination Area, Independent Youth, Faithful and Has Noble Morals and Spirit of Patriotism With "A Healthy and Prosperous Society"

2.2.2 Mission

The intended mission is something that must be carried out or carried out as an elaboration of the vision that has been set. The mission of the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency is formulated as something clear and in accordance with the main tasks and functions. The mission is also related to the authority of the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency in accordance with the legislation. In line with the vision of the Department of Tourism, Culture, Youth and Sports of Bengkalis.

Regency above, the mission of the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency is as follows:

- a. Increasing tourism and the creative economy
- b. Keeping cultural values alive
- c. Improving sports and community sports' achievements

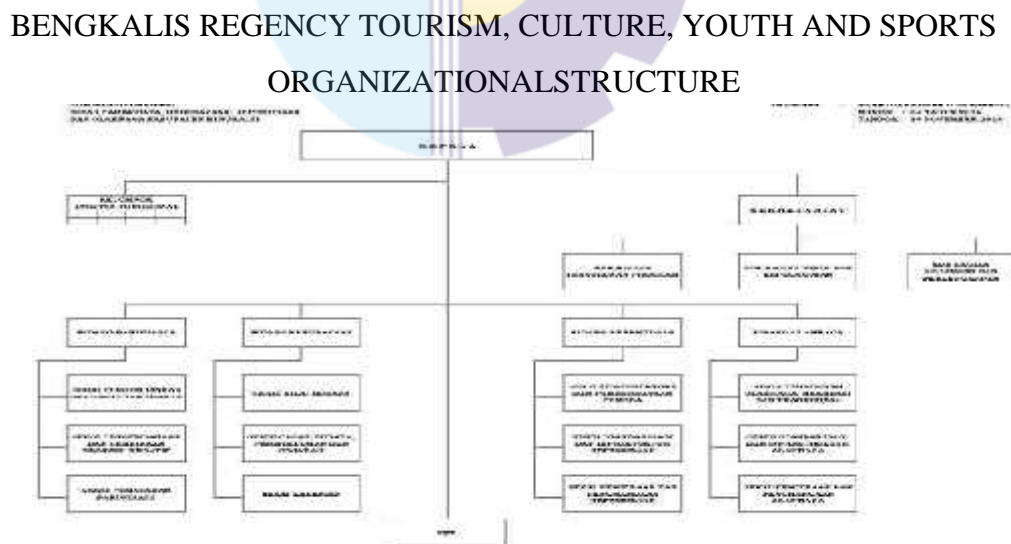
d. Increase youth, insight, faith, and piety participation.

2.3. Kinds of Service

Department of Tourism, Culture, Youth and Sports of Bengkalis Regency is engaged in providing services to the community in the fields of Culture, Tourism, Youth and Sports to assist the Regent in carrying out Regional Government affairs based on the principle of regional autonomy.

2.4. Organizational Structure

The organizational structure is a chart that systematically describes the determination, duties, functions, authorities, and responsibilities of each with predetermined goals. aims to foster work harmony so that work can be done regularly and well to achieve the desired goals to the fullest. Furthermore, the organizational structure of the Department of Tourism, Culture, Youth, and Sports of Bengkalis Regency can be described as follow:



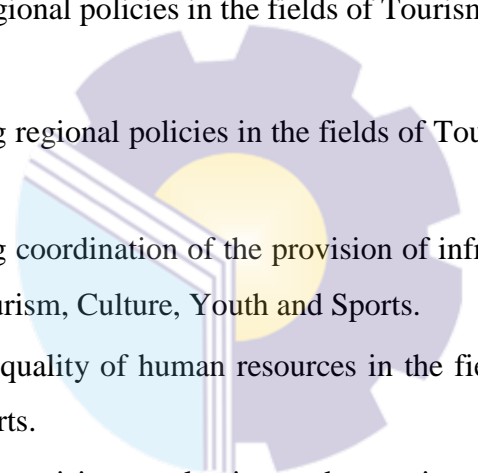
Source: Department of Tourism, Culture, Youth and Sports, Bengkalis Regency
Figure 2.2 Bengkalis Regency Tourism, Culture, Youth and Sports
Organizational Structure

To be able to achieve its goals, the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency in its operational activities is led by the Head of the Department. The duties of each division are as follows:

1. Head of Department

The Head of the Department is the person in charge of policy formulation, coordination, guidance, supervision and control over the implementation of the activities of each division.

The tasks of the Head of Department are:

- a. Formulating regional policies in the fields of Tourism, Culture, Youth and Sports.
 - b. Implementating regional policies in the fields of Tourism, Culture, Youth and Sports.
 - c. Implementating coordination of the provision of infrastructure and support in the field of Tourism, Culture, Youth and Sports.
 - d. Improving the quality of human resources in the fields of Tourism, Culture, Youth and Sports.
 - e. Monitoring, supervision, evaluation and reporting of implementation in the field of Tourism, Culture, Youth and Sports.
 - f. Implementating other functions assigned by the Regent.
- 

2. Secretariat

The Secretariat has the task of providing technical and administrative services to all organizational units within the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency.

The tasks of the Secretariat are:

- a. Implementating coordination in the preparation of plans, programs, budgets in the field of Tourism, Culture, Youth and Sports.
- b. Guiding and providing administrative support which includes administration,

staffing, finance, housekeeping, cooperation, public relations, archives and documentation.

- c. Fostering and structuring the organization and management.
- d. Implementing coordination and preparation of laws and regulations.
- e. Managing state property/wealth.
- f. Implementating other tasks assigned by the Head in accordance with the duties and function.

The organizational structure of the Secretariat consists of:

1. Program Preparation Sub-Section
2. General and Personnel Sub-Section
3. Finance and Equipment Sub Division

3. Tourism Field

The field of tourism has the task of leading, planning, implementing, evaluating, coordinating and controlling tasks in the field of tourism with established regulations.

The tasks of the Tourism are:

- a. Implementating technical guidance and development of authority in the field of Tourism is based on policies set by the Regent.
- b. Preparing and implementing development and control programs in the field of tourism which is the regional authority.
- c. Arranging strategic tourism area layout.
- d. Implementating the promotion of tourism objects both at home and abroad.
- e. Implementating and supervision of development and development tourist.
- f. Implementating and supervision of minimum standards in the tourism sector.
- g. Implementating other tasks assigned by the Head in accordance with the duties and function.

The Organizational Structure of the Tourism Sector, consisting of:

1. Tourism Destination Development Section
2. Creative Economy Development and Development Section
3. Tourism Marketing Section.

4. Culture Field

The field of culture has the task of leading, planning, implementing, evaluating, coordinating and controlling tasks in the field of culture with established regulations.

The tasks of the Field are:

- a. Implementating technical guidance and development of authority in the field of Culture is based on policies set by the Regent.
- b. Preparing and implementing development and control programs in the field of culture which is the authority of the region.
- c. Implementating and supervision of minimum standards in the field of Culture.
- d. Implementating security rescue, maintenance, restoration, excavation and research of cultural heritage objects on a Regency scale
- e. Implementating other tasks assigned by the Head in accordance with the duties and function.

The organizational structure of the Cultural Sector, consists of:

1. Cultural Values Section
2. Section for Cultural Heritage, Museums and History
3. Art Section.

5. Youth Field

The Youth Sector has the task of leading, planning, implementing, evaluating, coordinating and controlling tasks in the field of Youth with established regulations.

The tasks of the Youth are:

- a. Policy formulation in the context of planning, coaching and youth development.
- b. Implementating youth development and development policies that includes institutions, productivity and child development programs, youth and youth and planning, control and evaluation.

Implementating coordination with relevant agencies, community institutions in the context of coaching and managing and controlling the program

- c. empowerment in the field of Youth.
- d. Formulating planning, utilization, control and evaluation policies, Youth facilities and infrastructure.
- e. Implementating other tasks assigned by the Head in accordance with the duties and function.

The organizational structure of the Youth Sector, consists of:

1. Youth Development and Empowerment Section
2. Youth Standards and Infrastructure Section
3. Youth Partnership and Awards Section.

6. Sport Field

The field of sports has the task of leading, planning, implementing, evaluating, coordinating and controlling tasks in the field of sports with established regulations.

Sports Sector in carrying out the tasks as intended, perform functions:

- a. Policy formulation in the context of planning, coaching and Sports development.
- b. Implementating policies for fostering and developing sports that includes the implementation of nursery problems, performance improvement and coordination of Sports activities as well as planning, controlling and evaluation.

- c. Implementating coordination with relevant agencies, community institutions in the context of coaching and managing and controlling the program utilization in the field of sports.
- d. Implementating other tasks assigned by the Head in accordance with the duties and function.

Organizational Structure in the Field of Sports, consisting of:

1. Sports, Recreation and Traditional Education Section
2. Sports Infrastructure and Standardization Section
3. Sports Partnership and Awards Section.

7. Technical Implementation Unit

The tasks of the Technical Implementation Unit are:

- a. At the Service, a Technical Implementation Unit (UPT) can be formed based on the needs and workload.
- b. UPT is a Technical Implementing Unit to carry out technical activities operational and/or technical support activities of the Office.
- c. UPT is led by a UPT Head who is under and responsible to the head.
- d. The formation of the UPT is determined by a Regent Regulation based on the guidelines to the applicable laws and regulations

CHAPTER III

SCOPE OF APPRENTICESHIP

3.1. Job Description

Apprenticeship began on May 9th, 2022 until July 15th, 2022 at Department of Tourism, Culture, Youth and Sports of Bengkalis Regency. The working hour divide into two shifts. Morning shift starts at 8.00 am until 12.30 pm and Afternoon shift starts at 13.00 pm until 16.00 pm. There is a break for morning shift at 12.30 am, afternoon shift at 16.00.

There were several kinds of main jobs that had been conducted during the apprenticeship which are follows:

1. Recording incoming and outgoing letter
2. Archiving incoming and outgoing letters
3. Creating duplicate documents

3.2 Working Procedure

1. Recording incoming and outgoing letter

Incoming or outgoing letters that have been processed are then recorded in the agenda book according to the classification and qualifications of each letter.

There are several bookkeeping procedures for outgoing and incoming letters from the office:

1. Receiving incoming letters either through expedition officers, delivery services, through facsimile machines delivered through the secretary of leadership or by electronic mail.
2. Signing the proof of delivery of the letter (if the letter is delivered by an expedition officer or delivery service);
3. Opening the cover letter with criteria other than a personal letter and other than a confidential letter, to find out the outline of the contents of the letter when the definition of a letter is not a personal letter.

4. Recording incoming letters in the incoming mail agenda book;

Notes in the agenda book for incoming and outgoing letters include the following information:

1. Letter Sequence Number
2. In or out and the date the letter was received
3. The number of incoming or outgoing mail and the date of the letter;
4. Origin of the letter;
5. Letter matters;
6. The purpose of the letter (recipient of the letter);



Figur 2.2
Incoming and outgoing letter

2. Archiving incoming and outgoing letter.

Archiving is a process by which inactive information, in any format, is stored securely for a long time. The information may or may not be used again in the future, but it should still be retained until the end of its scheduled retention.

There are several procedures for archiving outgoing and incoming mail from the office:

1. First, checking the mark on each disposition sheet on the letter to determine whether the letter is allowed or not to be stored.
2. Creating a code or indexing a letter

3. Sorting or separating letters according to the group based on the problem or purpose of the letter
4. Saving the letter in a folder or other storage area.
5. Organizing the file properly in accordance with an archive storage system that has been set by the Office of the Service.



Figure 2.3
Archiving incoming and outgoing letter

3. Creating duplicate documents

There are several document duplication procedures:

1. Preparing the document you want to duplicate.
2. Connecting the copier to the power supply.
3. Turning on the machine by using the ON button.
4. Inserting on the glass where the photocopy is, with the top edge attached to the scale line in the right position in the middle.
5. Pressing the coffee yield control button, press the button for the desired number of copies.
6. Pressing the print (start) button.
7. Pressing the OFF button.

8. Finally when you're finished copying, cleaning it was finished.



Figure 2.4
Creating duplicate documents

3.3 Document used for activity

To manage these activities, there are several documents used at the Department of Tourism, Culture, Youth and Sports of Bengkalis Regency:

1. Circular
2. The Cover Letter
3. Goods Retrieval Letter
4. Commercial Documents
5. Documents that are dynamic
6. Employment Records
7. Personal Documents
8. Data Collection and Maintenance of Inventory Items

a. Kind and Description of the Activity

The daily activities in Bengkalis Regency Tourism, Culture, Youth and Sports Office can be seen in the tables below:

Table 1.2 Agenda of Activities of the First Week of May (May 9th–13rd, 2022)

No	Day/Date	Activity	Place
1	Monday May 9 th ,2022	<ol style="list-style-type: none"> 1. Personal introduction 2. Meeting with the General Subdivision's Head and receive an explanation of the internship rules. 	Secretarial room.
2	Tuesday May 10 th ,2022	<ol style="list-style-type: none"> 1. Receiving and document all incoming letter 2. On the completed contract sheet, recalculate the building area. 	Room for Tourism
3	Wednesday May 11 st ,2022	<ol style="list-style-type: none"> 1. Making duplicates of the document 2. Archiving incoming letter 	Room for Tourism
4	Thursday May 12 nd ,2022	<ol style="list-style-type: none"> 1. Taking in incoming letter 3. Handling incoming letter 	Room for Tourism
5	Friday, May 13 rd ,2022	<ol style="list-style-type: none"> 1. Sending a letter to the health department 2. Keeping track of outgoing letter 3. Saving all outgoing letter. 	<p>General department of health</p> <p>Room for Tourism</p>
6	Saturday May 14 th ,2022	OFF	OFF
7	Sunday May 15 th ,2022	OFF	OFF

Table 1.3 Agenda of Activities of the Second Week of May (May 16th–22nd, 2022)

No	Day/Date	Activity	Place
1	Monday May 16 th , 2022	1. Keeping track of incoming letter 2. Duplicating documents	Room for Tourism
2	Tuesday May 17 th , 2022	1. Participating in a one-year Halal Bihalal event as Regent of Bengkalis 2. Photographing the Balal Bihalal event	Bengkalis Monument Field
3	Wednesday May 18 th , 2022	1. Duplicating Document 2. Creating a circle 3. Saving incoming letter	Room for Tourism
4	Thursday May 19 th , 2022	1. Creating a work order. 2. Recreating the document	Room for Tourism
5	Friday, May 20 th , 2022	Recapturing the list of Lapin Beach tourism officers' names.	Room for Tourism
6	Saturday May 21 st , 2022	OFF	OFF
7	Sunday May 22 nd , 2022	OFF	OFF

Table 1.4 Agenda of Activities of the Third Week of May (May 23rd-29th, 2022)

No	Day/Date	Activity	Place
1	Monday May 23 rd , 2022	1. Creating item vouchers. 2. Recreating the document	Room for Tourism
2	Tuesday May 24 th , 2022	1. Keeping track of incoming letter 2. Saving all incoming letter.	Room for Tourism
3	Wednesday May 25 th , 2022	1. Creating a circle 2. Attending the <i>Bujang Dara</i> Bengkalis election 3. Visiting <i>Bujang Dara</i> Bengkalis' election	Room for Tourism Bengkalis Monument Field
4	Thursday May 26 th , 2022	Visiting to several tourist attractions in Bengkalis' Bukit Batu District	Bengkalis' Bukit Batu District
5	Friday, May 27 th , 2022	Keeping track of incoming letter	Room for Tourism
6	Saturday May 28 th , 2022	OFF	OFF
7	Sunday May 29 th , 2022	OFF	OFF

Table 1.5 Agenda of Activities of the Fourth Week of June (May30th–June5th, 2022)

No	Day/Date	Activity	Place
1	Monday May30 th ,2022	<ol style="list-style-type: none"> 1. Sorting and re-collection of aid receipts for micro-enterprises affected by the coronavirus disease in 2019 2. Saving all outgoing latter. 	Room for Tourism
2	Tuesday May31 st ,2022	Making the list of all implementation of development activities and procurement of goods and services at OPD in 2021.	Room for Tourism
3	Wednesday June1 st ,2022	<ol style="list-style-type: none"> 1. Making duplicates of the document 2. Keeping track of incoming letter 	Room for Tourism
4	Thursday June2 nd ,2022	<ol style="list-style-type: none"> 1. Completing tourist building asset survey in Bantan District 2. Measuring the area around tourist assets in the Bnatan District 	Bantan District
5	Friday, June 3 rd , 2022	Doing survey Pantai Indah Selatbaru's building and land assets	Pantai Indah Selatbaru's
6	Saturday June4 th , 2022	OFF	OFF
7	Sunday June 5 th , 2022	OFF	OFF

Table 1.6 Agenda of Activities of the Fifth Week of June (June 6th–June 12th, 2022)

No	Day/Date	Activity	Place
1	Monday June 6 th , 2022	<p>1. Measuring the area of the tomb of Panglima Minal,</p> <p>2. Measuring the area of the building and the road at the site of the Nine Virgins' grave</p> <p>3. Calculating the building area and return the data.</p>	<p>Makam Datuk Panglima Minal. F46H+2P3, Air Putih. Kec. Bengkalis, Kabupaten Bengkalis, Riau</p> <p>Kantor bidang wisata</p>
2	Tuesday June 7 th , 2022	<p>1. Calculating the area of several tourist structures on Teluk Pambang's coast</p> <p>2. Determining the size of the Datuk Laksemana Historical Site structure in Muntai Village</p>	<p>Pambang Bay Village</p> <p>West Muntai Village</p>
3	Wednesday June 8 th , 2022	Measuring the area of the beach name signpost, billboards, Bengkalis icon monument, pavilion, gazebo, pergola and the Pantai Indah Selat Baru game arena	Selatbaru Beach
4	Thursday June 9 th , 2022	Measuring the area of the tourist UPT Pantai Indah Selatbaru office building, beach entrance gate, prayer room, and toilet.	Selatbaru Beach
5	Friday, June 10 th , 2022	Measuring the area of the Youth Building, the biggest fish monument, the parking area and cementing the garden path of Pantai Indah Selatbaru	Selatbaru Beach
6	Saturday June 11 th , 2022	OFF	OFF
7	Sunday	OFF	OFF

	June 12 th , 2022		
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Table 1.7 Agenda of Activities of the Sixth Week of June (June 13th–June 19th, 2022)

No	Day/Date	Activity	Place
1	Monday June 13 th , 2022	1. Meeting documents in duplicate 2. Consultating with Provincial Zoo Officers	secretarial room Room for Tourism
2	Tuesday June 14 th , 2022	1. Visiting to the Bukit Batu District 2. Going to Datuk Laksemana I, III, and IV's tombs	Bukit Batu District Bukit Batu District
3	Wednesday June 15 th , 2022	Measuring the building area of Datuk Laksemana IV's house, gallery, fence, garden of Datuk's house, miniature of wood pieces of Datuk Laksemana IV's house, and land area.	Bukit Batu District
4	Thursday June 16 th , 2022	Collecting and compiling data from the results of measuring the area of tourism assets	Room for Tourism
5	Friday, June 17 th , 2022	Paying a visit to the Pakning River Mangroves.	Pakning River
6	Saturday June 18 th , 2022	OFF	OFF
7	Sunday June 19 th , 2022	OFF	OFF

Table 1.8 Agenda of Activities of the Seventh Week of June (June20th– June26th,2022)

No	Day/Date	Activity	Place
1	Monday June20 th , 2022	Making bengkalis tourism data clipping	Room for Tourism
2	Tuesday June21 st ,2022	1. Submitting a cover letter to the Bengkalis Central Bureau of Statistics. 2. Keeping track of the outgoing latter 3. Saving outgoing latter	Bengkalis Statistics Center Office Room for Tourism
3	Wednesday June22 nd , 2022	Dumai City business trip	Bengkalis-Dumai
4	Thursday June23 rd , 2022	1.Having business Trip to Duri City 2. Measuring the area of building assets and tourist land in Duri City is 3. Going to Datuk White-blooded's and Mr. Sheikh H. Imam Sabar Al-Kholidi Naqsyabandi Bin Encik Coteih's graves	Dumai-Duri Duri City Pinggir districts
5	Friday, June24 th , 2022	1.Having business Trip to Pekanbaru City 2. Attending at Technical Guidance or Training Events	Duri-Pekanbaru Grand Jatra Hotel, Pekanbaru
6	Saturday June25 th , 2022	2. Attending at Technical Guidance or Training Events	Grand Jatra Hotel, Pekanbaru
7	Sunday June26 th , 2022	OFF	OFF

Table 1.9 Agenda of Activities of the Eighth Week of June (June 27th–July 3rd, 2022)

No	Day/Date	Activity	Place
1	Monday June 27 th , 2022	Going home from Pekanbaru to Bengkalis	Pekanbaru-Bengkalis
2	Tuesday June 28 th , 2022	Printing and duplicate documents	Room for Tourism
3	Wednesday June 29 th , 2022	1. Drawing the floor plan of the Sakai Tribe's traditional house, Kesumbo Ampai village, Mandau. 2. Inputting Bengkalis Tourism Asset Data	Room for Tourism Room for Tourism
4	Thursday June 30 th , 2022	Outgoing Recording	Room for Tourism
5	Friday, July 1 st , 2022	Measuring the area of tourist building assets at the Selatbaru Zoo	The Selatbaru Zoo
6	Saturday June 2 nd , 2022	OFF	OFF
7	Sunday June 3 rd , 2022	OFF	OFF

Table 1.10 Agenda of Activities of the Ninth Week of July (July 4th–July 10th, 2022)

No	Day/Date	Activity	Place
1	Monday July 4 th , 2022	Calculating the area of building assets and tourist land on Perapat Tunggal Beach	Perapat Tunggal Beach
2	Tuesday July 5 th , 2022	Determining the size of the Datuk Laksemana Museum and Dutch Jel Park	Bengkalis District
3	Wednesday July 6 th , 2022	Measuring the area of the Bengkalis Mini Stadium and Football Field for the Shipping Campus, as well as the building on SMP 3 Bengkalis' football field	Bengkalis District
4	Thursday July 7 th , 2022	Taking measurements of the Yong Dolah Tomb Pond and Pakeh Ghani	Bengkalis District
5	Friday, July 8 th , 2022	Finishing assessment of the internship report and enlightenment of souvenirs as a sign of gratitude to the Benyngkalis Tourism Office.	Room for Tourism
6	Saturday July 9 th , 2022	OFF	OFF
7	Sunday July 10 th , 2022	OFF	OFF

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing an internship at the Department of Tourism, Culture, Youth, and Sports, there are several conclusions as follows:

1. There are several types of work carried out during the internship: recording incoming and outgoing letters; archiving incoming and outgoing letters; and duplicating documents.
2. The working procedures are based on Standard Operational Procedure (SOP) of Logistic Department at Department Tourism, Culture, Youth and Sports.
3. Documents used during the apprenticeship are Circulars, goods receipts, Employment Documents and Data Collection and maintenance of Inventory Goods.

4.2 Suggestion

4.2.1. Suggestion for Company

There were some suggestions given to Department Tourism, Culture, Youth and Sports:

1. Improving more satisfying service system.
2. Improving work facilities such as a document printing machine, Air Conditioner (Ac).

4.2.2 Suggestion for English Study Programs

The suggestion given to English Study Program is add more subject or prepare their students about deeply understanding about Microsoft office such as Microsoft excel and insight about communication and behavior in workplace.

APPENDIX 1
RECOMMENDATION LETTER



APPENDIX 2 ATTENDANCE LIST


ABSENSI KERJA PRAKTEK (KP) TAHUN 2022 DI DISPARBUDPORA BENGKALIS

No.	Tanggal	Safitri Yani NIM: 5203191122	
		Masuk	Pulang
1.	09 Mei 2022	2hril	2hril
2.	10 Mei 2022	2hril	2hril
3.	11 Mei 2022	2hril	2hril
4.	12 Mei 2022	2hril	2hril
5.	13 Mei 2022	2hril	2hril
6.	14 Mei 2022	2hril	2hril
7.	15 Mei 2022	off	off
8.	16 Mei 2022	off	off
9.	17 Mei 2022	2hril	2hril
10.	18 Mei 2022	2hril	2hril
11.	19 Mei 2022	2hril	2hril
12.	20 Mei 2022	2hril	2hril
13.	21 Mei 2022	off	off
14.	22 Mei 2022	off	off
15.	23 Mei 2022	2hril	2hril
16.	24 Mei 2022	2hril	2hril
17.	25 Mei 2022	2hril	2hril
18.	26 Mei 2022	off	off
19.	27 Mei 2022	2hril	2hril
20.	28 Mei 2022	off	off
21.	29 Mei 2022	off	off

22.	30 Mei 2022	shift	shift
23.	31 Mei 2022	shift	shift
24.	01 Juni 2022	off	off
25.	02 Juni 2022	shift	shift
26.	03 Juni 2022	shift	shift
27.	04 Juni 2022	shift	shift
28.	05 Juni 2022	off	off
29.	06 Juni 2022	shift	shift
30.	07 Juni 2022	shift	shift
31.	08 Juni 2022	shift	shift
32.	09 Juni 2022	shift	shift
33.	10 Juni 2022	shift	shift
34.	11 Juni 2022	off	off
35.	12 Juni 2022	off	off
36.	13 Juni 2022	shift	shift
37.	14 Juni 2022	shift	shift
38.	15 Juni 2022	shift	shift
39.	16 Juni 2022	shift	shift
40.	17 Juni 2022	shift	shift
41.	18 Juni 2022	off	off
42.	19 Juni 2022	off	off
43.	20 Juni 2022	shift	shift
44.	21 Juni 2022	shift	shift
45.	22 Juni 2022	shift	shift
46.	23 Juni 2022	shift	shift
47.	24 Juni 2022	shift	shift

48.	25 Juni 2022	shift	shift
49.	26 Juni 2022	shift	shift
50.	27 Juni 2022	shift	shift
51.	28 Juni 2022	shift	shift
52.	29 Juni 2022	shift	shift
53.	30 Juni 2022	shift	shift
54.	01 Juli 2022	shift	shift
55.	02 Juli 2022	off	off
56.	03 Juli 2022	off	off
57.	04 Juli 2022	shift	shift
58.	05 Juli 2022	shift	shift
59.	06 Juli 2022	shift	shift
60.	07 Juli 2022	shift	shift
61.	08 Juli 2022	shift	shift
62.	09 Juli 2022	off	off
63.	10 Juli 2022	off	off

Penanggung Jawab
Bidang Pariwisata,


Sri Handayani S.ST
NIP. 19770106 201001 2 001

Mengetahui,
Pembimbing Kerja Praktek,

Safra Apriani Zahraa, M.Pd
NIP.1983040520122001

APPENDIX 3

SCORING OF APPRENTICESHIP

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
DINAS PARIWISATA, KEBUDAYAAN, KEPEMUDAAN, DAN OLAHRAHA
KABUPATEN BENGKALIS

Nama : Safitri Yani
NIM : 5203191122
Program Studi : Bahasa Inggris
Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	80
2.	Tanggung-jawab	25%	78
3.	Penyesuaian diri	10%	78
4.	Hasil Kerja	30%	80
5.	Perilaku secara umum	15%	78
	Total Jumlah (1+2+3+4+5)	100%	394

Keterangan :

Nilai : Kriteria
81 – 100 : Istimewa
71 – 80 : Baik sekali
66 – 70 : Baik
61 – 65 : Cukup Baik
56 – 60 : Cukup

Catatan :

*Tingkatkan lagi pengetahuannya tentang
kunjungan di pemerintahan, hasil kerjanya
sangat bagus dan kelopokannya lebih ditingkatkan
dari prestasinya semoga sukses.*

Bengkalis, 07 Juli 2022


Sri Handayani, S.ST
NIP. 19770106 201001 2 001

APPENDIX 4

LETTER OF COMPLETION OF APPRENTICESHIP



PEMERINTAH KABUPATEN BENGKALIS
DINAS PARIWISATA, KEBUDAYAAN,
KEPEMUDAAN DAN OLAHRAGA

Jl. Arief Rachman No. 024 Telp. (0766) 21098 - 22720 Fax. (0766) 22720
BENGKALIS 28712

SURAT KETERANGAN

Nomor : 556/Disparbudpora/VII/2022/274

Yang bertanda tangan dibawah ini :

N a m a : MUKHTARIYADI, SH
NIP : NIP. 19650823 198803 1 003
Jabatan : Kepala Sub Bagian Umum dan Kepegawaian

Menyatakan bahwa nama yang tercantum dibawah ini benar sudah melakukan Kerja Praktek di Dinas Pariwisata, Kebudayaan, Kepemudaan dan Olahraga Kabupaten Bengkulu Terhitung mulai tanggal 9 Mei 2022 sampai dengan 7 Juli 2022, adapun nama yang dimaksud adalah :

N a m a : **SAFITRI YANI**
NIM : 5203191122
Prodi : D3 Bahasa Inggris
Universitas : Politeknik Negeri Bengkulu

Demikian surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Bengkalis, 31 Mei 2021

a.n. KEPALA DINAS PARIWISATA, KEBUDAYAAN,
KEPEMUDAAN DAN OLAHRAGA KAB. BENGKALIS
Sekretaris
Kasubbag Umum dan Kepegawaian



MUKHTARIYADI, SH

Petata Tingkat I

NIP. 19650823 198803 1 003

APPENDIX 5
OFFICIAL MEMO



PEMERINTAH KABUPATEN BENGKALIS
DINAS PARIWISATA, KEBUDAYAAN,
KEPEMUDAAN DAN OLAHRAGA

Jl. Anef Rachman No. 024 Telp. (0786) 21098 Fax. (0786) 22720
BENGKALIS 28712

Bengkalis, 21 Maret 2022

Nomor : 556/Disparbudpora/III/2022/qq
Sifat : Biasa
Lampiran : -
Hal : Permohonan Kerja Praktek (KP)

Kepada
Yth. Direktur Politeknik
Kabupaten Bengkalis
di-
Bengkalis

Menindaklanjuti Surat dari Politeknik Negeri Bengkalis Nomor : 0600/PL.31/TU/2022 tanggal 14 Februari 2022 perihal Permohonan Kerja Praktek (KP), bersama ini kami sampaikan bahwasanya kami dari Dinas Pariwisata, Kebudayaan, Kepemudaan dan Olahraga tidak keberatan untuk menerima Mahasiswa dari Politeknik Negeri Bengkalis melaksanakan Kerja Praktek di Dinas kami. Adapun Mahasiswa yang kami terima sebanyak 2 (dua) sebagai berikut :

No	Nama	NIM	Prodi
1	SAPITRI YANI	5203191122	D3 Bahasa Inggris
2	KHAIRUN NISAK	5203191109	D3 Bahasa Inggris

Demikian disampaikan, atas perhatiannya diucapkan terima kasih.

a.n. KEPALA DINAS PARIWISATA,
KEBUDAYAAN, KEPEMUDAAN
DAN OLAHRAGA KAB. BENGKALIS
Sekretaris
u.b.
Kasubbag Umum dan Kepegawaian







MUKHTARIYADI, SH
Penata Tingkat I
NIP. 19650823 198803 1 003

APPENDIX 6

INTERNSHIP, SEMINAR, ATTENDANCE LIST

Form-8


DAFTAR HADIR SEMINAR KP
Nama Mahasiswa : SARITTA YANI
NIM : 5203191122
Judul KP : AT AN APPRENTICESHIP REPORT AT DEPARTMENT
 OF TOURISM, CULTURE, YOUTH, AND SPORTS
 OF BENGKALUS REGENCY


NO	NAMA	JABATAN	PARAF
1	20/7/2022	Correct the sum mahal error work system	
2	1/8/2022	- Background - purpose	
3	3/8/2022	session	
4	4/8/2022	Acc	

APPENDIX 7
DAILYACTIVIT


Day :Tuesday


Date :May, 10^h 2022

No	JobDescription	Supervisor	Signature
1.	Read and recalculate the building area on the completed contract.	Sri Handayani, S.ST	
	Note: Goforit		


Picture	Information
	Read and recalculate the building area on the completed contract.


Day :Wednesday
Date :May, 11th2022

No	JobDescription	Supervisor	Signature
1.	Duplicate documents and archive incoming mail.	Sri Handayani, S.ST	
Note:Dothebest			


Picture	Information
	Aarchiving incoming mail

Day :Thursday
Date :May,12th2022

No	JobDescription	Supervisor	Signature
1.	Take in incoming mail.	Sri Handayani, S.ST	
2.	Handle incoming mail		
<p>Note: Keepitup</p>			


Picture	Information
	<p>Receiving and record incoming mail</p>

Day :Friday
Date :May,13th2022

No	JobDescription	Supervisor	Signature
1.	Sending a letter to the health department	Sri Handayani, S.ST	
2.	Keep track of outgoing mail		
3.	Save all outgoing mail.		
Note:Goodjob			


Picture	Information
	Recording outgoing mail and filing it


Day :Monday
Date :May,16th2022

No	JobDescription	Supervisor	Signature
1.	keep track of incoming mail	Sri Handayani, S.ST	
2.	duplicate documents		
Note:Beactiveandbepatient			


Picture	Information
	Recording incoming mail and duplicating documents for meetings


Day :Tuesday
Date :May,17th2022

No	JobDescription	Supervisor	Signature
1.	Participating in a one-year halal bihalal event as Regent of Bengkalis	Sri Handayani, S.ST	
2.	Photographing the halal bihalal event		
	Note:great		


Picture	Information
	Documenting and participating in the 1-year halal bihalal event of the Bengkalis Regent at the Bengkalis Monument Field


Day :Wednesday
Date :May,18th2022

No	JobDescription	Supervisor	Signature
1.	document duplicate	Sri Handayani, S.ST	
2.	Create a circle		
3.	Archieving incoming mail		
	Note:keepsmling		


Picture	Information
	Duplicate documents and archive incoming mail.


Day :Thursday
Date :May,19th2022

No	JobDescription	Supervisor	Signature
1.	1. Create a work order. 2. Recreate the document	Sri Handayani, S.ST	
	Note: Goforit		


Picture	Information
	Data collection and work order documents

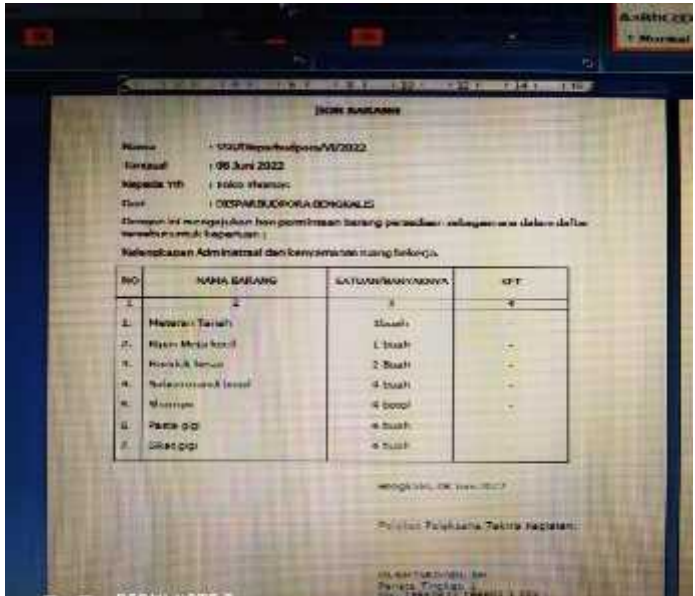
Day :Friday
Date :May,20th2022

No	JobDescription	Supervisor	Signature
1.	Recapture the list of Lapin Beach tourism officers' names	Sri Handayani, S.ST	
	Note: great		


Picture	Information
	<p>Data collection of the list of names of Lapin Beach tourism officers</p>


Day :Monday
Date :May,23rd2022

No	JobDescription	Supervisor	Signature
1.	Create item vouchers.	Sri Handayani, S.ST	
2.	Recreate the document		
	Note: Great		


Picture	Information
	Making Items

Day : Tuesday
Date : May, 24th 2022

No	JobDescription	Supervisor	Signature
1.	Keep track of incoming mail	Sri Handayani, S.ST	
2.	Save all incoming mail.		
Note: Never get bored with work			


Picture	Information
	<p>Filling in the agenda book of incoming mail and archiving incoming mail.</p>

Day :Wednesday
 Date :May,25th2022

No	JobDescription	Supervisor	Signature
1.	Create a circle	Sri Handayani, S.ST	
2.	Attending the <i>Bujang Dara</i> Bnegkalis election		
3.	Documenting <i>Bujang Dara</i> Bengkalis' election		
	Note: Good Job		


Picture	Information
	Attending and documenting the election of <i>Bujang and Dara</i> Bengkalis

Day :Thursday
Date :May,26th2022

No	JobDescription	Supervisor	Signature
1.	Visits to several tourist attractions in Bengkalis' Bukit Batu District	Sri Handayani, S.ST	
	Note: Nice		


Picture	Information
	<p>Visits to several tourist attractions in Bengkalis' Bukit Batu District</p>


Day : Friday
Date : May, 27th2022

No	JobDescription	Supervisor	Signature
1.	Keep track of incoming letter	Sri Handayani, S.ST	
	Note: Good Job		


Picture	Information
	Record incoming letter

Day :Monday
Date :May, 30th2022

No	JobDescription	Supervisor	Signature
1.	Sorting and re-collection of aid receipts for micro-enterprises affected by the coronavirus disease in 2019 Save all outgoing mail.	Sri Handayani, S.ST	
Note: Good job			


Picture	Information
	Sorting and re-collection of aid receipts for micro-enterprises affected by the coronavirus disease in 2019


Day :Tuesday
Date :May, 31st2022

No	JobDescription	Supervisor	Signature
1.	1.Recapture the list of all implementation of development activities and procurement of goods and services at OPD in 2021.	Sri Handayani, S.ST	
	Note: Great		


Picture	Information
	<p>Recapture the list of all implementation of development activities and procurement of goods and services in OPD in 2021.</p>

Day :Wednesday
Date :June, 1st2022

No	JobDescription	Supervisor	Signature
1.	Make duplicates of the document	Sri Handayani, S.ST	
2.	Keep track of incoming letter		
Note: Good job			


Picture	Information
	Duplicate document

Day : Truesday
Date : June, 2nd 2022

No	JobDescription	Supervisor	Signature
1.	Completed tourist building asset survey in Bantan District	Sri Handayani, S.ST	
2.	Measuring the area around tourist assets in the Bnatan District		
	Note: Great		


Picture	Information
	Measuring tourism building assets in Bantan District


Day : Friday
Date : June, 3rd2022

No	JobDescription	Supervisor	Signature
1.	Revaluation of Pantai Indah Selatbaru's building and land assets	Sri Handayani, S.ST	
Note: Good job			


Picture	Information
	<p>Measurement of tourist building assets on the beautiful beach of Selatbaru</p>

Day : Monday
Date : June, 6th2022

No	JobDescription	Supervisor	Signature
1. 2. 3.	Measuring the area of the tomb of Panglima Minal, Measuring the area of the building and the road at the site of the Nine Virgins' grave Calculate the building area and return the data.	Sri Handayani, S.ST	
Note: Nice			


Picture	Information
	Measuring the area of the Tomb of Anak Dara Sembilan

Day : Tuesday
Date : June, 7th2021

No	JobDescription	Supervisor	Signature
1. 2.	calculating the area of several tourist structures on Teluk Pambang's coast determining the size of the Datuk Laksemana Historical Site structure in Muntai Village	Sri Handayani, S.ST	
Note: Good job			


Picture	Information
	Measurement of Datuk Laksamana's Historical Tread House in Muntai Village

Day : Wednesday
Date : June, 8th2022

No	JobDescription	Supervisor	Signature
1.	Measuring the area of the beach name signpost, billboards, Bengkalis icon monument, pavilion, gazebo, pergola and the Pantai Indah Selat Baru game arena	Sri Handayani, S.ST	
Note: Good job			


Picture	Information
	Measurement of tourism assets at Pantai Indah Selatbaru

Day : Thursday
Date : June, 9th2022

No	JobDescription	Supervisor	Signature
1.	Measuring the area of the tourist UPT Pantai Indah Selatbaru office building, beach entrance gate, prayer room, and toilet.	Sri Handayani, S.ST	
Note: Great			


Picture	Information
	Measurement of tourism assets at Pantai Indah Selatbaru


Day : Friday
Date : June, 10th2022

No	JobDescription	Supervisor	Signature
1.	Measuring the area of the Youth Building, the biggest fish monument, the parking area and cementing the garden path of Pantai Indah Selatbaru	Sri Handayani, S.ST	
	Note: Good job		


Picture	Information
	Measurement of garden road smentization at Pantai Indah Selatbaru


Day : Monday
Date : June, 13th2022

No	JobDescription	Supervisor	Signature
1.	Meeting documents in duplicate Consultation with Provincial Zoo Officers	Sri Handayani, S.ST	
Note: Great			


Picture	Information
	Meeting with zoo officials from the province


Day : Tuesday
Date : June, 14th2022

No	JobDescription	Supervisor	Signature
1.	An official visit to the Bukit Batu District Pilgrimage to Datuk Laksemana I, III, and IV's tombs	Sri Handayani, S.ST	
	Note: Nice		


Picture	Information
	Pilgrimage to the grave Datuk Laksemana


Day : Wednesday
Date : June, 15th2022

No	JobDescription	Supervisor	Signature
1.	Measuring the building area of Datuk Laksemana IV's house, gallery, fence, garden of Datuk's house, miniature of wood pieces of Datuk Laksemana IV's house, and land area.	Sri Handayani, S.ST	
Note: Good job			


Picture	Information
	<p>Measurement of Datuk Laksemana IV's house</p>

Day : Thursday
Date : June, 16th2022

No	JobDescription	Supervisor	Signature
1.	Collecting and compiling data from the results of measuring the area of tourism assets	Sri Handayani, S.ST	
Note: Great			


Picture	Information
	<p>Collecting and compiling data from the results of measuring the area of tourism assets</p>


Day : Friday
Date : June, 17th2022

No	JobDescription	Supervisor	Signature
1.	Pay a visit to the Pakning River Mangroves	Sri Handayani, S.ST	
Note: Nice			


Picture	Information
	<p>Pay a visit to the Pakning River Mangroves</p>

Day : Monday
Date : June, 20th 2022

No	JobDescription	Supervisor	Signature
1.	making bengkalis tourism data clipping	Sri Handayani, S.ST	
	Note: Good job		


Picture	Information
	Making bengkalis tourism data clipping


Day : Tuesday
 Date : June, 21th 2022

No	JobDescription	Supervisor	Signature
1.	Submit a cover letter to the Bengkalis Central Bureau of Statistics.	Sri Handayani, S.ST	
2.	keep track of the outgoing letter book		
3.	save outgoing letter		
	Note: Nice		


Picture	Information
	Recording incoming letter in the agenda book

Day : Wednesday
Date : June, 22th 2022

No	JobDescription	Supervisor	Signature
1.	Dumai City business trip	Sri Handayani, S.ST	
	Note: Nice		


Picture	Information
	Dumai City

Day : Thursday
Date : June, 23th 2022

No	JobDescription	Supervisor	Signature
1.	Business Trip to Duri City	Sri Handayani, S.ST	
2.	Measuring the area of building assets and tourist land in Duri City is		
3.	Pilgrimage to Datuk White-blooded's and Mr. Sheikh H. Imam Sabar Al-Kholidi Naqsyabandi Bin Encik Coteih's graves		
	Note: Nice		


Picture	Information
	Visit the Tomb of Datuk Bloody White

Day : Friday
Date : June,24th 2022

No	JobDescription	Supervisor	Signature
1.	Business Trip to Pekanbaru City Attendance at Technical Guidance or Training Events	Sri Handayani, S.ST	
	Note:		


Picture	Information
	Attendance at Technical Guidance or Training Events


Day : Saturday
Date : June, 25th2022

No	JobDescription	Supervisor	Signature
1.	Attendance at Technical Guidance or Training Events	Sri Handayani, S.ST	
	Note: Great		

Picture	Information
	Attendance at Technical Guidance or Training Events


Day : Monday
Date : June, 27th2022

No	JobDescription	Supervisor	Signature
1.	Homework from Pekanbaru to Bengkalis	Sri Handayani, S.ST	
Note: Take Care			

Picture	Information
	<p>Homework from Pekanbaru to Bengkalis</p>


Day : Tuesday


Date : June, 28th2022

No	JobDescription	Supervisor	Signature
1.	Print and duplicate documents	Sri Handayani, S.ST	
	Note: Good job		

Picture	Information
	Print and duplicate documents


Day : Wednesday
Date : June, 29th2022

No	JobDescription	Supervisor	Signature
1.	Drawing the floor plan of the Sakai Tribe's traditional house, Kesumbo Ampai village, Mandau.	Sri Handayani, S.ST	
2.	Bnegkalis Tourism Asset Data Import		
	Note: Good job		

Picture	Information
	<p>The making a plan of the Sakai Tribe's Traditional House</p>

Day : Thursday


Date : June, 30th 2022

No	JobDescription	Supervisor	Signature
1.	Outgoing Recording	Sri Handayani, S.ST	
	Note: great		

Picture	Information
	Record outgoing letters in the agenda book

Day : Friday


Date : July, 1st2022

No	JobDescription	Supervisor	Signature
1.	Measuring the area of tourist building assets at the Selatbaru Zoo	Sri Handayani, S.ST	
	Note: Good job		

Picture	Information
	Measuring the area of tourist building assets at the Selatbaru Zoo


Day : Monday

Date : July, 4th2022

No	JobDescription	Supervisor	Signature
1.	Calculating the area of building assets and tourist land on Perapat Tunggol Beach	Sri Handayani, S.ST	
	Note: Good job		


Picture	Information
	Calculating the area of building assets and tourist land on Perapat Tunggol Beach

Day : Wednesday
Date : July, 6th2022

No	JobDescription	Supervisor	Signature
1.	Measuring the area of the Bengkalis Mini Stadium and Football Field for the Shipping Campus, as well as the building on SMP 3 Bengkalis' football field	Sri Handayani, S.ST	
	Note: Good job		


Picture	Information
	Bengkalis mini stadium

Day : Thursday
Date : July, 7th2022

No	JobDescription	Supervisor	Signature
1.	Taking measurements of the Yong Dolah Tomb Pond and Pakeh Ghani	Sri Handayani, S.ST	
Note: Good job			

Picture	Information
	Tomb of Yong Dolah and Tomb of Pkeh Ghoni

Day : Friday
Date : July, 8th2022

No	JobDescription	Supervisor	Signature
1.	Final assessment of the internship report and enlightenment of souvenirs as a sign of gratitude to the Benykalis Tourism Office	Sri Handayani, S.ST	
	Note: Good job		

Picture	Information
	Final assessment of the internship report and enlightenment of souvenirs as a sign of gratitude to the Benykalis Tourism Office