

CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

State Polytechnic of Bengkalis is one of the tertiary institutions in Riau Province. State Polytechnic of Bengkalis has eight majors and nineteen study programs, one of which is the D3 English language major. State Polytechnic of Bengkalis requires every student to do an apprenticeship and a final assignment as a graduation requirement. Apprenticeship is carried out at every appropriate institution or organization related to the student's major.

Apprenticeship is the first step for students before entering the world of work. This program aims to help students adapt to the work environment, and have high levels of responsibility in carrying out work so that they are able to master the field of work given, know their own abilities, and develop a professional attitude in their field of expertise. The program is able to add insight, provide experience and knowledge, and create skilled and professional students in the world of work. In this way, the State Polytechnic of Bengkalis will produce the best and most quality graduates.

Students of the D3 English study program have competence in communicating not only in English both orally and in writing, understanding professional ethics, mastering good public speaking, being able to manage and operate, and mastering office administration as well.

Apprenticeship carried out by the *Pupr* Office of Dumai City, Jl. Brigjen HR Soebrantas, Tlk. Binjai, Kec. Dumai Timur., Kota Dumai, Riau This practical work is carried out to fulfill and apply student competencies. Apprenticeship was carried out from February 20th to June 20th at the *Pupr* Office of Dumai City.

1.2 Purpose of the Apprenticeship

The purpose of the apprenticeship is as follows:

- 1.2.1 To know out working in the secretariat of the Administrative Section of the *Pupr* Office of Dumai City.
- 1.2.2 To know out the kinds of jobs available in the secretariat of the Administrative Section of the *Pupr* Office of Dumai City.
- 1.2.3 To know the documents used in the secretariat of the Administrative Section of the *Pupr* Office of Dumai City.

1.3 Significance of the Apprenticeship

1.3.1 Significance of the Apprenticeship

Apprenticeship benefits provide an opportunity for students to apply the knowledge they have gained during college and gain new knowledge in the work environment. So that students know how to work independently or in a team.

1.3.2 Significance for State Polytechnic of Bengkalis

State Polytechnic of Bengkalis apprenticeship helps the polytechnic obtain qualified, skilled students who are ready to work and compete after completing their studies. In addition, the existence of an apprenticeship program can strengthen cooperation and socialization between the State Polytechnic of Bengkalis and agencies or organizations where apprenticeship is conducted, one of which is the *Pupr* Office of Dumai City.

1.3.3 Significance for the Office

Significance Office The existence of this apprenticeship program provides an opportunity for the *Pupr* Office of Dumai City to help and hone student abilities. In addition, this program also aims to help lighten some of the work so that it can be completed more quickly.