

CHAPTER I

INTRODUCTION

1.1. Background of Apprenticeship

Internship is one of the learning programs organized by higher education institutions as an effort to prepare students for the professional world. This activity provides students with the opportunity to apply the knowledge and theories they have acquired during their studies into real practice within a professional environment. Thus, an internship does not merely serve as an academic requirement but also as a medium for self-development and skill enhancement in accordance with industry needs.

For students of the English for Business and Professional Communication program, the implementation of an internship holds a strategic value. This program emphasizes the importance of English proficiency, both oral and written, as well as the mastery of effective and professional business communication skills. Therefore, through the internship, students are expected to practice and strengthen these competencies, particularly in the context of communication within a real workplace setting.

The internship also aims to provide students with direct experience of organizational dynamics, workplace culture, and professional demands that cannot be fully obtained in a classroom setting. In practice, students are required to adapt, maintain discipline, and take responsibility for the tasks assigned to them. Moreover, the internship allows students to understand the significance of teamwork, time management, and problem-solving skills in addressing challenges encountered in the workplace.

Another benefit of the internship program is the improvement of soft skills that are essential in the professional field. Skills such as interpersonal communication, negotiation, presentation, and report writing in English are crucial aspects that are sharpened during the internship period. This aligns with the program's objectives, which aim to produce graduates who are competent,

adaptable, and competitive in the field of business and professional communication at both national and international levels.

This report is prepared as a form of accountability for the internship program that has been carried out. It contains the background of the internship, its objectives, an overview of the host institution, descriptions of the activities performed, as well as analyses of the experiences and competencies gained. Through this report, it is expected to provide a comprehensive overview of the outcomes achieved and the benefits experienced by the student during the internship period.

Ultimately, the internship experience is expected to enhance the writer's practical understanding of business and professional communication in English, while also serving as valuable preparation for future career development. Furthermore, this report is hoped to contribute positively to the study program and the host institution, as well as serve as a useful reference for other students who will undertake internships in the upcoming periods.

1.2. Purpose of Apprenticeship

The primary purpose of an apprenticeship is to provide students or participants with the opportunity to apply the knowledge and skills they have acquired during their studies. Through this activity, participants can directly experience how theories learned in class are implemented in real work situations. Thus, apprenticeships serve as an important bridge between the academic environment and the professional world. In addition, apprenticeships aim to increase valuable work experience for participants in the future. This experience not only strengthens technical abilities but also provides added value in the competition for jobs after graduation. Through daily work activities, apprentices are able to develop new skills relevant to their chosen field.

Another objective of apprenticeships is to train non-technical skills, such as communication, teamwork, discipline, and time management. These skills are highly needed in the workplace and often become key factors in determining a person's success in their career. Furthermore, apprentices are introduced to the work culture of the company, allowing them to learn how to adapt and understand

professional ethics. Equally important, apprenticeships also open opportunities for participants to build relationships with professionals in related fields. This network can serve as a valuable asset for career development in the future. In fact, many apprentices who demonstrate good performance are often offered the chance to continue their career at the company where they completed their apprenticeship. Therefore, apprenticeships can be considered a strategic first step in preparing oneself to enter the workforce.

1.3. Significances of the Apprenticeship

The apprenticeship is highly significant because it provides us with the opportunity to gain practical knowledge and skills beyond classroom learning. By engaging directly in real work activities, we are able to bridge the gap between theory and practice. This experience allows us to better understand how the concepts we have studied are applied in the workplace. Such practical exposure strengthens our professional foundation and prepares us for future careers.

Another significance of the apprenticeship is the development of both technical and non-technical skills. We not only improve our expertise in the chosen field but also acquire essential abilities such as communication, problem-solving, teamwork, and adaptability. These competencies are highly valued in the workplace and help shape us into well-prepared individuals capable of meeting professional demands.

In addition, the apprenticeship provides us with valuable insights into organizational culture and professional ethics. By becoming part of the work environment, we can observe and adapt to the standards, responsibilities, and expectations of the company. This experience enables us to cultivate discipline, accountability, and professionalism, all of which are crucial for long-term career growth.

Lastly, the apprenticeship is significant because it creates opportunities for us to build networks and explore future career prospects. Establishing connections with professionals during the apprenticeship can open doors to job opportunities after the program ends. In many cases, apprentices who perform well are offered

positions at the same company. Therefore, the apprenticeship not only serves as a training platform but also as a strategic pathway to sustainable career development.

1.4. Job and Length of Apprenticeship

The apprenticeship was carried out at the Department of Commerce and Industry, specifically in the Finance and Equipment Sub-Division. During the internship period, the student was assigned to assist in several financial administrative activities, including monthly cash recapitulation, filing of payment order documents (SPM), and preparing monthly salary recaps. This internship program was conducted for a period of four months, starting from July 21st until November 21st, 2024. Throughout the internship, the student gained valuable experience in understanding financial management procedures and administrative processes within a government institution.

Table 1.4.1. Office Hours Schedule

NO	Day	Office Hours	Breaks
1.	Monday, Tuesday, Wednesday, Friday	07.30-16.00	12.00-14.00
2.	Thursday	07.00-16.30	12.00-14.00
3.	Saturday & Sunday	Holiday	-