

APPRENTICESHIP REPORT
BALAI BAHASA PROVINSI RIAU
PEKANBARU - RIAU

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ENGLISH FOR BUSINESS AND PROFESIONAL COMMUNICATION
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS - RIAU
2024/2025

APPROVAL SHEET
APPRENTICESHIP REPORT
BALAI BAHASA PROVINSI RIAU

Written as one of the conditions for completing Apprenticeship

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ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Desy Ulfa Sari, Reg Number 5504211053** who did the apprenticeship at Balai Bahasa Provinsi Riau Pekanbaru, started from September 17Th 2024 to January 10St 2025. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and all revision required by the apprenticeship report examination committee have been made.

Bengkalis, January 10th, 2025

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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

In the current era, apprenticeships have been recognized as an effective workforce solution that combines practical on-the-job training with classroom learning. Apprenticeships can provide individuals with valuable skills and qualifications while meeting the evolving needs of employers. As the economy adapts to technological advances and labor market changes, apprenticeships continue to play a vital role in developing a skilled workforce capable of tackling contemporary challenges. Based on data from Britannica.

An apprenticeship is a structured training program that combines work experience with classroom learning, designed to equip individuals with the skills required for a particular trade or profession. The main objective of the internship program is to provide hands-on experience while ensuring that the student intern gains theoretical knowledge relevant to their field. Student interns will be well prepared to encourage personal development, communication skills, teamwork, and future careers, which often results in higher employment rates and better job prospects upon completion of the program.

The internship program is part of the educational curriculum at State Polytechnic of Bengkalis, which plays an important role in bridging the gap between academic knowledge and practical experience. Bengkalis State Polytechnic was established in 2000. The Bengkalis Regency Government, through the Gema Bahari Foundation, established a college under the name Bengkalis Shipbuilding Polytechnic. In its journey, the Bengkalis Shipbuilding Polytechnic changed its name to Politeknik Bengkalis and was under the Bangun Insani Foundation (YBI) Bengkalis, but in 2008, its status changed to a state polytechnic through the Regulation of the Minister of National Education. State Polytechnic of Bengkalis has a vision and mission to become a superior polytechnic oriented towards developing competent human resources in the fields

of technology, business, and industry. Therefore, until now, State Polytechnic of Bengkalis has continued to develop various study programs that are very relevant to the needs of the job market, both at the local, national, and international levels. Based on data from polbeng.ac.id

The programs at State Polytechnic of Bengkalis are designed to equip students with technical and non-technical skills, which are in line with the needs of industry at national and international levels. Through a practice-oriented curriculum, State Polytechnic of Bengkalis ensures and prepares students with practical skills so that graduates have relevant experience and up-to-date knowledge. Therefore, one of the effective ways to prepare students is through an internship program, so that students can practice the theoretical knowledge gained during lectures in real work situations so that they can better understand how these theories are applied in daily work. This internship experience is also an integral part of the educational journey, allowing for the development of critical thinking and problem-solving skills while working alongside experienced professionals in leading companies.

As such, Politeknik Negeri Bengkalis offers a range of diploma programs designed to equip students with practical skills and theoretical knowledge that are essential to their careers. State Polytechnic of Bengkalis offers 18 diverse study programs, including the Diploma in English for Business and Professional Communication. The Diploma in English for Business and Professional Communication is designed to prepare students with the English language skills required in business and professional contexts. In today's era of globalization, the ability to communicate in English is becoming increasingly important for professionals in various fields. This diploma focuses not only on language acquisition but also on the application of communication skills in real business contexts. With an integrated curriculum, students not only learn the language but also understand important aspects of business communication, such as negotiation, presentation, and report writing.

As part of the curriculum, students of the Diploma in English for Business and Professional Communication at State Polytechnic of Bengkalis are required to

undergo an internship program. This program allows students to gain hands-on experience in the business and professional rlds. Thus, to carry out practical work activities for a maximum of six months and a minimum of four months. Therefore, the author chose Balai Bahasa Provinsi Riau, Pekanbaru branch, as one of the places to carry out practical work activities for four months. During the implementation of practical work at Balai Bahasa Provinsi Riau, Pekanbaru branch.

The implementation of this practical work starts from 17 September 2024 to 01 January 2025. The implementation of this practical work is expected to improve students' technical skills and gain greater insight into the world of work and industry. An internship is a bridge that connects the academic world with the professional world and strengthens students' readiness to face future challenges.

1.2 Purposes of the Apprenticeship

Practical work is a series of activities to provide practical learning experience for students, which allows students to apply theoretical knowledge in a real business context. Students who carry out practical work can add insight and knowledge and improve student skills obtained in the classroom.

The purpose of the implementation of practical work activities for students of the State Polytechnic of Bengkalis are:

1. To provide an opportunity for the author to experience the situations and challenges that exist in the world of practical work at Balai Bahasa Provinsi Riau.
2. To hone technical skills as well as soft skills relevant to the field of work, including project management, time management, and communication to the author during practical work at Balai Bahasa Provinsi Riau.
3. To provide practical experience that enables the author to apply academic knowledge in a real-world environment at Balai Bahasa Provinsi Riau.
4. To increase the author's understanding to know the system, procedures about corporate culture, workflow, and work operational strategies at Balai Bahasa Provinsi Riau .

5. To provide the author with practical experience in using marketing tools and technologies relevant to modern brand administration for brand management and marketing strategies at Balai Bahasa Provinsi Riau.

1.3 Significances of the Apprenticeship

The benefits of practical work activities for students and State Polytechnic of Bengkalis and its company are:

1. For Students (Apprentices)
 - a. It gives students practical experience in a real industrial environment and complements their theoretical knowledge.
 - b. It develops skills that enhance technology and software, such as teamwork, communication, and problem solving.
 - c. Builds a professional network with hands-on work, allowing students to network with industry professionals and benefiting future career prospects.
 - d. Provide valuable industry experience as a complement to academic research.
2. For State Polytechnic of Bengkalis
 - a. To Improve student learning results on practical programs and help educational institutions produce graduates who have practical skills, thereby enhancing employability.
 - b. Improve the relevance of the curriculum by ensuring that the practical work programs offered are relevant to the evolving needs of the industry.
 - c. Continuous improvement processes that bring training up to global standards, improve the quality of training, and enhance the institution's reputation through well-structured internship programs will have a positive impact.
3. For Balai Bahasa Provinsi Riau
 - a. Provide opportunities for writers to develop practical skills and industry-related knowledge. By being directly involved in the management of a company, the author is able to practice the theories he learned in college so as to increase the company's capabilities.

- b. Incorporate new perspectives and fresh ideas and contribute to internal innovation.
- c. Enhance your company's public image and attract the attention of qualified prospective employees and business partners.

CHAPTER II

GENERAL DESCRIPTION OF COMPANY

2.1 Company History



Figure 2. 1 Building BBPR
Source : Instagram BBPR

Agency for Language and Cultivation (BBR) has a history that begins with its establishment on September 23, 1999, based on the Decree of the Minister of National Education (Number 266/O/1999). Although it was established in that year, BBR only started to operate fully on October 28, 2000. BBR is a Technical Implementation Unit under the Language Development and Development Agency, Ministry of Education and Culture, with administrative responsibility to the agency.

Since its inception, BBR's main objective has been to develop, nurture and protect language and literature in Riau Province. In carrying out its functions, BBR is involved in various activities such as language research, counseling, training, and organizing seminars related to language and literature. In addition, BBR also plays a role in improving the quality of language education in the region through programs that involve the community and educational institutions.

Overall, Agency for Language and Cultivation functions as a language development center that not only focuses on preserving regional languages but also on improving the quality of Indonesian language use in the community.

2.2 Vision and Mission

2.2.1 Vision

The vision of Balai Bahasa Provinsi Riau is formulated as follows.

“Mewujudkan indonesia maju yang berdaulat, mandiri, dan berkepribadian berlandaskan gotong royong melalui terciptanya pelajar Pancasila yang beriman, bertakwa, kepada Tuhan Yang Maha Esa, dan berakhlak mulia, berkebinekaan global, bergotong royong, mandiri, bernalar kritis, dan kreatif dengan bahasa dan sastra”

2.2.2 Mission

To achieve the vision, Agency for Language and Cultivation follows the mission of the Language Development and Guidance Agency for the next five years (2020-2024) which has been set by the Ministry of Education, Culture, Research and Technology as follows.

1. Realizing excellent service in language and literature development and coaching;
2. Realizing dynamic language and literature protection based on community strength;
3. Realizing the function of Indonesian as an international language in order to make Indonesian as a tool of diplomacy;
4. Realizing the preservation of regional languages;
5. Realizing a generation of superior language and literature literacy; and
6. Optimizing the governance of the Agency for Language and Cultivation which is participatory, transparent and accountable.

2.3 Kind of Business

Balai Bahasa Provinsi Riau is one of the technical implementation units (UPT) under the Language Development and Development Agency, Ministry of

Education, Culture, Research and Technology of the Republic of Indonesia. The center is tasked with developing, fostering, and protecting language and literature, especially the Indonesian language, regional languages, and literature in the Riau Province area.

2.3.1 Products and services

Agency for Language and Cultivation produces various products related to language development and preservation, especially Indonesian and local languages. These products include language manuals, training modules, language education materials, and various publications that support efforts to socialize and promote the use of good and correct language. In addition, the Riau Provincial Language Office also organizes training programs, seminars and workshops to improve the language skills of the community, as well as supporting research in the field of language and culture. The following are products from Balai Bahasa Provinsi Riau:

2.3.1.1 Uji Kemahiran Berbahasa Indonesia (UKBI)

UKBI is a test tool to measure a person's level of proficiency in Indonesian language, both oral and written. UKBI consists of five sections, namely Section I Listening, Section II Responding to Rules, and Section III Reading, Section IV Writing, and Section V Speaking which are carried out online.



Figure 2. 2 UKBI

Source: Balai Bahasa Riau

2.3.1.2 Bahasa Indonesia bagi Penutur Asing (BIPA)

BIPA is a shortened form of Indonesian for foreign speakers. In line with that, teaching BIPA means teaching Indonesian language to foreign speakers. The term foreign speakers referred to in this case are speakers of languages other than Indonesian, regional languages, and Malay. For example, speakers of English, French, German, Japanese and Arabic can be referred to as foreign speakers.



Figure 2. 3 BIPA

Source: Balai Bahasa Riau

2.3.1.3 Layanan Penerjemahan Balai Bahasa Provinsi Riau

Translation services at Agency for Language and Cultivation is one of the services provided by this institution to meet the needs of the community in language acquisition and translation. The following is an explanation of these services:

- a. *Types of Services:* Agency for Language and Cultivation offers a wide range of translation services, including translation of documents, books, and other materials. One of the products produced is bilingual children's storybooks, which aim to improve literacy and language understanding among children.
- b. *Objectives:* This service aims to support the development of language and literature, as well as to assist the public in understanding and using language effectively. This is in line with Language Center's mission to protect and develop Indonesian and local languages.
- c. *Translation Process:* Translation is carried out by experts who have competence in the field of language and translation. The process

includes analysis of the source text, selection of appropriate translation techniques, and adjustment to the cultural context of the target audience.

d. *Technical Guidance*: In addition to translation services, the Riau Provincial Language Office also organizes technical guidance to improve the skills of local translators. This includes training in writing and translation, which aims to improve the quality of translations⁷.

e. *Accessibility*: The public can access this service by applying in person or through the official communication platform of the Agency for Language and Cultivation. More information on procedures and fees can be found on their official website.

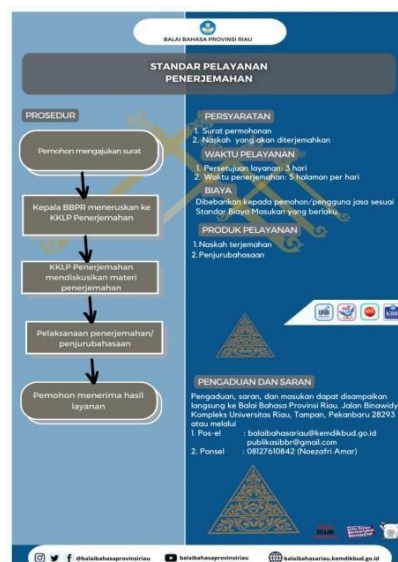


Figure 2. 4 Pelayanan Penerjemahan

Source: Balai Bahasa Riau

2.3.1.4 Layanan Ahli Bahasa

The Balai Bahasa Provinsi Riau linguist services consist of 6 service products in the form of resource persons, instructors, editors, literacy instructors, and language assistants. The following is an infographic of the Agency for Language and Cultivation linguist service procedures.



Figure 2. 5 Pelayanan Ahli Bahasa

Source: Balai Bahasa Riau

2.4 Organization Structure

Balai Bahasa Provinsi Riau is led by the Head of the Center, Mr. Toha Machsum, M.Ag. The Head of the Balai Bahasa Provinsi Riau oversees several sections, including the Head of the General Subdivision and the Functional Position Group. The Head of the General Subdivision oversees several sections, including General Affairs / Housekeeping, Financial Affairs, Personnel Affairs, and Planning and Reporting affairs. The functional positions consist of the Development and Protection Division, the Development Division, and the Language Strategy and Diplomacy Division. The following is a general overview of the organizational structure at Balai Bahasa Provinsi Riau.



Figure 2. 6 Organization Structure

Source: Balai Bahasa Riau

2.5 The Working Process

At Agency for Language and Cultivation, the work process involves various levels of organizational structure, from the Head of Agency to operational staff. Each level has roles and tasks that coordinate with each other to achieve the institution's goals, namely the development and preservation of Indonesian and local languages.

1. Head of Agency Language Center Riau Province

Duties and Work Process:

The Agency Head of Agency for Language and Cultivation is responsible for the overall activities and policy direction of the institution. The work process begins with strategic planning, such as the preparation of the vision and mission, the establishment of annual work programs, and general policies that will be carried out by the institution. The Head of Agency also plays a role in building relationships with the government, other institutions, and the community to support program success.

Activities:

- Setting policy and program priorities.
- Oversee the implementation of language programs.
- Coordinate with related parties (government, educational institutions, etc.).

- Preparing annual reports and conducting program evaluations.

2. Secretariat of Agency for Language and Cultivation

Duties and Work Process:

The Secretariat plays a role in supporting operational administration and resource management. The work process in the secretariat involves managing correspondence, scheduling activities, and archiving documents. In addition, the secretariat also plays a role in preparing internal and external reports.

Activities:

- Manage correspondence administration and internal communication.
- Develop activity schedules and organize meetings.
- Compile and distribute reports to the Head of Agency and related parties.
- Store and manage archives of activities and important documents.

3. Language and Literature Development

Duties and Work Process:

This area is responsible for designing and implementing Indonesian and local language development programs. The work process involves developing language training modules, organizing seminars, and other related activities. The team works to ensure that language is used correctly according to the rules and in the right context.

Activities:

- Develop and plan training programs or linguistic activities.
- Coordinate the implementation of activities (training, seminars, etc.).
- Collect data on participants and results of activities.
- Evaluate activities and prepare reports on results.

4. Program and Activity Management Division

Duties and Work Process:

This division is responsible for the planning, implementation, and evaluation of program activities implemented by Balai Bahasa. Their work process begins with planning activities in accordance with the institution's

policies, then implementing activities, and finally conducting evaluations to see the impact of these activities.

Activities:

- Develop and plan training programs or linguistic activities.
- Coordinate the implementation of activities (training, seminars, etc.).
- Collect data on participants and results of activities.
- Evaluate activities and prepare reports on results.

5. Language Services

Duties and Work Process:

This area focuses on providing consultation services and assistance in linguistic matters, including translation, drafting, and fostering the use of good and correct language. Their work process involves consulting with various parties who need linguistic assistance.

Activities:

- Provide consultation services related to language use.
- Compile and improve language scripts or documents (translation, writing, etc.).
- Develop guidelines or guidelines for the use of appropriate language for agencies.

6. Operations Staff and Administration Manager

Duties and Work Process:

Operational staff and administrative managers are responsible for supporting the smooth running of Balai Bahasa's daily activities in terms of administration, data management and documentation. Their work process focuses on managing activity data, archiving, and producing financial and administrative reports.

Activities:

- Manage data on trainees and other activities.
- Assist in the management of archives and documentation of activities.
- Prepare administrative and financial reports for the implemented programs.

- Assist in the management of activity logistics, such as venues, equipment, and other needs.

2.6 Document Used for activity

There are several documents that are used during the training activities, as follows:

1. Administration Documents

Activity Proposal: Contains goals, objectives, budget, and details of activities.

Invitation Letter: Used to invite participants, presenters, or resource persons.

Meeting Minutes: Records of meeting results that discuss preparation or evaluation of activities.

Letter of Assignment: is a proof of a work trip given by a superior or authorized party to an employee who is intended for duty.

2. Financial Documents

Budget Plan (RAB): Costs required for activities.

Receipt or Payment Note: Proof of transactions during the implementation of activities.

Financial Accountability Report: Budget utilization report document

3. Activity Implementation Documents

Attendance List: Used to record the attendance of participants or invited guests.

Certificate : Given to participants or speakers as an award.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In an effort to deepen the internship experience which lasted for four months at the Agency for Language and Cultivation, the author would like to provide a series of experiences gained during the internship which started on September 17 2024 and ended on January 10 2025, where the writer's internship at the Provincial Language Center was assigned to alternately, namely in the lobby, administration (TU) and library sections.

In order to improve the quality of human resources, during the implementation of the internship program at the Agency for Language and Cultivation, the author gained a lot of valuable experience. Practical experience that gives the author knowledge about new things that have not yet been studied, as well as providing a deep understanding of operations and management in Government.

The internship schedule at Balai Bahasa Provinsi Riau is as follows:

Table 3. 1 Internship Schedul

| No | Day | Office Hours | Break |
|-----------|------------|---------------------|---------------|
| 1. | Monday | 07.30 – 16.00 | 12.00 – 13.00 |
| 2. | Tuesday | 07.30 – 16.00 | 12.00 – 13.00 |
| 3. | Wednesday | 07.30 – 16.00 | 12.00 – 13.00 |
| 4. | Thursday | 07.30 – 16.00 | 12.00 – 13.00 |
| 5. | Friday | 07.30 – 16.30 | 11.20 – 13.00 |
| 6. | Saturday | Day Off | - |
| 7. | Sunday | Day Off | - |

The following are the details of the tasks that the author performed during the internship:

1. Updating SINDE (Electronic Office Manuscript System).
2. Book-Entry
3. Lobby Duty
4. Archiving activity report documents
5. Content Creation

3.2 System and Procedure

Agency for Language and Cultivation implements a structured work system to support the development and preservation of Indonesian and local languages. Operational procedures include coordination between fields, data management, and community services. Every activity, such as training or seminars, is conducted according to procedures that ensure effectiveness and efficiency. In addition, administrative procedures are also in place to document activities and reports, ensuring all processes run according to the institution's objectives. The following are the main systems and procedures implemented:

1. Input SINDE (Electronic Office Manuscript System).

Input data in the Electronic Office Manuscript System (SINDE) aims to ensure that correspondence management within the Ministry of Education and Culture is always up to date. The first step is to identify which data or documents need to be updated, for example incoming or outgoing letters, archived documents, and others.

Officers then log in to the SINDE system with a registered and authorized account. After logging in, they search for documents that require updating through the search menu. The information on the document, such as letter number, letter date, purpose, letter content, or attachments, is updated according to the latest data.

Before saving the update, a validation step is required to ensure that the inputted data matches the physical document or official source. Once the updates are saved, the system usually generates a report that records the changes that have

been made. This report can then be used for internal documentation or audits. The data recorded includes:

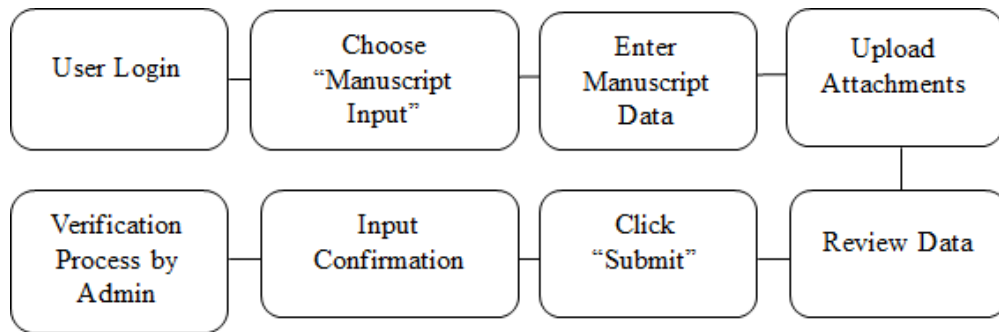
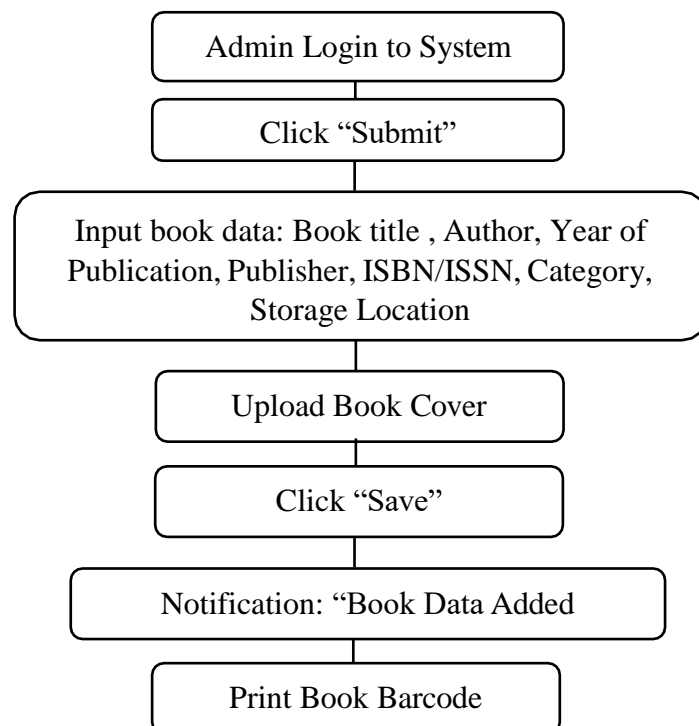


Figure 3. 1 Input SINDE (Electronic Office Manuscript System)

Source: Processed Data 2024

2. book-entry

The Book Entry process in libraries is a systematic procedure for adding new book data into the library management system. This process ensures that every available book can be documented in a structured and accurate manner to facilitate searching, management, and borrowing by library users. The following is a detailed explanation of each step in this system and procedure:



3. Lobby Duty

Lobby Duty at Agency for Language and Cultivation is a task performed by officers to provide information, direction, and assistance to visitors who come to the center. This procedure ensures that guests receive friendly, prompt and personalized service.

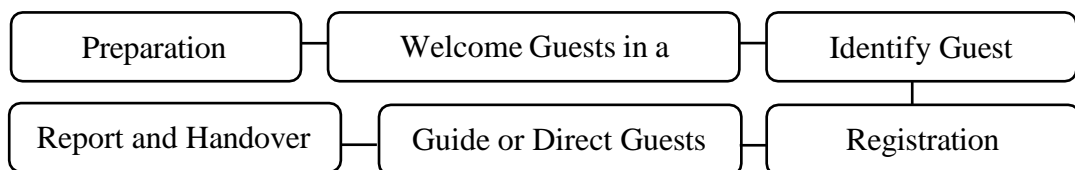


Figure 3. 2 Lobby Duty
Source: Processed Data 2024

4. Archiving activity report documents

Archiving activity report documents at Agency for Language and Cultivation is the process of storing, managing and maintaining activity report documents carried out to ensure the availability of these documents in good condition and easily accessible in the future. This process is important to support transparency, accountability and preservation of information on Language Center activities.

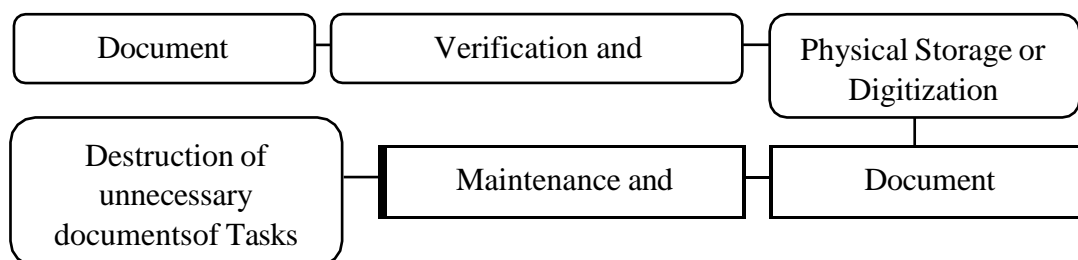


Figure 3. 3 Archiving activity report documents

Source: Processed Data 2024

5. Content Creation

Content Creation at Agency for Language and Cultivation aims to produce relevant, informative, and educational content in accordance with the center's main tasks, namely the development and preservation of language and literature. This process involves various stages from planning to publication so that the content created is in accordance with the needs of the community and institutional standards

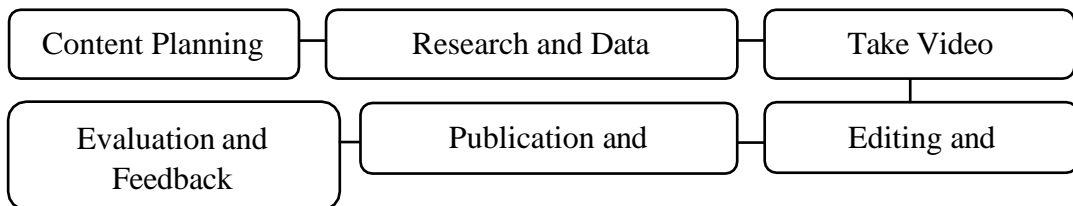


Figure 3. 4 Content Creation

Source: Processed Data 2024

3.3 Place of Apprenticeship

This practical work activity will be carried out for 4 months, starting on September 17 2024 and ending on January 1 2025. The practical work places are in the Lobby, Administration (TU), Library and in the treasurer's room. This practical work is carried out at the Balai Bahasa Provinsi Riau company which is located at Jalan Bina Widya, Riau University Complex, Panam, Pekanbaru 28293, Indonesia.

3.4 Kind and Description of the Activity

The daily activities carried out in the company Balai Bahasa Provinsi Riau can be seen in the table below:

Table 3. 2 Daily Activities from September 17th, 2024, to 20th, 2024

| No | Day/Date | Activity | Place | Dokumentation |
|----|--|---|---|---|
| 1 | Tuesday, September 17 th 2024 | The first day of the internship began with the Delivery and Acceptance of Internship Students at the Riau Language Center, where the internship coordinator, Mr. Doris Sukma, met the head, Mr. Toha Machsum. | Office Balai Bahasa Provinsi Riau |  |
| 2 | Wednesday, September 18 th 2024 | On the second day, the interns toured the Riau Language Center, meeting staff and learning about the facilities that support learning and language development. | Office Balai Bahasa Provinsi Riau |  |
| 3 | Thursday, September 19 th 2024 | I handle book entry by scanning barcodes, inputting information into the system, and ensuring proper registration and accessibility. | Office Balai Bahasa Provinsi Riau |  |
| 4 | Friday, September 20 th 2024 | I was tasked with creating animated videos to introduce UPT Balai Bahasa Riau, highlighting its vision, mission, and programs. | Office Balai Bahasa Provinsi Riau |  |

Table 3. 3 Daily Activities from September 23rd, 2024, to 27th, 2024

| No | Day/Date | Activity | Place | |
|----|--|--|---|---|
| 1 | Monday, September 23 rd 2024 | assigned to scan letters for document archiving. | Office Balai Bahasa Provinsi Riau |  |
| 2 | Tuesday, September 24 th 2024 | In the TU Department, I updated SINDE (Electronic Office Manuscript System), an application that assists in managing correspondence within the Ministry of Education and Culture. | Office Balai Bahasa Provinsi Riau |  |
| 3 | Wednesday, September 25 th 2024 | assigned to the Administration Department, where I was directly involved in recording and managing employee attendance data. | Office Balai Bahasa Provinsi Riau |  |
| 4 | Thursday, September 26 th 2024 | In the TU Department, I was assigned to update SINDE (Electronic Office Manuscript System). This application serves to assist the management of correspondence within the Ministry of Education and Culture. | Office Balai Bahasa Provinsi Riau |  |
| 5 | Friday, September 27 th 2024 | | | |

Table 3. 4 Daily Activities from September 30th, 2024, to 04th, 2024


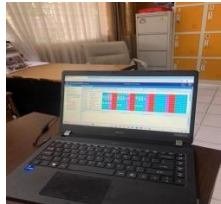


| No | Day/Date | Activity | Place | Documentation |
|----|--|--|---|---|
| 1 | Monday, September 30 th 2024 | A.A Navis 100 years event committee | Aula Perpustakaan Wilayah |  |
| 2 | Tuesday, October 01 st 2024 | Recap employee absence | Office Balai Bahasa Provinsi Riau |  |
| 3 | Wednesda y, September 02 ^{sd} 2024 | perform book entry, including how to enter book data, such as title, author, year of publication, and category. | Office Balai Bahasa Provinsi Riau |  |
| 4 | Thursday, September 03 rd 2024 | | |  |
| 5 | Friday, September 04 th 2024 | | | |

Table 3. 5 Daily Activities from October 07th, 2024, to 11th, 2024

| No | Day/Date | Activity | Place | Documentation |
|----|--|---|-------------------------------------|---|
| 1 | Monday, October 07 th 2024 | participated in SKBD (Regional Language Activity Session) activities for 5 days | Hotel Royal Asnof, Pekanbaru. |  |
| 2 | Tuesday, October 08 th 2024 | | |  |
| 3 | Wednesday, October 09 th 2024 | | |  |
| 4 | Thursday, October 10 th 2024 | | |  |
| 5 | Monday, October 07 th 2024 | | |  |

Table 3. 6 Daily Activities from October 14th, 2024, to 18th, 2024

| No | Day/Date | Activity | Place | Documantation |
|----|--|---|---|--|
| 1 | Monday, October 14 th 2024 | Stay at Lobby, Greet guests and record any incoming newspapers that day and provide room information to guests. | Office Balai Bahasa Provinsi Riau |  |
| 2 | Tuesday, October 15 th 2024 | | | |
| 3 | Wednesday, October 16 th 2024 | | |  |
| 4 | Thursday, October 17 th 2024 | | | |
| 5 | Friday, October 18 th 2024 | | | |

Table 3. 7 Daily Activities from October 21st, 2024, to 25th,

| No | Day/Date | Activity | Place | Documentation |
|----|--|---|---|---|
| 1 | Monday, October 21 st 2024 | In charge of book entry, including how to enter book data, such as title, author, year of publication, and category. | Office Balai Bahasa Provinsi Riau |  |
| 2 | Tuesday, October 22 nd 2024 | | | |
| 3 | Wednesday, October 23 rd 2024 | | | |
| 4 | Thursday, October 24 th 2024 | | | |
| 5 | Friday, October 25 th 2024 | Participating in the “Reading Out Loud” seminar held by Cahaya Athaya Gemilang Reading House, which was led by Mr. Fitriadi from the Provincial Language Center. Riau | Kampar |  |

Table 3. 8 Daily Activities from October 28th, 2024, to November 01st, 2024


| Day/Date | Activity | Place | Documentation |
|---|--|-----------------------------|---|
| Monday - Friday, October 28 th 2024 to November 01 st 2024 | Stay TU, In the TU Department, I was assigned to update SINDE (Electronic Office Manuscript System). This application serves to assist the management of correspondence within the Ministry of Education and Culture | Office Balai Bahasa Riau |  |

Table 3. 9 Daily Activities from November 04th, 2024, to 08rd, 2024


| Day/Date | Activity | Place | Documantion |
|--|--|-----------------------------|---|
| Monday - Friday, November 04 th 2024 to November 08 th 2024 | Greet guests and record any incoming newspapers that day and provide room information to guests. | Office Balai Bahasa Riau |  |

Table 3. 10 Daily Activities from November 11th, 2024, to 15th, 2024


| No | Day/Date | Activity | Place | Documentaation |
|----|---|---|---------------------------|--|
| 1 | Monday - Thursday, November 11 th 2024 to November 14 th 2024 | Book entry, including how to enter book data, such as title, author, year of publication, and category. | Office Balai Bahasa Riau |  |
| 2 | Friday, November 15 th 2024 | Organized the BIPA get-together, which was attended by international students and students. | Aula perpustakaan wilayah |  |

Table 3. 11 Daily Activities from November 18th, 2024, to 22nd, 2024


| Day/Date | Activity | Place | Documentation |
|---|---|--------------------------|---|
| Monday - Friday, November 18 th 2024 to November 22 nd 2024 | Stay at lobby, Greet guests and record any incoming newspapers that day and provide room information to guests. | Office Balai Bahasa Riau |  |

Table 3. 12 Daily Activities from November 25th, 2024, to 29th, 2024


| Day/Date | Activity | Place | Documentation |
|---|--|--------------------------|---|
| Monday - Friday, November 25 th 2024 to 29 th 2024 | Stay at TU, In the TU Department, I was assigned to update SINDE (Electronic Office Manuscript System). This application serves to assist the management of correspondence within the Ministry of Education and Culture. | Office Balai Bahasa Riau |  |

Table 3. 13 Daily Activities from December 02nd, 2024, to 06th, 2024

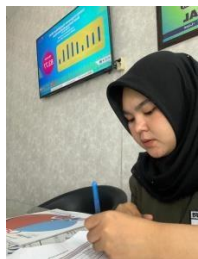

| Day/Date | Activity | Place | Documentation |
|--|---|-------------------|--|
| Monday - Friday, December 02 nd 2024 to 06 th 2024 | <ul style="list-style-type: none"> - Capture employee attendance list - stamp the assignment letter - Update the SINDE application - Enter outgoing mail into the SINDE application | Administrasi room |   |

Table 3. 14 Daily Activities from December 09th, 2024, to 13th, 2024


| Day/Date | Activity | Place | Documentation |
|--|--|------------------|---|
| Monday - Friday, December 09 th 2024 to 13 th 2024 | Archiving activity report files Activities that have been carried out are then reported in the form of physical files, then arranged according to classification and archived. | Treasurer's Room |  |

Table 3. 15 Daily Activities from December 16th, 2024, to 20th, 2024


| Day/Date | Activity | Place | Documentation |
|--|---|------------------|---|
| Monday - Friday, December 16 th 2024 to 20 th 2024 | Prepare proof of tax payment, taxes that have been input and paid then proof of payment is archived | Treasurer's Room |  |

Table 3. 16 Daily Activities from December 23rd, 2024, to 27th, 2024



| No | Day/Date | Activity | Place | Documentation |
|----|---|--|---------------------|---|
| 1 | Monday, December 23 th 2024 | Distributing ATK (<i>Alat Tulis Kantor</i>) Distribute ATK to | Treasurer's Room |  |
| 2 | Tuesday, December 24 th 2024 | activity committees that require ATK | | |
| 3 | Wednesday, December 25 th 2024 | - | - | |
| 4 | Thursday, December 26 th 2024 | - | - | |
| 5 | Friday, December 27 th 2024 | Distributing ATK (<i>Alat Tulis Kantor</i>) Distribute ATK to activity committees that require ATK | Treasurer's Room |  |

Table 3. 17 Daily Activities from December 30th, 2024, to Januari 03rd, 2025


| No | Day/Date | Activity | Place | Documentation |
|----|--|---|-------------------------------------|---|
| 1 | Monday, December 30 th 2024 | Enter outgoing mail into the SINDE application | Administrasi Room |  |
| 2 | Tuesday, December 31 st 2024 | | | |
| 3 | Wednesday, January 01 st 2024 | - | - | |
| 4 | Thursday, January 02 nd 2024 | Content Creation take a video saying thank you for farewell Pakde Joko as Security Guard of the Balai Bahasa Provinsi Riau | Balai Bahasa Provinsi Riau | |
| 5 | Friday, January 03 rd 2024 | Content Creation Edit a video saying thank you for farewell Pakde Joko as Security Guard of the Balai Bahasa Provinsi Riau | Balai Bahasa Provinsi Riau | |

Table 3. 18 17 Daily Activities from Januari 06th, 2025, to 10st, 2025

| No | Day/Date | Activity | Place |
|-----------|--|---|-------------------|
| 1 | Monday, December 6 th 2024 | Take a video of Pakde Joko's retirement event as a security guard at the Balai Bahasa Provinsi Riau | Administrasi Room |
| 2 | Tuesday, December 07 st 2024 | Edit a video of Pakde Joko's retirement event as a security guard at the Balai Bahasa Provinsi Riau | |
| 3 | Wednesday, January 08 st 2024 | - | - |
| 4 | Thursday, January 09 nd 2024 | | |

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

During my internship at Agency for Language and Cultivation, I gained valuable experience through various tasks and responsibilities. In the field of document archiving, the author learned how to manage archives neatly and systematically, which is important to support the organization's operations. The author was also assigned to be in the lobby, where she interacted directly with guests and provided information related to Language Center services. This experience honed her interpersonal communication skills and increased her confidence in providing professional services.

In addition, the author contributed to the creation of creative content for publications, both for social media and promotion of institutional activities. Through this activity, the author not only develops creativity, but also strengthens technical skills in graphic design and digital communication strategies.

The author was also given the opportunity to be part of the committee in various important events, such as APPBIPA meetings, the 100th Anniversary of A.A. Navis, the launch of a bilingual children's storybook, and other activities. This involvement gave the author many lessons about event management, teamwork, and how to face challenges in the field. In addition, the author was able to see first-hand the important role of Balai Bahasa in promoting and preserving language and literature in Riau Province.

Overall, this internship experience not only broadened the author's horizons about the world of work, but also helped the author develop various skills, including administrative, time management, and collaboration. The author is proud to have been a part of Agency for Language and Cultivation and to contribute in supporting various programs and activities that benefit the community.

4.2 Suggestion

1. For the Agency for Language and Cultivation

It is recommended to enhance the digital presence by organizing more webinars and online workshops, as well as developing a digital platform to facilitate access to educational materials and language resources. This will help reach a wider audience, including those in remote areas.

2. For State Polytechnic Of Bengkalis

Polytechnic should strengthen partnerships with related institutions, such as the Language Center, to create more relevant internship opportunities. Additionally, the curriculum should be developed based on market needs and technological advancements, ensuring that students are well-prepared to face the challenges of the professional world.

3. For Future Interns

Interns are advised to prepare good communication and time management skills, and actively engage with mentors and professionals at the internship site. A proactive, creative, and adaptable attitude will greatly help in gaining valuable experience for future careers

REFERENCES

Balai Bahasa Provinsi Riau. (2024). *Profil lembaga, visi dan misi, layanan UKBI, BIPA, layanan penerjemahan, dan layanan ahli bahasa*. Kementerian Pendidikan, Kebudayaan, Riset, dan Teknologi. <https://balaibahasariau.kemdikbud.go.id/profil>

LIST OF APPENDICES

Appendix 1 : Apprenticeship Acceptance Letter



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET DAN TEKNOLOGI
BALAI BAHASA PROVINSI RIAU

Jalan Bina Widya, Kompleks Universitas Riau, Panam, Pekanbaru 28293

Telepon: (0761) 65930; Faksimile (0761) 589452

Laman : balaibahasariau.kemdikbud.go.id; Pos_el: balaibahasariau@kemdikbud.go.id

Nomor: 680/I5.3/PP.02.10/2024

17 September 2024

Hal : Persetujuan Permohonan Kerja Praktik (KP)

Yth. Wakil Direktur I
Politeknik Negeri Bengkalis
Bengkalis

Sehubungan dengan surat Saudara Nomor: 4522/PL.31/TU//2024 tentang Permohonan Kerja Praktik (KP), kami beri tahukan bahwa kami menerima permohonan praktik kerja lapangan atas nama

1. nama : Nazira Sestiya
NIM : 5504211030
jurusan : D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
2. nama : Desi Ulfa Sari
NIM : 5504211053
jurusan : D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Atas perhatian dan kerja sama Saudara, kami ucapkan terima kasih.



Kepala,

Toha Machsum, M.Ag.
NIP 197207222001121001

Appendix 2 : Certificate From the Company



Appendix 3 : List of Attendance

ABSENSI HARIAN KERJA PRAKTEK (KP) PT RIAU ANDALAN PULP AND PAPER APRIL LEARNING INSTITUTE (ALI)

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Department/Devisi : Rolling, Lobi, TU, Perpustakaan, Kearsipan
Waktu Kerja Praktek : 16 September 2024 s/d 10 January 2025

Bulan : November

| No | Hari | Tanggal | DESY ULFA SARI | | | | Keterangan |
|----|--------|------------|----------------|-------|-----------|-------|------------|
| | | | Jam Kehadiran | | | | |
| | | | Masuk | Paraf | Keluar | Paraf | |
| 1 | Jum'at | 01/11/2024 | 08.00 WIB | | 17.00 WIB | | Hadir |
| 2 | sabtu | 02/11/2024 | | | | | Libur |
| 3 | minggu | 03/11/2024 | | | | | Libur |
| 4 | senin | 04/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 5 | selasa | 05/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 6 | rabu | 06/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 7 | Kamis | 07/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 8 | Jum'at | 08/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 9 | sabtu | 09/11/2024 | | | | | Libur |
| 10 | minggu | 10/11/2024 | | | | | Libur |
| 11 | senin | 11/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 12 | selasa | 12/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 13 | rabu | 13/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 14 | Kamis | 14/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 15 | Jum'at | 15/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 16 | sabtu | 16/11/2024 | | | | | Libur |
| 17 | minggu | 17/11/2024 | | | | | Libur |
| 18 | senin | 18/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 19 | selasa | 19/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 20 | rabu | 20/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 21 | Kamis | 21/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 22 | Jum'at | 22/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 23 | sabtu | 23/11/2024 | | | | | Libur |
| 24 | minggu | 24/11/2024 | | | | | Libur |
| 25 | senin | 25/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 26 | selasa | 26/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 27 | rabu | 27/11/2024 | | | | | Libur |
| 28 | Kamis | 28/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 29 | Jum'at | 29/11/2024 | 08.00 WIB | | 16.00 WIB | | Hadir |
| 30 | sabtu | 30/11/2024 | 08.00 WIB | | 16.00 WIB | | Libur |

Catatan
Izin :
Sakit :
Tanpa Keterangan :
Libur :
Total Kehadiran :

Mengetahui,
Mentor Magang


Zuryetti Muzar, S.E.

ABSENSI HARIAN KERJA PRAKTEK (KP)
BALAI BAHASA
PROVINSI RIAU

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
 Department/Devisi : Rolling, Lobi, TU, Perpustakaan, Kearsipan
 Waktu Kerja Praktek : 16 September 2024 s/d 10 January 2025

Bulan : Januari

| No | Hari | Tanggal | DESY ULFA SARI | | | | Keterangan |
|----|--------|------------|----------------|-------|-----------|-------|------------|
| | | | Jam Kehadiran | | | | |
| | | | Masuk | Paraf | Keluar | Paraf | |
| 1 | rabu | 01/01/2025 | | | | | Libur |
| 2 | Kamis | 02/01/2025 | 08.00 WIB | | 16.00 WIB | ✓ | Hadir |
| 3 | Jum'at | 03/01/2025 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 4 | sabtu | 04/01/2025 | | | | | Day off |
| 5 | minggu | 05/01/2025 | | | | | Libur |
| 6 | senin | 06/01/2025 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 7 | selasa | 07/01/2025 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 8 | rabu | 08/01/2025 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 9 | Kamis | 09/01/2025 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 10 | Jum'at | 10/01/2025 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |

Catatan
 Izin :
 Sakit :
 Tanpa Keterangan :
 Libur :
 Total Kehadiran :

Mengetahui,
 Mentor Magang


Zuryetti Muzar, S.E.

ABSENSI HARIAN KERJA PRAKTEK (KP)

**BALAI BAHASA
PROVINSI RIAU**

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Department/Devisi : Rolling, Lobi, TU, Perpustakaan, Kearsipan
Waktu Kerja Praktek : 16 September 2024 s/d 10 January 2025

Bulan : Desember

| No | Hari | Tanggal | DESY ULFA SARI | | | | Keterangan |
|----|--------|------------|----------------|-------|-----------|-------|------------|
| | | | Jam Kehadiran | | | | |
| | | | Masuk | Paraf | Keluar | Paraf | |
| 1 | minggu | 01/12/2024 | | | | | Libur |
| 2 | senin | 02/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 3 | selasa | 03/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 4 | rabu | 04/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 5 | Kamis | 05/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 6 | Jum'at | 06/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 7 | sabtu | 07/12/2024 | | | | | Day of |
| 8 | minggu | 08/12/2024 | | | | | Libur |
| 9 | senin | 09/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 10 | selasa | 10/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 11 | rabu | 11/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 12 | Kamis | 12/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 13 | Jum'at | 13/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 14 | sabtu | 14/12/2024 | | | | | |
| 15 | minggu | 15/12/2024 | | | | | |
| 16 | senin | 16/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 17 | selasa | 17/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 18 | rabu | 18/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 19 | Kamis | 19/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 20 | Jum'at | 20/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 21 | sabtu | 21/12/2024 | | | | | |
| 22 | minggu | 22/12/2024 | | | | | |
| 23 | senin | 23/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 24 | selasa | 24/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 25 | rabu | 25/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 26 | Kamis | 26/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 27 | Jum'at | 27/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 28 | Sabtu | 28/12/2024 | | | | | |
| 29 | minggu | 29/12/2024 | | | | | |
| 30 | Senin | 30/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 31 | Selasa | 31/12/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |

Catatan

Izin :

Sakit :

Tanpa Keterangan :

Libur :

Total Kehadiran :

Mengetahui,
Mentor Magang


Zuryetti Muzar, S.E.

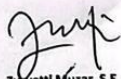
ABSENSI HARIAN KERJA PRAKTEK (KP)
BALAI BAHASA
PROVINSI RIAU

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
 Department/Devisi : Rolling, Lobi, TU, Perpustakaan, Kearsipan
 Waktu Kerja Praktek : 16 September 2024 s/d 10 January 2025

Bulan : Oktober

| No | Hari | Tanggal | DESY ULFA SARI | | | | Keterangan |
|----|--------|------------|----------------|-------|-----------|---|------------|
| | | | Jam Kehadiran | | | | |
| | | | Masuk | Paraf | Keluar | | |
| 1 | selasa | 01/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 2 | rabu | 02/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 3 | Kamis | 03/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 4 | jum'at | 04/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 5 | sabtu | 05/10/2024 | | | | | Day off |
| 6 | minggu | 06/10/2024 | | | | | Libur |
| 7 | senin | 07/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 8 | selasa | 08/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 9 | rabu | 09/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 10 | Kamis | 10/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 11 | jum'at | 11/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 12 | sabtu | 12/10/2024 | | | | | Day off |
| 13 | minggu | 13/10/2024 | | | | | Libur |
| 14 | senin | 14/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 15 | selasa | 15/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 16 | rabu | 16/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 17 | Kamis | 17/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 18 | jum'at | 18/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 19 | sabtu | 19/10/2024 | | | | | Day off |
| 20 | minggu | 20/10/2024 | | | | | Libur |
| 21 | senin | 21/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 22 | selasa | 22/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 23 | rabu | 23/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 24 | Kamis | 24/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 25 | jum'at | 25/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 26 | sabtu | 26/10/2024 | | | | | Day off |
| 27 | minggu | 27/10/2024 | | | | | Libur |
| 28 | senin | 28/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 29 | selasa | 29/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 30 | rabu | 30/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |
| 31 | Kamis | 31/10/2024 | 08.00 WIB | ✓ | 16.00 WIB | ✓ | Hadir |

Catatan
 Izin :
 Sakit :
 Tanpa Keterangan :
 Libur :
 Total Kehadiran :

Mengetahui,
 Mentor Magang

 Zuhayti Muzar, S.E.

ABSENSI HARIAN KERJA PRAKTEK (KP)
BALAI BAHASA
PROVINSI RIAU

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
 Department/Devisi : Rolling, Lobi, TU, Perpustakaan, Kearsipan
 Waktu Kerja Praktek : 16 September 2024 s/d 10 January 2025

Bulan : September

| DESY ULFA SARI | | | | | | | |
|----------------|--------|------------|---------------|---|-----------|---|------------|
| No | Hari | Tanggal | Jam Kehadiran | | | | Keterangan |
| | | | Masuk | Paraf | Keluar | Paraf | |
| 1 | Senin | 16/09/2024 | 08.00 WIB |  | 16.00 WIB |  | Hadir |
| 2 | Selasa | 17/09/2024 | 08.00 WIB |  | 16.00 WIB |  | Hadir |
| 3 | Rabu | 18/09/2024 | 08.00 WIB |  | 16.00 WIB |  | Hadir |
| 4 | Kamis | 19/09/2024 | 08.00 WIB |  | 16.00 WIB |  | Hadir |
| 5 | Jum'at | 20/09/2024 | 08.00 WIB |  | 16.00 WIB |  | Hadir |
| 6 | Sabtu | 21/09/2024 | | | | | Libur |
| 7 | Minggu | 22/09/2024 | | | | | Libur |
| 8 | Senin | 23/09/2024 | 08.00 WIB |  | 16.00 WIB |  | Hadir |
| 9 | Selasa | 24/09/2024 | 08.00 WIB |  | 16.00 WIB |  | Hadir |
| 10 | Rabu | 25/09/2024 | 08.00 WIB |  | 16.00 WIB |  | Hadir |
| 11 | Kamis | 26/09/2024 | 08.00 WIB |  | 16.00 WIB |  | Hadir |
| 12 | Jum'at | 27/09/2024 | 08.00 WIB |  | 16.00 WIB |  | Hadir |
| 13 | Sabtu | 28/09/2024 | | | | | Libur |
| 14 | Minggu | 29/09/2024 | | | | | Libur |
| 15 | Senin | 30/09/2024 | 08.00 WIB |  | 16.00 WIB |  | Hadir |

Catatan
 Izin :
 Sakit :
 Tanpa Keterangan :
 Libur :
 Total Kehadiran :

Mengetahui,
 Mentor Magang

Zurveti Muzar, S.E.

Appendix 4 : Documentation During Apprentecship

