

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

An internship is an activity that provides students with the opportunity to directly experience the world of work and develop the ideas and knowledge they have learned in college. Through this activity, students not only learn theory but also observe firsthand how work processes operate in the field.

Furthermore, internships help students understand the connection between the knowledge gained in lectures and practical work practices. Through this experience, students can also develop various important skills such as communication, teamwork, and the ability to adapt to diverse and constantly changing work environments.

During their internship at PT Ivo Mas Tunggal, a company engaged in palm oil and vegetable oil processing, interns were placed in two divisions: Management Representative and General Affairs. In the Management Representative division, their activities included assisting with the preparation of minutes, downloading quality targets from the system for each department, and processing data using Microsoft Excel for ISO, RSPO, and other related documentation. In the General Affairs division, their activities included assisting with stationery inventory counts, checking the condition of building facilities, inputting incoming and outgoing goods data, and summarizing employee milk rations in each department.

Internships are not only part of the graduation requirements but also aim to produce competent graduates who are ready to enter the workforce, possess a professional attitude, and are able to face various challenges in the workplace. Through this activity, students are placed in institutions relevant to their field of study to gain real-world experience that supports the application of the theories they have learned.

For International Business Administration students, internships provide an opportunity to gain firsthand understanding of business practices in the field, while simultaneously developing skills, enhancing adaptability, and strengthening competitiveness. Upon completion of the internship, students are required to submit an Internship Report as a form of academic accountability and as a requirement for advancing to the next career level.

The internship program at PT IVO MAS TUNGGAL, which will run from February 3 to June 30, 2026, aims to provide students with the opportunity to directly apply the knowledge and skills they have learned during their studies to the workplace. Through this activity, students can gain real-world experience in administration, understand how company workflows and operational systems work, and develop professional skills needed in the industrial world. Furthermore, this internship is also one of the academic requirements that must be met to complete the Diploma 4 Study Program in International Business Administration.

1.2 Purpose of the Apprenticeship

The objectives of the apprenticeship program at PT IVO MAS TUNGGAL, particularly in the Environment, Health, Fire, and Safety (EHFS) Department, are as follows:

1. To understand the job descriptions and responsibilities carried out in the Environment, Health, Fire, and Safety (EHFS) Department.
2. To understand the work systems and procedures implemented in administrative and operational activities within the Environment, Health, Fire, and Safety (EHFS) Department.
3. To understand the workplace, working hours, and work implementation schedule during the apprenticeship program in the Environment, Health, Fire, and Safety (EHFS) Department.
4. To understand the types of activities and work processes performed during the apprenticeship in the Environment, Health, Fire, and Safety (EHFS)

Department.

5. To identify the obstacles encountered during the apprenticeship and understand the solutions implemented to support the effectiveness of administrative and operational activities in the Environment, Health, Fire, and Safety (EHFS) Department.

1.3 Significances of the Apprenticeship

On the apprenticeship is one of the activities for every State Polytechnic of Bengkalis student in completing their assignments. To achieve the expected results, it is necessary to find out the benefits of holding the on the apprenticeship. The benefits of on the apprenticeship are as follows:

1.3.1 Significances for the Students

Internships provide students with the opportunity to gain firsthand knowledge and understanding of the world of work. The benefits of internships include:

1. Students can apply the theories and knowledge they have learned in the classroom to the real world of work.
2. Students gain hands-on work experience relevant to their field of study.
3. Students learn to work in teams, allowing them to exchange ideas and develop collaborative thinking skills.

1.3.2 Significances for State Polytechnic of Bengkalis

The benefits of the Practical Work program for Bengkalis State Polytechnic are as follows:

1. The Practical Work program can strengthen collaborative relationships and expand communication between Bengkalis State Polytechnic and PT IVO MAS TUNGGAL.
2. The Practical Work program also helps improve the skills and

competencies of Bengkalis State Polytechnic students, so they are better prepared to enter the workforce.

1.3.3 Significances for the Company

An internship is an activity undertaken by students to gain work experience.

The benefits of internships for companies include:

1. Establishing and strengthening collaboration between educational institutions and companies or related agencies.
2. Providing opportunities for companies to provide assessments and valuable feedback to students during the internship.