

CHAPTER I

INTRODUCTION

1.1 Background of Internship

Internships are a form of learning activity carried out in the workplace as a means of applying the knowledge and skills acquired during college. Through internships, students are expected to gain real-world work experience, understand professional work culture, and improve their competencies and preparedness for the workplace after completing their studies. Internships also serve as a bridge between the theory learned in college and direct practice in the field.

The internship work program is one of the compulsory courses that must be taken by students at Bengkalis State Polytechnic, specifically in the Business Administration department of the Diploma 4 International Business Administration study program. This program aims to provide students with the opportunity to gain first-hand exposure to the industrial and business world and develop professional skills relevant to their field of expertise. Through this internship program, students are expected to improve their abilities in administration, communication, time management, and teamwork within the workplace.

In carrying out the internship activities, the author chose PT Riau Andalan Pulp and Paper as the place for carrying out the internship because the company is one of the large companies engaged in the pulp and paper industry and has a professional work system and the implementation of structured corporate governance. The author was placed in the Corporate Office, specifically in the Legal Department. In this section, the author was given various tasks related to the administration and management of the company's legal documents, such as assisting in the document digitization process, scanning, renaming, and foldering documents, compiling and grouping documents according to their classification, creating and updating various administrative lists using Microsoft Excel and Microsoft Word, as well as assisting in other operational activities that support the effectiveness of document management and administration in the Legal Department.

Based on the applicable provisions, this internship will be carried out at the Corporate Office, Legal Department of PT Riau Andalan Pulp and Paper located in Pangkalan Kerinci, Pelalawan Regency, for a period of 5 months, starting from February 5 to June 30, 2026.

1.2 Objectives of the Internship Program

Internships are a form of learning that provide students with the opportunity to gain firsthand exposure to the world of work and apply the knowledge they have acquired during their studies. Through the internships conducted at PT Riau Andalan Pulp and Paper, specifically in the Legal Department, students are expected to gain valuable work experience, enhance their professional skills, and understand the work processes within the company. Therefore, internships have several goals and benefits, both academically and in developing student skills.

1.2.1 Objectives of Internship

The objectives of the internship activities carried out at PT Riau Andalan Pulp and Paper, especially in the Legal Department, include the following:

1. To fulfill one of the academic requirements in completing the Diploma IV (D4) education program in the International Business Administration study program at Bengkalis State Polytechnic.
2. To apply the theory and knowledge obtained during lectures to actual work practices in the world of work.
3. To gain real work experience and directly understand work activities in an organizational or company environment.
4. To improve skills, discipline, responsibility, and the ability to work together in a team through practical work activities.
5. To increase insight and understanding of the world of work and prepare oneself to face challenges in the world of work after completing education.

1.2.2 Benefits of Internship

The internship program not only provides real-life experience for students, but also makes a positive contribution to educational institutions and partner companies, as explained below:

1. Benefits for students (Interns)

Implementing internships provides benefits for students, universities, and institutions or companies. For students, internships are beneficial in broadening their knowledge, insights, and work experience relevant to their chosen field of study. They also provide an opportunity to directly apply the theory and knowledge gained during their studies to the workplace. Furthermore, internships can improve skills, discipline, responsibility, and adaptability in a professional work environment.

2. Benefits for Bengkalis State Polytechnic

For universities, internships provide a valuable tool for assessing students' ability to apply the knowledge they have acquired during their studies to the workplace. Furthermore, internships can strengthen collaborative relationships between universities and the business or industry sector and serve as evaluation tools for improving the quality of education and curriculum to meet the needs of the workplace.

3. Benefits for Companies

For agencies or companies, internships provide benefits by assisting with operational activities and supporting smooth work through the contributions of internship students. Furthermore, internships can also serve as a means of establishing positive collaborative relationships between agencies or companies and educational institutions.

1.3 The Importance of Internships

Internships are a crucial activity for students, providing a means of connecting the theory learned in class with real-world work practices in the industrial world. Through internships, students can gain hands-on work experience, understand

company systems, and improve their skills and abilities in completing assigned tasks. Furthermore, internships provide a platform for students to develop professionalism, discipline, and responsibility in carrying out their work.

The internship at PT Riau Andalan Pulp and Paper, specifically in the Legal Department, provides students with the opportunity to gain firsthand insight into the company's administrative processes. This activity also helps them understand the company's work culture and enhances their ability to adapt to a professional work environment.

Thus, internships play a crucial role in preparing students to enter the workforce after completing their education. Through the work experience gained during internships, students are expected to become competent, skilled workers, and prepared to face the challenges of the future workplace.