

APPRENTICESHIP REPORT
BALAI BAHASA PROVINSI RIAU
PEKANBARU - RIAU

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STATE POLYTECHNIC OF BENGKALIS
BENGKALIS - RIAU
2024/2025

APPROVAL SHEET
APPRENTICESHIP REPORT
BALAI BAHASA PROVINSI RIAU
PEKANBARU - 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 **Nazira Sestiya, Reg Number 5504211030** who did the apprenticeship at Language Agency of Riau Province, started from September 16th to Januari 10th 2024. 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.

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11. I express special thanks to my beloved mother, the most beautiful woman in the world, and to my two brothers Nazri & Jefry who are no less handsome.

Bengkalis, Januari 10th 2025

Author

Nazira Sestiya

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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

One type of educational activity that connects theory obtained from lectures at universities with direct practice in the world of work is an internship. Intern students can start applying what they learn in class to real-life scenarios through an internship program. In addition, internships also offer participants the opportunity to gain experience, develop skills, and build a professional network that can help them in their future careers.

In the midst of increasingly fierce competition in the world of work, having relevant work experience is one of the added values sought by many employers. Therefore, internships are an important option for students to enrich their skills and insights related to their field of study. Internships not only provide a clearer picture of the world of industry or a particular profession, but also prepare students for the challenges they may face after graduation.

State Polytechnic of Bengkalis, which was founded in 2001, is the first and only state vocational college in Riau Province. This polytechnic provides studies in the fields of Mechanical Engineering, Electrical Engineering, Information Technology, Languages and Maritime. The Bengkalis State Polytechnic aims to prepare its students as work-ready students with a curriculum proportion of 60% practical and 40% theory. Internship programs are an integral aspect of this curriculum, linking theoretical academic learning with practical, real-world experience. The polytechnic originally had the name Bengkalis Shipping Polytechnic and was a State-Owned Enterprise started by the Bengkalis Regency Government which was later changed to a Polytechnic and its status became the State Polytechnic in 2008. The State Polytechnic of Bengkalis aims to produce graduates who are competent in the fields of technology, business and industry, as well as continuing to create study programs that suit the needs of the job market.

The choice of Agency for Language Agency of Riau Province as an internship site is very relevant to my major, which is D4 English for Business and

Professional Communication. As an institution that focuses on language development, Language Agency of Riau Province provides an opportunity to apply the knowledge writer have learned in a broader professional context. At Balai Bahasa, writer can be directly involved in various activities related to the development of Indonesian and local languages, which are also closely related to the field of business and professional communication. In addition, through activities such as the preparation of training materials, translation, and management of language education programs, I was able to expand my skills in effective communication, both orally and in writing, which is a key competency in writer field.

In addition, Language Agency of Riau Province also provides an opportunity to learn more about how government institutions work in the field of language and education. This will provide valuable insights in understanding administrative processes, programming, and inter-agency relations in improving the quality of communication in the community. The internship experience here greatly supports the development of the writer professional communication skills, especially in English, which is highly relevant to the author's duties in the business and professional world. Through this internship, writer hope to hone writer skills in translating, creating effective communication materials, and contributing to various projects that can enhance writer competence in the field of business and professional communication.

Based on the explanation above, this practical work was carried out at the Balai Bahasa Provinsi Riau (BBPR) Center Office, coincidentally on Jl. HR. Soebrantas Panam No.Km. 12.5, Simpang Baru, Kec. Tampan, Pekanbaru. This program lasts for a certain period of four months, starting September 17 2024 to January 10 2025.

1.2 Purposes of the Apprenticeship

The following are the objectives of the internship at Language Agency of Riau Province, which aims to provide practical experience relevant to the field of study and develop skills needed in the world of work:

1. **Improve Competency in Business Communication**

Provides an opportunity to hone communication skills, including public speaking, writing, and translation, which are essential in the business world.

2. **Understand the Role of Language Centers in Language Development**

Provides insight into how Balai Bahasa plays a role in preserving Indonesian and local languages, as well as its contribution to language education.

3. **Develop Organizational and Administrative Skills**

Provides an opportunity to hone skills in program planning and activity management in government institutions

1.3 Significances of the Apprenticeship

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

1. **Significant for Students**

This internship provides an opportunity for students to apply the knowledge gained in college, especially in the fields of business communication and language. Students can improve practical skills such as public speaking, professional writing, and translation, which are useful for future careers.

2. **Significant for State Polytechnic of Bengkalis**

This internship strengthens the relationship between Politeknik Negeri Bengkalis and government agencies such as Balai Bahasa, and provides concrete evidence of the quality of education provided by Politeknik Negeri Bengkalis. It also enhances the polytechnic's reputation in producing graduates who are ready to enter the workforce with relevant skills.

3. **Significant for Balai Bahasa Provinsi Riau**

This internship contributes to Language Agency of Riau Province in developing language training programs and other activities. The presence of student interns

can assist in administrative tasks, preparation of training materials, and support the development of Indonesian, regional languages, and English which are part of the Language Center's mission.

CHAPTER II

GENERAL DESCRIPTION OF COMPANY

2.1 Company History

Language Agency of Riau Province (BBPR) 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.



Figure 2.1 Logo Tut Wuri Handayani

Since its inception, BBPR'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, Language Agency of Riau Province 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, namely: *“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, Language Agency of Riau Province 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 Language Agency of Riau Province 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 Product of Balai Bahasa Provinsi Riau

Language Agency of Riau Province 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 the Balai Bahasa Provinsi Riau:

2.3.1.1. *Uji Kemahiran Berbahasa Indonesia (UKBI) Adaptih Merdeka*



Figure 2.2 *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. The following is the procedure:

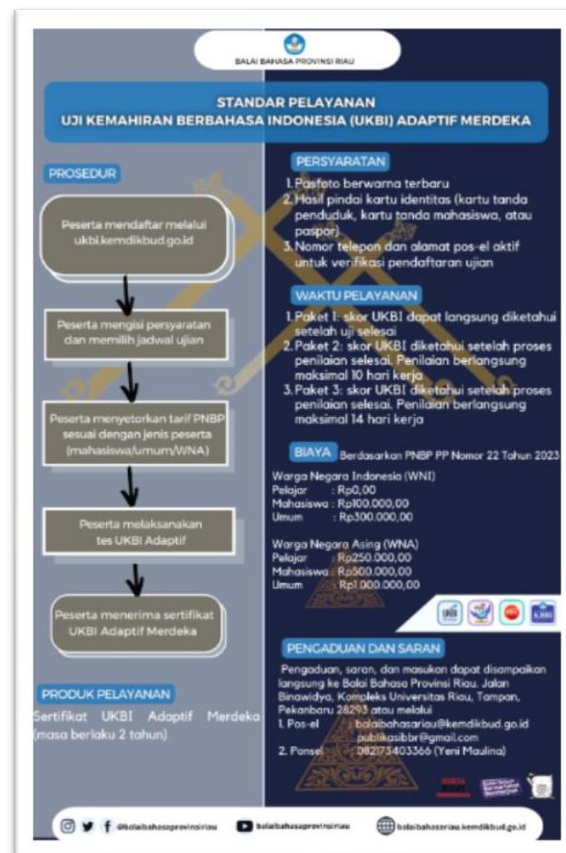


Figure 2.3 The Procedure of UKBI

2.3.1.2. Bahasa Indonesia bagi Penutur Asing (BIPA)



Figure 2.4 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. The following is the procedur:

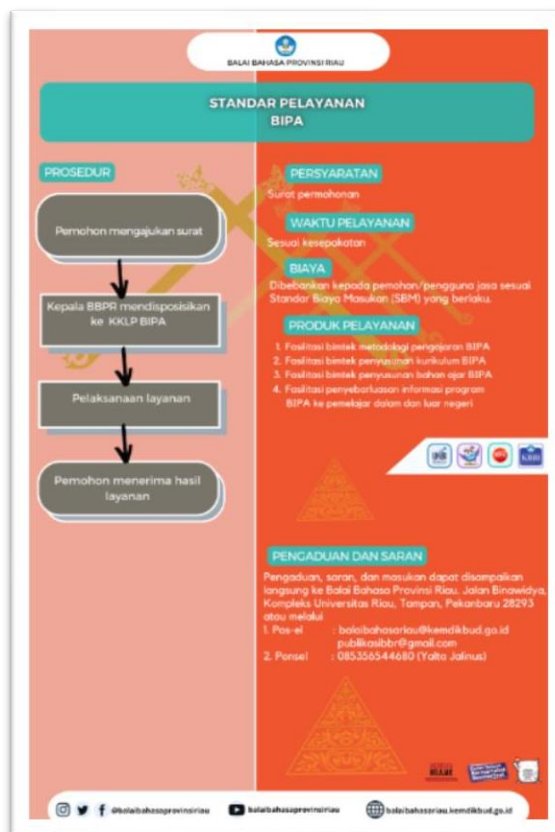


Figure 2.4 Procedure of the BIPA

2.3.1.3. *Layanan Penerjemahan* Balai Bahasa Provinsi Riau

Layanan Penerjemahan (Translation services) at Language Agency of Riau Province 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:

1. Translation Service: Types of Services: Language Agency of Riau Province 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 children¹⁵.

2. 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 languages⁶.
3. 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.

The following is the procedure:

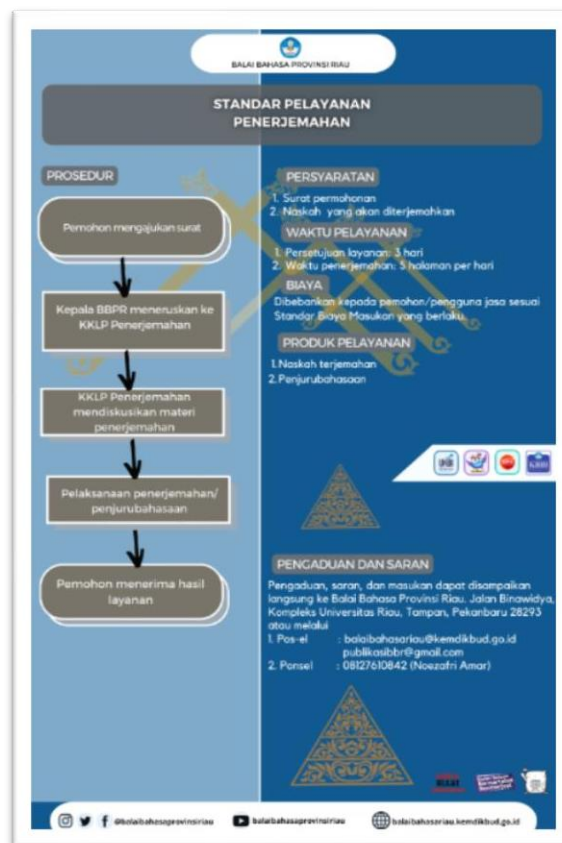


Figure 2.5 Procedure of the *Layanan Penerjemahan*

2.3.1.4. *Layanan Ahli Bahasa* Balai Bahasa Provinsi Riau

Layanan Ahli Bahasa (The Linguist Service) at Language Agency of Riau Province is one of the service products offered to support the development and maintenance of language and literature in the region. The Language Agency of Riau Province 's 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 *Layanan Ahli Bahasa* (The Linguist Service):

Figure 2.6 Procedure of the *Layanan Ahli Bahasa*



2.4. Organization Struktur

The Language Agency of Riau Province is led by the Head of the Center, Mr. Toha Machsum, M.Ag. The Head of the Language Agency of Riau Province 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.

Figure 2.7 Organization struktur Balai Bahasa Provinsi Riau

2.5 The Working Proses



At Language Agency of Riau Province, 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 Language Agency of Riau Province 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 Language Agency of Riau Province

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. Administrative Documents
 - Letter of Assignment
Is a proof of a work trip given by superiors or authorities to employees who are intended for duty.
 - Letter of Invitation
Used to invite participants, presenters, or resource persons.
 - Activity Proposal
Contains goals, objectives, budget, and detailed activities.
2. Financial Documents
 - Cost Budget Plan/*Rencana Anggaran Biaya* (RAB)
Costs required for the activity.
 - Receipt or Payment Note
Biaya yang diperlukan untuk kegiatan.
 - Financial Accountability Report
Budget utilization report document
3. Activity Implementation Document
 - 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 Language Agency of Riau Province , 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 Language Agency of Riau Province , 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 Schedule

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	11.30 – 13.00
6.	Saturday	Day Off	-
7.	Sunday	Day Off	-

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

1. Lobby duty
2. Entering book data
3. SINDE application

4. Filing Report Documents
5. Content Creation

3.2 System and Procedure

Balai Bahasa Provinsi Riau 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:

3.2.1. Lobby Duty

Lobby guarding duties at Language Agency of Riau Province involve a number of responsibilities to ensure the smooth running of activities in the lobby area as well as providing good service to visitors. Lobby attendants are tasked with welcoming visitors in a friendly manner and providing information related to activities or services available at Balai Bahasa. They also register or check the identity of visitors before entering certain areas, and ensure that each visitor is properly registered. In addition, lobby staff provide information regarding the schedule of ongoing activities, such as seminars, training, or other linguistic events, and direct visitors to their destination within the building.

Other duties include organizing the flow of visitors to avoid overcrowding, maintaining security and order in the lobby area, and reporting suspicious incidents when necessary. Lobby attendants also coordinate with relevant departments or staff, connecting visitors with more specific parties if they need further assistance. As such, the duties of lobby attendants are not only related to visitor services, but also maintaining smooth and comfortable operations at the Language Agency of Riau Province .

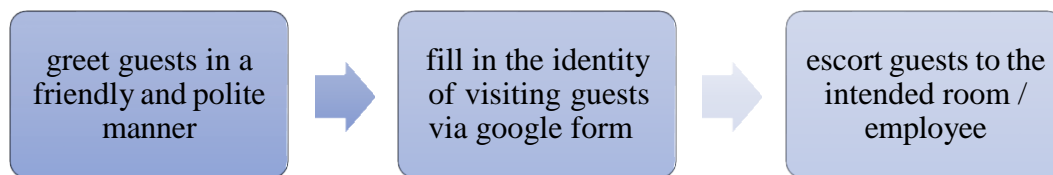


Figure 3.1 The proces lobby duty

3.2.2. Entering Book Data

The book data entry process at Language Agency of Riau Province is carried out to ensure that all existing book collections are neatly and systematically recorded. This task involves recording important information about the book, such as title, author, publisher, year of publication, ISBN, and book category. Once the information is collected, the data is entered into a prepared database system, usually using library software or an integrated collection management system. The officer on duty will scan the book's barcode to make it easier to record and track the collection. In addition, books are also labeled with the appropriate barcode to facilitate the process of borrowing or checking the status of the collection in the future. With accurate and structured data entry, Language Agency of Riau Province can manage its book collection more efficiently, make it easier for visitors to find the books they need, and keep collection information up-to-date.

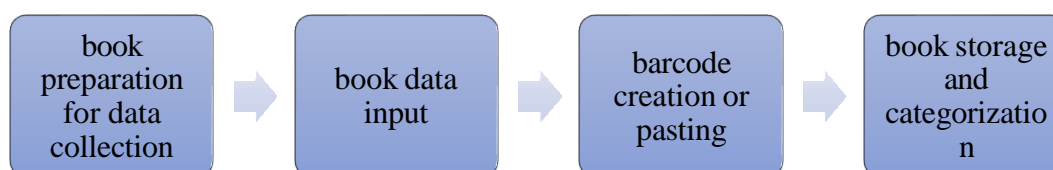


Figure 3.2 The proces entering book data

3.2.3. SINDE Application

Outgoing letters at Language Agency of Riau Province are letters issued by the institution for official purposes or communication with external parties, such as government agencies, educational institutions, or the general public. These outgoing letters include various types of letters, such as invitations, notifications, reports, or assignment letters. The process of making outgoing letters at the Language Agency of Riau Province involves several steps, starting from drafting the letter, authorizing it, to archiving and sending it to the intended party. Every letter issued must go through procedures in accordance with applicable administrative provisions in order to ensure its validity and clarity.

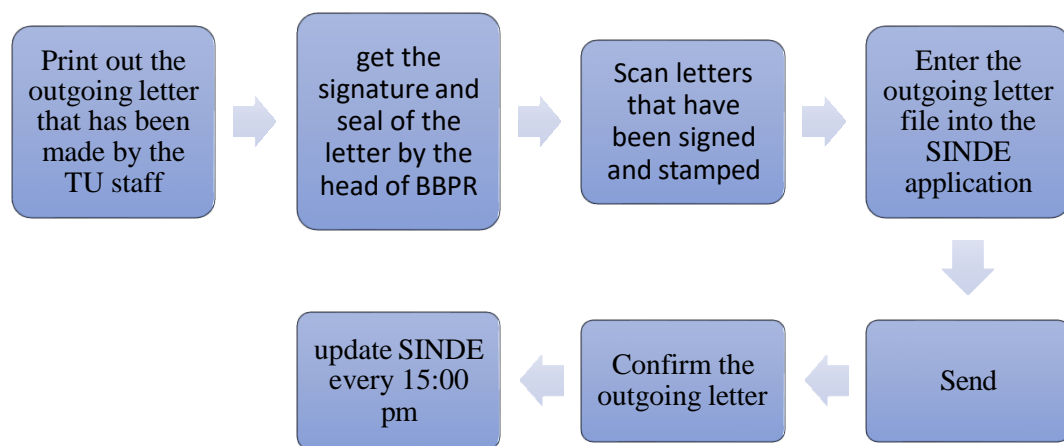


Figure 3.3 the proces SINDE application

3.2.4. Filing Report Documents

This process aims to keep activity report documents neatly stored and easily accessible. It starts with collecting all completed activity report documents. The documents are checked to ensure their completeness before archiving. Next, the documents are sorted based on certain categories, such as type of activity, date, or document number. Once sorted, the documents are put into the appropriate folder or archive folder. Physical documents are stored in labeled filing cabinets, while digital documents are uploaded to cloud-based storage systems or local devices. Users ensure archives are easy to find and protected from damage.

3.2.5. Content Creation

Content creation at the Language Agency of Riau Province is carried out to disseminate information regarding good and correct language use, either in the form of articles, modules, posters or other digital materials. The creation process begins with selecting a relevant topic, followed by research, writing, and visual design if necessary. Once the content is complete, the material is edited and posted before being published in appropriate media, such as official websites, social media, or print media. This content creation does not only focus on the quality of the content, but also on representation that is easily understood by a diverse audience.

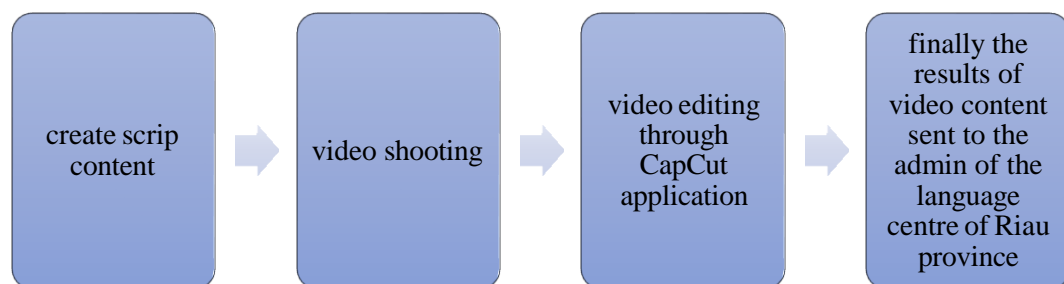


Figure 3.4 The proces content creation

3.3 Place of Apprenticeship

Balai Bahasa Provinsi Riau, located on Jalan Jenderal Sudirman No. 487, Pekanbaru, Riau, is an institution that plays a role in the development and preservation of Indonesian and regional languages. As a unit under the Ministry of Education, the Riau Language Center carries out various language activities, including counseling, creating educational materials, and related administration. Here, interns have the opportunity to hone communication skills, data management, and proper and correct language application. Internships at Balai Bahasa provide direct experience in the world of linguistics work and interacting with professionals in this field. This internship program lasts for 4 months, starting from September 16 2024 to January 10 2025, where intern participants will be directly involved in operational activities and management of language programs at the Language Agency of Riau Province.

3.4 Kind and Description of the Activity

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

Table 3.4. 1 Daily Activities Report Week 1 from September 17th 2024 to 20th 2024



No	Day/Date	Activity	Place	Documentation
1	Monday, September 16 th 2024	DAY OFF <i>Maulid Nabi Muhammad SAW</i>	-	
2	Tuesday, September 17 th 2024	Delivery of internship student	Balai Bahasa Provinsi Riau	
3	Wednesday, September 18 th 2024	Entry book data into the Application Library SliMS , and create and paste barcodes in the book	Library room	
4	Thursday, September 19 th 2024			
5	Friday, September 20 th 2024			

Table 3.4. 2 Daily Activities Report Week 2 from September 23rd 2024 to 27th, 2024


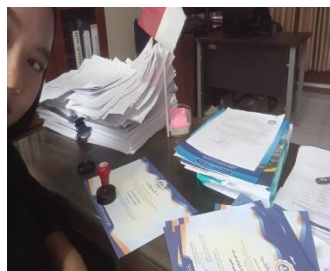
No	Day/Date	Activity	Place	Documentation
1	Monday, September 23 rd 2024	stay in the lobby, welcome visiting guests, and escort guests to their designated rooms	Lobby duty	
2	Tuesday, September 24 th 2024			
3	Wednesday, September 25 th 2024			
4	Thursday, September 26 th 2024			
5	Friday, September 27 ^h 2024			

Table 3.4. 3 Daily Activities Report Week 3 from September 30th 2024, to October 04th, 2024

No	Day/Date	Activity	Place	Document
1	Monday, September 30 th 2024	Participate and become a committee member in a talk show at the "100 years of AA Nafis" event	Wan Ghalib Hall, regional library building	
2	Tuesday, October 01 st 2024	- Organize participant certificates at AA Nafis events.	Administration room	 
3	Wednesday, October 02 nd 2024	- preparing outgoing letters and invitation letters for Mr. Irwanto's seminar		
4	Thursday, October 03 rd 2024	- Enter outgoing mail into the SINDE application		

5	Friday, October 04 th 2024	- Update the SINDE application		
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Table 3.4. 4 Daily Activities Report Week 4 from October 07th 2024, to 11st 2024

No	Day/Date	Activity	Place	Documentation
1	Monday, October 07 th 2024	Take part as a participant in SKBD (), where in this activity the author takes part in meetings and discussions.	Hotel Royal Asnof	
2	Tuesday, October 08 th 2024			
3	Wednesday, October 09 th 2024			




4	Thursday, October 10 th 2024		
5	Friday, October 11 st 2024		

Table 3.4. 5 Daily Activities Report Week 5 from October 14th 2024, to 18th 2024

No	Day/Date	Activity	Place	Documentation
1	Monday, October 14 th 2024	recapping the absence of employees from the Balai Bahasa Provinsi Riau,		
2	Tuesday, October 15 th 2024			



3	Wednesday, October 16 th 2024	Entry book data into the Application Library SliMS, and create and paste barcodes in the book	Library Room	
4	Thursday, October 17 th 2024			
5	Friday, October 18 th 2024			

Table 3.4. 6 Daily Activities Report Week 6 from October 21st 2024 to 25th 2024

No	Day/Date	Activity	Place	Documentation
1	Monday, October 21 st 2024			

2	Tuesday, October 22 nd 2024	stay in the lobby, welcome visiting guests, and escort guests to their designated rooms	Lobby Duty	
3	Wednesday, October 23 rd 2024			
4	Thursday, October 24 th 2024			
5	Friday, October 25 th 2024	became a participant in the "Membaca Nyaring" seminar held by Cahaya Athaya Gemilang Reading House, which was guided directly by Mr. Fitriadi	Sub- district office Tambang	

**Table 3.4.7 Daily Activities Report Week 7 from October 28th 2024 to
November 01st 2024**


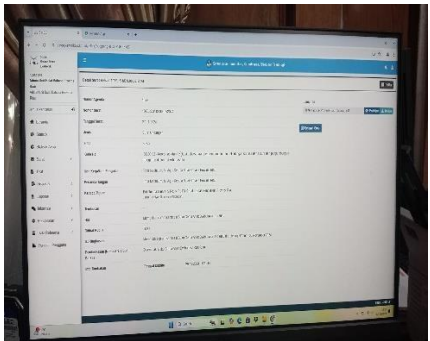
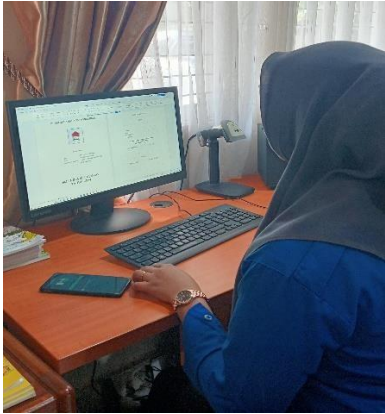


No	Day/Date	Activity	Place	Documentation
1	Monday, October 28 th 2024	<p>help fold the invitation letter</p> <p>Enter outgoing mail into the SINDE application, Update the SINDE application</p>	Administration room	
2	Tuesday, October 29 th 2024			
3	Wednesday, October 30 th 2024			
4	Thursday, October 31 st 2024			
5	Friday, November 01 st 2024			

Table 3.4. 8 Daily Activities Report Week 8 from November 04th 2024 to 08th 2024

No	Day/Date	Activity	Place	Documentation
1	Monday, November 04 th 2024	<p>Help prepare ATK</p> <p>Entry book data into the Application Library SliMS , and create and paste barcodes in the book.</p>	Library room	
2	Tuesday, November 05 th 2024			
3	Wednesday, November 06 th 2024			
4	Thursday, November 07 th 2024			

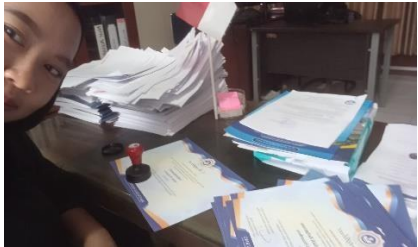
5	Friday, November 08 th 2024			
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Table 3.4. 9 Daily Activities Report Week 9 from November 11st 2024 to 15th 2024

No	Day/Date	Activity	Place	Documentation
1	Monday, November 11 st 2024	stay in the lobby, welcome visiting guests, and escort guests to their designated rooms	Lobby Duty	
2	Tuesday, November 12 nd 2024			
3	Wednesday, November 13 rd 2024			
4	Thursday, November 14 th 2024			

5	Friday, November 15 th 2024	Served as a committee member for the <i>Kumpul-kumpul</i> BIPA, which was attended by students and students from abroad.	Wan Ghalib Hall, regional library building	  
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Table 3.4. 10 Daily Activities Report Week 10 from November 18th 2024 to 22st 2024

No	Day/Date	Activity	Place	Documentation
1	Monday, November 18 th 2024			
2	Tuesday, November 19 th 2024	<ul style="list-style-type: none"> - stemp the certificat - Enter outgoing mail into the SINDE application 	Administration room	

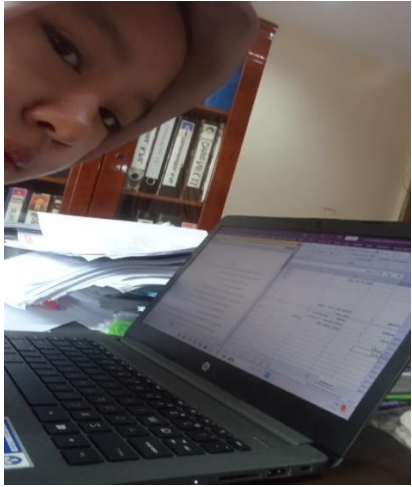
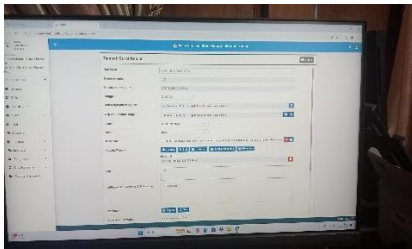
3	Wednesday, November 20 th 2024	<ul style="list-style-type: none"> - Update the SINDE application - stamp the assignment letter 	 
4	Thursday, November 21 st 2024		
5	Friday, November 22 th 2024		

Table 3.4. 11 Daily Activities Report Week 11 from November 25th 2024 to November 29th 2024

No	Day/Date	Activity	Place	Documentation
1	Monday, November 25 th 2024			

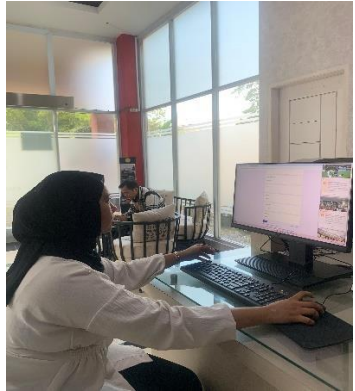


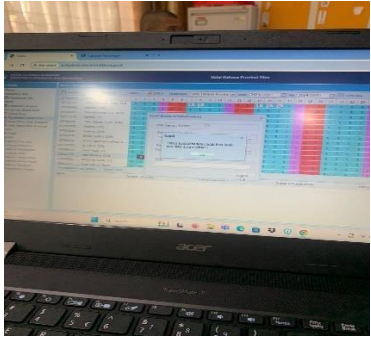

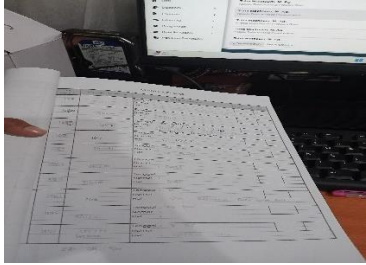
2	Tuesday, November 26 th 2024	<p>prepare a Google form for visiting guests, stay in the lobby, welcome visiting guests, and escort guests to their designated rooms,</p> <p>Move text to Word.</p>	Lobby Duty	
3	Wednesday, November 27 th 2024			
4	Thursday, November 28 th 2024			
5	Friday, November 29 th 2024			



Table 3.4. 12 Daily Activities Report Week 12 from December 02nd 2024 to 07th 2024

N o	Day/Date	Activity	Place	Documentation
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1	Monday, December 02 nd 2024			
2	Tuesday, December 03 rd 2024			
3	Wednesday, December 05 th 2024	<ul style="list-style-type: none"> - Capture employee attendance list - stamp the certificate and arrange it and put it in an envelope - stamp the assignment letter - Update the SINDE application 	Administratio n room	
4	Thursday, December 06 th 2024	<ul style="list-style-type: none"> - Enter outgoing mail into the SINDE application 		


5	Friday, December 07 th 2024			
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Table 3.4. 13 Daily Activities Report Week 13 from December 09th 2024 to 13rd 2024

No	Day/Date	Activity	Place	Documentation
1	Monday, December 09 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	 
2	Tuesday, December 10 th 2024			
3	Wednesday, December 11 st 2024			
4	Thursday, December 12 nd 2024			

5	Friday, December 13 rd 2024			
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Table 3.4. 14 Daily Activities Report Week 14 from December 16th 2024 to 20th 2024

No	Day/Date	Activity	Place	Documentation
1	Monday, December 16 th 2024			
2	Tuesday, December 17 th 2024			

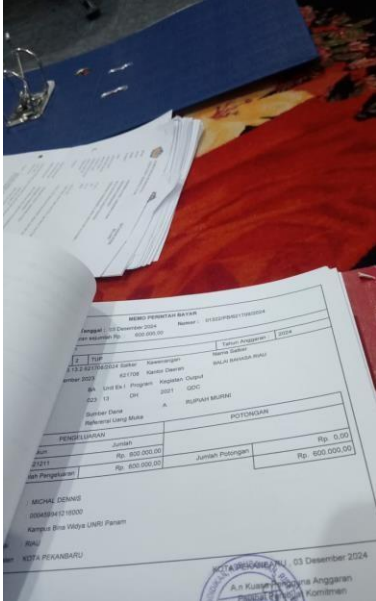

3	Wednesday, December 18 th 2024	Prepare proof of tax payment, taxes that have been input and paid then proof of payment is archived.	Treasurer's Room	
4	Thursday, December 19 th 2024			
5	Friday, December 20 th 2024			

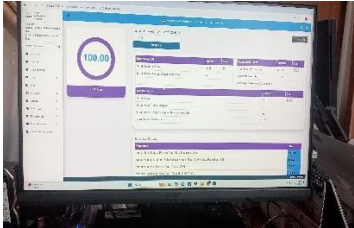

Table 3.4. 15 Daily Activities Report Week 15 from December 23rd 2024 to 27th 2024

No	Day/Date	Activity	Place	Documentation
1	Monday, December 23 rd 2024	Distributing ATK (<i>Alat Tulis Kantor</i>) Distribute ATK to activity committees that require ATK	Treasurer's Room	

2	Tuesday, December 24 th 2024			
3	Wednesday, December 25 th 2024	Libur Hari Raya Natal		
4	Thursday, December 26 th 2024	Cuti Bersama Hari Raya Natal		
5	Friday, December 27 th 2024	Distributing ATK (<i>Alat Tulis Kantor</i>) Distribute ATK to activity committees that require ATK, Collect all files that have been received and then store them in one place	Treasurer's Room	

Table 3.4. 16 Daily Activities Report Week 16 from December 30th 2024 to Januari 03rd 2025

No	Day/Date	Activity	Place	Documentation
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1	Monday, December 30 th 2024	Enter outgoing mail into the SINDE application	Administration room	
2	Tuesday, December 31 st 2024			
3	Wednesday, Januari 01 st 2025	Libur Tahun Baru		
4	Thursday, Januari 02 nd 2025	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, Januari 03 rd 2025	Content Creation Edit a video saying thank you for farewell Pakde Joko as	Balai Bahasa Provinsi Riau	






		Security Guard of the Balai Bahasa Provinsi Riau		
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Table 3.4. 17 Daily Activities Report Week 17 from Januari 06th 2025 to 10th, 2025

No	Day/Date	Activity	Place	Documentation
1	Monday, Januari 06 th 2025	Take a video of Pakde Joko's retirement event as a security guard at the Balai Bahasa Provinsi Riau	Balai Bahasa Provinsi Riau	
2	Tuesday, Januari 07 th 2025	Edit a video of Pakde Joko's retirement event as a security guard at the Balai Bahasa Provinsi Riau	Balai Bahasa Provinsi Riau	

3	Wednesday, Januari 08 th 2025	Enter outgoing mail into the SINDE application	Administration room	
4	Thursday, Januari 09 th 2025	compile SPBY, ATK and DPPR documents, arranged into one folder for one or two activities	Treasurer's Room	
5	Friday, Januari 10 th 2025			

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

The internship at the Language Agency of Riau Province provided valuable experience in the development and preservation of the Indonesian language as well as regional languages. During the internship period from September 16, 2024, to January 10, 2025, the writer gained a deep understanding of various activities related to language education, communication, and administration conducted by this institution. The Language Agency of Riau Province, as an implementing unit under the Ministry of Education, Culture, Research, and Technology, plays an essential role in educating the public about the proper use of language and preserving regional languages in Riau Province.

During the internship, the writer was involved in various tasks, such as assisting in the preparation of educational materials, supporting the implementation of language workshops, handling administrative tasks related to language activities, and entering data for managing language resources. This experience not only enhanced my theoretical knowledge from the English for Business and Professional Communication program but also provided practical skills in handling language activities and managing language programs in a professional context. Additionally, interacting with experienced professionals in the field helped me develop communication, organizational, and problem-solving skills that are essential in the workforce.

The internship provided an excellent opportunity to bridge the gap between academic learning and real-world practice. This experience was invaluable in enhancing the writer's understanding of language policy implementation and efforts to preserve languages at the regional level. Furthermore, this internship highlighted the importance of balancing theoretical knowledge and practical application to succeed in the field of language and communication.

During the internship, the writer was also involved in the creation of digital content used for language promotion and education activities. For example, the creation of a video for the farewell of one of the staff members at the Language Agency of Riau Province, which aimed to commemorate and honor the last moments of the staff member at the institution. Through digital media, information about the proper use of language and the preservation of regional languages can be more easily disseminated to the public, especially to the younger generation who are more active in the digital world. This activity demonstrates how technology can support raising awareness and promoting the Language Agency of Riau Province to the wider public and today's younger generation.

4.2 Suggestion

1. For the Language Agency of Riau Province

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 Politeknik Negeri Bengkalis

Politeknik 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

<https://balaibahasariau.kemdikbud.go.id/category/beranda/>

<https://www.polbeng.ac.id/>

APENDICES

APPENDIX 1: APPRENTICESHIP STATEMENT LETTER

	<p>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</p>
<hr/>	
Nomor: 680/15.3/PP.02.10/2024 Hal : Persetujuan Permohonan Kerja Praktik (KP)	17 September 2024
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	
<div style="display: flex; justify-content: space-between;"><div>1. nama : Nazira Sestiya NIM : 5504211030 jurusan : D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional</div><div>2. nama : Desi Ulfa Sari NIM : 5504211053 jurusan : D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional</div></div>	
Atas perhatian dan kerja sama Saudara, kami ucapkan terima kasih.	
<div style="display: flex; align-items: center;"><div style="text-align: center;"> Kepala,</div><div style="margin-left: 10px; text-align: left;"><p>Toha Machsum, M.Ag. NIP 197207222001121001</p></div></div>	
<div style="display: flex; align-items: center;"><div style="margin-left: 10px;"></div></div>	

APPENDIX 2: APPRENTICESHIP ACCEPTANCE LETTER



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28714
Telepon: (0766) 7008877, Faximile (0766) 8001000
Laman : <http://www.polbeng.ac.id>, E.Mail : polbeng.ac.id

16 September 2024

Nomor : 4522/PL.31/TU//2024

Hal : **Permohonan Kerja Praktek (KP)**

Yth. Kepala Balai Bahasa Provinsi Riau
Jl. HR. Soebrantas Panam No. KM. 12,5, Simpang Baru, Kec. Tampan, Kota
Pekanbaru Riau 28292

Dengan Hormat,
Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan demi meningkatkan pengetahuan dan keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami di Perusahaan Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek Mahasiswa Politeknik Negeri Bengkalis akan dimulai pada tanggal 16 September 2024 s/d 10 Januari 2025, adapun nama mahasiswa sebagai berikut:

	Nama	Nim	Jurusan
1	Nazira Sestiya	5504211030	D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
2	Desi Ulfa Sari	5504211053	D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian surat permohonan ini disampaikan, atas perhatian serta kerjasamanya diucapkan terima kasih.


Wakil Direktur I,
Romadhoni, ST, MT
NIP.199404072019031008

Contact Person:
Arita Desianingsih (085265543122)
NIP. 199012232024212036

APPENDIX 3: LIST OF ATTENDANCE


ABSENSI HARIAN KERJA PRAKTEK (KP)
BALAI BAHASA
PROVINSI RIAU

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

Bulan : Januari

No	Hari	Tanggal	NAZIRA SESTIYA				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	minggal	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
Isi :
Sakit :
Tugas Kelengkapan :
Libur :
Total Kehadiran :

Mengetahui,
Mentor Magang

Zurzeti Muzar, S.E.


ABSENSI HARIAN KERJA PRAKTEK (KP)
BALAI BAHASA
PROVINSI RIAU

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

Bulan : september

Hari	Tanggal	NAZIRA SESTIYA				Keterangan
		Jam Kehadiran				
		Masuk	Paraf	Keluar	Paraf	
senin	16/09/2024					Libur
selasa	17/09/2024	08.00 WIB	✓	16.00 WIB	✓	Hadir
rabu	18/09/2024	08.00 WIB	✓	16.00 WIB	✓	Hadir
Kamis	19/09/2024	08.00 WIB	✓	16.00 WIB	✓	Hadir
jum'at	20/09/2024	08.00 WIB	✓	16.00 WIB	✓	Hadir
sabtu	21/09/2024	08.00 WIB		16.00 WIB		Day off
minggu	22/09/2024					Libur
senin	23/09/2024	08.00 WIB	✓	16.00 WIB	✓	Hadir
selasa	24/09/2024	08.00 WIB	✓	16.00 WIB	✓	Hadir
rabu	25/09/2024	08.00 WIB	✓	16.00 WIB	✓	Hadir
Kamis	26/09/2024	08.00 WIB	✓	16.00 WIB	✓	Hadir
jum'at	27/09/2024	08.00 WIB	✓	16.00 WIB	✓	Hadir
sabtu	28/09/2024					Day off
minggu	29/09/2024					Libur
senin	30/09/2024	08.00 WIB	✓	16.00 WIB	✓	Hadir

Keterangan : —
Kehadiran : —

Mengetahui,
Mentor Magang

Zurzeti Muzar, S.E.

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	JAM KEHADIRAN				Keterangan
			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	08.00 WIB	✓	16.00 WIB	✓	Hadir
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	✓	Hadir

Catatan
Isin : -
Sakit : -
Tanpa Keterangan : -
Libur : -
Total Kehadiran : -

Mengetahui,
Mentor Magang

[Signature]
Zurzeti Mustar, 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	JAM KEHADIRAN				Keterangan
			Masuk	Paraf	Keluar	Paraf	
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
Isin : -
Sakit : -
Tanpa Keterangan : -
Libur : -
Total Kehadiran : -

Mengetahui,
Mentor Magang

[Signature]
Zurzeti Mustar, S.E.

APPENDIX 4: CERTIFICATE OF INTERNSHIP



