

**APPRENTICESHIP REPORT**

**OFFICE OF THE REGENT PROTOCOL, COMMUNICATIONS, AND  
PUBLIC RELATIONS DIVISION (PROKOPIM PR)**

**WANDA RACHMA PUTRI**

**5504211037**



**ENGLISH FOR BUSINESS AND PROFESSIONAL  
COMMUNICATION STUDY PROGRAM  
LANGUAGE DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS**

**2025**

# APPROVAL SHEET

APPROVAL SHEET  
APPRENTICESHIP REPORT  
OFFICE FROM THE REGENT OF BENGKALIS PROKOPIM HUMAS SECTION

Written as one of the conditions for completing Apprenticeship

Wanda Rachma Putri  
5504211037

Bengkalis, January 7<sup>th</sup>, 2025

Head Of Subdivision  
Prokopim Humas Bengkalis



INDRA, S.Pd.I

Advisor



ASWANDI M.Pd  
NIP. 198804122015041004

Approved by,

Head of English English for Business and Professional Communication Study Program  
State Polytechnic of Bengkalis



YANALIS ELFA, M.Pd  
NIP: 198510082019032015

# APPROVAL SHEET

## ACCEPTENCE SHEET

This is to certify that we have examined the apprenticeship report of Wanda Rachma Putri Reg Numb 5504211037 who did the apprenticeship at office of the regent protocol, communications, and public relations division (prokopim pr) Bengkalis, started from August 1<sup>st</sup> to December 31<sup>st</sup> 2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respect, and all revision required by the apprenticeship report examination committee have been made.

Bengkalis, January 7<sup>th</sup> 2025

Acceptance by :

Advisor



ASWANDI, M.Pd

NIP: 198804122015041004

Approved by :

Head of English for Business and Professional Communication Study Program

State Polytechnic of Bengkalis



## ACKNOWLEDGEMENT

Praise gratitude submitted to the God who always gives blessing and for his grace, the activity and reports of this job training could be carried out, completed properly. During the writing process of this report, the author is very grateful to certain parties who involved in giving advice, help and support during the job training.

In this occasion, I would like to express my deepest gratitude to:

1. Mr. Johny Custer, ST, MT as the Director of State Polytechnic of Bengkalis.
2. Ms. Diah Paramita Sari as Head of Language Department.
3. Mrs. Fanalisa Elfa M.Pd as Head of English for Business and Professional Communication Study Program.
4. Mrs. Arita Destianingsih, M.Pd as the apprenticeship coordinator.
5. Mr. Aswandi M.Pd as my advisor
6. Mr. Syafrizal, S.Sos as a Head of the Prokopim Section.
7. Mr. Indra S.Pd.I and Mr.Nurhadi, S.Ag., M.Si as Head of Subdivision.
8. All employees of Prokopim Humas for kind to accept me in Prokopim Humas.
9. All family members, especially my parents, my friends and floor who have given a lot of support, prayers, energy and materials.

I realized in the preparation of this job training report still far from perfect, both in terms of preparation, language, and writing. Therefore, I really expect criticism and suggestions to become a reference for writers in the future. I hope this report is useful for the writers and the readers.

Bengkalis, January 7<sup>th</sup> 2025

Wanda Rachma Putri

5404211037

## TABLE OF CONTENT

<b>COVER</b> .....	<b>i</b>
<b>APPROVAL SHEET</b> .....	<b>ii</b>
<b>ACCEPTANCE SHEET</b> .....	<b>iii</b>
<b>ACKNOWLEDGEMENT</b> .....	<b>iv</b>
<b>LIST OF TABLE</b> .....	<b>v</b>
<b>LIST OF FIGURES</b> .....	<b>vii</b>
<b>LIST OF APPENDICIES</b> .....	<b>viii</b>
<b>CHAPTER I INTRODUCTION</b> .....	<b>1</b>
1.1 Background of the Apprenticeship .....	<b>1</b>
1.2 Purposes of the Apprenticeship .....	<b>3</b>
1.3 Significances of the Apprenticeship .....	<b>4</b>
<b>CHAPTER II GENERAL DESCRIPTION OF THE COMPANY</b> .....	<b>5</b>
2.1 Government Institution History.....	<b>5</b>
2.2 Vision and Mission .....	<b>7</b>
2.3 Organization Structure.....	<b>7</b>
2.3 The Working Process.....	<b>10</b>
2.4 Document Used for Activity.....	<b>12</b>
<b>CHAPTER III SCOPE OF THE APPRENTICESHIP</b> .....	<b>13</b>
3. 1. Job Description .....	<b>13</b>
3. 2. Systems and Procedures.....	<b>13</b>
3.2.1. Covering an Event .....	<b>14</b>
3.2.2. Make an Article News. ....	<b>15</b>
3.3.3. Editing the Content.....	<b>16</b>
3.3.4. Creating a Speech .....	<b>18</b>
3.3. Place of Appreticeship.....	<b>19</b>
3.4. Kind and Description of the Actity.....	<b>20</b>
<b>3.5. Constraint and Solution</b> .....	<b>35</b>
3.4.1. Constraint.....	<b>35</b>
3.4.2. Solution.....	<b>35</b>
<b>CHAPTER IV CONCLUSION AND SUGGESTION</b> .....	<b>36</b>

4. 1. Conclusion.....	36
4. 2. Suggestions.....	36
<b>REFERENCES</b> .....	<b>38</b>
<b>APPENDICES</b> .....	<b>39</b>

## LIST OF TABLES

Table 3. 1 Daily Activities of August 01st 2024 to August 2nd 2024.....	20
Table 3. 2 Daily Activities of August 5th to 9th 2024.....	20
Table 3. 3Daily Activities of August 12th to 17th 2024.....	21
Table 3. 4Daily Activities of August 19th to 23th 2024.....	22
Table 3. 5 Daily Activities of August 26th to 30th 2024.....	23
Table 3. 6 Daily Activities of September 2nd to 6th 2024 .....	24
Table 3. 7 Daily Activities of September 9st to 13th 2024.....	25
Table 3. 8 Daily Activities of September 16th to 20th 2024 .....	25
Table 3. 9 Daily Activities of September 23th to 27th 2024 .....	26
Table 3. 10 Daily Activities of September 30 st to October 4th 2024.....	27
Table 3. 11 Daily Activities of October 7th to 11th 2024 .....	28
Table 3. 12 Table 3. 11 Daily Activities of October 14th to 18th 2024 .....	28
Table 3. 13 Table 3. 11 Daily Activities of October 21th to 25th 2024 .....	29
Table 3. 14 Table 3. 11 Daily Activities of October 28th to November 1st 2024.....	30
Table 3. 15 Table 3. 11 Daily Activities of November 4th to 8th 2024 .....	30
Table 3. 16 Daily Activities of November 11th to 15th 2024 .....	31
Table 3. 17 Daily Activities of November 18th to 22th 2024 .....	31
Table 3. 18 Daily Activities of November 25th to 29th 2024 .....	32
Table 3. 19 Daily Activities of December 2nd to 6th 2024.....	32
Table 3. 20 Daily Activities of December 9th to 13th 2024.....	33
Table 3. 21 Daily Activities of December 16th to 20th 2024.....	34
Table 3. 22 Daily Activities of December 23th to 28th 2024.....	34

## LIST OF FIGURES

Figure 1. Covering an Event .....	15
Figure 2 The Article News.....	16
Figure 3 Editing Process .....	17
Figure 4 The Speech Script.....	18

## **LIST OF APPENDICIES**

Appendix 1 Daily Activity of Apprenticeship .....	39
Appendix 2 Apprenticeship Acceptance Letter .....	47
Appendix 3 Evaluation Report .....	48

# CHAPTER I INTRODUCTION

## 1.1 Background of the Apprenticeship

In the apprenticeship program required during the 7th semester at Politeknik Bengkalis, students enrolled in the English for Business and Professional Communication program are expected to gain valuable work experience that is closely connected to their field of study. This internship is a vital part of the curriculum, offering students a chance to apply the theoretical knowledge they have acquired in practical settings and develop professional skills that will be essential for their future careers. By participating in hands-on work, students can refine their communication skills, especially in business-related contexts, and better understand how the knowledge learned in the classroom can be applied in the workplace.

For my internship, I have decided to work at the Bengkalis Regency Office, specifically in the Protocol and Public Communications (Prokopim) Division within the Public Relations Office. This choice was made because the role matches many of the topics I have studied in my program, particularly those focused on professional communication, public relations, and using English in business environments. During my time at this office, I anticipate being involved in tasks related to communication, such as drafting official letters, assisting with media relations, and helping to organize public events. These activities will allow me to apply my English language skills in a professional environment and gain important insights into the communication processes used within a government organization.

Through this internship, my goal is to further enhance my communication skills, especially in writing, speaking, and interacting with others. I also hope to gain a deeper understanding of the practical aspects of public relations and media management, which are important areas in business communication. Additionally, working in the Prokopim Division will expose me to the complexities of communication within a government

setting, allowing me to learn how communication strategies are tailored to meet the needs of both internal and external audiences. This experience will provide me with a well-rounded learning opportunity and help prepare me for my future career in business and professional communication. Beyond improving my technical communication abilities, this internship will also give me the chance to observe how communication strategies are planned, executed, and assessed in a real-world setting. By engaging with the processes that support public relations in a government context, I will gain valuable experience that will be useful in my future career. Overall, this internship represents a significant opportunity for me to apply my academic learning, develop new skills, and prepare for success in the field of business and professional communication.

In today's digital era, social media has become a powerful communication tool to reach a wider audience. Humas Prokopim utilizes various social media platforms to provide real-time updates and direct communication with the public. This is an important part of my internship, as it allows me to understand how the division uses these platforms to share information about government activities and engage with the community. Social media enables Humas Prokopim to communicate with the public instantly, disseminate information about government programs, and gather feedback for improving public services. The internship at the Public Relations and Protocol Division of the Bengkalis Regency Government Office provides an opportunity for me to explore various aspects of government communication, especially in managing public information, media relations, and organizing official events. This experience is also highly relevant to my studies in English for Business and Professional Communication, as many tasks require me to write and prepare communication materials in English, such as press releases, articles, and social media content. It offers me a chance to practice my English language skills in a professional and formal context.

Additionally, this internship allows me to gain a deeper understanding of how local government interacts with the public and the media, as well as the challenges it faces in maintaining a positive government image. In a dynamic and sometimes challenging

environment, it is important for a communications professional to respond quickly, accurately, and objectively in order to communicate important information. With my academic background in communication, especially in English for Business and Professional Communication, I hope this internship provide me with a broad experience in public communication management, while also honing the communication skills necessary for a career in government or other fields related to public relations and communication. This experience will serve as an important step in preparing me for the challenges of the professional world, as well as expanding my knowledge of communication practices in government.

## **1.2 Purposes of the Apprenticeship**

The purposes of the apprenticeship at the Public Relations and Protocol Division (Humas Prokopim) of the Bengkalis Regency Government Office is to gain practical experience in the field of public relations, communication, and protocol management within a governmental context. The internship aims to bridge the gap between theoretical knowledge acquired during my studies in English for Business and Professional Communication and its real-world application in a professional setting. Below are the specific objectives of this internship:

1. Enhancing Professional Communication Skills
2. Learning the Process of Managing Public Relations in Government
3. Gaining Insight into Protocol Management for Official Events
4. Applying English Language Skills in a Professional Context
5. Developing an Understanding of Digital Communication Tools
6. Building Professional Networks

Through this internship, I hope to acquire valuable insights, practical skills, and professional experience that will support my academic and career goals. The experience will be instrumental in shaping my career path and contributing to my personal and professional growth.

### **1.3 Significances of the Apprenticeship**

There are several significances of the apprenticeship program including for the apprentice, State Polytechnic and also the Company. Which is described below.

1. The apprentice might increase the student's insight and knowledge both theoretically and practically.
2. The apprentice might experience before facing to the field work later.
3. The apprentice can obtain the skill, ability, loyalty, and positive attitude.

## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Government Institution History.**

Government Public Relations (PR) is an activity carried out by institutions to manage communication and information functions with the public stakeholders and vice versa. The role of government PR as a communicator, facilitator, and disseminator is essential. As a communicator, government PR plays a role in opening channels and facilitating two-way communication between government institutions and their public, both directly and indirectly. The PR department acts as a bridge to ensure that the government's messages are effectively communicated to the public and that feedback from the public reaches the government. In the role of a facilitator, government PR monitors public sentiment and aspirations to provide input for government leaders in decision-making processes. By understanding the public's needs and opinions, PR helps shape policies that are more aligned with public interests, thus fostering trust and transparency.

As a disseminator, government PR is responsible for delivering information to both internal organizational members and the public about government policies and activities. This involves providing timely and accurate information, thereby keeping all stakeholders informed and engaged with the government's actions. PR serves as a communication bridge to foster a conducive environment for a win-win solution between stakeholders, both internally and externally, in building the government's image. Ideal PR practice involves active communication, informing the public about various government policies to cultivate a positive image of the region.

The importance of the PR role in government institutions lies in its ability to conduct activities and operations across various locations and fields in modern society. As a government spokesperson, PR establishes reciprocal relationships between local governments and the general public and community organizations, clarifying government activities and fostering internal communication and media coverage of government and

public initiatives. Moreover, government PR coordinates with journalism organizations to build a positive image of the government in society. This requires innovative practices in public relations that emphasize the unique characteristics and strengths of the government's messaging in the contemporary context. Government PR must become a mainstream entity amidst the dominance of elite-owned media. This means transcending mere institutional issues and addressing future challenges in public relations. By focusing on substance, the role of local autonomy should become more open and democratic, enhancing public information processes and embracing technological trends. Such initiatives are expected to strengthen the public image and serve as a participatory model for regional development.

With current technological trends, where each party can be both a producer and a consumer of information, this model should be the basis for future development. For example, the presence of print and electronic media emphasizes that public services must be responsive to public interests and values. The government's task is to negotiate and elaborate on the diverse interests of citizens. Therefore, public service character and values should reflect community preferences, which are dynamic, necessitating that public services evolve with societal changes. To achieve this, the government must assess and respond to community needs, developing work plans to enhance facilities accordingly. The task of government PR practice involves creating and operating news within their region, related to development progress and other social phenomena. These efforts should align with technological trends and the community's informational aspirations to strengthen regional strategies effectively.

## **2.2 Vision and Mission**

There were several visions and missions at the Prokopim Humas.

Vision:

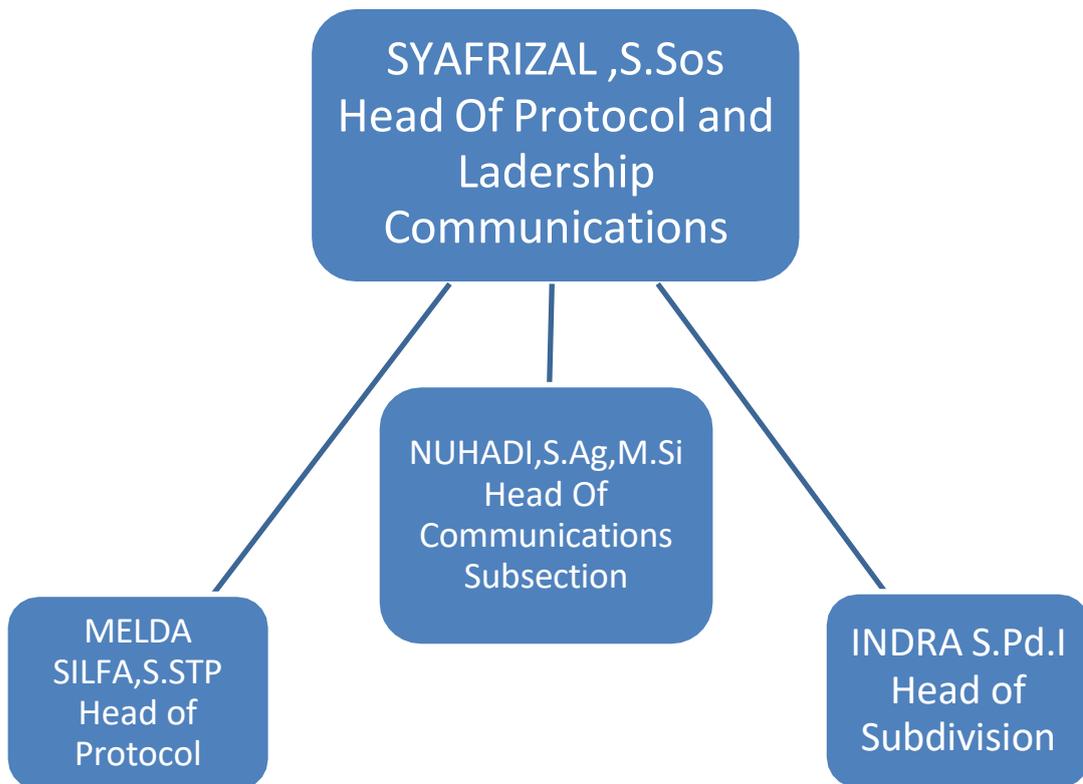
The vision of Prokopim Humas is The Realization of Bengkalis Regency that is Dignified, Advanced, and Prosperous

Mission:

1. Realizing the Effective Management of Regional Financial Potential, Natural Resources, and Human Resources to Advance the Economy.
2. Implementing Bureaucratic Reform and Strengthening Religious and Malay Cultural Values towards Good Governance and a Society with Strong Character.
3. Providing Quality Infrastructure and Developing Border Area Potential for the Welfare of the People.

## **2.3 Organization Structure**

Organizational structure is a system or network of tasks, reporting, and communication mechanisms that connects both individual and group work. The structure is designed with the intention of ensuring that the organization is designed in the best way to achieve its goals and objectives. The activities of the company will not operate smoothly without a good organizational structure because it is unclear who should complete a task. It is obvious that the organizational structure can set clear boundaries while also being responsible for the work. The author completed 5 months of practical work at Prokopim Humas Bupati Office Bengkalis, from August 1th to December 28th , 2024. The organizational structure of Prokopim Humas can be seen below:



## 1. Head of Protocol and Leadership Communications

The Head of Protocol and Leadership Communications is responsible for managing and overseeing all aspects of official communication and protocol related to the organization's leadership. This role involves coordinating and organizing high-level events, meetings, and visits, ensuring that all protocol requirements are met, and that the leadership is presented in a professional and respectful manner. The Head is also tasked with crafting and delivering strategic communications, including speeches, statements, and press releases, ensuring that the leadership's messages are clear, consistent, and aligned with the organization's goals. Additionally, this position requires managing media relations, handling inquiries from the press, and maintaining a positive public image of the leadership. The Head of Protocol and Leadership Communications must also ensure

that communication strategies adhere to legal and ethical standards, while effectively addressing any crisis communication needs that may arise. Strong leadership, organizational, and communication skills are crucial in executing the role effectively.

## 2. Head Communications Subsection

The Head of Communications **Subsection** is responsible for overseeing all communication-related activities within the subsection that supports the organization's leadership. This role involves developing and implementing communication strategies, preparing official statements, speeches, and press releases, and ensuring that the leadership's messages are clear, consistent, and aligned with organizational objectives. The Head of Communications Subsection also manages internal communications, ensuring timely and effective dissemination of information within the organization. Additionally, this position plays a key role in media relations, handling inquiries from journalists, and maintaining the public image of the leadership. The Head of Communications Subsection must also ensure that all communications comply with organizational policies and legal requirements, and handle any crisis communications when necessary. Effective collaboration with other departments, attention to detail, and strong writing and communication skills are essential for success in this role.

## 3. Head of Protocol

The Head of Protocol is responsible for managing and overseeing all protocol-related activities within the organization, particularly those involving high-level events, official visits, and interactions with dignitaries and key stakeholders. This role involves coordinating the logistics, ensuring adherence to formal procedures, and maintaining proper etiquette during official events to reflect the organization's professionalism and respect for traditions. The Head of Protocol also advises leadership on matters of protocol, including the order of precedence, seating arrangements, and other ceremonial practices. Additionally, this position involves working closely with other departments to ensure seamless coordination during visits, conferences, and other significant events. The Head

of Protocol must also stay updated on national and international protocol standards and ensure that the organization complies with legal and diplomatic protocols when necessary. Strong organizational skills, attention to detail, and the ability to manage complex, high-profile situations are essential for success in this role.

#### 4. Head of Division

The Head of Divisions is a managerial position responsible for overseeing multiple divisions or departments within an organization. Their primary duties include strategic planning, managing daily operations, and allocating resources efficiently to ensure each division functions effectively. Additionally, the *Head of Divisions* leads and provides direction to the heads of other divisions, ensuring smooth collaboration and alignment with the organization's overall goals. Monitoring division performance, managing budgets, and implementing policies and regulations are also key responsibilities. In the face of change or challenges, the *Head of Divisions* must make sound decisions, manage risks, and ensure each division adapts to market dynamics or internal changes. Strong leadership skills, effective communication, and the ability to drive innovation and continuous improvement are essential for success in this role.

### 2.3 The Working Process

1. The process of preparing a speech begins with selecting an appropriate template based on the nature of the event. Once the template is chosen, research is conducted to gather relevant information, facts, and statistics to support the speech's key message. This research ensures that the speech is accurate, timely, and aligned with the organization's values. Next, the speech is drafted, using the template and the gathered content, while ensuring the tone and structure are appropriate for the occasion. The draft is then submitted to the Head of the Communications Subsection for review, who will suggest revisions to refine the speech and ensure consistency with the leadership's voice. Once the speech is revised, it is sent to the regent's assistant (Ajudan) for a final check, where any

last-minute adjustments are made. After receiving approval, the final version of the speech is delivered to the Ajudan, who prepares it for the event. The Bupati then delivers the speech, with the communications team on hand to handle any logistical or media needs. This step-by-step process ensures that the speech is well-crafted, thoroughly reviewed, and effectively delivered.

2. The process of covering an event attended by the Bupati begins with the communications team preparing by gathering relevant information about the event, including its purpose and key participants. During the event, the team captures important moments through photos, videos, and notes. After the event, they draft a report summarizing the key highlights, including the Bupati's speech and any significant announcements. The draft is then reviewed and edited by the Head of the Communications Subsection to ensure accuracy and alignment with the organization's messaging. Once approved by the Bupati or relevant authority, the final report is formatted for the website and uploaded to the official **Protokol dan Komunikasi Pimpinan (Prokopim)** website. To further increase visibility, the communications team shares the report on social media platforms and monitors public feedback, responding to inquiries as needed. This workflow ensures that the event is properly documented and communicated to the public in a timely and professional manner.
3. The process of posting on the Bupati's social media begins with selecting and reviewing photos or videos taken during an event. After choosing the most relevant and impactful media, the team proceeds with editing to ensure the quality and consistency with the Bupati's branding. Once the visuals are polished, the communications team develops a concept for the post, considering the message, audience, and platform. The caption is then crafted, designed to complement the visuals and engage the audience effectively, while also aligning with the Bupati's communication style. The draft post is reviewed by the Head of Communications Subsection for final approval, ensuring accuracy and consistency. After approval, the post is published on the Bupati's official social media channels, with careful attention to timing for maximum reach. Following the post, the team actively

engages with the audience, responding to comments and messages, and monitoring the post's performance through analytics to assess its impact and reach. This thorough process ensures that each social media post is strategically crafted, engaging, and aligned with the Bupati's objectives.

#### **2.4 Document Used for Activity**

Office of the regent protocol, communications, and public relations division (prokopim pr), utilizes various documents in its operational activities. Divison as follows:

1. Documents Speech
2. News Documents

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3. 1. Job Description**

As an apprentice in the Public Relations and Protocol Division (Prokopim) at the Regent's Office of Bengkalis, my role encompasses various responsibilities that contribute to effective communication and information dissemination. One of my primary tasks is drafting speeches for official events, ensuring they align with the tone, purpose, and audience of the occasion. Additionally, I cover these events by attending and capturing essential moments, which serve as the foundation for writing detailed news articles post-event. Beyond content creation, I also edit and refine reports or media outputs to ensure accuracy and quality. Managing the Regent's social media presence, including Instagram and TikTok accounts, is another key responsibility. This involves brainstorming creative content ideas, planning, and publishing posts that engage the audience and effectively communicate the Regent's activities and initiatives. This multifaceted role not only requires technical skills but also creativity, adaptability, and a deep understanding of public relations strategies.

1. Editing
2. Covering an Event
3. Make Speech script
4. Make a News

#### **3. 2. Systems and Procedures**

The internship program at the Bengkalis Regent's Office, specifically in the Prokopim Public Relations department, is designed to offer meaningful experiences for interns. Applicants are required to fill out an application form and submit a CV along with a recommendation letter from their educational institution. Candidates who meet the criteria will be invited for an interview to evaluate their skills and enthusiasm. Those selected will participate in an orientation to understand their roles and responsibilities

better. Interns will be grouped into teams to work on various assignments, such as event coverage, material editing, speech writing, and drafting news articles in English. Weekly evaluations will help monitor their progress and address any challenges, and at the conclusion of the internship, participants must present a final report detailing their experiences and contributions. Upon successful completion, interns will receive a certificate to validate their internship experience.

The description of the procedures carried out while carrying out practical work activities (KP) in the Prokopim Public Relation as follows:

### **3.2.1. Covering an Event.**

As an intern in the Public Relations (Prokopim) Department at the Bengkalis Regency Office, covering an event primarily involves photographing the Bupati and capturing the overall atmosphere of the event. Before the event, you should familiarize yourself with the schedule and key moments when the Bupati will be involved, ensuring your camera equipment is ready. During the event, your main focus is to take professional and candid photos of the Bupati, especially during important moments like speeches, interactions with other officials, or key ceremonies. In addition, you need to capture the vibe of the event by photographing the audience's reactions, the venue, and the general mood of the gathering. Attention to detail is crucial, as you should also take photos that highlight symbolic moments and small yet significant interactions. After the event, you'll edit the photos to ensure they meet the department's standards, selecting the best shots and making adjustments for clarity and quality. Finally, you'll submit the photos to your supervisor and assist in uploading them to the department's official platforms, helping to document and showcase the event to the public.



**Figure 1. Covering an Event**

These are the procedure:

1. Arrive Early.
2. Take Notes & Capture Content.
3. Be Professional.

### **3.2.2. Make an Article News.**

In the Public Relations Department at the Bengkalis Regency Office, writing news articles for the official website involves gathering event details, using the provided template, and writing in a clear, professional tone. Start with a concise headline and a lead paragraph that answers the key questions. Follow with the main content, including quotes and relevant details. After proofreading, submit for approval, then upload the article to the Prokopim Website with proper formatting and media. Monitor feedback and track performance to ensure effective communication with the public.



Figure 2 The Article News

Source: Prokopim website

These are the procedures:

1. Be Clear and Concise.
2. Use the Inverted Pyramid Structure.
3. Check for Accuracy.
4. Use Professional Tone

### 3.3.3. Editing the Content.

As an intern in the Bengkalis Regency PR Department, video content editing involves reviewing and refining footage for clarity, quality, and engagement. Begin by reviewing the raw footage to identify key moments, then trim unnecessary parts to create

a smooth narrative. Add captions, transitions, and relevant graphics to enhance the viewer's experience while maintaining consistency with the department's style. Ensure the audio quality is clear, and synchronize it properly with visuals. After completing the edit, review the final version to ensure it aligns with the intended message and tone. Once the video is polished, submit it for approval, and after feedback, make any necessary adjustments before uploading it to the official platforms. This process ensures that all video content is engaging, professional, and suitable for public distribution.



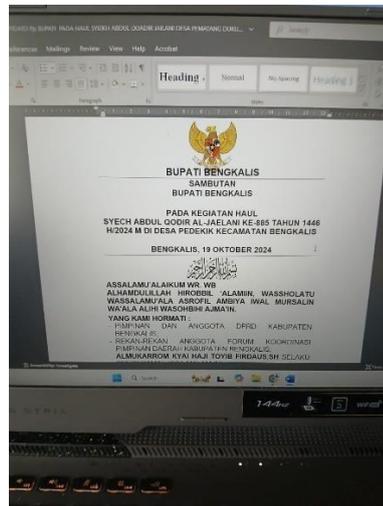
**Figure 3 Editin Process**

These are the procedures:

1. Review Raw Footage.
2. Trim and Cut.
3. Enhance Visuals and Audio.
4. Add Text and Graphics.
5. Apply Transitions and Effects.
6. Final Review.
7. Submit for Approval.
8. Upload or Schedule.

### 3.3.4. Creating a Speech

In the Bengkalis Regency PR Department, creating a speech involves following a structured template to ensure consistency and professionalism. First, the intern fills in key event details like the name, date, and theme of the event. The speech is then written, starting with a formal greeting, followed by the main message that aligns with the event theme, and concluding with a call to action or gratitude. After reviewing and editing the speech for clarity and accuracy, it is submitted for approval. Once approved, the speech is delivered to the speaker in the appropriate format. This process ensures that the speech is clear, relevant, and aligned with the goals of the event.



**Figure 4 The Speech Script**

These are the procedures:

1. Access the Template.
2. Fill in Key Information.
3. Customize the Speech.
4. Use the Template Format.
5. Final Approval.
6. Delivering the Speech.

### **3.3. Place of Apprenticeship**

The place of my apprenticeship is located at the Public Relations and Protocol Division (Prokopim) in the Regent's Office of Bengkalis. Situated on Jl. Ahmad Yani, Bengkalis Kota, Kec. Bengkalis, Kabupaten Bengkalis, Riau, 28713, this office serves as the central hub for coordinating public relations activities and official communication for the regional government. The Prokopim division is responsible for managing various tasks, including drafting speeches, covering events, creating news articles, and handling the Regent's official social media accounts. This location, strategically positioned in the heart of Bengkalis City, allows for efficient access to key administrative offices and event venues, making it an ideal environment for learning and contributing to the field of public relations.

### 3. 4. Kind and Description of the Actitivity

The daily activity at PROKOPIM Humas can be seen in the tables below:

**Table 3. 1 Daily Activities of August 01st 2024 to August 2nd 2024**

No	Date and Time	Description of	Assignor
1	Thursday 1 August 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	Indra
2	Friday 2 August 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	Indra

**Table 3. 2 Daily Activities of August 5th to 9th 2024**

No	Date and Time	Description of	Assignor
1	Monday 5 August 2024	Covering events held at Hotel Surya, capturing key moments and gathering information for reporting purposes.	Indra
2	Tuesday 6 August 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	Indra
3	Wednesday 7 August 2024	Covering the coordination meeting for the preparation of candidate pair (Paslon) submissions, documenting key discussions, and gathering necessary information for reporting purposes.	Indra
4	Thursday 8 August 2024	Covering party meetings, documenting key discussions, capturing important moments, and gathering information for reporting purposes.	Indra
5	Friday 9 August 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	Indra

**Table 3. 3Daily Activities of August 12th to 17th 2024**

No	Date and Time	Description of	Assignor
1	Monday 12 August 2024	Covering the PDI Party meeting, documenting key discussions, capturing significant moments, and gathering detailed information for reporting purposes.	<b>Indra</b>
2	Tuesday 13 August 2024	Delivering speeches to the security post (Satpol) at the Regent's Office.	<b>Indra</b>
3	Wednesday 14 August 2024	Delivering speeches to the security post (Satpol) at the Regional Secretary's Office (Sekda).	<b>Indra</b>
4	Thursday 15 August 2024	Delivering speeches to the security post (Satpol) at the Deputy Regent's Guesthouse (Wisma Wakil Bupati).	<b>Indra</b>
5	Friday 16 August 2024	Includes covering the open plenary meeting, documenting key discussions, capturing significant moments, and preparing detailed reports for publication.	<b>Indra</b>
6	Saturday 17 August 2024	Covering and attending the August 17, 2024, Independence Day celebration at Tugu Field, documenting the event and preparing detailed reports for publication.	<b>Indra</b>

**Table 3. 4Daily Activities of August 19th to 23th 2024**

<b>No</b>	<b>Date and Time</b>	<b>Description of</b>	<b>Assignor</b>
1	Monday 19 August 2024	Covering and attending meetings at the General Elections Commission (Komisi Pemilihan Umum), documenting key discussions, capturing significant moments, and preparing detailed reports for publication.	<b>Indra</b>
2	Tuesday 20 August 2024	Covering and attending the Paskibra farewell event at the Bengkalis Regent's Guesthouse (Wisma Bupati Bengkalis), documenting key moments, and preparing detailed reports for publication.	<b>Indra</b>
3	Wednesday 21 August 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
4	Thursday 22 August 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
5	Friday 23 August 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>

**Table 3. 5 Daily Activities of August 26th to 30th 2024**

No	Date and Time	Description of	Assignor
1	Monday 26 August 2024	Covering and attending meetings at the Regional People's Representative Council (DPRD), documenting key discussions, capturing important moments, and preparing detailed reports for publication.	<b>Indra</b>
2	Tuesday 27 August 2024	Covering and attending meetings at the Regional People's Representative Council (DPRD), documenting key discussions, capturing important moments, and preparing detailed reports for publication.	<b>Indra</b>
3	Wednesday 28 August 2024	Attending and participating in discussions for the rehearsal event of the Regent's grand campaign, ensuring all aspects are prepared and coordinated for the main event.	<b>Indra</b>
4	Thursday 29 August 2024	Covering and serving as a committee member for the Regent's grand campaign event, assisting with the organization, documenting, and ensuring the smooth execution of the campaign activities.	<b>Indra</b>

<b>5</b>	Friday 30 August 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
----------	-----------------------	---	--------------

**Table 3. 6 Daily Activities of September 2nd to 6th 2024**

<b>No</b>	<b>Date and Time</b>	<b>Description of</b>	<b>Assignor</b>
<b>1</b>	Monday 2 September 2024	Covering the Gambus event, documenting key performances and moments, and preparing detailed reports for publication.	<b>Indra</b>
<b>2</b>	Tuesday 3 September 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
<b>3</b>	Wednesday 4 September 2024	Editing party billboards (baleho), ensuring the content is accurate, visually appealing, and aligned with the party's branding and message.	<b>Indra</b>
<b>4</b>	Thursday 5 September 2024	Editing party billboards (baleho), ensuring the content is accurate, visually appealing, and aligned with the party's branding and message.	<b>Indra</b>
<b>5</b>	Friday 6 September 2024	Delivering billboards (baleho) to the designated locations, ensuring they are properly placed and displayed according to the campaign requirements.	<b>Indra</b>

**Table 3. 7 Daily Activities of September 9st to 13th 2024**

<b>No</b>	<b>Date and Time</b>	<b>Description of</b>	<b>Assignor</b>
<b>1</b>	Monday 9 September 2024	Covering, attending, and participating in discussions at the Bengkalis Regent's Guesthouse (Wisma Bupati Bengkalis), ensuring key points are documented and assisting with the coordination of the event.	<b>Indra</b>
<b>2</b>	Tuesday 10 September 2024	Covering, attending, and participating in discussions at the Bengkalis Regent's Guesthouse (Wisma Bupati Bengkalis) alongside HMI, documenting key points, and assisting in the coordination of the event.	<b>Indra</b>
<b>3</b>	Wednesday 11 September 2024	Covering the United Coalition meeting, documenting key discussions, and preparing detailed reports for publication.	<b>Indra</b>
<b>4</b>	Thursday 12 September 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
<b>5</b>	Friday 13 September 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>

**Table 3. 8 Daily Activities of September 16th to 20th 2024**

No	Date and Time	Description of	Assignor
1	Monday 16 September 2024	Day off	Indra
2	Tuesday 17 Septemer 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	Indra
3	Wednesday 18 September 2024	Editing the invitation for the "Sholawat Kebangsaan Bengkalis Bermasa" event, ensuring the content is clear, accurate, and aligned with the event's purpose and message.	Indra
4	Thursday 19 September 2024	Editing videos for the Bengkalis Regent's Instagram account, ensuring the content is engaging, visually appealing, and aligned with the Regent's communication goals.	Indra
5	Friday 20 September 2024	Attending meetings at the Regional Secretary's residence (Rumah Sekda), documenting key discussions, and assisting with the coordination of the meeting as needed.	Indra

**Table 3. 9 Daily Activities of September 23th to 27th 2024**

No	Date and Time	Description of	Assignor
----	---------------	----------------	----------

<b>1</b>	Monday 23 September 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
<b>2</b>	Tuesday 24 September 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
<b>3</b>	Wednesday 25 September 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
<b>4</b>	Thursday 26 September 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
<b>5</b>	Friday 27 September 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>

**Table 3. 10 Daily Activities of September 30 st to October 4th 2024**

<b>No</b>	<b>Date and Time</b>	<b>Description of</b>	<b>Assignor</b>
<b>1</b>	Monday 30 September 2024	Covering, attending, and participating in discussions at the Bengkalis Regent's Guesthouse (Wisma Bupati Bengkalis), ensuring key points are documented and assisting with the coordination of the event.	<b>Indra</b>
<b>2</b>	Tuesday 1 October 2024	Delivering speeches to the security post (Satpol) at the Regent's official	<b>Indra</b>

		residence.	
<b>3</b>	Wednesday 2 October 2024	Attending a meeting at 'posko kemenangan'	<b>Indra</b>
<b>4</b>	Thursday 3 October 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
<b>5</b>	Friday 4 October 2024	Covering the event at the Bengkalis Regional Hall."	<b>Indra</b>

**Table 3. 11 Daily Activities of October 7th to 11th 2024**

<b>No</b>	<b>Date and Tima</b>	<b>Description of</b>	<b>Assignor</b>
<b>1</b>	Monday 7 October 2024	Day Off	<b>Indra</b>
<b>2</b>	Tuesday 8 October 2024	Day off	<b>Indra</b>
<b>3</b>	Wednesday 9 October 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
<b>4</b>	Thursday 10 October 2024	Covering the event at the Bengkalis Regional Hall."	<b>Indra</b>
<b>5</b>	Friday 11 October 2024	Covering the event at the Bengkalis Regional Legislative Council (DPRD)	<b>Indra</b>

**Table 3. 12 Table 3. 11 Daily Activities of October 14th to 18th 2024**

No	Date and Time	Description of	Assignor
1	Monday 14 October 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	Indra
2	Tuesday 15 October 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	Indra
3	Wednesday 16 October 2024	Drafting the speech for the Prokopim website.	Indra
4	Thursday 17 October 2024	Drafting the speech for the Prokopim website.	Indra
5	Friday 18 October 2024	Writing a speech	Indra

**Table 3. 13 Table 3. 11 Daily Activities of October 21th to 25th 2024**

No	Date and Time	Description of	Assignor
1	Monday 21 October 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	Indra
2	Tuesday 22 October 2024	Covering the campaign event for the Governor of Riau.	Indra
3	Wednesday 23 October 2024	Covering the event at the Bupati's residence attended by Ustad Abdul Somad.	Indra
4	Thursday 24 October 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	Indra

<b>5</b>	Friday 25 October 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
----------	------------------------	---	--------------

**Table 3. 14 Table 3. 11 Daily Activities of October 28th to November 1st 2024**

<b>No</b>	<b>Date and Time</b>	<b>Description of</b>	<b>Assignor</b>
<b>1</b>	Monday 28 October 2024	Covering the event at the Bupati's residence.	<b>Indra</b>
<b>2</b>	Tuesday 29 October 2024	Covering the event in Bantan.	<b>Indra</b>
<b>3</b>	Wednesday 30 October 2024	Covering the meeting at the Bupati's office.	<b>Indra</b>
<b>4</b>	Thursday 31 October 2024	Covering the meeting at the Bupati's office.	<b>Indra</b>
<b>5</b>	Friday 1 November 2024	Day off	<b>Indra</b>

**Table 3. 15 Table 3. 11 Daily Activities of November 4th to 8th 2024**

<b>No</b>	<b>Date and Time</b>	<b>Description of</b>	<b>Assignor</b>
<b>1</b>	Monday 4 November 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
<b>2</b>	Tuesday 5 November 2024	Drafting the speech for the Prokopim website.	<b>Indra</b>

<b>3</b>	Wednesday 6 November 2024	Covering the event at the Bengkalis Regional Hall	<b>Indra</b>
<b>4</b>	Thursday 7 November 2024	Covering the event at the Bengkalis Regional Legislative Council (DPRD).	<b>Indra</b>
<b>5</b>	Friday 8 November 2024	Day off	<b>Indra</b>

**Table 3. 16 Daily Activities of November 11th to 15th 2024**

<b>No</b>	<b>Date and Time</b>	<b>Description of</b>	<b>Assignor</b>
<b>1</b>	Monday 11 November 2024	Writing a speech.	<b>Indra</b>
<b>2</b>	Tuesday 12 November 2024	Writing a speech.	<b>Indra</b>
<b>3</b>	Wednesday 13 November 2024	Writing a speech.	<b>Indra</b>
<b>4</b>	Thursday 14 November 2024	Writing a speech.	<b>Indra</b>
<b>5</b>	Friday 15 November 2024	Writing a speech.	<b>Indra</b>

**Table 3. 17 Daily Activities of November 18th to 22th 2024**

<b>No</b>	<b>Date and Time</b>	<b>Description of</b>	<b>Assignor</b>
<b>1</b>	Monday 18 November 2024	Drafting the speech for the Prokopim website.	<b>Indra</b>
<b>2</b>	Tuesday 19 November 2024	Drafting the speech for the Prokopim website.	<b>Indra</b>

<b>3</b>	Wednesday November 2024	20	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
<b>4</b>	Thursday November 2024	21	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
<b>5</b>	Friday November 2024	22	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>

**Table 3. 18 Daily Activities of November 25th to 29th 2024**

<b>No</b>	<b>Date and Time</b>		<b>Description of</b>	<b>Assignor</b>
<b>1</b>	Monday November 2024	25	Covering the event at Bengkalis State Polytechnic.	<b>Indra</b>
<b>2</b>	Tuesday November 2024	26	Covering the meeting at the Bupati's office.	<b>Indra</b>
<b>3</b>	Wednesday November 2024	27	Day off	<b>Indra</b>
<b>4</b>	Thursday November 2024	28	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
<b>5</b>	Friday November 2024	29	Day off	<b>Indra</b>

**Table 3. 19 Daily Activities of December 2nd to 6th 2024**

<b>No</b>	<b>Date and Time</b>		<b>Description of</b>	<b>Assignor</b>
<b>1</b>	Monday December	2	Covering the event at Bengkalis State	<b>Indra</b>

	2024	Polytechnic.	
2	Tuesday 3 December 2024	Writing a news article.	<b>Indra</b>
3	Wednesday 4 December 2024	Writing a news article.	<b>Indra</b>
4	Thursday 5 December 2024	Writing a news article.	<b>Indra</b>
5	Friday 6 December 2024	Writing a news article.	<b>Indra</b>

**Table 3. 20 Daily Activities of December 9th to 13th 2024**

No	Date and Time	Description of	Assignor
1	Monday 9 December 2024	"Covering the event at the Bengkalis Regional Hall."	<b>Indra</b>
2	Tuesday 10 December 2024	"Covering the event at the Bengkalis Regional Legislative Council (DPRD)."	<b>Indra</b>
3	Wednesday 11 December 2024	"Covering the event at the Bengkalis Regional Legislative Council (DPRD)."	<b>Indra</b>
4	Thursday 12 December 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
5	Friday 13 December 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>

**Table 3. 21 Daily Activities of December 16th to 20th 2024**

<b>No</b>	<b>Date and Time</b>	<b>Description of</b>	<b>Assignor</b>
<b>1</b>	Monday 16 December 2024	Covering the religious competition event.	<b>Indra</b>
<b>2</b>	Tuesday 17 December 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
<b>3</b>	Wednesday 18 December 2024	Delivering speeches to the security post (Satpol) at the Regent's official residence.	<b>Indra</b>
<b>4</b>	Thursday 19 December 2024	Fotocopy Speeches	<b>Indra</b>
<b>5</b>	Friday 20 December 2024	"On a business trip to Pekanbaru."	<b>Indra</b>

**Table 3. 22 Daily Activities of December 23th to 28th 2024**

<b>No</b>	<b>Date and Time</b>	<b>Description of</b>	<b>Assignor</b>
<b>1</b>	Monday 23 December 2024	"On a business trip to Pekanbaru."	<b>Indra</b>
<b>2</b>	Tuesday 24 December 2024	"On a business trip to Pekanbaru."	<b>Indra</b>
<b>3</b>	Wednesday 25 December 2024	Day off	<b>Indra</b>
<b>4</b>	Thursday 26 December 2024	Day off	<b>Indra</b>

5	Friday 27 December 2024	Day off	<b>Indra</b>
6	Saturday 28 december 2024	"Issuance of the internship completion certificate."	<b>Indra</b>

### 3.5. Constraint and Solution

#### 3.4.1. Constraint

The Constraint that the author get while did the job training at Prokopim PR are :

- a. Limited Knowledge of Government Policies and Events
- b. Lack of Access to Advanced Tools or Resources

#### 3.4.2. Solution

Solutions that can be done to face obstacles during the practical work process include:

1. The PR department deals with government-related content, which can be complex. To address this, take the initiative to research government programs, initiatives, and policies relevant to the region. Ask your colleagues for briefings on events and initiatives, and learn by observing the preparation and execution of government events.
2. Sometimes, interns may not have access to all the professional tools or resources used by senior staff. If this is the case, ask for access to necessary tools and explain how it would improve your efficiency. Additionally, learn to use available resources effectively and seek help from colleagues who may be more experienced in using specialized software.

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4. 1. Conclusion**

During my internship at the Office of the Regent of Bengkalis, specifically in the Humas Prokopim division, I gained valuable hands-on experience in public relations and communication. I took responsibility for covering events, editing articles, writing news reports, and preparing speeches for the regent. Through these tasks, I developed a deeper understanding of the crucial role communication plays in government operations. I learned how to efficiently gather information from events and transform it into concise, engaging news content. Additionally, I improved my writing skills, particularly in crafting speeches that aligned with the government's formal tone and objectives. This experience emphasized the importance of accuracy, clarity, and professionalism when dealing with public communication and media relations. In summary, this internship offered me a highly educational experience and practical knowledge of government communication and media work. It helped me develop my skills in writing, editing, and content creation, all of which will be valuable as I pursue a career in public relations or communications.

#### **4. 2. Suggestions**

Based on my experience during the internship at the Office of the Regent of Bengkalis, particularly within the Humas Prokopim division, I have several suggestions to further enhance the division's work. First, I recommend that the office improve its digital presence by actively utilizing social media and other online platforms for real-time updates and interactive content, such as live-streaming events or posting behind-the-scenes footage, to engage the public more effectively. Additionally, I suggest providing

regular training on the latest digital media tools, editing software, and content management systems to improve content quality and ensure the team remains adaptable to evolving media trends. I also recommend encouraging greater collaboration with other government departments to produce more comprehensive and accurate news reports, along with regular inter-departmental meetings to align communication strategies. Introducing a formal feedback mechanism would be beneficial, allowing both the public and internal stakeholders to provide input on media content, which can guide future communications and ensure the messages resonate with the target audience. Finally, I propose expanding internship opportunities for students in fields like journalism, public relations, and media studies, as this could bring fresh perspectives and new skills to the team, while also helping to nurture the next generation of professionals in government communication. By implementing these suggestions, the Humas Prokopim division can strengthen its communication strategies and continue serving the public effectively while adapting to modern media trends.

## REFERENCES

Protokol official website.

<https://prokopim.bengkaliskab.go.id/index.php/web/statis/sekilas-humas>

## APPENDICES

### Appendix 1 Daily Activity of Apprenticeship


**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI**  
**POLITEKNIK NEGERI BENGKALIS**  
Jalan Bahin Alam, Sungai Alam, Bengkalis, Riau 28711  
 Telp: (081) 627560, FAX: (081) 627560 8981080  
 Laman: <http://www.polbeng.ac.id/>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

---

**ABSENSI HARIAN MAGANG**

NAMA MAHASISWA : Wanda Rachma Putri  
 NIM : 5504211037  
 JURUSAN/PRODI : D IV- BHS PRO  
 SEMESTER : VII (TUJUH)  
 LOKASI KP : Kantor Bupati Bengkalis  
 PEMBIMBING/ SUPERVISOR : Nuhadi, S.Ag, M.Si

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1	Selasa 01 Agustus 2024	07.30 WIB	16.00 WIB	
2	Rabu 02 Agustus 2024	07.30 WIB	16.00 WIB	
3	Kamis 03 Agustus 2024	07.30 WIB	16.00 WIB	✓
4	Jumat 04 Agustus 2024	07.30 WIB	16.00 WIB	
5	Sabtu 05 Agustus 2024	07.30 WIB	16.00 WIB	
7	Minggu 06 Agustus 2024	07.30 WIB	16.00 WIB	
8	Selasa 07 Agustus 2024	07.30 WIB	16.00 WIB	
9	Selasa 08 Agustus 2024	07.30 WIB	16.00 WIB	
10	Rabu 09 Agustus 2024	07.30 WIB	16.00 WIB	✓
11	Kamis 10 Agustus 2024	07.30 WIB	16.00 WIB	
12	Jumat 11 Agustus 2024	07.30 WIB	16.00 WIB	
13	Senin 14 Agustus 2024	07.30 WIB	16.00 WIB	✓
14	Selasa 15 Agustus 2024	07.30 WIB	16.00 WIB	

NO	WORKING	EXPLANATION
1		Deliver the <b>speech manuscript</b> to the Bupati's residence before an event. and attention to detail to ensure the Bupati is well-prepared for the event.


**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI**  
**POLITEKNIK NEGERI BENGKALIS**  
 Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711  
 Telepon: (+62766), FAX (+62766) 8001000  
 Laman: <http://www.polbeng.ac.id>, E-mail: [polbeng@pcfbeng.ac.id](mailto:polbeng@pcfbeng.ac.id)

---

**ABSENSI HARIAN MAGANG**

NAMA MAHASISWA : Wanda Rachma Putri  
 NIM : 5504211037  
 JURUSAN/PRODI : D IV- BISPRO  
 SEMESTER : VII (TUJUH)  
 LOKASI KP : Kantor Bupati Bengkalis  
 PEMBIMBING/  
 SUPERVISOR : Nurhadi,S.Ag,MSi

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
15	Rabu 16 Agustus 2024	07.30 WIB	17.00 WIB	✓
16	Kamis 17 Agustus 2024	07.30 WIB	17.00 WIB	
16	Jumat 18 Agustus 2024	07.30 WIB	17.00 WIB	
18	Senin 21 Agustus 2024	07.30 WIB	15.00 WIB	✓
19	Selasa 22 Agustus 2024	07.30 WIB	17.00 WIB	
20	Rabu 23 Agustus 2024	07.30 WIB	17.00 WIB	
21	Kamis 24 Agustus 2024	07.30 WIB	17.00 WIB	
22	Jumat 25 Agustus 2024	07.30 WIB	17.00 WIB	
23	Senin 28 Agustus 2024	07.30 WIB	17.00 WIB	✓
24	Selasa 29 Agustus 2024	07.30 WIB	17.00 WIB	
25	Rabu 30 Agustus 2024	07.30 WIB	17.00 WIB	
26	Kamis 31 Agustus 2024	07.30 WIB	17.00 WIB	

NO	WORKING	EXPLANATION
1		<p>Covering the <b>17th of August 2024</b> event as an intern in the Public Relations (Prokopim) Department at the Bengkalis Regency Office involves documenting the celebration of Indonesia's <b>Independence Day</b>.</p>


**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI**  
**POLITEKNIK NEGERI BENGKALIS**  
 Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711  
 Telepon (+62756) 8601960, FAX (+62756) 8601960  
 Laman: <http://www.polbeng.ac.id/>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

---

**ABSENSI HARIAN MAGANG**

NAMA MAHASISWA : Wanda Rachma Putri  
 NIM : 5504211037  
 JURUSAN/PRODI : D IV- BISPRO  
 SEMESTER : VII (TUJUH)  
 LOKASI KP : Kantor Bupati Bengkalis  
 PEMBIMBING/  
 SUPERVISOR : Nurhadi, S.Ag, M.Si

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1	Selasa 01 September 2024	07.30 WIB	16.00 WIB	
2	Rabu 02 September 2024	07.30 WIB	16.00 WIB	
3	Kamis 03 September 2024	07.30 WIB	16.00 WIB	✓
4	Jumat 04 September 2024	07.30 WIB	16.00 WIB	
5	Sabtu 05 September 2024	07.30 WIB	16.00 WIB	
7	Minggu 06 September 2024	07.30 WIB	16.00 WIB	
8	Senin 07 September 2024	07.30 WIB	16.00 WIB	
9	Selasa 08 September 2024	07.30 WIB	16.00 WIB	
10	Rabu 09 September 2024	07.30 WIB	16.00 WIB	✓
11	Kamis 10 September 2024	07.30 WIB	16.00 WIB	
12	Jumat 11 September 2024	07.30 WIB	16.00 WIB	
13	Senin 14 September 2024	07.30 WIB	16.00 WIB	
14	Selasa 15 September 2024	07.30 WIB	16.00 WIB	✓

NO	WORK	EXPLANATION
1		<p>Covering a <b>meeting at the Bupati's office</b> as an intern in the Public Relations (Prokopim) Department involves documenting the key discussions and decisions made during the meeting.</p>



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
**POLITEKNIK NEGERI BENGKALIS**  
Jalan Buhiti Alam, Sungai Alam, Bengkalis, Riau 28711  
Telepon (+62766), FAX (+62766) 8001000  
Laman: <http://www.polbeng.ac.id/>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

ABSENSI HARIAN MAGANG

NAMA MAHASISWA : Wanda Rachma Putri  
NIM : 5504211037  
JURUSAN/PRODI : D IV- BISPRO  
SEMESTER : VII (TUJUH)  
LOKASI KP : Kantor Bupati Bengkalis  
PEMBIMBING/  
SUPERVISOR : Nurhadi,S.Ag,M.Si

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
15	Rabu 16 September 2024	07.30 WIB	17.00 WIB	
16	Kamis 17 September 2024	07.30 WIB	17.00 WIB	✓
16	Jumat 18 September 2024	07.30 WIB	17.00 WIB	
18	Senin 21 September 2024	07.30 WIB	15.00 WIB	
19	Selasa 22 September 2024	07.30 WIB	17.00 WIB	
20	Rabu 23 September 2024	07.30 WIB	17.00 WIB	✓
21	Kamis 24 September 2024	07.30 WIB	17.00 WIB	
22	Jumat 25 September 2024	07.30 WIB	17.00 WIB	
23	Senin 28 September 2024	07.30 WIB	17.00 WIB	
24	Selasa 29 September 2024	07.30 WIB	17.00 WIB	✓
25	Rabu 30 September 2024	07.30 WIB	17.00 WIB	

NO	WORK	EXPLANATION
1		Covering an event at <b>Politeknik Negeri Bengkalis</b> as an intern in the Public Relations (Prokopim) Department involves documenting the key activities taking place at the institution.


**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI**  
**POLITEKNIK NEGERI BENGKALIS**  
 Jalan Buhin Alam, Sungai Alam, Bengkalis, Riau 28711  
 Telepon: (+62766) 8091000, FAX: (+62766) 8091000  
 Laman: <http://www.polibeng.ac.id>, E-mail: [polibeng@polibeng.ac.id](mailto:polibeng@polibeng.ac.id)

---

**ABSENSI HARIAN MAGANG**

NAMA MAHASISWA : Wanda Rachma Putri  
 NIM : 5504211037  
 JURUSAN/PRODI : D.IV- BISPRO  
 SEMESTER : VII (TUJUH)  
 LOKASI KP : Kantor Bupati Bengkalis  
 PEMBIMBING/  
 SUPERVISOR : Nurhadi, S.Ag.M.Si

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1	Selasa 01 Oktober 2024	07.30 WIB	16.00 WIB	
2	Rabu 02 Oktober 2024	07.30 WIB	16.00 WIB	
3	Kamis 03 Oktober 2024	07.30 WIB	16.00 WIB	✓
4	Jumat 04 Oktober 2024	07.30 WIB	16.00 WIB	
5	Sabtu 05 Oktober 2024	07.30 WIB	16.00 WIB	
7	Minggu 06 Oktober 2024	07.30 WIB	16.00 WIB	
8	Senin 07 Oktober 2024	07.30 WIB	16.00 WIB	
9	Selasa 08 Oktober 2024	07.30 WIB	16.00 WIB	✓
10	Rabu 09 Oktober 2024	07.30 WIB	16.00 WIB	
11	Kamis 10 Oktober 2024	07.30 WIB	16.00 WIB	
12	Jumat 11 Oktober 2024	07.30 WIB	16.00 WIB	
13	Senin 14 Oktober 2024	07.30 WIB	16.00 WIB	✓
14	Selasa 15 Oktober 2024	07.30 WIB	16.00 WIB	

NO	WORK	EXPLANATION
1		Covering an event at <b>Wisma Bupati</b> as an intern in the Public Relations (Prokopim) Department involves documenting important moments during official gatherings or ceremonies held at the Bupati's residence.


**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI**  
**POLITEKNIK NEGERI BENGKALIS**  
 Jalan Bahin Alam, Sungai Alam, Bengkalis, Riau 28711  
 Telepon: (+62766) 8901600  
 Laman: <http://www.polbeng.ac.id/>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

---

**ABSENSI HARIAN MAGANG**

NAMA MAHASISWA : Wanda Rachma Putri  
 NIM : 5504211037  
 JURUSAN/PRODI : D IV- BISPRO  
 SEMESTER : VII (TUJUH)  
 LOKASI KP : Kantor Bupati Bengkalis  
 PEMBIMBING/  
 SUPERVISOR : Nurhadi,S.Ag,M.Si

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
15	Rabu 16 Oktober 2024	07.30 WIB	17.00 WIB	✓
16	Kamis 17 Oktober 2024	07.30 WIB	17.00 WIB	
16	Jumat 18 Oktober 2024	07.30 WIB	17.00 WIB	✓
18	Senin 21 Oktober 2024	07.30 WIB	15.00 WIB	
19	Selasa 22 Oktober 2024	07.30 WIB	17.00 WIB	✓
20	Rabu 23 Oktober 2024	07.30 WIB	17.00 WIB	
21	Kamis 24 Oktober 2024	07.30 WIB	17.00 WIB	✓
22	Jumat 25 Oktober 2024	07.30 WIB	17.00 WIB	
23	Senin 28 Oktober 2024	07.30 WIB	17.00 WIB	✓
24	Selasa 29 Oktober 2024	07.30 WIB	17.00 WIB	
25	Rabu 30 Oktober 2024	07.30 WIB	17.00 WIB	
26	Kamis 31 Oktober 2024	07.30 WIB	17.00 WIB	

NO	WORK	EXPLANATION
1		Editing the <b>video footage</b> from an event as an intern in the Public Relations (Prokopim).



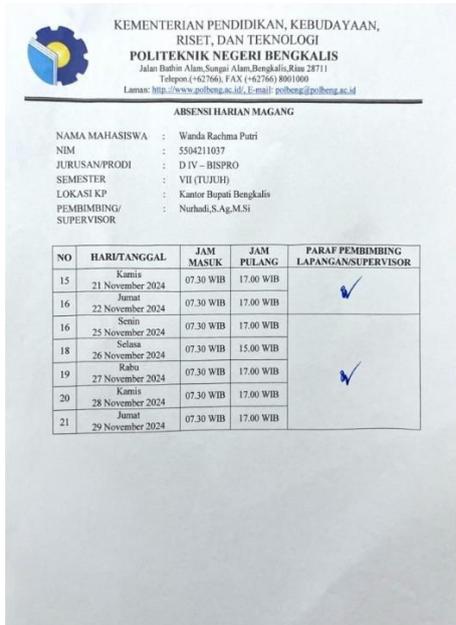
KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
**POLITEKNIK NEGERI BENGKALIS**  
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711  
Telepon: (+62766) 8901000  
Laman: <http://www.polbeng.ac.id/>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

**ABSENSI HARIAN MAGANG**

NAMA MAHASISWA : Wanda Rachma Putri  
NIM : 5504211037  
JURUSAN/PRODI : D IV – BISPRO  
SEMESTER : VII (TUJUH)  
LOKASI KP : Kantor Bupati Bengkalis  
PEMBIMBING/  
SUPERVISOR : Nurhadi, S.Ag, M.Si

NO	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1	Senin 04 November 2024	07.30 WIB	16.00 WIB	
2	Selasa 05 November 2024	07.30 WIB	16.00 WIB	
3	Rabu 06 November 2024	07.30 WIB	16.00 WIB	✓
4	Kamis 07 November 2024	07.30 WIB	16.00 WIB	
5	Jumat 08 November 2024	07.30 WIB	16.00 WIB	
7	Senin 11 November 2024	07.30 WIB	16.00 WIB	
8	Selasa 12 November 2024	07.30 WIB	16.00 WIB	
9	Rabu 13 November 2024	07.30 WIB	16.00 WIB	✓
10	Kamis 14 November 2024	07.30 WIB	16.00 WIB	
11	Jumat 15 November 2024	07.30 WIB	16.00 WIB	
12	Senin 18 November 2024	07.30 WIB	16.00 WIB	
13	Selasa 19 November 2024	07.30 WIB	16.00 WIB	✓
14	Rabu 20 November 2024	07.30 WIB	16.00 WIB	

NO	WORK	EXPLANATION
1		Covering an event at <b>Politeknik Negeri Bengkalis.</b>
2		Creating a speech for a Bupati (regional leader or head of a district).



NO	WORK	EXPLANATION
1		<p>Covering an event at <b>Politeknik Negeri Bengkalis</b> as an intern in the Public Relations (Prokopim)</p> <p>Department involves documenting the key activities taking place at the institution.</p>

## Appendix 2 Apprenticeship Acceptance Letter



PEMERINTAH KABUPATEN BENGKALIS

**SEKRETARIAT DAERAH**

Jalan Jenderal Ahmad Yani No. 070 Bengkulu Kode Pos 28712

Telp. (0766) 21255 Fax. (0766) 21687 Email

Laman [www.bengkalisab.go.id](http://www.bengkalisab.go.id)

SURAT KETERANGAN  
489/PROKOPIM/I/2025/4

Yang bertanda tangan di bawah ini menerangkan bahwa:

Nama : Wanda Rachma Putri  
Tempat/Tgl. Lahir : Bengkulu 28 Juni 2003  
Alamat : Jln Panglima Minal Gg Moh Yatim

Telah melakukan Kerja Praktek pada Kantor kami, Humas Prokopim Kantor Bupati Bengkulu sejak tanggal 1 Agustus 2024 sampai dengan 28 Desember 2024 sebagai tenaga kerja praktek (KP)

Selama bekerja di perusahaan kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Surat keterangan ini diberikan untuk dipergunakan sebagaimana mestinya.

Demikian agar yang berkepentingan maklum.

Bengkalis 7 Januari 2025  
  
NURHADIS, Ag., M.Si  
Head Of Subdivision

## Appendix 3 Evaluation Report

### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK PROKOPIM HUMAS BENGKALIS

**NAMA** : Wanda Rachma Putri  
**NIM** : 5504211037  
**Program Studi** : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional  
**Kampus** : Politeknik Negeri Bengkalis

No	Aspek Penilaian	Bobot	Nilai
1	Disiplin	20%	49
2	Tanggungjawab	25%	100
3	Penyesuaian diri	10%	100
4	Hasil kerja	30%	100
5	Perilaku Secara Umum	15%	100
6	Total Jumlah (1+2+3+4+5=100)	100%	499

**Keterangan :**

**Nilai** : Kriteria  
**81-100** : Istimewa  
**71-80** : Baik sekali  
**66-70** : Baik  
**61-65** : Cukup Baik  
**56-60** : Cukup

**Catatan:**

.....  
.....  
.....

Bengkalis, 7 January 2025  
  
**NURHADI**, S.Ag., M.Si  
Head Of Subdivision