

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In the current era of free competition, education is expected to play an important role in supporting all aspects needed to contribute ideas and real work in building the nation and state. The modern world of work demands the availability of human resources (HR) that are superior and competitive, and able to adapt to increasingly rapid global developments and challenges. Therefore, it is very important to have a workforce with high professional skills, both for present and future needs.

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

The internship program in fact is also effective for improving the ability to communicate well, the ability to adjust, the managerial ability to work in groups, the ability to interact, and increase accuracy in work as part of the soft skills that students must have (Haddad, et al., 2023). This theory presented emphasizes the importance of internship programs as practical learning platforms that bridge academic knowledge with real-world applications. These programs not only enhance technical competencies but also play a crucial role in shaping students' soft skills such as communication, adaptability, teamwork, interpersonal interaction, and attention to detail which are essential for career readiness and professional success.

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

During their internship at PT Ivo Mas Tunggal, a company engaged in palm oil and vegetable oil processing, interns were placed in two divisions: Management

Representative and General Affairs. In the Management Representative division, their activities included assisting with the preparation of minutes, downloading quality targets from the system for each department, and processing data using Microsoft Excel for ISO, RSPO, and other related documentation. In the General Affairs division, their activities included assisting with stationery inventory counts, checking the condition of building facilities, inputting incoming and outgoing goods data, and summarizing employee milk rations in each department.

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

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

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

1.2 Purpose of the Apprenticeship

The objectives of the internship program at PT. IVO MAS TUNGGAL, a company engaged in palm oil and vegetable oil processing, are as follows:

1. To gain practical experience in carrying out administrative and inventory management activities in the General Affairs (GA) Department.
2. To understand and implement the work systems and procedures applied in inventory management, engineering administration, document control, and integrated management system documentation in accordance with company standards.
3. To gain practical experience in carrying out administrative tasks, document management, data processing, and inventory control by using Microsoft Excel and the company's digital management systems.
4. Understand the types and descriptions of activities carried out during the internship program at PT Ivo Mas Tunggal through direct involvement in various operational activities within the General Affairs (GA), Engineering (ICA), and Management Representative (MR) departments.
5. Understand the various challenges encountered during the internship and the solutions implemented to resolve them, thereby enhancing analytical and problem-solving skills as well as the ability to adapt to a professional work environment.

1.3 Significances of the Apprenticeship

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

1.3.1 Significances for the Students

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

1. Students can apply the theories and knowledge they have learned in the classroom to the real world of work.
2. Students gain hands-on work experience relevant to their field of study.

3. Students learn to work in teams, allowing them to exchange ideas and develop collaborative thinking skills.

1.3.2 Significances for State Polytechnic of Bengkalis

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

1. The internship program can strengthen collaborative relationships and expand communication between Bengkalis State Polytechnic and PT IVO MAS TUNGGAL.
2. The internship program also helps improve the skills and membership of Bengkalis State Polytechnic graduates, so they are better prepared to enter the workforce.

1.3.3 Significances for the Company

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

The benefits of internships for companies include:

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