

Internship Final Report



**Faculty of Humanities
President University**

**Arsyika Claudia Yudiar
Communication – Public Relation 2015
009201500008
OCTOBER 2019**

Letter of Completion



PRESIDENT UNIVERSITY

SURAT KETERANGAN MAGANG 012/PU-HRD/SKM/X/2019

Yang bertanda tangan dibawah ini, menerangkan:

Nama : Arsyika Claudia Yudiar
Tempat, tanggal lahir : Magetan, 17 Maret 1997
Departemen : Fakultas Humaniora
NIK : 009201500008

Adalah mahasiswa Universitas Presiden yang telah melakukan magang sejak tanggal 13 Mei 2019 sampai dengan 13 September 2019 di Program Studi Komunikasi.

Selama melakukan magang yang bersangkutan telah melaksanakan tugas dengan baik, penuh dedikasi, dan mempunyai komitmen yang tinggi.

Kami mengucapkan terima kasih atas dedikasi dan komitmen serta segala usahanya selama mengabdikan di lingkungan Universitas Presiden.

Cikarang, 1 Oktober 2019

Benedictus Aji Kawentar, S.H.
Kepala Biro Sumber Daya Manusia

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PREFACE

Internship program is one of the requirements for President University to complete the subject to graduate from the President University. I am so grateful with this program that help me to develop my skill more also implement my soft skill during this intern program. I would like to say thank you to President University that give me opportunity to learn more about many things also adding so much knowledge during this program.

Special thanks for my supervisor, Endi Haryono who always guide me and give me chance to try many experience that I never do before. Also Naswan Iskandar that always cheer me up and said you can do it with his positive thought. For my intern-mate, Febry, Putde, Livia, Isha, Fifi, Mutia that always give me laugh and joy while struggling in this past 4months.

To my family that give me support, love, motivation also material things during this program. I am so grateful to have you in my life.

I also would like to express my gratitude to my internship mentor, Raudy Gathmyr for always makes the intern easier and going well.

I hope this report later would be useful for the readers who are going to plunge in the professional work industry.

Cikarang, October 6th 2019

Arsyika Claudia Yudiar
009201500008

CHAPTER I

INTRODUCTION

I.1 Background

President University is a university that believe that internship program is important for future, working with the expert in the professional industry. Before writing the thesis as the last assignment, internship is one of the requirements that need to be pass also helping finish the thesis with the knowledge that the students have. The student will try work within 4 months to improve knowledge also skills.

I.2 Objective

University expected the student to be able to explore beyond their previous knowledge and dig more the new skills that never learn before. Besides that, it gives us an insight of how a particular job and a profession or industry, so will be impactful to their performance in their future career journey.

I.3 Benefits

Working in this field helps me to open the wider understanding about making connection and good communication. Help me to implement what I've learn during my studies in Public Relation until my intern stage. This intern program teach me how to work in team also individual work.

CHAPTER II

COMPANY PROFILE

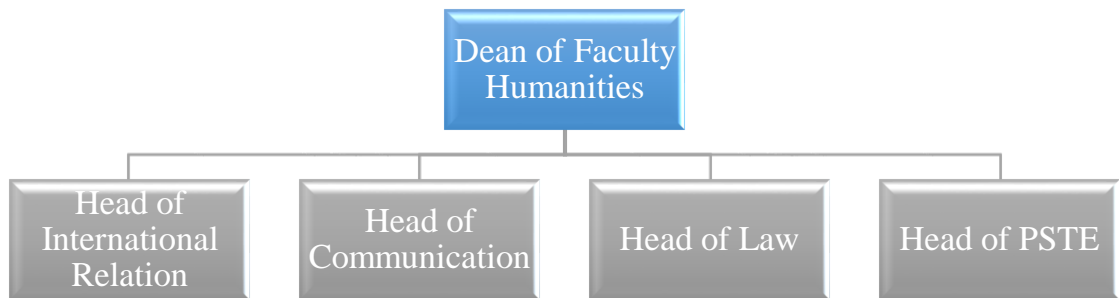
II.1 Faculty of Humanity Profile

School of Humanities concentrates mainly on those studies that specialize in deepening our understanding of what it means to be human. It is concerned with the spiritual and cultural issues that arise as the result of the processes of development and change both at the local and global levels.

II.2 Vision, Mission

- **Vision**
 - ✓ School of Humanities concentrates mainly on those studies that specialize in deepening our understanding of what it means to be human. It is concerned with the spiritual and cultural issues that arise as the result of the processes of development and change both at the local and global levels.
- **Mission**
 - ✓ To provide high quality learning, research and community development programs adhering to the principles good university governance.
 - ✓ To develop competencies-based curriculum in order to produce skillful graduates in their respective fields.
 - ✓ To produce knowledgeable and skillful graduates in the disciplines of International Relations, Law, Communication, Elementary Teacher Education who are ready to develop themselves as leaders with the capabilities of assisting, leading, carrying out, thinking critically, and promoting independency, creativity, inclusiveness, innovative, and open-mindedness.
 - ✓ To conduct high quality applied research and community development using the available resources.
 - ✓ To engage in mutually beneficial teaching, researching, and community development collaborations with both local and global institutions.

II.3 Organizational Chart



II.4 Core Organization Activities and Service

Faculty of Humanities is a Faculty that in charge of several major that related to social object. Faculty of Humanities want to becoming an excellent Faculty at the national and international levels in the disciplines of International Relations, Legal Studies, Communication Studies, and Elementary School Teacher Education that gives birth to leaders who have an entrepreneurial spirit based on a multicultural mindset, and a strong and broad global outlook in 2025.

CHAPTER III

INTERNSHIP ACTIVITIES

During the internship, I worked under Faculty of Humanities in President University. I worked under supervision the Dean of Faculty of Humanities, Mr. Endi Haryono as my supervisor. I will explain and share the activities that I do, during 4 months' internship program.

III.1 Conduct a Workshop

As an intern student, I do my first job with making workshop a month before the due date. I make the e-poster also help my supervisor to capture the moment in workshop, and meet peoples from various university and another company that take part in the books making about President Election 2019.

III.2 President University 14th Graduation Project

As a multimedia division, the lecturer assigned me to join and create a video for 14th Graduation of President University. From helping making concept of the video, take a video until editing process. The concept of the video was adjusted by the graduation theme. I become the one of artist in the video and I also learn how to be artist and how to be production team too, such a beneficially for me to know something new and interesting.

III.3 President University X Picklock Production House

President University X Picklock Production House making a collaboration in making films, as an intern my job is helping for the sponsorship and help to give a presentation to the investor. My job is to convince the investor to join this project, so the production can start earlier. As for now, we still finding the investor who want to collaborate with.

CHAPTER IV

PERSONAL RESULT AND EVALUATION

Personally with this internship program I learn much more than I thought, something new also different from what I know from hearing friend's experience. It makes me improve my soft skill, also;

IV.1 Improving Communication Skills

I learned how important being polite also nice while meeting different people in this internship. When I conduct the workshop until become usher for cumlaude's parent in 14th Graduation, I feel that how I talk, attitude that I show to the older people is politer than before. I need to make a good impression to them with polite and friendly also smiling while myself also nervous. Also while meeting with PickLock Film and investor, discuss about the film making collaboration this skill really important to gain attention during the presentation, so can make a good result for both.

IV.2 Teamwork in Video Production

This is my first time joining production video, I got many knowledge while do the production. The things that I learn is teamwork is the cure when you can't do these thing alone, your partner can cheer you up and help anything that you can't do. Also learn how making video isn't easy like when we comment about someone creation, so I think I love working in production company one day.

CHAPTER V

RECOMMENDATION

V.1 Recommendation for University

I appreciated how President University work by conducts this internship program become a requirement to graduate. Internship program can help student to prepare the real professional industry, but maybe university can have more clearly seminar about internship program, so we can well prepared also clearly understand.

For internship report, maybe university can make another policy about hard copy for documents also final report. I think when it comes paperless, it can save time and money for the important things, like printing Thesis.

V.2 Recommendation for Company

Working with President University, especially Faculty of Humanities is such a pleasure and also meaningful experiences. There are many chance to improve my skill, while talking about new event or talking about film development.

In this internship, I didn't get the information clearly from faculty about the allowance or something that I must do to HRD for example. So, maybe later it can be clearly informing to intern student.

APPENDICES





Form No	ICC/19/INT/SPV/2014
Revision	03
Form Title	Final Intern Performance Evaluation Form

Internship and Career Center

Work Performance Appraisal and Development Plan

Please provide your candid evaluation of this student's performance or skill level in each of the following areas. We encourage you to participate in a two-ways communication in discussing the student's performance and share your appraisal to the student for her or his professional development. Thank you.

PresUniv Student's Name : Arsyika Claudia Yudiar
 Name of Institution : Faculty of Humanities
 On-Site Supervisor Name : DR. Endi Haryono, M.Si
 On-Site Supervisor Title : Dean of Faculty Humaniora
 Appraisal Period : May 13, 2019 to September 13, 2019

Rating Description

Rating	In Points	Definition
EX Exceptional (EX)-5	85-100 Points	Outstanding Performance. Quality excellence is delivered in continuous basis
AA Above Average (AA)-4	70-84.99 Points	Demonstrate work performance which exceeds the standard expectation and requirement of the job.
A Average/Satisfactory (A)-3	60-69.99 Points	Demonstrate work performance which meets the standard expectation and requirement of the job.
NI Needs Improvement (NI)-2	50-59.99 Points	Demonstrate poor work performance in most areas. Need intensive training before entering to the job.
P Poor/Unsatisfactory (P)-1	0-49.99 Points	Cannot demonstrate the expected work performance quality. Not ready for work.

1. Please put X in the appropriate column indicating your assessment to the work performance being assessed.

Work Performance	1	2	3	4	5
A. Business/Organization Competency					
1. Consistency in submitting the assignment within the expected period of time (meeting the deadline).					X
2. Ability to produce reliable work quality as being thorough with minimum error.					X
3. Ability to work under minimum supervision.					X
4. Ability to be active and consistent in seeking for knowledge/information needed to perform the job.				X	
5. Ability to analyze/identify the main issues/problems.					X

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Signed and stamped
On-site supervisor:

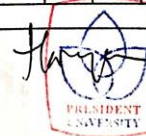


Form No	ICC/19/INT/SPV/2014
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Work Performance	1	2	3	4	5
6. Ability to offer relevant solution/recommendation to the problems				X	
7. Level of discipline to maintain the agreed working hours				X	
8. Level of awareness of organizational code of conduct and culture.					X
B. People Competency					
1. Ability to prioritize the team's goal rather than individual goal					X
2. Ability to accept constructive feedback from team members or supervisor in a mature and professional manner.					X
3. Level of initiative to seek for information on team's needs, and act on it.					X
4. Level of awareness of customer's needs expectation, problems, and circumstance (both internal & external customers).				X	
5. Ability to build rapport and cooperation with customer (both internal & external).					X
6. Level of engagement with team members (including attending discussion, being helpful, and showing empathy).					X
7. Ability to share important/relevant information (including ideas and recent updates) with team members and supervisor.					X
C. Self-Management (Behavioral)					
1. Ability to behave in a respectful and consistent manner.					X
2. Ability to share feelings to let other colleagues understand the current state of mind.				X	
3. Ability to manage confidential information.				X	
4. Ability to treat other people with respect.				X	
5. Ability to maintain constant performance and act rationally under a stressful situation.					X
6. Ability to adjust to the emerging changes in the workplace.					X
D. Technical Skill					
1. Ability to listen and follow the instruction.				X	
2. Ability to inform clear message and information in good spoken language.				X	
3. Ability to write clearly and concisely.					X
4. Ability to respond to questions, feedback, and instructions in a clear and correct manner.					X
5. Level of relevancy of the knowledge to the business needs.					X
Please write down the necessary tool, knowledge, or skills needed to perform the job, and rate the subordinate's performance in meeting the technology requirement					
1. Tools / Technology/Machine (e.g. Ms. Words, Adobe Photoshop)	P	NI	A	AA	EX
1.1 MS. Words				X	
1.2 Adobe Photoshop		X			
1.3 Adobe Premiere			X		

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Signed and stamped
On-site supervisor:



PRESIDENT UNIVERSITY



Form No	ICC/19/INT/SPV/2014
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2. Knowledge	1	2	3	4	5
2.1. Teamwork				X	
2.2. Public speaking				X	
2.3. Leadership				X	

2. Based on the overall contribution of the employee, how would you rate the contribution of the employee to the business process?

Very Valuable Somewhat valuable Limited Value Not valuable/not ready to work in the institution

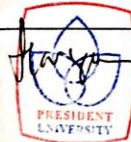
Please explain in what way the student has created impact to the organization or your work as on-site supervisor.

The idea that she bring is a new fresh-air for us, because she always think outside the box.

3. Please use the following section to identify the primary strengths, areas to be improved, and future training plan which is recommended to enhance the employee's work performance.

Primary Strengths (Knowledge, Skills, Attitudes)	Areas to Be Improved (Knowledge, Skills, Attitudes)
Public Relation skill Team work	Share oppinion Time management

Signed and stamped
On-site supervisor:





Form No	ICC/19/INT/SPV/2014
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Courses/Training/Workshop/Seminar Which the Employee Should Participate to Enhance/Maintain the Quality of Work Performance
1. Public Relation workshop
2. Soft skill seminar
3.
4.
5.

4. Please provide your feedback on the learning design/curriculum/seminars/training which President University must offer to improve the quality and competitiveness of the graduates in the workplace.

Courses/Training/Workshop/Seminar Which the Employee Should Participate to Enhance/Maintain the Quality of Work Performance
1. Improve soft skill seminar
2. Public Relation per beginner
3.
4.
5.

Assessed by,

Signed and stamped
On-site supervisor name:
DR. Endi Haryono, M.Si
FACULTY OF HUMANITIES

Evaluation Date: 30 September 2018

I, herewith, acknowledge that this performance review was conducted to evaluate my work performance during the specified period. My signatory in this review indicates that I have understood and approved the outcome of the appraisal. I understand that I will secure a copy of this appraisal, and agree that if after 15 working days I do not submit any objection to the appraisal result, I waive my right to demand any changes in the evaluation.

PresUnit Student:
Arsyika Claudia Yudiar