REPORT OF APPRENTICESHIP PROGRAM

Tourism Marketing Division Assistant in Completing Travel and Tourism Data on the Eastjavatrip Application at Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur



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2021

APPROVAL SHEET

Apprenticeship Report

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	Tourism Data on the Eastjavatrip Application at Dinas Kebudayaan dan
	Pariwisata Provinsi Jawa Timur

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Surabaya, 29 November 2021

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STATEMENT OF ORIGINALITY

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This is to certify that to the best of my knowledge, the content of this apprenticeship report is my work. This report has not been submitted for any other purposes. I use some parts to complete this report as an exception but I use an ethic to write a report or scientific works.

If I prove wrong, I will take all the responsibility.

Surabaya, 29 November 2021

Nadyatul Fatihah

DEDICATION SHEET

First, the writer deeply would like to thank Allah SWT for the blessings and gifts to go through every ease and hardship. Despite many obstacles stand and difficulties during the process, the writer can continue to finish the apprenticeship. Finally, the writer can manage and complete the apprenticeship as well as the apprenticeship report.

Every process to complete the apprenticeship, supports, and help are always given to the writer by people around from various directions. Therefore, sincerely and respectfully also with every limitation, the writer would like to thank to:

- Dra. Pratiwi Retnaningdyah, M.Hum., M.A., Ph.D. as the head of English Department, Faculty of Language and Arts, State University of Surabaya.
- 2. Dwi Nur Cahyani Sri Kusumaningtyas, S.S., M.Hum. as my apprenticeship supervisor of English Literature Study Program.
- 3. Susariningsih, MM, as the head of the Tourism Marketing Division who has warmly welcomed meto into this division.
- 4. Satria Devi Kurniawan, S.STP, as my field advisor and the head of Seksi Sarana Promosi dan Informasi Pariwisata & Plt. the head of Seksi Promosi dan Kerjasama Pariwisata Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur who has warmly welcomed and accepted me to be the team of Tourism Marketing Division also who has been helping and guiding me about the tasks given.
- 5. My friend, Aulia Anggraini and Annisa Febriana who always support me as an intern in the Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur.
- 6. All staff in Tourism Marketing Division who have been helping and guiding for 3 months.

PREFACE

Alhamdulillah all praises to the Almighty God Allah SWT, for his blessings and mercies. So that the writer can complete the apprenticeship report properly on time. The purpose of writing the report of apprenticeship is to qualify the requirement for finishing the apprenticeship and also be one of the graduation requirements in the English Department, Faculty of Languages and Arts, States University of Surabaya.

The purpose of the implementation of this apprenticeship is to introduce and prepare students to face the world of work. The writer carries out an apprenticeship at Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur, from 1st September – 30th November 2021. This apprenticeship report discusses the job task of a tourism marketing assistant at Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur.

Though the writer has tried the best to keep the report free from errors, the writer apologizes if any error is found which was not deliberately made. Thus, suggestions and constructive criticism are expected. Therefore, this apprenticeship report is made. Hopefully, it will be useful and can be used as literature.

Surabaya, 29 November 2021

Author

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CHAPTER I

INTRODUCTION

1.1. Background of Apprenticeship

As a government educational institution in Surabaya, Universitas Negeri Surabaya (UNESA) has concurrent in its visions. UNESA has two LPTK-based missions (*Lembaga Pendidikan Tenaga Kependidikan*). UNESA's primary goal is to run programs, both academic and non-academic. UNESA develops the most effective curriculum for its students in order to prepare them for their future careers. One of the students' main concerns as they study is what kind of career they should do in the future. Praktik Kerja Lapangan (PKL), or known as an apprenticeship, is one of UNESA's curriculum.

Internship is a compulsory subject that must be done by every UNESA student. Previously, the internship was carried out directly at the location, but due to the pandemic, UNESA decided to change the requirements. To maintain the health of staff and students, apprenticeship are implemented on a hybrid, online and offline basis. Apprenticeship is the understanding and practice of work and performance using information and communication technology in various fields depending on the educational program. Internship is also one of the graduation requirements. This is an important course that will help students increase their knowledge and experience of how work needs to be done in a particular field. Therefore, the writer chose to do an internship at the Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur as a narrative writer for the marketing tourism section in the eastjavatrip app.

The implementation of the apprenticeship is carried out at a government service, namely the Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur is a government organization engaged in tourism in East Java Province. The writer chose the place for apprenticeship at the Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur because the writer wants to know how the public services provided by the government service, especially in the tourism sector, the writer also wants to know the real world of work and get more experience that has not been obtained at the university.

1.2. Purpose of Apprenticeship

The purpose of holding the Apprenticeship are:

- 1. To accomplish the apprenticeship (Praktik Kerja Lapangan) course in the 7th Semester.
- 2. With an apprenticeship of approximately 3 months at Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur, it is hoped that it will improve attitude and discipline by diligently submitting the task on time.
- To know and understand the activity of Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur.
- 4. Adding the student knowledge about the world of work by studying and participating in event preparation meetings in a relevant section.

1.3. Significance of Apprenticeship

The significance of Apprenticeship is divided into three, are:

1.3.1 Significance for the Students

- a. Introducing the students to the real world of work.
- b. Understanding the actual concept of working and experience for the student's further career.
- c. Having the opportunity to be one of the staff while applying our writing and knowledge in Eastjavatrip website and application.
- d. Getting more familiar with the environment as a Tourism Marketing of Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur.
- e. Acquiring and applying the practical skills that have or have not learned in the Universities program.

1.3.2 Significance for the University

- a. Establishing bilateral cooperation between the University and the institutions.
- b. The University will be able to improve the quality of its graduate through apprenticeship work experience.
- c. The University will be known in the literature and artistic realm.

1.3.3 Significance for the Institutions

- a. Introducing Universitas Negeri Surabaya (UNESA) where the apprenticeship was held in Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur is accomplished and it is expected to create a good relationship between the institutions and the university.
- b. Establish a good relationship between the literature and art realm with Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur.
- c. Assist Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur in helping the institution itself and its program to the public.

CHAPTER II

COMPANY PROFILE

2.1 Brief History of the Company

Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur is located at Jl. Wisata Menanggal, Dukuh Menanggal, Gayungan, Surabaya, East Java. Based on PERGUB Number 65 of 2016 concerning Position, Organizational Structure, Description of Duties and Functions, and Work Procedures, have a main task of helping the Governor carry out government affairs which are the authority of the Provincial Government in the Field of Culture and Tourism.

Dinas Kebudayaan Dan Pariwisata Provinsi Jawa Timur has 5 fields consisting of the Secretariat, Marketing Sector, Cultural Heritage and History Sector, Tourism Destinations Sector, Culture Sector, and Tourism Industry Sector as well as 4 UPT which are UPT. Taman Budaya, UPT. Pemberdayaan Lembaga Seni dan Ekonomi Kreatif Wilwatikta, UPT. Museum Mpu Tantular and UPT. Laboratorium, Pelatihan dan Pengembangan Kesenian.

In 2007, *Dinas Pendidikan dan Kebudayaan Jawa Timur* changed its name to the *Dinas Pendidikan Provinsi Jawa Timur* and no longer deals with culture, but manages the Provincial Government and Regency/City Government (Government Regulation No. 38 of 2007 concerning the Division of Government Affairs). For two years under the auspices of the Education Office, finally the East Java Governor Regulation No. 76 of 2010 was born, so TBJT became the Technical Implementation Unit (UPT) of the *Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur* and took care of general arts based on what was done before.

2.2 Vision and Mission

2.2.1 Vision

Based on the East Java Provincial Regulation Number 6 of 2017 concerning the Master Plan for Tourism Development of East Java Province for 2017 - 2032article 4 paragraph (1), the vision of the Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur is the realization of the province as a leading tourism destination in the world, competitive and sustainable for the welfare of society.

2.2.2 Mission

Based on East Java Provincial Regulation Number 6 of 2017 concerning the Master Plan for Tourism Development of East Java Province for 2017 - 2032 article 4 paragraph (1), the mission of the East Java Province Culture and Tourism Office is as follows:

- 1. Develop tourism destinations that are safe, comfortable, attractive, easily accessible, environmentally friendly, increasing regional and community income.
- 2. Develop a synergistic, superior, and responsible Tourism Marketing to increase domestic and foreign tourist visits
- 3. Develop a competitive, credible, sustainable Tourism Industry, drive business partnerships, and be responsible for the preservation of culture and the natural environment.
- 4. Develop Provincial Government Institutions, private and community, human resources, regulations, and effective and efficient mechanisms to encourage the realization of sustainable tourism.

2.3 Organizational Structure

Organizational structure is an arrangement and relationship between each part and the existing position in an organization or institution in carrying out operational activities to achieve the expected and desired goals. The organizational structure clearly describes the separation of work activities from one another and how the relationship between activities and functions is limited. Regarding the institution, it has organizational structures achieving tasks in its divisions. Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur is being led by the head office and other staff such as the secretary and treasurer. Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur is divided into 5 fields consisting of the Secretariat, Marketing Sector, Cultural Heritage and History Sector, Tourism Destinations Sector, Culture Sector, and Tourism Industry Sector.

1.	Kepala Dinas	: Sinarto, S.Kar, M.M
2.	Sekretaris	: Tri Bagus Sasmito, S.STP
3.	Subag Tata Usaha	: Dra. Marfuah Suharti, M.Psi
4.	Subag Sungram & Anggaran	: Wawan Darmawan, SE, MM
5.	Subag Keuangan	: Sudjoko, SH, MM
6.	Bidang Kebudayaan	: Suwondo, SE, MM

7.	Seksi Pelestarian Tradisi	: Hari Tunariono, S.Sos. MH
8.	Seksi Pembinaan Kesenian	: Dra. Lilis Sukartini, MM
9.	Seksi Pengembangan Kelembagaan Budaya	: Kartika Widyawati, SE, M.I.Kom
10.	Bidang Cagar Budaya & Sejarah	: Dwi Supranto, SS., MM
11.	Seksi Registrasi Cagar Budaya	: Dra. Sri Mustika
12.	Seksi Pelestarian Cagar Budaya	: Dra. Nina Rossana, M.S
13.	Seksi Pembinaan Sejarah Lokal	: Drs. I Gede Ariawan, MM
14.	Bidang Pemasaran Wisata	: Dra. Susariningsih, MM
15.	Seksi Sarana Promosi & Informasi Pariwisata	: Satria Devi Kurniawan, S.STP
16.	Seksi Pendataan & Pengembangan Pasar	: Janti Paseru, S.St. Par
17.	Seksi Promosi & Kerjasama	: Drs. M. Ma'aruf, MM
18.	Bidang Destinasi Pariwisata	: Dra. Susianti, MM
19.	Seksi Destinasi Wisata Budaya & Buatan	:
20.	Seksi Destinasi Wisata Alam	: Achmad Ansori, SE., M.M
21.	Seksi Pemberdayaan Masyarakat &	
	Tata Kelola Destinasi	: Dyah Sukma Novianti, SE, M.Sn
22.	Bidang Industri Pariwisata	: Ansori, SE. MM
23.	Seksi Usaha Pariwisata	: Hariyanto, S.Sos
24.	Seksi Usaha Jasa Pariwisata	: Luki N. Rosyidah, S.STP, MAP
25.	Seksi Pengembangan SDM Kepariwisataan	: Dra. Mimik Suryathy, MM

To understand the clear position of each division, the structures of the organization of Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur can be seen in the appendix.

CHAPTER III

IMPLEMENTATION OF APPRENTICESHIP PROGRAM

3.1 Job Description/Role in the Company

In carrying out an apprenticeship at the Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur, the writer was placed in the Tourism Marketing division. The writer was also given the opportunity by the head of Seksi Sarana Promosi dan Informasi Pariwisata & Plt. the head of Seksi Promosi dan Kerjasama Pariwisata to help carry out ongoing work while applying all the knowledge that has been gained by the writer during the lecture. In this apprenticeship, the writer was accepted as a Tourism Marketing Division assistant. These are the job description of Tourism Marketing assistant at the Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur:

- a. Write tourism narration on eastjavatrip website;
- b. Input data about East Java tourism and re-check the uploaded data on eastjavatrip website;
- c. Participate in some events and observe directly the promotion activities of tourism destinations in East Java during the event;

3.2 Activities

The writer has carried out an apprenticeship at the Tourism Marketing Division of Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur which is located on Jl. Menanggal Wisata, Dukuh Menanggal, Kec. Gayungan, Kota Surabaya, Jawa Timur. The time for apprenticeship is 3 months from September 1st to November 30th, 2021. Apprenticeship activities start at 07.00 WIB – 15.30 WIB on Monday to Thursday, and 06.30 WIB - 14.30 WIB on Friday.

On the first day of the apprenticeship, all apprentices are asked to join the Zoom Meeting for an introduction to the apprentices and the field supervisor about Tourism Marketing Division that was held on the 6th of September 2021. When PPKM was still being implemented in the Surabaya area, the apprenticeship were automatically full online (WFH) and the task is to write narrative about the typical food of each region in East Java to be uploaded on eastjavatrip. The writer also had the task is to input or move all tourism and travel data that has been prepared including attraction, culinary, and

culture to eastjavatrip website. This aims to fulfill the completeness of the data in the eastjavatrip application which at that time had not been released.

On the first day of WFO, the apprentices were directed to the Tourism Marketing Division room. The writer was under the guidance of Mr. Satria as the head of the Tourism Promotion and Information Facilities Section & Plt. the head of the Tourism Promotion and Cooperation Section as well as the field supervisor. The apprentices introduced to all employees of the Marketing Division of Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur. Then the apprentices were given direction by the field supervisor in order to understand more about the Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur before beginning to carry out the tasks given.

During the practice of doing apprenticeship at the Marketing Division of Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur, the writer directly applies the knowledge that has been practiced in the in the Tourism course that has been obtained from the English department in the previous semester. The following is a more detailed explanation of the tasks assigned to the writer during the internship:

a. Write tourism narration on eastjavatrip website.

Eastjavatrip.id is a reference for visits, ranging from tourist attractions, culture, culinary delights to tourism events when visiting East Java. This reference is managed directly by Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur. In order to fulfill the completeness of the data in the eastjavatrip application, inputting data from data attraction, culture, to culinary are needed. One of the writer's activities is to make narrative writing about tourism, especially about culinary and culture in each region in East Java, which is assigned directly from the supervisor. Since eastjavatrip.id is a reference for visits, ranging from tourist attractions, culture, culinary delights to tourism events when visiting East Java. In order to fulfill the completeness of the data in the eastjavatrip application, inputting data such as a narration from each region in East Java's culture and culinary are needed. The writer makes some narrations that are taken from various sources and paraphrased each day according to the division of tasks from the supervisor, then after the narration is complete, it is directly uploaded to the eastjavatrip website individually. A few examples of culinary narrative result is shown in Appendix.

b. Input data about East Java tourism and re-check the uploaded data on eastjavatrip website

Eastjavatrip.id is a reference for visits, ranging from tourist attractions, culture, culinary delights to tourism events when visiting East Java. This reference is managed directly by Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur. In order to fulfill the completeness of the data in the eastjavatrip application, inputting data from data attraction, culture, to culinary are needed. The following is a detailed explanation of the data input that the writer has done during the apprenticeship:

1) Attraction

- a) Open the eastjavatrip website via a browser by typing the link https://eastjavatrip.standtech.id/ then a panel will appear as in Appendix 2.2
- b) Login by filling in the user id and password then click login.
- c) Click Post on the left
- d) Click Attraction
- e) Click New on the top right. Then a panel will appear as in Appendix 2.4
- f) Then fill in the data according to the division of each city in the column provided as follows:
 - Fill in the name of the city
 - Fill in the name of the attraction
 - Fill in the attraction image with the provided image. (image format JPG, JPEG with a maximum size of 4 mb)
 - Fill in the description of the attraction in accordance with the division of tasks.
 - Fill in the gallery URL with the link provided.
- g) Click Create then OK.

2) Culture

- a) Open the eastjavatrip.id website via a browser by typing the link <u>https://eastjavatrip.standtech.id/</u>
- b) Login by filling in the user id and password then click login.
- c) Click Post on the left
- d) Click Culture

- e) Click New on the top right.
- f) Then fill in the data according to the division of each city in the column provided as follows:
 - Fill in the name of the city
 - Fill in the name of the culture
 - Fill in the culture image with the provided image. (image format JPG, JPEG with a maximum size of 4 mb)
 - Fill in the description of the culture in accordance with the division of tasks.
 - Fill in the gallery URL with the link provided.
- g) Click Create then OK

3) Culinary

- a) Open the eastjavatrip.id website via a browser by typing the link https://eastjavatrip.standtech.id/
- b) Login by filling in the user id and password then click login.
- c) Click Post on the left
- d) Click Culinary
- e) Click New on the top right.
- f) Then fill in the data according to the division of each city in the column provided as follows:
 - Fill in the name of the city
 - Fill in the name of the culinary
 - Fill in the culinary image with the provided image. (image format JPG, JPEG with a maximum size of 4 mb)
 - Fill in the description of the culinary in accordance with the division of tasks.
 - Fill in the gallery URL with the link provided.
- g) Click Create then OK

c. Participate in events and observe directly the promotion activities of tourism destinations in East Java during the event.

The activities and events that were attended by the writer as follows:

1. Jatim Fair 2021

JATIM FAIR HYBRID 2021 as a means of trade promotion in the context of the 76th anniversary of East Java Province, which aims to be a step to accelerate economic recovery in East Java in a pandemic condition by encouraging MSMEs to quickly RISE up and be able to contribute to economic growth in East Java. JATIM FAIR HYBRID 2021 combines the concept of Offline & Online exhibitions as one of the steps to prevent the spread of Covid-19 in East Java & displays various potential performance achievements that have been achieved by Entrepreneurs, Government and the East Java Community. In commemorating the 76th anniversary, the East Java Provincial Government held the 12th East Java Fair Exhibition with the theme of the spirit of economic revival (8/10/2021). The exhibition which was held at Grand City Surabaya was opened with a ribbon cutting procession by the Governor of East Java Khofifah Indar Parawansa, Deputy Governor of East Java Emil Elistianto Dardak, and Chairman of the East Java DPRD Kusnadi. The writer got the opportunity to experience participating in Jatim Fair 2021 as an event assistant in managing the guest list book.

2. Tapping Talk Show Kementerian Pariwisata dan Ekonomi Kreatif 2021 Kementerian Pariwisata dan Ekonomi Kreatif of the Republic of Indonesia is under and responsible to the President and assists the President in carrying out government affairs in the tourism sector, and government duties in the creative economy, as part of national development goals. The story of the CHSE Health Protocol, in the realm of the event, was organized by the Kementerian Pariwisata dan Ekonomi Kreatif at the Majapahit Hotel, Surabaya, is a provision for event actors, for adapting to the new normal and are consistent in implementing the health protocol. The speakers who attended the talk show included the Head of Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur, the Dirbinmas of the East Java Police, and the Ministry of Tourism and Creative Economy of the Republic of Indonesia. The writer got the opportunity to experience accompanying the head of Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur in Tapping Talk Show Kementerian Pariwisata dan Ekonomi Kreatif at Majapahit Hotel – Surabaya on November 2nd, 2021.

3.3 Benefits and Challenges

3.3.1 Benefits

By doing an apprenticeship at Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur, the writer gets various real experiences in the work environment. Some things that are useful for the writer after doing the apprenticeship are:

- Gain the ability to adapt to the world of work, understand and adapt to a work environment with different people, and lots of new experiences and good knowledge when on duty at the office or in an event, so that the apprentices know how the process and how the service works at Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur, especially in the field of tourism marketing.
- 2. Get the opportunity to experience participating in some events.
- 3. The writer can apply the practical skills that have or have not learned in the Universities program.
- 4. Not all theories in lectures are used when conducting apprenticeship, only a few are used, which are tourism and narrative writing. In the world of work that requires responsibility, accuracy, high patience for all the work done.

3.3.2 Challenges and Solutions

During the internship at Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur, the author certainly got several benefits. The benefits that the authors get during the internship are as follows:

1. Self-time management issues

In balancing between internship and academics, individuals may choose to sleep fewer hours a day or avoid taking breaks in order to have more time to be more productive. Reducing or eliminating time off may appear to be helpful in the short term, but it usually makes less effective due to the lack of rest. The proposed solution is to learn a more organized living and rest when need to and are able because productivity often increases with well-rested energy.

2. Hesitant to ask questions

The next problem faced during the apprenticeship is the lack of experience in operating the eastjavatrip website so that it has a few problems entering data. The solution to this problem is to ask other apprentice first. Sometimes the writer doesn't want to interrupt but when the task assigned to the writer is completely unclear, the writer needs to clarify it with the field supervisor. The proposed solution is to write down questions and ask the field supervisor as it is important to seek help when needed since the apprentices are still new and lack experience.

3. Distribution of trivial task

These can include re-check data input, asking for SPT number and signature in *Tata Usaha*, scanning files, even though they might not seem that important, they are actually a crucial part of running an institution. The proposed solution is realizing that it is normal to start with less-risky tasks, while everyone at the Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur including the supervisor has to do their fair share of work. It is important to demonstrate commitment to the job and be confident about the fact that the writer added value to the institution.

CHAPTER IV

REFLECTION ON APPRENTICESHIP

Although the writer couldn't do a full offline apprenticeship for 3 months, the writer still has some mesmerizing memories during the apprenticeship. During apprenticeship activities, the writer gets a variety of new knowledge and experiences gained from the apprenticeship at Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur, from field supervisors, marketing division staff, and fellow students during apprenticeships. Time management is very important so that everything that has been planned goes according to the expected target. From this experience, the writer has learned how to get in touch in real work life, how to manage time while doing the academics and the apprenticeship tasks, and how to study and work harder to finish the task perfectly.

In addition, this apprenticeship activity adds real experiences that can be used as meaningful learning for the writer. By going directly, the writer gets the opportunity to develop the skills more so that they can be used as provisions when entering the world of work in the future. This has been a great experience ever. Although we cannot do the apprenticeship fully offline, we still can finish it well. We even get to know more knowledge and opportunity while learning new things.

CHAPTER V

CLOSING

5.1 Conclusion

The purpose of writing this report is to fulfill the requirements of the Apprenticeship course. Apprenticeship is one of the courses in the English Literature study program in semester 7 that must be taken by students. In addition, apprenticeship is also one of the graduation requirements applied by the State University of Surabaya, especially the English Literature Study Program. The purpose of implementing an apprenticeship or internship is for students to gain experience, insight, and broader knowledge about the world of work so that when they enter the world of work they can adapt quickly.

From the apprenticeship activities carried out at Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur, it can be said that the internship provides knowledge about the tasks carried out by the Tourism Marketing Division of Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur. Apprenticeship activities provide insight into variations in language and terms in the government service also useful for the writer to apply the knowledge gained in lectures in the actual work environment. Through apprenticeship activities, the writer gains experience and an overview of the world of work.

During the apprenticeship, the writer becomes more disciplined in time, more responsive, more independent, and more responsible in carrying out the assigned tasks. By doing an apprenticeship at the Department of Culture and Tourism of East Java Province, the writer gets various real experiences in the work environment.

5.2 Suggestion

During the apprenticeship implementation, the writer realizes that there are still many shortcomings in the implementation of apprenticeship activities at Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur. The suggestions that can be given by the writer to improve and become a reference to minimize the shortcomings of the implementation of apprenticeships, as well as the implementation of work in the Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur in the future, are as follows:

1. The writer suggests that the Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur continues to provide opportunities for students to do apprenticeship or internship so that they can continue to provide insight to students about the world of work.

- 2. Due to the Covid-19 pandemic situation which has caused several activities of Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur to be canceled or postponed, so that it can be activated even more to introduce East Java culture through the social media accounts of Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur.
- 3. Suggestions for the university is to continue holding apprenticeship activities for their students since the knowledge gained from apprenticeship is not all studied in lectures.
- 4. For students who will carry out apprenticeships should have the ability to operate computers at least can use Microsoft Office well.

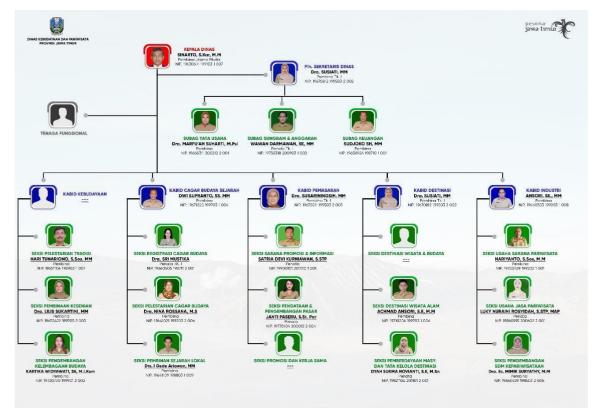
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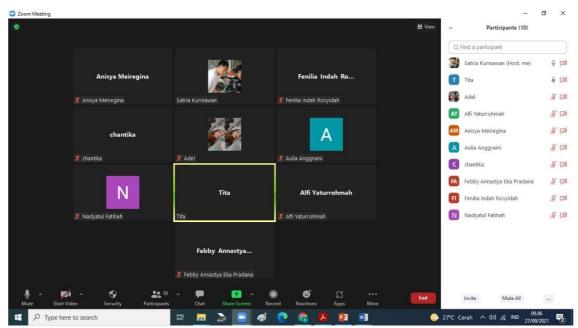
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1. Structure Organization

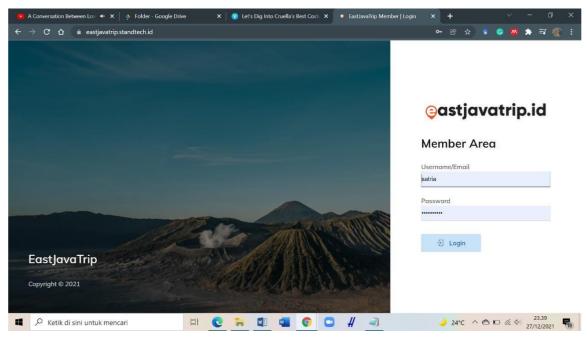


2. Activities Documentation

2.1 Introduction and Distribution of Task (Work From Home)



2.2 eastjavatrip Website Display



2.3 Culinary Narration Task

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2.4 Input data on eastjavatrip

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2.5 Jatim Fair 2021 Event







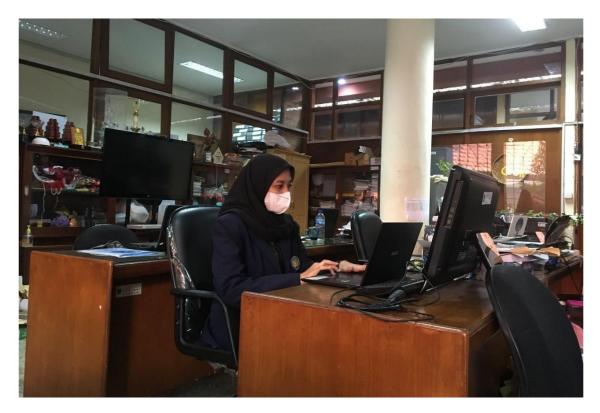


2.6 Tapping Talk Show Kementerian Pariwisata dan Ekonomi Kreatif 2021 at Majapahit Hotel Surabaya



2.7 Work From Office









With the head of Seksi Sarana Promosi dan Informasi Pariwisata Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur as our field supervisor.

3. The Permission Letter



www.unesa.ac.id | "Growing with character"

4. Log Book



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET DAN TEKNOLOGI UNIVERSITAS NEGERI SURABAYA FAKULTAS BAHASA DAN SENI JURUSAN BAHASA DAN SASTRA INGGRIS Kampus Lidah Wetan Surabaya, Gedung T4 Lidah Wetan Surabaya 60213 Telp/Fax. (031) 7532192 Laman : fbs.unesa.ac.id, Email : <u>bahasainggris@unesa.ac.id</u>

Apprenticeship Weekly Logbook English Literature Study Program

Student's Name	: Nadyatul Fatihah
Location	: Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur
Duration	: from September 6 th to September 10 th
Week	: 1.

1	Activity	 1st briefing (zoom meeting) → Introduction and division of individual task Input the travel data to the <u>https://eastjavatrip.standtech.id/</u> website (Kabupaten Bondowoso, Jombang, Lumajang, Malang, Ngawi)
2	Activity Duration	5 days WFH
3	Output	Get to know what the tasks of the Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur
4	Challenges	 Self-time management issues (balancing between internship and academics) Hesitant to ask questions for the fear of being judged Distribution of trivial task
5	Proposed Solution	 Learning a more organized living Write down the questions and ask when already jotted down some Realizing that it is normal to start with less-risky task
6	Supervisor's Comments and Feedback	Wiptone your asility about technology Normation to support your Funce Las.
7	Evidence Link	Attached in appendix

Student's Signature tul Fatihah Nady

Supervisor ignature

Satria Devi K.



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET DAN TEKNOLOGI UNIVERSITAS NEGERI SURABAYA FAKULTAS BAHASA DAN SENI JURUSAN BAHASA DAN SASTRA INGGRIS Kampus Lidah Wetan Surabaya, Gedung T4 Lidah Wetan Surabaya 60213 Telp/Fax. (031) 7532192 Laman : fbs.unesa.ac.id, Email : <u>bahasainggris@unesa.ac.id</u>

Apprenticeship Weekly Logbook English Literature Study Program

Student's Name	: Nadyatul Fatihah
Location	: Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur
Duration	: from September 13 th to September 17 th
Week	:2

1	Activity	 Input the travel data to the <u>https://eastjavatrip.standtech.id/</u> website (Kabupaten Probolinggo & Sidoarjo) Zoom meeting (Workshop Penyelenggaraan Event Budaya dan Wisata)
2	Activity Duration	 3 days WFH 2 days (07.00-12.00)
3	Output	Get to know the updates of tourism destinations in East Jawa as well as the event organizing policy through the workshop
4	Challenges	 Self-time management issues (balancing between internship and academics) Hesitant to ask questions for the fear of being judged Distribution of trivial task
5	Proposed Solution	 Learning a more organized living Write down the questions and ask when already jotted down some Realizing that it is normal to start with less-risky task
6	Supervisor's Comments and Feedback	Improve your asility about technology information to support your Filter Lis.
7	Evidence Link	Attached in appendix

Student's Signature tul Fatihah

Supervisor's ignature

Satria Devi K.



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET DAN TEKNOLOGI UNIVERSITAS NEGERI SURABAYA FAKULTAS BAHASA DAN SENI JURUSAN BAHASA DAN SASTRA INGGRIS Kampus Lidah Wetan Surabaya, Gedung T4 Lidah Wetan Surabaya 60213 Telp/Fax. (031) 7532192 Laman : fbs.unesa.ac.id, Email : <u>bahasainggris@unesa.ac.id</u>

Apprenticeship Weekly Logbook English Literature Study Program

Student's Name	: Nadyatul Fatihah
Location	: Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur
Duration	: from September 20 th to September 24 th
Week	: 3

1	Activity	• Input the travel data to the <u>https://eastjavatrip.standtech.id/</u> website (Kabupaten Tuban, Kota Batu, Kota pasuruan, Kota Surabaya)
2	Activity Duration	 4 days WFH 1 day WFO (07.00-15.30)
3	Output	Get to know the environment of the Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur and to be able to adapt also interact well
4	Challenges	 Self-time management issues (balancing between internship and academics) Hesitant to ask questions for the fear of being judged Distribution of trivial task
5	Proposed Solution	 Learning a more organized living Write down the questions and ask when already jotted down some Realizing that it is normal to start with less-risky task
6	Supervisor's Comments and Feedback	Improve your asility about technology Normation to support your Filtre Lis.
7	Evidence Link	Attached in appendix

Student's Signature tul Fatihah

Supervisor's gnature

Satria Devi K.



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET DAN TEKNOLOGI UNIVERSITAS NEGERI SURABAYA FAKULTAS BAHASA DAN SENI JURUSAN BAHASA DAN SASTRA INGGRIS Kampus Lidah Wetan Surabaya, Gedung T4 Lidah Wetan Surabaya 60213 Telp/Fax. (031) 7532192 Laman : fbs.unesa.ac.id, Email : <u>bahasainggris@unesa.ac.id</u>

Apprenticeship Weekly Logbook English Literature Study Program

Student's Name	: Nadyatul Fatihah
Location	: Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur
Duration	: from September 27 th to October 1 st
Week	: 4

1	Activity	 Zoom meeting (New tasks distribution) Identify, write East Java Culinary and input the data to the <u>https://eastjavatrip.standtech.id/</u> website (Kabupaten Tulungagung, Kota Batu, Kota Blitar, Kota Kediri, Kota Madiun, Kota Mojokerto)
2	Activity Duration	 4 days WFH 1 day WFO (07.00-15.30)
3	Output	Get to understand and to do the East Java Culinary task
4	Challenges	 Self-time management issues (balancing between internship and academics) Distribution of trivial task
5	Proposed Solution	 Learning a more organized living Realizing that it is normal to start with less-risky task
6	Supervisor's Comments and Feedback	Improve your assility about technology Information to support your Filter Las.
7	Evidence Link	Attached in appendix

Student's Signature tul Fatihah

Supervisor' gnature

Satria Devi K.



Apprenticeship Weekly Logbook English Literature Study Program

Student's Name	: Nadyatul Fatihah
Location	: Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur
Duration	: from October 4 th to October 8 th
Week	: 5

1	Activity	 Zoom meeting (New tasks distribution and Jatim Fair 2021 Event) Identify, write East Java Culinary and input the data to the <u>https://eastjavatrip.standtech.id/</u> website (Kabupaten Tulungagung, Kota Batu, Kota Blitar, Kota Kediri, Kota Madiun, Kota Mojokerto)
2	Activity Duration	 4 days WFH 1 day WFO (07.00-15.30)
3	Output	Get to understand the functions and the aims of the tasks given and do it properly
4	Challenges	 Self-time management issues (balancing between internship and academics) Distribution of trivial task
5	Proposed Solution	 Learning a more organized living Realizing that it is normal to start with less-risky task
6	Supervisor's Comments and Feedback	When the super asility about technology Normation to support you Filter its.
7	Evidence Link	Attached in appendix

Student's Signature ul Fatihah

Supervisor's ignature

Satria Devi K.



Student's Name	: Nadyatul Fatihah
Location	: Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur
Duration	: from October 11 th to October 15 th
Week	: 6

1	Activity	 Participate in Jatim Fair 2021 (Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur booth) Zoom meeting (New tasks distribution) Identify, write East Java Culture and input the data to the <u>https://eastjavatrip.standtech.id/</u> website (Kabupaten Sidoarjo, Situbondo, Sumenep)
2	Activity Duration	 4 days WFH 1 day (Grand City → 15.00-21.00)
3	Output	 Get to understand the functions and the aims of the tasks given and do it properly Get to understand and to do the East Java Culture task
4	Challenges	• Self-time management issues (balancing between internship and academics)
5	Proposed Solution	Learning a more organized living
6	Supervisor's Comments and Feedback	Weptone your asility about technology Normation to support your Filter Lis.
7	Evidence Link	Attached in appendix

Student's Signature tul Fatihah

Supervisor's gnature

Satria Devi K.



Student's Name	: Nadyatul Fatihah
Location	: Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur
Duration	: from October 18 th to October 22 nd
Week	: 7

1	Activity	 Input the East Java Culture data to the <u>https://eastjavatrip.standtech.id/</u> website (Kabupaten Sidoarjo, Situbondo, Sumenep) Ask for a signature and deliver a letter to TU staff
2	Activity Duration	 4 days WFH 1 day WFO (07.00-15.30)
3	Output	• Get to understand and to do the East Java Culture task
4	Challenges	• Self-time management issues (balancing between internship and academics)
5	Proposed Solution	Learning a more organized living
6	Supervisor's Comments and Feedback	Impose your assiling about technology Information to support your Filtre Les.
7	Evidence Link	Attached in appendix

Student's Signature tul Fatihah

Supervisor's ignature Satria Devi K.



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET DAN TEKNOLOGI UNIVERSITAS NEGERI SURABAYA FAKULTAS BAHASA DAN SENI JURUSAN BAHASA DAN SASTRA INGGRIS

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Student's Name	: Nadyatul Fatihah
Location	: Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur
Duration	: from October 25 th to October 29 th
Week	: 8

1	Activity	• Input the East Java Culture data to the <u>https://eastjavatrip.standtech.id/</u> website (Kabupaten Sidoarjo, Situbondo, Sumenep)
2	Activity Duration	 4 days WFH 1 day WFO (07.00-15.30)
3	Output	 Get to understand the functions and the aims of the tasks given and do it properly Get to understand and to do the East Java Culture task
4	Challenges	• Self-time management issues (balancing between internship and academics)
5	Proposed Solution	Learning a more organized living
6	Supervisor's Comments and Feedback	Impose your asility about technology Normation to support your Filtre Las.
7	Evidence Link	Attached in appendix

Student's Signature tul Fatihah Nady

Supervisor gnature

Satria Devi K.



Student's Name	: Nadyatul Fatihah
Location	: Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur
Duration	: from November 1 st to November 5 th
Week	: 9

1	Activity	 Re-check East Java travel or attraction data to the <u>https://eastjavatrip.standtech.id/</u> website (Kabupaten Sidoarjo, Situbondo, Sumenep) Tapping Talk Show Kementerian Pariwisata dan Ekonomi Kreatif at Majapahit Hotel – Surabaya
2	Activity Duration	 4 days WFH 1 day WFO (07.00-16.00)
3	Output	 Get to understand the functions and the aims of the tasks given and do it properly Obtain data that supports the preparation of internship reports
4	Challenges	• Self-time management issues (balancing between internship and academics)
5	Proposed Solution	Learning a more organized living
6	Supervisor's Comments and Feedback	Wiptone your asility about technology Normation to support your Filter Las.
7	Evidence Link	Attached in appendix

Student's Signature tul Fatihah

Supervisor gnature

tria Devi K.



Student's Name	: Nadyatul Fatihah
Location	: Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur
Duration	: from November 8 th to November 12 th
Week	: 10

Activity	• Re-check East Java travel or attraction data to the <u>https://eastjavatrip.standtech.id/</u> website (Kabupaten Bojonegoro, Kabupaten Bondowoso)
Activity Duration	 4 days WFH 1 day WFO (07.00-15.30)
Output	• Get to understand the functions and the aims of the tasks given and do it properly
	• Get to understand and to do the East Java attraction tasks
Challenges	• Self-time management issues (balancing between internship and academics)
Proposed Solution	Learning a more organized living
Supervisor's Comments and Feedback	When the super asility about technology Normation to support upor Filter its.
	liformation to support upor Filter les.
Evidence Link	Attached in appendix
	Activity Duration Output Challenges Proposed Solution Supervisor's Comments and Feedback

Student's Signature Nadyatul Fatihah

Supervisor gnature

Satria Devi K.



Student's Name	: Nadyatul Fatihah
Location	: Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur
Duration	: from November 15 st to November 19 th
Week	: 11

1	Activity	Re-check East Java travel or attraction data to the <u>https://eastjavatrip.standtech.id/</u> website
2	Activity Duration	 4 days WFH 1 day WFO (07.00-15.30)
3	Output	 Get to understand the functions and the aims of the tasks given and do it properly Get to understand and to do the East Java attraction tasks
4	Challenges	• Self-time management issues (balancing between internship and academics)
5	Proposed Solution	Learning a more organized living
6	Supervisor's Comments and Feedback	When the super asility about technology Normation to support your Filite Las.
7	Evidence Link	Attached in appendix

Student's Signature tul Fatihah

Supervisor' gnature Satria Devi K.



Student's Name	: Nadyatul Fatihah
Location	: Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur
Duration	: from November 22 nd to November 26 th
Week	: 12

1	Activity	 Re-check East Java travel or attraction data to the <u>https://eastjavatrip.standtech.id/</u> Scan "Guest Book of Pameran dan Simposium Inovasi Pelayanan Publik" Ask for a 'Surat Perintah Tugas' number and deliver to <i>Tata Usaha</i>
2	Activity Duration	 4 days WFH 1 day WFO (07.00-15.30)
3	Output	 Get to understand the functions and the aims of the tasks given and do it properly Get to understand and to do the East Java attraction tasks
4	Challenges	Self-time management issues (balancing between internship and academics)
5	Proposed Solution	Learning a more organized living
6	Supervisor's Comments and Feedback	Impose your asility about technology Information to support your Filtre Las.
7	Evidence Link	Attached in appendix

Student's Signature tul Fatihah Nady

Supervisor' gnature

Satria Devi K.



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET DAN TEKNOLOGI UNIVERSITAS NEGERI SURABAYA FAKULTAS BAHASA DAN SENI JURUSAN BAHASA DAN SASTRA INGGRIS

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Student's Name	: Nadyatul Fatihah
Location	: Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur
Duration	: from November 29 th to November 30 th
Week	: 13

1	Activity	• Ask for a 'Surat Perintah Tugas' number and deliver to <i>Tata Usaha</i>							
2	Activity Duration	 3 days WFH 2 day WFO (07.00-15.30) 							
3	Output	• Get to understand the functions and the aims of the tasks given and do it properly							
4	Challenges	Self-time management issues (balancing between internship and academics)							
5	Proposed Solution	Learning a more organized living							
6	Supervisor's Comments and Feedback	Impose your assiling about technology Information to support your Filtre Las.							
7	Evidence Link	Attached in appendix							

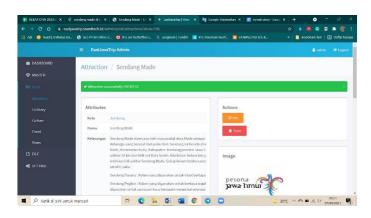
Student's Signature tul Fatihah Nad

Supervisor gnature

Satria Devi K.

Evidence Link (Logbook)

Week 1



Week 2







Week 4

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Week 6



Week 7







Week 9



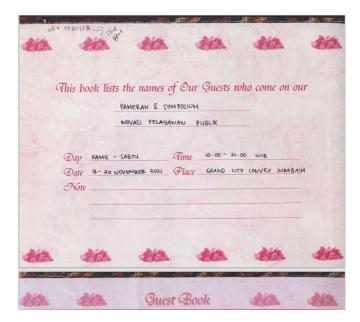








Week 12







5. Apprenticeship Score by Workplace Advisor

LEMBAR PENILAIAN

(Diisi oleh Pembimbing Lapangan)

Nama Tempat PKL	pat PKL : Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur					
Alamat Tempat PKL	: Jl. Wisata Menanggal, Dukuh Menanggal, Kec. Gayungan, Kota					
	Surabaya, Jawa Timur 60234					
Nama Mahasiswa	: Nadyatul Fatihah					
Lama Praktik	: 3 bulan (1 September s/d 30 November 2021)					
Unit/Bagian/Seksi	: Bidang Pemasaran					

No.	Aspek yang Dinilai	Baik Sekali (100-81)	Baik (79-66)	Cukup (65-56)	Kurang (55-40)	Kurang Sekali (39-0)
1	Kualitas/Prestasi kerja*)	95				
2	Kedisiplinan/Ketaatan	32				
3	Tanggung jawab	35				
4	Kejujuran	35				
5	Kerja sama	35				
6	Kreativitas/Inisiatif	35				
7	Kerapian/Kesopanan	35				

*) Mencakup aspek pengetahuan dan keterampilan

Nilai Rata-rata= 95

Surabaya, 30 November 2021 Pembimbing Lepangan

Satria Devi Kurniawan, S.STP NIP. 199001012010101001

6. Apprenticeship Score by Advisor

LEMBAR PENILAIAN

(Diisi oleh Dosen Pembimbing)

Nama Tempat PKL	: Dinas Kebudayaan dan Pariwisata Provinsi Jawa Timur
Alamat Tempat PKL	: Jl. Wisata Menanggal, Dukuh Menanggal, Kec. Gayungan, Kota Surabaya, Jawa Timur – 60234
Nama Mahasiswa	: Nadyatul Fatihah
Lama Praktik	: 3 bulan (1 September s/d 30 November 2021)
Unit/Bagian/Seksi	: Bidang Pemasaran

No.	Aspek yang Dinilai	Baik Sekali (100-81)	Baik (79-66)	Cukup (65-56)	Kurang (55-40)	Kurang Sekali (39-0)
1	Kualitas materi					
2	Kelengkapan laporan					
3	Sistematika laporan					
4	Tata tulis laporan					
5	Penggunaan bahasa					

Nilai Laporan PKL =.....

Nilai Ujian/Semester =.....

Surabaya,

Dosen Pembimbing PKL

Dwi Nur Cahyani Sri Kusumaningtyas, S.S., M.Hum.

NIP. 198908132019032013