

CHAPTER IV

CONCLUSION

As one of provinces in Indonesia, East Java has very fast development, especially in its economic sector. It is supported by the cooperation between the East Java Government with other institutions. In order to support the establishment and to maintain the cooperation, East Java established Cooperation Affair bureau. Cooperation Affair Bureau has duty to facilitate cooperation between East Java Government with other parties. The partner of East Java Government comes in various parties such as, school, universities, institutions, and others groups both domestic and provinces in others countries. In Cooperation Affair Bureau has a special division, called Foreign Affair Division, and this sub-division is responsible for setting up cooperation especially with other provinces from other countries.

The writer has good opportunity to do the internship in division of Foreign Affair. She got a lot of experiences when she did her internship at the East Java Provincial Secretariat office. She learned about the task of the Division of Foreign Affair. The writer could also improve her English skill in Division of Foreign Affair because she got a lot of tasks from Division of Foreign Affair such as writing a letter, translating, and attending the meeting. In Division Foreign Affair, the writer did additional jobs that improved her skill such as faxing and photocopying documents. She got the new skill such as faxing the invitation letter for meeting or other important documents. The writer also got a lot of knowledge about bureaucracy system in the East Java Provincial Secretariat.

During her internship, the writer was guided by the chiefs of Sub-Division. They are Mr. Cipto, Ms. Diah, and also Ms. Wayan. They always teach the writer when she did

the task from them during her internship in Division of Foreign Affair. The writer also was socializing and sharing about job experience with the staffs in this Cooperation Affairs Bureau so the writer can get a new knowledge from them.

However, the writer felt fun and got a lot experiences during her internship in Cooperation Affair Bureau. She could apply her skill that she got from her college and also got a new skill and experiences. Hopefully, the experiences that she got from her internship can be very useful for her and the reader in the future.

