

CHAPTER IV

CONCLUSION

Surabaya is the second largest city in Indonesia that is a fairly dense population. There are so many people come to Surabaya to look a job since it is a center of business and trading activities. Surely it makes Surabaya popular in the world of business and cooperation sector. To increase its popularity, Surabaya City Government established Cooperation Division, a division that has a duty to cooperate with an institution, including schools, universities, organizations and other groups both national and international.

Doing an internship at Surabaya City Government as a staff of Sub Division of International Cooperation gave the writer a lot of experiences and knowledge. During the internship, the writer learned about the tasks done by the Sub Division of International Cooperation staff members, such as translating a legal text, joining and writing a resume of a meeting and the others. The writer was also assigned to a job that was not really related to the job description list, such as being a front desk officer and writing a cooperation progress report.

The writer found some difficulties during her internship, such as adapting to the new situation, using a photocopier, translating a legal text, communicating with the native speakers, and finding a history or story of Surabaya Sister City. But, fortunately, the staff in Rumah Bahasa and Cooperation Division were very friendly and helpful. Moreover, the writer also got so much information about Surabaya that she did not know previously.

In addition, the writer had some suggestions to Cooperation Division. In order to improve the quality of Cooperation Division, especially Sub Division of International Cooperation, she thought that Cooperation Division needs to increase the number of cooperation partners, so it makes Surabaya become more popular in the overseas. Beside that, Cooperation Division need to update their official website regularly so people can know what the newest news is. And the last, the official website needs to be written into two languages, so people who do not understand Bahasa Indonesia could understand it. Furthermore, it would be better if the Cooperation Division could explain all the tasks that would be done by the intern in the first time the orientation, so they could prepare what they are going to do.

The writer felt doing internship in the Cooperation Division was challenging and gave many experiences because the writer could apply her skill in English. Doing her internship in Cooperation was very compatible with her background education. She hopes that experiences and knowledge which the writer got during the internship can be very useful for her future work.