

CHAPTER IV

CONCLUSION

Cooperation Affairs Bureau is one of the bureaus in East Java Provincial Government. Cooperation Affairs Bureau is very important because it can help the government office cooperate with domestic, foreign, and institutions. Cooperation Affairs Bureau has four divisions that consist of Division of Domestic Affairs, Division of Foreign Affairs, Division of International Organization, and Division of Controlling. Each division is divided into three sub divisions.

The writer did her internship at Cooperation Affairs Bureau for eight weeks started from 11th January until 7th March 2016. The writer was assigned in Sub Division International Organization as an administrative assistant. In the writer's opinion, having an internship at Cooperation Affairs Bureau especially in Sub Division International Organization was really worthy. The writer could apply the knowledge that she has got from activity of learning in the campus. The writer also improves the soft skills that she has been taught such as discipline, socializing, honesty, and communication.

As long as the writer did her internship, she did some duties. They were to organize and maintain files, make letters such as invitation letters, incoming and outgoing the phone, send letters and invitation letters by fax and email, make Minutes of Meeting (MoM), translate Minute of Meeting, make Technical Agreement, and attend the meeting. The writer did not only do some duties but also learned about how to work efficiently in groups and individually, how to adapt to the environment in the workplace, and how to be responsible with all the duties that given.

In conclusion, doing internship at Cooperation Affairs Bureau, especially in Sub Division of Institution Relation has given some benefits for the writer and made the writer ready to come to the real workplace in the future. In addition, the writer had suggestion for Cooperation Affairs Bureau. In order to improve the performance from the staffs in Cooperation Affairs Bureau, especially staffs in Sub Division of International Organization. First, they have to more practice English skill both oral and written communication because they do cooperate with international institutions. If they apply the English skills every day, it will probably make their work become easier. The writer also suggests for Cooperation Affairs Bureau, especially in Sub Division of International Organization. It is better to add more staffs in this sub division because the writer thinks the number of the staffs in there is not enough to handle all of the cooperation. If they add more staffs, it will make their work become more efficient and effective.

The writer also suggests English Diploma Program to keep maintain a good relationship with Cooperation Affairs Bureau as the place to do internship and improve the skills for English Diploma student of Universitas Airlangga.