

INTERNSHIP REPORT

TRANSLATION OF OFFICIAL DOCUMENTS AT THE DKI JAKARTA ENVIRONMENTAL AGENCY AND TRANSLATION OF ARTICLES ON THE OFFICIAL WEBSITE OF THE CONSTITUTIONAL COURT OF THE REPUBLIC OF **INDONESIA**

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ENGLISH FOR BUSINESS AND PROFESSIONAL COMMUNICATION

DEPARTMENT OF BUSINESS ADMINISTRATION

DEPOK

2024

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a. Judul

: Penerjemahan Dokumen Resmi di Dinas Lingkungan

Hidup DKI Jakarta Dan Penerjemahan Artikel di Website Resmi Mahkamah Konstitusi Republik

Indonesia

b. Penyusun

: Frity Michael Br Sembiring

1) Nama 2) NIM

: 2108411013

Jurusan

: Administrasi Niaga

Program Studi

: Bahasa Inggris untuk Komunikasi Bisnis dan

Profesional

Waktu Pelaksanaan

: 1 April - 14 Juni 2024

Tempat Pelaksanaan

: Mahkamah Konstitusi Republik Indonesia

Jalan Medan Merdeka Barat No.6, RT.2/RW.3, Gambir, Jakarta Pusat, Daerah Khusus Ibukota Jakarta

10110

Pembimbing PNJ,

Jakarta, Juli 2024

Pembimbing Praktik Kerja Lapangan,

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Mengesahkan,

Kepala Program Studi BISPRO,

Dr. Dra. Ina Sukaesih, Dipl. TESOL, M.M., M.Hum.

NIP 196104121987032004



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FOREWORD

I give praise and thanks to God Almighty for His blessings and grace, which enabled me to complete my Internship Report at two locations: a) the Environmental Agency and b) the Constitutional Court of the Republic of Indonesia.

The author of this Field Work Report was assisted by guidance from various parties. Therefore, the author would like to express his respect and gratitude to all parties, namely:

- Dra. Ina Sukaesih, Dipl. Tesol, M.M., M.Hum. As Head of the D-4 English for Business and Professional Communication Study Program, Department of Business Administration, Jakarta State Polytechnic, who has given me support to participate in the Internship Program.
- Eky Erlanda Edel S.Pd., M.Pd., as the supervising lecturer who has provided all the input to assist the author in preparing this Field Work Practice report;
- All staff of the Personnel Department, DKI Jakarta Environment Agency;
- All staff of the Permanent Secretariat of the AACC and Foreign Cooperation, Constitutional Court of the Republic of Indonesia
- 5. The author's parents and family, who have provided support, encouragement, and material assistance.
- 6. Internship colleagues during the author's internship at the Ministry of Environment and the Constitutional Court of the Republic of Indonesia

The author hopes that God Almighty will bestow His love to reward the kindness shown in supporting and helping the author.

Depok, 16 July 2024

Autho



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ITEKNIK NEGERI JAKARTA

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TEKNIK JAKARTA



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CHAPTER I INTRODUCTION

1.1. Background of Study

The Internship Program is a systematic implementation of an educational program aimed at mastering specific skills through direct work experience in the industrial world. This program is designed to be carried out outside the academic environment, providing students with the opportunity to directly engage in the workforce. Through this program, students can develop themselves and enhance both technical skills (hard skills) and interpersonal skills (soft skills). Jakarta State Polytechnic fully supports this program through internship activities, where students are given the freedom to choose internship placements that align with their academic programs.

The D-4 English for Business and Professional Communication Study Program has a policy that students have to do an internship for at least 4 months. The guidelines require students to do an internship related to translation. I did my internship at two different places, each for two months. I did this to improve my skills in translation and other areas.

POLITEKNIK

The author's first internship was at the DKI Jakarta Environment Agency, a government agency responsible for environmental management and conservation in the DKI Jakarta area. The author chose the Environment Agency as an internship location because he was interested in gaining a deeper understanding of environmental policy, its implementation in the field, and cooperation programs with foreign countries. There, the author learned to translate research request letters from abroad, take meeting minutes, and perform other tasks assigned by staff members. This experience provided practical knowledge about administrative procedures and communication within a government context. The work environment at the Jakarta Capital City Environment Agency was highly supportive of learning and skill development. The agency has a collaborative work culture, with friendly and helpful staff members.



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The second internship location for the authors was the Permanent Secretariat Division of the AACC and Foreign Cooperation at the Constitutional Court. This division is responsible for facilitating the permanent secretariat of the Association of Constitutional Courts of Asia and/or similar institutions, as well as implementing and developing foreign cooperation. Additionally, this association is expected to serve as a platform for exchanging experiences and information, as well as discussing issues related to constitutional practice and jurisprudence that are beneficial for the development of constitutional courts and similar institutions in the Asian region. The authors chose this division because it is related to translation and to understand the dynamics of international cooperation. There, the author learned to translate articles, magazines, and journalistic texts, as well as understand the structure of journalistic writing. The author also participated in mentoring classes with the Domestic Cooperation Division, Foreign Cooperation Division, Human Resources and Organization Bureau, and various other mentoring classes. The work environment at the Constitutional Court is highly professional and dynamic, with an atmosphere that supports the development of technical and interpersonal skills. The author was involved in translation discussions and guidance from experienced professionals, who provided valuable insights into best practices in translation and international cooperation.

This internship program is conducted under the guidance and direction of experienced mentors. These mentors play a crucial role in providing guidance and advice to students, helping them prepare for the careers they will pursue in the future. Additionally, this internship program serves as an alternative training opportunity for students, offering them the chance to gain real-world work experience and helping them determine the career path that best aligns with their interests and abilities. After completing the internship period, students are required to prepare a detailed report on all activities they have undertaken during the internship. This report includes various tasks and projects completed, as well as new knowledge and skills acquired.



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In carrying out this internship, students are expected to participate in activities with full dedication so that it can become a valuable experience in preparing themselves for the future world of work. This experience is expected to broaden students' horizons through optimal performance during the internship. Additionally, students are encouraged to maintain their enthusiasm in pursuing their aspirations within their chosen field of study. Thus, this internship is not only a practical learning opportunity but also a motivator for students to continue growing and achieving their career goals.

1.2 Scope of Activities

A. Environmental Agency

The scope of implementation at the Environmental Agency is carried out entirely offline at the office. The scope of the Field Work Practice activity report as a translator at the Environmental Agency is as follows:

- 1. Translating research request letters from overseas
- 2. Taking minutes of official meetings
- 3. Recapitulating personnel data

B. Secretariat of the AACC and Foreign Cooperation Division of the Constitutional Court

The scope of the Field Work Practice is carried out offline at the office. The scope of this activity report as a translator in the Permanent Secretariat of AACC and Foreign Cooperation is as follows:

- 1. Translating news articles on Election Dispute Cases (PHPU)
- 2. Translating news articles on Legislative Election hearings (PILEG)
- 3. Translate magazines on the MKRI website
- 4. Attend mentoring classes with the Domestic Cooperation Division, Foreign Cooperation Division, Human Resources and Organization Bureau, and various other mentoring classes.

1.3 Time and Place of Activities

A. Civil Service of the Environment Agency



The internship period runs from February 19, 2024, to March 28, 2024, at the DKI Jakarta Environment Agency, Jl. Mandala V No. 67, East Jakarta. The internship is held every Monday to Friday from 8:00 a.m. to 4:00 p.m.

B. Permanent Secretariat of the AACC and Foreign Cooperation of the Constitutional Court

The internship period runs from April 1, 2024, to June 14, 2024, at the Constitutional Court of the Republic of Indonesia, Registry and General Secretariat, Jln. Medan Merdeka Barat No.6, Central Jakarta 10110. The internship program is conducted Monday through Friday from 8:00 a.m. to 4:00 p.m. Western Indonesia Time.

1.4 Objectives and Benefits

A. Objectives

The objectives of this Internship Program are as follows:

- 1. To fulfill the credit requirements for the 6th semester of the English for Business and Professional Communication Study Program, Jakarta State Polytechnic.
- 2. To provide students with a new perspective on entering the workforce, particularly in the field of translation.
- 3. To implement the theories and practices students have learned during their studies in the English Language Program for Business and Professional Communication at the Jakarta State Polytechnic.
- 4. To introduce students to the real world of work and the working environment.

B. Benefits

- 1. Improve English language skills, both spoken and written, in the field of government and apply them in translation tasks.
- 2. Broaden students' knowledge of government work related to letters, news, and hearings.
- 4. Enhance students' creativity and critical thinking in completing assigned tasks.
- 5. Expand professional networks.
- 6. Improve students' soft skills in behavior, speech, and thinking.



CHAPTER IV CONCLUSION

4.1 Conclusion

This internship has been a valuable opportunity for the author to develop a deep understanding of translation and administrative practices in a government context. The translation process in a government environment not only strengthens language skills, but also requires accuracy and precision in delivering official and valid translations in accordance with applicable documents.

The internship at the Jakarta Capital City Environment Agency proceeded smoothly and was highly beneficial for the author's knowledge development. During this internship, the author gained valuable experience in translating various articles related to Election Dispute Resolution and the Abolition of Legislative Elections at the Constitutional Court of the Republic of Indonesia. By facing various challenges and tasks, the author was able to improve their skills in understanding complex content and expressing its meaning in language that is appropriate and contextually accurate.

During the internship, the author faced challenges in choosing the right words, understanding the essence of the message being conveyed, and overcoming various obstacles related to the activity. However, despite these obstacles, they did not prevent the author from gaining valuable knowledge. In addition, the assistance provided by the mentor was very meaningful in helping the author overcome every difficulty that arose.

4.2 Suggestion

After completing an internship lasting approximately four months, the author noted several strengths and weaknesses that can be used as lessons for the future. Based on this experience, the author offers several suggestions to students and institutions for future internships:

A. Obtain clear guidance regarding internship activities from the university before starting.



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B. Conduct thorough research on the institution where the internship will take place. Students need to thoroughly understand the tasks and functions of the institution.

C. Actively participate in ongoing projects at the institution to gain more valuable experience.



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ATTACHMENT

A. Internship Approval Letter from the Environmental Agency



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET DAN TEKNOLOGI

POLITEKNIK NEGERI JAKARTA

Jalan Prof. Dr. G. A.Siwabessy, Kampus UI, Depok 16425 Telepon (021) 7863534, 7864927, 7864926, 7270042, 7270035 Fax (021) 7270034, (021) 7270036 Hunting Laman: http://www.pnj.ac.id e-pos: humas@pnj.ac.id

Nomor: 876/PL3/PK.01.09/2024

29 Januari 2024

Hal : Permohonan Magang Industri

Kepala Dinas Lingkungan Hidup Provinsi DKI Jakarta

Jl. Mandala V No.67 1, Cililitan

Kec. Kramat Jati, Kota Jakarta Timur 13640

Dengan hormat,

Sehubungan dengan kewajiban mahasiswa melaksanakan magang di industri terkait program studi dan berdasarkan Keputusan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 74/P/2021 tentang Pengakuan Kredit Semester Pembelajaran Program Kampus Merdeka, dengan ini kami mengajukan permohonan magang industri mahasiswa program studi Bahasa Inggris untuk Komunikasi Bisnis dan Profesional (Bispro) Jurusan Administrasi Niaga Politeknik Negeri Jakarta di Dinas Lingkungan Hidup Provinsi DKI Jakarta, atas nama:

No.	Nama	NIM	No. HP	Email
1	Frity Michael Br	2108411013	085292097620	frity,michael.br.sembiring.an
	Sembiring	2108411013	085292097620	21@mhsw.pnj.ac.id
2	Naomi Andrea Zebua	2108411019	089522087083	naomi.andrea.zebua.an21@m
	Naomi Andrea Zebua	2108411019	089522087083	hsw.pnj.ac.id

Adapun rencana pelaksanaan magang industri pada 19 Februari s.d. 30 Juni 2024. Mahasiswa tersebut bersedia ditempatkan di bagian/unit kerja yang berhubungan dengan bidang naskah dan terjemahan Bahasa Inggris.

Demikian surat permohonan ini kami sampaikan, atas perhatian dan kerja sama Bapak/hu, kami ucapkan terima kasih.



Tembusan:

- 1. Direktur
- Wakil Direktur Bidang Akademik
- Ketua Jurusan Administrasi Niaga
- Kepala Bagian Akademik dan Kemahasiswaan Politeknik Negeri Jakarta



Kad15/ LH/ Lpp/16/02/2024



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B. Internship Approval Letter at the Constitutional Court



MAHKAMAH KONSTITUSI REPUBLIK INDONESIA KEPANITERAAN DAN SEKRETARIAT JENDERAL

www.mkri.id

Nomor: 1766/KP.02.00/03/2024

Lampiran : 1 dokumen

Perihal : Pemanggilan Peserta

Kepada Yth.

- 1. Wakil Direktur Bidang Kemahasiswaan PNJ
- 2. Director of Internship and Career Center President University
- 3. Head of BBA Program IPMI International Business School

Dengan hormat

Sehubungan dengan pemenuhan kebutuhan magang penerjemah di lingkungan Kepaniteraan dan Sekretariat Jenderal Mahkamah Konstitusi untuk mendukung penyelenggaraan Penanganan Perkara Perselisihan Hasil Pemilihan Umum (PHPU) Tahun 2024, bersama ini kami sampaikan hal berikut.

- Pelaksanaan magang penerjemah pada tanggal 1 April s.d. 14 Juni 2024 bertempat di Gedung Mahkamah Konstitusi Jalan Merdeka Barat Nomor 6, Jakarta Pusat.
- Waktu pelaksanaan magang dimulai pukul 07.30 s.d. 16.00 WIB pada hari Senin s.d. Jumat:
- Daftar Mahasiswa yang diterima untuk magang penerjemah sebagaimana tercantum pada Lampiran I;
- Peserta bertugas menerjemahkan berita sidang dan non-sidang selama PHPU berlangsung, dan tugas lainnya yang ditetapkan oleh supervisor;
- Tata Tertib Pelaksanaan Magang Penerjemah dan informasi lebih lanjut megenai pelaksanaan magang, dapat disimak oleh peserta melalui whatsapp group (WAG).

Demikian penyampaian kami, atas perhatian dan kerjasama yang baik, kami ucapkan terima kasih.

Kepala Biro Sumber Daya Manusia dan Organisasi **Sri Handayani**

Jakarta, 07 Maret 2024



Kepala Biro Sumber Daya Manusia dan Organisasi Sri Handayani - NIP:197106202006042001

Digital Signature mk-79143327240307010001 Jin. Medan Merdeka Barat No.6 Jakarta Pusat 10110 Teip: 021-23329000 Fax: 021-3520177 Email: 0ffice@mkri.id



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Lampiran I

: 1766/KP.02.00/03/2024 Nomor

Tanggal : 07 Maret 2024

Daftar Peserta Magang Penerjemah Penanganan Perkara Perselisihan Hasil Pemilihan Umum Tahun 2024

No	Nama Mahasiswa	Asal Institusi					
1.	Dzaki Difa Al Hadiid	Politeknik Negeri Jakarta					
2.	Frity Michael Br Sembiring	Politeknik Negeri Jakarta					
3.	Intan Selvira Fauzi	Politeknik Negeri Jakarta					
4.	Muhammad Ariva Aswin Bahar	Politeknik Negeri Jakarta					
5.	Naomi Andrea Zebua	Politeknik Negeri Jakarta					
6.	Putri Ratnasari	Politeknik Negeri Jakarta					
7.	Bintang Salsabilla Rosda	President University					
8.	Farah Shabrina	President University					
9.	Gabrielle Karinawati Woodside	President University					
10.	Jessica Rivena	President University					
11.	Safira Anisa Putri	President University					
12.	Siti Nurhaliza	President University					
13.	Sedanti Anjali Putri	IPMI International Business School					





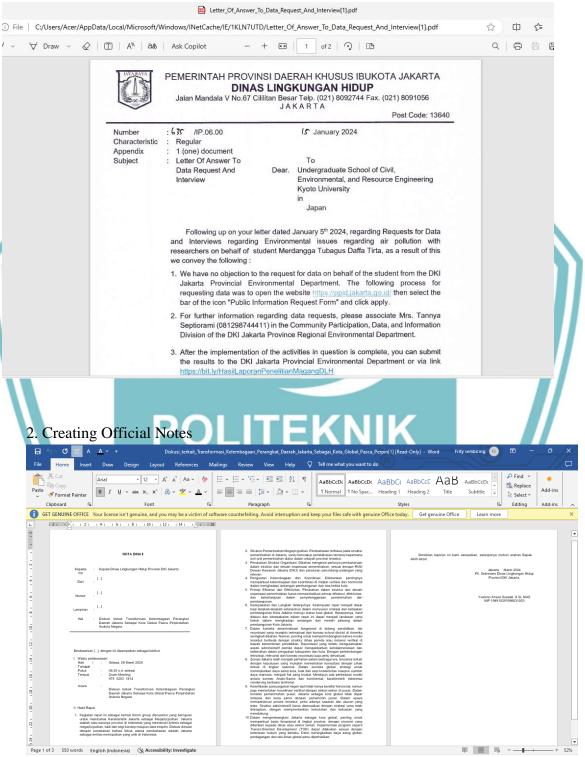


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INTERNSHIP ASSIGNMENT ATTACHMENT

A. Environmental Agency

1. Translate Research Request Letter





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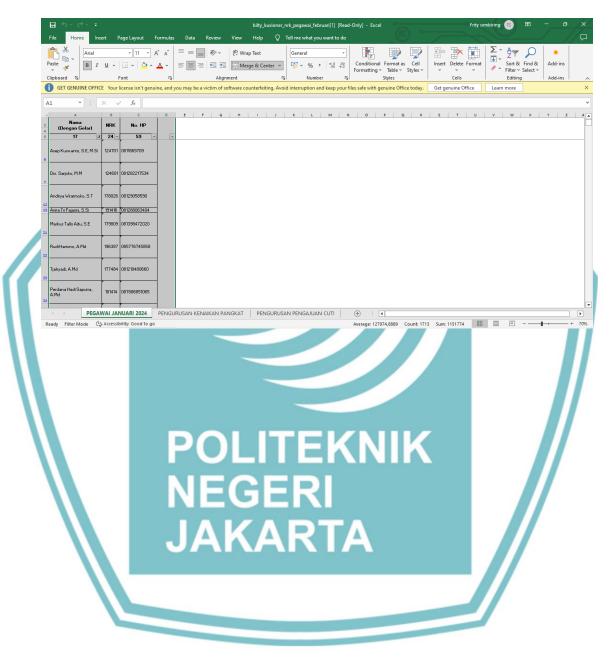


3. Recapitulating Personnel Data

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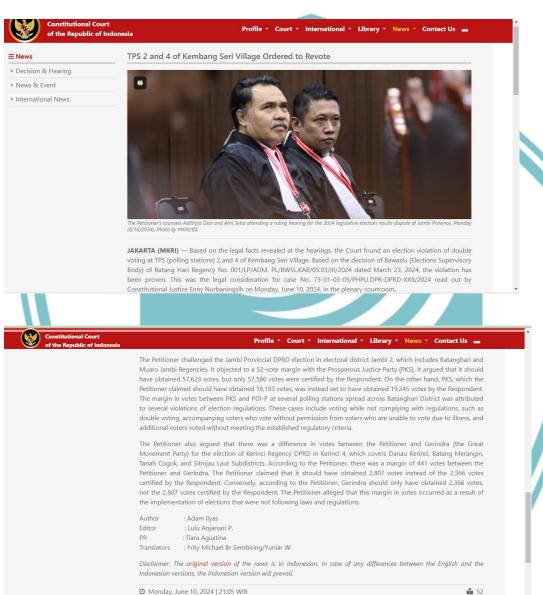




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B. Constitutional Court

1. Translating news articles on election dispute cases (PHPU)

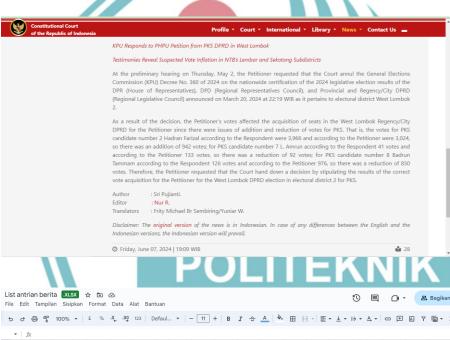




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KPU to Recount 83 TPS in Sekotong, Lembar Subdistricts of West Lombok » Decision & Hearing » News & Event » International New JAKARTA (MKRI) — To obtain legal certainty on the results of the West Lombok Regency DPRD (Regional Legisl Council) election for electoral district West Lombok 2 and to determine the vote acquisition of PKG (Prosperous Ju Party), the Respondent (RVI) must carry out a recount at 83 polling stations in Sekstong and Lembar Subdisl Because the Court found that there were differences in the vote acquisition in the regency/city DPRD C-result form sition of PKS (Prosperous Justice



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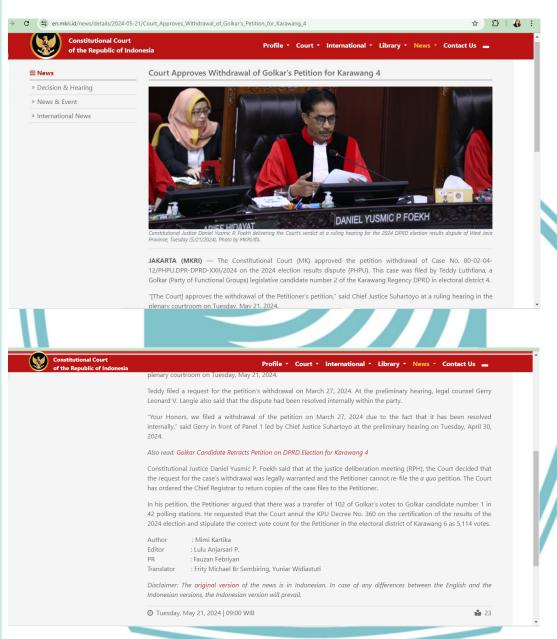


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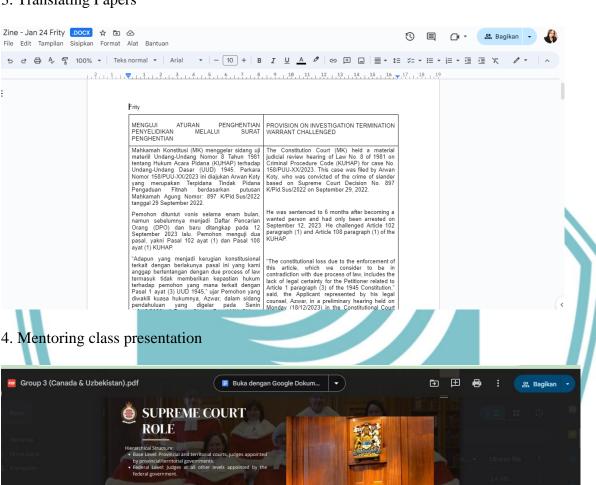
2. Translating news articles on the Legislative Election (PILEG)





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3. Translating Papers







DOCUMENTATION ATTACHMENT

A. Environmental Agency





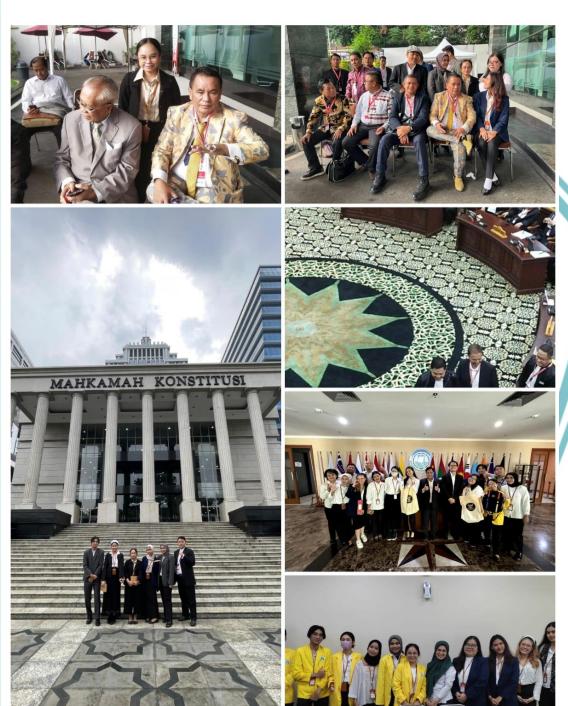
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B. Constitutional Court

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