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**REPORT
INTERNSHIP PROGRAM**



**TRANSLATION OF THE EDUTRAINING
MEMORANDUM OF UNDERSTANDING**

MUHAMMAD RANDY SHAPUTRA

2208411019

**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM**

BUSINESS ADMINISTRATION DEPARTMENT

POLITEKNIK NEGERI JAKARTA

DEPOK

2025



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LEGITIMATE SHEET

a. Title : Business Text Translation of The Memorandum of Understanding at PT Edutraining Kreasi Indonesia

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c. Study Program : English for Business Communication and Professional

d. Major : Business Administration

e. Period of Internship : 31 July - November 30 2025

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Jakarta, 18 December 2025

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FOREWORD

All praise and gratitude be to Allah SWT, for it is by His blessing and grace that the writer is able to complete this Internship Report. The preparation of this report is intended to fulfill the independent internship requirement of the English for Business and Professional Communication Study Program (BISPRO), Department of Business Administration. Furthermore, the writer hopes that this report may provide insights and knowledge to its readers. Therefore, the writer would like to express sincere gratitude to:

1. Dr. Ina Sukaesih, Dipl, Tesol, M. M., M, Hum, as the head of the BISPRO Study Program.
2. Mr. Priambodo, S.E., M.M. as the supervisor who has provided time, energy, and thoughts to direct the author in the preparation of this PKL report;
3. PT Edutraining Kreasi Indonesia, Mr. Maruf Mahmud, as the agency supervisor who has helped the author a lot in an effort to obtain the data the author needs;
4. Parents, family, and friends of the author who have provided moral and material support assistance;

The writer prays that Allah SWT may reward all those who have supported this effort with goodness. May this internship report contribute to the development of knowledge.

Depok, 18 December 2025

Muhammad Randy Shaputra



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CHAPTER I INTRODUCTION

1.1 Background of the Activity

Polytechnic State of Jakarta (PNJ), as one of the leading vocational higher education institutions in Indonesia, requires its students to carry out internships as part of the sixth semester curriculum. This policy aims not only for students to understand theoretical knowledge but also to be capable of applying it according to industry needs.

As a student of the English for Business and Professional Communication Study Program (BISPRO) at PNJ, the internship serves as a practical application of various learning experiences gained in previous semesters. The writer has studied a wide range of documents in the fields of law, journalism, academia, and business, as well as practiced interpretation. This is intended to prepare students to become outstanding graduates, ready to fill various roles in industries that require language proficiency.

In its implementation, the writer focused on the translation of journalistic texts, particularly external articles, which will be discussed further in this internship report.

The internship program (PKL) is an educational initiative that enables students to apply theories learned in classrooms to real-world work situations. The primary objective of this program is to develop students' skills and knowledge in specific fields by directly involving them in work activities within industrial or community settings. The legal foundation for implementing the PKL includes Law Number 12 of 2012 on Higher Education, Minister of Education and Culture Regulation Number 49 of 2014 on National Standards for Higher Education, Ministerial Regulation Number 3 of 2020, the Statute of Polytechnic State of Jakarta, PNJ Academic Regulations, and the PNJ Internship Implementation Guidelines.

The author chose PT Edutraining Kreasi Indonesia as the place to conduct the PKL because this company provides opportunities to explore business text translation in a



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professional environment. The main task that the author chose during the PKL was to translate business texts in the form of Cooperation Agreements (SPK) from Indonesian to English, and vice versa. This translation serves the company's business needs. The translation of the SPK in this company also facilitates communication outside the company. For example, an SPK written only in Indonesian can only be used with Indonesian-based agencies, whereas an English translation can engage more with English-based external parties. Through this task, the writer can hone their translation skills, understand business terms within the company, and contribute to improving the effectiveness of company communication.

1.2 Scope of Activities

The writer carried out the internship at PT Edutraining Kreasi Indonesia During the internship, the writer was assigned to translate various external articles from Indonesian into English.

1.3 Time and Place of Implementation

The time and place of the PKL is carried out on:

Period	: 31 July 2025 to 30 November 2025
Location	: PT Edutraining Kreasi Indonesia
Address	: Radin Inten Center. 8B, Jl. Radin Inten II No.Raya, RT.2/RW.2, Duren Sawit, Kec. Duren Sawit, Kota Jakarta Timur, Daerah Khusus Ibukota Jakarta 13440.Kec. Kb. Jeruk, Kota Jakarta Barat, Daerah Khusus Ibukota Jakarta 11530.



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1.4 Objectives and Benefits

1.4.1 Objectives:

Adapun tujuan pelaksanaan PKL ini antara lain:

1. To understand the process of translating documents from Indonesian into English and vice versa.
2. To comprehend terminology used in MoU.
3. To build career readiness for entering the workforce.
4. To apply knowledge gained during academic study in the actual field of translation work.
5. To fulfill academic credit (SKS) requirements at Polytechnic State of Jakarta.

1.4.2 Benefits:

This internship report is also expected to provide the following benefits:

1. Deepen understanding of terminology used in journalistic texts.
2. Sharpen translation skills from Indonesian to English and vice versa.
3. Foster discipline and a sense of responsibility.
4. Expand networks and understand the translation work environment. Students can expand their professional networks by directly interacting with experts in the translation field.



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CHAPTER IV

CONCLUSION

4.1 Conclusion

Through the PKL conducted at PT Edutraining Kreasi Indonesia, the author gained valuable experiences that contributed to her professional and personal development. This experience not only provided a deeper understanding of the world of work, but also helped the author hone various essential skills to support a career in business text translation. Here are the main takeaways from the internship:

1. PKL as a bridge to the world of work:
 - 1) PKL serves as a bridge that connects the theoretical knowledge and know-how gained during college with practical applications in the real world of work.
 - 2) In the context of the PKL at PT Edutraining Kreasi Indonesia, the author gained an understanding of the dynamics of work in a professional environment, including how to adapt to the fast work rhythm and high quality demands.
 - 3) The PKL program helps students to gain practical work experience, add insight, and prepare themselves to face competition in the professional world.
 - 4) Through the PKL program, the author also learns to be more confident and disciplined in completing tasks under deadline pressure.
2. Development of professionalism and discipline:
 - 1) PKL provides an opportunity for writers to develop professionalism, including maintaining work ethics, paying attention to detail, and communicating well.
 - 2) The ability to respond well to feedback, both from supervisors and coworkers, is one of the most important skills developed during the PKL period.
 - 3) Writers are also required to work independently and in teams, as well as understand the work system in the unit where they are placed.
3. Experience working at PT Edutraining Kreasi Indonesia:



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- 1) During the PKL, the author experienced firsthand the dynamics of the working world, including the challenges of translating journalistic texts that require accuracy and clarity in message delivery.
- 2) The author gained valuable insights into the importance of consistency in technical terminology, as well as understanding the translation standards and procedures that apply in the company environment.
- 3) This experience also taught the author to be more independent, disciplined and responsible for the tasks assigned.
4. Approach to translation of journalistic texts
 - 1) From observation and experience, the author found that the approach to translating journalistic texts at PT Edutraining Kreasi Indonesia focuses on accuracy and relevance in delivering messages to the company's external audience.
 - 2) The techniques that are often applied during translation include literal translation, faithful translation, and amplification to ensure that the translated document remains true to the journalistic context.
 - 3) The main purpose of this approach is to ensure that the meaning conveyed can be clearly understood by the audience without the need for re-interpretation, thus supporting the efficiency of external messaging.

4.2 Suggestions

Based on the experience during the PKL at PT Edutraining Kreasi Indonesia, the author identifies several areas that can be improved to support the smooth process of translating articles and provide a more optimal work experience for interns. The following are suggestions that can be implemented:

1. Improved accessibility and support of translation tools:

PT Edutraining Kreasi Indonesia can improve accessibility to tools and devices that support translation. Providing translation software based on the latest technology, such as AI-based software or interactive digital dictionaries, will speed up the



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translation process and improve work efficiency. In addition, companies can develop cloud-based systems to facilitate access to translation resources, such as technical glossaries or standardized translation guidelines, relevant to internal communication needs. Easy access to these tools and resources will help ensure consistency and accuracy in translation output.

2. Enhancement of translation resources:

The authors advise companies to expand and deepen their existing technical glossaries and build a more comprehensive database of terms. A detailed glossary will greatly assist translators in understanding and using specific terms that frequently appear in articles, such as technical terms related to factory operations or financial statements. In addition, companies can organize special training for employees or interns to improve their understanding of these technical terms. By providing adequate resources, the quality and consistency of translations can be continuously improved to support the company's communication needs.

3. Strengthening communication and interaction with supervisors:

Strengthening communication channels between supervisors and interns will provide significant benefits in the execution of daily tasks. Also, holding regular feedback sessions can help interns understand their strengths and weaknesses and provide clear directions for improvement. In addition, companies can set weekly mentoring schedules or discussion sessions to ensure that interns feel supported and actively involved in the work process. This approach not only helps interns in completing their tasks better but also provides a more meaningful learning experience during the PKL.

By implementing these suggestions, PT Edutraining Kreasi Indonesia can improve the efficiency and quality of the external article translation process as well as provide a more rewarding and adequate internship experience for future PKL participants. In addition, for future interns, the author recommends that they make the best use of learning opportunities, such as being actively involved in company projects, asking



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for feedback regularly, and building good relationships with supervisors and colleagues.

In addition, for future interns, the author recommends that they maximize their learning opportunities and expand their networks. This includes being actively involved in various projects or teams, asking for feedback regularly, and seeking guidance from experienced professionals in the company. In addition, interns should establish good relationships with coworkers to expand their network and gain experience. To that end, interns are expected to take advantage of this opportunity to learn more about the media industry, and enrich their knowledge and experience.





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ATTACHMENT

1. Surat Keterangan Magang



Jakarta, 18 September 2025

Nomor :
Lampiran : 1 (satu) berkas
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Yth.
Direktur Bidang Kemahasiswaan
Politeknik Negeri Jakarta
di Depok

Sehubungan dengan surat permohonan magang yang telah Saudara ajukan, bersama ini kami sampaikan bahwa PT Edutraining Kreasi Indonesia menesima Saadara untuk melaksanakan Praktik Kerja Lapangan (PKL)/Magang di lingkungan kami. Adapun detail peserta pelaksana magang adalah sebagai berikut:


No	Nama	NIM/NPM	Pelaksanaan Magang
1.	Muhammad Randy Shagutra	2208411019	Juli 2025 s.d.
2.	Muhammad Daffa Putra Harfi	2208411029	Oktober 2025

Kami berharap Saudara dapat mengikuti seluruh peraturan dan tata tertib yang berlaku di lingkungan perusahaan/Instansi selama melaksanakan program magang.

Demikian surat penerimaan ini kami sampaikan. Atas perhatian dan kerja samanya, kami ucapkan terima kasih.



Tanda Tangan
Ma'ruf, S.Tr.Ab
Mentor Edutraining



Edukasi. Sinergi. Kolektif
PT. Edutraining Kreasi Indonesia
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2. Logbook Bimbingan



Jakarta, 18 September 2025

Nomor :
Lampiran : 1 (satu) berkas
Hal : Penerimaan Magang

Yth.
Direktur Bidang Kemahasiswaan
Politeknik Negeri Jakarta
di Depok

Sehubungan dengan surat permohonan magang yang telah Saudara ajukan, bersama ini kami sampaikan bahwa PT Edutraining Kreasi Indonesia menerima Saudara untuk melaksanakan Praktik Kerja Lapangan (PKL)/Magang di lingkungan kami. Adapun detail peserta pelaksana magang adalah sebagai berikut:

No	Nama	NIM/NPM	Pelaksanaan Magang
1.	Muhammad Randy Shaputra	2208411019	Juli 2025 s.d.
2.	Muhammad Duffa Putra Harfi	2208411029	Oktober 2025

Kami berharap Saudara dapat mengikuti seluruh peraturan dan tata tertib yang berlaku di lingkungan perusahaan/instansi selama melaksanakan program magang.

Demikian surat penerimaan ini kami sampaikan. Atas perhatian dan kerja samanya, kami ucapkan terima kasih.

Tanda Tangan


Ma'ruf, S.Tr.Ab
Mentor Edutraining

 Edukasi, Energi, Kolaborasi
PT. Edutraining Kreasi Indonesia
Jl. K.H. Abdullah Syafe'i, No.23 A
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3. Translation's Results

1. MoU IN HOUSE TRAINING SMA Muhammadiyah 11

edutraining Indonesia

MEMORANDUM OF UNDERSTANDING
No. 229/ IN HOUSE TRAINING/VIII/ 2025

Regarding
THE IMPLEMENTATION OF IN-HOUSE TRAINING ACTIVITIES

SMA MUHAMMADIYAH 11
between
PT EDUTRAINING KREASI INDONESIA

On this day, Friday, the sixteenth day of July, two thousand and twenty-five, at SMA Muhammadiyah 11, the signing of this Memorandum of Understanding was carried out for the implementation of In-House Training activities for the 2025/2026 Academic Year, by and between:

Name : **Rosita Sari.S.Pd.M.M.**
Address : **Jl. Balai Pustaka Barat No.24 RT.4/RW.14 Rawamangun, Kec.Pulo Gadung, East Jakarta**
Position : **Principal**

Acting for and on behalf of the Principal of SMA Muhammadiyah 11, hereinafter referred to as **THE FIRST PARTY.**

Name : **MA'RUF, S.Tr, AB**
Address : **Jl. KH Abdullah Syafe, I No.32 A Tebet, South Jakarta**
Position : **Finance**
KOLABORASI-EDUKASI-SINERGI

Acting for and on behalf of PT Edutraining Kreasi Indonesia, hereinafter referred to as **THE SECOND PARTY.**

PT Edutraining Kreasi Indonesia | Perusahaan Provider Pelatihan dan Asesorment Pendidikan

1



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THE FIRST PARTY and THE SECOND PARTY shall hereinafter collectively be referred to as THE PARTIES.

THE PARTIES agree to establish cooperation for the implementation of In-House Training entitled "Implementation of Deep Learning and STEAM (Science, Technology, Engineering, Art & Mathematics): Deep Learning Lesson Design and Based on Learning" for teachers and educational staff for the 2025/2026 Academic Year, under the following provisions:

Article 1

IMPLEMENTATION OF ACTIVITIES

The provisions concerning the implementation of collaborative activities to improve the competence of teachers and educational staff, which shall be conducted on Saturday, 20 September 2025, include In-House Training for Teachers and Educational Staff with the theme: "Implementation of Deep Learning and STEAM (Science, Technology, Engineering, Art & Mathematics): Deep Learning Lesson Design and Based on Learning."

Article 2

PARTICIPANTS

The participants of this training activity are teachers and educational staff with a total of 47 (forty-seven) participants.

Article 3

FINANCING AND PAYMENT MECHANISM

The cost for the implementation of the activities under this MoU is Rp. 20,000,000 (twenty million rupiah).

Article 4

RIGHTS AND RESPONSIBILITIES

THE PARTIES agree to determine the cooperation to be carried out at an agreed time, with the following rights and responsibilities:

A. Rights and Responsibilities of THE FIRST PARTY

Responsibilities

1. The First Party shall make payment in accordance with Articles 2 and 3 of this MoU.
2. To carry out the implementation process of the collaborative activities in accordance with the article.

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 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
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Rights

1. Participants receive the training activity program.
2. To receive materials from the resource persons.

B. Rights and Responsibilities of THE SECOND PARTY

Responsibilities

1. The Second Party prepares the implementation of the training.
2. The Second Party prepares the training materials.

Rights

1. To receive payment in accordance with Articles 2 and 3 of this MoU.

Article 5 CLOSING

This MoU is made in two (2) copies for each Party and has equal legal force. Matters not stated in this MoU shall be added in an Addendum to this MoU.

THE FIRST PARTY

(Rosita Sari,S.Pd,M.M.)

THE SECOND PARTY

(Ma'ru(S.Tr,Ab)

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2. MoU IN HOUSE TRAINING Don Bosco



MEMORANDUM OF UNDERSTANDING

No. 229/ IN HOUSE TRAINING/VI/ 2025

Regarding

THE IMPLEMENTATION OF IN-HOUSE TRAINING ACTIVITIES

SMA DON BOSCO III CIKARANG

between

EDUTRAINING INDONESIA

On this day, Thursday, the twelfth of May, two thousand and twenty-five, at SMA Don Bosco III Cikarang, this Memorandum of Understanding (hereinafter referred to as "MoU") is entered into for the implementation of In-House Training Activities for the 2024/2025 Academic Year, by and between:

Name : Kristina Budi Muwanti
Address : Jalan Desa Pasir Kundi No.150, RT.18/RW.7, Pasirsari, South Cikarang., Bekasi Regency, West Java 17530
Position : Principal

Acting for and on behalf of SMA Don Bosco III, hereinafter referred to as **THE FIRST PARTY.**

Name : Yasnita, SE,MM
Address : Jl. KH Abdullah Syafe'i No.34 A Tebet, South Jakarta
Position : Direktur Program dan Operasional EDUTRAINING INDONESIA
KOLABORASI-EDUKASI-SINERGI

Acting for and on behalf of EDUTRAINING INDONESIA, hereinafter referred to as **THE SECOND PARTY.**

PT Edutraining Kreasi Indonesia

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 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
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THE FIRST PARTY and THE SECOND PARTY shall hereinafter be collectively referred to as THE PARTIES.

THE PARTIES mutually agree to establish cooperation in the implementation of In-House Training for teachers and educational staff for the 2024/2025 Academic Year, under the terms and conditions set forth below:

Article 1

SCOPE OF ACTIVITIES

The collaboration under this MoU shall include activities aimed at improving the quality of educational institutions and enhancing the competencies of teachers and educational staff, to be conducted on Monday, 13 June 2025, in the form of: IN-HOUSE TRAINING FOR TEACHERS AND EDUCATIONAL STAFF, with the theme: "Enhancing the Competence of Teachers and Educational Staff in Understanding the Implementation of Deep Learning."

Article 2

PARTICIPANTS

The participants of the training activities shall consist of teachers and educational staff, with a total of sixteen (16) participants.

Article 3

FUNDING AND PAYMENT

The cost for the implementation of the activities under this MoU shall be Rp. 500,000 (five hundred thousand rupiah) per package.

Article 4

RIGHTS AND RESPONSIBILITIES

THE PARTIES mutually agree to implement the cooperation at a mutually agreed time, with the following rights and obligations:

A. Rights and Responsibilities of THE FIRST PARTY

Responsibilities

1. The First Party shall make payments in accordance with Articles 2 and 3 of this MoU.
2. The First Party shall support and facilitate the implementation of the collaborative activities as stipulated in this MoU.

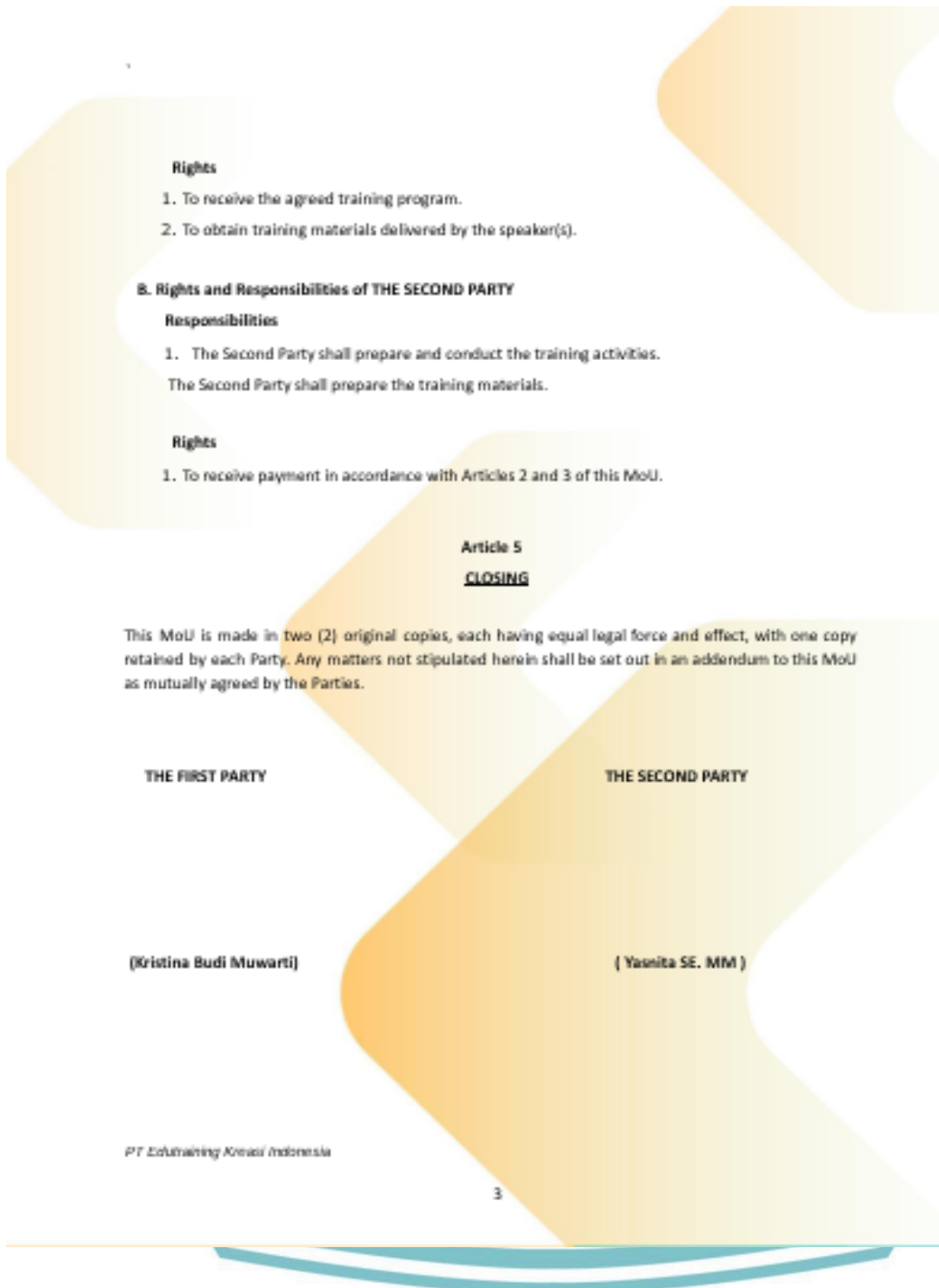
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 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
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3. MoU Capacity Building SMA Muh 11

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MEMORANDUM OF UNDERSTANDING
No. 230/ Capacity Building/VIII/ 2025

Regarding
THE IMPLEMENTATION OF IN-HOUSE TRAINING ACTIVITIES
SMA MUHAMMADIYAH 11
between
PT EDUTRAINING KREASI INDONESIA

On this day, Friday, the sixteenth day of July, two thousand and twenty-five, at SMA Muhammadiyah 11, the signing of this Memorandum of Understanding was carried out for the implementation of Capacity Building activities for the 2025/2026 Academic Year, by and between:

Name : **Rosita Sari.S.Pd.MLM.**
Address : **Jl. Balai Pustaka Barat No.24 RT.4/RW.14 Rawamangun, Kec.Pulo Gadung, East Jakarta**
Position : **Principal**

Acting for and on behalf of the Principal of SMA Muhammadiyah 11, hereinafter referred to as **THE FIRST PARTY.**

Name : **MA'RUF,S.Tr,AB**
Address : **Jl. KH Abdullah Syafa, I No.32 A Tebet, South Jakarta**
Jabatan : **Project Management**
KOLABORASI-EDUKASI-SINERGI

Acting for and on behalf of PT Edutraining Kreasi Indonesia, hereinafter referred to as **THE SECOND PARTY.**

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 - b. Pengutipan tidak merugikan kepentingan yang wajar Politeknik Negeri Jakarta
2. Dilarang mengumumkan dan memperbanyak sebagian atau seluruh karya tulis ini dalam bentuk apapun tanpa izin Politeknik Negeri Jakarta



THE FIRST PARTY and THE SECOND PARTY shall hereinafter collectively be referred to as THE PARTIES.

THE PARTIES agree to establish cooperation for the implementation of Capacity Building entitled "Enhancing Teacher Competence through Outbound Management Training (OMT)" for teachers and education personnel for the 2025/2026 Academic Year, under the following provisions:

Article 1

IMPLEMENTATION OF ACTIVITIES

The provisions concerning the implementation of collaborative activities to enhance teacher competence and education personnel, which shall be conducted on Saturday, 20 September 2025, include Capacity Building for Teachers and Education Personnel with the theme: "Enhancing Teacher Competence through Outbound Management Training (OMT)."

Article 2

PARTICIPANTS

The participants of this training activity are teachers and education personnel with a total of 47 (forty-seven) participants.

Article 3

FINANCING AND PAYMENT MECHANISM

The cost for the implementation of activities under this MoU is Rp. 1,000,000 (one million rupiah) per package.

Article 4

RIGHTS AND RESPONSIBILITIES

THE PARTIES agree to determine the cooperation to be carried out at an agreed time, with the following rights and responsibilities:

A. Rights and Responsibilities of THE FIRST PARTY

Responsibilities

1. The First Party shall make payment in accordance with Articles 2 and 3 of this MoU.
2. To carry out the implementation process of the collaborative activities in accordance with the relevant article.

Rights

1. Participants receive the training activity program.
2. To receive materials from the resource persons.

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