



President University

Internship Report for



The Ministry of Defense of the Republic of Indonesia
Directorate General of Defense Potential

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International Relations Study Program
Defense Concentration
016201500088

October 23rd, 2018

TABLE OF CONTENTS

Letter of Internship Completion.....	ii
Preface.....	iii
Chapter I – Introduction.....	1
1.1 President University.....	1
1.2 Internship Program.....	2
Chapter II – Company Profile.....	4
2.1 The Ministry of Defense (MoD).....	4
2.1.1 <i>The History of the Ministry of Defense</i>	4
2.1.2 <i>The Role of the Ministry of Defense</i>	7
2.1.3 <i>The Function of the Ministry of Defense</i>	7
2.2 The Directorate General of Defense Potential.....	7
2.2.1 <i>The Role of the Directorate General of Defense Potential</i>	7
2.2.2 <i>The Function of the Directorate General of Defense Potential</i>	7
2.2.3 <i>The Organizational Structure of the Directorate General of Defense Potential</i>	8
2.2.4 <i>The 2018 Policies of the Directorate General of Defense Potential</i>	8
Chapter III – Internship Activities.....	10
3.1 Sub-directorate Defense Technology (Subdit Tekhan).....	11
3.2 Sub-directorate Licensing (Subdit Perizinan).....	12
3.3 Sub-directorate Empowerment (Subdit Dagon).....	12
3.4 Sub-directorate Defense Industry (Subdit Indhan).....	13
Chapter IV – Personal Results / Evaluation / Points Learned.....	15
Chapter V – Recommendation.....	17
5.1 President University.....	17
5.2 Company.....	17
Appendices / References / Attachments.....	18

LETTER OF INTERNSHIP COMPLETION



DIREKTORAT JENDERAL POTENSI PERTAHANAN SEKRETARIAT

Nomor : BI/1637/117/05/02/2018/DJPOT Jakarta, 28 September 2018
Klasifikasi : Biasa
Lampiran : -
Hal : Persetujuan Melaksanakan Kerja Praktek / Magang di Ditjen Pothan Kemhan

Kepada

Yth. Direktur Biro Magang dan Karir
President University

di

Cikarang, Bekasi

1. Dasar :
 - a. Permenhan Nomor : 58 Tahun 2014 tentang Organisasi dan Tata Kerja Kementerian Pertahanan.
 - b. Surat Direktur of Internship and Career Center Nomor 0190/ICC/PU/III/2018 tanggal 20 Februari 2018 tentang Permohonan Magang bagi Mahasiswa President University.
2. Sehubungan dasar di atas, dengan hormat disampaikan bahwa Mahasiswi President University atas nama Nisrina Nadhifa NIM 016201500088 Program Studi Hubungan Internasional, telah selesai melaksanakan Praktek Kerja/Magang di Direktorat Jenderal Potensi Pertahanan Kementerian Pertahanan terhitung mulai 2 Mei 2018 s.d. 28 September 2018, dengan disiplin, rajin dalam bekerja, penuh inisiatif dan mentaati semua peraturan yang ditetapkan.
3. Demikian mohon menjadikan periksa.

a.n. Sekretaris Direktorat Jenderal
Kepala Bagian Umum,

Tatang Sukaeji
Kolonel Laut (E) NRP. 9220/P

Tembusan :

1. Dirjen Pothan Kemhan
2. Sesditjen Pothan Kemhan
3. Direktur Ditjen Pothan Kemhan
4. Ka Prodi Hububungan Internasional
President University.

Jalan Tanah Abang Timur Nomor 8 Jakarta Pusat 10110
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PREFACE

For five month I have spent my internship period working and learning so much from the wonderful people of the Directorate General of Defense Potential. It was an eye opening experience for me and I sincerely believed it has thought me not only the ways of the real work world but also things about myself that I need to further improve. In this fine occasion I would like to express my greatest gratitude to :

1. Allah SWT, who blessed me with the opportunity and the time to finish my internship program.
2. I would like to thank my family who supported me and encourage me to do my best in conducting my internship program.
3. To my internship mentor, Miss. Natasya Kusumawardani S. IP., MProfStuds (Hons), I sincerely thank you for your guidance and support which has helped me so much in properly conduct my internship.
4. To Mr. Giri Satriyo Adi Saputro S.E. my internship supervisor at the Directorate General of Defense Potential. I can thank you enough. You have given me the opportunity to work at the directorate. With patience you guide me and tech me the way of the office and with great understanding you have helped me to adapt myself during my time at the directorate.
5. To dear friend and fellow intern Victoria Maharani P, thank you for your help and advice during my internship period.

Cikarang, 23rd October 2018

Sincerely,

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CHAPTER 1

Introduction

1.1 President University

As an institution of learning and knowledge the journey of President University begin in September 1997 when the conceptual plan for this institution was first formulated by S.D. Darmono the Chairman of Jababeka Group along with Prof. Donald W. Watts, who was the President of Bond University, Queensland and the Vice Chancellor of Curtin University, West Australia. The fundamental goal for the creation of this university was to build an institution of learning which would prepare future leaders of both industry and society by giving the the necessary skills and experience to excel upon graduation.

Since its creation President University has worked and grown into a fine institution of learning. Despite being a relatively young university, each year the university continues to grow at a tremendous rate. Now there are approximately 5.000 students attending President University, not only from Indonesia but also from other countries as well. To accommodate the large flow of students, President University provide not only its student but its lectures as well with secure and comfortable lodgings which are continently located near the university's environment. Furthermore, as an institution of learning President University value itself as an international standard university which uphold a fine international standard curriculum and along the mandatory use of the global language of English. Here, all classes, courses, and even the guidance are all delivered in English all with the purpose of grooming exceptional global scholars and broad-minded leaders.

Likewise, in fulfilling its purpose of creation President University strongly uphold to its vision and mission. Within its vision President University aimed in becoming a leading university in order to create leaders with entrepreneurial spirit, multicultural mindset, as well as having global outlook. While on its mission President University is working to: 1) Establish an education system with a high standard of excellence; 2) Strengthen and encourage self-development to become creative, innovative, inclusive and broad-minded leaders; 3) Conduct high quality, effective and sustainable research and community service; 4) Developing professional culture in managing the

university resources; 5) Establish mutually beneficial cooperation with various national, regional, and international / global institution in implementing the Tridharma of Higher Education.

In grooming its future leaders President University acknowledge that academic learning is not the only thing that its students should have. Here, real world experience and field practice of the knowledge that the students have learned from the university will further groom these students into exceptional future leaders with all the right set of skills. To achieve that, here, President University conducted this effort through the Internship & Career Center (ICC). With the ICC students will face the challenge of real work experience and able to practice the knowledge that they have learned in a whole different environment. From this real work engagement, it is hoped that the student will have a worthwhile experience and will be able to obtain the knowledge and skills that can support them when the student finished had their education.

To sum up all of the above, President University is an institution of learning and knowledge that will continue to work and uphold both its vision and mission in order to groom exceptional future leaders that can bring fine service to the nation and the society.

1.2 Internship Program

The President University internship program was established as part of its fine international standard curriculum. Here, President University realize that academic learning is not the only thing that its student need to emphasize. For its student to posses all of the necessary skills and knowledge that can help then succeed in the real world its students would need to experience how the real world work. To accomplish that President University, through its Internship & Career Center (ICC) provided the students with an internship program which they are oblige to take as part of the requirement to graduate. In this matter, despite being mandatory, an internship is an opportunity to integrate career related experiences into an undergraduate education by participating in planned, supervised on the job training. During their study, all students will have two semesters on internship programs which are planned and scheduled through consultation with the ICC in President University, supported by

1.700 multinational companies from 30 countries. Additionally, through this real work experience students are hoped to gain further benefits such as :

- Provided with opportunities to work in a career related or professional environment.
- Provides career awareness for the students.
- Gives the students the chance to evaluate, reflect upon, and try a career field.
- Provides valuable experiences that helps in securing future employment.
- Possibility to earn Compensation and Benefits (Salary, Awards, Credit, etc.).
- Opens access to professional networking contacts.
- Makes classroom learning more interesting.
- Helps the student develop job search skills.
- Develop self-confidence as they identify skills, abilities, and talents.
- Apply classroom's knowledge.

CHAPTER II

Company Profile

2.1 The Ministry of Defense (MoD).

2.1.1 History of the Ministry of Defense.

In the aftermath of the Proclamation of Independence on 17 August 1945 the wheel of our government are set into motion, one of which started with the transfer of power that was previously held in the shortest time possible. Therefore, the Committee for the Preparation of Indonesian Independence (Panitia Persiapan Kemerdekaan Indonesia/PPKI), quickly ensemble the first precedential cabinet whose result was announced on 19 August 1945. This cabinet was consisted of 15 Ministries along with 5 State Ministry, however, one of the position for the State Minister was soon annulled due to the fact that the assumed State Minister, AA Maramis was elected to be the Minister of Finance.

This first cabinet however does not have a Minister of Defense, and the role for the Ministry of Defense was held by the Ministry of Public Security, which was led by the Minister of Public Security. This position was held by Sodancho Suprijadi. In this matter however, Sodancho Suprijadi never held the position as Minister of Defense and hereinafter the position for the Minister of Defense was replaced by Sulyadikusumo as the ad interim Minister on 20 October 1945.

During the time of the first Sjahrir cabinet which was from 14 November 1945 to 12 March 1946 the function of state defense which was still under the authority of the Ministry of Public Security was conducted by its current Minister, Mr. Amir Sjarifuddin. However, at the time of the second Sjahrir cabinet which was from 12 March 1946 to 2 October 1946 the Ministry of Defense was formed and the position of the Minister of Defense was held by Mr. Amir Sjarifuddin. Within this cabinet also the functions of defense are further enforce.

In its journey the title of the Minister of Defense was often held duple by one person, such as for example Mr. Amir Sharifuddin which was also the Prime Minister during the time of his cabinet (3 July – 11 November 1947), that shows the importance of state defense against the presence of the occurring conflict at that time. Another

example was during the period of the first Hatta cabinet (29 January 1948 – 4 August 1949) where Vice President Drs. Moh. Hatta was also the ad interim Minister of Defense in which situation of the Unitary State of the Republic of Indonesia (NKRI) was in emergency due to pressure from the Dutch army. The position of the Minister of Defense was also held by Sri Sultan Hamengku Buwono IX during the second Hatta cabinet and the Cabinet of the United States of Indonesia (RIS/RUSI) on 6 September 1950 until he relinquishes the position by his own will on 2 June 1953. Additionally, during the time of the first Cabinet of Development in the New Order era, since 6 June 1968 the position for the Minister of Defense and Security was dually held by the Army General Soeharto which was also the President of the Republic of Indonesia.

Only until the time of the second Cabinet of Development (28 March 1973 – 29 March 1978), the position for the Minister of Defense and Security was not held dually by a person. During this cabinet the position for the Minister of Defense and Security was held by the Army General Maraden Panggabean. Subsequently, in the third Cabinet of Development (28 March 1978 – 19 March 1983), the position for Minister of Defense and Security along with the position for the Commander of ABRI was given to the Army General M. Jusuf, and by the end of this period the Law Number 20 of 1982 regarding the General Provisions for the Defense and Security of the Republic of Indonesia (UU Nomor 20 Tahun 1982 tentang Ketentuan-ketentuan Pokok Pertahanan Keamanan Negara RI) was born. On the following cabinet (19 March 1983 – 23 March 1988) the position for the Minister of Defense and Security was held by Army General (Pensioner) Poniman. Henceforth the position was held by the Army General (Pensioner) LB Moerdani from 1988 to 1993. Later on 1993 until 1998 President Soeharto entrusted the position to Army General (Pensioner) Edi Sudrajat.

During the seconds of the Reformation, in which subsequently President Soeharto relinquish his presidential office, Army General Wiranto held the position as the Minister of Defense and Security from 14 March 1998 until 21 May 1998. At that time there was a presidential change from Soeharto to Vice President B.J. Habibie. Subsequently, during the time of the first cabinet of the Reformation era (22 May 1998 – 29 October 1999) Army General Wiranto is still entrusted with the position.

Later on, upon the Presidential government of Abdurahman Wahid or Gus Dur, on 1 July 2000 the State Police of the Republic of Indonesia was officially detached from the Department of Defense and Security, and the Army becomes an autonomous institution which is responsible directly to the President of the Republic of Indonesia. In President Gus Dur's cabinet the position for the Minister of Defense is once again held by those coming from the civilian circle instead of those from the military like back in the New Order era. Here, the position was then held by the academic, Prof. Dr. Juwono Sudarsono (1999 – 2000), and from 26 August 2000 until 14 August 2001 the position was held by Prof. Dr. Mahfud M.D. Then, during the presidency of Megawati Soekarno Putri (14 August 2001 – 25 October 2004) this position was entrusted to H. Matori Abdul Djalil, while during the first presidency era of Susilo Bambang Yudhoyono (SBY), Prof. Dr. Juwono Sudarsono was once again entrusted with the position. During this time also several draft of bill (RUU) related to the issue of “defense” was arranged and proposed to the House of Representative (DPR) to be established as Law, this includes the draft for the Support Component (RUU Komponen Cadangan), the draft for National Security (RUU Keamanan Nasional), the draft for State Secrets (RUU Rahasia Negara), the draft for Military Court (RUU Preadilan Militer), and the draft for Veteran (RUU Veteran). Subsequently, during the second presidency of SBY (2009 – 2014) the position for the Minister of Defense was held by Prof. Dr. Ir. Purnomo Yusgiantoro, MA, Msc in which during the previous presidency of SBY held the position of the country's Minister of Energy and Mineral Resources (ESDM). During this time also based upon the Law Number 39 of 2008 regarding the Minister of Defense, the name Department of Defense of the Republic of Indonesia was officially change into the Ministry of Defense of the Republic of Indonesia.

In summary, the steps and goals of the MoD's policy can and are various, depending on the situation, the condition, the current leader of the country, as well as the people who are entrusted by the Minister of Defense. What is certain however, the MoD since the Proclamation era, the Old Order era, the New Order era, and the Reformation era, from now and in the distant future the MoD will always stand on the strategic position and actively play the role in protecting the security of the country as well as the sovereignty and the integrity of the Republic of Indonesia. Currently, in this era of the Cabinet of Work (2014 – 2019) the position of the Minister of Defense is entrusted to the General (Pensioner) Ryamizard Ryacudu.

2.1.2 Role of the Ministry of Defense.

The Ministry of Defense which subsequently will be referred as the MoD, is the implementing element of the government in which led by the Minister of Defense that is positioned under and responsible to the President. In this matter, the MoD have the role to execute as well as assist the President in governing the country.

2.1.3 Function of the Ministry of Defense.

Along with the execution of its role the MoD also perform the following functions :

- a. The formulation, establishment, and implementation of policies in the field of defense.
- b. The management of state property / assets in the responsibility of the MoD.
- c. Surveillances and execution of tasks in the MoD environment.
- d. Execution of technical task from the center to the districts.

2.2 The Directorate General of Defense Potential.

The Directorate General of Defense Potential is one of the implementing element for both the role and functions of defense which is under and responsible to the Minister of Defense. In this matter, the Directorate General of Defense Potential is led by the Director General of Defense Potential (Dirjen Pothan).

2.2.1 Role of the Directorate General of Defense Potential.

The Directorate General of Defense Potential held the basic role for formulate and carry out the policies and technical standard in the field of non-military defense potential.

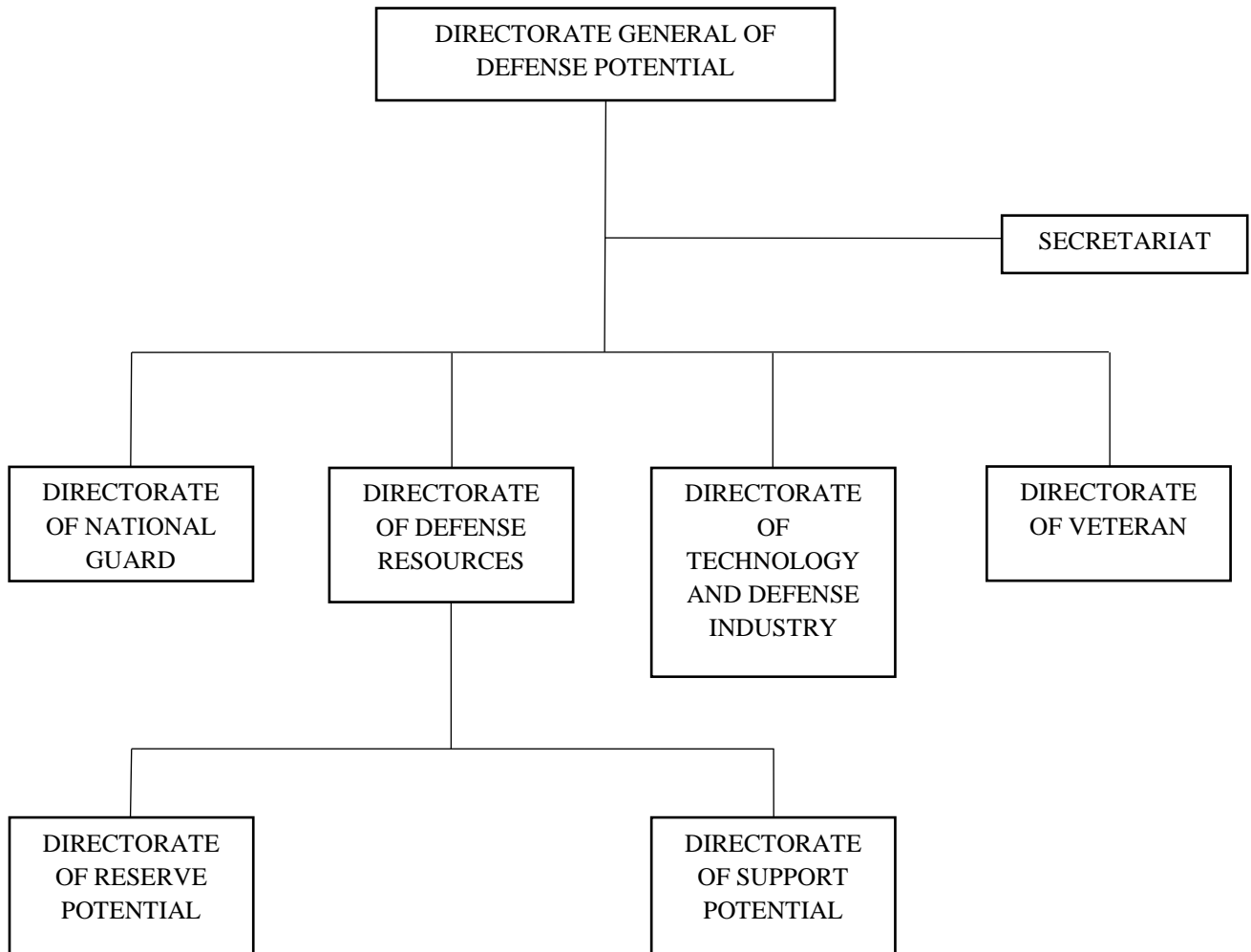
2.2.2 Function of the Directorate General of Defense Potential.

Along with the execution of its role the Directorate General of Defense Potential also perform the following functions :

- a. Formulating ministerial policy in the filed of non-military defense potential.
- b. Carry out the ministry's policy in the field of defense potential encompassing; The Sense of State Defense, Reserve Component, Supporting Component, Development of Technology and Defense Industry, and Development of Veteran.

- c. Forming norms, standards, procedures, and criteria in the field of non-military defense potential.
- d. Providing technical guidance and evaluation in the field of defense potential.
- e. Exercising the administration of the Directorate General of Defense Potential.

2.2.3 Organizational Structure of the Directorate General of Defense Potential.



2.2.4 The 2018 Policies of the Directorate General of Defense Potential.

The following are some of the 2018 policies issued by the Directorate General of Defense Potential :

- a. Increasing the development of the Veteran Administration in order to fulfill the goal of national welfare.

- b. The development for the Sense of National Guard which is manifested for grooming the identity and the character of National Guard which will be conducted from the central to district stakeholders as well as the civilian in order to create the structure of good nation and state life.
- c. To accelerate the process of the legislation for the draft of Management of the National Resources for the Purpose of State Defense as the legal protection for the formation of the Support Component.
- d. Increasing the synergy of the institution in order to organize and develop the human resources (SDM), the artificial resources (SDAB), and the infrastructure of the Support Component, as well as optimizing the implementation of the Cyber Defense Policy in regards to state defense.
- e. Implementing the policy of the MoD in regards to the empowerment and the development for the capability of the defense industries.

CHAPTER III

Internship Activities

During my time of conducting my internship at the Directorate General of Defense Potential I was majorly stationed at the Directorate of Defense Technology and Industry (Dirketorat Teknologi dan Industri Perthanan).

In this directorate there are four sub-directorates which encompasses the sub-directorate of Defense Technology, sub-directorate of Licensing, sub-directorate of Empowerment, and the sub-directorate of Defense Industry. In this matter, each sub-directorate given me different work to conduct in the office. In doing some those works I need to be quick and at the same time thorough, while on the other hand other works require me to sharpen my Microsoft Office skill, especially in Excel. To understand more about the work that I did at each sub-directorates the following table shows the highlight of the job that I did at each sub-directorate :

No	Sub-directorate	Work / Responsibility / Study
1.	Defense Technology (SubDit Tekhan).	Composing the Minute of Meeting (MoM).
2.	Licensing (SubDit Perizinan).	Making the data recapitulation for the procurement / purchase of weaponry or weapons technology.
3.	Empowerment (SubDit Dagun).	Organizing the sub-directorate's archives.
4.	Defense Industry (SubDit Indhan).	Stamping and delivering the document of purchase and the receipt for the sub-directorate's use of money.

3.1 Sub-directorate Defense Technology (SubDit Tekhan).

In summary, this sub-directorate deals with the defense industry trade negotiation whether it is with the local defense industry or the foreign defense industry. During my time at this sub-directorate I did different work from delivering letters to other directorate, answering phone calls, as well helping the other employees in preparing the meeting room. However, the highlight of the work that I have done in this sub-

directorate is joining the meetings of the defense industry negotiation and composing the Minutes of Meeting (MoM) from that meeting. In making the MoM I need to be focus during the meeting and be ready to take and summarize the important details or decision from that meeting to be put in the MoM. Although, it was quite a hassle for me since I have never compose an MoM before, yet with the guidance from the other employee now composing an MoM has become an easy work for me.

Aside from making MoM during my time here at the Defense Technology sub-directorate I have also learned about the constitution use as the guidance for conducting defense technology and industry trade negotiation such as for example Law Number 16 of 2012 regarding the Defense Industry (UU Nomor 16 Tahun 2012 tentang Industri Pertahanan); the Minister of Defense Regulation Number 30 of 2015 regarding Return Trade, Local Content, and Offset in the Procurement of Defense and Security Tool from Abroad (Permenhan Nomor 30 Tahun 2015 tentang Imbal Dagang, Kandungan Lokal, dan Ofset Dalam Pengadaan Alat Peralatan Pertahanan dan Keamanan dari Luar Negeri); the Minister of Defense Regulation Number 76 of 2015 regarding the Mechanism of Return Trade in the Procurement of Defense and Security Tool from Abroad (Permenhan Nomor 76 Tahun 2015 tentang Mekanisme Imbal Dagang Dalam Pengadaan Alat Peralatan Pertahanan dan Kemanan Dari Luar Negeri); and the Minister of Defense Regulation Number 141 of 2015 regarding the Management of Defense Industry (Permenhan Nomor 141 Tahun 2015 tentang Pengelolaan Industri Pertahanan).

3.2 Sub-directorate Licensing (SubDit Perizinan).

The Licensing sub-directorate was the first sub-directorate that I was placed when I conducted my internship at the MoD's Directorate General of Defense Potential. In summary, as the name suggest this sub-directorate deals with the licensing process of any defense industry who wishes to establish their business. Aside from that this sub-directorate also keep track of all of the directorate's purchase of defense and security tools. During my time at this sub-directorate the main work that I did was making the data recapitulation for the procurement / purchase of weaponry or weapons technology from the year 2006 until 2018. In this matter, making the data recapitulation requires me to be familiar with the use of Microsoft Excel as it would make the finished data easier to be inputted to the Directorate's website. Likewise, in making the recapitulation itself I needed to categorize the same type of weapon,

weapon pieces, and even ammunition that the Directorate had purchase from the year 2006 to 2018 into one slot, which is quite difficult if by basic you are not familiar with weaponry at all. Nonetheless, the other employees are very kind and they guide me in the process in making the data recapitulation and with that I manage to finish the work just in time.

3.3 Sub-directorate Empowerment (SubDit Dagun).

The Empowerment sub-directorate mainly deals with promoting the defense industry, particularly the local defense industry which have been approved by the Licensing sub-directorate to help develop and expand their businesses. In this sub-directorate there is not many work to be done and it is quite leisure during the time I was stationed there. The sub-directorate's busy time only occur when they initiate a project and frankly when I was stationed there the sub-directorate had just finish a project, thus, most of the employees and there work are quite leisure. Because there was not many work to be done during my time at this sub-directorate I was task in helping to organize the sub-directorate's archive. I help time organize the archive containing the trade deals and the cooperation agreement conducted between Indonesia and foreign countries such as Japan, the United States, Russia, and France. Even though the work was quite simple I did not take it lightly and conduct my work seriously. In summary, I well in organizing the sub-directorate's archives.

3.4 Sub-directorate Defense Industry (SubDit Indhan).

The Defense Industry sub-directorate deals with the trade agreement and cooperation between the Directorate with the defense industries. In this matter, similar as my time spent at the Empowerment sub-directorate, during my time at the Defense Industry sub-directorate there was not many work that the employees given to me. Some of the work that they did gave only deals with the trivial office work such as answering phone calls and delivering letters. Aside from that in this sub-directorate I also given the work to stamped and delivered the document of purchase and the receipt for the sub-directorate's use of money which then becomes my daily work at the sub-directorate. In addition, with many time to spare at the sub-directorate I spend it by learning about the mechanism of Indonesia's defense procurement which I did by observing the work done by other employees.

3.5 Work on Other Directorates.

Aside from being stationed at the sub-directorates of the Directorate of Defense Technology and Industry I was also given the opportunity to learn and work at other directorate. The following are the summary of the work and study that I did on other Directorates such as the Directorate of Reserve Component (Dir Komcad), the Directorate of Support Component (Dir Komduk), the Directorate of Veteran (Dir Veteran), and the Directorate of National Guard (Dir Bela Negara).

No	Directorate	Work / Responsibility / Study
1.	Reserve Component (Dir Komcad).	<ul style="list-style-type: none"> - Learning about the constitution and government regulation that is use as the guideline of the Directorate's work. - Interviewing the Head of the Directorate.
2.	Support Component (Dir Komduk).	<ul style="list-style-type: none"> - Learning about the constitution and government regulation that is use as the guideline of the Directorate's work. - Interviewing the Head of the Directorate.
3.	Veteran (Dir Veteran).	<ul style="list-style-type: none"> - Studying the legal basis of the Veteran Directorate. - Conducting interview with the Head of the Directorate to learn of about the projects that the Directorate is initiating. - Helping the employees to input the data of the veteran applicant into the Directorate's online platform.
4.	National Guard (Dir Bela Negara).	<ul style="list-style-type: none"> - Helping the employees in the computing the number of applicant for the National Guard program based on gender.

		<ul style="list-style-type: none">- Learning about the State Defense Posture, the National Guard Doctrine, and the National Guard Strategy.- Interviewing the Head of the Directorate's administration to learn more about the National Guard Program.
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CHAPTER IV

Personal Results / Evaluation / Points Learned

The presence of the of the President University's internship program through what I have experience serves as both a practice as well as an observation toward how we as a student would have to conduct ourselves in the working world. It teaches us upon the quality and the attitude that is seeks by employers and office within the applicants. Furthermore, this internship program teaches us on how to conduct ourselves in the work environment, how we must adjust our attitudes, learning about our position in the office, and how to follow the ground rules of that the office has made in as means to maintain order in the work environment.

Aside from that the internship program also teaches me toward the importance of honing one's professional skill. In this matter, professional skill may include our knowledge on certain language, computer skill, creative skill, as well as speech skill. During my internship time at the MoD's Directorate General of Defense Potential I learned that professional skill such as computer skill are very important considering that most of the employees are elderly which are not quite familiar with the current technology, thus, having more knowledge and skill on computer does becomes a valuable quality to have. Aside from that having a good speech skill is another valuable thing to have since being able to express one's opinion properly is proven to the basis for a good office conduct. In this matter, I am well aware that my speech skill is pretty low and this internship further prove that I need to develop my speech skill even more if I wish to be able to perform better in the work environment.

Additionally, this internship program also teaches me the importance of good attitude. By basic during my internship time I always respect the other employee and try my best not to offend anyone. Nonetheless, good attitude requires us to push our self to further engage socially in the office, such as paying better attention to our surroundings and be more sensitive to other situation. In this matter, I am well aware that my greatest weakness would be that I am not a people person and adapting to new environment has proved to be a challenge for me. However, this internship program showed me on how I need to push myself completely from my own comfort zone, as sometimes in order for other to perceive us better we need to care about that person

to. This here is both the challenge and the lesson that learned from my time interning at the Directorate of Defense Potential.

In summary, I find this internship program to be worth while. Not only that it teaches me about the workflow of an office it also teaches me about the importance in adjusting our behavior to suit our work environment, to push our self out form our comfort zone, and acknowledge our weaknesses and learn to overcome it in order to perform better in both work and in social life.

CHAPTER V

Recommendation

5.1 President University.

For the university's internship program, I find it to be a good experience for the students to learn about the real work life. Some of the recommendation that I would like to suggest is to give the student a briefing or a simple counseling regarding the Dos and Don'ts in composing our resume or provide a simple guide book on how to compose a good resume in this matter. Aside from that I find the overall technicalities of the university's internship program to be quite simple and the explanation provided to by the ICC representative to be sufficient.

5.2 Company.

During my internship period at the MoD's Directorate of Defense Potential manage to gain some good experience for my work skill as well as some reflection upon my own weaknesses at the work environment. In general, I find working in the Directorate to be quite pleasant. One suggestion that I would like to make is to give the intern employee more work. I suggest this because despite the work they have given me most of the time I also have no work to be done, despite asking the employee if there is anything that I can do to help them. I do not mind a little leisure time at the office, but too much leisure time is proven to be boring and causing my presence at the office to be a tad pointless. Therefore, I hope that more work could be entrusted or provided to the internship employee of the Directorate.

APPENDICES

APPENDIX 1

Internship Certificate



DIREKTORAT JENDERAL POTENSI PERTAHANAN
SEKRETARIAT

SERTIFIKAT

Nomor : Sertifikat/ **15** /IX/2018

Berdasarkan Surat Dirjen Potan Kemhan Nomor :
B/639/17/05/02/2018/DJPOT tanggal 13 Maret 2018 tentang
Persetujuan Melaksanakan Kerja Praktek/Praktek Magang Mahasiswa
President University, Sertifikat diberikan kepada:

Nama : **NISRINA NADHIFA**
NIM : 016201500088
Universitas : President University
Kota Jababeka, Cikarang Bekasi
Jurusan : Hubungan Internasional
Fakultas Humaniora
Predikat : Memuaskan

Telah melaksanakan Kerja Praktek/Praktek Magang di
Direktorat Jenderal Potensi Pertahanan Kementerian Pertahanan RI
terhitung mulai tanggal 2 Mei 2018 s.d. 28 September 2018.



Jakarta, **28** September 2018

a.n. Sekretaris Direktorat Jenderal
Kepala Bagian Umum,

Sukaeji
(E) NRP. 9220/P



APPENDIX 2

Internship Biweekly Progress Report Evaluation



Form No	ICC/04/INT/IRQ/2011
Revision	01
Form Title	Internship Biweekly Progress Report Evaluation

Student's Name : Nisrina Nadhifa Study Program : International Relations
 Company : Ministry of Defense Student ID : 016201500088

Weekly Progress Report Evaluation	Rating
1. Job Duties: The intern's ability to discuss the complete details of job duties and tasks that were accomplished during the period	4
2. Lesson learned: The intern's ability to discuss the obstacles, problems, and challenges encountered during the period and how the intern managed to resolve the problems	5
3. Managing tasks and relationships: The intern's ability to discuss about how he or she was able to manage the work efficiently, and whether efforts were made to form and maintain good relationships with others in the unit.	5
4. Communicating with university mentor: The intern's ability to show commitment to continuously communicate with his or her mentor by submitting reports on time, and using other channels to stay in touch with the mentor.	5
5. Clarity of the report: The intern's ability to submit clear, concise, and easy to understand progress report	5
6. Punctual submission of reports: The intern's ability to submit report in a timely manner, as agreed with mentor	5
TOTAL	

Suggestions:

Evaluated by

Rating
5: Outstanding/ Exceeds the expectations
4: Above Average/ Meets the expectations
3: Average/ Meets most of the expectations
2: Below Average/ Meets a few of the expectations
1: Unsatisfactory/ Does not meet the expectations

Name of Mentor : *Natasya Kurumawardeni*
 Date : *24 Oct 2018*

APPENDIX 3

Internship Final Report Evaluation



INTERNSHIP AND
CAREER CENTER

Form No	ICC/07/INT/IFR/2011
Revision	01
Form Title	Internship Final Report Evaluation

Student's Name : *Nisrina Nadhifa* Study Program : *International Relations*
 Company : *Ministry of Defense* Student ID : *016 2015000 88*

Final Report Evaluation	Rating
1. Completeness and accuracy of information: The report discussed the entire internship experience in a thorough and detailed manner, including job duties assigned and accomplishments	5
2. Personal results: The report discussed key developmental skills and personal improvements learned during the period, including problems encountered and efforts to resolve them	5
3. Recommendations: Suggestions given were appropriate to improve the internship program, both from company and university points of view.	4
4. Lay-out: The report observed the standard university guidelines for an internship report	5
5. Format: Professional tone was observed throughout the report using proper spacing and alignment, minimum grammatical mistakes, use of graphics, images, and figures to ensure clarity of message/discussion	5
6. Logical flow of ideas: Smooth and well-structured ideas, thoughts were well-organized resulting in clear messages/discussion.	5
7. Readability: Clear and concise language and professional tone was maintained throughout the report	5
8. Timelines of report: The report was submitted without delay after the end of internship period	5
TOTAL	

Suggestions:

Evaluated by

Name of Mentor
Date

: *Narayan Kurum*
: *24 OCT 2018*

Rating
5: Outstanding/ Exceeds the expectations
4: Above Average/ Meets the expectations
3: Average/ Meets most of the expectations
2: Below Average/ Meets a few of the expectations
1: Unsatisfactory/Does not meet the expectations

APPENDIX 4

Internship Final Presentation Evaluation



Form No	ICC/10/INT/IPE/2011
Revision	01
Form Title	Internship Presentation Evaluation

Student's Name : Nisrina Nadhifa Study Program : International Relations
 Company : Ministry of Defense Student ID : 016201500058

Presentation Evaluation	Rating
1. Ability to show mastery of the materials being presented	5
2. Ability to communicate the material using English language in a clear and concise manner	4
3. Ability to present relevant information that captures the important details of the internship result and activities	4
4. Ability to present the internship report creatively	3
5. Ability to finish the presentation within the given time	5
6. Ability to present the report in well-structured, organized, and professional manner	5
7. Ability to answer the questions in a calm, confident, and logical manner	4
TOTAL	

Suggestions

Evaluated by

Name of the Mentor : Natasya Kusuma Wardani
 Date : 24/09/2018

Rating
5: Outstanding/ Exceeds the expectations
4: Above Average/ Meets the expectations
3: Average/ Meets most the expectations
2: Below Average/ Meets a few of the expectations
1: Unsatisfactory/ Does not meet the expectations

APPENDIX 5

Performance Evaluation - Assessment by Employer



Form No	ICC/19/INT/SPV/2014
Revision	03
Form Title	Final Intern Performance Evaluation Form

Internship and Career Center

Work Performance Appraisal and Development Plan

Please provide your candid evaluation of this student's performance or skill level in each of the following areas.

We encourage you to participate in a two-ways communication in discussing the student's performance and share your appraisal to the student for her or his professional development. Thank you.

PresUniv Student's Name: _____ Department in the Company _____

On-Site Supervisor Name: Gira Saleyo A, SE On-Site Supervisor Title: Ko-subbag Kepegawaran Appraisal Period: 2/05/2018 s.d
Ditjen Pothan Kemhan 28/09/2018

Rating Description

Rating	In Points	Definition
EX Exceptional (EX)-5	85-100 Points	Outstanding Performance. Quality excellence is delivered in continuous basis
AA Above Average (AA)-4	70-84.99 Points	Demonstrate work performance which exceeds the standard expectation and requirement of the job.
A Average/Satisfactory (A)-3	60-69.99 Points	Demonstrate work performance which meets the standard expectation and requirement of the job.
NI Needs Improvement (NI)-2	50-59.99 Points	Demonstrate poor work performance in most areas. Need intensive training before entering to the job.
P Poor/Unsatisfactory (P)-1	0-49.99 Points	Cannot demonstrate the expected work performance quality. Not ready for work.

1. Please put X in the appropriate column indicating your assessment to the work performance being assessed.

Work Performance	1	2	3	4	5
A. Business/Organization Competency					
1. Consistency in submitting the assignment within the expected period of time (meeting the deadline).			X		
2. Ability to produce reliable work quality as being thorough with minimum error.			X		
3. Ability to work under minimum supervision.			X		
4. Ability to be active and consistent in seeking for knowledge/information needed to perform the job.				X	



Form No	ICC/19/INT/SPV/2014
Revision	03
Form Title	Final Intern Performance Evaluation Form

Work Performance	1	2	3	4	5
5. Ability to analyze/identify the main issues/problems.			X		
6. Ability to offer relevant solution/recommendation to the problems			Y		
7. Level of discipline to maintain the agreed working hours				X	
8. Level of awareness of organizational code of conduct and culture.			X		
B. People Competency					
1. Ability to prioritize the team's goal rather than individual goal				X	
2. Ability to accept constructive feedback from team members or supervisor in a mature and professional manner.					
3. Level of initiative to seek for information on team's needs, and act on it.			X		
4. Level of awareness of customer's needs expectation, problems, and circumstance (both internal & external customers).				X	
5. Ability to build rapport and cooperation with customer (both internal & external).			X		
6. Level of engagement with team members (including attending discussion, being helpful, and showing empathy).				X	
7. Ability to share important/relevant information (including ideas and recent updates) with team members and supervisor.				X	
C. Self-Management (Behavioral)					
1. Ability to behave in a respectful and consistent manner.				X	
2. Ability to share feelings to let other colleagues understand the current state of mind.			X		
3. Ability to manage confidential information.				X	
4. Ability to treat other people with respect.				X	
5. Ability to maintain constant performance and act rationally under a stressful situation.				X	
6. Ability to adjust to the emerging changes in the workplace.			X		
D. Technical Skill					
1. Ability to listen and follow the instruction.				X	
2. Ability to inform clear message and information in good spoken language.			X		
3. Ability to write clearly and concisely.				X	
4. Ability to respond to questions, feedback, and instructions in a clear and correct manner.			X		
5. Level of relevancy of the knowledge to the business needs.				X	
Please write down the necessary tool, knowledge, or skills needed to perform the job, and rate the subordinate's performance in meeting the technology requirement					
1. Tools / Technology/Machine (e.g. Ms. Words, Adobe Photoshop)	P	NI	A	AA	EX
1.1 Ms. Words				X	
1.2 Ms. Excel				X	
1.3 Ms. Power Point				X	
2. Knowledge Defense Potential and Industry					



Form No	ICC/19/INT/SPV/2014
Revision	03
Form Title	Final Intern Performance Evaluation Form

Work Performance	1	2	3	4	5
2.1. People Competency			X		
2.2. Self Management				X	
2.3. Technical Skill				X	

2. Based on the overall contribution of the employee, how would you rate the contribution of the employee to the business process?

Very Valuable Somewhat valuable Limited Value Not valuable/not ready to work in the institution

Please explain in what way the student has created impact to the organization or your work as on-site supervisor.

Mahasiswa yang bernama Niskina, sangat membantu organisasi dalam hal ini Disjen Prohan Kemhan dari berbagai macam tugas yang ada antara lain :

- notulen rapat dengan negara-negara sahabat.
- membuat konsep agreement maupun konsep surat surat dinas yang lain.
- mempersiapkan presentasi dengan lancar, baik dan mudah dimengerti.

3. Please use the following section to identify the primary strengths, areas to be improved, and future training plan which is recommended to enhance the employee's work performance.

Primary Strengths (Knowledge, Skills, Attitudes)	Areas to Be Improved (Knowledge, Skills, Attitudes)
Disiplin tepat waktu	Kemampuan adaptasi dengan lingkungan.

Courses/Training/Workshop/Seminar Which the Employee Should Participate to Enhance/Maintain the Quality of Work Performance



Form No	ICC/19/INT/SPV/2014
Revision	03
Form Title	Final Intern Performance Evaluation Form

1.	Perdalam kursus Bahasa Asing "Perancis / Cina"
2.	Perdalam penguasaan MS. Office terutama MS. EXCEL.
3.	
4.	
5.	

4. Please provide your feedback on the learning design/curriculum/seminars/training which President University must offer to improve the quality and competitiveness of the graduates in the workplace.

Courses/Training/Workshop/Seminar Which the Employee Should Participate to Enhance/Maintain the Quality of Work Performance	
1.	Pelatihan komputer yg menunjang urutle bekerja.
2.	Pelatihan statistik.
3.	
4.	
5.	



Assessed by,

Signature and stamped *Orin Satrio A, SE*
On the supervisor name:

Evaluation Date: 28 September 2019.

I, herewith, acknowledge that this performance review was conducted to evaluate my work performance during the specified period. My signatory in this review indicates that I have understood and approved the outcome of the appraisal. I understand that I will secure a copy of this appraisal, and agree that if after 15 working days I do not submit any objection to the appraisal result, I waive my right to demand any changes in the evaluation.

Nisrina
PresUniv Student: Nisrina Madhifa