



**A JOB REPORT AS AN ADMISSION AT STELLAMARIS  
SCHOOL KARAWACI**

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**ENGLISH DEPARTMENT  
FACULTY OF SOCIAL SCIENCES AND HUMANITIES  
BUDDHI DHARMA UNIVERSITY  
TANGERANG**

**2024**



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SCHOOL KARAWACI**

Presented as a partial fulfillment of the requirement for the Diploma Program

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## FINAL PROJECT APPROVAL

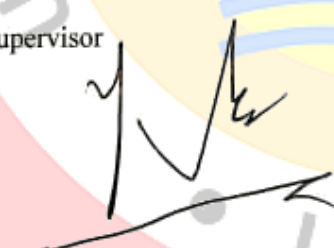
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The Final Project has been approved to examined as a partial fulfilment of the requirement for the Diploma program.

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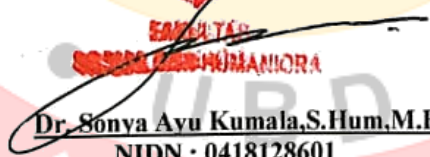
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### STATEMENT OF THE AUTHENCITY

I honestly declare this final project is my own writing. This is true and correct that I do not take any scholar ideas or work from other dishonestly. All the cited works are quote in accordance with ethical code academic writing



Tangerang, July 25 2024

Mika Damaiati Nainggolan

20211400003

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Stay happy and keep fighting stronger.

Tangerang, July 24, 2024

Mika Damaiaiti Nainggolan

20211400003



## MOTTO

2 Chronicles 15:7 TB

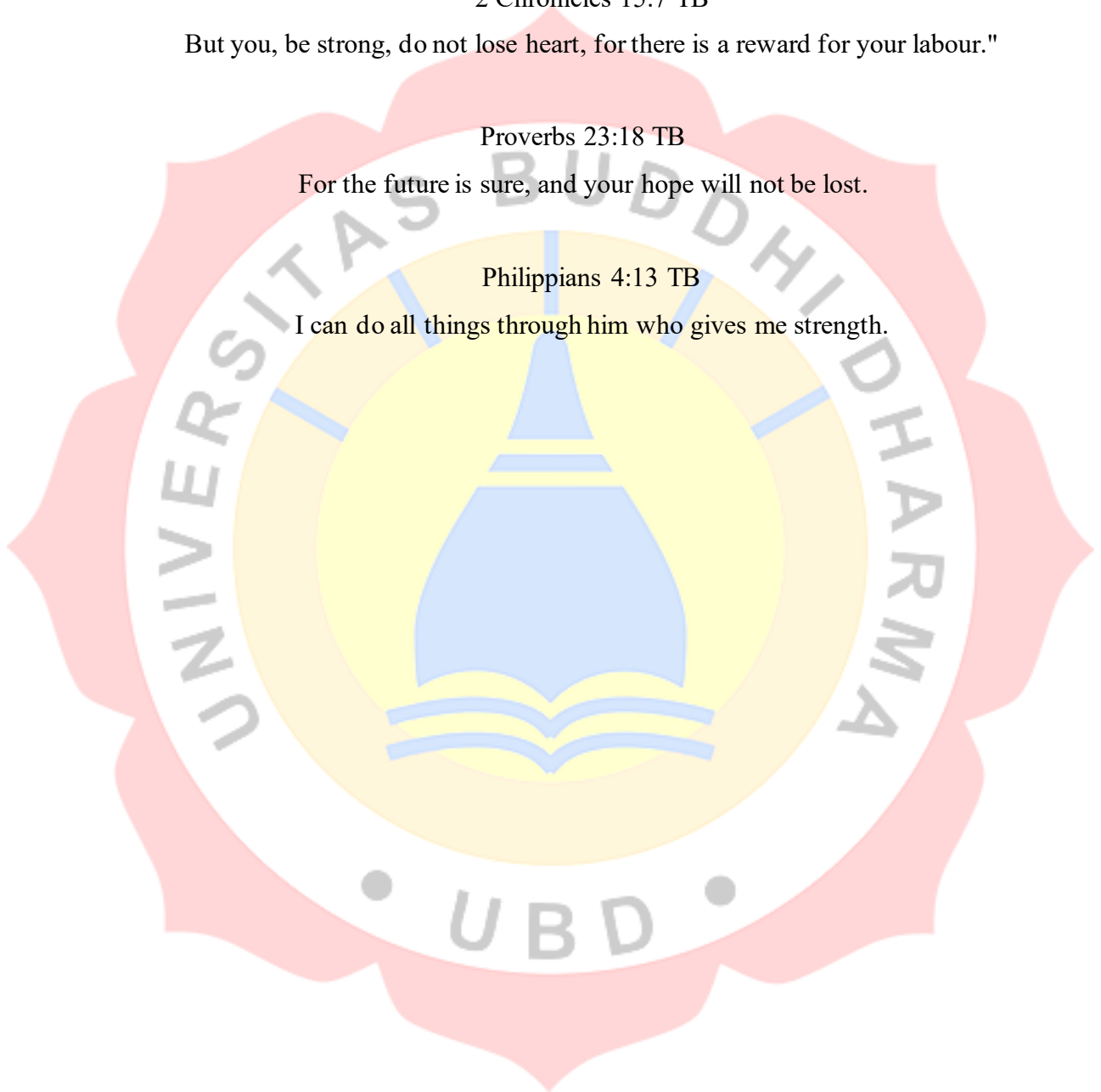
But you, be strong, do not lose heart, for there is a reward for your labour."

Proverbs 23:18 TB

For the future is sure, and your hope will not be lost.

Philippians 4:13 TB

I can do all things through him who gives me strength.





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# CHAPTER I

## INTRODUCTION

### 1.1 THE BACKGROUND

Internship is a form of workplace learning that provides an opportunity for an employee to develop competencies for a certain period of time in real work accompanied by someone who is proficient in the work being studied (Firdaus & Chairunisa, 2021). The internship program has a very meaningful role or contribution for students to improve soft skills & hard skills competencies. Not only that, for the world of education, this internship program is useful for improving its graduates so that they can be adjusted to the needs of the world of work. This program allows them to gain a deeper understanding of the work environment, as well as develop professional, interpersonal, and leadership skills that are needed in the world of work. The opportunity to be directly involved especially in a real school environment provides valuable experience that cannot be obtained through theoretical learning alone. Through the internship method, new employees are trained to perform the internship work to be assigned by the company in the future (Rahman et al., 2022).

Stellamaris School Karawaci, as one of the leading educational institutions in the Tangerang area, Banten Stella Maris was founded by Drg. Strela on May 15, 1995 to realize her husband's dream of establishing an orphanage and school for orphaned children. Starting from a playgroup, kindergarten and elementary school in BSD, Tangerang, the school grew rapidly by opening new branches and education levels. In 2004, Stella Maris obtained the ISO 9001-2000 Certificate and launched the International Baccalaureate (IB) Diploma Program in 2005.

To complete their studies at the Buddhi Faculty of Letters and Humanities (FSH), especially the D3 English program, students are required to take part in an internship program. One of the options that can be taken is to carry out an internship in the admissions department of Stellamaris School Karawaci. In this role, the writer is responsible for handling prospective student applications, coordinating new student admission events, managing databases, and ensuring smooth

interdepartmental communication. The writer is also involved in developing marketing strategies to attract new students, organizing enrollment procedures, and maintaining accurate records. Additionally, the writer is obligated to assist in providing information to prospective students and their families, guiding them through the enrollment process, and responding to inquiries effectively to facilitate a positive experience for all stakeholders involved.

New student enrollment is an important phase in education management that affects students' contribution to an educational institution. It is the first gate through which prospective students and their families must pass, and an important milestone in building a strong relationship between the school and the community it serves. Therefore, effective and professional management of the admission process is critical to ensuring the sustainability and growth of the school. However, the challenges faced in this process are not simple and require specialized skills and knowledge that can only be acquired through hands-on experience in the field.

. One of the main challenges in the admission process is administrative selection. Administrative selection involves checking the completeness of the administrative requirements of prospective students. Getting qualified students through the new student admission process is a challenge that requires systematic planning, serious attention from all parties in the school, and careful recruitment stages. Schools must be able to communicate relevant information about academic programs, facilities, extracurricular activities, fees, and various other aspects to prospective students and their families in a clear and attractive manner. On the other hand, schools must also be able to collect, organize, and analyze data received from prospective students and their families to make the right decisions in the selection process. Managing this flow of information efficiently and effectively requires strong communication skills, good organizational skills, and a deep understanding of the process and regulations.

Besides that, the admission process also involves direct interaction with prospective students and their families. This requires good interpersonal skills, such as the ability to build positive relationships, listen actively, and provide excellent service. Admissions staff must be able to create a comfortable and friendly

atmosphere for prospective students and their families, and provide the information they need in a friendly and professional manner. Professionalism is the appearance of a person in doing their job in accordance with their profession (Pudjosumedi, 2013). These skills are essential to ensure that prospective students and their families have a positive experience during the admission process, which in turn can influence their decision to join the school.

On additional challenge in the admission process is ensuring compliance with relevant regulations and policies. Schools must ensure that the admission process is fair, transparent and in accordance with regulations set by the government and relevant accreditation bodies. This includes adherence to fair selection procedures, secure and confidential data management, and the implementation of a non-discrimination policy. Non-discrimination is a human rights principle. A deep understanding of the relevant regulations and policies is key to avoiding legal issues and maintaining the school's reputation.

In this regard, the internship program in the admissions department at Stellamaris School Karawaci is crucial. Through direct involvement in the admission process, interns can gain valuable practical experience. They will learn how to manage complex information flows, communicate effectively with prospective students and their families, and understand the regulations and policies that must be followed. This experience will equip them with the skills and knowledge needed to succeed in a career in education, both as educators and administrators. Because basically, these soft skills will become a cultured character and improve the quality of human resources.

Besides that, the internship program at Admission will provide opportunities for students to develop leadership, teamwork, and time management skills that will be needed in their future careers.. They will be involved in team projects, collaborate with experienced staff, and face challenges in dynamic and stressful situations. This experience will help them build the confidence, flexibility and adaptability needed to succeed in their future careers.

In addition, the internship program at the Admissions department of Stellamaris School Karawaci also provides students with the opportunity to build a

valuable professional network. Preparing to enter the workforce means taking every opportunity to learn new things so that we can become a more interesting person (Siahaan,2021). They will interact with education professionals, both inside and outside of school, and build relationships that can open doors to future career opportunities. This network can be an invaluable source of information, advice and support for participants in their career journey.

However, to ensure the success of the internship program at Stellamaris School Karawaci's Admission department, there are several challenges that must be faced. One of the main challenges is ensuring the quality of the learning experience for the interns. The school must ensure that the program is well-designed, with clear goals and objectives, and adequate guidance and support from experienced mentors. To create a safe and enjoyable school, comprehensive school management is needed, based on existing management in the school to support the quality of learning. In addition, schools should also ensure that interns are given tasks and responsibilities that are appropriate to their level of knowledge and skills, and provide constructive feedback to help them develop.

Another challenge is to maintain a balance between the operational needs of the school and the learning objectives of the interns. Schools must ensure that the internship program is not just used as a source of cheap labor, but truly focuses on developing students' skills and knowledge. This requires careful planning, good communication between schools and students, and a commitment to providing a high-quality learning experience.

Another possible challenge is logistics and resources. Internships are often a challenge for both educational institutions and companies. Internship programs require a good allocation of time, space and coordination between the school and the partner institution sending the internship students. These logistical challenges may include flexible scheduling, provision of adequate facilities, and efficient administrative management. Schools must also ensure there are adequate human and financial resources to support the internship program on an ongoing basis.

Despite the challenges, the internship program at Stellamaris School Karawaci's Admissions department is an important step in preparing a generation



of competent and skilled educators and educational administrators. The valuable experience gained through direct involvement in the admission process will be an invaluable provision for the interns in building their future careers. With a strong commitment from the school and partner institutions, as well as careful planning and implementation, this program will continue to grow and make a significant contribution to improving the quality of education in Indonesia.

## **1.2 PROBLEM FORMULATION**

Based on the background of the problem above, the problem can be formulated, namely:

1. How is the admission process at Stellamaris School Karawaci, from the registration stage to the graduation announcement?
2. What are the duties and responsibilities of an Admission staff in the admission process at Stellamaris School Karawaci, as well as the obstacles faced and how to overcome them?

## **1.3 INTERNSHIP OBJECTIVES**

### **1.2.1 General Objective**

To analyze and document the internship experience at Stellamaris School Karawaci within the Admission department, and gain an in-depth understanding of the admission process within the school.

### **1.2.2 Specific Objectives**

1. To understand in depth the admission process at Stellamaris School Karawaci, including the administrative steps and strategies used.
2. Identify the roles and responsibilities associated with the Admission department at Stellamaris School Karawaci.
3. Analyze the systems and procedures used in managing student data including registration, selection, and admission of new students.
4. Conduct direct observation of the interaction between admissions staff and prospective students and parents to understand best practices in the interview process and school promotion.

5. Evaluate the effectiveness of communication and promotion methods used by Stellamaris School Karawaci in attracting new students.
6. Present findings and recommendations based on the internship experience to improve the efficiency and effectiveness of the admission process at Stellamaris School Karawaci.

## **1.4 BENEFITS OF INTERNSHIP**

### **1.3.1 Benefits for Students:**

Through the internship program, students can gain practical experience in the real world of work, especially in the field of new student admissions in schools. They also have the opportunity to apply the theories and concepts learned in college into real practice in the field. In addition, the internship program helps students develop interpersonal skills, such as communication, teamwork, and customer service (prospective students and parents). Students can also build professional networks with school and admissions staff. Furthermore, they can enhance their understanding of the organizational culture and working environment in schools.

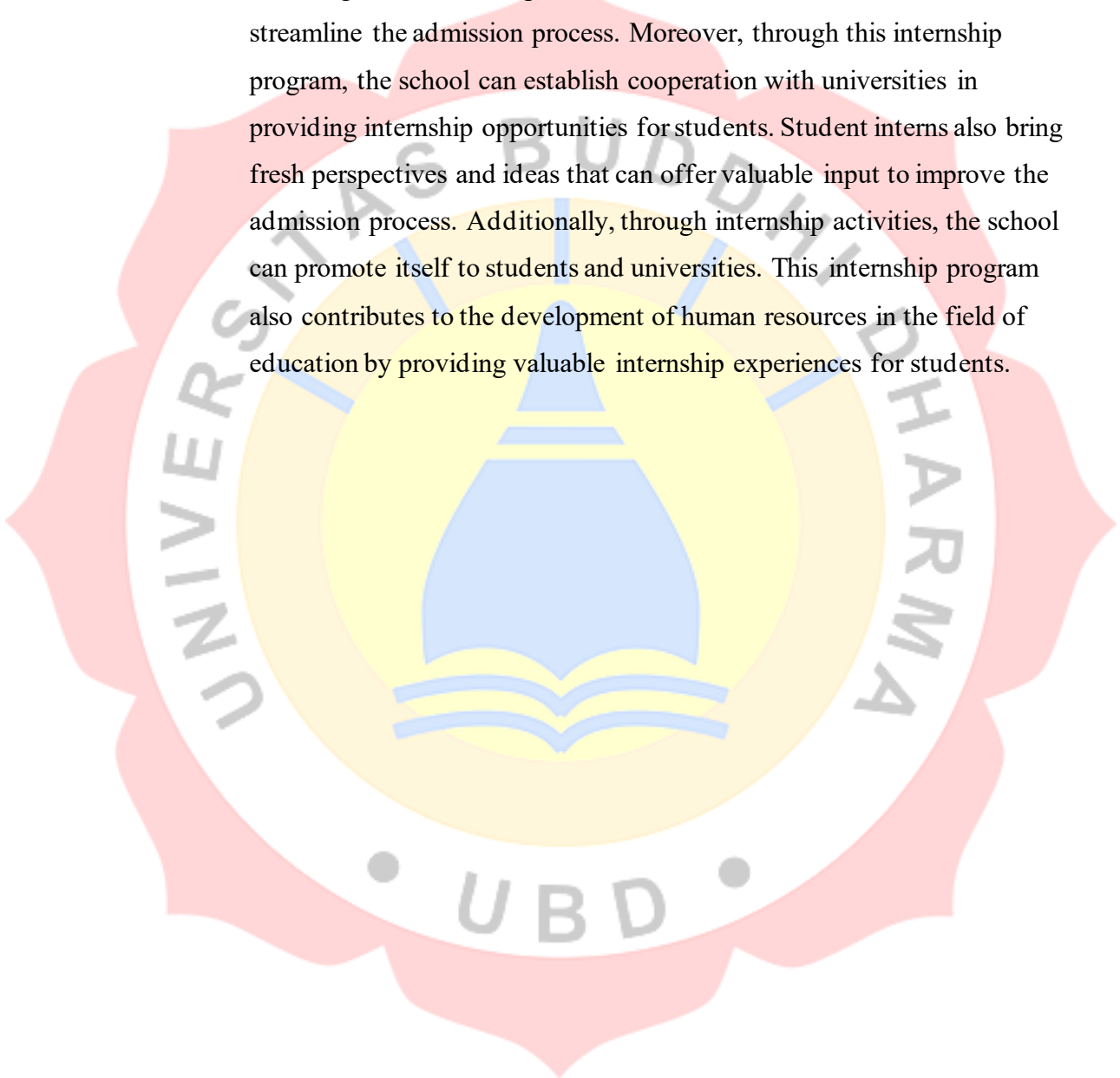
### **1.3.2 Benefits for the University:**

With the internship program, the cooperation and good relationship between the university and Stellamaris Karawaci School as an internship partner can be strengthened. In addition, the school can provide feedback on the performance and quality of students doing internships, which is very useful for the university. This can also enhance the university's reputation as an educational institution that produces competent and work-ready graduates. Moreover, the input obtained from the school can be used to develop curriculum and study programs that are in accordance with the needs of the world of work.



### **1.3.3 Benefits for the Internship Site (Stellamaris School Karawaci):**

The benefits of an internship program are diverse and significant. By obtaining additional manpower from student interns, the school can streamline the admission process. Moreover, through this internship program, the school can establish cooperation with universities in providing internship opportunities for students. Student interns also bring fresh perspectives and ideas that can offer valuable input to improve the admission process. Additionally, through internship activities, the school can promote itself to students and universities. This internship program also contributes to the development of human resources in the field of education by providing valuable internship experiences for students.



## **CHAPTER II**

### **THE PROFILE OF THE COMPANY**

#### **2.1 THE HISTORY**

Stella Maris was built from a simple idea of a 52-year-old woman who wanted to realize her late husband's dream. Before her husband passed away, they had a dream to establish a home for orphaned children. On July 16, 1985 Drg. Strela and her husband (Lukman) established the Kasih Abadi Foundation which focuses on humanitarian principles; and the Padang Gembala Orphanage is one of the manifestations of her dream.

They then had a new dream to establish a school for their "children" so that they could learn and seek knowledge for their own future. A school that is not like any other school, but they want to open a school that has a promising quality of education. And with God's blessing on May 15, 1995 their dream came true when his wife, Drg. Strela had officially established Stella Maris School which at that time only consisted of Playgroup, Kindergarten, and Elementary levels.

Stella Maris School was initially located in a shophouse in Sector XIV, BSD (Bumi Serpong Damai), Tangerang. When the school first opened, the response from the surrounding neighborhood was far from what was imagined. Many parents came to join and entrust their children to receive education at Stella Maris School.

Two years later, Stella Maris School decided to establish another branch of Playgroup and Kindergarten level in Gading Serpong area. As time went by and the positive response from parents and the surrounding community, Stella Maris opened an advanced level of junior high school. Since then, every year the number of students continues to increase. And to provide the best service for students and parents, Stella Maris School provided better school buildings and facilities in the 2000/2001 academic year located in Artha Kencana, Kav.C1, sector XII, BSD.

## **2.2 THE LOCATION**

Lokasi Stellamaris School Karawaci ada di Jl. Imam Bonjol No.98, RT.001/RW.006, Panunggangan Bar., Kec. Cibodas, Kota Tangerang, Banten 15138.

## **2.3 THE BUSINESS ACTIVITY**

Stellamaris School Karawaci is an early childhood education institution that focuses on the levels of Playgroup (KB) and Kindergarten (TK). The school is located in Karawaci, Tangerang, and serves the educational needs of children aged 2 to 6 years old in the surrounding area. With its strategic location, Stellamaris School Karawaci is a top choice for parents who want to provide the best education for their children from an early age. The school has a strong commitment to creating a safe, comfortable and conducive learning environment for children's development. Not only that, the school also provides information that can be accessed on its website, <https://stella-maris.sch.id/>.

The main offering provided by Stellamaris School Karawaci is an early childhood education program using the Montessori approach. The Montessori approach is an educational approach that focuses on child-centered learning, a structured environment, and children's independence in the learning process, aiming to help children develop their full potential in cognitive, social, emotional, and physical aspects, and encouraging them to be actively involved in the learning process to build deeper understanding and critical thinking skills from an early age. The Montessori approach emphasizes child-centered learning, a structured environment, and children's independence in the learning process. Through this approach, the school strives to help children develop their full potential in cognitive, social, emotional and physical aspects. The Montessori approach also encourages children to be actively involved in the learning process, so that they can build deeper understanding and critical thinking skills early on.

Stellamaris School Karawaci divides the KB and TK programs into several levels, namely:

- a. Toddler (2-3 years old),

- b.Nursery (3-4 years old),
- c.Kindergarten 1 (4-5 years old),
- d.Kindergarten 2 (5-6 years old).

This division of levels is done to ensure that the curriculum and learning methods applied are in accordance with the developmental stages and needs of children at each age. Thus, children can gain an optimal learning experience and be ready to continue to the next level of education. Stellamaris School Karawaci also provides Learning Center services that offer various talent and interest development programs for students. These programs are designed to support children's growth and development holistically, as well as preparing them to become lifelong learners who have entrepreneurial character based on Christian Values.

The activities we do every morning are praying together and reading the Bible. This activity is carried out in rotation for all teachers and staff.

#### Vision and Mission of Stellamaris School Karawaci

**Vision** : Excellence in nurturing lifelong learners with entrepreneurial character based on Christian Values

**Mission** : Encourage students to apply ethical, moral, and family values in the spirit of international awareness to become responsible global citizens based on Christian values. Building a community that nurtures the development of lifelong learners with entrepreneurial character.

## 2.4 THE MANAGEMENT STRUCTURE

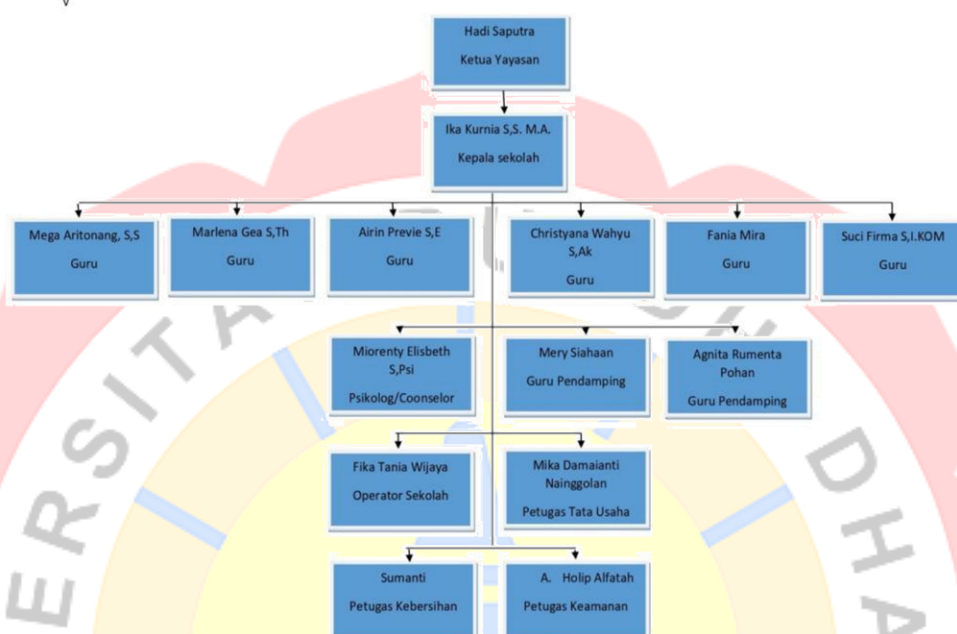


Image:Management composition of Stella Maris Karawaci

Stellamaris School Karawaci consists of 14 people. Stellamaris School Karawaci has a management structure that consists of several levels, ranging from leaders to support staff. At the top of the management, there is a Principal who has a master's degree. Under the Principal, there are teachers who play an important role in the learning process. The teachers all have a bachelor's degree. In addition, there is a psychologist/counselor with a bachelor's degree, who provides psychological support and counseling to students.

In addition to the teachers, there are two assistant teachers who each have a vocational education. They assist in learning activities and support the main teachers. In the administrative area, there is a school operator with a senior high school education, as well as an administrative officer with a senior high school education background. To maintain the cleanliness and security of the school environment, there is a janitor with a junior high school education and a security guard with a junior high school education. Overall, the management structure of Stellamaris.