CHAPTER III
TRAINEE PERFORMANCE

A.   Placement and Coordination:

The module project is an important program in the Industrial Placement Program, this project requires writers to work on modules related to the housekeeping department. This module project also helps the writers in replacing the Industrial Placement Program at the hotel.

The writer is placed in the module section. During a placement in the module, the writer coordinates with the supervisor and college to complete the module. Coordination is done if the writer has questions regarding the module such as how to create the correct header and others. Coordination is done so that the writer can optimally work on the module project that has been determined by the supervisor. In addition, coordination with the supervisor also helps the writer to better understand how to work on the module desired by the supervisor. In addition to coordinating with supervisors in working on modules, the writer also coordinates with colleagues.

In addition to coordinating with supervisors, the writer also coordinates with colleagues, the writer, and colleagues in dividing tasks such as the writer working on SOP chapters 75-150 while colleagues working on chapters 1-74. In addition, the author and colleagues also help each other in tidying up the modules before they are submitted to the supervisor.

While working on the module, trainees are asked to fill out daily absences to find out attendance, attendance is usually done from 08.00 am to 5 pm, besides trainee attendance is also asked to fill out a weekly report containing the work that the trainee has done for one week.

B.   Job Description

As a trainee at an Universitas Multimedia Nusantara company in the housekeeping department, the writer has to work on making modules such as paraphrasing, inserting support pictures. The writer must also learn how to use good paraphrasing and the writer must also learn how to write modules.

1. Job Description
   a. For each chapter, submit the materials by the deadline.

      Writers are required to collect each chapter and collect material from each chapter that has been completed and collected according to the deadline given by the supervisor.

   b. Look for content that relates to the Theory subtopics.

      The writer looks for content related to the theory subtopic and includes it in the module. The writer needs to find related topics so that readers can understand the content in the module.

   c. The Module for Editing and Layout

      The writer is required to edit the module to make it look neat and easy to read. In addition to editing the module, the writer also edits the layout of the module so that the module can be well organized.

   d. The Housekeeping Design Module

      The writer is required to assist in designing the module so that the module looks attractive. This design can make the readers enjoy viewing the contents of the module.

   e. Housekeeping Content creation

      The writer creates content about housekeeping. The content created by the writer relates to housekeeping materials such as SOPs in the housekeeping department, procedures for changing mattresses, maintaining floors, etc. Making this material required material that can be understood by the reader and interesting material.

   f. Available during working hours to complete the supervisor's task.

      Writers are required to work during working hours to complete the work assigned by the supervisor. The work given can be in the form of adding incomplete material, paraphrasing the contents of the module, and other work related to the module.

   g. The status of the module

      Writers are required to report status and progress while working on the

module. This can help the writer to be responsible for working on the module so that it can be completed according to the deadline determined by the supervisor. In addition, reporting the progress or status of the module also helps supervisors to know which module process is being worked on.

h. Background and Cover of the Module

The writer makes the cover and background of the module, this aims to make the module neat and orderly. Background and cover are important things in scientific writing such as modules, therefore the writer makes a background and covers to make the module better and follow existing scientific writing.

i. Changing the layout of the Module

The writer replaces the layout of the module that is lacking so that the module can be neat and organized. The layout is also determined by the content of the module, the writer must arrange the layout of everything in the module so that the module can be attractive to the readers.

j. Correctly edit and insert image

The writer includes images related to the topic. In addition, the writer must also check whether the image is correct and following the topic, if not, the writer will replace the correct image and follow the topic in the module.

C. Problem and Solution

1. Problem

a. Paraphrasing method
Paraphrasing the sentences in the module is not easy because it takes good accuracy to avoid plagiarism. In addition, the required language is English, English has many words, verbs, grammar, and others. Therefore, to make modules, good English is needed. In working on the module, the writer finds it difficult to paraphrase the sentences and lacks English because the purpose of making the

module is how the material in the module can be conveyed to the reader and can be understood well. The writer is confused about how to change the correct grammar according to the paraphrasing method that has been taught, the limitations of English can also affect paraphrasing because it requires language that can be understood by the reader.

b. Copyright Issues

Many photos cannot be taken from the internet due to copyright issues, therefore some SOP topics cannot be included in the module. If the writer uses a photo taken from the internet, then the sanctions obtained by the writer are severe such as being sued, having to pay, and so on. The writer also has difficulty getting photos that match the topic of the SOP. In academic writing such as modules, ISBN and Intellectual Property Rights (IPR) are required, both of which have an important role in module writing. Therefore, the writer finds it difficult to enter photos from the internet because they will be plagiarized and do not get ISBN and Intellectual Property Rights (IPR).

c. Internet Connection

An internet connection has been used for a long time, an internet connection makes everything easier, including working on modules. Without the internet, the writer would not be able to work on modules such as searching for materials, etc. Sometimes, the limited internet connection makes it difficult for the writer to work on and access the materials that will be included in the module. Without the internet, the writer cannot work on modules such as opening materials that have been given by the supervisor, being unable to coordinate with supervisors and colleagues, and other problems related to the internet connection.

d. Software

Some software can help in working on the module, but the writer's

lack of software knowledge has difficulty applying the software properly and as a result, the module is not neatly organized. Writers are sometimes still confused about how to make neat modules such as indenting, creating pages, and others. This makes it difficult for the writer to make the module and as a result, the module becomes unsightly and the module becomes disorganized.

2. **Solution**

a) The writer needs and obliged to look for a paraphrasing website that can help in working on the module optimally and learn English while paraphrasing the sentences that will be included in the module.

b) The writer is obliged to coordinate with the supervisor regarding photos from the internet. After coordinating, the supervisor wants to help in drawing manually for some SOP topics that cannot be included in photos from the internet. The writer is obliged to upload any photos that the supervisor wants to manually draw into a folder.

c) In working on the module, an internet connection is needed. Therefore, the writer uses cellular data to work on the module. In addition to using cellular data, the writer also resets the existing wi-fi modem at home so that the connection is smooth to be used optimally in working on the module.

d) Writers are required to learn to use software from the internet such as YouTube to be able to apply the software properly until the module is neatly organized.