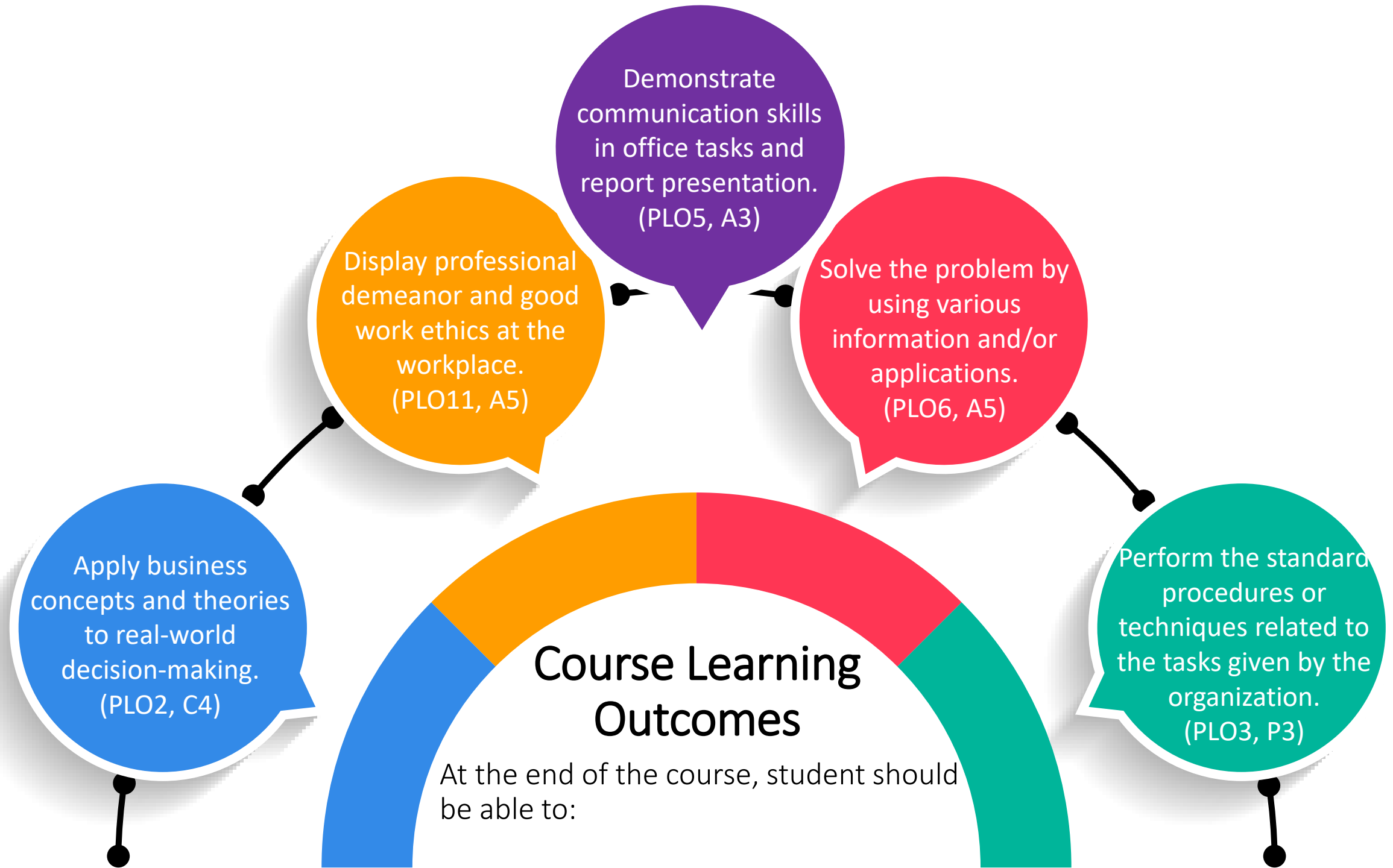




MGT 666 & HRM 666

INTERNSHIP

PART 6
12 Credit Unit



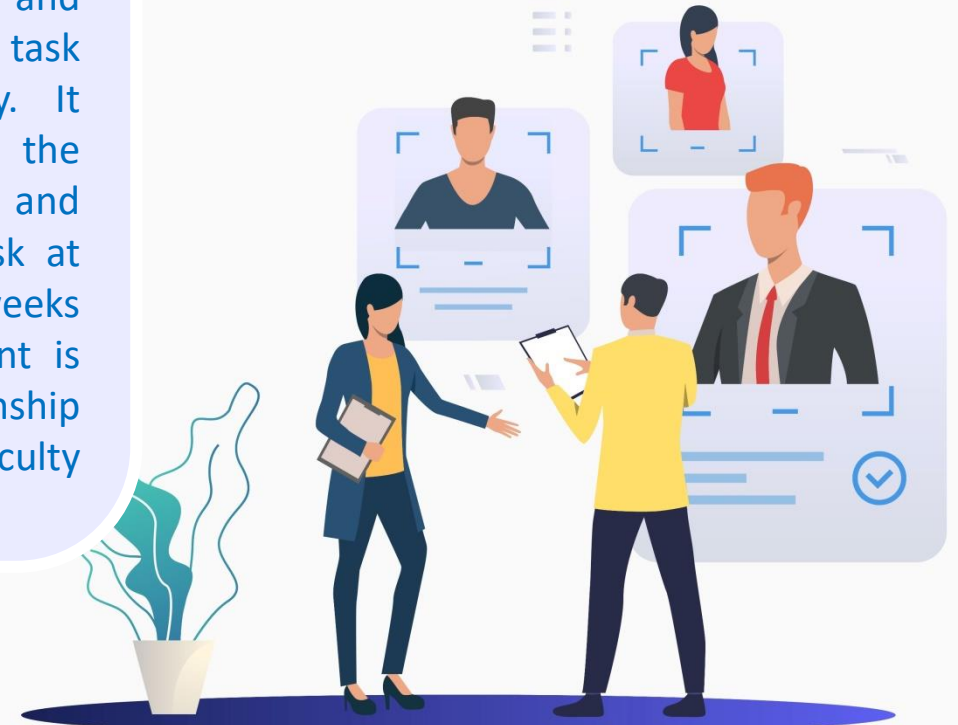
Course Description

1

Internship is the concluding course for all undergraduate programs under the Faculty of Business and Management as stipulated in the Plan of Study. A student is required to undergo internship attachment or on the job training (OJT) in the areas relevant to his/her academic program and field of specialization. Internship course serves as an applied training ground for a student to gain practical knowledge and to acquire workplace skills to enhance his/her knowledge, skills and abilities in organizations approved by the Industrial Training Unit of the faculty.

2

The internship is carried out at selected and approved organization in accordance to the internship guidelines determine by the faculty. This would provide an exposure on work and responsibilities in carrying task identified by the company. It would further enhance the practical skills, knowledge and attitude in executing the task at hand. At the end of the 24 weeks internship duration, a student is required to submit an internship report to the appointed faculty advisor.



Syllabus Content



PROBLEM IDENTIFICATION

- a) Discussion with supervisor at the company
- b) Discussion with faculty advisor



CRITICAL THINKING

- a) Demonstrate critical thinking through writing via internship report
- b) Demonstrate critical thinking through communication via presentation



DATA ANALYSIS

- a) Systematically applying statistical and/or logical techniques to describe, illustrate, and analyse data.
- b) Interpret and describe the findings.
- c) A student is expected to demonstrate his/her proficiency based on prior courses taken, that are:
 - a) End User Applications (ASM452)
 - b) Business Analytics (MGT555)
 - c) Research Methods (MGT648)



DISCUSSION

- a) Demonstrates ability to think critically about the solution to the problem.
- b) Develop creative solutions/recommendation to problems, based on the findings.



Assessment (MGT666)



- | | |
|--|-----|
| • Company Evaluation ¹ | 50% |
| • Internship Written Report ² | 30% |
| • Internship Presentation ³ | 20% |

Total

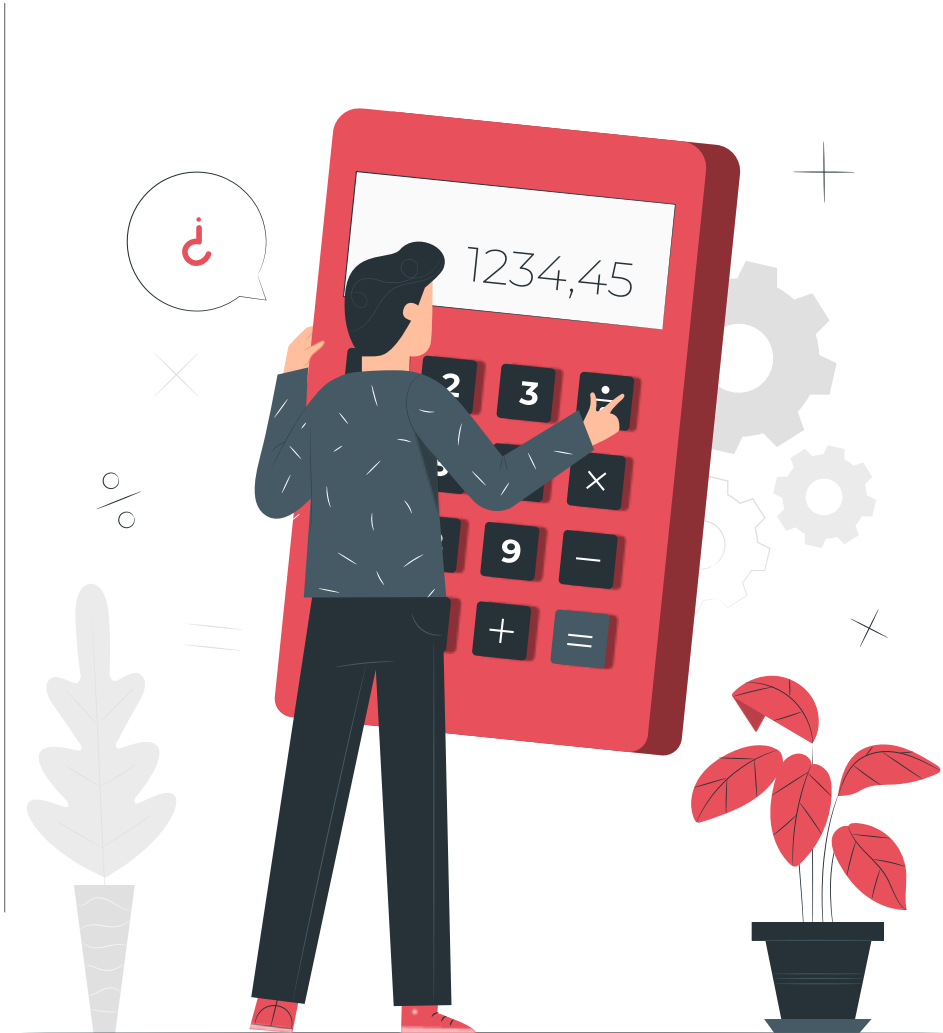
100%

- ¹**FORM A** is to be filled up by the supervisor at the organization
 - ²**FORM B** is to be filled up by the faculty advisor
 - ³**FORM C** is to be filled up by the faculty advisor
 - **FORM D** is to be filled up by the faculty advisor (overall marks from FORM A, B and C)
-
- **GRADING = C and above consider pass**

Assessment (HRM666)

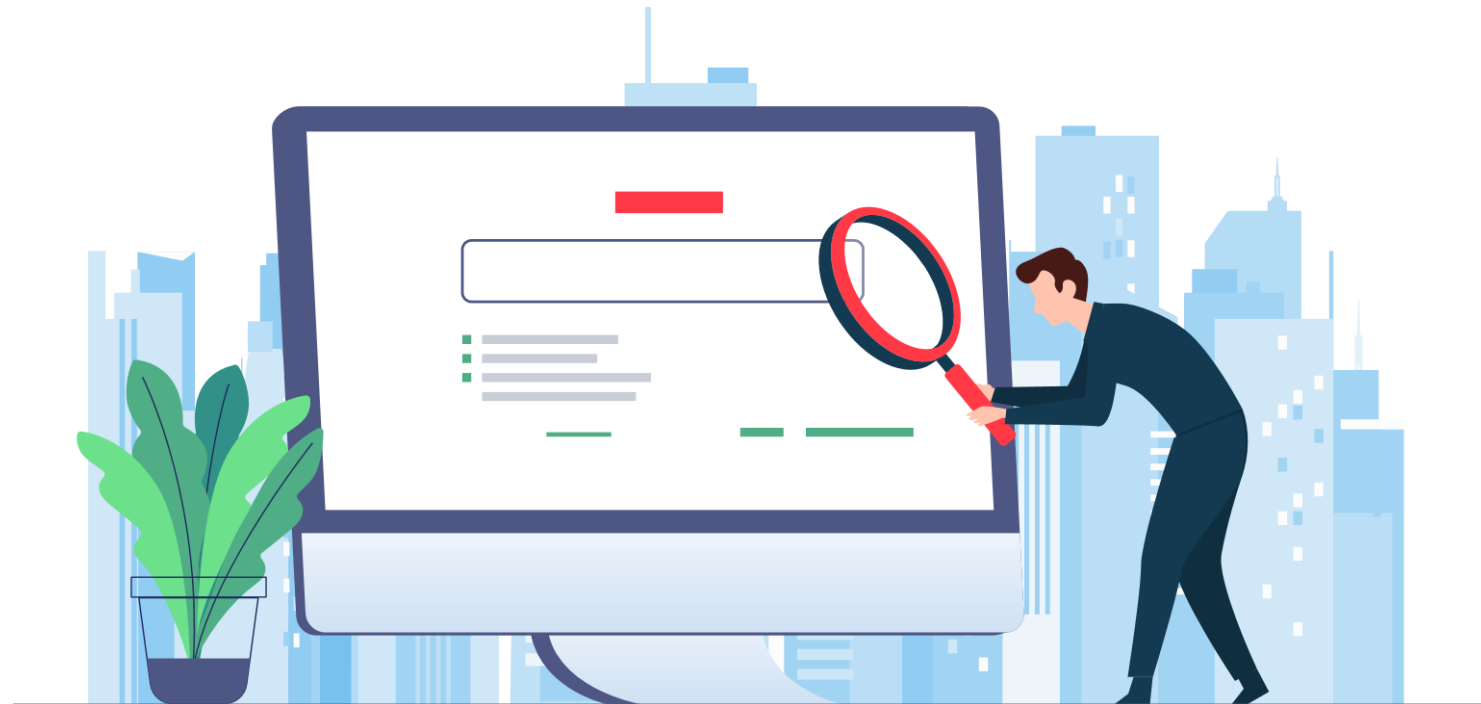
Company Evaluation ¹	50%
Internship Written Report ²	30%
Internship Presentation ³	15%
Hasta La Vista ⁴	5%
	<hr/>
Total	<u>100%</u>

- ¹**FORM A** is to be filled up by the supervisor at the organization
- ²**FORM B** is to be filled up by the faculty advisor
- ³**FORM C** is to be filled up by the faculty advisor
- ⁴**HASTA LA VISTA** is to be filled up by the faculty advisor
- **FORM D** is to be filled up by the faculty advisor (overall marks from FORM A, B and C)
- **GRADING = C and above consider pass.**



Recommended Text

- James R. Evans, *Business Analytics: Methods, Models, and Decisions*, 2nd, Pearson, 2017
- Suryani Che Din, Sri Fatiany Abdul Kader Jailani, Noor Azzah Said, Sazimah Mohd Salleh: *Microsoft Office Essentials and Applications*. Cengage, 2019.
- Veera Pandiyan Kaliani Sundram, V.G.R Chandran Govindaraju, Atikah Shamsul Bahrin, Thirunavukkarasu Krishnasamy, Rohani Mohd, Nazura Mohamed Sayuti, Akmal Aini Othman, *Research methodology: tools, methods and techniques*, Malaysia Logistics and Supply Chain Association (MLSCA), 2016, ISBN: 9789671300329





GUIDELINES FOR INTERNSHIP

MGT666 & HRM666

SCOPE OF INTERNSHIP



01 The internship report is **a report on the investigation in the area of interest during industrial attachment.**

The report should exhibit the ability to use either primary data or secondary data or both. The emphasis of the report is the ability to critically identify the issue, apply business analytics and research methodologies in analyzing, synthesizing and reporting the information. The faculty advisor and industry supervisor need to agree on the scope and issue of the investigation for the internship report.

02

The **content** design of the internship report is similar to an **annual report of a company**. All relevant information is to be precise, concise with a professional outlook.

03

The number of words:
3000 to 5000
(excluding table of content, acknowledgement, list of tables and figures, references and appendices).

04

The size is **7 inches by 11 inches** (using landscape format)

05

The details of the internship report are as follows:

1. Company Profile
2. Issues Identification
3. Research Objective and Research Question
4. Scope of the Study
5. Relevant Literature Review
6. Research Methodology
7. Findings and Analysis
7. Discussion
8. Recommendation
9. Conclusion
10. Significance
11. Self-Reflection (students need to describe the internship experience and how it has impact on their knowledge and practical skills)
12. References (APA style)
13. Appendices

Internship Report

Internship Presentation

- Students are required to present their report to the Faculty Advisor and an examiner **1 WEEK BEFORE THE STUDY BREAK IN SEMESTER 6**. The faculty may invite the industry supervisor for the presentation.
- The duration of :
 - **1) PRESENTATION = 10 minutes**
 - **2) QUESTION AND ANSWER SESSION = 20 minutes**
- Students are to use **INFOGRAPHICS** in their slide presentation.
- Failure to present the research work will result in students losing marks under the presentation category.



Submission of Internship Report

Students are to submit the followings:



Internship report in the **FORM OF CD** a week after the presentation

The CD should contain Internship Turnitin Report with similarity index of 30% and below.



Logbook and Internship Advising Record also need to be given to the faculty advisor during the submission of Internship Report CD

THE FORMAT FOR CD SUBMISSION AS FOLLOWS :



Submitted to the Course Coordinator and Faculty Advisor. (2 CD's need to be prepared by students)



Students' name



Full Internship Report Title



Month/ Year of submission



Name of Programme



The abstract should be at the back/ inside of CD cover



Plagiarism

Students need to run Turnitin on the Internship Report using the Faculty Advisor's Turnitin account. Students are given one week to refine the Internship Report if the similarity index is more than 30%.

Similarity index is
NOT MORE THAN
30%





THANK YOU

Prepared by:

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Dr. Zarina Denan

Norhidayah Mohd Rashid

Dr. Noor'ain Mohamad Yunus

Dr. Nor Intan Adha Hafit

Pn. Nur'ain Achim

Dr. Nooriha Abdullah

Pn. Fauziana Fauzi @ Mat Rawi