

MGT 666

Internship/Industrial Training



Content

- Introduction
- Course Learning Outcome
- Course Description
- Internship Learning Components
- Assessments

MGT 666 is an internship course consisting of two main components:

- Internship Management and Operations

Managed by the Industrial Training Unit, Faculty of Management and Social Sciences

- Internship Reporting

Preparation and submission of the internship **report** and **presentation** based on the student's industrial training

Course Learning Outcomes



At the end of the course, students should be able to:

1. Performed assigned workplace tasks effectively using appropriate tools, standard operating procedures, and professional conduct.
2. Presented internship tasks, learning reflections, and organizational insights clearly and effectively through oral and written communication.
3. Reflected on and analyzed internship experiences and company operations in a structured and academic internship report.

Role of Industry Supervisor

- To provide conducive physical working conditions at the workplace.
- To have the trainees involved in the real-life working environment so that the trainee, the institution, and the organizational needs, requirements, and expectations are fulfilled.

Roles of Faculty Advisor

- To provide guidance and advice to the trainee on the internship report as to fulfil the assessment requirements.
- To provide support and academic resources to the trainee in preparation for the internship report.
- To evaluate the internship report and presentation using FBM evaluation forms.

The 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.

It would further enhance the practical skills, knowledge, and attitude in executing the task at hand. At the end of the 24-week internship duration, a student is required to submit an internship report to the appointed faculty advisor.

Internship Learning Components

1. On-the-Job Training

2. Analytical Thinking

a. Demonstrate analytical thinking through writing via an internship report

b. Demonstrate analytical thinking through communication via a presentation

3. Discussion:

a. Develop creative solutions/recommendations to problems, based on the company analysis findings.

Assessment (1 of 4)

Employer's Evaluation = 50%

Internship Report = 30%

Internship Presentation = 20%

Assessment – Employer's Evaluation (2 of 4)

1. The Faculty of Business and Management prepared the Industrial Training **Company Evaluation Form (Form A)** to assess students' performance during their internship placement.
2. The form is designed to assess students' workplace performance during industrial training, measure students' professional competencies and soft skills, evaluate students' ability to apply academic knowledge in real working environments, and provide feedback from the industry supervisor to the faculty.
3. **The company supervisor or employer must complete the evaluation form at the end of the internship period.**

Assessment – Internship Report (3 of 4)

1. Students are required to prepare an internship report based on their training, learning experiences, and observations during the six-month internship.
2. The report must be prepared according to the provided guidelines, which include the General Guidelines and the specific guidelines for BA276 students.
3. The internship report must be submitted to the appointed faculty advisor at the end of the semester, upon completion of the industrial training.
4. The internship report will be evaluated by the faculty advisor based on the established report assessment rubric.

Assessment – Internship Presentation (4 of 4)

1. Students are also required to deliver an internship presentation upon completion of their industrial training.
2. The content of the internship presentation should be consistent with the written internship report.
3. The purpose of the presentation is to ensure a check-and-balance process regarding students' understanding and experiences throughout their internship training.
4. During the presentation session, the evaluation panel may ask additional questions that may not have been discussed or explained in the written report.
5. The presentation assessment will be conducted by the appointed Evaluation Panel together with the student's faculty advisor.

THANK YOU



QAIWAN
INTERNATIONAL UNIVERSITY



اَوْنِيُوَرَسِيَّتِي تِيكْنُولُوْجِي مَارَا
**UNIVERSITI
TEKNOLOGI
MARA**