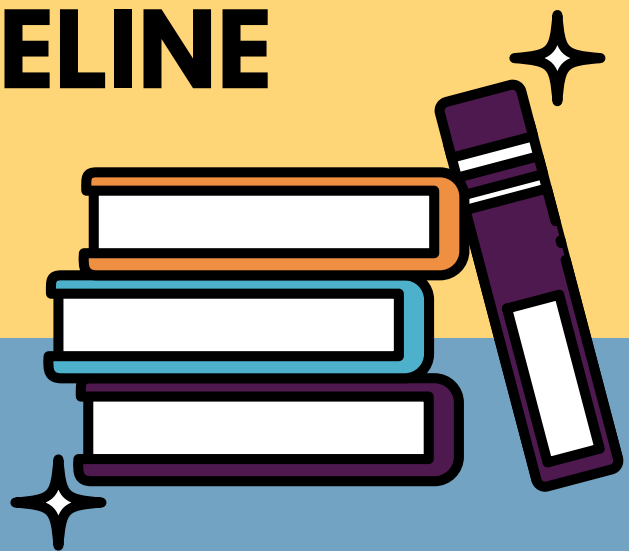


INTERNSHIP GENERAL GUIDELINE



**UNIT LATIHAN INDUSTRI
FAKULTI PENGURUSAN & PERNIAGAAN (FPP)
UiTM CAWANGAN SELANGOR
KAMPUS PUNCAK ALAM**



INTERNSHIP GUIDELINE MGT666 & HRM666

1. What is Internship?

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. The internship is carried out at selected and approved organization in accordance with 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.

2. What is the Internship Learning Outcomes?

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

- Apply business concepts and theories to real-world decision-making.
- Display professional demeanor and good work ethics at the workplace.
- Demonstrate communication skills in office tasks and report presentation.
- Solve the problem by using various information and/or applications.
- Perform the standard procedures or techniques related to the tasks given by the organization.

3. Role of Industry Supervisor

The roles of Industry Supervisor are:

- to develop good and professional working relations with the trainee by nurturing trust, caring, and mutually respecting each other.
- 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.
- to provide appropriate and relevant tasks, assignments, or work to develop and improve work experiences that commensurate with the trainee's capabilities and to enhance teamwork activities.
- to provide guidance and proper coaching to the trainee; to engage the trainee in assisting the supervisor's scope of work and to expose the trainee to other related functions in the organization.
- to expose the trainee to new possibilities of self-fulfillment, work behavior, and skills, and to motivate the trainee to embrace challenges to attain high work performance through problem-solving and decision-making processes.

- to assist the trainee to use his or her own experiences as resources for learning through discussions and feedback, and to further develop the trainee's potentials through performance evaluation.
- to provide support and resources to the trainee in preparation of the internship report
- to evaluate the trainee's performance and presentation using specific rubrics in the evaluation form.

4. Roles of Faculty Advisor

The roles of Faculty Advisor are:

- 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.

5. Roles of Internship Trainee

- As a trainee
 - Must be motivated, willing to accept new responsibilities and new roles during the internship.
 - Must have the readiness to learn new things at the workplace and to be able to work efficiently and effectively in real-life situations.
 - Must do the job, carry out the tasks assigned and participate actively at work during the internship.
- As a subordinate
 - Willing to take orders, instructions and receive guidance and feedback from the supervisor(s) or the superior(s)
 - Willing to assist the supervisor(s) and peers to carry out daily tasks and assignments diligently at the workplace.
- As a learner
 - Must adapt to the workplace, culture, and work environment.
 - Keen to learn new processes, operating systems, practices and to acquire job knowledge, develop job skills and acquire as much experience as possible.

6. Internship Report and Presentation

- Students are required to produce a report and present it to the Faculty Advisor within the last four (4) weeks of the internship.
- Students must work closely with the Faculty Advisor to complete these two (2) assessments.
- Failure to present the research work will result in students losing marks under the presentation category.

7. Evaluation by Company Supervisor

At the 20th week of internship, LI Unit will send an email to supervisor to provide access to the faculty internship evaluation system. The following are 20 criteria that Company Supervisor should observe and evaluate the trainee throughout their internship.

1. Applies knowledge and skills necessary to accomplish task.
2. Knowledge application and creative thinking abilities.
3. Ability to recommend creative, innovative, and practical solutions.
4. Analyzes problems and suggest possible solutions.
5. Identify problems and its urgency.
6. Ability to supervise related practices and processes concerning his/her field of specialization.
7. Work ethics. (Honesty and trustworthy).
8. Professionalism.
9. Professional appearance. (Dress code, grooming, body odor, hygiene, cleanliness).
10. Demonstrate punctuality.
11. Communication and language proficiency skills.
12. Business interaction and interrelation skills.
13. Computer and system (ICT) application skills.
14. Ability to use software (eg: Excel, Words, PowerPoint, Tableau) in writing a report.
15. Ability to convey ideas both in written and oral forms.
16. Understands and applies standard procedures / general plans and goals of department.
17. Ability to produce work, which is complete and accurate in accordance with job requirements.
18. Flexibility towards task assignments
19. Willingness to work beyond the job description.
20. Responds promptly to task requirements.

The End