



GUIDELINES FOR INTERNSHIP

INTERNSHIP

MGT666

1. Introduction

This guideline is to assist all Degree students of Faculty of Business and Management (FBM), UiTM on the requirements of completing Internship successfully.

2. What is Internship?

Internship is the concluding course for all FBM three (3) year degree program. It is a capstone course that requires students to apply for a place in an industry and experience the practical aspect of what they have learned for the past two and a half (2.5) years of study. It is a form of on-the-job training (OJT) at the industry for a minimum of twenty-four (24) weeks. Students are to apply their knowledge in their area of study and to demonstrate their soft skills while undergoing an internship.

3. Scope of Internship

- a) The scope of the internship will include geographical area, industry, research, and duration. Students are to apply to industry within the geographical region of the campus to which they enrolled.
- b) Students who are interested to have their internship in another country (eg: Indonesia), are advised to check on the policy and procedures with the Internship Coordinator.
- c) Upon approval of the place of internship, students are to abide by the rules and regulations of UiTM and the industry of their internship.
- d) Students are to discuss with the industry supervisor on the area of work and research and to confirm the research area with their faculty advisor.
- e) The duration of the internship is a minimum of 24 weeks.
- f) The internship will commence every February and August of the calendar year.

- g) Students are to meet their appointed faculty advisor a minimum of four (4) times during the internship.

4. Internship Process (UiTM Johor Branch)

Step 1: Fill up the google form according to your program in weebly website

Step 2: Upon approval, students need to print and submit the application letter (AL) to the potential organization via email, or by hand. 3 documents need to be attached with AL;

- i. Students' Curricular Vitae (CV)
- ii. FBM Company Reply Letter (BLP 03)
- iii. Guidelines of Internship MGT666

Step 3: If the application is **NOT SUCCESSFUL**, students need to repeat Step 2.

Step 4: Once the application is **SUCCESSFUL**, students need to proceed with Confirmation Letter (CL) process. Students need to fill up the confirmation google form in weebly website together with BLP03 or Acceptance letter provided by the organization. If the student is accepted by more than one (1) company, students need to choose only one (1) organization and decline others.

Step 5: Students need to print CL and submit to the respective organization. Students are **not** allowed to change the placement once CL is completed.

Step 6: Upon registering to the organization, students need to bring:

- i. Confirmation letter
- ii. Borang Laporan Diri (BLP04)
- iii. Logbook (Self-print in weebly website)

Step 7: Students will be informed of their faculty advisor before internship commerce.

Step 8: Students need to submit manually logbook report to the Internship Coordinator.

Step 9: Internship presentation will be held **ONE (1) WEEK** before the study break in Semester 6

Step 10: The internship report will be submitted **ONE (1) WEEK** after the internship presentation.

5. Role of Industry Supervisor

The roles of the 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-fulfilment, 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' 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.

6. Roles of Faculty Advisor

The roles of the faculty advisor are:

- to develop good and professional relations with the supervisor in the organization.
- to provide appropriate and relevant tasks, assignments or work to enhance work experiences that commensurate with the trainee's capabilities and encourage teamwork activities.
- to provide guidance and advice to the trainee on the internship report as to fulfil the assessment requirements.
- to expose the trainee to new possibilities of self-fulfilment, 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 academic resources to the trainee in preparation for the internship report.
- to evaluate the internship report and presentation using FBM evaluation forms.

7. 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.

7. Internship Report

- a. 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.
- b. 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. Students are to demonstrate their ability to present all critical information of their investigation in a professional visual internship report.
- c. The number of words for the internship report is between 3000 to 5000 words only (excluding table of content, acknowledgement, list of tables and figures, references and appendices).
- d. The size of the internship report is 7 inches by 11 inches (using landscape format)
- e. The details of the internship report are as follows:
 - i. Company Profile
 - ii. Issues Identification
 - iii. Research Objective and Research Question
 - iv. Scope of the Study
 - v. Relevant Literature Review
 - vi. Research Methodology
 - vii. Findings and Analysis
 - viii. Discussion
 - ix. Recommendation
 - x. Conclusion
 - xi. Significance
 - xii. Self-Reflection (students need to describe the internship experience and how it has impact on their knowledge and practical skills)
 - xiii. References (APA style)
 - xiv. Appendices

9. Internship Presentation

- a) Students are required to present their report to the Faculty Advisor and an examiner one (1) week before the study break in Semester 6. The faculty may invite the industry supervisor for the presentation.
- b) The duration of the presentation is 10 minutes while the question and answer session will be 20 minutes. Students are to internalize their work to be able to present in 10 minutes.
- c) Students are to use infographics in their slide presentation.
- d) Failure to present the research work will result in students losing marks under the presentation category.

10. 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.
- ❖ The CD should be submitted to the Course Coordinator and Faculty Advisor. (2 CD's need to be prepared by students)
- ❖ 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:
 - ❖ Students' name
 - ❖ Full Internship Report Title
 - ❖ Month/ Year of submission
 - ❖ Name of Programme
 - ❖ The abstract should be at the back/ inside of CD cover

11. Plagiarism

Plagiarism is a very serious offense. Any student caught in such misconduct would automatically get a failing grade. 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%.