



PRACTICUM GUIDELINE

FOR

**BACHELOR OF BUSINESS ADMINISTRATIVE (GOLF
MANAGEMENT) WITH HONOURS PROGRAMME
[BBA (GOLF MGMT) (HONS)]**

PREPARED BY

**UUM NATIONAL GOLF ACADEMY
COLLEGE OF BUSINESS UNIVERSITI
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PREFACE

This *Practicum Guideline* intends to provide information and instruction to undergraduate students on the aims and requirements of practicum in fulfilment of the Bachelor of Business Administrative (Golf Management) with Honours Programme [BBA (Golf Mgmt) (Hons)] at the UUM National Golf Academy (UUMNGA), College of Business (COB), Universiti Utara Malaysia (UUM). This *Guideline* hopes to explain common issues in practicum especially preparation of a practicum report.

This *Guideline* is developed by using the contents made available in the *Guide to Practicum for Undergraduate Programme* prepared by the School of Business Management (SBM), UUM COB as the main reference due to the fact that UUMNGA is also a school under the UUM COB which offered bachelor's degree in business administration with specific focus in golf management.

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1.0 INTRODUCTION

Practicum is compulsory for students under the Bachelor of Business Administrative (Golf Management) with Honours Programme [BBA (Golf Mgmt) (Hons)] offered at the UUM National Golf Academy (UUMNGA), in fulfilment of the conferment of the bachelor's degree. The aim of the practicum is to expose students to the reality of employment and to enhance their knowledge on how to manage an organization or industry. It also gives them an opportunity to apply the theories learned while being in the real world of employment.

2.0 DURATION OF PRACTICUM

The duration of practicum duration for BBA (Golf Mgmt) (Hons) programme at UUMNGA is six (6) months under the 3u1i mode during the eighth (8th) semester in the fourth (4th) year of study. The Universities-Industries Cooperation Centre (CUIC) and the Practicum Committee under the Academic Unit of UUMNGA, UUM COB, shall decide the date of commencement of the practicum. Students who wish to register for the practicum must meet the academic requirements and other conditions set by the UUMNGA, UUM COB.

3.0 REGISTRATION OF PRACTICUM

Students shall register for practicum only at the beginning of the final semester of their study, but such registration is subject to the rules and conditions of the practicum set by the Practicum Committee under the Academic Unit of UUMNGA, UUM COB. The practicum shall commence after the final examination in the relevant semester.

Management of practicum registration:

- a) The Practicum Committee under the Academic Unit of UUMNGA, UUM COB is responsible to notify the practicum registration date and handle all matters related to practicum. Students have to fill in the Proposed Town/Location Form for the purpose of the placement for the practicum.
- b) Add-drop for practicum can only be done during the time decided by the Practicum Committee under the Academic Unit of UUMNGA, UUM COB. Students are advised to be vigilant to any notice on this issued by the Practicum Committee under the Academic Unit of UUMNGA, UUM COB.

- c) Deferment of the practicum can only be done with a written consent by the Practicum Committee under the Academic Unit of UUMNGA, UUM COB.

4.0 PLACEMENT OF PRACTICUM

Placement of practicum is the responsibility of the Universities-Industries Cooperation Centre (CUIC-UUM) and the Practicum Committee under the Academic Unit of UUMNGA, UUM COB. However, students can choose their practicum locations by submitting the **Proposed Town/Location Form** to the Practicum Committee under the Academic Unit of UUMNGA, UUM COB.

Students shall be placed either at a government department or a private organization. They, however, can suggest other place for practicum by producing a **permission letter** from the said organization.

5.0 SUPERVISION

Supervision either by the employer supervisor or a representative (lecturer) from the university throughout the practicum period is given to students to:

- a) provide guidance and advice;
- b) monitor the progress of their practicum;
- c) assess the achievement of their practicum.

The supervision will be carried out by three independent individuals namely:

- a) practicum report supervisor
- b) visiting supervisor, and
- c) employer supervisor

5.1 Practicum Report Supervisor

Each student shall be supervised by a lecturer acting as the main supervisor. The Practicum Report Supervisor is responsible in assessing the student's log book and the practicum report. The Report Supervisor is also responsible in guiding and advising the student concerned during the whole period of the practicum. **The Report Supervisor is also responsible for the final grade of the practicum.**

5.2 Visiting Supervisor

The Practicum Committee under the Academic Unit of UUMNGA, UUM COB, shall appoint a Visiting Supervisor from among the lecturers to supervise practicum students. The Visiting Supervisor shall visit the students only once throughout the practicum period. If the Visiting Supervisor is not able to conduct the visit for certain reasons, he or she may discuss the students' progress over the phone or email with the employer supervisor.

During the visit, the Visiting Supervisor shall assess the students' log books, attendance schedules and discuss with them practicum related matters. The Visiting Supervisor shall also discuss with the Employer Supervisor pertaining to the students' progress. The purpose is to monitor and evaluate the students' performance and also to maintain goodwill. The Visiting Supervisor is responsible to return the **Organization Evaluation Report Form** to the Practicum Committee under the Academic Unit of UUMNGA, UUM COB, within four weeks of his or her last visit to the organization.

5.3 Employer Supervisor

An Employer Supervisor in the organisation where the student is undergoing the practicum shall be appointed. The Employer Supervisor shall supervise the student as well as assist and assign tasks to the student throughout the practicum period. In addition, the Employer Supervisor is also responsible in:

- a) verifying the student's Registration Form within one week after the student had reported for the practicum,
- b) verifying the student's report on daily activities in the log book,
- c) verifying the Student's Attendance Schedule at the end of the practicum,
- d) completing the Confidential Report by Employer Supervisor Form and submitting it to the Practicum Report Supervisor at UUM once the student has completed his or her practicum.

6.0 PRACTICUM ASSESSMENT

The Practicum Assessment has two main components:

1)	Confidential Report by Employer Supervisor	40%
2)	Log Book	10%
3)	Practicum Attendance Schedule	10%
4)	Practicum Final Report	40%
<hr/>		
	TOTAL	100%
<hr/>		

Students who fail to complete any of the practicum assessment components above will be considered to have **FAILED** and will be awarded an **F grade**.

6.1 Confidential Report by Employer Supervisor

The Employer Supervisor shall assess the student using the Confidential Report by Employer Supervisor Form. The student concerned is responsible in giving the form to the Employer Supervisor to be completed. The Employer Supervisor shall return the form to the Practicum Report Supervisor at UUM once the student has completed his or her practicum.

6.2 Practicum Final Report

Students shall submit a practicum final report to the Practicum Report Supervisor at UUM at least **two weeks** after the completion of their practicum. However, they can apply for an INCOMPLETE status within that period. The report submitted then shall be assessed by the Practicum Report Supervisor at UUM.

6.3 Log Book

Students on practicum shall have a log book to record their daily activities throughout the practicum period. The Employer Supervisor shall check and verify the log book. The log book should record the main tasks done by the student throughout the practicum period (please refer to Appendix C). The log book shall be submitted together with the practicum report upon the completion of the practicum.

6.4 Practicum Attendance Schedule

Students on practicum shall obtain a copy of the Practicum Attendance Schedule from the Practicum Committee under the Academic Unit of UUMNGA, UUM COB. They need to record their daily attendance while on practicum on this schedule. The Practicum Attendance Schedule shall be verified by the Employer Supervisor at the end of the practicum.

7.0 PREPARATION OF PRACTICUM FINAL REPORT

The practicum final report shall be prepared by the student concerned based on his or her training during the practicum period at the organisation as specified by the Practicum Committee under the Academic Unit of UUMNGA, UUM COB. Preparation of the practicum report is bound by the Academic Dishonesty Procedures and Act, Clause 12 of UUM Act (Examinaton) 1998.

7.1 Contents of Report

Acknowledgement (Refer to Appendix A)

Certification (Refer to Appendix B)

Table of Contents

1.0 Introduction

(This part generally begins with the introduction to the place of practicum, placement of the student within the organization, and general information on the organization.)

2.0 Information on Organization

2.1 Brief history/ background

2.2 Vision / mission of the organization

2.3 Objectives of the organization

2.4 Products / services

2.5 Management team

2.6 General structure of the organization

3.0 Information on the department where the student is placed

3.1 Structure of the department

3.2 Objectives of the department

- 3.3 Roles / functions of the department in the organization
 - 4.0 Analysis
(Please refer to Appendix D)
 - 5.0 Experience Gained
 - a) *Explain how the theoretical and practical knowledge that you have learned related to the assignments/works done in the organization.*
 - b) *Describe briefly about the new experience obtained during a six-month practicum.*
 - c) *Explain how the practicum programmes can help you in development and growth as well as readiness for real-world jobs.*
 - 6.0 Conclusion
- References
- Appendices

7.2 Format of Written Report

Reports should be written in the Malay or English language. The report shall be between 30-35 printed (excluding appendices). Only original copies or photocopies gleaned from the original copy are to be accepted. Margins in the report should be justified.

7.2.1 Letter Type / Font

Arial with font size 11 (including main title). The main title must be written in capital letters and bolded.

7.2.2 Indentation of Topics and Subtopics

The use of numbering should be consistent. For example, at the first level the digit is to be used, followed by the alphabet and the roman number at the third level.

Example:

- 1.0
- 1.1
- 1.1.1
 - a)
 - b)
 - i)
 - ii)

7.2.3 Spacing

The report should be typed using the 1.5 spacing. However, the following should be typed in single spacing in the report.

- a) Foot note (if any)
- b) Quotations that exceed 3 lines
- c) References
- d) Tables
- e) Appendices such as questionnaires, letters, forms and others.

7.2.4 Page Numbering

Page numbers should be written in a continuous order. Page numbers should not have brackets, blocks or any other ornaments. The pages before the introduction should be written in Roman. No page number is required for the titling page.

7.2.5 Size of Report Paper

The report should be of A4 size, measuring (210mm x 297mm atau 8.27" x 11.69").

7.2.6 Format for the Cover of the Practicum Final Report

Students should follow the right writing style for the cover as stated in Appendix 1. The cover and the back page of the practicum report are to be in white in 90gm papers.

7.2.7 Table of Contents

The contents should be listed in order with page numbers, and contain all parts of the report, including the title of chapters, relevant parts and sub-parts, list of references and appendices.

7.2.8 Appendix

The appendix must be appended after the references. The details of the appendix must be listed in the content page. No page number is required for the appendix. Should there be more than one appendix, alphabets A, B, C and D etc. should be used as titles of each appendix. Each appendix must start in a new page.

Example:

Appendix A: Employee's Evaluation Form (placed in the middle at the top of the page)

7.2.9 References

The list of references must be arranged using the author-date format following the **American Psychological Association (APA)** (<http://www.apa.org>) style. The format is as follows:

a) articles

Author's Name. (year). Title of the article. *Journal Title*. Volume, pages.

Example:

Weber, P., & Weber, J. (2001). Changes in employee perceptions during organisational change. *Leadership and Organization Development Journal*, 22, 291-300.

b) books

Author's Name. (year). *Book title*. Place of Printing:

Publisher. *Examples:*

Thomas, K. W. (2000). *Intrinsic motivation at work: Building energy and commitment*. London: Berrerr-Koehler Publishers.

Rusli Ahmad (2007). *Employees appraisal: Everything you have always wanted to know*. Kuching: RS Group.

7.3 Report Submission

Students are required to submit **ONE (1)** hard cover binded copy of the completed practicum final report to the supervisor at least **two (2) weeks** after the practicum is over. Students can apply for an extension by submitting the Incomplete Grade Form under Item 5.2.1.f of the Graduation Rules for Bachelor's Degree with Honours Programme (refer to Appendix 8).

Application for the Incomplete Grade has to be made to the Practicum Committee under the Academic Unit of UUMNGA, UUM COB through the Practicum Report Supervisor in UUM.

8.0 RESPONSIBILITIES OF STUDENT

Students are responsible for the practicum training before, during and after the practicum period at the respective organization.

8.1 Before Practicum

- a) Register for practicum at the Practicum Committee under the Academic Unit of UUMNGA, UUM COB.
- b) Complete the Proposed Town/Location Form issued by the Practicum Committee under the Academic Unit of UUMNGA, UUM COB.
- c) Attend the practicum briefing held by the Practicum Committee under the Academic Unit of UUMNGA, UUM COB (notice will be issued by the Practicum Committee under the Academic Unit of UUMNGA, UUM COB).
- d) Prepare a practicum plan (experiences you would like to obtain throughout the practicum).
- e) Meet the Practicum Report Supervisor in UUM regarding the practicum plan.
- f) Obtain practicum placement slip, employer's confidential forms, attendance forms and other related forms from the Practicum Committee under the Academic Unit of UUMNGA, UUM COB.

8.2 During Practicum

- a) Comply with the Practicum Disciplines and Ethics.
- b) Report for duty at the respective organization on the specified date.
- c) Obtain verification for duty from the Employer Supervisor on the Duty Report Form and submit it to the Practicum Committee under the Academic Unit of UUMNGA, UUM COB within **one (1) week** from the date of reported for duty.

- d) Comply with the practicum period by being present on working days at the respective organization. If students need to take leave (sick leave, family's death, etc.), they must make up for the leaves taken.
- e) Discuss practicum plans with the Employer Supervisor.
- f) Communicate with the Practicum Report Supervisor in UUM for any problems encountered while undergoing the practicum.
- g) Write activities / daily tasks in the log book.
- h) Ensure that the log book is verified by the Visiting Supervisor during his or her visit to the organization.

8.3 After Practicum

- a) Ensure that the Employer Supervisor completes the Confidential Report Form and submits it directly to the Practicum Report Supervisor in UUM.
- b) Ensure Student's Attendance Form has been checked and signed by the Employer Supervisor.
- c) Submit the final practicum report, log book and attendance schedule to the Practicum Report Supervisor in UUM at least **two (2) weeks** after the practicum.

APPENDICES

APPENDIX A: FRONT COVER OF THE REPORT

**UUM NATIONAL GOLF ACADEMY
COLLEGE OF BUSINESS
UNIVERSITI UTARA MALAYSIA**

**PRACTICUM REPORT
(PRACTICUM CODE BY PROGRAMME)**

SEMESTER _____

(NAME OF THE ORGANIZATION)

**PREPARED FOR :
(LECTURER'S NAME)**

**PREPARED BY :
(NAME OF STUDENT)
(STUDENT'S MATRIC NO.)**

Note: Font type: Arial size 14

APPENDIX B : CERTIFICATION PAGE

**UUM NATIONAL GOLF ACADEMY
COLLEGE OF BUSINESS
UNIVERSITI UTARA MALAYSIA**

(SEMESTER _____)

ACKNOWLEDGEMENT

BNNX4912 PRACTICUM

It is hereby acknowledged that the Practicum Report at [Name of Organization] by [NAME OF STUDENT] Matric No. [XXXXXX] is accepted in partial fulfillment of **BNNX4912 PRACTICUM**

Practicum Supervisor: (Name of Lecturer)
UUM National Golf Academy
UUM College of Business

APPENDIX C : EXAMPLE OF A LOG ENTRY

Time	Activity
8.30 am	<p>Studied rules/procedures/policies of organization XYZ</p> <p>Attended the meeting of all practicum students with the employer at the meeting room</p> <p>Briefing given by the officer in charge: organization's profile, organization's policy, work ethics, what needs to be done when students face problems, and expectations of the employer.</p>
12.30 pm	Met with Employer Supervisor and discussed the job/project that has to be done
1.00 pm	Lunch
2.00 pm	The HR officer conducted a plant tour by taking all the trainees to visit the various departments in the organization.
4.00pm	Attended a special briefing by the Director of the Human Resource with the trainees and staff of the human resource department.
5.00pm	End of duty
	Signature of the Employer Supervisor

Note:

1. Entries in the log book must be done daily.
2. Enter important tasks only.
3. The Employer Supervisor has to sign the log book every week or at least once every two weeks during the duration of the practicum.

APPENDIX D : ANALYSIS – PRACTICUM FINAL REPORT

This section requires you to practice the skills and knowledge you have learned while studying at college. Thus, you are required to identify the specific problems problem (in terms of management) that occur in the organization that you are undergo practical training.

Based on the information you get, you have to prepare a report on the following matters:

- a) The problems identified.
- b) Why / cause of these problems occur.
- c) How these problems affect the activities of the organization.
- d) Using the methods of SWOT, TOWS and others to analyse/solve the problems.
- e) Your suggestions to overcome these problems.
- f) Other recommendations can be given to the organization.

You can describe the problem from various angles of the business management field either from the point of human resources, marketing, finance, production / operations, interpersonal relations, communication, information systems, real estate, risk management, corporate management and so on.