



THE STANDARD GUIDELINES FOR PRACTICUM REPORT

**COLLEGE OF BUSINESS (COB)
UNIVERSITI UTARA MALAYSIA**

**Hons. Degree in Bachelor of Business
Administration of Logistics and Transport
(BBALT)**

BPLX 4908

**PREFACE**

This Practical Handbook provides the information and important explanation to the students who will undertake the practical training under the Bachelor Programs of Logistics and Transportation of College of Business (COB). Through this guide, students are able to understand the objectives and practicum requirements. Students are advised to understand the contents of this manual in order to be benefited from the practical training.

The format of final reporting, front page and assessments will also be outlined by the COB to facilitate the preparation of the final report and required to be submitted to the COB upon completion of the practicum.

Good luck to your practicum training.

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INTRODUCTION

Practicum is one of the core components in the program of Bachelor in Business Administration in Logistics and Transport (Hons) with 8 credit hours. The duration of the practicum training will be in 16 weeks and students are encouraged to undertake the training in their final semester. Practicum included in the structure of the program (since May 2000 session admission / 2001) which led to 138 credit hours.

Practicum will gain the knowledge of the industries to each of students which are related to the field of study at the university and build quality graduates before they venture into the job market in future. Students should take this opportunity to explore new things during their practicum as compared to the things learned from class. The feedback and criticism given by the employer will be included in the new syllabus for the program curricula in line with current market expectations.

THE PURPOSE OF PRACTICUM

The purpose of practicum component into the structure of the program are to:

1. provide exposure to the students about the real working environment before graduating from the university,
2. provide opportunities for students to relate the theory and practical related to the fields required by university
3. highlighting the logistics and Transport students with the industry and
4. create and strengthen bilateral relations between the university and industry.

PRATICUM UNDER THE PROGRAMS OF COB

In facing the challenges of managing in the era of globalization and finance, The College of Business (COB) feels that the practicum is an important to each student. They are not only will be able to experience the work environment, but to be exposed to the theory and practices of communication. Through the leverage of some work experience before graduating from university, they will be more confident to cope with the real working environment.

Thus the goal Practicum in COB is to;

- i. produce a confident individual to adapt to any kind of logistics and transport organizations,
- ii. produce individuals who are creative, innovative and dynamic.
- iii. produce individuals who are knowledgeable about the intricacies of the job

DURATION OF PRAKTIKUM

The duration of the Practicum for students of Bachelor in Logistics and Transport with honors BBALT (Hons.), is in 16 weeks. Grades obtained in the Practicum will be counted in the overall point average (CGPA) of students. Code and course name used is BPLX 4998 Practicum for BBALT (Hons.), with 8 credit hours

PLACE OF PRATICUM

Students are encouraged to undergo the practical training in the industry of Logistics, Transport, Government agencies related to transport, Urban Planning ,factories, road infrastructures, Customs Departments, policy makers to all modes of transport , organization and multinational companies.

Students' placement into organizations for practical purposes is the responsibility of the CUIC and PPA. The students who have been selected are placed into an organization is not permitted to change after place approved Practicum Center. Students are able to find the practicum place and inform to CUIC /PPA and the supervisor (report) before the final placement made by the office.

THE FINAL REPORT PREPARATION

Practicum students are required to prepare a report which is an important aspect for the evaluation purpose. The report is to be submitted to the supervisor (lecturer) together with the log book as the final date specified by the Office of Student Development and Alumni, COB. A copy of the report is required to be kept by the students. The report should be typed and binds using coil binding '. Use Times New Roman font 12 with skips 2 lines (double spacing). Reports should at least 100 in A4 pages (excluding appendices).

Practicum report guidelines for STML

- 1) Profile of practicum organization:
 - a. Mission/purpose/goals of the organization
 - b. Organizational structure
 - c. Job description
 - 2) Description of student's project:
 - a. Introduction (include description of project, lit search, why it is important)
 - b. Objectives
 - c. Methods
 - d. Finding/Presentation of results
 - e. Analysis and interpretation
 - f. Conclusion
 - g. References
-
- Use Times New Roman, 12 point font, one inch margins, double spacing
 - Sufficient references must be provided and use **APA format**.
 - Submission date: **TWO WEEKS** after practicum last day.

The cover Page for Final Report

The color for practicum report for the session is set in light blue color (navy blue). Details of the front cover should contain the following:



Universiti Utara Malaysia
College of
Business

The Final
Report
BPMG 3998
Practicum

Semester _____ Session ____

Name of the
organization:
Address of the
organization:

Prepared for ;:
Name of Supervisor COB

Prepared by:
Name, Metric No
Programme

The Contents of Final Report

The full report should contain items 1-6 as listed below. The percentages of each item are stated.

1. Information of the organization (15 marks)
 - i. Organizational profile (history and background) including vision and mission
 - ii. Products and / or services offered by the organization
 - iii. Management team and organizational structure

2. Analysis on the aspect of management in the organization (20 marks)

(Example, top down organization, functions each departments, operations, flows of works, job procedures, business generation, deployments, human resource management, profit, loss, government requirements, inventory management, etc.)

 - i. Ability to understand aspects of the operations management of the organization
 - ii. Ability to identify problems
 - iii. Analysis sufficient to understand the problems that have been identified.
 - iv. Ability to develop and recommend solutions to problems that have understood and identified

3. Analyses of SWOT and TOWS (20 marks)
 - i. Using a proper analyses in SWOT dan TOWS
 - ii. Applications accurate analyses (SWOT and TOWS)
 - iii. Logical and reasonable recommendations based on SWOT analysis
 - iv. Identify rational and reasonable position and recommendations for improvement based on TOWS analysis.

4. A summary of the scope of work / responsibilities assigned by the organization to the students (20 marks)

- i. Brief descriptions of the new experience gained.
 - ii. Brief descriptions of the tasks assigned by the employer.
 - iii. Problems that could be done and how it solved by the student
 - iii. Student contribution to the organization (if any)
5. Proposal and Conclusion (10 marks)
-
6. Lay out of the report writing (15 marks)
- i. Reporting format (content, references and appendices)
 - ii. Writing (free of errors in grammar, sentence structure and spelling)
 - iii. Continuation of good report and updates

ASSESSMENT PRACTICUM

Upon completion of the practicum, students are to be evaluated based on the following points;

Employer assessment	40%
Final Report	40%
Log Book	10%
Attendance record	10%
Total Marks	100%

PRACTICUM SUPERVISION

COB lecturer who made a visit to the organization in which the student is placed is advised to provide guidance on the direction of undergoing practicum to student, supervise the assignments so that students gain maximum benefit from the training and monitoring the progress of students from time to time.

Supervision of the program will be done by three parties, namely:

1. Supervisor Report (Programme Lecturer)
2. Visiting Supervisor (COB Lecturer)
3. Supervisor (Employer) - is an officer appointed by the organization in which the student is placed

The COB Supervisor is basically will be visiting students in the organization at least once during the practicum.

STUDENT RESPONSIBILITY

Students practicum must be present every day of work in the organizations that have been fixed except with the permission by the supervisor (employer).

Students are also required:

- i. to discuss with the supervisor before going to practicum especially on the final report and make the necessary arrangement for a meeting between the supervisor (employer), visiting Supervisor (Lecturer COB) and students.
- ii. discuss with the supervisor (employer) on the tasks will be given after reporting
- iii. to submit a log book and be signed by the supervisor (employer) every day (or at least once a week) during the practicum.
- iv. Communicate with the supervisor (employer) and / or Supervisor Reports when facing difficulties.
- v. submit the log book and to check the visit schedule by supervisor (Lecturer COB) during a visit by the supervisor.
- vi. ensure the discussions are held between the visiting supervisor (Lecturer COB) and Supervisor (Employer) during the visit by the visiting supervisor (Lecturer COB).

PRACTICUM ETHICS

Students should observe the following code of ethics

- i. to commit to the work that has been assigned by the employer.
- ii. Its commitment to the discipline in terms of dress and time.
- iii. Shows respect by the staff of the organization.
- iv. Focus to get experience, coaching and guidance throughout the practicum.
- v. not asking, demanding or affect employers in the scoring, token or other form of payment of remuneration to any assignment given by employers.
- vi. Always keep the good name of UUM, College, School and Program.

Thank you

Prepared by ;
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END

The checklist

Before going for practicum

- a. Final confirmation and check with the overall subjects taken during the study
- b. Letter of acceptance by the employer
- c. attend the briefing organize by PPA
- d. Confirmation on the length of Practicum
- e. Meeting with the report supervisor (UUM)
- f. Housing /allowance / personal budget during the attachment
- g. Obtained the Log book, Supervisory form (practicum), attendance form from PPA
- g. Final personal administration prior to practicum i.e handing taking over, clubs, students' accommodation, library, bursar, final assignment and others

During the practicum

- a. Fill up the log book on daily basis
- b. Begin writing up the final report from the first day of practicum
- c. Fill up the attendance report /punch card on daily basis
- d. Follow the instruction as set by the employer
- e. Dress code and self-discipline as required
- f. Emergency leave /Mc and public holiday should be approved by the employer

Final submission

- a. The final report
- b. Attendance form
- c. Employer's report (duly filled up by the supervisor)

Option

You may send it the report through post or attend personally to your report supervisor (UUM)

In case of emergency

Call the respective heads which involved during the practicum

Good luck