



STANDARD GUIDE FOR PRACTICUM REPORTS

**BACHELOR OF MUAMALAT ADMINISTRATION
(BMA HONS)**

**ISLAMIC BUSINESS SCHOOL
COLLEGE OF BUSINESS
UNIVERSITI UTARA MALAYSIA**

FOREWORD

The aim of this Practicum Report Guidelines is to provide the Islamic Business School (IBS) students with pertinent information pertaining to their practicum training. With these guidelines, the students are expected to understand the objectives and requirements of the practicum training. The students are advised to understand the content of these guidelines in order to fully benefit from the practical training.

The writing format for the final report, the front page as well as the assessment components are also outlined to facilitate the students in the preparation of the final report which will be submitted to IBS at the end of the practicum.

Best wishes for your practicum training.

PROGRAM COORDINATOR
BACHELOR OF MUAMALAT ADMINISTRATION WITH HONOURS - (BMA HONS)

INTRODUCTION

Practicum is one of the elective components under the **Bachelor of Muamalat Administration with Honours [BMA Hons]** programmes carrying **EIGHT (8)** credit hours.

The students are required to undergo practicum for a period of 16-weeks (4 months) and they are encouraged to do so during their final year semester break. This practical training has been included in their respective programmes consisting of **135 credit hours**.

Practicum will enhance the student's knowledge of the industries related to their field of studies as well as providing them the proper skill, knowledge, experience, attitude and quality before they venture into the working atmosphere. The students also have the opportunity to apply the knowledge learnt in class into the real scenario. Feedbacks and criticisms by the employers will be embodied in the syllabus to enhance the programme curriculum, thus ensuring that it meets the current market needs.

PRACTICUM OBJECTIVES

The purposes of making practicum as one of the components in the programmes are to:

1. Expose the students to the real working environments before graduating;
2. Give opportunities to the students to link theories learnt with the practical aspects of by placing them in the industries relevant to their respective field of studies in the university;
3. Introduce the students from Muamalat Administration programmes to the existing

organizations like financial institutions (such as banks, ar-Rahnu, Tabung Haji), Education institutions in government or private sector, Halal industries and Takaful in Malaysia; and

4. Create and strengthen bilateral business relationship between the university and industries.

PRACTICUM UNDER COB PROGRAMMES

Islamic Business School (IBS) believes that practicum is an important training to be followed by all students in the era of globalization and Industrial revolutions (IR 4.0). Besides providing the opportunities to experience the real working environment, the students will also be able to put the theories learnt in the university into practice. Hence, the students are expected to be more confident when they graduate and venture into the real working world.

The objectives of practicum at IBS are to:

1. Produce confident individuals who are adaptable to any kind of Islamic institutions, government and private sector;
2. Produce individuals who are creative, innovative, dynamic and flexible;
3. Produce individuals who are knowledgeable about the muamalat business and management in their jobs;

PRACTICUM PERIOD

The practicum period for the students of Bachelor of Muamalat Administration with Honors (BMA Hons) is 16-week (4 months). Grades obtained in the Practicum Training are taken into account and will be reflected in their overall point average (CGPA). Codes and course name used is BPSX4908 Practicum for BMA (Hons) carrying **EIGHT (8)** credit hours.

PRACTICUM PLACEMENT

Students are encouraged to undergo practical training in private sector like Multinational companies (MNC), Government link companies (GLC), Islamic financial institutions, banking sectors, insurance or takaful companies, manufacturing companies, entrepreneurial sectors, education sectors or any other company related to Muamalat programmes.

Placement of students into organizations for practical purposes is the responsibility of the Centre For University-Industry Collaboration (CUIC). Upon approval by the CUIC, the students who has been placed into an organizations is not permitted to make further changes.

PREPARING PRACTICUM FINAL REPORT

Students are required to prepare a practicum report which is an important aspect in the assessment of the practicum. The report is to be submitted to the respective supervisor (Lecturer) along with the Log Book on the date specified by the CUIC. Only **ONE (1)** copy of the report is required. The report must be type and hard bound using **HARD COVER**.

Use font 12 “Times New Roman” with double spacing. The report should not exceed 50 A4 pages (excluding appendices). The report must be written in English. However, students can request from respective supervisor (Lecturer) for written in BAHASA (need to get approval first).

PRACTICUM REPORT CONTENTS

BACHELOR OF MUAMALAT ADMINISTRATION WITH HONOURS – (BMA HONS)

PART 1: (INTRODUCTION)

- a) Acknowledgement
- b) Introduction
- c) Organization Information
- d) A brief history / background
- e) Mission
- f) Objectives
- g) Products / services offered
- h) The management team or organizational [number of staff and others]
- i) Other matters related to organization [cultural organizations and others]
- j) Briefly describe the practicum program organized / planned by the organization

PART 2: (PROJECT)

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 SWOT, TOWS and others to solve the problems of the
- e) Your suggestions to overcome these problems
- f) Other recommendations can be given to the organization

You can describe the problem from various angles either from the point of Human Resources, Marketing, Finance, Production / Operations, Interpersonal Relations, Communication and so on according to the Islamic view.

PART 3: (CONCLUSION)

- a) Explain how the theoretical and practical knowledge that you have learned related to the assignment.
- b) Describe briefly about the new experience obtained during a four-month practicum.
- c) Explain how the practicum program can help you in development and growth as well as readiness for real-world jobs.
- d) Describe the constraints faced during their practicum or perform assigned tasks and how they can be solved by using the approach of Islamic Management.

PRACTICUM ASSESSMENT

Students who have successfully completed their practicum will be evaluated based on the followings:

- | | |
|-------------------------------|-----|
| 1. Employer Assessment | 40% |
| 2. Supervisor Assessment IBS: | |
| a. Log Book | 10% |
| b. Presentation | 10% |
| c. Final Report | 40% |

Total Marks **100%**

PRACTICUM SUPERVISION

The purposes of having lecturers assigned to visit practicum students in the respective organizations are to provide guidance to the students in the implementation of the practical work and to supervise the preparation of their assignments to ensure that the students gain maximum benefits from the training, as well as to monitor their progress from time to time.

Supervision of the programme will be done by two separate parties:

1. Supervisor (IBS Lecturer) - Supervision will be done by IBS lecturer.
2. Supervisor (Employer) - Supervisor (employer) is an officer appointed by the

organization in which the student is placed.

IBS lecturer or COB's supervisor will visit the student at least once during the practicum period.

STUDENTS RESPONSIBILITY

Practicum students must attend each day to work in the organization except with the permission of the supervisor (employer).

Students are also required to:

1. Meet and discuss with the Supervisor Report (IBS Lecturer) before starting the practicum to obtain information about the procedure and later report on practical advice.
2. Discuss with the supervisor (employer) relating to the functions that will be provided after reporting for duty.
3. Submit a log book to be signed by the supervisor (employer) per day (or at least once a week) during the practicum.
4. Communicate with the supervisor (employer) and / or supervisor (Lecturer COB) if there are complications during practicum.
5. Submit a log book to be signed by the supervisor (IBS Lecturer) during a visit by the supervisor.
6. Ensure that discussions are held between the supervisor (IBS Lecturer) and Supervisor (Employer) during a visit by the supervisor (IBS Lecturer).


PRACTICUM ETHICS

Students should observe the following code of ethics.

1. To commit to the work that has been assigned by the employer.
2. To be discipline in dressing and time management.
3. To be respectful to all staffs in the organization.
4. Focus to get experience, coaching and guidance throughout the practicum period.
5. Not asking, demanding or affect employers in scoring mark, token or other form of payment or remuneration to any assignment given.
6. Keep the good name of UUM, College and Programme.

FRONT PAGE FOR FNAL REPORT

Details of the front cover should contain the following items:

 <p>UUM Universiti Utara Malaysia</p> <p>PRACTICUM REPORT SEMSTER TWO SESSION 2020/2021</p> <p>ORGANIZATION/ COMPANY NAME</p> <p>PREPARED FOR: LECTURER'S NAME</p> <p>PREPARED BY: STUDENT'S NAME (MATIC NO.)</p> <p>BACHELOR OF MUAMALAT ADMINISTRATION ISLAMIC BUSINESS SCHOOL</p>
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