



STANDARD GUIDELINES FOR THE PRACTICUM REPORT

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

BFin (Hons), BBank (Hons), BRMI (Hons)

PREFACE

This Practical Handbook provides information and important explanation to the students who will undertake the practical training for programs under School of Economics, Finance and Banking, College of Business. Through this guide, students are able to understand the objectives and practicum's requirements. Students are advised to understand the contents of this guideline for the initial preparation before going for the practical training and the process of reporting.

The format of final reporting and assessments will also be outlined in this handbook to facilitate the students for future preparation on the final report. The final report is required to be submitted to the COB upon completion of the practicum.

Good luck to your practicum training.

CONTENTS

Introduction	1
Purpose of Internship (practicum)	2
Internships under the COB Programmes	3
Period of Internship (practicum)	3
Place of Internship (practicum)	4
Preparing the final of Internship report	5
# Front page of the report	6
# Contents of final report	7
Internship Assessments	8
Internship supervision	8
Student's responsibilities	9
Internship ethics	10

INTRODUCTION

Practicum is one of the core components in the program of Bachelor in Finance (Hons.), Bachelor in Banking (Hons.) and Bachelor in Risk Management and Insurance (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 is included in the structure of the program (since May 2000 session admission / 2001) which led to 118 credit hours.

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

THE PURPOSE OF PRACTICUM

The purposes of practicum components to be included into the structure of the program are:

1. provide exposure to the students about the real working environment before graduating from the university,
2. provide opportunities for students to match the theories and applications by their placement in industries those related by their study in university.
3. expose the Finance and Banking students to the financial institutions in Malaysia.
4. establish and strengthen relationship between the university and industry.

PRACTICUM UNDER THE COB PROGRAMMES

In order to face challenges of management in exploring globalization, The College of Business (COB) believes that the practicum is an important element to each student. They are not only experience in the work environment, but to be exposed to the theory and practices of related fields. Through the leverage of some work experience before graduating from university, they will be more confidence to cope with the real working environment in future.

Thus the goal of practicum in COB is to;

- i. produce a confident individual and commensurate to any kind of work within financial institutions.
- ii. produce individuals who are creative, innovative and dynamic.
- iii. produce individuals who are knowledgeable about the intricacies of the jobs

DURATION OF PRACTICUM

The duration of the Practicum for the students of Bachelor in Finance (Hons.), Bachelor in Banking (Hons) and Bachelor In Risk Management and Insurance (Hons.) is 16 weeks. The grade obtained in the practicum will be counted in the overall point average (CGPA) of each student. Codes and courses name used are B WFX3908 Practicum for BFin(Hons.), BWBX3908 Practicum for BBank (Hons.), and BWRX3908 Practicum for BRMI(Hons.), with 8 credit hours

PRACTICUM PLACEMENT

Students are encouraged to undergo the practical training in related areas of study such as finance, banking, and/or insurance industries. Students are also can be place either in government agencies, private companies, accounting firm, or any related business area.

Students' placement into organizations for practical purposes is the responsibility of the CUIC of UUM. The students who have been selected are placed in the organization is not permitted to change after the place was approved by the Practicum Center of CUIC. Students are encouraged to find their own practicum places and inform to CUIC before the final placement made by the office.

PREPARING THE FINAL REPORT OF PRACTICUM

Practicum students are required to prepare the final report which is an important aspect for the evaluation purposes. The final report is to be submitted to the supervisor (lecturer) together with the log book before the final date specified by the Office of Student Development of COB. A copy of the report is required to be kept by the students. Students are advised to use the The Standard Report Writing of UUM (refer the UUM webs). In addition, the report should be prepared with the following:

- i. should be typed using The Times New Roman with font 12
- ii. skips 2 lines (double spacing)
- iii. should not exceed 50 in A4 pages (excluding appendices).
- iv. binds using coil binding

The cover Page of the 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
BWFX4908/ BWBX4908/BWRX4908
Practicum
Semester _____ Session ____

Name of the
organization:
Address of the
organization:

Prepared for;:
Name of Supervisor of 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.

<p>A. Background of the company (15 marks)</p> <ul style="list-style-type: none"> • Information of the company inclusive of mission and vision • Company's products/services • Management team and organizational structure
<p>B. Analysis of any financial aspect in the organisation (20 marks) (Example: Capital structure, dividend policy, cash management, inventory management, loan management, credit management and others)</p> <ul style="list-style-type: none"> • Evidence of understating of the area undertaking • Ability to identify problem(s) • Evidence of adequate reading/understanding of the problem(s) • Ability to develop/recommend solution(s) to the problem(s)
<p>C. SWOT and TOWS analysis (20 marks)</p> <ul style="list-style-type: none"> • Correct use of the analyses (SWOT and TOWS) • Application of the analyses (SWOT and TOWS) • Logical and reasonable recommendations made based on the SWOT analysis • Identify the rational and reasonable position of the organization based on the TOWS analyses.
<p>D. Self-experience (20 marks)</p> <ul style="list-style-type: none"> • Summary of the candidate's experience at the company • Summary of the candidate's job assigned • Problem(s) encountered during the internship training and means of solution(s) • Student's contributions to the organization
<p>E. Recommendation and conclusion (10 marks)</p> <ul style="list-style-type: none"> • Recommendations • Conclusion
<p>F. Organisation (15 marks)</p> <ul style="list-style-type: none"> • Format of the report (table of content, references, appendixes) • Writing is free of error in grammar, sentence structure, capitalisation and spelling • Report is well presented

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 lecturers who made a visit to the organization in which the student is placed are 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. Lecturers are required to make recommendation on the suitability of the practicum places for future attachment to COB.

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

- i. Supervisor Report (Programme Lecturer)
- ii. Visiting Supervisor (COB Lecturer)
- iii. Supervisor (Employer) - supervisor (employer) is an officer appointed by the organization in which the student is placed

The COB 's visiting lecturer should be able to visit the student in the placement or organization at least once during the practicum period .

STUDENT RESPONSIBILITY

Attendance: Practicum's student must present every day of work in the organizations which have been fixed except with the permission of the supervisor (employer).

Students are also required to:

- i. discuss with the supervisor before going to practicum especially on the preparation of the final report . Making the necessary arrangement for a meeting between the supervisors (employer) and the visiting Supervisor (Lecturer COB).
- ii. discuss with the supervisor (employer) on the tasks will be given upon report duty.
- iii. make sure that the log book must be signed by the supervisor (employer) everyday or at least once a week, during the practicum.
- iv. communicate with the supervisor (employer) and/or supervisor of final report when facing difficulties
- v. submit the log book to visiting lecturer during the visit.
- vi. ensure the discussion is to be held between the visiting supervisor (Lecturer COB) and Supervisor (Employer) during the visit by the visiting supervisor (Lecturer COB)

THE ETHICS OF PRACTICUM

Students should observe to the following code of ethics;

- i. commitment to their work that has been assigned by the employer
- ii. commitment to the discipline in terms of dress code and punctuality
- iii. shows their respect, polite to all staff within the organization
- iv. focus in gaining experiences and guidance throughout the practicum
- v. do not asking, demanding or affect employers in the scoring, using organizational material for own purpose, stealing documents and materials, revealed the information without permission, token or other form of payment of remuneration to any assignment given by employers.
- vi. be pro-active , hard working and professional
- vi. always keep the good name of UUM, College, School and Programme.

END