STANDARD GUIDELINES FOR
THE PRACTICUM REPORT

COLLEGE OF BUSINESS (COB)
UNIVERSITI UTARA MALAYSIA

Bachelor of Business Administration of
Logistics and Transport – (BBALT)
with Hons.

SEMESTER:
SESSION:
This Practical Handbook provides information and important explanation to the students who will undertake the practical training under the Bachelor of Logistics and Transportation of College of Business (COB). Through this guide, students are able to understand the objectives and practicum’s requirements. Students are advised to understand the contents from this manual 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.
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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 is 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 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 curricula in line with current market expectations.
THE PURPOSE OF PRACTICUM

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

1. provide exposure to the students about the real working environment before graduating from the university.

2. provide opportunities for students on the theory and practical related to the fields required by university

3. highlighting the logistics and Transport students with relevant industry and

4. create and strengthen bilateral relations between the university and industry.
In facing the challenges of managing in the era of globalization in Logistics and Transportation, 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 communication for future careers. Through the leverage of some work experience before graduating from university, they will be more confident to cope with the real working environment in future undertakings.

Thus the goal of practicum in COB is to;

i. produce a confident individual and adapt to any kind of work environment in the industry of logistics and transport organizations

ii. produce individuals who are creative, innovative and dynamic in nature.

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 Logistics and Transport with honors BBALT (Hons.) is in 16 weeks. The grade obtained in the practicum will be counted in the overall point average (CGPA) of each student. Code and course name used is BPMG 4998 Practicum for BBALT (Hons.), with 8 credit hours.

PRACTICUM PLACEMENT

Students are encouraged to undergo the practical training in related areas of study such as the industry of Logistics, Transport, all transport modes (sea, air, road, rail and pipelines), warehousing, Road Transport, Container haulage, cargoes, Mode Terminals, Container Yards, Forwarding agents, Import, exports entity, shipping, marines industry, Bus industry, Limousines, Packaging industry, Postage business, Air Carriers, LRT, MRT, Commuter, monorail, Government Departments, Government agencies related to transport, Urban Planning, factories, manufacturing, road infrastructures, Customs Departments, policy makers to all modes, organization and multinational companies.

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.
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 100 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
BPMG 4998 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.

1. Information of the organization (15 marks)
   i. Organizational profile (history and background) including vision and mission
   ii. Products 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, Introduction, top down organization, functions each departments, operations processes, flow of works, job procedures, business generation, deployments, Human Resource Management, profits & loss, government requirements, inventory management, marketing, tools, systems used, and etc.)

   Students should be attached in every department in the organization for clearer picture. Other than that, student should be able to justify the following:

   i. Ability to understand aspects of the operations management of the organization
   ii. Ability to identify problems
   iii. Ability to understand the problems that have been identified.
   iv. Ability to develop and recommend solutions to problems that have been 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 or responsibilities assigned by the organization to the student (20 marks)
   i. Brief descriptions of the new experience gained.
   ii. Brief descriptions of the tasks assigned by the employer.
   iii. Problems that happened and how it solved by the student
   iii. Student contribution to the organization and suggestions

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
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%

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 be present every day of work in the organizations which have been fixed except with the permission by the supervisor (employer). The daily attendance report card shall be obtained from the student development office, and it has to be filled up in daily basis. Student may also request for a proper punch card from the employer with permission from the attached office.

**Students are also required to:**

i. discuss with the supervisor before going to practicum especially on the preparation of the final report. Able to make the necessary arrangement for a meeting between the supervisors (employer) or HR Managers and visiting Supervisor (Lecturer COB)

ii. discuss with the supervisor (employer) on the tasks will be given upon reporting, student shall remind the supervisor (employer) regarding the training programme or schedule for the attachment

iii. submit a log book and to be signed by the supervisor (employer) at least once a week, during the practicum attachment

iv. communicate with the supervisor (employer) or supervisor of final report when facing difficulties

v. submit the log book to visiting lecturer during the visit and to check the visit schedule as planned by the supervisor (Lecturer COB)

vi. ensure the discussions are to be held between the visiting supervisor (Lecturer COB) and Supervisor (Employer) during the visit by the visiting supervisor (Lecturer COB)
THE ETHICS OF PRAKTICUM

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 time

iii. shows their respect, polite to all staff in the organization

iv. focus in getting experiences, coaches and guidance throughout the practicum

iv. 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.

v. be pro-active, hard working and professional

vi. always keep the good name of UUM, College, School and Programme.

END