



Syscoms College Internship Manual

ASIT & ASBA Programs

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Syscoms College Internship Manual

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FOREWORD

Dear Student,

Congratulations upon your decision to further enhance your education by attending Syscoms College (SC)! All of us who work at the college wish you every success in your studies.

You have made a good choice. The college has a talented and caring faculty and staff, dedicated to your success and to excellence in teaching and learning. Our graduates are well prepared for employment and are ready for a successful Higher Education into a Master program.

This Internship Manual provides important information you should know while you are doing an Internship in an Organization. Please use this Manual for reference while doing your Internship.

Enjoy your learning experiences while at SC, and we hope you will find your studies to be an opportunity for personal growth, discovery, and achievement.

Sincerely,

Malik Mohammed Shabeer
Chief Executive Officer

Introduction

This manual intends to provide the student and employer with necessary information regarding the College Internship Program. This manual is developed for the use by students and employers as they prepare for the internship experience. Internship procedures and evaluation criteria are provided for the benefit of students, employer, site supervisors, and internship coordinator. This manual should be referred for the entire internship program so that all involved has a clear understanding of the procedures, requirements, and expectations of the internship process.

An old proverb holds that “I hear and I forget; I see and I remember; I do and I understand.” The internship, a vital link between the practicing student affairs professional and the graduate preparation program, puts that proverb into practice. The proverb underscores the importance of applying theory and knowledge in an actual work setting for the graduate student to achieve learning and mastery.

The internship is an integral and important part of the student’s total learning experience. The experiences are carefully selected by the student and major professor to add breadth and depth to the student’s overall program. The internships are usually selected because they relate to the student’s career goals or broaden the student’s background for work in student affairs. For the graduate student, the “hands-on” experience in the internship provides the opportunity to apply theory to practice, observe how a student affairs office “really works”, observe role models for professional behavior, develop and refine a personal philosophy of student affairs and working with students, and, in general, continue development in critical thinking, analysis, and synthesis skills. A good internship can be a totally integrative experience for the student. This manual intends to provide the student and employer with necessary information regarding the College Internship Program. This manual is developed for the use by students and employers as they prepare for the internship experience. Internship procedures and evaluation criteria are provided for the benefit of students, employer, site supervisors, and internship coordinator. This manual should be referred for the entire internship program so that all involved has a clear understanding of the procedures, requirements, and expectations of the internship process.

Eligibility for Internship for ASIT Program

For the eligibility for Internship Students as a Pre requisite 21 major Credit hours has to be completed and the Student can option for Internship as an elective, the number of Credits for Internship is 3.00 and the Type is Major.

Course Title: Internship	Semester: 4
Course Code: CIS-13208	No of Credits: 3.00
Status: Elective	Type: Major
Prerequisites: Completion of 21 Major Credit Hours	

Eligibility for Internship for ASBA

For the eligibility for Internship Students as a Pre requisite 45 Credit hours has to be completed and the Student can opt for Internship as an elective, the number of Credits for Internship is 3.00 and the Type is Major.

The Internship is available for the following Specializations

Course Title: Internship – Business Management	Semester: 4
Course Code: BUS-207	No of Credits: 3.00
Status: Elective	Type: Major
Prerequisites: 45 Credit Hours	

Course Title: Internship – Retail Management	Semester: 4
Course Code: RTM-205	No of Credits: 3.00
Status: Elective	Type: Major
Prerequisites: 45 Credit Hours	

Course Title: Internship – HR Management	Semester: 4
Course Code: HRM-205	No of Credits: 3.00
Status: Elective	Type: Major
Prerequisites: 45 Credit Hours	

Course Title: Internship – MIS	Semester: 4
Course Code: MIS-206	No of Credits: 3.00
Status: Elective	Type: Major
Prerequisites: 45 Credit Hours	

The Internship Process

According to the Internship policy of SC an internship is an opportunity for students that allows for an organized and supervised career-related professional experience. Students perform as employees of the organizations where they intern and also do some research based on the academic knowledge they have acquired from their program of study and depending upon their performance evaluation, receive academic credit for the learning acquired through their work experience.

Role of SDS in Internship Process

Being a Junior College, SDS has been given the responsibility to have internship agreements with different companies and organizations. The Student Development Services regularly interacts with several companies in the region for signing Internship Arrangements. Once the internship arrangements have been executed the Faculty in Charge of the Internship will be given the list of the companies to which internship can be done which is conveyed to students who wish to do their Internship. The SDS will be responsible for all internship associations.

Purpose of Internship

According to SC, The purpose of an internship is to develop, strengthen and refine the educational and career preparation skills and competencies of students and to prepare them to assume different roles in context.

How does an Internship benefit the student?

An internship provides an opportunity for students to observe and experience the importance of interpersonal relationships and understand their role in professional success. Internships also give students valuable insight as to the many career demands and qualifications needed to be professionally competent and successful. Students also have the chance to make the connection between their academic studies and the world of work. Ideally, they will have many opportunities, even during their brief internship experience, to apply their skills and knowledge in the world of professional careers. Such avenues for professional exposure allow students to better understand the professional competencies needed to be able to compete in the 21st century workplace.

Conditions for an Internship Program

There is no remuneration for the internship. All students will receive academic course credit for their work-training experience as well as hands-on professional experience. However, the award of course credit will be based on their performance evaluation.

No Syscoms College interns will involve themselves in any activities outside of the organization's expected duties.

Syscoms College's Work Plan for Students Seeking Internship.

At Syscoms College it is the responsibility of the Student Development Services to ensure a successful internship program, the procedures below will be followed for the placement of interns:

Step 1: Prior to each semester, the Student Development Services (SDS) will actively engage in company visits and contacts, and maintain an updated database. The SDS sends a letter indicating the internship dates and majors, and requesting the placement of interns. All organizations must be furnished with an overview of tasks an intern can engage in to meet internship requirements and secure course credit. SDS must be furnished with this list of intern tasks by each department.

Step 2: SDS will conduct interactive internship workshops designed to professionally prepare students for the internship and must be taken by all interns before the internship commences.

Step 3: The Dean or the Program Manager will assign a faculty supervisor for each major to oversee the internship process, placement and follow-up with the SDS.

Step 4: The SDS begins placing interns immediately upon receiving the organizational internship offers and ensure that SC interns are placed in a timely manner.

Step 5: To establish official placement with the organization, the students must visit the company that has agreed to accept them and ensure that both the organizational representative and the intern sign the Internship Agreement Form (Appendix 1). The faculty supervisor and dean should sign both forms as well.

Step 6: The intern should submit the original copy to SDS, keep a copy and submit a copy to the company supervisor and SC faculty supervisor.

Step 7: The Following documents are available with the SDS which has to be taken by the Student to the Respective Companies for the Internship Process.

- Internship Agreement Form (See Appendix 1)
- Course syllabus (See Appendix 2)
- Internship Evaluation Report (Mid Term and Final) Appendix 3

Step 8: Upon completion of the internship after duration of 2 Weeks the Student has to submit the Mid Term Internship Evaluation Report from the Site Supervisor.

Step 9: The faculty supervisor will maintain files for each student for the entire internship duration. When the internship finishes and all performance evaluations are complete, all faculty supervisors must make sure they have organized and maintained files for each student.

Step 10: After the Completion of the Internship Students have to submit a comprehensive Internship Report.

Internship Supervisor (Academic)

The internship Supervisor (Faculty Member) should maintain contact with the site supervisor. Periodic contacts should be made at the beginning, midpoint, and end of the semester. Site visitations should be arranged at the discretion of the coordinator. An evaluation of the student intern should be obtained from the site supervisor at the midpoint of the semester and at the end of the internship.

Responsibilities

1. Communicate with various departments/offices in which students can gain meaningful experiences to identify possible internship sites.
2. Do an assessment of the Internship Organization/Institution for the Safety and Reputable Environment for Students.
3. Work with the on-site supervisors to produce written descriptions and potential opportunities and experiences for each internship site. Provide all on-site supervisors with an electronic copy of the Internship Guidelines.
4. Help Students Choose a Topic for Internship Research and Prepare an Internship Report.
5. Develop a list of internship sites available, specific descriptions, and names of on-site supervisors.
6. Coordinate with all students their interests in particular internship sites.
7. Develop a syllabus for the Seminar. Assess student interests in topics for the workshop sessions.
8. Communicate with the on-site supervisors regarding the completion and submission of evaluation forms by the deadline.
9. Collect the evaluation forms discuss the overall experience with the students and submit final grades.
10. Be available for students to discuss possible conflicts or problems related to their internship assignment. If appropriate, discuss the problem with the on-site supervisor.
11. Solicit feedback from participating on-site supervisors to discuss their perceptions and experiences and share any feedback provided by the students of their experiences.

Provide participating on-site supervisors an opportunity to ask questions and to provide recommendations to improve the internship experience in the future.

The Internship Report

Rationale

Because the student who does an internship receives credit from the College, graded credit determined by the assigned faculty, there needs to be documentation in addition to the site supervisor's evaluation as a basis for that graded credit. Submitting an internship report not only provides the faculty with a document which qualifies the student for graded credit, it also provides the faculty with in-depth information about the profession they are responsible for preparing students to participate in. Furthermore, and of considerable importance, the internship report increases the student's responsibility by requiring the student intern to gather information and plan the report throughout the work experience. The student then has an opportunity to demonstrate maturity as a technical writer by presenting, analyzing, and evaluating his or her own work on the job.

Report Content and Format

The internship report comprises four parts, each involving a different kind of information and a different mode of written discourse: (1) introduction, (2) Narrative/Profile of the Organization (3) Review of Literature (Discussion of the Theory applied in the Practical Frame Work), (4) analysis and evaluation of the Data on the Topic assigned for Internship Research, and (6) Findings and Suggestions, Conclusion, Appendix and Bibliography.

Introduction/Profile of the Organization

The introduction explains the Objectives of Internship Research, introduction into the setting where the work was accomplished and gives a sense of how the intern's job related to the entire work of the hiring organization. This section lends itself to the inverted pyramid organization, moving from general information about the entire organization to a specific description of the intern's day-to-day environment. The student can obtain general information about the organization from public relations brochures, interviews, and company documents such as annual reports. In addition to including information about the company's name, location, products or services, size, financial worth, and so forth, this section of the report should also describe the intern's individual role as well as specific schedule within the organization. What type of work was done, when, and how did the intern fit into the overall organizational structure; a flow chart or hierarchy diagram would be appropriate here.

This section should conclude with attention to exactly what the intern did, for whom, and what types as well as levels of skill were required.

Narrative

The narrative section gives a detailed account of the day-to-day activities of the workplace. This section is descriptive and factual, saving evaluation and analysis for the subsequent section. The plan of organization will vary, depending on the situation. It may be chronological; describing what the student did in the order it was done. Or it could be organized by skill group, describing, for example, the editing jobs, then the writing jobs, and finally the production jobs. Or it could be by order of importance, beginning with the lower level tasks and working toward the more challenging and larger projects.

One thing that is required to complete this section is a log or journal to be kept by the intern from the very beginning of the internship this log will provide an invaluable record for the student when it comes time to summarize the whole experience.

Analysis and Evaluation

The analysis and evaluation section enables the student to discuss and criticize the observations or the research he/she had produced on the job. The previous sections are valuable as a source of information for the readers of the internship report. But this section is probably the most valuable for the intern him or herself because it calls on the student to think about and articulate what has been learned during the internship especially on the research topic which has been allocated to him.

Here the student gets a chance to criticize the organization as a whole and to evaluate its treatment of him or her, as well as other employees. The student also has the opportunity to evaluate his or her own overall performance as well as the quality of particular technical writing documents produced.

This section offers a unique chance to reflect on professional identity, management, and practice in the workplace, as well as the nature and quality of technical documents.

Appendix

The appendix allows the student to include samples of written work as well as Questionnaires/Research Instruments of evaluation, pertinent correspondence, and other documents of interest. The problem with completing this section usually turns out to be that students have either too much or not enough to include,

Only material directly referred to in other sections of the report should be included; all writing samples and other documents included must be identified as well as have their significance explained. The student should be selective, including the most pertinent and best samples of his or her work.

Additional Sections

In a lengthy report, one which includes all of these sections, each developed at some length, additional elements such as a cover page, title page, table of contents, and abstract would be appropriate. Indexes, summaries, and resumes might also be included. The internship report content and format should be adjusted to the internship itself. Some internships might not have been extensive or varied enough to provide material for all of the sections described above.

Conclusion

The internship is a key element in the technical writing student's professional preparation. And the internship report is a key element in the internship experience. It is through writing the report that the maturity and professional experience the student gained as an intern becomes fully realized. It is through the report that the student exercises his or her critical and analytical faculties and demonstrates newly found skill and identity as a professional communicator.

Assessments Methods

Assessment will be based on the two equally weighted evaluations received from the employer, one for midterm and one at the end of the internship. This assessment is based on an extended period of selective work placement and it is designed to allow a student access to experiences in a real world environment. The main means to acquire learning here is through conscious observation and supervised practice so that what has been learned in the classroom may be examined and contextually identified so that principles and practices are illustrated and interpreted and better understood. The *Final Internship Evaluation Form* outlined in the *Internship Manual* (Ref Student Handbook, Page 51-52) will guide as rubric for grading of this assessment (PLOs assessed 2a, 2b, 3a, 4a, 4b) The Assessment of the Internship Report will be done through a Rubric and the Presentation done by the Student.

Rubric for the Assessment of Final Year Internship Report

Assess the project and report according to the following characteristics. For each characteristic, mark the response you feel best describes the student's project and report. Highlight the corresponding attribute values and multiply with common weight 1.5 to get the total marks.

Professional Expectations

Professional Expectations of the Intern

- a) To respect and maintain confidentiality with all sensitive organizational information they may encounter during their internship
- b) To arrange their own transportation both to and from the organization they are placed with for the entire duration of their internship.
- c) Should the SC intern fall subject to illness, he/she should inform both the relevant on-site and SC supervisor as promptly as possible. Any days missed will need to be made up toward the end of the internship.
- d) To conduct themselves in a professional manner at all times and in all aspects of their working assignment. Specifically:
- e) Students should be sensitive regarding the use of mobile phones during working hours for personal reasons. Priority and careful attention should be given to their work assignments during their internship.
- f) Use of organization telephone for personal calls should be avoided unless permission is given to do so.
- g) Students are expected to report to the organization at their expected working times and not leave until their working day is complete.
- h) Students are expected to be punctual for all meetings and complete work assignments at the times specified by the organization.
- i) It is expected that the interns be flexible, polite and considerate in their professional attitude at all times and exercise the highest standards of customer service.
- j) Students are expected to inquire about the organizational dress code and adhere to specific organization guidelines. SC recommends the following:
- k) National dress is fully acceptable.
- l) No revealing, tight or transparent clothing (this applies both to male and female interns).
- m) Male interns should wear business/professional attire at all times. This includes dress pants, shirt and tie and jacket, if needed, for more formal meetings and/or events.
- n) Females should wear business/professional attire at all times. This includes, dress pants or skirt (below the knee), jacket and/or blouse/sweater, if needed.
- o) Avoid the application of excessive makeup and jewellery.
- p) Should an SC student, whilst an intern with the organization, engage in any unlawful or seriously offensive activity that could harm the reputation of SC or the organization he/she represents, either party reserves the right to terminate the internship immediately.
- q) It is expected that the intern, upon completion of the internship, will return all property belonging to the organization.

- r) Occasionally the SC supervisor or a Student Development Officer may arrange for an on-site visit with the student during his/her internship; any such visit will be coordinated in advance with the organization hosting the intern.
- s) Students will be expected to complete an internship report, as directed by their academic department, at the completion of their internship.

Professional Expectations of the Organization

- a) It is expected that the organization ensures the availability of suitable projects also for Research and tasks for the intern to engage in for the duration of the internship.
- b) It is expected that the organization will monitor the progress of the intern and communicate frequently with him/her to offer constructive feedback.
- c) It is expected that the organization will provide facilities and resources for the intern so as to enable him/her to complete the assigned tasks.
- d) It is expected that the organization will bear any work-related expenses incurred by the intern that may be necessary to complete a work place assignment.
- e) It is expected that the organization will provide a safe and clean work environment and that the student will not be asked to engage in any significant or sensitive additional assignments without formal approval by the SC intern supervisor.
- f) Should the SC intern experience any form of bodily harm, injury or even death at their place of employment, the organization will not be held responsible for such mishaps.
- g) SC greatly appreciates receiving all intern documents at the completion of the internship.
- h) Both the organization supervisor and the SC intern hereby confirm that the above terms and conditions have been reviewed, understood and accepted as a professional guideline for ensuring a successful internship both for the intern and the organization they represent.

Internship Course's

Course Title: Internship	Semester: 4
Course Code: CIS-13208	No of Credits: 3.00
Status: Elective	Type: Major
Prerequisites: Completion of 21 Major Credit Hours	

Course Description

This course provides students an opportunity to gain practical experience by working in a live environment in an IT division within an organization.

Course objectives

The course aims to allow students to apply IT knowledge and skills as learned in the classroom to a live working environment within a suitable business organization so that they might be practiced, evaluated and enhanced.

Learning Outcomes

On successful completion of this course, students should be able to:

Course Outcome	Program Outcome
1. Practice and develop IT skills through specific tasks carried out in a suitable real world environment and business organization.	PLO4. Demonstrate mathematical and programming familiarity to design, implement and evaluate a computer based system, process, component or program to meet desired needs.
2. Evaluate one's developing personal IT knowledge and skills as carried out in a suitable real world environment and business organization	PLO3. Apply information technology and quantities skills needed in IT business environment. PLO10. Demonstrate to work independently as well as part of team to formulate creative solution to meet the desired needs under guidance.

Course Topics

The topics covered in the course will include:

1. **Supervision and Task:** There are no taught topics but students will be supervised by the course coordinator and the site-supervisor as they begin an extended time of practical exposure to IT within a relevant and live business organizational, environment and working culture.
2. **Reporting and Attendance:** Students enrolled in Internship are required to work throughout the semester and must submit report forms when requested to the course coordinator showing the number of hours worked that week.

Assessments Methods

Assessment will be based on the two equally weighted evaluations received from the employer, one for midterm and one at the end of the internship. This assessment is based on an extended period of selective work placement and it is designed to allow a student access to experiences in a real world environment. The main means to acquire learning here is through conscious observation and supervised practice so that what has been learned in the classroom may be examined and contextually identified so that principles and practices are illustrated and interpreted and better understood.

Course Title: Internship – Business Management	Semester: 4
Course Code: BUS-207	No of Credits: 3.00
Status: Elective	Type: Major
Prerequisites: 45 Credit Hours	

Course Description

This course provides students an opportunity to gain practical experience by working in a live general business management environment within a suitable organization.

Course Objective/s

- To allow students to apply general business management knowledge and skills as learned in the classroom to a live working environment within a suitable organization so that they might be practiced, evaluated and enhanced.

Learning Outcomes

On successful completion of this course, students should be able to:

1. Practice and develop general business management skills through specific tasks carried out in a suitable real world environment and organization. (PLO 2a, 2b, 3a, 4a, 4b)
2. Evaluate one's developing personal business management knowledge and skills as carried out in a suitable real world environment and organization. (PLO 2a, 2b, 3a, 4a, 4b)

Course Topics

The topics covered in the course will include:

1. **Supervision and Task:** There are no taught topics but students will be supervised by the course coordinator and the site-supervisor as they begin an extended time of practical exposure to general business management within a relevant and live business organization, environment and working culture.
2. **Reporting and Attendance:** Students enrolled in Internship are required to work throughout the semester and must submit report forms when requested to the course coordinator showing the number of hours worked that week.

Assessments Methods

Assessment will be based on the two equally weighted evaluations received from the employer, one for midterm and one at the end of the internship. This assessment is based on an extended period of selective work placement and it is designed to allow a student access to experiences in a real world environment. The main means to acquire learning here is through conscious observation and supervised practice so that what has been learned in the classroom may be examined and contextually identified so that principles and practices are illustrated and interpreted and better understood. The Final Internship Evaluation Form outlined in the Internship Manual (Ref Student Handbook, Page 51-52) will guide as rubric for grading of this assessment (PLOs assessed 2a, 2b, 3a, 4a, 4b).

Advised Activities for Business Management

- ❖ Administer the basic general functions in Finance,
- ❖ Management Information System,
- ❖ Management and Marketing.

Course Title: Internship – Retail Management	Semester: 4
Course Code: RTM-205	No of Credits: 3.00
Status: Elective	Type: Major
Prerequisites: 45 Credit Hours	

Course Description

This course provides students an opportunity to gain practical experience by working in a live retail management business environment within a suitable organization.

Course Objective/s

- To allow students to apply retail management knowledge and skills as learned in the classroom to a live working environment in a suitable organization so that they may be practiced, evaluated and enhanced.

Learning Outcomes

On successful completion of this course, students should be able to:

1. Practice and develop retail management skills through specific tasks carried out in a real suitable real world environment and organization. (PLO 2a, 2b, 3a, 4a, 4d)
2. Evaluate developing personal retail management knowledge and skills as carried out in a suitable real world environment and organization. (PLO 2a, 2b, 3a, 4a, 4d)

Course Topics

The topics covered in the course will include:

1. **Supervision and Task:** There are no taught topics but students will be supervised by the course coordinator and the site-supervisor as they begin an extended time of practical exposure to retail management within a relevant and live retail business environment, organization and working culture.
2. **Reporting and Attendance:** Students enrolled in Internship are required to work throughout the semester and must submit report forms when requested to the course coordinator showing the number of hours worked that week.

Assessments Methods

Assessment will be based on the two equally weighted evaluations received from the employer, one for midterm and one at the end of the internship. This assessment is based on an extended period of selective work placement and it is designed to allow a student access to experiences in a real world environment. The main means to acquire learning here is through conscious observation and supervised practice so that what has been learned in the classroom may be examined and contextually identified so that principles and practices are illustrated and interpreted and better understood. The *Final Internship Evaluation Form* outlined in the *Internship Manual* will guide as rubric for grading of this assessment (PLOs assessed 2a, 2b, 3a, 4a, 4d)

Advised Activities for Retail Management

Interns will work with experienced store managers to learn about store operations, management responsibilities, merchandising, advertising, inventory, bookkeeping, and human resources.

Course Title: Internship – HR Management	Semester: 4
Course Code: HRM-205	No of Credits: 3.00
Status: Elective	Type: Major
Prerequisites: 45 Credit Hours	

Course Description

This course provides students an opportunity to gain practical experience by working in a live HR management business environment within a suitable organization.

Course Objective/s

- To allow students to apply HR management knowledge and skills as learned in the classroom to a live working environment within a suitable organization so that they might be practiced, evaluated and enhanced.

Learning Outcomes

On successful completion of this course, students should be able to:

1. Practice and develop HR management skills through specific tasks carried out in a suitable real world environment and organization. (PLO 2a, 2b, 3a, 4a, 4c)
2. Evaluate one's developing personal HR management knowledge and skills as carried out in a suitable real world environment and organization. (PLO 2a, 2b, 3a, 4a, 4c)

Course Topics

The topics covered in the course will include:

1. **Supervision and Task:** There are no taught topics but students will be supervised by the course coordinator and the site-supervisor as they begin an extended time of practical exposure to HR management within a relevant and live business organizational, environment and working culture.
2. **Reporting and Attendance:** Students enrolled in Internship are required to work throughout the semester and must submit report forms when requested to the course coordinator showing the number of hours worked that week.

Assessments Methods

Assessment will be based on the two equally weighted evaluations received from the employer, one for midterm and one at the end of the internship. This assessment is based on an extended period of selective work placement and it is designed to allow a student access to experiences in a real world environment. The main means to acquire learning here is through conscious observation and supervised practice so that what has been learned in the classroom may be examined and contextually identified so that principles and practices are illustrated and interpreted and better understood. The *Final Internship Evaluation Form* outlined in the *Internship Manual* will guide as rubric for grading of this assessment (PLOs assessed 2a, 2b, 3a, 4a, 4c)

Advised Activities in Human Resource Management

- ❖ Understand human resource management in terms of its changing role as a strategic partner within organizations.
- ❖ Understand the social, ethical and legal considerations of HRM and the implications for human capital asset management within the organization.
- ❖ Evaluate staffing function of HRM in terms of recruitment and selection
- ❖ Identify the development process of people by means of relevant training and development activities.

Course Title: Internship – MIS	Semester: 4
Course Code: MIS-206	No of Credits: 3.00
Status: Elective	Type: Major
Prerequisites: 45 Credit Hours	

Course Description

This course provides students an opportunity to gain practical experience by working in a live MIS environment within a suitable business organization.

Course Objective/s

- To allow students to apply MIS knowledge and skills as learned in the classroom to a live working environment within a suitable business organization so that they might be practiced, evaluated and enhanced.

Learning Outcomes

On successful completion of this course, students should be able to:

1. Practice and develop MIS skills through specific tasks carried out in a suitable real world environment and business organization. (PLO 2a, 2b, 3a, 4a, 4e)
2. Evaluate one's developing personal MIS knowledge and skills as carried out in a suitable real world environment and business organization. (PLO 2a, 2b, 3a, 4a, 4e)

Course Topics

The topics covered in the course will include:

3. **Supervision and Task:** There are no taught topics but students will be supervised by the course coordinator and the site-supervisor as they begin an extended time of practical exposure to MIS within a relevant and live business organizational, environment and working culture.
4. **Reporting and Attendance:** Students enrolled in Internship are required to work throughout the semester and must submit report forms when requested to the course coordinator showing the number of hours worked that week.

Assessments Methods

Assessment will be based on the two equally weighted evaluations received from the employer, one for midterm and one at the end of the internship. This assessment is based on an extended period of selective work placement and it is designed to allow a student access to experiences in a real world environment. The main means to acquire learning here is through conscious observation and supervised practice so that what has been learned in the classroom may be examined and contextually identified so that principles and practices are illustrated and interpreted and better understood. The *Final Internship Evaluation Form* outlined in the *Internship Manual* will guide as rubric for grading of this assessment (PLOs assessed 2a, 2b, 3a, 4a, 4e)

Advised Activities for MIS

- ❖ Design databases using the entity relationship diagram and normalization;
- ❖ Development of information systems including the technology, managerial, and organizational aspects;
- ❖ Evaluate existing business processes and improve their performance using traditional and object-oriented design techniques;
- ❖ Examine and assess end-user use of existing information systems and identify key factors to improve end-user system interaction;
- ❖ Evaluate current company web site and develop a plan for a more efficient user friendly design that contributes to the company goals;
- ❖ Evaluate the use of Social Networking for sourcing information in different perspectives.
- ❖ Work on ERP systems such as SAP and PeopleSoft and be able to identify their contribution to improving overall company performance

Grading System

Student's performance in the practicum will be assessed as Pass/Fail. The minimum grade to pass is 60%.

Assessment is as follows:

- ✓ A percentage of 50% of the total grade is based on the site-supervisor evaluation. The evaluation breakdown includes:
 - Attendance 10%
 - Professional Competence 30% and includes
 - Amount of work completed
 - Reliability
 - Quality of work
 - Attention to details/Accuracy
 - Writing Skills
 - Communication Skills
 - Interpersonal and interaction skills 10% and includes
 - Ability to Resolve Problems & Taking Initiative
 - Working in a team & Interaction at work

- ✓ A 50% of the grade is based on the academic supervisor's evaluation of the student's interim and final report.

Interim Report (15%)

The interim report (approx. 500 words) should be submitted by the end of the third week of the internship and highlighting the following:

- Understanding of task requirements
- Planning for completion of tasks
- Actual involvement and progress

Final Report (35%)

The final report (approx. 1000 words) should be submitted by the student no later than ONE week after the end of the Internship period and highlighting the following:

- Completion of trainee's main duties during the internship period
- Relevance of the tasks completed
- Quality of work performed
- The Internship Research carried out.
- Problems faced and strategies used to carry out assignments
- Constraints

Appendix

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Internship Application Form

Student: Please complete this form and discuss your internship with your academic advisor. After obtaining your advisor's signature, obtain the signatures of your internship coordinator at SC and site-supervisor at the intended workplace.

Student ID _____ **Name** _____

Phone _____ **CGPA** _____

Program _____ **Specialization** _____

Semester _____ **Organization** _____

Internship Coordinator _____

On Site Supervisor _____

I wish to apply for an internship during this semester in the area of my specialization.

Student Signature _____ **Date** _____

Academic Advisor signature _____ **Date** _____

Internship Coordinator Signature _____ **Date** _____

Site Supervisor Signature _____ **Date** _____

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Mid-Term Internship Evaluation

(to be completed by site supervisor)

(Please complete this mid-term evaluation during the 7th-8th week of the semester. Please forward this evaluation form to the internship coordinator at SC.)

Student's name: _____ Date: _____
Organization: _____ Site Supervisor: _____

Brief description of responsibilities:

Rating (1 being lowest and 5 being highest)

Personal Traits and Qualities

Attendance	1	2	3	4	5	N/A
Punctuality	1	2	3	4	5	N/A
Reliability	1	2	3	4	5	N/A
Cooperation	1	2	3	4	5	N/A
Willingness to learn	1	2	3	4	5	N/A
Accepts constructive criticism	1	2	3	4	5	N/A
Interacts well with staff	1	2	3	4	5	N/A
Level of professionalism	1	2	3	4	5	N/A

Intellectual and Professional Background

Knowledge of field	1	2	3	4	5	N/A
Thinks independently	1	2	3	4	5	N/A
Recognizes problems and develops solutions	1	2	3	4	5	N/A
Demonstrates ethical and moral conduct	1	2	3	4	5	N/A
Follows directions	1	2	3	4	5	N/A

Communication Skills

Written communication	1	2	3	4	5	N/A
Oral communication	1	2	3	4	5	N/A
Listening skills	1	2	3	4	5	N/A

General Performance

General attitude toward the internship	1	2	3	4	5	N/A
Quality of work performed	1	2	3	4	5	N/A
Meeting goals set at beginning of internship	1	2	3	4	5	N/A

Please elaborate on areas for improvement:

Supervisor signature:

SYSCOMS COLLEGE

Final Internship Evaluation

(To be completed by Site Supervisor)

(Please complete this final evaluation before the last day of the internship. Please forward this evaluation form to the internship coordinator at SC. The purpose of this evaluation is to assess the match between the student and your expectations and to assess the development of the student during the internship.)

Student's name: _____ Date: _____

Organization: _____ Site Supervisor: _____

Brief description of responsibilities: _____

Rating (1 being lowest and 5 being highest)

Personal Traits and Qualities

Attendance	1	2	3	4	5	N/A
Punctuality	1	2	3	4	5	N/A
Reliability	1	2	3	4	5	N/A
Cooperation	1	2	3	4	5	N/A
Willingness to learn	1	2	3	4	5	N/A
Accepts constructive criticism	1	2	3	4	5	N/A
Interacts well with staff	1	2	3	4	5	N/A
Level of professionalism	1	2	3	4	5	N/A

Intellectual and Professional Background

Knowledge of basic concepts of the subject and field	1	2	3	4	5	N/A
Understand the context of the business environment	1	2	3	4	5	N/A
Thinks independently	1	2	3	4	5	N/A
Applies fundamental quantitative skills appropriate to the assignment	1	2	3	4	5	N/A
Recognizes problems and develops solutions	1	2	3	4	5	N/A
Demonstrates ethical and moral conduct	1	2	3	4	5	N/A
Demonstrates fundamental familiarity and skill in the given assignments	1	2	3	4	5	N/A
Able to apply theories into practice	1	2	3	4	5	N/A
Follows directions	1	2	3	4	5	N/A

Communication Skills

Written communication	1	2	3	4	5	N/A
Oral communication	1	2	3	4	5	N/A
Listening skills	1	2	3	4	5	N/A

General Performance

General attitude toward the internship	1	2	3	4	5	N/A
Quality of work performed	1	2	3	4	5	N/A
Meeting goals set at beginning of internship	1	2	3	4	5	N/A

Please elaborate on areas for improvement:

Your responses to the following questions will help us evaluate and assess the student's performance.

1. How well did the student complete his/her assignments and responsibilities?

2. How has the student developed professionally and personally during this internship?

3. How well was the student prepared to take on this internship (academic preparation, maturity, job skills, etc.)?

4. If problems or concerns arose during this internship, please explain.

Supervisor signature:
