



# **FACULTY OF MANAGEMENT**

## **UNIVERSITY OF PERADENIYA**

### **REVISED INTERNSHIP PROGRAMME GUIDELINES FOR THE BBA HONOURS DEGREE PROGRAMME**

- ACF 4299 - Internship in Accounting & Finance**
- HRM 4299 - Internship in Human Resource Management**
- MKT 4299 - Internship in Marketing Management**
- OPM 4299 - Internship in Operations Management**
- MGS 4299 - Internship in Organizational Management**

## **1. INTRODUCTION**

The Internship Programme of the Faculty of Management aims to prepare its undergraduates to meet the challenges of the competitive job market. It is designed in such a way that students will have the opportunity to expose to skill and competency-based learning in their area of specialization. Further, it is facilitating students to resolve business and management problems by critically analyzing the concepts and theories learned in the classroom regarding the organizational context and reflecting upon one's own learning in the corporate setting. Students who are enrolled for the Internship Programme for six (6) credits, shall engage in Internship training for a period of 600 hours. They are required to maintain an Internship Diary, produce an Internship Reflective Report and make a formal presentation at the Internship Viva Voce Examination.

## **2. OBJECTIVES**

- 2.1.** To expose the students to industry and business environments with practical exposures in areas related to their area of specialization.
- 2.2.** To enhance the students' understanding of the application of the theoretical knowledge in practice in their area of specialization.
- 2.3.** To enhance the analytical and critical thinking abilities of the students.
- 2.4.** To build professional and social networks by developing soft skills.
- 2.5.** To facilitate the smooth transition to the modern world of work enhancing ethical and professional conduct.

## **3. INTENDED LEARNING OUTCOMES (ILOS)**

After completing the Internship, the students should be able to:

ILO 1: Develop skills and competencies to match the corporate demands and expectations.

ILO 2: Apply theoretical concepts and models into the practical environment.

ILO 3: Propose suggestions/ recommendation to practical organizational problem/ issue.

ILO 4: Develop a self-reflective analysis of the internship experience.

ILO 5: Demonstrate ethical and professional workmanship in the area of specialization.

## 4. METHOD OF EVALUATION

### 4.1 Assessment Scheme

The students are assessed based on the course grade guide, the Grade Point ranging from 0 - 4.0, and corresponding letter grades of E to A/A+ according to the following table.

Marks	Grade	GPA	Marks	Grade	GPA
80 – 100	A (or) A+	4.0	45 – 49	C	2.0
70 – 79	A-	3.7	40 – 44	C-	1.7
65 – 69	B+	3.3	35 – 39	D+	1.3
60 – 64	B	3.0	30 – 34	D	1.0
55 – 59	B-	2.7	00 – 29	E	0.0
50 – 54	C+	2.3			

### 4.2 Evaluation Scheme

The evaluation is based on Duly Completed Internship Diary, Internship Reflective Report, Industry Supervisor's Confidential Report, Academic Supervisor's Confidential Report, and Internship Viva Voce Examination as mentioned below.

Criteria	Marks allocated	Mapping with ILOs	Timeline for Submission
Duly Completed Internship Diary	15%	ILO 1, ILO 2, ILO 3, ILO 5	<b>Within two weeks</b> from the End of the Second Semester Examination
Internship Reflective Report	50%	ILO 1, ILO 2, ILO 3, ILO 4, ILO 5	<b>Within two weeks</b> from the End of the Second Semester Examination
Industry Supervisor's Confidential Report	10%	ILO 1, ILO 5	<b>Within one week</b> from the end of the Internship
Academic Supervisor's Confidential Report	5%	ILO 5	
Internship Viva Voce Examination	20%	ILO 1, ILO 2, ILO 3, ILO 4, ILO 5	<b>By the third week</b> from the End of the Second Semester Examination
<b>Total</b>	<b>100%</b>		

#### **4.2.1 Internship Diary**

The appointed academic supervisor evaluates the student's Internship Diary. Students shall select any experience category/ categories in the area of specialization (Please refer to Annexure 01 for the Template and Instructions of the Internship Diary). The marking scheme of the Internship Diary is given in Annexure 02.

#### **4.2.2 Internship Reflective Report**

The appointed academic supervisor evaluates the Internship Reflective Report (Please refer to Annexure 03 for the Instructions for Writing the Internship Reflective Report). The same Internship Reflective Report shall be evaluated by a second examiner from the industry, and the second examiner will be appointed by the respective Department at the Faculty. The marking scheme of the Internship Reflective Report is given in Annexure 04.

#### **4.2.3 Industry Supervisor's Confidential Report**

The industry supervisor of the students (i.e., the officer who supervised the student in the internship organization) will submit the Industry Supervisor's Confidential Report to the Department Internship Coordinator within the stipulated time (Please refer to Annexure 05 for the Industry Supervisor's Confidential Report).

#### **4.2.4 Academic Supervisor's Confidential Report**

The assigned academic supervisor of the student will submit the Academic Supervisor's Confidential Report to the Department Internship Coordinator within the stipulated time (Please refer to Annexure 06 for the Academic Supervisor's Confidential Report).

#### **4.2.5 Internship Viva Voce Examination**

A panel of internal examiners conducts final evaluations in the form of a viva voce examination. Students are expected to deliver ten (10) minutes of presentation on their experience gained during the Internship training and ten (10) minutes is allocated for the question and answer session. The marking scheme of the Internship Viva Voce Examination is given in Annexure 07.

### 4.3 Eligibility for Evaluation

Completing a minimum of 600 hours and submitting the Internship Diary, Internship Reflective Report, and Industry Supervisor's Confidential Report are compulsory requirements to be eligible for Final Presentation and Viva Voce Examination. Further, Form A, B, C, and D should be submitted within the stipulated time (Please refer to the 'Internship Programme Guidelines for Students' detailed in Section 5).

## 5. INTERNSHIP PROGRAMME GUIDELINES FOR STUDENTS

- 5.1. It is the responsibility of the student to search for an organization to undertake the Internship in his/ her area of specialization. Organizations selected by the students should be acceptable to the Department as suitable for undertaking the Internship.
- 5.2. Selection of a student for the Internship Programme by an Internship Organization is entirely at the discretion of that organization. The Department will not under any circumstances influence or interfere with the selection process.
- 5.3. Students are required to download Internship Guidelines and relevant forms from the Faculty Website.
- 5.4. Students must submit Basic Details of Intern (Form A) and a copy of their Curriculum Vitae (CV) to the respective Department **at the time of registration** of the Internship Programme (Please refer to Annexure 08 for Form A - Basic Details of Intern).
- 5.5. A letter will be issued by the Department Internship Coordinator to secure a placement in the industry upon the submission of the request letter by the student mentioning the details about the potential internship provider.
- 5.6. Students must keep regular contact with the Industry Supervisor, Academic Supervisor, and Department Internship Coordinator at the respective Department on any matter related to their Internship. The academic supervisor will be assigned at the commencement of the Internship Programme to guide the student in writing up the Internship Reflective Report. Students should maintain the records of meeting with the academic supervisor in the Student Logbook available in the Internship Diary.
- 5.7. Students must submit the Internship Contract (Form B) within **one week** from the commencement of the Internship Programme (Please refer to Annexure 09 for Form B - Internship Contract).
- 5.8. Students must submit the Job Description (Form C) at the end of the **third week** from the commencement of the Internship and the Internship Completion Report (Form D) **at the end** of the Internship/Semester (Please refer to Annexure 10 for Form C - Job Description and Annexure 11 for Form D - Internship Completion Report).

- 5.9.** Students must duly maintain the Internship Diary by recording daily activities related to their practical experience. The Internship Diary must be submitted to the assigned Academic Supervisor for inspection monthly along with Monthly Progress Reports (Please refer to Annexure 01 for the Template and Instructions of the Internship Diary). The duly completed Internship Diary should be submitted to the Department within *two weeks* from the End of the Second Semester Examination.
- 5.10.** Students must also make sure that the Department receives the duly completed Industry Supervisor's Confidential Report directly in a sealed envelop within *one week* from the end of the Internship.
- 5.11.** Students must undergo the relevant practical internship under a qualified senior officer, who will be the Industry Supervisor appointed by the respective organization to liaise with the Department/ Division about matters related to the Intern. The Industry Supervisor should possess a Degree or any other equivalent qualification accepted by the respective Department with a minimum of five years of managerial level experience.
- 5.12.** Students must submit the Internship Reflective Report based on the work experience that they have gained through the Internship Programme. The Internship Reflective Report will be used to assess students' learning outcomes by allowing them to reflect on: (a) their understanding of work organization (b) their knowledge of organizational functions and workflow (c) duties and responsibilities assigned to the intern (d) their ability to visualize through theoretical concepts learned under their specialization area, (e) soft skills and personality development accomplished during the internship period, and (f) suggestions for internship organization (Please refer to Annexure 03 for the Instructions for Writing the Internship Reflective Report). The Internship Reflective Report should be submitted to the Department within *two weeks* from the End of the Second Semester Examination.
- 5.13.** Students are required to complete 600 hours of training in one organization (as specified in the Form B - Internship Contract), and they are not permitted to change organizations during the 600 hours.

**NOTE:** Late submission of required documents and forms will be subjected to a penalty and may result in poor grades for the course.

## **6. ETHICAL CONSIDERATIONS**

The Faculty requires the students, who undertake the Internship Programme, to be professional and ethical in their work and be responsible in their conduct. Students are responsible for upholding the reputation of the Department, the Faculty, and the University at the respective Organizations. Internship opportunities in the future will depend largely on the performance, behavior, and conduct of the current students undergoing internship training in the respective organizations. Further, the students are expected to comply with the relevant code of conduct of the organization during the training period.

## **7. SUPPORTIVE AND MOTIVATIONAL PROGRAMMES**

### **7.1. Industry Day**

The Industry Day of the Faculty of Management is an annual event which is organized by the Faculty Internship Committee in collaboration with the Centre for Skills for Life. The invited organizations from industries visit the Faculty and select students for internship training and conduct mock interviews. In addition, this programme will assist students to gain insights on the attributes that the industry will look into from management graduates, and obtain experience by facing interview sessions.

### **7.2. Workshop series organized by the Centre for Skills for Life**

Workshops on CV Writing, Interviewing Techniques, Managing the LinkedIn Profile and Case Study Analysis are organized by the Centre for Skills for Life. This workshop series aims to assist students to identify and pursue opportunities for career paths and enable students to network with industry professionals and supporting students' professional growth. Resource persons would be either from the academic staff or from the industry.

### **7.3. Management Internship Diaries**

As an annual event, the Faculty Internship Committee organizes a competition titled, "Management Internship Diaries" to select 'The Best Intern of the Year' from those who participated in the Internship Programme in the particular academic year. The event aims to encourage students' active participation in the Internship Programme whereas objectives are to: develop soft skills such as interpersonal, communication, and

teamwork skills; sharpen creative thinking; enhance problem-solving; and more, importantly, develop positive attitudes of the students towards work and facing challenges.

Students for the event will be selected based on the final marks they obtained for the Internship Programme. Two students with the highest marks from each Department will be nominated by the Department through the Department Internship Coordinator.



# FACULTY OF MANAGEMENT UNIVERSITY OF PERADENIYA



## INTERNSHIP DIARY

DEPARTMENT OF .....

FACULTY OF MANAGEMENT  
UNIVERSITY OF PERADENIYA

## **DETAILS OF THE INTERNSHIP**

### **Details of the Student**

Name with Initials	
Registration Number	
Private Address	
Contact Number	
E-mail	

### **Details of the Internship**

Internship Organization's Name	
Internship Organization's Address	
Internship Period	From
	To
Number of Total Internship Hours Completed	

### **Details of the Supervisors**

Name of the Industry Supervisor	
Designation	
Department / Division	
Contact Number	
E-mail	
Signature of Industry Supervisor (Please place the stamp)	
Name of the Academic Supervisor	
Signature of Academic Supervisor	

# **INSTRUCTIONS TO MAINTAIN THE INTERNSHIP DIARY**

- The student should keep the internship diary as prescribed by the Faculty of Management, University of Peradeniya.
- The student is advised to maintain the internship diary properly and neatly.
- The student is required to complete 600 hours of training in one organization and not permitted to change organizations during the 600 hours.
- The student is required to make daily entries at the end of each day's work and monthly entries at the end of each working month. All entries should be in ink (Handwritten).
- The Daily Progress Report should contain a brief description of the work carried out, learning areas, and completed hours each day.
- The Monthly Progress Report should contain a brief description of the work carried out, learning areas, and completed hours during each month, including problems encountered, strategies to overcome the problems, and steps taken to avoid any recurrence in the future.
- It is required to obtain the signature of the industry supervisor weekly, and the signature of the academic supervisor monthly in the Daily Progress Reports.
- It is required to obtain the signatures of the industry supervisor and academic supervisor in the Monthly Progress Reports and Self-assessment Report.
- The student should also maintain the records of the meetings with the academic supervisor in the Student Logbook.
- The Internship Diary should be produced for inspection by the student upon the internship supervisors' request.
- Every student is required to be disciplined and well-behaved within the internship period and not to indulge in any activity, which will tend to bring down the prestige of the University.

## DAILY PROGRESS REPORT

Month: .....

Date	Brief Description of the Work Carried Out	Learning Area/s	Completed Hours
Number of Total Hours Completed			

.....  
Signature of the Student

Date .....

.....  
Signature of the Industry Supervisor

Date .....

.....  
Signature of the Academic Supervisor

Date .....

## MONTHLY PROGRESS REPORT (FIRST MONTH)

Month: .....

Brief Description of the Work Carried Out	Application of Theories, Concepts, and Models	Completed Hours
Number of Total Hours Completed for the Month		

.....  
Signature of the Student

Date .....

.....  
Signature of the Industry Supervisor

Date .....

.....  
Signature of the Academic Supervisor

Date .....

## MONTHLY PROGRESS REPORT (SECOND MONTH)

Month: .....

Brief Description of the Work Carried Out	Application of Theories, Concepts, and Models and <u>Identification of the problem/ issue and developing as a case</u>	Completed Hours
Number of Total Hours Completed for the Month		

.....  
Signature of the Student

Date .....

.....  
Signature of the Industry Supervisor

Date .....

.....  
Signature of the Academic Supervisor

Date .....

## MONTHLY PROGRESS REPORT (THIRD MONTH)

Month: .....

Brief Description of the Work Carried Out	Application of Theories, Concepts, and Models <u>and</u> <u>Providing suggestions/ recommendations for the</u> <u>identified problem/ issue</u>	Completed Hours
Number of Total Hours Completed for the Month		

.....  
Signature of the Student

Date .....

.....  
Signature of the Industry Supervisor

Date .....

.....  
Signature of the Academic Supervisor

Date .....

## MONTHLY PROGRESS REPORT (FOURTH MONTH)

Month: .....

Brief Description of the Work Carried Out	Application of Theories, Concepts, and Models, Providing suggestions/ recommendations for the identified problem/ issue <u>and Overall evaluation on</u> <u>the Internship Experience</u>	Completed Hours
Number of Total Hours Completed for the Month		

.....  
Signature of the Student

Date .....

.....  
Signature of the Industry Supervisor

Date .....

.....  
Signature of the Academic Supervisor

Date .....



## **SELF-ASSESSMENT REPORT**

Internship Period	From	
	To	

**Instruction:** Please mark (√) your level of achievement in each learning area as follows:

<i>Not satisfied with the achievement</i>	<i>25%≥</i>
<i>Fairly satisfied with the achievement</i>	<i>26% - 49%</i>
<i>Achieved to a considerable extent</i>	<i>50% - 74%</i>
<i>Well achieved</i>	<i>75% - 90%</i>
<i>Extremely well achieved</i>	<i>91%≤</i>

	25%≥	26% - 49%	50% - 74%	75% - 90%	91%≤
<b>General Skills and competencies</b>					
• Technical skills					
• Written communication skills					
• Oral communication skills					
• Listening skills					
• Interpersonal and team skills					
• Negotiation and conflict handling skills					
• Creative thinking skills					
• Analytical skills					
• Critical and problem-solving skills					
• Leadership skills					
• Taking initiatives					
<b>Personal Development</b>					
• Adaptability					
• Self-confidence					
• Network building					

**Special Remarks (if any):**

.....  
 .....

.....  
 Signature of the Student

Date: .....

## **STUDENT LOGBOOK**

The student logbook will ensure that the student will meet the academic supervisor adequately (at least 04 meetings per month) which is an essential requirement for the successful completion of the Internship Programme.

<b>Date</b>	<b>Areas Discussed</b>	<b>Signature of the Student</b>	<b>Signature of the Academic Supervisor</b>

**Annexure 02: Marking Scheme for Internship Diary**



**ACF/HRM/MGS/MKT/OPM 4299: Internship in .....**

**Department of .....**

**Faculty of Management**

**Academic Year .....**

**Marking Scheme for Internship Diary**

<b>Criteria</b>	<b>Marks</b>
1. Adequacy and quality of the content (covering of specialization area, attention to detail, relevance)	<b>10</b>
2. Organization and clarity (structure, legibility, regularity in maintenance of the diary)	<b>03</b>
3. Completeness (hours, signatures, rubber stamp, dates)	<b>02</b>
<b>Total</b>	<b>15</b>

<b>No</b>	<b>Registration Number</b>	<b>Marking Criteria</b>			<b>Total Marks</b>
		<b>1</b>	<b>2</b>	<b>3</b>	
		<b>10 Marks</b>	<b>03 Marks</b>	<b>02 Marks</b>	
<b>01</b>					
<b>02</b>					
<b>03</b>					
<b>04</b>					
<b>05</b>					

Name of the Academic Supervisor:.....

Signature :..... Date:.....

## **Annexure 03: Instructions for Writing the Internship Reflective Report**

### **Internship Reflective Report**

The student must write a comprehensive final report consisting of two sections, namely, Section 01: Industry Reflection and Section 02: Self Reflection.

Students should adhere to the following format when they write the Internship Reflective Report.

### **Format of the Internship Reflective Report**

- i.** The report must be limited to a maximum of 5,000 words, font type should be Times New Roman, font size 12, on a single side of an A4 size paper, with 1.5 line spacing and a 1.5-inch margin on the left-hand side and 1 inch on all other sides.
- ii.** The first page should contain the course title and the student registration number and the area of specialization.
- iii.** Table of Contents
- iv.** Section 01- Industry Reflection
  - Description of the nature of the organization and the industry
  - Comprehensive internal and external environment analyses
  - Detailed application of theories, concepts, and models concerning the area of specialization with examples from the organization.
  - A problem/ issue identified by the student in the internship organization shall be developed as a case to recommend alternative solutions to the internship organization. The identified problem/ issue should be relevant to the area of specialization of the student.
  - Suggestions/ recommendations to the problem/ issue identified above. The suggestions/ recommendations should be provided by critically analyzing the theories, concepts, and models learned in the Degree programme.
- v.** Section 02- Self Reflection
  - A detailed description of the roles and responsibilities
  - Specific knowledge and achievements gained
  - Elaboration on how the Internship Programme assisted the student in expanding his/her knowledge in the area of specialization
  - Development of skills and competencies
  - General opinion regarding the internship experience

**Annexure 04: Marking Scheme for Internship Reflective Report**



**ACF/HRM/MGS/MKT/OPM 4299: Internship in .....**

**Department of .....**

**Faculty of Management**

**Academic Year .....**

**Marking Scheme for Internship Reflective Report**

Name of the First/ Second Examiner: .....

<b>Segment</b>	<b>Details</b>	<b>Assessment Criteria</b>	<b>Reg.No</b>	<b>Reg.No</b>	<b>Reg.No</b>	<b>Reg.No</b>	<b>Reg.No</b>
<b>Industry Reflection</b>	Introduction to the Organization and Industry <b>(10 Marks)</b>	Nature of the organization and the industry, Internal and external analyses					
	Application of Theoretical Knowledge <b>(20 Marks)</b>	Application of the theoretical concepts learned in the Degree programme as appropriate and critical analysis of the applicability and suitability of the theories in the given organizational context					
	Identification of problem/issue <b>(10 Marks)</b>	Identification of problem/issue of the internship organization and develop a case relating to the area of specialization					
	Suggestions/ recommendarions to the identified problem/ issue <b>(20 Marks)</b>	Provide suggestions/ recommendations by critically analyzing the theories, concepts, and models learned in the Degree programme					

<b>Self-Reflection</b>	<b>Duties and Responsibilities (10 Marks)</b>	Tasks, duties, and responsibilities of the intern, details of any document/s of the internship organization to which internee is a contributor for compiling					
	<b>Self-evaluation (20 Marks)</b>	Critical analysis of the internship undergone (self-evaluation) including the development of skills and competencies, self-change (change in attitudes, adapting to the organizational culture, work relationships) and challenges faced					
	<b>Training Feedback (05 Marks)</b>	Opinions regarding the internship experience undergone by him/her					
<b>Comprehensiveness</b>	<b>Overall Quality of the Report (05 Marks)</b>	Organization (title page, section heading, following the given format), consistency, academic writing, logical flow					
<b>Total Marks 100</b>							
<b>Scaled to 50 Marks</b>							

Signature: .....

Date: .....

**Annexure 05: Industry Supervisor's Confidential Report**



**ACF/HRM/MGS/MKT/OPM 4299: Internship in .....**

**Department of .....**

**Faculty of Management**

**Academic Year .....**

**Industry Supervisor's Confidential Report**

Name of the Student: .....

Registration Number: .....

Name of the Organization: .....

Name of the Industry Supervisor: .....

Contact Details of the Industry Supervisor:

Contact No:..... E-mail:.....

Training Department/ Division: .....

Period of Internship: .....

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***Instructions:*** Please rate the following statements concerning the performance of the student during the internship period.

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1. Attitudes/ Application to Work
  - a. Outstanding in enthusiasm
  - b. Very interested/ industrious
  - c. Average in diligence/ interest
  - d. Not interested
2. Initiative
  - a. Self-starter/ seeks work
  - b. Moves ahead independently
  - c. Does all assigned work
  - d. Not interested

3. Ability to Learn
  - a. Excellent
  - b. Good
  - c. Average
  - d. Below average
  
4. Quality of Work
  - a. Excellent
  - b. Good
  - c. Average
  - d. Below average
  
5. Quantity of Work
  - a. Unusually high output
  - b. More than average
  - c. Average
  - d. Below average
  
6. Attendance/ Punctuality
  - a. Regular
  - b. Irregular
  
7. Professionalism
  - a. Satisfactory
  - b. Unsatisfactory
  
8. Adaptability/ Flexibility
  - a. Completely adapted
  - b. Moderately adapted
  - c. Weakly adaptable
  - d. Inadaptation
  
9. Morality/ Ethics
  - a. Satisfactory
  - b. Unsatisfactory



10. Response to Supervision

- a. Always receptive to constructive criticisms
- b. Mostly receptive to constructive criticisms
- c. Unwilling to accept constructive criticism

Soft Skills	Excellent	Very good	Good	Fair	Poor
11. Technical Skills					
12. Analytical Skills					
13. Written Communication Skills					
14. Oral Communication Skills					
15. Listening Skills					
16. Interpersonal Skills					
17. Leadership Skills					
18. Negotiation Skills					
19. Creative Thinking Skills					

20. Overall Performance (Please award a mark out of **100** based on the above evaluation of the student)

Total Mark 

/ 100
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Additional Comments (if any)

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.....

.....

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.....

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.....

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.....

.....

.....

Signature of the Industry Supervisor:.....

Organization Stamp:

Date:.....

**Annexure 06: Academic Supervisor’s Confidential Report**



**ACF/HRM/MGS/MKT/OPM 4299: Internship in .....**

**Department of .....**

**Faculty of Management**

**Academic Year .....**

**Academic Supervisor’s Confidential Report**

<b>Criteria</b>	<b>Marks</b>
1. Frequency of meeting (at least four times per month)	03
2. Perseverance and dedication	02
<b>Total</b>	<b>05</b>

<b>No</b>	<b>Registration Number</b>	<b>Marking Criteria</b>		<b>Total Marks</b>
		<b>1</b>	<b>2</b>	
		<b>03 Marks</b>	<b>02 Marks</b>	
<b>01</b>				
<b>02</b>				
<b>03</b>				
<b>04</b>				
<b>05</b>				
<b>06</b>				

Name of the Academic Supervisor:.....

Signature :..... Date:.....

**Annexure 07: Marking Scheme for Internship Viva-Voce**



**ACF/HRM/MGS/MKT/OPM 4299: Internship in .....**

**Department of .....**

**Faculty of Management**

**Academic Year .....**

**Marking Scheme for Internship Viva-Voce**

<b>Segment</b>	<b>Assessment Criteria</b>	<b>Reg No.</b>	<b>Reg No.</b>	<b>Reg No.</b>
<b>Content (30 Marks)*</b>	Relevance/ depth/ comprehensive industry and self-reflection			
<b>Structure (10 Marks)</b>	Introduction/ transitions from one section to the next / organization (flow) of ideas/ conclusion/ consistency			
<b>Clarity (10 Marks)</b>	Diction/ choice of grammar			
<b>Communication with Panel (10 Marks)</b>	Eye contact / not reading too much from screen or notes/ showing or engendering interest in area/ voice projection/ body language			
<b>Timing (10 Marks)</b>	Under or overtime			
<b>Defense (30 Marks)*</b>	Relevance / appropriate detail / comprehensive / maturity			
<b>Total Marks 100</b>				
<b>Scaled to 20 Marks</b>				

\* Please refer to the following table in assessing Content (30 Marks) and Defense (30 Marks)

<i>Criteria</i>	<i>Marks</i>
Completely dissatisfied	00-05
Mostly dissatisfied	06-10
Somewhat dissatisfied	11-15
Somewhat Satisfied	16-20
Mostly Satisfied	21-25
Completely Satisfied	26-30

Name of the Examiner: .....

Signature: ..... Date : .....

**Annexure 08: Form A - Basic details of the intern**



**Form A**

**Department of (Name of the Department)  
Faculty of Management  
University of Peradeniya**

**BASIC DETAILS OF INTERN**

1. Name: \_\_\_\_\_  
(Last) (First)

2. Registration No: \_\_\_\_\_

3. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Telephone: \_\_\_\_\_ 5. E- mail: \_\_\_\_\_

6. Address for Correspondence, if different from 3 above :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Telephone: \_\_\_\_\_ 8. E- mail: \_\_\_\_\_

9. Area of specialization:

I hereby solemnly state that the particulars given in this form is true and accurate to the best of my knowledge. I give my consent to the Internship Coordinator of the Department of (Name of the Department), Faculty of Management, University of Peradeniya to use this information in the Internship Program

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Annexure 09: Form B - Internship contract**



**Form B**

**Department of (Name of the Department)  
Faculty of Management  
University of Peradeniya  
INTERNSHIP CONTRACT**

**TO BE COMPLETED BY THE STUDENT:**

Name : \_\_\_\_\_

Registration No.: \_\_\_\_\_

Name of Internship Organization: \_\_\_\_\_

Name and Designation of the Industry Supervisor:

\_\_\_\_\_  
\_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact No : \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail : \_\_\_\_\_

Brief description of proposed Internship experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Start: \_\_\_\_\_ Date of End: \_\_\_\_\_

Average working Hours per Week: \_\_\_\_\_

Student's address (residence and corresponding address) during the Internship:

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ E- mail : \_\_\_\_\_

**TO BE COMPLETED BY THE INTERNSHIP PROVIDING ORGANIZATION:**

1. What is the nature and extent of Internship responsibilities?

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2. What are the days and hours during which the Internship activities are performed?

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3. What specific outcomes are expected from the students undergoing the Internship?

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4. What type of professional and other skills do you expect the student to develop?

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5. What are the professional guides and Internships available to the student?

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6. What are the facilities and resources available for the use of students?

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## APPROVALS

The signatures below are required before the student is permitted to register for the Internship course and approval of the Internship assignment.

The signatures below indicate that individuals and institutions party to this contract have read the contract, expressed consent to the main elements of the proposed Internship experience, and agreed to comply with conditions and requirements stated in the Internship guidelines.

Signature of Industry Supervisor:

Company Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS:

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**Annexure 10: Form C – Job Description**



**Form C**

**Department of (Name of the Department)  
Faculty of Management  
University of Peradeniya**

**JOB DESCRIPTION**

**Information of the Student**

Name : \_\_\_\_\_  
Registration No. : \_\_\_\_\_  
Name of Institution : \_\_\_\_\_  
Name of Supervisor : \_\_\_\_\_  
Office Telephone No : \_\_\_\_\_  
Office Fax No. : \_\_\_\_\_  
Supervisor's E-mail : \_\_\_\_\_  
Address of Institution : \_\_\_\_\_  
Start Date of Internship : \_\_\_\_\_  
End Date of Internship : \_\_\_\_\_

**Duties and Responsibilities of the Internship:** (Brief and concise description of the main duties and responsibilities of the Internship.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_





Department of (Name of the Department)  
Faculty of Management University of Peradeniya

**INTERNSHIP COMPLETION  
REPORT**

Name of the Student : \_\_\_\_\_

Registration No. : \_\_\_\_\_

Date : \_\_\_\_\_

Briefly and clearly explain the progress of duties and responsibilities:

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**To be completed by the Internship providing organization.**

Is the student's progress on the program satisfactory? Yes  No

If no, briefly explain reasons for your judgment, and suggestions for improvement.

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Signature of the Industry Supervisor: .....

Date: .....

Company Stamp: