



**FACULTY OF MANAGEMENT  
UNIVERSITY OF PERADENIYA**

**B.Com INTERNSHIP PROGRAMME  
GUIDELINES**

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## **MGT 497 MANAGEMENT INTERNSHIP**

This course is designed to provide an opportunity for students to expose themselves to the practical management and business issues and challenges, and come up with their own perspective to resolve the problems by undergoing an Internship period. Students, who are enrolled in the Internship programme for **three (3) credits**, must engage in activities related to practical Internship experience totaling up to **300 hours**, during the period allocated for Internship. They are expected to maintain a diary relating to the experience that they obtained. In addition, students will have to produce a report and make a formal presentation of their findings to the Department of Management Studies (herein after the Department) at the final evaluation.

### **Objectives of the Course:**

1. To provide students with relevant practical exposure in areas related to any area related to Management.
2. To enhance the students' understanding on the application of theoretical knowledge in the relevant fields of study.
3. To expose the students to the industry and the business environment.
4. To enhance interpersonal, critical thinking and communication skills of the students.

### **Basis of Evaluation:**

1. Submission of the duly completed forms and reports, namely *Internship Application Form, Student's Resume Internship Contract and Initial Progress Report* as per the Internship Guidelines.
2. Maintenance of Internship Dairy and completion of the minimum required number of working hours within the time period stipulated.
3. Submission of an Internship Report about the work experience gained through the practical Internship programme by the student to the Department at the end of the Internship/Semester.
4. Ensure the submission of Employer's Confidential Report from the Internship Provider to the Department at the end of the Internship/Semester.
5. Final evaluation by a panel of internal examiners in the form of an interview at the end of the Internship/Semester. Students are expected to make a 10 minutes presentation about their experience gained during the Internship programme at this evaluation. This will be followed by another 5 minutes question time by the panel and the students are expected to answer satisfactorily in order to pass this course.

### Evaluation Scheme:

Criteria	Marks allocated
Duly Completed Internship Diary	20%
Internship Report	50%
Employer's Confidential Report	10%
Presentation and Viva	20%
Total	100%

*N.B. Completion of minimum of 300 hrs and submission of Internship Diary, Internship Report and Employer's Confidential Report are compulsory requirements in order to be eligible for Final Presentation and Viva.*

## INTERNSHIP PROGRAMMEME GUIDELINES FOR STUDENTS

### 1. Expectations from Students

1.1 There are no pre-requisites to register for the Internship Programme. Students enrolled in the Internship programme must obtain practical Internship experience related to the area of Management for totaling up to **300 hours**, during the period allocated for Internship.

1.2 Students must submit a copy of their resume and Basic Details of Intern (Form A) to the Department when they register for the course.

1.3 Students must regularly have contacts with both the Internship Supervisor at the Internship Organization and the Internship Committee at the Faculty on any matter related to their Internship.

1.4 Students must submit the Internship Contract (**Form B**) and Job Description (**Form C**) within one week from the commencement of the Internship Programme.

1.5 Students must submit the Internship Completion Report (**Form D**) at the end of the Internship/Semester.

1.6 Students must duly maintain the Internship Diary by recording daily activities related to their practical experience. The **Internship Diary** must be produced to the Internship Coordinator for inspection bi-

weekly, and submitted to the Department within one week from the end of the Internship/Semester. Students must also make sure that the Department receives the duly completed **Internship Provider's Confidential Report (Form E)** directly from their employer by this time.

1.7 Students must undergo relevant practical Internship under a qualified senior officer at the Internship organization. This person is appointed by the respective organization to liaise with the Department regarding matters related to the Intern.

1.8 Students must submit the **Internship Report** based on the work experience that they have gained through the Internship Programme at least two weeks prior to the schedule date of their Presentation and Viva.

1.9 Students must present themselves for the Presentation and Viva as notified by the Department at the end of the semester. Students must make a 10 minutes oral presentation on the work experience that they gained through the Internship programme followed by a 5 minutes question time by the panel of examiners.

**NOTE:** Late submission of required documents and forms will be subject to penalty in the form of reduction of marks.

## **2. Other Considerations**

2.1 The Faculty requires the students, who undertake Internship Programme, to be professional in their work and responsible in their conduct. Students must always maintain the good image of the Faculty and the University at the respective Organizations. Internship opportunities for prospective students in future will depend largely on the performance, behaviour and conduct of the current students undergoing the Internship in the respective organizations.

2.2 The Faculty welcomes any feedback for improvement of the Internship Programme by the Internship Organizations. Internship Programme is **not a job** arranged by the Faculty. However, an honorarium in the form of an allowance **may be paid** to the students towards transport and incidental expenses.

### **3. Internship Programme Registration Procedure**

It is the responsibility of the student to search for an Organisation to undertake the Internship in the area of Management. However, organizations selected by the students should be acceptable to the Faculty as suitable for undertaking Internship. For this purpose, students need to inform the Internship Coordinator (B.Com) in writing about the potential Internship provider prior to commencement of the Internship. The Internship committee will evaluate the suitability of the potential Internship provider as per selection criteria.

### **4. Procedure for Internship Position Eligible for Credits:**

- 4.1. Collect Internship Guidelines, relevant Forms from the Faculty Web site once they are made available.
- 4.2. Search for an appropriate organization for Internship placement.
- 4.3. Submit a Personal Résumé to the Internship Coordinator/Office.
- 4.4. Students selected for an Internship position by Internship Organizations upon accepting the offer of Internship must notify the Department Internship Office immediately.
- 4.5. The Internship Coordinator for the program monitors continuously the progress of the Internship Programme. Students must consult the Internship Coordinator or other member in the Internship Committee for matters relating to their Internship programme.
- 4.6. Students must submit a final Internship Report and make them available for the Presentation and Viva. Students must make an oral presentation on the experience that they gained through the Internship Programme and answer satisfactorily the questions posed by the panel of examiners at the session.

### **5. INTERNSHIP REPORT**

- 5.1 The student must write a comprehensive final report stating the general experience that he/she obtains during the Internship programme and any specific knowledge and achievement made. Internship Report should elaborate sufficiently how the Internship Programme assisted the student to expand his/her knowledge in the area of management. Furthermore, this report should provide an understanding on the activities of business organization and the extent to which the objectives as stated in the original contract have been met. The Internship Report should be submitted to the Department at the end of the Internship Programme. There is no specific format for the report but it should comprise of the following items.

- (i). A copy of the contract.
- (ii). A brief description of Internship environment such as name and nature of business of the organization, details of the Internship and supervisors, co-workers and the team members, and main features of different assignments undertaken.
- (iii). Summary of activities that were carried out during the Internship Programme.
- (iv). Details of the documents which were produced during the Internship.
- (v). Self evaluation and critical analysis of Internship programme by the student together with comments and recommendations for further improvement based on his/her own experience.

**Note:**

The report must be limited to a maximum of 3000 words, type written using Times New Roman, font size 12, on single side of A4 size paper, with 1.5 line spacing and a margin of 1.5 inch on left hand side and 1 inch on all other sides.

First page should contain the course title, name of the Internship Organisation, period of Internship, and name of the student including student registration number and the area of specialization.