



## **PRACTICUM UNIVERSITI UTARA MALAYSIA**

### **PRACTICUM GUIDELINES FOR EMPLOYER**

#### **1. Introduction**

Office of Student Development and Alumni, College of Law, Government and International Studies, Universiti Utara Malaysia (PPA UUMCOLGIS) would like to express our gratitude for your generous support to accommodate our interns at your organization for respective periods of practicum.

#### **2. Purpose of Practicum**

Practicum for Universiti Utara Malaysia (UUM) students is designed to provide them with employment-related exposure before graduation. Students are expected to gain the opportunity to practice their training and knowledge acquired at university with the help and guidance from the industry. Furthermore practicum is a form of training for students to prepare themselves before entering the labour market. At the end of practicum, students are expected to understand, comprehend and improve their personality with a variety of technical and soft skills as to prepare them before the real world

#### **3. Objective of Practicum**

The objectives of UUM practicum are as follows:

- 2.1 To integrate classroom theories and real-world experiences.
- 2.2 To help students establish career path and goals by providing a transition from theory to practice.
- 2.3 To offer necessary exposure to a wide variety of hands-on job training for students.
- 2.4 To expose students to potential employers.
- 2.5 To assist students to gain confidence, competence and satisfaction in completing individual projects, and gain insight into personal skills and attributes.

#### **3. Approaches of Practicum**

The approaches of UUM practicum are as follows:

- 3.1 Hands-on training.
- 3.2 Research-based activities.
- 3.3 Real project management.
- 3.4 Teamwork activities.
- 3.5 Leadership and management skills activities.

#### 4. Responsibilities of Organization Supervisor

Host organizations play significant role in ensuring the success of the UUM practicum training. The host organization is respectfully expected to provide the following support:

- 4.1 Plans and schedules the overall practicum training to ensure that practicum could provide maximum opportunity for students to obtain useful experiences related to their field of study.
- 4.2 Completes the report duty form and returns the form within one (1) week after the report duty date.
- 4.3 Selects and assigns its respected staff to be student's site supervisors.
- 4.4 Provides briefing on the background of the organisation.
- 4.5 Discusses with the students the details of their practicum training and organization's expectation from them. (Please refer the document on scope of training as supplied, the scope of training is different from one program of study to another)
- 4.6 Coordinates the visit from UUM supervisors.
- 4.7 Identifies students who are entitled to receive organisation's practicum allowance to the management.
- 4.8 Makes the necessary recommendations to improve the practicum training.
- 4.9 Supervises and guides students in their projects.
- 4.10 Assesses students log books, attendance schedules and checks their detailed reports regularly.
- 4.10.1 Provides information to the PPA UUMCOLGIS if student(s) has/have to be transferred to other training locations.
- 4.11 Makes report to PPA UUMCOLGIS regarding student's misconduct (if any).
- 4.12 Evaluates student's performance using Employer's Confidential Assessment Form (the form is different from one program of study to another).
- 4.13 Provides the necessary facilities, equipment, tools and guidance for students.

#### 5. Practicum Related Matters

##### 5.1 Student Leave

Students who have taken leave(s) for various reasons must replace the leave(s) after the end of the training date. Nevertheless, prior approval from the organization is necessary. Students are required to comply with the rule pertaining to completion of period of practicum.

##### 5.2 Insurance Coverage

Students are covered against bodily injuries caused by or arising out of unexpected accidents or injuries through UUM Medical Scheme. Kindly inform PPA UUMCOLGIS if there are unexpected accidents or injuries involving our students.

##### 5.3 Term and Length of Practicum

UUM practicum students are final semester students who undergo for a minimum period of four (4) months or maximum period of six (6) months. The periods however do not apply to students from Bachelor of Law (with Honours). Practicum is a compulsory course for all UUM undergraduate programs.

##### 5.4 A Visit by UUM Supervisor

The assigned lecturers will visit students at organisations once throughout the training period. This is done to monitor the performance of students. If the visit is confirmed, organization will be alerted before-hand.

## 5.5 Tax Exemption

Host organizations could apply for tax exemption from the Bursar of UUM through PPA UUMCOLGIS. Host organizations should state that the purpose of related expenses is meant for the development of UUM academic and non-academic programs. For host organizations that are registered with the Ministry of Human Resources, Malaysia, related allowance expenses could be claimed at the Ministry under the Human Resource Development Fund.

## 5.6 Student's Discipline at Workplace

It is our collective responsibility to educate students to be valuable human capital for the nation. Therefore, organization supervisors are responsible to report any misconduct of the students to the PPA UUMCOLGIS. Reporting procedures are as follows:

- 1.6.1 Organization supervisors make written report to the PPA UUMCOLGIS writing about students' misconduct via letter, email or fax.
- 1.6.2 PPA UUMCOLGIS will conduct investigation of the reported case based on information provided.
- 1.6.3 Students will attend the Practicum Disciplinary Meeting.

Any problems relating to practicum, kindly forward to:

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