



## **PRACTICUM GUIDELINES (BHM)**

### **PRACTICUM ASSESSMENT**

Bachelor of Hospitality Management (BHM) students who follow the industrial training/practicum will be assessed based on the following components:

<b>COMPONENTS</b>	<b>WEIGHTED/ PERCENTAGE</b>
Organization's supervisor evaluation on <b>students performance, log-book, attitude, attendance and self-discipline</b>	40%
Practicum report	40%
Presentation	20%
<b>TOTAL</b>	<b>100%</b>

## PRACTICUM REPORT FORMAT

NO.	CONTENT	WEIGHTED / PERCENTAGE
1.	Acknowledgements Table of Contents List of Tables/ Figures/Illustrations	5%
2.	<b>Introduction</b> <ul style="list-style-type: none"><li>• Background of the organization</li><li>• Vision, mission and objectives</li><li>• Organizational structure</li><li>• The products and services offered</li></ul>	15%
3.	<b>Organization/Company analysis</b> <ul style="list-style-type: none"><li>• Strength and Weaknesses of the organization (Internal factors)</li><li>• Opportunities and Threats of the organization (External factors)</li><li>• Recommendations for improvement</li></ul>	15%
4.	<b>Tasks and Duties</b> <ul style="list-style-type: none"><li>• Describe the tasks and responsibilities assigned</li><li>• Duties and procedures conformed</li></ul>	15%
5.	<b>Case analysis</b> <p>Students are required to identify <b>TWO</b> issues/problems based on their experiences and/or observation during their industrial training in the organization</p> <ul style="list-style-type: none"><li>• Describe the issues/problems identified</li><li>• What are the strategies or actions undertaken to overcome or to solve the issues/problems</li><li>• Lessons learn from the situations</li></ul>	20%

6.	<b>Reflections</b> <ul style="list-style-type: none"> <li>• Self-evaluation from the learning process experienced</li> <li>• Relevancy of the organization with the study programme and expected goals</li> <li>• Organization's management readiness to cooperate and consider your suggestions and difficulties encountered</li> </ul>	20%
7.	Conclusion	5%
8.	References Appendices	5%
<b>TOTAL</b>		<b>100 %</b>

**Format Requirement:**

1. The practicum report must be typewritten with font size of **12** and an **ARIAL** font.
2. The line spacing must be at 1.5 spacing.
3. Paper : Size (A4 = 21.0cm x 29.7cm), Quality (80 grams weight), colour (white).
4. Each major section must start on a new page, 2.5cm from the top of the page.
5. Margin must be: Top, Bottom, Right = 2.5cm; Left = 3.5cm.
6. Every sheet of paper in the manuscript must be numbered. Arabic numerals (1,2,3...) are used for all pages. The page number must be centered at the bottom of the page.
7. The length of the report should not less than 8000 words.
8. One copy of the report that needs to be submitted for evaluation must be bound with **BLUE** colour cover.
9. Information printed on the cover should be of between 12 and 16 point in font size, and should be as follows in exact order:

**EXAMPLE FOR FRONT COVER OF THE REPORT**



**COLLEGE OF LAW, GOVERNMENT AND INTERNATIONAL  
STUDIES**

**PRACTICUM REPORT  
GHOX4912**

**THE PROGRAMME OF STUDY  
SEMESTER OF PRACTICUM E.G..(A152)**

**(STUDENT'S NAME)  
(MATRIC NO)**

**ORGANIZATION'S NAME AND ADDRESS**

**UUM SUPERVISOR'S NAME**