

GUIDELINES FOR PRACTICUM REPORT

**BACHELOR OF INTERNATIONAL BUSINESS MANAGEMENT
COLLEGE OF LAW, GOVERNMENT AND INTERNATIONAL
STUDIES UNIVERSITI UTARA MALAYSIA**

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Foreword

This booklet serves as guideline and preparation for students of Bachelor Degree in International Business Management (BIBM) undertaking practicum course. The practicum course is one of the compulsory courses which BIBM students are required to complete before graduating. I hope BIBM students will find the information in this booklet helpful and effective in preparing their application and preparation for practicum and more importantly to prepare the practicum report. Students are advised to read the instructions given in this booklet carefully and to understand them before the practicum commence.

I wish BIBM students the best in doing their practicum course at their respective organization.

Prof. Madya Dr. Ahmad Bashawir Hj. Abdul Ghani

Dean

School of International Studies

College of Law, Government and International Studies (COLGIS)

Universiti Utara Malaysia

Content	Page
Foreword	
1.0 INTRODUCTION	5
1.1 Practicum Objectives	
1.2 Practicum Period	
1.3 Registration for Practicum	
1.4 Practicum Placement	
2.0 SUPERVISION	7
2.1 Objective	
2.2 Supervisors	
2.3 UUM Supervisor's Role	
2.4 Visiting Supervisor's Role	
2.5 Organizational Supervisor's Role	
2.6 Student – Supervisor Relationship	
3.0 STUDENTS' RESPONSIBILITIES	10
3.1 Before Practicum	
3.2 During Practicum	
3.3 After Practicum	
4.0 EVALUATION	12
4.1 Criteria of Evaluation	
4.2 Incomplete Grade	
5.0 PREPARATION FOR PRACTICUM REPORT	16
5.1 Organizing Your Practicum Report	
5.2 Chapters on Practicum Report	
5.3 Suggestion for the Report	
6.0 PREPARATION FOR THE LOG BOOK	19
6.1 Evaluation of the Log Book	
6.2 What to Record in the Log Book	
6.3 Sample of Log Book Record	
6.4 Other Related Points	
7.0 PRACTICUM REPORT FORMAT	21
7.1 Language	
7.2 Length of the Report	
7.3 Font Type and Front Cover	
7.4 Spacing and Page Numbering	
7.5 Margin and Type Setting	
7.6 References/Bibliography	

7.7 Things to Ponder

APPENDICES 1-11

1.0 Introduction

Practicum is an *EIGHT* (8) credit hours course designed to place students in an organization that may offer students a period of work so that they may learn and build some expectations from their experience while working there. The aim of this course is to let students relate the knowledge they studied in the classroom with the real aspect of job environment. Additionally, it potentially gives rise to opportunities for the students to build some ideas about the expectation, the culture, norms and skills that they have to prepare before they embark their journey into the job market.

The 195th (Bil. 1/2007) Senate Meeting had agreed to extend the practicum period from two and a half months to four months. In addition to that the College of Law, Government and International Studies (COLGIS) had agreed to produce a new edition of the guideline for practicum.

1.1 Practicum Objectives

The objectives of practicum are as follows:

- 1.1.1 Exposing students to job environment before graduating in their respective discipline.
- 1.1.2 Creating opportunities for students to relate theoretical understanding with the real-life job experience.
- 1.1.3 Creating opportunities for the organizations/employers to share their relevant experiences, expertise and professionalism to students.
- 1.1.4 Creating and strengthening the link between the University and industries.

1.2 Practicum Period

BIBM students must complete a period of *FOUR* (4) months for their practicum course (the commencing date will be announced by the Centre for University-Industry Collaboration (CUIC). BIBM Students are required to observe the four (4) months period of practicum course to qualify them to be graded. Within this period of time, students are strongly encouraged to keep a record of their activities concerning their job at the organization in a log book prepared by CUIC. The log book can be purchased at the Pejabat Pembangunan Pelajar & Alumni (PPA, COLGIS) office before leaving for practicum. The log book is useful to help students preparing for the practicum report. Students are strongly advised to carefully plan the whole writing process and to actually start writing while they are still at the organization and not waiting until the end of the practicum period.

1.3 Registration for Practicum

1.3.1 Students are qualified to register for practicum course after undergoing five (5) semesters of study period at the university. At the same time, students are subject to the terms and conditions of practicum endorsed by the university.

1.3.2 Application to follow the practicum course could be made through:

1.3.2.1 online registration with COLGIS. The College will issue the notice on the date of online registration.

1.3.2.2 practicum coordinator for BIBM. Students may get the proposal form from CUIC office and consult the coordinator before filling in the form.

1.3.2.3 add and drop session which dates would be informed earlier by the College. Students are advised to always be

alert to the information and notices given by the College from time to time.

1.3.2.4 application to postpone the practicum course can only be authorized with written approval from the Dean of Student Development and Alumni of COLGIS.

1.4 Practicum Placement

1.4.1 The CUIC will arrange placement for practicum after students propose the city they would like to do their practicum.

1.4.2. Students are also allowed to arrange the placement themselves by filling certain form available at the office of Student Development and Alumni of COLGIS and submitting it to CUIC for further action.

2.0 SUPERVISION

2.1 Objective

Supervision by either the organizational supervisor or the UUM supervisor is important to evaluate the whole practicum process. Three main objectives of supervision are to: -

2.1.1 guide and steer students towards a right direction.

2.1.2 monitor students' practicum report.

2.1.3 monitor students's progress during practicum period.

2.2 Supervisors

Supervision of practicum will involve three supervisors as follows:-

2.2.1 UUM Supervisor (Report Supervisor)

A lecturer from BIBM who will evaluate student's report as well as reports from the employer and gives a final grade.

2.2.2 Visiting Supervisor

A lecturer who (may not necessarily be from BIBM program) is appointed by the College to visit organizations that accept UUM students to undergo their practicum there.

2.2.3 Organizational Supervisor

Organizational supervisor is an employee of the organization who will be appointed by respective organization to supervise UUM students during their practicum period. This supervisor is also responsible to submit his/her reports on the students to UUM supervisor.

2.3 UUM Supervisor's Role

UUM supervisor has several important tasks to be observed as follows:

2.3.1 Advisor

Advising students on aspects need to be observed during internship such as work ethics and relationships with various personnels, self-presentation and productivity.

2.3.2 Supervisor

2.3.2.1 More importantly, UUM supervisor will advise students on report writings technique including the planning, the analysis and the writings. Students must meet the UUM supervisor before reporting for duty at the organization.

2.3.2.2 Reviewing and responding to students work for correction purposes so that the students would be report within the time frame given.

2.3.3 Examiner

UUM supervisor will evaluate students' practicum report and give total marks within the time frame given by the College. UUM supervisor will have to make sure that all documents required for evaluation (practicum report, the log book, employer's confidential evaluation form and the attendance form from the organization) are received.

2.4 Visiting Supervisor's Role

Visiting supervisor will visit the organization where practicum of UUM students takes place. Visiting supervisor has to discuss with the supervisor at the organization on students' level of effectiveness in their work, scope of work being assigned and the relevance of the organization with their study. The visit is more towards strengthening and extending cooperation potentials between UUM and the organization. However, not all students will be visited by supervisor.

2.5 Organizational Supervisor's Role

A supervisor at the organization has several roles as follows:

2.5.1 Advisor

To advise students on aspects related to their practicum and rules, procedures and regulation at the organization.

Students are advised to regularly meet their supervisor at the organization at least an hour in a week.

2.5.2 Trainer

To teach, to train and to guide students on aspects related to administration at the organization.

Students are advised to meet their supervisor if they have any problem with or confuse about their tasks and responsibilities given.

2.5.3 Examiner

As an examiner, organizational supervisor evaluate student's practicum performance in a confidential evaluation form given earlier by the student when they came to report for duty at that organization. Once completed, the form will be returned to UUM supervisor for final grading.

2.6 Students-Supervisors Relationship

The relationship between student and their supervisor at UUM or at the organization is important because:

- 2.6.1 Supervisors function to advise guide and motivate students and these functions make practicum as an important platform for students to learn new experience, knowledge and career development.
- 2.6.2 Supervisors are responsible to guide students determining their learning objectives from the practicum.
- 2.6.3 Organizational supervisor needs to give the students several important inputs about the organization and the proper way for the students to conduct their behavior during their practicum at the respective organization. UUM supervisor, on the other hand, helps the students preparing for the final report.

3.0 STUDENTS' RESPONSIBILITIES

Students are fully responsible before, during and after doing the practicum.

3.1 Before Practicum

Before practicum commence, students are expected to prepare themselves with few details:

- 3.1.1 Register with the College as a verification to undergo a practicum course.
- 3.1.2 Attend practicum briefings organized by the College before the practicum registration and before leaving for practicum (please observe the date and the venue of the events)
- 3.1.3 Collect the practicum placement slip from the CUIC office and be informed on how and where to get the necessary documents to bring along when going the first time to the organization. These documents are the report for duty form, the I form (students' declaration of confidentiality), the employer's confidential evaluation form, the attendance form, the practicum course outline and the general guideline for practicum.
- 3.1.4 **MUST** meet the UUM (report) supervisor before leaving for practicum.

3.2 During Practicum

Students **MUST** observe few points as follows:

3.2.1 Discipline and Ethics:

- 3.2.1.1 Attendance is compulsory (observe the working hour)
- 3.2.1.2 Only medical leaves are allowed and students **MUST** let the employer be informed.

- 3.2.1.3 Make sure the organizational supervisor check and verify the attendance and joblist (the log book) on a regular basis.
- 3.2.1.4 Observe the rules, procedures and disciplines used at the organization.
- 3.2.1.5 Students are still abiding to the University's rules and regulation during practicum training and subject to disciplinary action to be taken against them if found guilty.
- 3.2.1.6 Always observe and protect the confidentiality and the secrecy of information from the organization.
- 3.2.1.7 NOT to misuse organization's property without prior consent from the respective authority within the organization.
- 3.2.1.8 Report every problem and trouble faced during practicum at organization to the College correspondents as soon as possible. (e.g, UUM supervisor and practicum coordinator)
- 3.2.2 Contact and communicate with UUM supervisor on a regular basis so they may aware of your progress especially in preparing your final report.

3.3 After Practicum

Students MUST observe these few points as follows:

- 3.3.1 Submit the practicum final report, the log book, the employer's confidential evaluation form and the attendance form to the UUM supervisor on the due date. Please remind your supervisor (or any officers) from the organization to send the employer's confidential evaluation form and the attendance form directly to your UUM supervisor. Failure to do so may affect your grade very badly. (Observe the due date)

3.3.2 Make sure that you submit one hard copy and one softcopy (burnt on a cd) of your final report. Attach the CD on the last page of your report.

4.0 EVALUATION

4.1 Criteria for Evaluation

Practicum grade for the Bachelor of International Business Management will be given on the following criteria:

Evaluation by Organizational Supervisor	(40%)
Practicum Report	(50%)
Log book	(5%)
UUM Supervisor Consultation	(5%)
Total	(100%)

4.1.1 Evaluation by Organizational Supervisors (Employer Confidentiality Report) (40%)

The Employer Confidentiality Report is a form prepared by the University that every practicum student must have in hand before departing for practicum. Evaluation form will be given to the supervisor on the day the student arrives for report duty in the practicum place. The form is used as guidance by the supervisor to evaluate the performance of the student throughout practicum period.

The student is advised to remind his/her supervisor for the form completion at least two weeks before he/she ends the practicum. Once completed, the form will be sent directly to the UUM supervisor in a sealed envelope for final grading process.

There are two components of evaluation by the organizational supervisor:

Component 1: Evaluation on student's soft skill which includes;

- Communication skill
- Critical thinking and problem solving
- Team-working skill
- Ability to learn new things and Information management skill
- Morality and professional Ethics
- Discipline and presentation

Component 2: Evaluation on student's performance.

- Evaluation based on student's performance during practicum training such as ability to complete various task given by the supervisor on time.

4.1.2 Evaluation by UUM Supervisor (60%)

Evaluation by the UUM supervisor will be based on Practicum Report 50%, Log Book (5%) and supervisor consultation (5%).

The practicum report will apply academic materials to your practicum experience. The special project is actually reported together **IN** the practicum report. It includes any special task, special assignment or special job given by the organizational supervisor in order to be completed by the student. Student is advised to request from their supervisor on any special assignment or project so that they can learn and complete the task.

The report **MUST** be submitted to respective UUM supervisor fourteen (14) days after completing the practicum training.

4.1.2.1 Practicum Report (50%)

The practicum report is a structured and formal report that should be prepared by practicum student. The practicum report will consist of academic materials and should relate to the student practicum experience. Under BIBM programme, the industrial supervisor will give to the student a special project during his/her practicum and to be included in the report. It includes any special task, special assignment or special job given by the industrial supervisor in order to be completed by the student. Student is advised to request from their supervisor on any special assignment or project so that they can learn and complete the task.

The practicum report **MUST** be submitted to respective UUM supervisor fourteen (14) days after completing the practicum training.

4.1.2.2 Practicum Log Book (5%)

The university provides every student going for practicum with the log book. The book consists of everyday activity or what you have learnt on each particular day for the whole practicum period. It depends on the employer or supervisor style of supervision, the student should ideally get everyday remarks from his/her supervisor about what the student have learnt on that particular day. If it is not possible to get the remarks every day, at least the student should manage to get the remarks once in a week where the supervisor will sign in the log book. It is the student responsibility to fill in the log book every day.

4.1.2.3 Consultation with Supervisor (5%)

The university will assign a lecturer to supervise the practicum student. The supervisor is responsible to guide the student during the practicum period and at the end of practicum does the practicum evaluation in terms of marking. In order to ensure the practicum runs in a right platform, the student is required to have regular consultation with his/her supervisor. The supervisor and student need to discuss the means of consultation, the frequency and other things.

At least, the student needs to consult with his/her supervisor once before departing to practicum, once during the practicum, and once after the practicum completion. This consultation will be an integral part of overall evaluation process and this will carry 5 out of 100 percent marks.

4.2 Incomplete Grade

Incomplete grade will be given to student who cannot complete any of the practicum evaluation components and subject to the following conditions:

- The application letter should be addressed to the Dean of Student Development and Alumni after getting consent from UUM supervisor.
- The application must be made within two (2) weeks after the last date of training period.
- Incomplete grade must be redeemed within the first four (4) weeks after the last date for report submission.

- If incomplete grade is not redeemed by the student after the first four (4) weeks, but only redeemed in the second four (4) weeks, student is entitled for one grade lower than the grade they deserve.
- Student is entitled for grade F if incomplete grade is redeemed after eight (8) weeks.

5.1 PREPARATION FOR PRACTICUM REPORT

5.1 Organizing Your Practicum Report

The practicum report shall be organized as follows:

Cover Page (Hard Paper)

First Page of the Report – blank page, no page number

Student's Declaration

Declaration of Acceptance (by UUM supervisor)

Acknowledgement

Abstract

Table of Contents

List of Tables

List of Diagrams, Illustrations, Graph,
etc. List of Appendices

List of Abbreviation

5.2 Chapters on Practicum Report

Chapter 1: Introduction (ORGANIZATION BACKGROUND).

- Provide background on the history of the organization (or situation), type of business, products/services provided, management structure, strategic planning, organizational culture, economic climate and any other issues that you feel are necessary to provide the reader with a comprehensive

understanding of the background of the case. Only include what is relevant to the case study. You can include all the statistics/figure –factual or general information if needed.

Chapter 2: CASE DESCRIPTION

- Provide a detailed overview of the issues or challenges. Focus on a single issue in the organization. The student may be seeking solutions to problems of organization management, strategies, use of resources, or organization continuous improvement. Suggested coverage might include the listed below:
- Business Challenges and Issues on specific case in marketing, HRM, policy, logistics, production, promotion, entry mode--location selection, financial, strategy and structure, or any other external factors i.e economic, legal, politic or cultural issues.
- Use any concepts that you have learned & apply these concepts and theories to present the business challenges in your case study.

Chapter 3: SOLUTIONS AND RECOMMENDATIONS

- Design/develop a strategy for improving the situation. Using the information gathered design a plan of action that will allow you to make a change for improvement and to study that change.
- Discuss the recommendations in dealing with the challenges, controversies, problems presented in the preceding section.

Chapter 4: CONCLUSION

References

Appendices

5.2 Suggestion for the Report

When writing your final Practicum project, you should spend a significant amount of time analyzing the topic you and your industrial supervisor have agreed upon, thinking through the most effective way to approach this topic (what are the most important questions that need to be answered? What readings/class discussions/theories shed light on this question?).

You should then construct a detailed outline setting out your argument and the logical, sequential stages through which you will make this argument. You can then write your paper by simply fleshing out the individual parts of your outline and making sure you have smooth transitions from point to point, paragraph to paragraph.

Here are some additional tips:

- always keep a hard and soft copy of your written drafts;
- make sure all your written work is free of spelling and grammatical errors;
- if you are worried that you may have plagiarized/not cited something correctly, check with your supervisor; you are well-advised to err on the side of caution on this topic;
- please schedule an alternate time and way to communicate with your supervisor if you can't fix one.

- if you are having problems with the report, consult your UUM supervisor immediately – do not wait until the report is due causes you grief.

6.0 PREPARATION FOR THE LOG BOOK

6.1 Evaluation of the Log Book

Students are required to purchase the log book to record your duties over the course of practicum period. The log book will be evaluated together with practicum report. Students must record the log book on a daily basis. This may includes overtime job, weekend job and out of residence job if required by the employer. Organizational will check, comment and verify the log book at least on a biweekly basis.

In brief the log book is important:

- To record students's tasks
- As a reference to complete the report and
- Because it helps UUM supervisor to evaluate the synchronization of job tasks to the report.

6.2 What to Record in the Log Book

6.2.1 Date, day, and time of activities listed and described in a chronological order.

6.2.2 Location and type of activities need to be explained clearly and briefly

6.2.3 Type, objectives and the way the activities are organized.

6.2.4 State who are involve with students whether the organization or the client.

6.2.5 Comments related to types and objectives of the activities that shall be included in the log book.

6.2.6 Problems faced

6.2.7 Theoretical and Practical differences

6.3 Sample of Log Book Record

Date: 20hb July 2011 (Wednesday)

Venue: IMT-GT Liaison Secretariat Kerajaan Negeri Kedah

Activity: Preparing draft for IMT-GT Investment Guide involving list of exporters from Thailand, Malaysia and Indonesia to smooth business among them.

Remarks: List of exporters came from various sources such as from the Malaysian embassies in respective countries and from various websites.

Of course, this is just a sample to show you the way of preparing the record. However in reality, you may have to adjust the way you record the log book. You may be assigned to work in various units or departments in a day and under different activities. In this situation, students may sum up the whole day activities into lessons learnt and give comments and suggestion if necessary. Nevertheless, students are strongly urged to record every activity involved and tasks performed since this may help them greatly later in preparing their report. It would be an additional merit for the students' log book to add other attachments to the log book such photos of your activities.

6.4 Other Related Points

6.4.1 The log book can be purchased at the CUIC office. Students are advised to get more than one copy.

6.4.2 Students are required to submit the log book to be checked and verified by the organizational supervisor on a daily basis.

6.4.3 The log book must also be presented when required to do so by the visiting supervisor. Failure to present the log book may affect your mark for the log book.

6.4.4 Always bring your log book during your practicum.

7.0 PRACTICUM REPORT FORMAT

7.1 Language

Students are required to write the report in English.

7.2 Length of the Report

The length of the report excluding all the pages in front of the main text and after [Bibliography and Appendices]) is roughly 20-30 pages.

7.3 Font Type and Front Cover

The report **MUST** be typed using a 12 point standard font (Times New Roman or Arial). The front cover **MUST** be in **dark green** colour using an A4 80 gram paper.

7.4 Spacing and Page Numbering

The body of the text should be typed using double spacing except “the first matter’ and “the last matter”. “The first matter” refers to those pages from “Copyrights Declaration” page until “Table of Contents” page whereas “the last matter’ refers to bibliography/references page and the appendices page.

Page number must be numbered consecutively. Page number for “the first matter” must use roman numerals (refer appendix). Page number must be placed at the bottom center of every page. Start each new section on a new page and adhere to recommended page limits.

Mistakes to avoid

- Placing a heading at the bottom of a page with the following text on the next page (insert a page break!)
- Dividing a table or figure - confine each figure/table to a single page
- Submitting a paper with pages out of order

7.5 Margin and Type Setting

A margin of 1” on each side (left, right, up and bottom) should be used (Refer appendix 1). All text should be aligned justify.

7.6 References/Bibliography

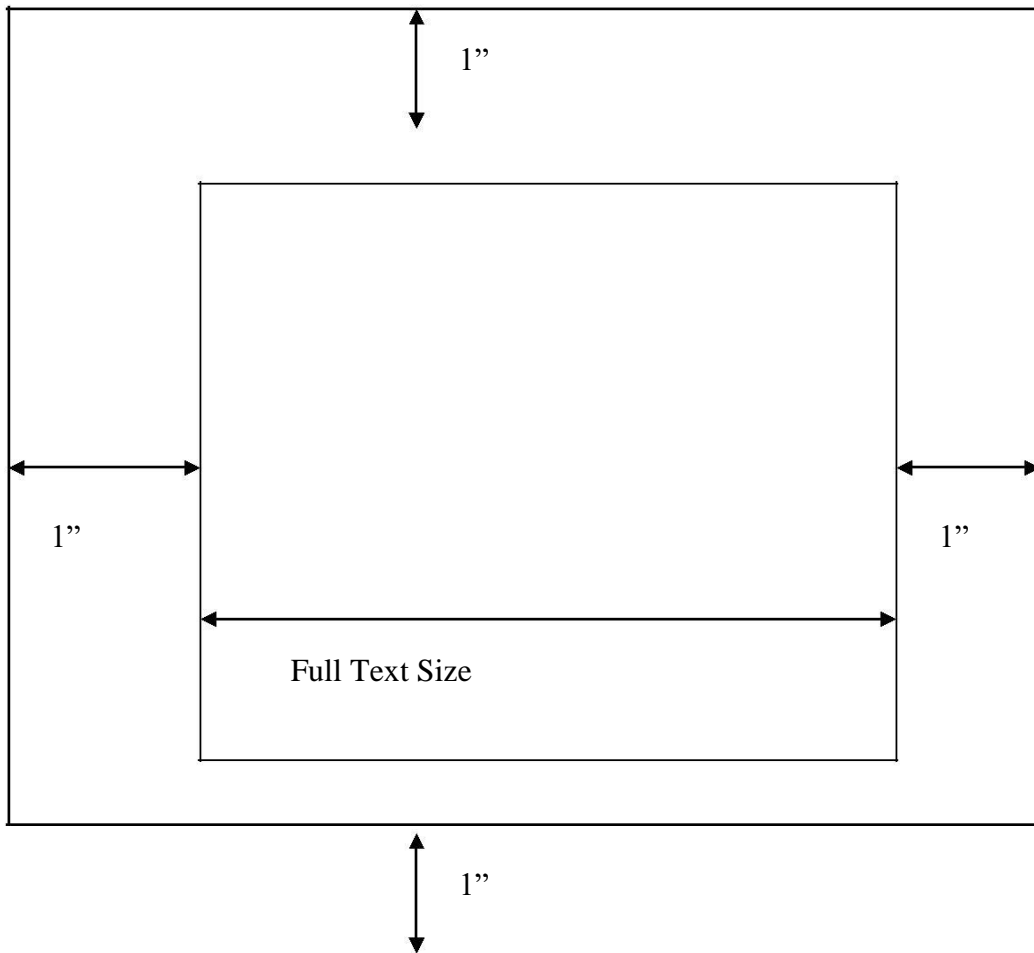
Use American Psychology Association (APA) system. For further information visit <http://www.apastyle.org/>

7.7 Things to Ponder

- Use normal prose including articles ("a", "the," etc.)
- Stay focused on the research topic of the paper
- Use paragraphs to separate each important point (except for the abstract)
- Indent the first line of each paragraph

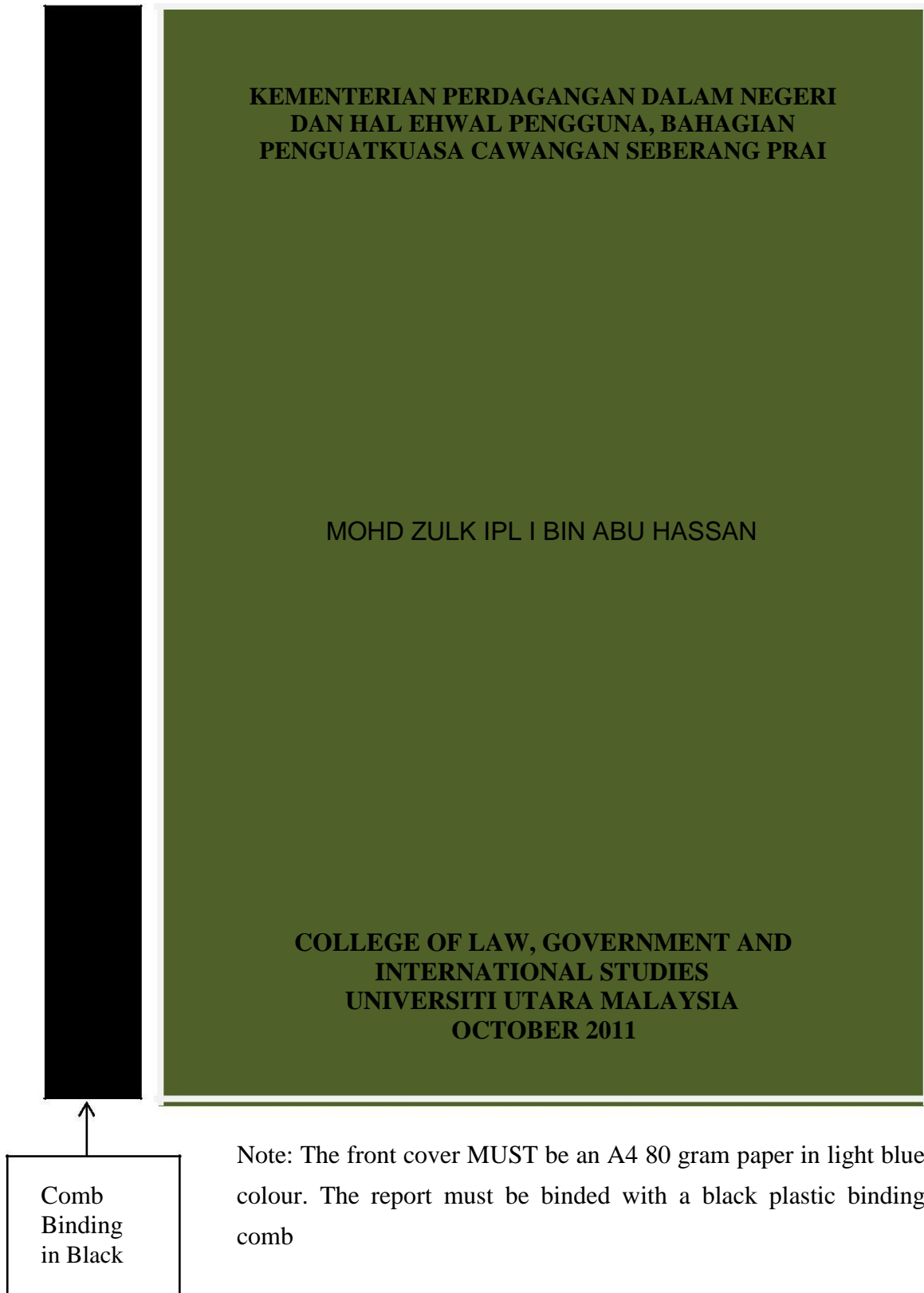
APPENDICES

Appendix 1: Margin



Note: The measurement should be adjusted in your Microsoft Word Setting.
Front Cover of the Practicum Report

Appendix 2: Front Cover



Appendix 3: The First Page of the Report

**KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN HAL EHWAL PENGGUNA, BAHAGIAN PENGUATKUASA
CAWANGAN SEBERANG PRAI**

By:

MOHD ZULKIPLI BIN ABU HASSAN

**A PRACTICUM REPORT SUBMITTED IN PARTIAL
FULFILLMENT OF THE REQUIREMENTS FOR THE
BACHELOR DEGREE OF INTERNATIONAL BUSINESS
MANAGEMENT
(BIBM)**

**COLLEGE OF LAW, GOVERNMENT AND
INTERNATIONAL STUDIES
UNIVERSITI UTARA MALAYSIA
OCTOBER 2011**

Note: Words must be written in ALL CAPS and BOLD (No page number!)

Appendix 4: Copyright Declaration Page

COPYRIGHT DECLARATION ← Bold

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means electronic, mechanical, photocopying, recording or otherwise without the prior permission of the Assistant Vice Chancellor of the College of Law, Government and International Studies, Universiti Utara Malaysia.

i ← Roman Page Number

Note: The page number must be numbered on bottom center of the page with Roman numeral.

STUDENT DECLARATION ←

I hereby declare that this practicum report is the result of my own research except as cited in the references.

I acknowledge the the College of Law, Government and International Studies, Universiti Utara Malaysia reserve the rights to own the copyright of this report for research and academic purposes.

Submitted date _____
(Student's Signature)

←

DECLARATION OF ACCEPTANCE

After careful observation, this practicum report entitled **Kementerian Perdagangan Dalam Negeri Dan Hal Ehwal Pengguna, Bahagian Penguatkuasa Cawangan Seberang Prai** by **Mohd Zulkipli bin Abu Hassan** Matric No. **28673** is accepted in partial fulfillment of the requirement for the Bachelor Degree of International Affairs Management with Honours.

Acknowledged by:

(_____) ←
UUM Supervisor

College of Law, Government and International Studies

Universiti Utara Malaysia

Date :

Appendix 6: Acknowledgement Page

ACKNOWLEDGEMENT

I take this opportunity to acknowledge the many individuals who have assisted with the preparation of this practicum report

Note: Acknowledgement shall not be more than TWO (2) pages, but can be written in more than a paragraph single spaced. Roman numeral page number.

ABSTRACT

The importance of export-led growth in economic development as a strategic plan has been a policy of many of the developing countries since 1970s.

Hence active government's role in promoting and protecting production capability is considered as imperative. In the case of Malaysia, the role of MATRADE in this situation is considered as crucial. This paper finds that

Note: The abstract should be two hundred words or less. An abstract is a concise single paragraph summary of completed work or work in progress. It would include the rationale behind the study, general approach to the problem, pertinent results, and important conclusions or new questions. Roman numeral page number.

Appendix 8: List of Tables

The list of tables and illustrations should follow the table of contents and should list all tables, photographs, diagrams, etc., in the order in which they occur in the text. Photographs, maps, graphs and other statistical tables should be mounted where they appear in the text. Great care should be taken in folding maps, diagrams or tables larger than paper size. The presentation of the list of tables should be the same as appendix 9.

Appendix 9: Abbreviation Page

ABBREVIATION	
COLGIS	College of Laws, Government and International Studies
MATRADE	Malaysia External Trade Development Corporation
UUM	Universiti Utara Malaysia
YDP	Yang Dipertua

v

Note: Abbreviation list should be listed in alphabatecial order (A-Z). Roman numeral page number.

Appendix 10: Table of Contents Page

TABLE OF CONTENTS		
TITLE		PAGE
Copyrights Declaration		i
Student's Declaration		ii
Acknowledgement		iii
Abstract		iv
Table of Contents		v
List of Tables		vi
List of Abbreviation		vii
OVERVIEW		
1.1	Brief Introduction of the Organization	1- 2
1.2	Summary of Activities	3
1.3	Practicum in-Review	4-7
 (RESEARCH PAPER TOPIC: e.g, Bureaucratic Dysfunction and Its Cost to National Output: A Case Study on Custom Department)		
2.2	Introduction	8-10
2.3	Topic Discussion	11-15
2.4	Topic Discussion	16-18
2.5	Topic Discussion	19-21
2.6	Conclusion	22
REFERENCES		
APPENDICES		

vi

Note: TABLE OF CONTENTS must be written in single spacing. Roman numeral page number.

“THE END, THANK YOU”