INTI INTERNATIONAL UNIVERSITY
COURSE STRUCTURE

PROGRAMME: DIPLOMA IN INFORMATION AND COMMUNICATION TECHNOLOGY

1.	**NAME OF COURSE/MODULE : INTERNSHIP**
2.	**COURSE CODE: INT2100**
3.	**RATIONALE FOR THE INCLUSION OF THE COURSE/MODULE IN THE PROGRAMME :** Students need to be exposed to the real environment of work. The internship will provide them the needed exposure to develop their knowledge and skills. This will also enhance their ability to work in teams. They will go through the discipline of a real working environment and hone their technical skills.

4.	**STUDENT LEARNING TIME (SLT)**	**Total Face to Face**					**Total Student Independent Learning Time**	
		L	**T**	**P**	**O**	**A**	**OL**	**IL**
	L = Lecture T = Tutorial P = Practical(Lab) O= Others A= Assessment B/O=Blended /Online learning IL= Independent learning					2		160

5.	**CREDIT VALUE: 4**
6.	**PREREQUISITE (IF ANY):** Pass in 12 core modules or 45 credit hours equivalent.
7.	**LEARNING OUTCOMES:** On completion of the course, students will be able to: 1. Develop an awareness of the interdisciplinary nature of problems in information and communication technology. 2. Explain the broad range of issues influencing and skills that aid, the development and implementation of solutions to these problems. 3. Analyse and evaluate problems in computing & technology. 4. Acquire the basic knowledge and exposure of the real life working environment.
8.	**SYNOPSIS:** Each student in the programme is to undergo an Industrial Training. The duration of the training is twelve (12) weeks. Students are required to undergo the Industrial Training program, irrespective of their working experience or previous training programmes.
9.	**MODE OF DELIVERY:** On the job coaching and training
10.	**ASSESSMENT METHODS AND TYPES:**

Method	Types	Weightage (%)
Formative Assessment	External Supervisor	30
	Internal Supervisor	20
	Report	30
	Presentation	20

11.	**CONTENT OUTLINE OF THE COURSE/MODULE AND THE SLT PER TOPIC:**									

Sessions	Topics	LO	L	T	P	OL	Total		
							O	A	IL
		1,2,3,4						2	160

Not Applicable
Lecture (L), Tutorial (T), Practical (P), O (Other), Assessment (A), Online learning(OL); Independent Learning (IL); Learning Outcome (LO)

12.	**MAIN REFERENCE(S) SUPPORTING COURSE:** Nil **ADDITIONAL REFERENCES (AT LEAST 2):** Nil

13.	**OTHER ADDITIONAL INFORMATION (IF ANY):**

GRADING SCALE:

Pass (50-100), Fail (0-49)

Application Procedure
Students who are going for the training need to complete the Industrial Training application form one semester before the training. The form can be obtained from the faculty office. Students then must submit the completed forms to the faculty office before the specified dateline for prompt processing. In the meantime, students are strongly encouraged to apply for a placement on their own as this will help sharpen their skills in writing resumes and interpersonal relationships. A sample application should include a cover letter, a resume, copies of transcripts and a passport photo (optional).

Industrial Training Placements
During the training, students are exposed to the real life working experience in ICT related industries. Therefore, it is to their advantage to apply for a placement at the organization and/or location of their choice. The faculty will made available the list of potential organizations from which students can make their selections. Placement is subject to availability.

Supervision
Faculty academic staff will be assigned to supervise each student. It is the responsibilities of the supervisor and the student to have a mutual correspondence during the training. They must also work closely with the appointed immediate superior.

Industrial Training Regulations
Once the placements are confirmed, students must report for duty in accordance to the rules of the organization. They must adhere to, among others, the dress codes, working hours and working practices. Students are expected to uphold the image of INTI as the preferred higher learning institution. Students are required to submit an industrial training report and give a presentation at the end of the training period. Any complaint by the students and/or the supervisors is taken seriously.

Important Note:
A student who obtains a grade C- (45 -49 marks) in a 100% coursework module is required to resubmit the coursework component determined by the lecturer and ascertained at the Exam Board. Resubmission marks will be capped at a maximum of 50 marks or a grade C.

A passing mark can only be achieved when the student attempts both the coursework and final exams.

CERTIFIED TRUE COPY

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Jaya Kumari Krishnan
Senior Officer
Admissions & Records
INTI International University