



SEGi
College
Penang

GRADUATE INTERNSHIP PORTFOLIO

BSc (Hons) Computing

COURSE CODE – BCOMP316

SCHOOL OF ENGINEERING AND INFORMATION TECHNOLOGY

43 Green Hall, George Town,
10200 Penang, Malaysia.

Telephone No.: (604) 2633 888

Organization :
Organization Address :
Student's Name :
Student's ID :
Report Covered Date :

Organization Supervisor's Name & Signature
Company/Supervisor's Stamp

Internship Description Guidelines

INTERNSHIP DESCRIPTION

The internship is to introduce the student to the work place within the student's major area of interest. The internship provides work practicum which emphasize on the Information Technology and Computing industry with enable employability skill as part of the objectives. The internship assessment is structured in a way that the internship coordinator and organization supervisor is jointly developing the learning objectives and evaluating the student performance and abilities in working environment and knowledge of the intern's job scope in the related industries.

The six (6) credit computing internship experience should require from 35 – 40 actual hours of work experience per week for duration of 12 consecutive weeks. The primary purpose of the internship is to enable each student to meet their education objectives through participation in a well planned and organized practical experience. The internship, therefore, is an individualized program of study and students are encouraged to seek and select internship companies that offer a diversity of leadership and administrative opportunities in areas that correspond to their own professional goals.

INTERNSHIP COMPANIES

In order to be eligible for participation as an approved internship site and organization must:

1. Be professionally recognized and competent in the student's field of study or area of specialization.
2. Offer opportunities for observation and participation in those aspects of their programs, operations, and administrative procedures that correspond with a given student's educational needs.
3. Have facilities and equipment that conform to contemporary standard and are appropriate for meeting student needs.
4. Employ staff members who are qualified, through education, experience and/or certification, to provide supervision to internship students.
5. Have sound administrative procedures in the areas of budget, public relations, personnel policies, operations and maintenance, in-service training, etc.
6. Provide minimal financial and other resources necessary to support the efforts of an internship student; specifically, the companies agree to provide materials necessary to complete a special project and to allow the student to make essential phone calls to his or her College Advisor.

Cooperative agreements between SEGi College, Penang, Malaysia and interested organizations are initiated by the Internship Coordinator or Head of School from the School of Engineering, IT and Allied Health Sciences. There will communication with the Human Resources manager or training manager with the school for the internship arrangement of the interns. Alternatively, the interns can search by themselves and inform the school or the coordinator on the company they would like to intern at and the school will get in touch with the respective person in charge.

THE INTERNSHIP EXPERIENCE

The company supervisor and student, with the assistance of the internship college supervisor, should cooperate in planning a comprehensive practical experience that meets the educational needs of the student. This experience should include comprehensive opportunities in administration, technical aspect related to the student areas of interest as well as program development and to promote leadership skills among the interns in the respective organization.

If possible, the internship should provide the student with experience in a variety of departments within the company. These departments may have to do with those supporting on the technical support, database system, application analysis, networking & hardware and software development and etc.

Internship students should be afforded the opportunity to participate in administrative meetings or project meetings that are related to their assigned duties and projects given. In addition, students can visit other organizations during their internship experience, and to attend relevant workshops and/or training sessions whenever possible that are provided or required by the current organization that the student is attached.

SCHOOL SUPERVISOR/INTERNSHIP COORDINATOR

The College can designate one or more Program Coordinator, herein after called the '*internship coordinator*', to monitor the experience of each internship student. The internship coordinator can be from the administrative side and/or from the Computing lecturer(s). Generally, the school internship coordinator will contact the student by telephone and written correspondence to provide feedback on written requirements and receive periodic updates on the internship process. The school internship coordinator is encouraged to contact the organization supervisor and/or make periodic visits (or make arrangements for a departmental representative to visit) and vice-versa from time to time as when required by the school.

ORGANISATION SUPERVISOR

Each internship organization will designate one professional staff member to serve as the student's supervisor. This individual is responsible for working with the student to develop and implement a systematic program designed to help the student meet his or her internship goals. In addition, the organization supervisor will review and sign all written reports/papers submitted by the student, evaluate the student's special project, and complete final evaluation on the student's performance during the internship. An evaluation form is provided directly to the supervisor and feedbacks will be provided to the school after the interns completed their interning at the organization.

The organization supervisor is, in effect, the student's "teacher" throughout the internship process, and the quality of his or her supervision is critical to the success of the internship experience. It is expected that weekly meetings will be scheduled between the student and organization's supervisor to discuss written reports, evaluate the student's progress, and plan future assignments and activities. These meetings should also provide an opportunity to answer the student's questions and to discuss issues and trends related to the field of study.

INTERNSHIP STUDENT

The internship is a course of study with both an experiential and academic component. The internship student, therefore, has the responsibility to conduct himself/herself in a professional manner throughout the internship process, and to document his or her experience through submission of written reports and assignments to the internship coordinator. It is expected that the experiential component will involve 35 – 40 hours per week of supervised work experience. In general, preparation of written reports and papers required by the College is not to be included as part of the work week; however, school visitations, special project development, evaluation meetings, etc., should be included within the 35 - 40 hour per week.

LENGTH OF INTERNSHIP

Generally, BCOMP316 Computing Internship will be one full semester (12 consecutive weeks) in length just like any other typical graduate course, with normal academic vacations and holidays. The required duration of interning is done on the student's summer break in the middle of each year. However, there are some occasions that the interns requested to undergo their internship by the end of their semester. On certain circumstance, the organization can request for the interns to prolong their duration of interning or to change into full time which will be arranged between the organization and the interns which the college are no longer involved in the matter.

PAID EMPLOYMENT OR STIPEND

Generally, graduate students enrolled in BCOMP316 Computing Internship, will not receive salaries for the efforts, however, some Internship organizations do offer stipends or provide assistance with housing, food, transportation, etc. If a student is to receive a salary for the Internship experience, or intends to take a second job during the Internship, written notification must be submitted by the student to the Internship Coordinator prior to beginning the experience.

HOLIDAY AND SICKNESS POLICY

Students are given credit for official company holidays, providing this does not result in missing more than one workday in a given week. If more than one workday is missed in a week due to holidays, the student is expected to make up the additional days/hours prior to the completion of Internship.

In case of illness or need for personal leave, students are expected to notify their organization supervisors according to established company procedures. Students are entitled to one sick day (or personal leave day) during their Internship, without the necessity to make up the working time that is missed. Additional work days/hours missed due to illness, observance of religious holidays, or other matters of personal necessity, are expected to be made up prior to completion of Internship.

EARLY START OR LATE COMPLETION POLICY

Except in unusual circumstances, Internship is to be completed during a given semester. Specifically, all work-related hours credited to the Internship experience are to be completed between the first and last day of classes. If the student selects an Internship company that requires an early start or late completion, all work-related hours that are not during the semester will not be part of the Internship experience.

Early start and/or late completions are considered to be voluntary arrangements between the student and the organization.

INSURANCE POLICY

SEGi College, Penang does not provide insurance coverage for students on the Internship; however, students are encouraged to have medical and personal liability insurance during their Internship experiences.

If the Internship organization requires a student to have medical, liability or other insurance coverage, the organization is expected to communicate this requirement in writing to the student. The student is expected to submit proof of the required coverage to the organization prior to the start of the Internship experience. The College considers all such arrangements to be between the student and the Internship organization.

Course Contract for Business Computing Internship

1. Synopsis of the Internship:

Introduce the student to the work place within the student's major area of interest. Provides interning opportunity that emphasizes on the areas related to Information Technology and Computing industry which enable graduates employability as one of the college objectives.

2. Objective/Learning Outcomes of Internship:

Upon successful completion of the course, the student will be able to:

- Apply IT/Computing knowledge and skills as practiced in the IT related industry.
- Describe the commercial process and experience in a detailed written report.
- Demonstrate the ability to communicate effectively and professionally with the team and peers.
- Demonstrate professionalism in all rotations and assigned responsibilities.
- Demonstrate IT/Computing skills and leadership skills as they apply in handling IT/Computing related task and other resources.
- Apply critical thinking skills in problem identification and data analysis and in recognizing the implications of decisions.

INTERNSHIP COURSEWORK – LOGBOOK - DAILY REPORT & INDIVIDUAL ASSIGNMENT

Component 1: Assignment 1 – Logbook - Daily Report Information – 30%

The daily report is an important aspect of the Internship because it serves a number of vital functions for the student, the organization supervisor and the internship coordinator. The daily report:

1. Provides early and consistent feedback to the internship coordinator regarding important aspects of the student's field experience.
2. Ensures a systematic method of communication between the organization supervisor and the student.
3. Requires that the student reflect upon the previous week's experiences and analyze relevant events or issues.
4. Offers an opportunity for either the student or the organization supervisor to put comments in writing to the internship coordinator.

Cover Page

The daily report should include the student's full name, the number of the report, the dates covered by the report, the complete name of the organization, the number of Internship hours covered by the report, the total number of Internship hours to date, signature spaces for the student and organization supervisor, and a space for comments by the organization supervisor.

The Logbook – Daily report

The daily log requires the student to keep a detailed record of his or her daily experiences during the Internship. This written record should give the internship coordinator an understanding of the student's many duties and responsibilities. The log may also provide the student with a framework for discussing the previous week's activities with his or her organization supervisor.

Entries in the log must include sufficient detail to allow the internship coordinator to understand the breadth and depth of each day's experiences. The first time an organization staff member is mentioned in the daily log, his or her complete name and title should be included and underlined. At the conclusion of each day's entry, the student should report the total number of Internship hours for that day (excluding routine meals and breaks).

Tips for doing a good daily log include:

1. Make sure the experience described can be understood by someone unfamiliar with your situation.
2. Indicate your role in activity or event described.
3. Account for all days of the week (indicate days off, sick or personal leave days, etc.).
4. When using abbreviations, initials or acronyms, write the word(s) out the first time in your reports.

NOTE

The report is to be compiled and submit together as one report (logbook from week 1 to week 12).

LOGBOOK - DAILY REPORTS SHOULD BE TYPED!

Component 2: Assignment 2 – Final report 50%

The completed assignment should include:

4.1 Title Page

Provide the title of the report, name and address of the organization, student's name, date, and a signature block for the organization supervisor. It is important that the organization supervisor sign the title page after reviewing and approving the final form of the Organization Description.

4.2 Table of Contents

Give all headings and subheadings and their corresponding page numbers.

4.3 Overview of Organization

Provide an in-depth overview of the organization (or department of the organization, if the organization is exceptionally large). This section should include:

- i. **Introductory Statement** - Give the name of the organization and briefly describe the type of departments this organization represents.
- ii. **History/Development** - From an historical perspective, how has this organization evolved into what it is today? What were its stages of development and growth? When and why it was originally founded in its present location?
- iii. **Purpose/Philosophy** - What is the mission or purpose of the organization? What is the organization's philosophy as it relates to providing IT or technology services to its clientele?

- iv. Personnel - What are the job titles of personnel with whom an Internship student might interact on a regular basis? Give one-sentence job descriptions for these individuals, and include whether they are part-time, full-time, seasonal, and/or volunteers.
- v. Services - What services or activities are offered? How are these services organized and programmed (e.g., when, where, how often, types of program, group structures, etc.)?
- vi. Clientele - What populations are served (e.g., general public, corporate, countries, disabilities, etc.)? What restrictions are there, if any?
- vii. Funding - What are the funding sources for the organization? What is the relationship with respect to funding between IT or technology services and other aspects of the organization? What are major areas of expenditures?
- viii. Problem Areas - What are the major areas of concern for the organization (e.g., growing demand for services, vandalism, legal liability issues, funding shortages, job freezes)? How are they addressing these issues?
- ix. Summary of experience
- x. Project Description(If involved in any given project)
- xi. Results/Conclusion
- xii. References/Bibliography

NOTE

The final report is to be type and submit after 1 week from the last date of your internship.

Component 3: Final Review/Feedbacks from Organization Supervisor –20%

Your immediate supervisor or Human resource manager will complete an evaluation form based on his/her observations along your 3 months of interning. She/he will discuss on your working performance and attitude with you on your last week of internship. Please ensure that this discussion is arranged between you and your supervisor. Areas that are generally cover in the feedbacks:

- Your attitude toward members and staff;
- Your attitude toward carrier;
- Your punctuality, reliability; presentation of self;
- Your ability to respect the policies and practicum of the placement;
- Your ability to show flexibility;
- Your willingness to become actively involved in working with the staff;
- Initial indications that you are able to respond to constructive criticism;
- Evidence that you are beginning to develop developmentally appropriate.

NOTE

Once the discussion is done between the supervisor and the interns on the evaluation, the supervisor is expected to email directly to the internship coordinator latest by one week time from the date of completion of the interns.

Below is a grading scheme serve as a guideline for student references.

MARKING SCHEME (CONVERSION FROM GRADES TO %)

LETTER GRADE	MARKS (%)	RESULT
A	80 - 100	Distinction
A-	75 - 79	Distinction
B+	70 - 74	Credit
B	65 - 69	Credit
B-	60 - 64	Credit
C+	55 - 59	Credit
C	50 - 54	Pass
C-	45 - 49	Fail
D	40 - 44	Fail
F	0 – 39	Fail

Note:

Student must get a minimum of 50% to pass the module. If student fail on this module, retaking back the module is compulsory.