

SOC PRACTICUM INFORMATION SHEET

(STUDENT)

- ❶ The Organization Supervisor must submit this document to the Report Supervisor at the end of the practicum:
 - Organization Evaluation Form (PRAK01-OBE)
- ❷ Documents submitted to the Report Supervisor:
 - Online logbook URL (first week of practicum)
 - Proposal
 - Draft and final report
 - Attendance Form
 - Practicum Checklist (PRAK03)
 - Online Logbook Declaration Form (PRAK05)
- ❸ Online logbook information:
 - Platform: Wix.com, Blogger.com, WordPress or Google Sites
 - Contents:
 - About Me
 - Students use this section to describe themselves, their educational and professional backgrounds, career objectives, and any other relevant information they wish to provide.
 - My Daily Practicum Report
 - This section is used to describe the practicum tasks students have been doing on a day-to-day basis.
 - My Practicum Experience
 - In this section, students should explain their practicum experience and relate it to their courses.
 - Students must get permission from the Organization Supervisor before including confidential information in the online logbook.
 - The online logbook should be reported and accessible to the Organization Supervisor and Report Supervisor for weekly review and approval.
 - The online logbook URL must be accessible for two years from the start of the first day of the practicum date.
- ❹ Students must refer to the SOC Practicum Information Portal for further information:
<https://github.com/socuum/STIX3912/wiki>
- ❺ Further information on practicum affairs by the Practicum Unit, Academic Affairs Department:
 - Email: internship@uum.edu.my
 - Directory: <http://hea.uum.edu.my/directory>
 - The Practicum Unit documents: <http://hea.uum.edu.my/index.php/muat-turun>