



**MIANZ INTERNATIONAL COLLEGE
INTERNSHIP
(Level 4 – Advanced certificate)**

2017

Name of the student:

Student ID:

Course:

Batch No:

Name of Supervisor:

1. Introduction

OJT is the final component of the Advanced Certificate Course of study. This is a 24 credit module with 200 hours dedicated to internship and 40 hours for compiling and presenting a report of the work experience. The student's work experience is designed to give the student either a full time internship or a part time internship under the supervision of a cooperating staff. The student may also begin the work experience during the second half of the course of study.

There is no set syllabus. The report writing encourages students to develop a critical awareness of the professional skills relevant to the management of a variety of business practices. The student maintains a weekly log of reflections during the internship. The student is also expected to choose an area of interest from the work place and with the help of the weekly logs maintained and the cooperating staff, the student writes up a report of 500 - 1000 words.

2. Outcomes

Throughout the course of this work experience, the students will

- Observe the work place and make a record of the various activities that the organization is engaged in.
- Closely work in at least THREE departments, sections or work areas with the internship time evenly divided.
- Gradually involve himself/herself in actually doing the work of the department, section or work area.
- Be responsible for administrative duties associated with these tasks.
- Contribute to the workplace in identifying new ways and means of motivating the people you work with and improving the work you do as a team.

3. Description of the Unit

The student will generally work under the guidance of a department or a section head with guidance from the cooperating staff.

Observations

During the first week, the student will spend time observing and collecting information. The cooperating staff will provide opportunity for the student to observe at least three of the departments or sections. During this time the student will build relationship with the staff of the visiting departments. The student must treat this observation period as a learning period where he or she ensures that, under the guidance of the department or the section head, enough information is collected to form a rough idea of how the system works. At the end of the week, the student must complete the weekly journal entry.

Postings

In the weeks that follow, the student is expected to work in at least three departments. At the

end of each week the journal entry must be made.

4. Work Experience Schedule

Assuming a student fills 8 hours of work, the minimum requirement will be to work for four weeks.

Week	Observations	Outcome
1	At least three departments or sections must be observed	Complete the journal entry for week one
2 - 4	Work in at least three departments and assume the responsibility of the tasks assigned.	Complete the journal entries for the three weeks. At least ONE WEEK should be spent in each department.

Note: A student may decide to work on a shorter work hour per day, in which case the total length of the practicum will be more than four weeks. The important point to note is that in each department or section the student must spend at least roughly 50 hours and for each week the reflective journal must be written. This is to mean, that for those who extend the practicum, the number of reflective journal entries made will depend on the total number of weeks he or she is in the practicum.

5. Assessment

Component	Description	Percentage
Completing the mandatory internship hours.	None assessed compulsory. Proof of completion must be submitted. Sample format for the letter to be issued by the cooperating staff is given in the Appendix 1	-
Reflective Journal	None assessed. Compulsory submission	-
Report	500 – 1000 words	50%
Presentation of report	An interactive presentation with appropriate visual aids such as a PowerPoint presentation.	50%

6. Assignment Details

6.1 Reflective Journal

Journal keeping is acknowledged as one of the best methods of encouraging productive reflection on learning. Reflective writing will support us to make a personal sense of a diverse set of experiences. This is particularly important when learning is to be incorporated into every day practice. The journal should include:

- An overall written evaluation of the situations you have observed and experienced
- Event/s that engaged you in an open and collaborative discussion/s with peers that helped you develop professionally.

The evaluation and events should be a critical analysis of your own engagement in the work place and professional development and not a mere description of what happened.

You are required to submit your reflective journal on a weekly basis. This does not mean that you will write your entries only once a week. Rather develop your weekly journal on a daily basis.

A. Guidelines for Keeping the Reflective Journal

The following guideline will help you develop your reflective writing

Workplace Observation

Note down things that interest you or events that you feel are important learning experiences.

The Event Observed:

- *Description of the observation.*

Reflection:

Here are some points that you may think about.

- *Was it an action that contributed to the organization?*
- *Was it an event that had nothing to do with the organizational goal?*
- *Was it an action that could be a contributing factor to the goal of the organization?*
- *Was it a factor that could be harmful to the relationships within the organization?*
- *Was it an event that showed the expertise of the employees?*
- *Was it an event that was a result of lack of expertise within the organization?*
- *Etc...*

Your Role:

- *Depending on what you observed, give a brief outline of how you could learn something from the event*
- *Depending on what you observed, give a brief outline of how you could contribute something to the people involved and the organization*

Note:

These are rough writings and you can use an acceptable level of informal writing as this is to help you keep track of your learning.

Each journal entry can be about 100 – 150 words.

B. Guidelines for the Report

Some of the event/s that you came across during the internship will influence your attitude towards the organization, your superiors and colleagues in the future. To help you become a well prepared employee you should focus on the event/s and think through it objectively.

Focus on a critical incident that took place during the internship.

- a. Describe the incident as objectively as possible.
- b. What were the assumptions that you or someone else was operating with?
- c. Is there another way to see this event?
- d. How do the two explanations compare?
- e. What could you do differently?

Write up a report of about 500 to 1000 words, focusing on the above points. You may organize your writing into separate paragraphs. A suitable structure will be

- An introduction
- Description of the observation (point a)
- Discussion (points b, c, d, and e)
- A Conclusion

7. Compiling the Report.

The Student is expected to submit following with the cover page provided at the beginning of this document.

1. The Cover page
2. The Reflective journal
3. The Report
4. Work experience verification letter

**Work Experience Verification
{Sample Letter}**

[Letter must be on company letterhead]

[Date]

[Include address and name of company]

To Whom It May Concern:

This letter is to verify the internship of [Name, NIC Number] who [works or worked] for [name of company] as an intern from [date and year] until [date and year]. [He/she] [was or is] a [full-time or part-time] employee working [insert number of hours] per [week/month/year]. During this time, [He/She] has worked an approximate [estimated number of hours].

As an intern, his/her duties [were/are]: [list of the duties]

Please contact me at [include phone number/email address] if you have any questions or need more information.

Sincerely,

[Name of Cooperating Staff]

[Title of Cooperating Staff]