



Internship Handbook

Faculty of Management and Finance
University of Ruhuna



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1. INTRODUCTION

Undergraduates reading for a Bachelor of Business Administration Honours Degree at the Faculty of Management and Finance, University of Ruhuna must undergo an internship training programme at the beginning of the Second Semester 4000 level. This internship training for the faculty undergraduates is required because it provides them with the opportunity to gain hands-on experience in their field of study. The faculty expects that this experience will help them to develop the skills and knowledge that they need to be successful in their careers after graduation.

2. OBJECTIVES

The internship training programme is designed to achieve the following objectives:

1

Gain practical experience: The internship provides the undergraduates at the faculty with the opportunity to apply the knowledge and skills that they have learned in the classroom to real-world ventures. This can help them to develop a deeper understanding of their field of study and to identify their strengths and weaknesses.

2

Build professional skills: The internship will help the faculty undergraduates to develop important professional skills, such as communication, teamwork, problem-solving, and leadership. These skills are essential for a successful career.

3

Network with professionals: The internship is a great way for the faculty undergraduates to network with professionals in their field of study. This can lead to job opportunities after graduation, as well as valuable mentorship relationships.

3. DURATION

The duration of the internship training programme is six (06) months (24 weeks) commencing from the beginning of the Second Semester of the 4000 Level of the degree program.



4. GENERAL RULES

STARTING THE INTERNSHIP:

Undergraduates shall commence the internship training at the beginning of the Second Semester of the 4000 Level.

COMPLETION OF THE INTERNSHIP TRAINING:

Trainees are required to remain with the initial employer throughout the internship training period. In case a trainee needs to resign from a training organization, s/he must get permission from the faculty prior to taking any action in that regard. Further, the resigned trainee is responsible for finding a new organization immediately with the approval of the Academic Supervisor and the Head of the relevant department of study at the faculty.

ACADEMIC SUPERVISOR AND WORKPLACE SUPERVISOR:

An academic supervisor is appointed to each student by the relevant department of the faculty. Internship trainees should frequently contact their academic supervisor for guidance related to their training. The firm appoints an on-site supervisor to guide the trainee during training. Trainees should maintain a cordial relationship with him/her.








Dress code: Trainees are expected to dress professionally.



5. USE OF THE IMIS

The Internship Management Information System (IMIS) provides the infrastructure facility to communicate with the parties related to the internship programme. The following instructions are important to adhere to:

-  **Logging into the IMIS:**
Students are advised to use the given username and password to log in to the system.
-  **Completing the profile of the trainee:**
This is a preliminary requirement. Trainees should complete the profile and a photograph should be uploaded.
-  **Profile of the Training Organization:**
Trainees are advised to complete the required details related to their training company.
-  **Profile of the on-site Supervisor:**
Trainees must communicate the directions to work with the IMIS to supervisors. Faculty expects them to log into the system to complete their profiles and to engage with the faculty.
-  **Updating Weekly reflections:**
Trainees are required to update their weekly reflection on the training experience in the IMIS on a weekly basis.



6. ASSESSMENT METHODS OF THE INTERNSHIP

The following assessments shall take place throughout the internship training period:

a TRAINEES' WEEKLY REFLECTIONS EVALUATION

Weekly reflection reports submitted by the trainees to the IMIS shall be considered the Internship Record Book and will be evaluated at the end of the internship and marks shall be assigned.

b ACADEMIC SUPERVISOR EVALUATION

Two evaluations shall be conducted by the academic supervisors during the internship period and marks shall be allocated.

c ON-SITE SUPERVISOR EVALUATION

The appointed on-site supervisor will evaluate the trainee's performance based on the criteria given by the faculty and allocate marks.

d VIVA VOCE EXAMS

Two viva exams will be conducted, one in the middle of the training and the other at the end of the training. Trainees are required to make a short presentation during each viva voce exam and the primary intention shall be to assess the performance of the trainee during the period. Presentation of evidence on the training obtained by the trainee will be useful.

e END OF THE INTERNSHIP

If the trainee faces all the evaluations during 24 weeks, trainee will be able to conclude the internship successfully.

Trainees are advised to check the notices on the IMIS and LMS posted by the faculty frequently.



7. CONTACT DETAILS

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