



Faculty of Management and Finance
Bachelor of Business Administration Honours in Human Resource Management
Degree Programme
Course Unit Information Sheet

Course Code		BBA 42026				
Course Name		Internship				
Semester		4000 Level - Semester II				
Credit Value	6	Core/Optional	Core	GPA/NGPA	GPA	
Hourly Breakdown		Lectures	Practical		Independent Learning	
		-	-		600 hours	
Course Description						
The faculty Internship Program provides students with the opportunity to gain practical experience in their field of study. Students will work under the supervision of a professional in a real-world setting, applying the knowledge and skills they have learned in the classroom to real-world problems. There will be academic supervisors to monitor the progress of the internship affiliation of the students.						
Intended Learning Outcomes					PLO Alignment	
At the end of the course unit, the student shall be able to,						
1. Obtain a deeper understanding of the field of study.					1,2,3	
2. Identify the practical application of theoretical concepts.					1,2,3,4	
3. Develop problem-solving and critical thinking skills.					5,7,18,19	
4. Improve communication and interpersonal skills.					11,13	
5. Develop professional work ethics.					6,8	
6. Develop a commitment to lifelong learning and professional development.					3,4,14,15,16	
7. Foster a sense of responsibility and accountability.					6,8,17	
8. Improve adaptability and flexibility.					20,21,22	
9. Develop cultural awareness and sensitivity.					9,12,13	
Course Content					Hours	ILOs
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 or from a date that is specified by the faculty.					600 hours	All the ILOs
1. 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 organisation, s/he must obtain permission from the Head of the Department of Study, prior to taking any action in that regard. Further, the resigned trainee is responsible for finding a new organisation immediately with the approval of the Academic Supervisor and the Head of the Department of study at the faculty.						

2. Academic Supervisor and Workplace Supervisor: An Academic Supervisor is appointed to each student by the relevant department of the faculty. Internship trainees should regularly contact their Academic Supervisor for any guidance related to their training.				
3. The company appoints a supervisor to guide the trainee during training. Trainees should maintain a cordial relationship with him/her.				
4. The student should regularly update the IMIS of the faculty on the progress of the internship.				
Teaching Methods				
Seminars, Individual supervision, and Guidance.				
Assessment Methods				
IMIS records 20%	Academic supervisor evaluation 20%	Onsite supervisor evaluation 20%	Viva Voce 40%	Total 100%
Recommended Reading				
1. Recommended readings will be informed by the academic supervisor/s.				