

GUIDELINES FOR PRACTICUM REPORT

**DEPARTMENT OF INTERNATIONAL AFFAIRS
(INTAFF)**

SCHOOL OF INTERNATIONAL STUDIES | UNIVERSITI UTARA MALAYSIA

GUIDELINES FOR PRACTICUM REPORT

**BACHELOR OF INTERNATIONAL AFFAIRS MANAGEMENT
COLLEGE OF LAW, GOVERNMENT AND INTERNATIONAL STUDIES
UNIVERSITI UTARA MALAYSIA**

Foreword

This booklet has been meticulously crafted to serve as a comprehensive guide for students of the Bachelor of International Affairs Management (BIAM) programme as they undertake their practicum courses. As a core component of the programme, the practicum course is an essential requirement for graduation, designed to bridge academic knowledge with practical experience in professional settings.

I trust that BIAM students will find the contents of this booklet both valuable and practical, assisting them in every stage of their practicum journey—from the application process to the preparation and, most importantly, the completion of their practicum report. It is imperative that students read and thoroughly understand the guidelines provided here before embarking on their practicum to ensure a seamless and enriching experience.

On behalf of the School of International Studies, I extend my best wishes to all BIAM students as they immerse themselves in this crucial aspect of their academic journey. May your practicum experience be both rewarding and transformative as you contribute meaningfully to your respective organisations.

Dean

School of International Studies (SOIS)

College of Law, Government and International Studies (COLGIS)

Universiti Utara Malaysia

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1.0 Introduction

Practicum is a six (6) credit hours course designed to place students in an organization that may offer students a period of work so that they may learn and build some expectations from their experience while working there. The aim of this course is to let students relate the knowledge they studied in the classroom with the real aspect of job environment. Additionally, it potentially gives rise to opportunities for the students to build some ideas about the expectation, the culture, norms and skills that they have to prepare before they embark their journey into the job market.

The 195th (Bil. 1/2007) Senate Meeting had agreed to extend the practicum period from two and a half months to four months. In addition to that the College of Law, Government and International Studies (COLGIS) had agreed to produce a new edition of the guideline for practicum.

1.1 Practicum Objectives

The objectives of practicum are as follows:

- 1.1.1 Exposing students to job environment before graduating in their respective discipline.
- 1.1.2 Creating opportunities for students to relate theoretical understanding with the real-life job experience.
- 1.1.3 Creating opportunities for the organizations/employers to share their relevant experiences, expertise and professionalism to students.
- 1.1.4 Creating and strengthening the link between the University and industries.

1.2 Practicum Period

BIAM students must complete a period of four (4) months for their practicum course (the commencing date will be announced by the Centre for University-Industry Collaboration (CUIC)). BIAM Students are required to observe the four (4) months period of practicum course to qualify them to be graded. Within this period of time, students are strongly encouraged to keep a record of their activities concerning their job at the organization in a log book prepared by the CUIC. The log book can be purchased at the CUIC office before leaving for practicum. The logbook is useful to help students prepare for the practicum report. Students are strongly advised to plan the whole writing process carefully and to actually start writing while they are still at the organization and not waiting until the end of the practicum period.

1.3 Registration for Practicum

1.3.1 Students are qualified to register for a practicum course after undergoing five (5) semesters of study period at the university. At the same time, students are subject to the terms and conditions of practicum endorsed by the university. The process flow of the practicum program is illustrated in Appendix 1.

1.3.2 Application to follow the practicum course could be made through:

1.3.2.1 Online registration with the COLGIS. The College will issue the notice on the date of online registration.

1.3.2.2 Practicum coordinator for the BIAM. Students may get the proposal form from the CUIC office and consult the coordinator before filling in the form.

1.3.2.3 Add and drop sessions, whose dates would be informed earlier by the College. Students are advised always to be alert to the information and notices given by the College from time to time.

1.3.2.4 Application to postpone the practicum course can only be authorised with written approval from the Dean of School of International Studies.

1.4 Practicum Placement

1.4.1 The CUIC will arrange placement for practicum after students propose the city they would like to do their practicum.

1.4.2. Students can also arrange the placement by filling out certain forms available at the Office of Student Development and Alumni of COLGIS.

2.0 SUPERVISION

2.1 Objective

Supervision by the organisational supervisor and the UUM supervisor is important to determine the whole practicum process. Three main objectives of supervision are to: -

- 2.1.1 Guide and steer students in the right direction.
- 2.1.2 Monitor students' practicum reports.
- 2.1.3 Monitor students's progress during the practicum period.

2.2 Supervisors

Supervision of the practicum will involve three supervisors as follows:-

2.2.1 UUM Supervisor (Report Supervisor)

A lecturer from BIAM will evaluate students' reports, receive evaluation reports from the employer and provide a final grade.

2.2.2 Visiting Supervisor

A lecturer who (may not necessarily be from the BIAM program) is appointed by the College to visit organizations that accept UUM students to undergo their practicum there.

2.2.3 Organizational Supervisor

The organisational supervisor is an employee of the organization who will be appointed by the respective organisation to supervise UUM students during their practicum period. This supervisor is also responsible for submitting his/her reports on the students to the UUM supervisor.

2.3 UUM Supervisor's Role

UUM supervisor has several important tasks to be observed as follows:

2.3.1 Advisor

Advising students on aspects need to be observed during internship such as work ethics and relationships with various personnels, self-presentation and productivity.

2.3.2 Supervisor

2.3.2.1 More importantly, the UUM supervisor will advise students on report writing techniques, including planning, analysis and writing. Students must meet the UUM supervisor before reporting for duty at the organization.

2.3.2.2 Reviewing and responding to students' work for correction purposes so that the students could submit their report within the given time frame.

2.3.3 Examiner

UUM supervisor will evaluate students' practicum report and give total marks within the time frame given by the College. UUM supervisor will have to make sure that all documents required for evaluation (practicum report, the log book, employer's confidential evaluation form and the attendance form from the organization) are received.

2.4 Visiting Supervisor's Role

The visiting supervisor will visit the organization where the practicum of UUM students takes place. The visiting supervisor has to discuss with the supervisor at the organization on students' level of effectiveness in their work, the scope of work being assigned and the relevance of the organization to their study. The visit is more geared towards strengthening and extending cooperation potentials between UUM and the organization.

2.5 Organizational Supervisor's Role

A supervisor at the organization has several roles as follows:

2.5.1 Advisor

To advise students on aspects related to their practicum and rules, procedures and regulations at the organization.

Students are advised to regularly meet their supervisor at the organization for at least an hour a week.

2.5.2 Trainer

To teach, to train and to guide students on aspects related to administration at the organization.

Students are advised to meet their supervisor if they have any problems with or are confused about their tasks and responsibilities.

2.5.3 Examiner

As an examiner, the organisational supervisor evaluates the student's practicum performance in a confidential evaluation form given earlier by the student when they came to report for duty at that organization. Once completed, the form will be returned to the UUM supervisor for final grading.

2.6 Students-Supervisors Relationship

The relationship between student and their supervisor at UUM or at the organization is important because:

- 2.6.1 Supervisors function to advise, guide and motivate students, and these functions make practicum an important platform for students to learn new experiences, knowledge and career development.
- 2.6.2 Supervisors are responsible for guiding students in determining their learning objectives from the practicum.
- 2.6.3 The organisational supervisor needs to give the students several important inputs about the organization and the proper way for the students to conduct their behavior during their practicum at the respective organization. UUM supervisor, on the other hand, helps the students prepare for the final report.

3.0 STUDENTS' RESPONSIBILITIES

Students are fully responsible before, during and after doing the practicum.

3.1 Before Practicum

Before practicum commences, students are expected to prepare themselves with a few details:

- 3.1.1 Register with the College as a verification to undergo a practicum course.
- 3.1.2 Attend practicum briefings organized by the College before the practicum registration and before leaving for practicum (please observe the date and the venue of the events)
- 3.1.3 Collect the practicum placement slip from the CUIC office and be informed on how and where to get the necessary documents to bring along when going for the first time to the organization. These documents are the report for duty form, the I form (students' declaration of confidentiality), the employer's confidential evaluation form, the attendance form, the practicum course outline and the general guideline for practicum.
- 3.1.4 MUST meet the UUM (report) supervisor before leaving for practicum.

3.2 During Practicum

Students MUST observe a few points as follows:

- 3.2.1 Discipline and Ethics:
 - 3.2.1.1 Attendance is compulsory (observe the working hours)
 - 3.2.1.2 Only medical leaves are allowed; students MUST inform the employer.
 - 3.2.1.3 Ensure the organizational supervisor regularly checks and verifies the attendance and job list (log book).
 - 3.2.1.4 Observe the rules, procedures and disciplines used at the organization.
 - 3.2.1.5 Students are still abiding by the University's rules and regulations during practicum training and are subject to disciplinary action to be taken against them if found guilty.
 - 3.2.1.6 Always observe and protect the confidentiality and the secrecy of information from the organization.
 - 3.2.1.7 NOT to misuse the organization's property without prior consent from the respective authority within the organization.
 - 3.2.1.8 Report every problem and trouble faced during practicum at the organization to the College correspondents as soon as possible. (e.g., UUM supervisor and practicum coordinator)

- 3.2.2 Contact and communicate with the UUM supervisor on a regular basis so they may be aware of your progress, especially in preparing your final report.

3.3 After Practicum

Students MUST observe these few points as follows:

- 3.3.1 Submit the practicum final report, the log book, the employer's confidential evaluation form and the attendance form to the UUM supervisor on the due date. Please remind your supervisor (or any officers) from the organization to send the employer's confidential evaluation form and the attendance form directly to your UUM supervisor. Failure to do so may affect your grade very badly. (Observe the due date)
- 3.3.2 Make sure that you submit one hard copy and one soft copy (burnt on a CD) of your final report. Attach the CD on the last page of your report.

4.0 EVALUATION

4.1 Criteria for Evaluation

Practicum grade for the Bachelor of International Affairs Management will be given on the following criteria:

Evaluation by Organizational Supervisor	(60%)
Practicum Report	(35%)
Log Book/Attendance	(5%)
Total	(100%)

4.1.1 Evaluation by Organizational Supervisor (60%)

- 4.1.1.1 Evaluation form will be given by the students to the organizational supervisor on the day the student comes to report for duty. The form will guide the organizational supervisor to evaluate student's performance throughout the practicum period.
- 4.1.1.2 Once completed, the form will have to be sent directly to the UUM supervisor (refer to point 3.3.1) for the final grading process.
- 4.1.1.3 There are two components of evaluation by the organizational supervisor:

4.1.1.3.1 Evaluation of Student's Soft Skill (40%). The scope for evaluation includes:

- Communication Skill
- Critical Thinking and Problem Solving Skill
- Team-working Skill
- Ability to Learn Information Management Skills
- Morality and Professional Ethics
- Discipline and Presentation

4.1.1.3.2 Evaluation of Student's Performance (20%)

- Evaluation based on student's performance during practicum training. (Includes various aspects of skills in performing and fulfilling your tasks and responsibilities)

4.1.2 Evaluation by UUM Supervisor **(40%)**

4.1.2.1 Evaluation by the UUM Supervisor will be based on the practicum report. The report will include two parts:

- Research Paper (30 %)
- Practicum in Review (5%)

4.1.2.2 The Research Paper will apply academic materials (to be decided upon with your instructor) to your practicum experience. The Practicum in Review is a 2-3 page essay summarizing students' work and reflecting on their learning.

4.1.2.3 The practicum report **MUST** be submitted to the respective UUM supervisor fourteen (14) days after completing the practicum training.

4.1.2.4 Details on how to prepare the two parts will be discussed in point 5.0

4.1.2.5 Supervisors are required to evaluate based on the INTAFF Assessment Rubric for Practicum (Refer to ***Appendix 12***)

4.1.2.6 The Log Book and the Attendance (5 %)

4.2 Incomplete Grade

An incomplete grade is given to a student who cannot complete any of the practicum evaluation components and is subject to the following conditions:

- 4.2.1 The application letter should be addressed to the Dean of Student Development and Alumni after getting consent from the Reporting Supervisor.
- 4.2.2 The application must be made within two (2) weeks after the last date of the training period.
- 4.2.3 Incomplete grade must be redeemed within the first four (4) weeks after the last date for report submission.
- 4.2.4 If the student does not redeem an incomplete grade after the first four (4) weeks but only redeemed in the second four (4) weeks, the student is entitled to one grade lower than the grade they deserve.
- 4.2.5 Student is entitled to a grade F if the incomplete grade is redeemed after eight (8) weeks.

5.0 PREPARATION FOR PRACTICUM REPORT

5.1 Organizing Your Practicum Report

The practicum report shall be organized as follows:

Cover Page (Refer appendix 3)
First Page of the Report - No page number! - (Refer to Appendix 4)
Copyrights Declaration (Refer Appendix 5)
Student's Declaration & Declaration of Acceptance (Refer Appendix 6)
Acknowledgment (Refer Appendix 7)
Abstract (Refer appendix 8)
List of Tables/Diagrams (Refer Appendix 9)
List of Abbreviations (Refer to Appendix 10)
Table of Contents (Refer appendix 11)
Introduction (A brief introduction about the organization and a summary of your activities)
Practicum in Review
Chapters on Research Papers
Appendices
Bibliography

5.2 Chapters on Research Paper

Students must complete a 10-15 page research related to their major area of scholarship and draw on some aspect of their practicum

experience. Within these basic parameters, you have a great deal of discretion, although your UUM practicum supervisor on your topic will guide you.

5.2.1 What kinds of research approaches are suitable for this report?
In your research paper, you might:

Test, apply or compare theories or arguments presented in an earlier political science and other relevant INTAFF courses (e.g., students might look at and try to explain workplace democracy using the concept of democracy; or students might examine gender relations in the workplace using feminist theory, or under what conditions David Easton's "political system" model could be seen as surrounded and fluid steps in decision-making process)

Students shall offer an argument of their own to explain and help to understand some problem, set of relationships, or phenomenon (e.g., if students are working for a local politician, students might look at that person's daily schedule and offer an explanation for how they prioritize their activities)

Place a problem, set of relationships, or phenomenon in a historical, political, sociological or comparative context to help understand its significance and importance (e.g., students might discuss how significant the evolving of law enforcement techniques reflects an increasing awareness of the globalization of crime)

5.2.2 How can students use their practicum to write their research papers? Students's workplace experience can:

Provide evidence for the theory they are testing or applying, the proposition they are considering (e.g., if students want to see, along the line of public choice policy, if politicians are single-mindedly preoccupied with reelection (so do company's managers), students might examine how many Member of Parliament's activities seem related to this goal)

Point students to a problem or puzzle that they would like to explore and understand better (e.g., students may find that bureaucratic dysfunction may be caused by the unavoidable relationship between bureaucrats and the politicians, and this relationship may not necessarily be adversarial.)

Give students contact with an expert in an area they wish to explore further, even if this area is not directly related to their practicum duties. (e.g, a practicum at Custom Office may introduce students to unrelated fields such as forwarding, transportation and others.

5.2.3 How should students structure the research paper? The following outline is just an example of the organization of the chapters:

Introduction – briefly set out the argument and how students will make it – what points you will make, what kinds of evidence you will use.

Background – provide the necessary background on your issue, topic, or problem, including relevant scholarly literature. (the amount of time and materials shall be negotiated with your supervisor)

The Argument Developed – Set out and elaborate upon your specific argument and analysis, explaining how to grasp the problem or question you set out in your introduction

Examples/Evidence – provide specific examples, evidence, and arguments to support your argument

Conclusion and Bibliography– your conclusion should summarize your main point, restate the points in a different way and focus on the significance of the paper. In addition to that, you may also point to the significance/implications of your work and perhaps gesture to problems with your implications, further research

5.2.4 Suggestion for the Report

As soon as you begin your practicum work, you should consider possible topics for your paper. Try to pick an idea that will sustain you through the research and writing required for a substantial project.

When writing your final Practicum research paper, you should spend a significant amount of time analyzing the topic you and your instructor have agreed upon, thinking through the most effective way to approach this topic (what are the most important questions that need to be answered? What readings/class discussions shed light on this question?).

You should then construct a detailed outline of your argument and the logical, sequential stages through which you will make this argument. You can then write your paper by simply fleshing out the individual parts of your outline and ensuring

smooth transitions from point to point, paragraph to paragraph.

Here are some additional tips:

- always keep a hard and disk copy of your written drafts;
- make sure all your written work is free of spelling and grammatical errors;
- if you are worried that you may have plagiarized/not cited something correctly, check with your supervisor; you are well-advised to err on the side of caution on this topic;
- please schedule an alternate time and way to communicate with your supervisor if you can't fix one.
- if you are having problems with the report, consult your UUM supervisor immediately – do not wait until the report is due causes you grief.

5.3 Practicum in Review

This is a small package of materials that may help the supervisor and future students with your internship experience. Your portfolio should include

A 3-4 page essay summarizing the work you have done and reflecting on what you have learned. You should use this essay as an opportunity to think about what lessons you might impart to others entering your practicum and what lessons you would want to keep in mind for your own future work experience. Among other questions you should consider:

- Your practicum has changed what prior expectations?
- What substantive knowledge did you learn?
- What aspects of your work have challenged, refined, or supported what you have learned in class?
- What would you do differently if you had the opportunity to do the practicum over again?

Students may refer to any supplementary work that demonstrates points made in your essay and shows what you have been doing during the practicum period. This might include work, writing, or programs you have helped produce during the practicum period, such as office memos or letters, a brochure you put together, or the agenda of a meeting you helped organize.

Therefore a record (or work log – from your log book) of every time you worked at your internship site, the hours you worked, and a brief description of what you did is important to help you prepare this part.

6.0 PREPARATION FOR THE LOGBOOK

6.1 Evaluation of the Log Book

Students are required to purchase the log book to record their duties during the practicum period. The logbook will be evaluated together with the practicum report. Students must record the log book daily. This may include overtime jobs, weekend jobs and out-of-residence jobs if required by the employer. The organization will check, comment and verify the log book at least on a biweekly basis.

In brief the log book is important:

- To record students's tasks
- As a reference to complete the report and
- Because it helps the UUM supervisor to evaluate the synchronization of job tasks to the report.

6.2 What to Record in the Log Book

- 6.2.1 Date, day, and time of activities listed and described in chronological order.
- 6.2.2 Location and type of activities need to be explained clearly and briefly
- 6.2.3 Type, objectives and the way the activities are organized.
- 6.2.4 State who is involved with students, whether the organization or the client.
- 6.2.5 Comments related to types and objectives of the activities that shall be included in the logbook.
- 6.2.6 Problems faced
- 6.2.7 Theoretical and Practical Differences

6.3 Sample of Log Book Record

Date: 20hb July 2011 (Wednesday)

Venue: IMT-GT Liaison Secretariat Kerajaan Negeri Kedah

Activity: Preparing draft for IMT-GT Investment Guide involving a list of Thailand, Malaysia and Indonesia exporters to smooth business among them.

Remarks: The list of exporters came from various sources, such as from the Malaysian embassies in respective countries and from various websites.

Of course, this is just a sample to show you how to prepare the record. However, in reality, you may have to adjust the way you record the logbook. You may be assigned to work in various units or departments in a day and under different activities. In this situation, students may sum up the whole day's activities into lessons learned and give comments and suggestions if necessary. Nevertheless, students are strongly urged to record every activity involved and tasks performed since this may help them greatly later in preparing their report. It would be an additional merit for the students' log book to add other attachments to the log book, such as photos of your activities.

6.4 Other Related Points

- 6.4.1 The log book can be purchased at the CUIC office. Students are advised to get more than one copy.
- 6.4.2 Students are required to submit the log book to be checked and verified by the organizational supervisor on a daily basis.
- 6.4.3 The log book must also be presented when required to do so by the visiting supervisor. Failure to present the log book may affect your mark for the log book.
- 6.4.4 Always bring your log book during your practicum.

7.0 PRACTICUM REPORT FORMAT

7.1 Language

Students can write the report in either Bahasa Malaysia or English.

7.2 Length of the Report

The length of the report, excluding all the pages in front of the main text (Practicum in Review [4-5 pages] and Research Paper [10-15 pages] and after [Bibliography and Appendices]), is roughly 20 pages.

7.3 Font Type and Front Cover

The report MUST be typed using a 12-point standard font (Times New Roman or Arial). The front cover MUST be in light blue colour using an A4 80 gram paper.

7.4 Spacing and Page Numbering

The body of the text should be typed using double spacing except “the first matter” and “the last matter”. “The first matter” refers to those pages from the “Copyrights Declaration” page until the “Table of Contents” page, whereas “the last matter” refers to bibliography/references page and the appendices page.

The page numbers must be numbered consecutively. Page numbers for “the first matter” must use Roman numerals (refer to appendix). Page numbers must be placed at the bottom center of every page. Start each new section on a new page and adhere to recommended page limits.

Mistakes to avoid :

- Placing a heading at the bottom of a page with the following text on the next page (insert a page break!)
- Dividing a table or figure - confine each figure/table to a single page
- Submitting a paper with pages out of order

7.5 Margin and Type Setting

A margin of 1” on each side (left, right, up and bottom) should be used (Refer to **Appendix 2**). All text should be aligned justify.

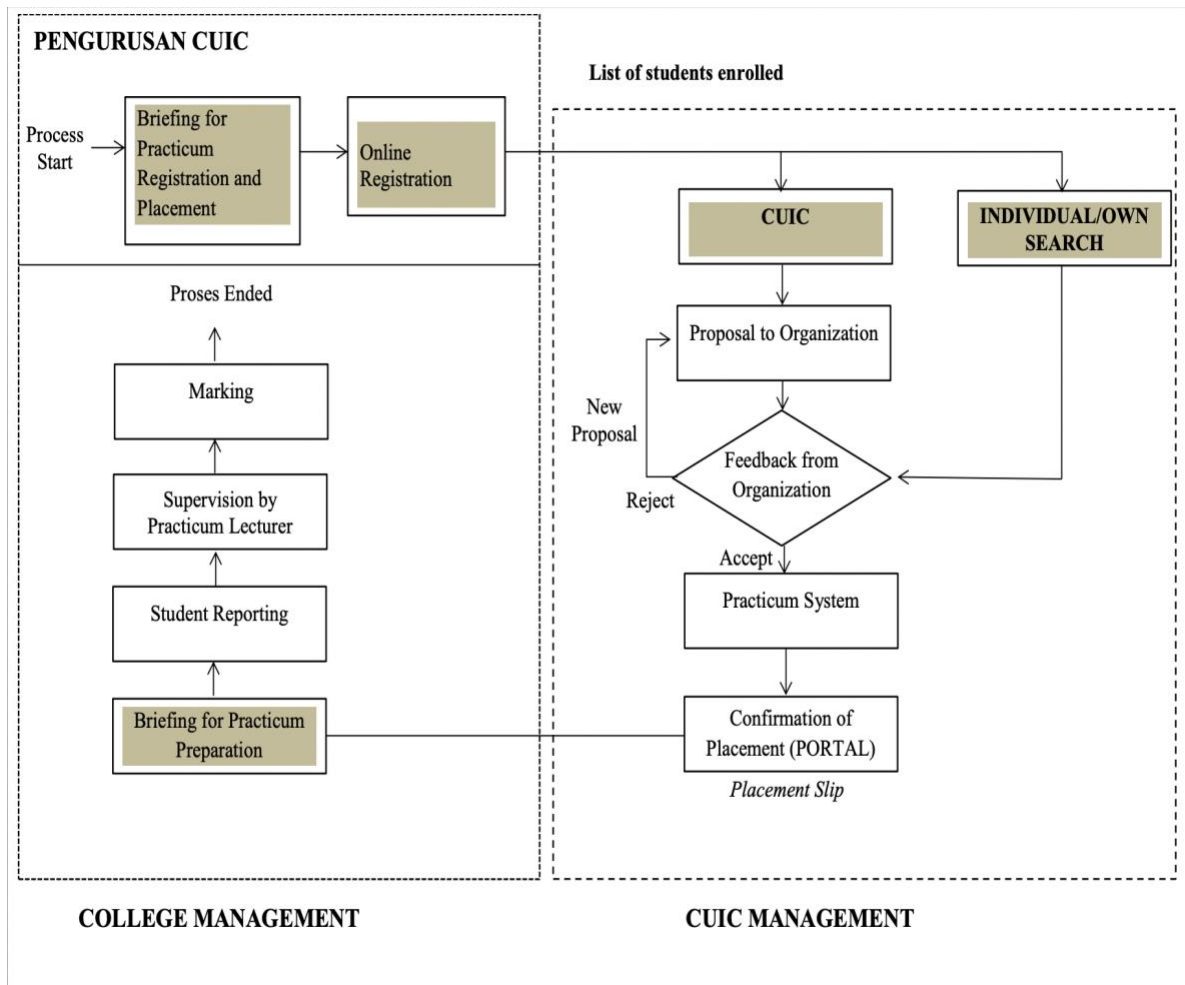
7.6 References/Bibliography

Use the American Psychology Association (APA) system. For further information, visit <http://www.apastyle.org/>

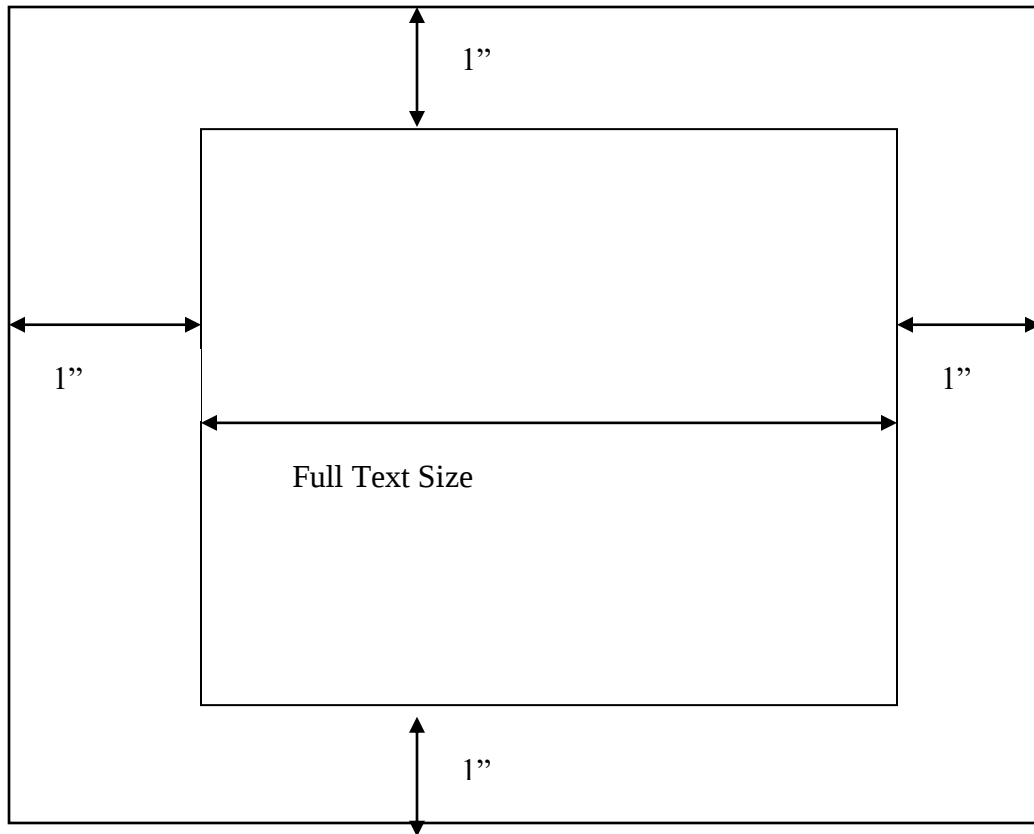
7.5 Things to Ponder

- Use normal prose, including articles ("a", "the," etc.)
- Stay focused on the research topic of the paper
- Use paragraphs to separate each important point (except for the abstract)
- Indent the first line of each paragraph

Appendix 1: Process Flow of Practicum Programme

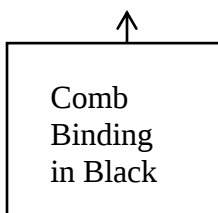
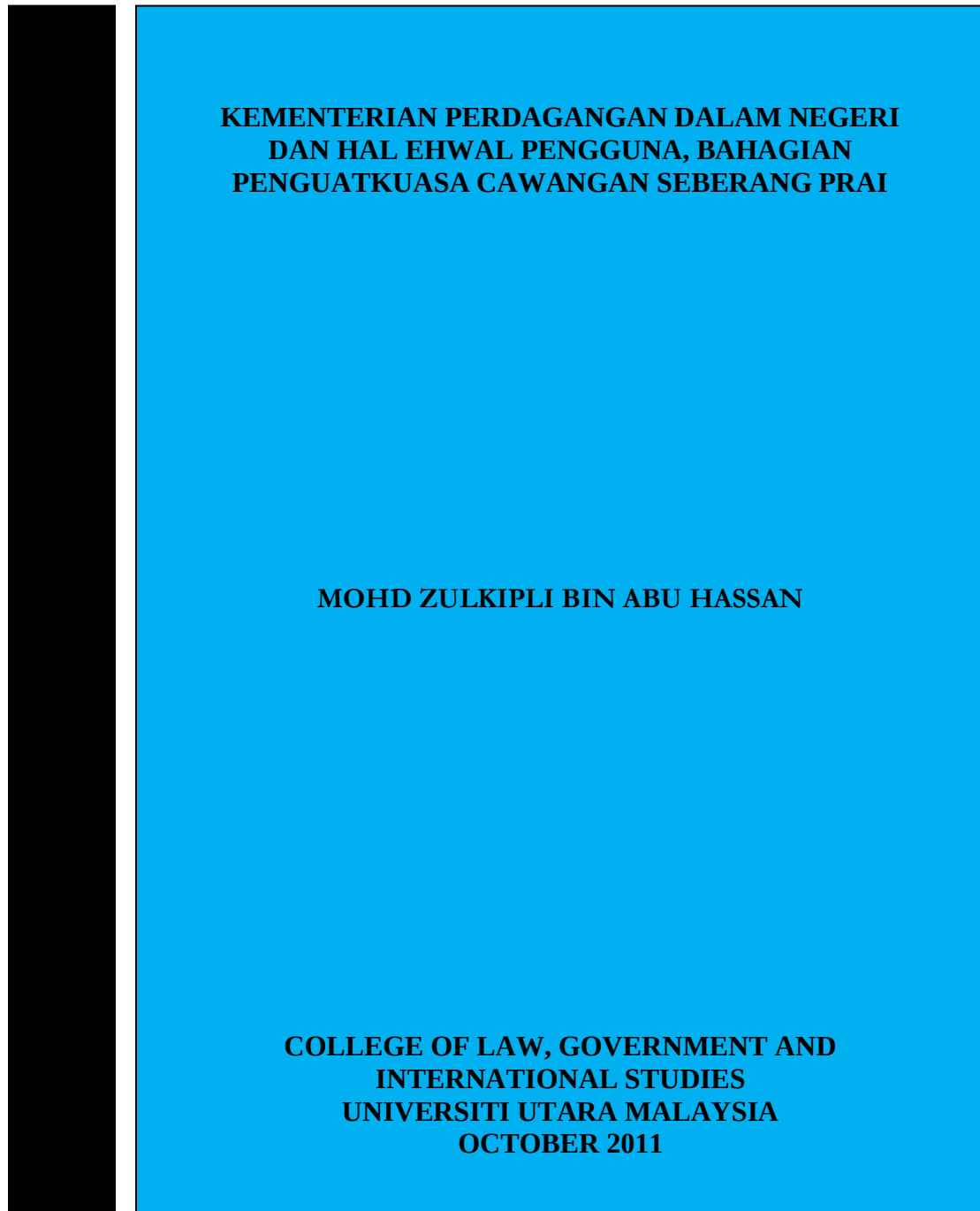


Appendix 2: Margin



Note: The measurement should be adjusted in your Microsoft Word Setting.
Front Cover of the Practicum Report

Appendix 3: Front Cover



Note: The front cover MUST be an A4 80 gram paper in light blue colour. The report must be binded with a black plastic binding comb

Appendix 4: The First Page of the Report

**KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN HAL EHWAL PENGGUNA, BAHAGIAN PENGUATKUASA
CAWANGAN SEBERANG PRAI**

**By:
MOHD ZULKIPLI BIN ABU HASSAN**

**A PRACTICUM REPORT SUBMITTED IN PARTIAL
FULFILLMENT OF THE REQUIREMENTS FOR THE BACHELOR
DEGREE OF INTERNATIONAL AFFAIRS MANAGEMENT
(BIAM)**

**COLLEGE OF LAW, GOVERNMENT AND
INTERNATIONAL STUDIES
UNIVERSITI UTARA MALAYSIA
OCTOBER 2017**

Note: Words must be written in **ALL CAPS** and **BOLD** (No page number!)

Appendix 5: Copyright Declaration Page

COPYRIGHT DECLARATION

← **Bold**

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means electronic, mechanical, photocopying, recording or otherwise without the prior permission of the Assistant Vice Chancellor of the College of Law, Government and International Studies, Universiti Utara Malaysia.

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← Roman Page Number

Note: The page number must be numbered on bottom center of the page with Roman numeral.

Appendix 6: Page on Student Declaration and Declaration of Acceptance by the Supervisor

STUDENT DECLARATION

← **Bold**

I hereby declare that this practicum report is the result of my own research except as cited in the references.

I acknowledge the the College of Law, Government and International Studies, Universiti Utara Malaysia reserve the rights to own the copyright of this report for research and academic purposes.

Submitted date _____

(Student's Signature)

DECLARATION OF ACCEPTANCE

← **Bold**

After careful observation, this practicum report entitled **Kementerian Perdagangan Dalam Negeri Dan Hal Ehwal Pengguna, Bahagian Penguatkuasa Cawangan Seberang Prai** by **Mohd Zulkipli bin Abu Hassan** Matric No. **28673** is accepted in partial fulfillment of the requirement for the Bachelor Degree of International Affairs Management with Honours.

Acknowledged by:

(_____)

← **Supervisor's Name**

UUM Supervisor

College of Law, Government and International Studies

Universiti Utara Malaysia

Date :

Appendix 7: Acknowledgement Page

ACKNOWLEDGEMENT

I take this opportunity to acknowledge the many individuals who have assisted with the preparation of this practicum report

Note: Acknowledgement shall not be more than TWO (2) pages, but can be written in more than a paragraph single spaced. Roman numeral page number.

Appendix 8: Abstract Page

ABSTRACT

The importance of export-led growth in economic development as a strategic plan has been a policy of many developing countries since the 1970s. Hence active government's role in promoting and protecting production capability is considered as imperative. In the case of Malaysia, the role of MATRADE in this situation is considered as crucial. This paper finds that

Note: The abstract should be two hundred words or less. An abstract is a concise single-paragraph summary of completed work or works in progress. It would include the rationale behind the study, a general approach to the problem, pertinent results, and important conclusions or new questions. Roman numeral page number.

Appendix 9: List of Tables

The list of tables and illustrations should follow the table of contents and should list all tables, photographs, diagrams, etc., in the order in which they occur in the text. Photographs, maps, graphs and other statistical tables should be mounted where they appear in the text. Great care should be taken in folding maps, diagrams or tables larger than the paper size.

List of Tables		
No. Table		Page
Table 1.1	Food Self-Sufficiency Level 2016	10
Table 2.3	Sustainable Development Index	15
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Appendix 10: Abbreviation Page

ABBREVIATION

COLGIS	College of Laws, Government and International Studies
MATRADE	Malaysia External Trade Development Corporation
UUM	Universiti Utara Malaysia
YDP	Yang Dipertua

Note: Abbreviation list should be listed in alphabatecial order (A-Z). Roman numeral page number.

Appendix 11: Table of Contents Page

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1.1	Brief Introduction of the Organization	1- 2
1.2	Summary of Activities	3
1.3	Practicum in-Review	4-7
(RESEARCH PAPER TOPIC: e.g, Bureaucratic Dysfunction and Its Cost to National Output: A Case Study on Custom Department)		
2.2	Introduction	8-10
2.3	Topic Discussion	11-15
2.4	Topic Discussion	16-18
2.5	Topic Discussion	19-21
2.6	Conclusion	22
REFERENCES		
APPENDICES		

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Note: TABLE OF CONTENTS must be written in single spacing. Roman numeral page number.

Appendix 12: INTAFF Assessment Rubric for Practicum



Pusat Pengajian
Antarabangsa (SoIS)
SCHOOL OF INTERNATIONAL STUDIES
Universiti Utara Malaysia

ASSESSMENT FORM GFPX3908 PRACTICUM BACHELOR OF INTERNATIONAL AFFAIRS MANAGEMENT PROGRAM (BIAM) SCHOOL OF INTERNATIONAL STUDIES UUM COLGIS

Name [Student]	
Matric No.	
UUM Supervisor's Name	

A. Evaluation by UUM Supervisor (40%)

No	Research Report Components	Marking Formula	Student's Marks	LOC
1	Research Paper (30%) ♣ Relevancy & organization ♣ Clarity ♣ Analysis ♣ Comprehensiveness ♣ Reference	obtained marks/5pts obtained marks/5pts obtained marks/10pts obtained marks/5pts obtained marks/5pts		LOC2
2	Practicum in Review (5%)	obtained mark/5pts		LOC4a
3	Log Book & Attendance (5%)	obtained mark/5pts		LOC5
4	Total per 100%	Total [No.1 + 2 + 3]		

B. Evaluation by Supervisor [Employer] (60%)

No	Component	Marking Formula	Student's Marks	LOC
1	Student's Performance Report (Prestasi Pelajar) (20%) * Based on Organization Confidential Report (Student's Performance)	obtained marks/50pts x 20%		LOC3a
2	Student's Soft Skills Report (Kemahiran Insaniah Pelajar) (40%) * Based on Organization Confidential Report (Student's Performance)	obtained marks/125pts x 40%		LOC3f
	Total per 100%	Total [No. 1+2]		

Note: This form must be submitted to the Program Coordinator together with a copy of the final result and Employer's Student Performance Confidential Form.