

FACULTY OF ARTS AND SOCIAL SCIENCES
DISCOVERY YEAR INTERNSHIP PROGRAMME (DW-3001)
Handbook for Supervisors, Employers and Students

1. INTRODUCTION

University graduates are valued throughout the world for their specialised knowledge, their analytical skills and their capacity for abstract thought. The presence in the workforce of large numbers of university-educated people is essential for continuing social, economic and technological development. This is true at all levels of the workplace hierarchy: senior management need to be familiar with a wide range of current theories and practices in order to choose appropriate technological and socio-economic options and policies, while middle management and the workforce in general need to draw on an ever-widening pool of technical skills as the technological infrastructure of developed societies becomes more sophisticated. Despite these advantages, the employability of university graduates is sometimes blunted by a lack of practical experience. It is for this reason that Universiti Brunei Darussalam (UBD) has introduced an Internship programme as one of the possible semester-long components of the third year of the undergraduate degree, which is intended to serve as a Discovery Year. In order to broaden their appeal to prospective employers, students who choose the Internship option are attached to an appropriate organisation within or outside Brunei, and will spend the equivalent of 14 weeks working as a full-time employee of that organisation. During this time, the student will be expected to develop work discipline, an ability to interact and cooperate with fellow colleagues, leadership qualities, and a suite of technical skills appropriate to the place of work.

2. AIMS AND OBJECTIVES

Internship is one of the semester-long educational opportunities available to UBD undergraduate students during the third year of their degree, the Discovery Year. At the beginning of the first or second semester of the Discovery Year, a student who chooses the Internship option is attached full time to an appropriate institution in the public or private sector to gain experience in the application of theoretical knowledge acquired at the University, and to develop the job skills essential for a competitive 21st century workforce. These skills include a capacity for creativity, innovation, critical thinking, decision making, interpersonal communication, collaboration with peers and other workplace colleagues, and personal and social responsibility. Where possible, the student should also be given an opportunity to collect, store, interpret and disseminate information of a type appropriate to the place of work, and to develop literacy in information and communication technology. The objective of the Internship programme is to expose students to real-world problems and working environments, and to enable them to acquire first-hand experience of applying their theoretical knowledge and training to practical problems. It is recognised that, with their structured training, logical outlook and analytical and quantitative skills, students might help solve problems encountered in the organisation to which they are attached. Further, the Internship programme provides students with an opportunity to develop an appreciation and confidence in the use of the knowledge base they have previously acquired at UBD. Internship also gives prospective employers the opportunity to monitor the performance of students in a work situation. One semester of Internship carries 16 Modular Credits.

3. TERMS OF REFERENCE

(A) THE STUDENT

- i. The nature of the work (or project) to be undertaken by the student will be agreed mutually between the employing organisation and the student's home Faculty at UBD. A brief outline of the nature of the tasks to be carried out should be prepared ahead of the starting date by the employer, and discussed in detail between the contact person at the employing organisation and the student's supervisor in the home Faculty. Before reporting to work at the employing organisation, the student is expected to become familiar with the organisation's set-up, objectives and working operations.
- ii. The normal duration of the student's attachment to the employing organisation will be **14** continuous weeks, each of five 8-hour working days.
- iii. The student is required to give an oral presentation **either at Home Faculty or Host Agency**, of 20 to 30 minutes in length, describing the nature and outcomes of the work attachment and project. The time and place of the presentation will be chosen by **either Home Faculty or Host Agency** in the final week of their attachment.
- iv. The student should submit a report of 3,000 words, describing the nature and outcomes of the work attachment and the project, to his or her supervisor in the Home Faculty **on the day of the oral presentation**.

The report should be divided into two sections: *Experiences during the attachment period (first section)* and *The Project (second section)*. The report for the *first section* should be discussed in brief with **not more than 1,000 words**. The report should incorporate the following:

- a) Introduction: A brief outline of the Internship programme, the name of the employing organisation, the duration of the work attachment, and the name of the supervisor in the student's home Faculty and the contact person in the employing organisation.
- b) About the employing organisation: Its set-up, objectives, working operations and role.
- c) Work specifications: The need for, nature of, and objectives of the tasks assigned to the student during the work attachment.
- d) Methodology: Approach, techniques and methods of data collection and analysis used, if applicable.
- e) Relevance/Usefulness: On how useful the programme was to the student and to the employing organization.
- f) Comments: On the use made of theoretical knowledge acquired during the student's previous semesters at UBD.
- g) Overall discussion: Of the value of the work attachment, including any suggestions for change or improvement.
- h) References: A list of books and documents used.

Meanwhile the report for the *second section* should be written **not more than 2,000 words**. The project can be an event project or small research project that conducted by using the resources that provided at the agency. The report should incorporate the following:

- a) The title of the project.
- b) Introduction: A brief discussion of the project such as outline, background, concept or definition, and significant.
- c) Methodology: Approach, techniques and methods of data collection and analysis used.
- d) Procedure: The procedure should discuss how the project conducted, the problems and problems solving (applicable for event project).
- e) Outcome: Should discuss the finding of the project.
- f) Conclusion: Conclude the project and its' finding, including suggestions for improvement.
- g) References: A list of books, articles and documents used.

(vi) If the student's Home Faculty deems it appropriate, the written report and/or oral presentation can be delivered in two or more smaller components (biweekly or monthly presentation) and can be delivered in a non-traditional format, such as an internet blog or an electronic diary.

(B) THE CONTACT PERSON

The contact person at the employing organisation will oversee the day-to-day progress of the student during the period of the work attachment. Any cause for dissatisfaction should be reported to the supervisor in the student's Home Faculty in the first instance, and then, if necessary, to the Internship Coordinator or Dean of the Home Faculty for remedial action. The contact person should also arrange any supplementary training that might be deemed necessary for successful completion of the tasks assigned to the student. At the end of the period of work attachment, the contact person will be involved in the assessment of the student as described in Section 5 below. In particular, the contact person should submit a brief written report on the overall performance of the student, and if possible should attend the oral presentation given by the student.

(C) THE INTERNSHIP SUPERVISOR

The Internship supervisor is a member of the student's Home Faculty nominated by it to liaise with the contact person while the student is on work attachment. It is expected that the supervisor should visit the employing organisation at least once a month (if the attachment is being conducted within Brunei) to interview the student and discuss any problems that may have arisen, and in general check on the student's progress. If the work attachment is being conducted outside Brunei, the supervisor should contact the student by phone or email to monitor progress at least once every two weeks.

At the end of the semester, the supervisor will be involved in the assessment of the student as described in Section 5 below. In particular, the supervisor will evaluate the student's written report and attend the oral presentation given by the student. The detailed template of supervisor's report is included in Appendix A.

(D) THE INTERNSHIP COORDINATOR

Internship Coordinator is responsible for the overall practical administration of the Internship programme. The Coordinator will facilitate or directly assign the placement of Internship students with particular employing

organisations, and should maintain a global view of the Internship programme during the attachment period by keeping in touch with all the supervisors.

4. MONITORING PROCESS

The essential features of the monitoring process have already been described in Section 3 above. Each contact person should continually monitor the extent to which the student is fulfilling the tasks that have been set and, in the case of any shortfall, decide whether the explanations offered by the student are reasonable or not. Unforeseen practical or academic difficulties will often arise, and in particular it can be difficult to keep to a pre-set timetable. It might be helpful for the contact person to hold a review with the student at the halfway point of the period of work attachment. It would also be useful for the contact person to note any independent contributions made by the student during the course of his or her work.

5. ASSESSMENT

(i) The performance of a student in the Internship module will be assessed as either “Satisfactory” or “Unsatisfactory”. This assessment will be based on:

- a) A report written by the contact person at the employing organisation. **[40%]**
To be submitted one week after the student finishing the internship.
- b) An oral presentation of 20 or 30 minutes in length delivered by the student either at his or her Home Faculty or Host Agency in the final week of the attachment. **[20%]**
- c) A report of 5,000 words to be submitted by the student in three types of written report **[40%]:**
 - 1. Reflectory Essay (10%)**
 - (i) To be submitted to the Internship Supervisor by **the end of the first month at the agency.**
 - (ii) Approximately 1000 words
 - (iii) Should include student personal reflection before and after their arrival at host agency
 - (iv) Individual work
 - 2. Logbook/ Portfolios of Activities (10%)**
 - (i) To be submitted to the Internship Supervisor at **every end of respective month.**
 - (ii) Should be very brief and highlight the main events/ occasions (including problems encountered & troubleshooting done)
 - (iii) Student can also use attachment(s) whenever needed
 - (iv) Individual work
 - 3. Final Report (20%)**
 - (i) One final report to be submitted **on the day of the oral presentation.**
 - (ii) Of about 3000 words in length
 - (iii) Individual work

Although a percentage weighting has been attached to each of the assessment points (a), (b) and (c), this is for the purposes of guidance only. If the student's supervisor is content that the overall performance is satisfactory, a grade of "Satisfactory" will be awarded. No mark will be associated with the grade, and the grade will not contribute to the student's Grade Point Average.

(ii) The following factors may be considered by the contact person in compiling his or her confidential report on the student's performance in the workplace:

- | | | |
|---------------------------------------|--------------------------|------------------------|
| (a) attendance | (b) conduct | (c) punctuality |
| (d) discipline | (e) dedication | (f) initiative |
| (g) communication skills | (h) industry | (i) drive |
| (j) interaction with fellow employees | (k) leadership qualities | (l) final achievements |

A detailed template for the confidential report is included in Appendix B.

(iii) The contact person is to pass the confidential report to the student's supervisor. If the supervisor is for some reason unavailable, the report should be given to the Faculty's Internship Coordinator.

(iv) In consultation with the Internship Coordinator and on the basis of the criteria mentioned above, the supervisor will recommend to the Home Faculty a grade of "Satisfactory" or "Unsatisfactory" for the module.

(v) If the student is awarded a grade of "Unsatisfactory" for the Internship module, he or she will not be credited with 16 MCs for the module and will need to make up these 16 MCs at a later date, either by repeating the Internship module or another of the Discovery Year options, or by passing a further 16 MCs of Breadth modules.

6. RULES AND REGULATIONS

During the period of work attachment, the student will be subject to the general rules, regulations and working conditions of the employing organisation concerning (a) working hours, (b) leave and holidays, (c) dress, (d) discipline, (e) conduct and (f) confidentiality.

APPENDIX A

**FACULTY OF ARTS AND SOCIAL SCIENCES
DISCOVERY YEAR INTERNSHIP PROGRAMME (DW-3001)**

FACULTY SUPERVISOR'S REPORT

Academic Session : _____

Semester : _____

Host Agency : _____

No.	Reg. No	Student's name	Written Report (40%)	Presentation (20%)	Overall: Satisfactory or Unsatisfactory

Comments:

Name of Supervisor : _____

Signature : _____

Date : _____

APPENDIX B

**FACULTY OF ARTS AND SOCIAL SCIENCES
DISCOVERY YEAR INTERNSHIP PROGRAMME (DW-3001)**

EMPLOYER'S REPORT

Student's Name:

Student's Registration Number:

Period of Internship Programme:

Workplace Supervisor:

Host Agency:

Department:

Assessment Profile (Put '√' in the appropriate box with specific value).

Assessment Criteria	A (Excellent) (79+)	B (Very good) (70-79)	C (Good) (60-69)	D (Average) (50-59)	E (Poor) (40-49)
Attendance					
Conduct					
Punctuality					
Discipline					
Dedication					
Initiative					
Communication skills					
Industry (hard working)					
Drive (enthusiasm)					
Interaction with fellow employees					
Leadership qualities					
Final achievement					
Overall grade					

Comments:

Signature of the head of the institution

Date:

Employer's authorisation:

I submit this report as confidential and it shall not be disclosed to the student

I authorise a copy of this report to be made available to the student