



UNIVERSITI TEKNOLOGI MARA

HRM666: HR INTERNSHIP

Course Name (English)	HR INTERNSHIP APPROVED
Course Code	HRM666
MQF Credit	12
Course Description	HR internship is the concluding course for all undergraduate programs under the Faculty of Business and Management as stipulated in the Plan of Study. A student is required to undergo internship attachment or on the job training (OJT) in the areas relevant to his/her academic program and field of specialization. Internship course serves as an applied training ground for a student to gain practical knowledge and to acquire workplace skills to enhance his/her knowledge, skills and abilities in organizations approved by the Industrial Training Unit of the faculty. The internship is carried out at selected and approved organizations in accordance with the internship guidelines determined by the faculty. This would provide exposure to work and responsibilities in carrying task identified by the company. It would further enhance the practical skills, knowledge, and attitude in executing the task at hand. At the end of the 24 weeks internship duration, a student is required to submit an internship report to the appointed faculty advisor.
Transferable Skills	Professional demeanour communication skills.
Teaching Methodologies	Industrial Training, Demonstrations, Presentation, Supervision, Performance, Work-based Learning
CLO	CLO1 Apply business concepts and theories to real-world decision-making. CLO2 Display professional demeanor and good work ethics at the workplace. CLO3 Demonstrate communication skills in office tasks and report presentation. CLO4 Solve the problem by using various information and/or applications. CLO5 Perform the standard procedures or techniques related to the tasks given by the organization.
Pre-Requisite Courses	No course recommendations
Reading List	This Course does not have any book resources
Article/Paper List	This Course does not have any article/paper resources
Other References	<ul style="list-style-type: none"> • Book James R. Evans 2017, <i>Business Analytics: Methods, Models, and Decisions</i> , Pearson • Book Suryani Che Din, Sri Fatiany Abdul Kader Jailani, Noor Azzah Said, Sazimah Mohd Salleh, 2019, <i>Microsoft Office Essentials and Applications</i> , Cengage • Book Veera Pandiyan Kaliani Sundram, V.G.R Chandran Govindaraju, Atikah Shamsul Bahrin, Thirunavukkarasu Krishnasamy, Rohani Mohd, Nazura Mohamed Sayuti, Akmal Aini Othman 2016, <i>Research methodology: tools, methods and techniques</i> , Malaysia Logistics and Supply Chain Association (MLSCA)