

Course Content - Offered by the Career Guidance Unit

FS 3001	Internship Training	MS 4014	Industrial Training
FS 3002	Service Learning	MS 4015	Industry Research Project

FS 3001 Internship Training - (6 Credits)

Rationale:

This course has designed to makes students to apply the classroom's abstract theories and learned examples concrete by placing the student in a real-life work situation. Internships are a proven way to gain real-world knowledge, skills, and experience while establishing important connections in the field. Internships and volunteer experiences make candidates more competitive in the job market and provide an opportunity to see if the particular career field fits the student.

Pre-requisites:

- Satisfying the enhancement course requirements by the end of the 5th semester (EC 1015, EC 2015 are given priority).
- Obtaining at least a meritorious grade for the enhancement course on Career and Personal development III (EC 3015).

Intended learning outcomes:

On completion of the course the students would be able,

- To gain valuable work experience
- To explore a career path
- To connects theory and practice
- To strengthens analytical, problem-solving and critical thinking skills
- To develop their soft skills (e.g.: communication, team work)
- To enhance leadership skills

Course contents:

Joining a company as an intern provided the opportunity to work hands-on in a professional environment. Internships provide the building blocks that are needed for the future. Many internship opportunities help set the foundation for one's career and they are great tools for improving one's chances as a job applicant.

During this programme, the interns undergo full-time, structured on the job training in a variety of areas of their choice, i.e. finance, management, human resources, production, development, marketing, information technology, etc.

Register interns with their appointment letter, Placements of Interns, Mentoring sessions.

Method of evaluation:

Monthly Progress Reports	5%
Mid Semester Evaluation	25%
Report	50%
Presentation	20 %

Internship Training Guidelines

This training provides our students the opportunity to apply academic knowledge and skills in diverse corporate settings, while earning academic credits. Internship training was first introduced to the curriculum of the Faculty during the academic year 2008/2009. This training is also expected to equip the undergraduate with knowledge, skills, attitudes and mind set required to render her/him more employable as a graduate. Under this programme the interns are expected to undergo full time, structured on-the-job training in a variety of areas of their choice *i.e.* finance, management, HR, production, development, marketing, IT etc.

This training, which is of 3 months duration, carries a weight of **06 academic credits** (i.e. if a student scores an 'A' grade for the training, he/she will be allocated 06 'A's) out of the 30 credits he/she has to complete for the final year of the degree program.

The evaluation of this training is based on 4 components:

i) Monthly Progress Reports - 5 marks

Monthly progress made by the intern in terms of knowledge gained, tasks completed and skills acquired is assessed by the academic mentor based on the report submitted (monthly). Proper maintenance of the Internship diary will also be evaluated.

ii) Mid semester evaluation by the placement mentor (in industry) - 25 marks

The progress made by the intern in terms of knowledge and skills acquisition and of attitude(s) in the work environment is evaluated by the placement mentor.

iii) Report – 50 marks

The Report should be related to the work of the intern during the training period. Title of the Report should be approved by the placement & academic mentors. The Report will be evaluated by a panel of examiners comprising the placement mentor, academic mentor and an independent professional of the relevant field.

iv) Presentation -20 marks

The Presentation should be based on the report (mentioned in iii)), with emphasis on new knowledge and skills gained, and attitudinal changes acquired during this training. Presentation skills and the content will be evaluated by a panel of examiners comprising the academic mentor and the independent professional who evaluated the Report.

FS 3002 Service Learning - (8 Credits)

Rationale:

Service-learning projects are novel conceptual working experience that is a combination of voluntary community service and academic learning. This target provide opportunities to the undergraduates to exercise their scientific abilities to contribute in community projects funded by a corporate sector partner.

Pre-requisites: Obtaining a GPA of 2.30 at the end of the 4th semester.

Intended learning outcomes:

On completion of the course the students would be able,

- To develop transferable skills required for the corporate world.
- To develop teamwork, target completion, and project management skills.
- To demonstrate a sense of citizenship and social, professional and ethical responsibility.

Faculty of Science provides opportunities for undergraduates to foster habits of public engagement through Service Learning. Service Learning (FS 3002) is a unique experience that combines academic coursework with meaningful service activities and critical reflection on that service.

- Puts the theory learnt in the classroom into practice in the community.
- Projects are uniquely tailored to meet specific learning objectives and community needs.

Method of evaluation:

- Report - 45% (Individual mark)
- Viva – 30% (Individual mark)
(Viva board – Academic mentor, Cooperate sector mentor and second examiner)
- Log book – 10% (Individual mark)
- Group Presentation – 15%

Service Learning Programme is a Triple Helix model where 3 parties work together.

Service Learning was started in 2012 under the Career Guidance Unit.

We are the first university to implement such a programme in Sri Lanka.

- When: 2nd semester of the 3rd year
- To whom: General Degree students
- Duration: 5 - 6 months

Highlights

- An academic programme with 8 academic credits
- Projects are supervised by volunteer academic mentors of the faculty
- Projects are mostly funded by Corporate Social Responsibility (CSR) projects of private sector.
- Each project has an academic mentor and a placement mentor-in charge of designing, implementation and review of projects.

We do Service-Learning projects on different fields as follows,

- Education
- Health and Nutrition
- Projects on leadership, Capacity building and Innovation
- Environmental Conservation

School to Office Project 2015:

Sponsor: HNB Assurance

Empowering students with IT & Vocational training (2012-2018):

Sponsor: Commercial Bank PLC

Guidelines for Service Learning (FS 3002)

Service-Learning projects are designed and offered to undergraduates to work with corporate sector partners to engage in volunteer community service while gaining eight (08) academic

credits. The Faculty of Science of the University of Colombo is the first in the country to offer Service Learning as an academic course.

Implementation:

For each project an **academic mentor/s** from the Faculty and a **placement mentor** from the sponsor will be appointed. From the group members, students should appoint a **group leader** and a **coordinator** who are responsible for managing activities, finances and time as well as liaising with the mentors. Please inform your mobile no and e mails to CGU and both are responsible for smooth coordination and communication.

- a. All-important activities that are carried out should be brought to the notice of the academic mentor. At any given time, the academic mentor has the right to interfere with, comment on and alter if necessary, the activities implemented. It is the duty and the responsibility of the student/ group to meet the academic mentor at least once in two weeks to discuss progress and get advice.
- b. Students who participate in SL projects are encouraged to extend volunteer help to other events at the Faculty when required.
- c. Academic mentor and Chairperson/ Service-Learning Committee of the Career Guidance Unit are the decision-making bodies related to any projects. Without prior consent of them no student can amend/ alter / postpone any activity/program related to SL.
- d. It is mandatory for the students to participate in all programs that are organized by the CGU to develop soft skills and enhance quality of the program.

Duration:

All students must be engaged in the chosen project for a total of **20 hours per week for 6 months**.

Records:

Use the Service-Learning diary to record activities which should get endorsed bi-monthly by the academic and corporate mentors. The records should reflect the work carried out, tasks completed, and skills developed.

Each student could create a portfolio to present samples of written work, photographs, videos, reports, summaries and other documentation of the learning outcomes of the service-learning experience.

Work ethics:

Students are expected to meet reasonable code of ethics and time schedule requirements as determined by the academic mentor/ Service-Learning Committee.

Prohibited activities:

Students are not supposed to engage in the following activities:

- Volunteer/ paid work where no academic objectives are addressed
- Work that involves promotion of business entities and political agendas
- Activities that lead to social disharmony
- Activities that pose physical risks to individuals/ society
- Activities that are unethical and illegal

Precautions:

All student should take necessary precautions when getting involved in field work, using equipment, travelling outstations, staying overnight etc. If such activities carry risks, it is the duty of the student to inform the mentors.

Student evaluation:

Evaluation and grading will be based on participation and completion of assigned responsibilities, written reports, presentation and a viva exam at the end of the semester. This will be carried out by the mentors and independent evaluators from the academic staff.

Other requirements:

The results will be released *only after the essential requirements* such as successful completion of project reports, presentations, seminar, viva etc. are met.

CODE OF ETHICS AND PROFESSIONAL CONDUCT

The Career Guidance Unit (CGU), Faculty of Science, University of Colombo wishes to introduce a Code of Ethics and Professional Conduct in order to provide an environment to maintain and to continuously enhance high standards of academic quality and professional practice.

The Code applies to all students enrolled in any of the academic or enhancement programs as well as to events and activities affiliated with, sponsored by or authorized by the Career Guidance Unit.

The Career Guidance Unit expects all students and participants in the above mentioned programs to conduct themselves in a highly ethical and professional manner. It should be noted here that academic mentors of the Faculty of Science extend their services voluntarily in all courses and programs in the CGU in order to guide you towards achieving your goals.

All students are expected to familiarize themselves with the Code.

I. Professional Ethics

- a) ***Commitment***: All students should take necessary and timely steps to show commitment to excellence in programs that the CGU offers in order to create an effective learning environment which contributes to fulfilment of needs of the students.
- b) ***Accountability***: Students should always adhere to policies, procedures and instructions in relation to a particular programme or course and accept responsibility for his/her actions, involvements, shortcomings or errors. All should cooperate with the CGU in maintaining the standards and reputation of the University.
- c) ***Integrity***: Students are expected to act with honesty and trustworthiness in all academic and enhancement courses. This applies to participation in different on-campus and off-campus activities from following lectures to engaging in community development projects. Students are expected to ensure that all actions are free from any conflict of interests among different parties.
- d) ***Compassion and Respect for Others***: All students should understand and demonstrate respect for the rights of others (academic and non-academic staff, student community, non-university

associates including government, corporate sector partners, members of the general public when and where they are involved in) in academic or professional settings and show equal respect for all persons, regardless of race, gender, religion, socioeconomic status or any other condition. Courtesy in all forms of communication (verbal, written) is expected at all times.

II. Professional Conduct

Students are expected to adhere to accepted ethical and professional conduct during the activities and courses that are conducted by the CGU. The following activities are considered as a violation of such:

- a. Violation of terms and conditions described in course policies or syllabi or as otherwise articulated in relation to any course or activity conducted by the CGU.
- b. Addressing faculty staff, mentors, external mentors/ supervisors, or other students, in an unprofessional, disrespectful and inconsiderate manner
- c. Wearing unacceptable, unprofessional attire for a class, programme, examination or an interview or any other academic or a professional event conducted in campus or outside the university
- d. Revealing confidential information about a programme conducted specially with corporate sector involvement
- e. Using electronic resources and communication systems in a manner that is irresponsible and inappropriate. This includes but is not limited to: inappropriate use of communication via phones and emails, instant messaging, social media, blogs, and websites regarding the programs conducted by the CGU or related personnel with malicious intentions.

f. Ethics in Examinations and Evaluations

Practicing any form of academic misconduct including but not limited to **plagiarism**, copyright infringement and violating fair use policies in a written or viva voce examination, presentation, report, log book and learning diary or any evaluation media is regarded as breach of academic honesty and integrity. Thus, all students are expected to refrain from the following activities:

- i. Providing assistance during an academic evaluation to another student in a manner not authorized by the CGU
- ii. Cheating, fabrication of results, providing false information in writing or otherwise

- iii. Submitting any report or presentation that has previously been submitted or simultaneously submitted without fair citation of the original work.
- iv. Unauthorized possession or use of a copy of any materials that have been used for any evaluation process
- v. Non adherence to “fair use” practices where substantial amount of material is used from a single source.
- vi. Noncompliance to group work policies by non-contribution or sabotaging the activities
- vii. Assisting or attempting to assist another student to violate this code
- viii. Lack of cooperation, if called upon, in the investigation of any allegation of dishonesty and misconduct in relation to fellow students.

Breach of this Code shall be reported to the Director of the CGU.

Students continue to be bound by the University’s disciplinary code and examination regulations.

III. Violations of Professional Conduct

Sanctions may include but are not limited to, a failing grade in the relevant course or internship, or suspension from the University for a specified period.

Students should also remember that unprofessional conduct in the workplace while doing an internship or industrial training may result in sanctions by the employer, including loss of the position, which would lead to automatic failure in the course unit.

Plagiarism defined as:

1. Submitting another person’s work as your own.
2. Including another person’s work (language, ideas, results, data, graphics/images etc.) in your submissions without proper acknowledgment or citations.
3. Copying another person’s paragraphs or sentences into your work with or without minor changes, even if you cite your sources.
4. In cases where you consider it necessary to quote (copy word for word) a sentence or two of someone else’s language, failure to put it within quotation marks.

MS 4014 Industrial Training (6 Credits) - (180P)

Prerequisites: None

Rationale:

This course provides real-life industrial working experience, making the students more aware of the needs and expectations of industry as well as making them more employment ready. Further, the training enables students to develop their soft skills.

Intended Learning Outcomes:

At the end of the training period students will be able to:

- improve their knowledge and skills relevant to the area of study/ training
- integrate classroom theories, concepts and knowledge with workplace practice
- develop critical reasoning and independent learning
- appreciate the ethical basis of professional practice in industry
- explore options in career plans and goals

Method/s of Evaluation:

Continuous Assessment – 40%

End of semester presentation – 60%

MS 4015 Industry Research Project (6 Credits) - (180P)

Prerequisites: None

Rationale:

This course provides opportunities for the students to Master the fundamental principles of management, economics and accounting and gain experience in the world outside the classroom.

Intended Learning Outcomes:

At the end of the research project students will be able to:

- plan and conduct an independent project within an industrial setting
- provide In-depth technical competence in modern research technologies
- develop critical reasoning, problem solving skills and independent learning
- analyze and evaluate the final results and present a detailed written thesis

Method/s of Evaluation:

Mid-semester research progress presentation – 20%

End of year evaluation of project thesis -50%

Viva voce – 30%

Industrial Training Guidelines

This training provides our students the opportunity to apply academic knowledge and skills in diverse corporate settings, while earning academic credits. Internship training was first introduced to the curriculum of the Faculty during the academic year 2008/2009. This training is also expected to equip the undergraduate with knowledge, skills, attitudes and mind set required to render her/him more employable as a graduate. Under this programme the interns are expected to undergo full time, structured on-the-job training in a variety of areas of their choice *i.e.* finance, management, HR, production, development, marketing, IT etc.

This training, which is of 6 months duration, carries a weight of **12 academic credits** (i.e. if a student scores an ‘A’ grade for the training, he/she will be allocated 12 ‘A’s) out of the 30 credits he/she has to complete for the final year of the degree program. Students must score these 12

credits under two evaluation criteria; industrial training (MS 4014) 6C and industrial research project (MS 4015) 6C.

The evaluation of Industrial Training (MS 4014) 6C

v) Monthly Progress Reports – 40 marks

Monthly progress made by the intern in terms of knowledge gained, tasks completed and skills acquired is assessed by the academic mentor based on the report submitted (monthly). Proper maintenance of the Internship diary will also be evaluated.

vi) End of semester presentations and Viva – 60 marks

In terms of knowledge gained, tasks completed and skills acquired is assessed by the academic mentor and an external examiner at the end of the semester.

The evaluation of Industrial Research Project (MS 4015) - 6C

i) Mid semester progress presentation - 20 marks

The progress made by the intern in terms of knowledge and skills acquisition and of attitude(s) in the work environment is evaluated by the academic mentor and the external examiner.

ii) Project Report – 50 marks

The Report should be related to the research that was conducted during the training and the title of the Report should be approved by the placement & academic mentors. The Report will be evaluated by the academic mentor and an independent professional of the relevant field.

vii) Viva voce -30 marks

The Presentation should be based on the report (mentioned in ii), with emphasis on new knowledge and skills gained, and attitudinal changes acquired during this training. Presentation skills and the content will be evaluated by a panel of examiners comprising the academic mentor and the independent professional who evaluated the Report.