



**COLLEGE OF BUSINESS
UNIVERSITI UTARA MALAYSIA**

No.	Information on Course					
1.	Course Name : PRACTICUM					
2.	Course Code : BWRX 4908					
3.	Name(s) of Academic Staff : Dr. Habibah Tolos					
4.	Rationale for the inclusion of the course in the programme : This is one of the core courses for Bachelor in Risk Management and Insurance (BRMI) programme.					
5.	Semester/Year Offered : 8/4					
6.	Total Student Learning Time (SLT)	Face to face			SL	TLT
	L = Lecture T = Tutorial P = Practical O = Others	L	T	P /	O	335
7.	Credit Value : 8 (16 weeks)					
8.	Pre-requisite (if any) : Have taken and pass all courses under the programme structure					
9.	Objective(s) of Course : Upon completion of the course, students are expected to <ol style="list-style-type: none"> 1. Gain working experience which cannot be acquired during university life. 2. Apply theories and skills into actual professional situations. 3. Develop teamwork skills. 4. Strengthen the relationship between the university and the industry. 					
10.	Course Learning Outcomes Upon completion of the course, students are able to: <ol style="list-style-type: none"> 1. Apply theories into practice (C3, A1, P6). 2. Apply technology to facilitate their task in organizations (C3, A1, P6). 3. Demonstrate the ability to work in a team (C3, A3, P2). 4. Demonstrate the ability to communicate effectively (C3, A3, P2). 5. Demonstrate professional ethics and social responsibility (C3, A3, P2). 6. Demonstrate a commitment to lifelong learning and professional development (C3, A3, P2). 					

11.	Transferable Skills: 1. Communication skills 2. Analytical skills 3. Information technology (IT) skills 4. Leadership skills 5. Problem-solving skills 6. Teamwork skills							
12.	Teaching-learning and assessment strategy Mixed methods between lecturer supervisor and employer supervisor							
13.	Synopsis : The purpose of this course is to provide exposure to the students regarding the actual working environment by placing them to work in real organizations. In addition, the course enables the student to apply concepts and theories learnt in university into actual practices in areas related to of risk management and insurance. Students are exposed to the aspects of working in a team work environment, soft and hard skills development, and understanding of an organization culture. Students are also required to involve directly in executing the tasks assigned by the organization apart from accomplishing a practicum report in accordance with the guidelines determined by the College.							
14.	Mode of Delivery Practical Training							
15.	Assessment Methods and Types Firm/ Employer report Written report Log book Attendance report							
16.	Mapping of the course/module to the Programme Aims							
	Programme Aims			Course Learning Outcomes				
		1	2	3	4	5	6	
The aims of Bachelor of Risk Management and Insurance (Hons) programme are to produce intellectual, expert, competent and courteous graduates in the filed of risk management and insurance in order to meet the demand for workforce in related disciplines.			/	/	/	/	/	/
17.	Mapping of the course/module to the Programme Learning Outcomes							
	Programme Learning Outcomes			Course Learning Outcomes				
		1	2	3	4	5	6	

Identify and explaining the concepts and theories related to risk management and insurance.	/					
Apply concepts, tools, and techniques in solving real world risk management problems faced by companies in the pursuit of maximizing shareholder's wealth.	/					
Ability to analyse critically and analytically in the risk management process to assist in making effective decisions.					/	/
Communicate effectively orally, graphically, and in writing.		/		/		
Work effectively in teams and demonstrate interpersonal skills in the related discipline.			/			
Carry out the professional ethical code of conduct within the discipline of risk management and insurance.					/	/
Update, enhance and integrate risk management and insurance knowledge for career development on a continuous basis.						/
Demonstrate entrepreneurial skill and capabilities in identifying business opportunities in risk management and insurance.		/				
Ability to supervise and understand the roles of a leader.			/			

18.	Content outline of the course/module and the SLT per topic					
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Topic	Learning Outcomes	L	T	P	SL	TLT
1.0 SOFT SKILLS <ul style="list-style-type: none"> • Adaptation to working life Skills • Communication Skills • Critical Thinking & Problem Solving • Team Work Skill • LifeLong Learning and Information Management • Entrepreneurial skill • Professional Ethics and Moral • Leadership Skills 	1,2,3,4,5,6			/		

2.0 BACKGROUND OF THE COMPANY (10%) <ul style="list-style-type: none"> • Information of the company inclusive of mission and vision • Company's products/services • Management team and organizational structure 	1,2,3,4,5,6			/		
3.0 RISK MANAGEMENT ASPECTS IN THE ORGANISATION (20%) <ul style="list-style-type: none"> • Ability to identify potential risk • Ability to evaluate potential losses • Ability to recommend the appropriate risk management techniques to treat risks 	1,2,3,4,5,6			/		
4.0 SWOT AND TOWS ANALYSIS (20%) <ul style="list-style-type: none"> • Correct use of the analyses (SWOT and TOWS) • Application of the analyses (SWOT and TOWS) • Logical and reasonable recommendations made based on the SWOT analysis • Identify the rational and reasonable position of the organization based on the TOWS analyses. 	1,2,3,4,5,6			/		
5.0 SELF EXPERIENCE (20%) <ul style="list-style-type: none"> • Summary of the candidate's experience at the company • Summary of the candidate's job assigned • Problem(s) encountered during the internship training and means of solution(s) • Student's contributions to the organization 	1,2,3,4,5,6			/		
6.0 SUGGESTION AND CONCLUSION (15%) <ul style="list-style-type: none"> • Recommendations • Conclusion 	1,2,3,4,5,6					
7.0 ORGANISATION (15%) <ul style="list-style-type: none"> • Format of the report (table of content, references, appendixes) • Writing is free of error in grammar, sentence structure, capitalisation and spelling • Report is well presented 	1,2,3,4,5,6			/		

Assessment		Face to Face	SL	TLT
Employer assessment	40%	260.0		260.0
Report/University assessment	60%	2.0	73.0	75.0
Total Notional Hours		262	73.0	335.0
Credit Hours		8		
19.	References : <ul style="list-style-type: none"> • Organizational Annual reports • Practicum Report Writing Guidelines (http://uumpacob.uum.edu.my/index.php/practicum/report-writing-guideline) • Practicum Placement Handbook (http://uumpacob.uum.edu.my/index.php/practicum/practicum-placement-handbook) 			