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Universiti Utara Malaysia

PRACTICUM REPORT SEM I 2013/2014
BACHELOR OF
(DECISION SCIENCE/ INDUSTRIAL STATISTICS/ BUSINESS
MATHEMATICS) WITH HONOURS

PROJECT TITLE ← *replace with your project title*

BY:

STUDENT NAME ← *replace with your name*

SCHOOL OF QUANTITATIVE SCIENCES
UUM COLLEGE OF ARTS & SCIENCES

This report is prepared to fulfill the requirement of

SQSX3912 Practicum ← *replace with your PRACTICUM code*

PRACTICUM ORGANIZATION NAME ← *replace with organization name*

TOWN STATE ← *replace with organization town and state*

By:

STUDENT NAME ← *replace with your name*

MATRIC: **99999** ← *replace with your matric no.*

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SQSX3912 PRACTICUM

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CERTIFICATION

SCHOOL OF QUANTITATIVE SCIENCES
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[2013]

SQSX3912 PRACTICUM

I hereby acknowledge that the report titled PROJECT TITLE PRACTICUM by [STUDENT'S NAME] no. matrix [9999] accepted in partial fulfillment of the requirements for graduation SQSX3912 - PRACTICUM.

Name of UUM Supervisor:

Date :

Signature :

Abstract

[Pre-Chapter Body Text: The first line of each paragraph is not indented and the lines are justified, i.e., the right margin is even rather than ragged. Paragraph are formatted as follows: Times New Roman, Size 12, spacing of 1.5 lines, Sentence case and Justified.>

The abstract is a concise technical summary of the full report whose purpose is to enable a reader already familiar with the subject to decide whether it is worthwhile to read the work in full. Self-contained and fully intelligible without reference to the report itself, the abstract generally focuses on the research design and its methods or sources in relation to results; it is sometimes described as a miniature of the report because it conveys the tone and scope of the complete work while omitting its details. The abstract includes a statement of purpose, description of methods, and summary of major results, conclusions, and recommendations; it does not include illustrations, bibliographic references, any materials that do not appear in the full report, or, generally, references to the report. Normally 100 to 250 words in **ONE** paragraph, the abstract should be written after the substance of the report has been approved.

Acknowledgement

[Pre-Chapter Body Text: The first line of each paragraph is not indented and the lines are justified, i.e., the right margin is even rather than ragged. Paragraphs are formatted as follows: Times New Roman, Size 12, spacing of 1.5 lines, Sentence case and Justified.>

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Table x.x: Mean and SD for 2

<The List of Tables is self-generated. As you add more tables, right click on the list of tables and choose “Update Field” to update the information in the List of Tables. Then, choose the option “Update entire table” to update the changes made in your report>

List of Figures

Figure x.x: Determinant of $\vartheta_p, \alpha_c(h)SMVV$ when $n \rightarrow \infty$ and $p = 10$ 3

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<The Appendices listing is self-generated. As you add more appendices, right click on the list and choose “Update Field” to update the information in the Appendices. Then, choose the option “Update entire table” to update the changes made in your report>

List of Abbreviations

<Delete if not applicable>

CHAPTER 1

INTRODUCTION

Give a brief description of the organization. Usually, it should cover the origin, chronological progress, and current activities of the organization. Basically, the title of the internship will help determine the direction of the description in this section. A significant part of the introduction will focus on the topic you have chosen for study purpose

This prefatory section allows you to introduce your project and link it to the mission or function of your employer. Typically it consists of a description of the division or work group in which you were employed, set against the background of the larger organization of which it is a part; at a minimum it should include a general job description of your supervisors and their educational and professional qualifications, a concise statement of the function of the organization, current data about the number of people employed, the size of the budget, and any other information relevant to the company. This section should also include an organizational chart indicating how your work group fits into the larger organization.

1.1 Company Background (Heading 2)

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1.1.1 First Paragraph Following a Heading (Heading 3)

Headings with the styles Heading 3 can be extracted to appear in the table of contents with styles TOC 3.

1.1.1.1 Heading 4

Headings with the styles Heading 4 can be extracted to appear in the table of contents with styles TOC 4.

1.2 Format for Tables

<Tables are numbered according to chapters. For example the first table in Chapter 1 will be numbered as Table 1.1, the first table in chapter 2 will be numbered as Table 2.1, etc. Table titles are centred on the top, before the table Use Title Case (Capitalise Each Word) and italicized table titles. Text and numerals in tables must use Times New Roman font and be between 10 – 12 points>

Table x.x: Mean and SD for

Item	M	SD
1. The	3.27	0.77
2. I		

1.3 Format for Figures

<Similar to Tables, Figures are numbered according to chapters. For example the first Figure in Chapter 1 will be numbered as Figure 1.1, the first Figure in Chapter 2 will be numbered as Figure 2.1, etc. Figure titles are left aligned on the bottom, after the figure. Use Title Case (Capitalise Each Word) for figure titles. Text and numerals in Figures must use Times New Roman font and be between 10 – 12 points>

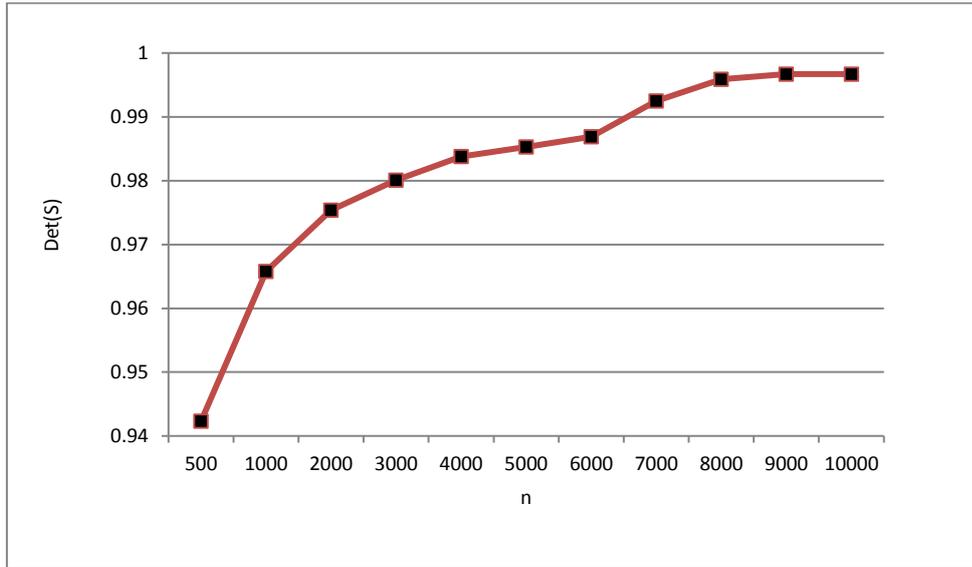


Figure x.x: Determinant of $\vartheta_{p,n}^\alpha \mathbf{c}(\mathbf{h}) \mathbf{S}_{MVV}$ when $n \rightarrow \infty$ and $p = 10$

CHAPTER 2

PROJECT DEFINITION

2.1 Background of the Study

In a nutshell, describe the nature of the study. If possible, do literature review and establish research gap to determine your contribution area. You can also identify some factors that could be considered the foundation factors of the study.

2.2 Problem Statement

Describe how worthwhile the problem is to be a research study. Then, define the problem with a broad or general statement. After making a broad statement of the problem, split the problem into different component factors.

Broad Statement: You have to make a general statement on the problem/research issue you are addressing.

For example, to have a broad idea of different activities of the organization.

2.3 Objectives of the Study

Specific objectives must be derived from the broad statement of the problem. For example, the specific objectives of the study are as under:

- 1.To know different activities of the organization;
- 2.To evaluate all the activities of the organization;
- 3.To identify different problems of the organization; and
- 4.To prescribe some solutions.

2.4 Scope of the Study

The scope of the study is confined to the organization you are working for. The study will investigate different areas which are related to your title of the study.

CHAPTER 3

METHODOLOGY

3.1 Data Collection

First, mention what type of study it is. (e.g. This research is an exploratory or descriptive or conclusive research in nature.

Mention the types of data used (e.g. primary data and secondary data or both) to conduct your study. If secondary data have been used, then mention the secondary sources properly. If primary data have been used, then you have to clearly mention the following.

3.1.1 Defining Population

- Who is the target population of your study?

3.1.2 Sampling Method (if needed)

-What is your sample size? (If possible, give the technique of sample size determination.)

- What sampling techniques have you applied to select your sample (respondents)? If you apply non-random sampling technique, then clarify why you have applied it instead of random sampling? Remember, random sampling should be the first choice.

-To reduce bias/error (sampling or non-sampling error), what measures have you taken?

- If necessary, give the description of sample element, sample unit, sampling frame, extent, time etc.

3.2 Method of Data Analysis

-Method of data collection (questionnaire method, observation method, direct interview method etc.)

-If you have used questionnaire, then mention the type of questions you have used, how you have prepared the questionnaire etc.

- If you have used any scale of measurement, then give its description, i.e. how you have prepared it, how many categories you have used, etc.

3.3 You can create your own title of subheading depend on types of analysis

For data analysis, what statistical tools you have used. If you have used any software, give the description of the software briefly.

CHAPTER 4

DATA ANALYSIS AND RESULT

This is the main part of the report. There will be a number of sub-headlines which will depend on the objectives of the study. Usually you have to make subheadings, depending on each specific objective.

CHAPTER 5

CONCLUSION

5.1 Conclusion

It should be more concrete.

5.2 Limitation of the Study

Give very short description of the limitations of the study. Most typical limitations are like time limitations, lack of experience, lack of confidential data etc.

5.3 Contribution of the Study

5.4 Recommendations / Policy Implications

This part should be specific. Here, you will mention: what to do? and how to do it?

You can number your recommendations.

REFERENCES

<In-text citations and corresponding references must be in APA 6th Edition format>

A typical illustrative list (following APA format) given below related to the citation example mentioned above:

Kim, H.J., McCahon, C., & Miller, J. (2003), Assessing service quality in Korean casual-dining restaurants using DINESERV. *Journal of Food service Business Research*, 6(1), 67-87.

Lee, S., Kim, Y., Hemmington, N., & Yun, D. (2004). Competitive service quality improvement (CSQI): A case study in the fast-food industry. *Food Service technology*, 4, 75-84.

Sulek, j.M., & Hensley, R.L. (2004), The relative importance of food, atmosphere, and fairness of wait: The case of a full service restaurant. *Comell Hotel and Restaurant Administrative Quarterly*, 45(3), 235-248.

In case of articles downloaded from the Internet, reference should be as follows:

Bond, M. A., & Pyle, J. L. (1998). The ecology of diversity in organizational settings: Lessons from a case study. *Human Relations*, 51, 589-623. Retrieved from World Wide Web: <http://www.humanrelations.html> on June 5, 2005.

Appendix A

Sample Appendix (Replace Accordingly)

<This is a sample Appendix. Insert additional appendices by clicking on **Appendix** in the styles task pane. To enter a title for the appendix, press the **Shift** and **Enter** keys on your keyboard>.