Course Title	**INDUSTRIAL PLACEMENT**
Course Code	**IND MBA**
Course Purpose and Objectives	Industrial training takes place during the last semester of studies. The aim of Industrial Training introduces students to industry and provide them with the opportunity to apply all the knowledge gained during the previous two (2) semesters of their studies in MBA programme. Furthermore, this will give them an opportunity to establish networks within the industry and make it easier for them to find a job upon completion of their studies.
Learning Outcomes	1. Acquire the maturity to complete a substantial piece of work – given a task for implementation. 2. Apply theoretical and practical knowledge gained during studies. 3. Possess the dedication, commitment and passion for detail and analytical thinking required to successfully complete a task. 4. Acquire the knowledge and skills required by their programme of study. 5. Be able to work independently and/or in groups and produce work which is professionally sound. 6. Work in real business and understand the real needs of this job, making it easier to them to adjust to the workplace.
Course Content	Students who choose this option should find a company to work in any department on business administration position. They should complete 300 hours of training during the last semester of their studies. Training hours should not clash with their timetable. The supervisor is responsible for visiting the student at the workplace and students should therefore inform their supervisor about their training schedule. There should be at least 3 visits during industrial training and they should all be made without giving prior warning. The supervisor is responsible for visiting the students at work and keeping records of their performance. They are responsible for liaising with employers and students, for monitoring students' progress and for ensuring that the aims of the industrial placement are met. They are also responsible for ensuring the wellbeing of the students in the work environment. The supervisor is required to have constant communication with the students and visit them at least four (4) times during the placement. The Heads report to the Academic Dean. Appropriate measures and actions are taken in case students' progress is not satisfactory and/or the wellbeing of the student is jeopardized. Prior to the industrial training, all three parties (college, student, employer) should sign a pre-contract agreement ensuring the completion of the training. Students can take part in industrial placement **only** in positions related to their programme. Positions provided by employers will be examined and approved by the supervisor. On completion of the Industrial Training the employer must complete and sign the "Employer's Evaluation Form" and give a Reference Letter. The student must complete and sign the "Self Evaluation Form" and submit all the above

	to his /her Supervisor who must report to the Academic Dean with or without recommendation Furthermore, students must submit a report of 1500-2000 words as feedback of their experiences during industrial training, which discusses the tasks assigned for implementation, job satisfaction and the practical skills gained throughout that period. The submission of the report is mandatory and students should follow the Gibbs' Reflective Cycle as presented in the Industrial Placement logbook.