Consulting Practicum Module for BBA/BBA (Acc.) Honours Students
(The module will be offered as FSP4003 Field Service Project for 2010 student cohort onwards.)

Guidelines for Students

Module Objective

1. The objective for the module is to enhance the relevance of the business undergraduate program and to allow students to apply concepts and theories they have learnt in working on the Consulting Practicum (CP) project. Through the CP project, it is hoped that students will be able to develop important soft skills such as leadership quality, negotiation skill, organizational skill and professionalism. This is an integrative module that draws on the cumulated experiences of other modules.

Nature and Scope of Module/Project

2. This module is offered as BCP4002 Consulting Practicum.

3. The module will be worth 8 MCs, equivalent to two modules, which may be completed in one or two semesters (preferably two semesters).

4. The supervisor has the discretion to tailor and structure the project accordingly. The Business School, faculty members as well as the students themselves may provide the contacts for the projects. Projects from the latter two sources must be approved by the School to minimize conflict of interest situations. Faculty members should not be paid by the companies for the projects. Students should not be expected to be paid by the companies for the projects.

5. Faculty members and students working on a project who are related to the management of the company should make a declaration.

6. The company personnel should be briefed by the supervisor on the deadlines, deliverables, and to reach an understanding on the expectations of the projects.

Module Enrolment

7. Announcements to students via emails will be made whenever there are projects available through the contacts of the School and faculty members. Interested students will then submit their application to work on the projects. Should students have contacts for projects on their own, they will have to approach faculty members to be their supervisors and inform the BBA Program Office accordingly.

8. Students should enroll in the module two weeks before the commencement of each semester. Students cannot drop the module once the semester has commenced unless
there are extenuating circumstances. This is to facilitate the smooth completion of the projects.

9. Students, especially foreign students on exchange programs, may be allowed to join the team during the first or second week of a semester at the sole discretion of the faculty member supervising the project.

10. Students should be allowed to be enrolled in the module only once in the program.

11. Depending on the nature of the projects, the faculty member supervising specific projects can stipulate course perquisites for enrolment in the module.

Composition of Team

12. Each team will comprise three or four students. Students should have completed all levels 1000 and 2000 foundation modules when they enroll for this module. Since CP is a level 4000 module meant for the BBA/BBA (Acc.) Honours students only, business students not in the honours’ program are **NOT** allowed to join the team unless they have a CAP of at least 3.6.

Workload and Module Output

13. Each student should spend a total of 200 to 300 hours on the project, including company visits, individual and group work, report writing, and presentation to company management. This is roughly equivalent to class contact hours, preparation, project work, and other continual assessment work in the other modules.

14. The output of the module should be a professionally prepared management report and an oral presentation to company personnel (see Appendix A).

Supervision and Grading

15. The module BCP4002 Consulting Practicum has to be taken on a letter-graded basis. That is, students are not allowed to exercise S/U grade for the module.

16. A faculty member will supervise each team of students. He or she will meet personnel from the company and facilitate the interactions between company personnel and the team members. He or she will meet with student team members regularly, preferably once a week, to monitor the progress of the project. Students are expected to keep a personal log book. This is to facilitate the monitoring of students’ progress.
17. The faculty member supervising the team will give a grade for the module for each individual team member. The grade for each team member can therefore be different. The supervisor should make a conscious attempt to discriminate amongst the performance of the team members. Grading of the module for each student will be based on the following criteria:

i. Final Team Report (45%)\(^1\).
ii. Presentation to the company (25%)\(^1\).
iii. Peer Review (10%)\(^2\).
iv. Learning Journal (20%).\(^3\)

\(^1\) Please see Appendix A.
\(^2\) Please see Appendix B. Supervisor is advised to take the average rank and score given by the team for the particular student and give a mark (maximum 10 marks) accordingly.
\(^3\) The student’s individual Learning Journal should be between 5 to 15 pages, covering students’ learning experience and reflection, drawing connection from theory and practice, and future research and integration. It should not be a rehash of the Team Report.
Final Team Report and Oral Presentation before the Company

a. The report must be typewritten with proper headings and sub-headings. The text should have double spacing, 12-font size. The report should consist of a title page, table of content, executive summary, main body of text, appendices and references. Each page should have 1.5 inch margin on the left and 1.0 inch margin on the top, bottom and right. All tables and figures should be professionally prepared (avoid hand work) and must be properly numbered. Sources of information or data must be referenced or provided. The report should be written in proper English, free of grammatical errors. The report should be at least 30 pages.

b. Presentation should be made in a professional manner. Presenters should rehearse their presentation to ensure smooth delivery, proper coordination of verbal presentation with the visuals, and clear diction and concise explanations. All team members should be involved in the presentation as they will be assessed individually. All should be formally dressed, preferably in suits and never in T-shirts and jeans. All team members should be prepared to take questions from the company’s management team with confidence.

c. Presenters will be assessed on their articulation, presentation skills, knowledge of subject matter, performance during Q&A and overall performance.
Peer Assessment Form

Name of student (your name): ______________________ (must be filled in)

My assessment of the contributions put in by my team members (excluding myself) in order of ranking for the entire project is as follow.*

<table>
<thead>
<tr>
<th>Name of team members (excluding yourself)</th>
<th>Ranking on Overall Contribution in terms of effort for the entire project</th>
<th>Score (out of 10) for team member</th>
<th>Compulsory: Please justify your reasons for the members who are ranked 1st and last in your team</th>
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Signature of Student: ____________________________

* Please note:-

1. Please exercise your judgment responsibly and fairly.
2. Please do not rank any two persons equally.
3. Students who do not submit the completed form for peer assessment as instructed will be penalized and will receive a “0” for the marks awarded for his/her peer review.