

Assalamu'alaikum and greetings. As the Academic Coordinator for the Educational Management and Leadership (EDML) program, I have expanded this FAQ to provide more detailed guidance on your 14-week internship (EDML 7904). This document serves as a comprehensive roadmap for your journey from application to final reporting.



Administrative & Application Procedures

1. What is the fundamental purpose and structure of this internship?

- This is a 6-credit hour course designed to bridge the gap between leadership theory and real-world practice.
- It allows students to synthesize and apply knowledge gained from coursework in functioning educational institutions.
- The total duration is 14 weeks, involving 84 hours of guided learning and 240 hours of independent learning.

2. What is the step-by-step process to start my internship?

- First, you must identify an internship supervisor within the department.
- Next, submit the official internship application form to the Department of Social Foundations and Educational Leadership (DOSFEL).
- You must then identify a host school and discuss the exploratory research project you intend to carry out.
- Once the host school is identified, you must obtain formal approval from your internship supervisor and the department.

3. When is the deadline for submitting my application?

- The completed Internship Application Form must be submitted to the DOSFEL office at least 2 weeks before the internship's scheduled start date.

- You must await an official placement confirmation via email before you can legally commence your duties at the host school.

4. Can I choose a school outside of Malaysia?

- The standard requirement is that students must identify a host school within Malaysia.
- Exceptional cases for international placements may be considered, but these are subject to strong justification and specific departmental approval.



Supervision & On-Site Engagement

5. What are the specific requirements for supervisor visits?

- Your department supervisor will conduct mandatory on-site visits to monitor your progress.
- The first visit (Early/Visit 1) typically occurs during Week 4.
- The second visit (Mid/Visit 2) occurs during Week 10.
- A third final visit may be conducted if necessary.

6. What daily records must I maintain during my placement?

- You are required to write a daily report using a logbook throughout the 14-week duration.
- This logbook should reflect your professional and personal preparation as well as your daily tasks and responsibilities.

7. Who is responsible for evaluating my professional conduct on-site?

- The School Principal or a designated Mentor (Host Supervisor) provides the primary on-site supervision.
- The Host Supervisor must complete a formal evaluation form rating your attributes such as professionalism, initiative, and leadership disposition.
- The department supervisor also provides feedback on your involvement in leadership and management practices during their visits.



Assessment & Research Requirements

8. How is the 100% final grade distributed?

The assessment is divided into four key components:

- **Research Proposal:** 20%.
- **Onsite Report:** 30%.
- **Final Presentation:** 10%.
- **Final Research Report:** 40%.

9. What kind of research is expected for the internship project?

- You must submit a brief proposal for an "exploratory research" project to your supervisor for approval.
- This project should address a specific leadership or management issue within your host school.
- You are expected to move through phases including topic identification, literature review, data collection, and analysis.

10. What are the formatting rules for the Final Research Report?

- The report must be a "Mini Research Report" submitted in partial fulfillment of the

internship requirements.

- The total length, including references, must not exceed 20 pages.
- You must strictly follow the APA 7th Edition style for all citations and references.
- The report must include standardized sections: Introduction, Methodology, Data Analysis/Interpretation, and Discussion/Conclusion.

11. What specific leadership competencies will I be graded on?

You will be evaluated on your engagement in five core areas:

- **Administrative Operations:** Daily school management and resource allocation.
- **Instructional Leadership:** Curriculum planning and teacher support.
- **Community Relations:** Interaction with staff, students, and external stakeholders.
- **Problem Solving:** Handling disciplinary issues and unexpected challenges.
- **Strategic Planning:** Contributing to school improvement initiatives.

Finalization & Presentation

12. When and where do I present my final internship project?

- All students must present their final reports during Week 13 and Week 14.
- This presentation is a formal requirement where you will communicate your research ideas and use visual aids like slides or charts.

13. What criteria do examiners use for the final report rubric?

Examiners allot points based on several weighted criteria:

- **Introduction & Literature Review:** 15 marks.
- **Methodology:** 15 marks.
- **Data Analysis & Interpretation:** 20 marks.
- **Discussion & Conclusion:** 20 marks.
- **Academic Style & References:** 10 marks.
- **Overall Research Contribution:** 10 marks.
- **Presentation Quality:** 10 marks.

14. What are the possible outcomes of the final assessment?

After your presentation, the examiner will choose one of four decisions:

- **Pass with Minor Corrections:** Revisions required within 1–3 months.
- **Pass with Major Corrections:** Revisions required within 4–6 months.
- **Re-presentation:** Resubmission followed by a second presentation.
- **Fail:** No resubmission allowed.

15. What is the "Must-Pass" requirement?

- While the assessment distribution lists percentages, you must ensure you meet the competency expectations of both your supervisors.
- Your Host Supervisor will recommend an academic grade (e.g., A, B+, C) based on your overall internship performance.
- The final report must be submitted to the Postgraduate (PG) office after the presentation to conclude the course.

Please find all relevant documents and materials here: [📁 Internship Kit](#)

If you have further questions, please do not hesitate to contact the Internship Coordinator or the HoD at the DOSFEL office. We look forward to seeing your growth as future leaders.