

Internship Guidelines Book
ITC 4676- Internship in Information Systems
BSc Honours in Business Information Systems Degree Programme

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This book is a revised edition of the Internship Record Book prepared by Dr. S.M. Samarasinghe (Coordinator, ITC 4308, ITC 4327) in 2013, which has integrated changes made to the Internship programme by the Department of IT in 2022, along with subsequent updates and revisions made by Prof. Lasith Gunawardena (Former Coordinator, ITC 4676).

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PREFACE

The Department of Information Technology plays the role of initiator and facilitator of producing resource personnel with sound IT skills for the business sector. Internship is an imperative in the challenging curriculum designed by the department to meet the aspirations of students to gain essential knowledge and skills necessary to work successfully in business organizations.

The guideline book is, therefore, intended to assist those students who are carrying out their training and the students who wish to commence their training in the fourth year in the B.Sc. in BSc Honours in Business Information Systems Degree Programme, and the intern supervisors who provide training opportunities in their organizations. It provides information on curriculum components, academic rules, degree requirements, comprehensive evaluation, and satisfaction of the internship requirements and other matters.

THE DEPARTMENT OF INFORMATION TECHNOLOGY

The rapid development in Information Technology (IT) has enabled business organizations to exploit IT as a tool to obtain competitive advantages. A key ingredient in the formula for success in this endeavor is for business professionals to apply Information Technology in management practices. Graduates armed with appropriate knowledge in Management and Information Technology disciplines is desired by the industry to meet the national requirement. The launch of a new Special degree program named B.Sc. Business Administration (Information Systems) (Special) by the Faculty of Management Studies and Commerce, University of Sri Jayewardenepura in 2001 was aimed to meet this demand. This programme was the first of its kind in Sri Lanka that blends Management and Information Technology disciplines for students in the Advanced Level Commerce stream. The Department of Information Technology and Decision Sciences was established in the Faculty to provide the organizational infrastructure for the degree program.

In December 2007, the Department of Information Technology and Decision Sciences was split into two separate departments – namely the Department of Information Technology and the Department of Decision Sciences to facilitate the development of the separate disciplines. Subsequently, the existing degree program offered by the Department of Information Technology was renamed as B.Sc. in Business Information Systems (Special) Degree. The renaming of the degree was carried out to better reflect the composition of the course structure and to address evolving market needs.

Continuing this progression, in 2022 the programme was further strengthened and renamed as the B.Sc. Honours in Business Information Systems Degree, marking a milestone in aligning the curriculum with international academic standards and the evolving expectations of the industry.

DEGREE PROGRAM

The course aims to teach fundamental Management and Information Technology concepts as well as the application of IT in business. The program has been specially designed to meet the aspirations of students who are willing and seeking a career in Management with specialization in Information Systems. In order to achieve the objective of the degree program, it has been designed to equip graduates with theoretical knowledge as well as practical experience in Management, Information Systems and Information Technology.

Program Curriculum

Year I – Semester I

BUS	1370	Principles of Management
DSC	1370	Business Mathematics
ITC	1370	Information Technology for Business
PUB	1270	Socio-Political Environment
LAW	1270	Legal Environment
BCC	1370	Business Communication I

Year I – Semester II

HRM	1370	Human Resource Management
DSC	1371	Business Statistics
BEC	1370	Microeconomics
ACC	1370	Financial Accounting and Reporting
BCC	1371	Business Communication II
ITC	1171	Computational Thinking for Problem Solving

Year II – Semester I

ITC	2370	Computer Programming
FIN	2370	Financial Management
MAR	2370	Marketing Management
DSC	2370	Operations Management
BEC	2370	Macroeconomics
ITC	2171	Personality & Skills Development (PSD) 1

Year II – Semester II

ITC	2372	Business Analytics
ITC	2373	Database Design and Development
ITC	2374	Systems Analysis and Design
ITC	2375	Web-based Application Development

BUS	2371	Organizational Behaviour
BCC	2174	Professional Communication
ITC	2176	Personality & Skills Development (PSD) 2

Year III – Semester I

ITC	3370	Information Technology Infrastructure
ITC	3371	Management Information Systems and ERP Applications
ACC	3380	Management Accounting
ITC	3172	Personality & Skills Development (PSD) 3
ITC	3374	Information Technology Project Management

Electives: Select Two (02) elective courses from the elective list below

ITC	3373	Object Oriented Programming
ITC	3375	Software Engineering
DSC	3377	Project Management
DSC	3371	Data Analysis for Managers
DSC	3370	Operations Research

Year III – Semester II

ITC	3382	Information Systems Auditing and Control
ITC	3377	Digital Business Management and Enterprise Applications
ITC	3378	Research Methodology
ITC	3179	Personality & Skills Development (PSD) 4

Electives: Select Three (03) elective courses from the elective list below

ITC	3389	Information Technology Management Frameworks
ITC	3380	Programming applications and Frameworks
ITC	3381	Software Quality Assurance #
ITC	3388	User Experience Design
ENT	3384	Managing Creativity and Innovation
DSC	3381	Supply Chain Management (DSC 2371)

Year IV – Semester I

BUS	4370	Strategic Management

Electives: Select One (01) elective course from the list below (ITC 4670 or ITC 4671)

ITC	4670	Research Study in Information Systems
ITC	4671	Information Systems Development Research Project *

Electives: Select One (01) elective course from the list below

ITC	4372	Professional Ethics and ICT Law
ITC	4373	Advanced Enterprise Resource Planning Systems
ITC	4374	Virtualization and Cloud Computing
ITC	4375	Artificial Intelligence Applications

Year IV – Semester II

ITC	4377	Business Process Management

Electives Basket I: Select One 6 Credit OR Two 3 Credit Course from the list below

ITC	4676	Internship in Information Systems
ITC	4682	Technopreneurship in Information Systems
ITC	4383	Information Technology Product Management
ITC	4384	Emerging Technologies

Electives Basket II: Select One 3 Credit Course from the list below

ITC	4378	Big Data Analytics
ITC	4379	Cybersecurity and Risk Management
BUS	4376	Organizational Change and Development

Note: Pre-requisites

– Students who follow this course has to follow pre-requisite courses below
ITC3373 : Object Oriented Programming
ITC3375 : Software Engineering

* – Students who follow this course has to follow pre-requisite courses below.
ITC3373 : Object Oriented Programming
ITC3375 : Software Engineering
ITC3380 : Programming applications and frameworks

EMPLOYMENT OPPORTUNITIES

Graduates of the B.Sc. Honours in Business Information Systems programme find diverse and rewarding employment opportunities both in Sri Lanka and internationally. Their unique blend of business acumen and IT expertise enables them to secure positions across a wide range of industries — including software development, consulting, data analytics, project management, digital marketing, cybersecurity, and Information Systems auditing. Many begin their careers as Business Analysts, Software Engineers, Project Associates, or IT Consultants in leading multinational and local firms, while others advance into roles such as Project Managers, Data Engineers, and Entrepreneurs. The programme's strong emphasis on bridging technology with business strategy equips our graduates to thrive in dynamic corporate environments and pursue global career pathways.

INTERNSHIP OFFERED FOR THE GRADUATING BATCH OF 2022/2023

ELECTIVE

COURSE OUTLINE

Description and Credit Hours of the Course:

This course offers participants an opportunity to apply the knowledge and skills acquired in the classroom to real-world settings. Students following this internship programme will gain hands-on experience working in an organization related to Information Systems. They will be immersed in a professional business environment, where they will collaborate closely with organizational Information Systems teams. The process is guided by an external supervisor from the host organization, and progress is monitored by an internal supervisor from the academic department. This enables students to develop valuable professional networks that can support their career development after completing their degree. A minimum of 600 contract hours is required for 6 hours of credit.

Objectives of the Course:

01. To provide students with relevant, practical, and professional experience.

02. To enhance the students' understanding of business applications, concepts, and procedures.

03. To provide participating students with individual contacts in professional positions within the business community.

04. To strengthen oral and written communication skills.

05. To strengthen interpersonal skills.

06. To strengthen critical thinking skills.

Expectations of Students:

01. Completion of student resumes.

02. Completion of a successful interview with a prospective employer resulting in an internship position.

03. Completion of internship forms and conferences with the internship coordinator.

04. Completion of an oral presentation to the department.

05. Submission of a report and the 2-minute Video about the internship journey.

Course Content:

Practical Training content is expected to be consistent with the Department Internship Guidelines.

Textbook(s) and / or other required materials or equipment:

None

Basis for Student Evaluation:

01. Submission of the completed forms (Internship Instruction Form, Initial Progress Report, etc) on due dates and adhering to practical training guidelines by the student intern.

02. Direct evaluation by the employer at the end of the semester.

03. Maintaining the Daily diary using the Internship Management System **(**IMS) and covering the required work hours within the stipulated time period.

04. Making of a presentation, a 2-minute video, and submission of a report by the intern at the end of the semester relating to his / her work experiences.

05. Evaluation by the internal examiners through an interview at the end of the semester.

06. Only C Grade or poor grades will be given to those who do not adhere to department guidelines. The work experience they have gained will be considered in awarding such a grade.

ALLOCATION OF MARKS

Item			Allocated Marks	Given By	Total Marks
1	Two-minute video		15	IC	15
2	External Supervisor Evaluation Form		15	ES	15
3	Internship Forms & Training Records			IS/IC	25
	3.1	Timely Completion of Form A	1		
	3.2	Timely Completion of Form B	2		
	3.3	Timely Completion of Form C	3		
	3.4	Timely Completion of Form D	3		
	3.5	Duly completed Daily Diary Minimum 600 Hours covered within 12 Weeks or more =10 Minimum 500 Hours covered within 10 Weeks or more = 8 Minimum 450 Hours covered within 10 Weeks or more = 6 Minimum 400 Hours covered within 10 Weeks or more = 4 Minimum 300 Hours covered within 08 Weeks or more = 2 Below 300 Hours or 08 Weeks = 0	10		
	3.6	Three Monthly Meetings with the supervisor	6		
4	Final Report			IS	15
	4.1	Formatting	1		
	4.2	Cover Page	2		
	4.3	Content	12		
5	Final Viva			Panel Mark	30
	5.1	Content as per guidelines	4		
	5.2	Self-reflection about improvements from internship	10		
	5.3	Presentation Skills	4		
	5.4	Communication Skills	4		
	5.5	Personal Grooming	4		
	5.6	Time Management	4		
Final Marks					100

IC – Internship Coordinator

IS – Internal Supervisor

ES – External Supervisor

GUIDELINES FOR STUDENTS ON COMPLETING INTERNSHIP RECORDS AND FORMS

1. Internship Approval Guidelines
   Before registering for the internship, students will be onboarded to the Internship Management System (IMS) by the first semester of their final year. This onboarding facilitates the issuance of automated letters to support internship applications when such letters are required to be submitted to an organization. All students undertaking internships are required to generate this letter for any organization with which they seek an internship. Students must then obtain approval for the selected organization and validate the relevancy of the intended internship position through the Internship Coordinator. After receiving consent from the Internship Coordinator, students must formally inform the assigned Internal Internship Supervisor and obtain approval to commence the internship. **Backdating of the commencement date is not allowed**, meaning students cannot report that they already started the internship without prior notification and approval from the Internship Coordinator.

2. Internship Commencement and Registration
   All students intending to begin their internships must do so **between 1st December 2026 and 01st June 2027** with prior approval from the course coordinator. Before starting the internship, the student must complete and submit **Form A** to the LMS. The internship should not begin unless these documents are properly filled and approved. Upon contract approval, each intern will be officially assigned an Internal Supervisor from the Department and an External Supervisor from the organization. Also, the student must complete and submit the internship details and Internship Contract (**Form B**) to the LMS upon the formal commencement of the Internship. Any significant change in internship details, including a change of organization or supervisor, must be communicated in writing to the department through the Internship Coordinator, and a new contract must be submitted via the LMS system.

3. Duration, Work Hours and Records
   The internship must span a **minimum of 600 working hours** typically achieved over approximately four months at the rate of 8 hours per day and 5 days per week. Interns must adhere to a maximum of 40 hours per week unless officially permitted otherwise. During this period, **it is compulsory for interns to record daily tasks using the IMS.** Entries must be completed at the end of each working day and should be presented neatly and clearly. These records must also be certified regularly by the External Supervisor, confirming the accuracy and completion of the work performed.

4. Supervision and Conduct
   Throughout the internship period, interns **must maintain regular communication with the Internal Supervisor** at least once per month, to discuss progress and address any challenges faced. Interns are expected to conduct themselves with integrity,

discipline, and professionalism, complying with all rules and instructions issued by both the department and the host organization.

5. Progress Monitoring and Evaluations
   Within the first two weeks of the internship, interns must collaborate with their External Supervisor to complete **Form C** – Initial Progress Report. This report should outline the nature of assigned responsibilities, working hours, expected results, skill development goals, professional exposure and available resources.
   After completing 300 hours of training, interns **must submit Form D** – Intern Progress Report, which must be certified by both supervisors. This form will include reflections on positive and challenging experiences, and interns must ensure their daily logs are up to date. Any delay or failure in maintaining records or submitting progress reports can result in academic penalties, as determined by the department.

GUIDELINES ON VIVA VOCE, REPORT AND VIDEO

1. Internship Report and Presentation on your Internship Experiences

   The format + guidelines are given separately on the IMS/LMS. This is the final report and presentation you will complete in your university career; as such, your training is measured even in your compliance to the guidelines.

2. Video of the Presentation

   A shared link for the 2-minute Video about the internship journey should be made available by the deadline via the LMS. The format + guidelines are given separately on the LMS.

Violations of these guidelines or incomplete documentation may lead to disciplinary action or penalties affecting the final evaluation.

COMPANIES WHO HAVE RECRUITED BIS UNDERGRADUATES IN THE PAST 10 YEARS.

The approved Internship Organisation List is provided on the Department Website. Students are encouraged to consider an organisation from this list. You cannot apply for an organisation that is not on this list without prior approval via email from the Internship Coordinator (i.e., if you wish to apply for an organization which is not on this list, please contact the Internship Coordinator).