



GUIDELINES

ADVANCED MARKETING PRACTICUM 4 (AMP401)

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1. GENERAL GUIDELINES

The purpose of the marketing practicum is to enable marketing students registered with the IMM GSM to gain valuable work experience within the business environment which will require the student to reflect upon and write up a marketing project that he/she has completed.

The marketing practicum is designed to complement the course work so that the student's business education experience is enhanced. Experiential learning is an important educational element which integrates classroom study with practical work experience. It is intended to contribute meaningfully to the student's overall preparation by providing him/her with an opportunity for the practical application of skills and concepts learned on the course.

The following general guidelines are of crucial importance and must be noted:

- 1.1 A practicum is not a job; it is a course element which offers you an individualised educational experience through the study of a structured employment situation. The credit given is for the learning achieved – not the work experience itself.
- 1.2 A practicum may be completed at the current employer if the role fulfils the academic requirement of the Advance Marketing Practicum 4 module. The suitability will be judged by the practicum coordinator and Dean of Studies.
- 1.3 Placement at a hosting company via the practicum coordinator does not constitute employment. Students are placed for the purposes of fulfilling the academic requirements laid out in this module only and should not expect financial reimbursement for their time *in practicum*.
- 1.4 Placement at a hosting company is done on a geographical basis. The student will be placed at the hosting company nearest to him/her as far as possible.

- 1.5 Once registration for this module is complete and payment has been made, the onus is on the student to contact the practicum coordinator for assistance in meeting the requirements hereof.
- 1.6 In order to enrol and successfully complete the marketing practicum, the student must work in a full- or part-time position. **If the student is not already working in a marketing related position, then he/she should contact the practicum coordinator who will assist him/her with finding such a placement.**
- 1.7 In the course of the marketing practicum, students must complete and submit activity logs on a weekly basis (see Section 4).
- 1.8 The student will further submit a progress report when he/she reaches the halfway mark of his/her practicum, that is, at 200 hours. The student will be granted 72 hours within which to submit the progress report from the time at which it becomes due (see Section 4 for final deadline).
- 1.9 At the end of the marketing practicum of 400 hours, students will submit a final report and an employer's evaluation. These reports must be submitted within 72 hours of completion, and not later than the due date (see Section 4 and relevant appendixes for further clarity).

Note: Students who submit activity logs, progress reports or a combination thereof at the end of the practicum or after the closing date for each of these without prior agreement will receive 0 for such reports or logs submitted late.

2. OBJECTIVES

The practicum will offer the student the opportunity to:

- Gain practical experience within the business environment.
- Gain a more complete understanding of various marketing management theories in terms of their practical application.

- Practice introspective learning, analysing how decisions are made and how theory is applied to work undertaken.
- Develop the ability to analyse business problems and develop creative solutions to business problems.
- Develop a greater understanding with regard to career options.
- Clearly define personal career goals.
- Develop and refine oral and written communication skills.

3. REGISTRATION PROCESS

- 3.1 The student **must** have completed Advanced Strategic Marketing: Theory and Practice 4 before registering for the Advanced Marketing Practicum 4 module.
- 3.2 The student must register and pay for the Advanced Marketing Practicum 4 module as per normal module enrolment at the IMM GSM National Office or any regional office.
Note: The normal assessment fee is payable for this module.
- 3.3 The normal registration form must be accompanied by a typed letter specifying the following:
 - ❖ Student's name and IMM GSM student number
 - ❖ Company name.
- 3.4 Once registered, the student must contact the practicum coordinator for either placement or approval and submit their job description.

4. EMBARKING ON THE PRACTICUM

Once registered, the student must contact the practicum coordinator for either placement or approval and submit their job description.

The student may only begin work on his/her marketing practicum once he/she has:

- a) Contacted the practicum coordinator and submitted a job-spec, containing work or project duties, directly to the practicum coordinator OR been placed for hosting.
- b) Submitted a signed copy of the 'Confidentiality and Ethical Behaviour Agreement', and received written acknowledgement of receipt thereof from the practicum coordinator.
- c) Submitted the 'Hosting Company Details' information sheet to the practicum coordinator.
- d) Obtained approval to proceed from the practicum coordinator based on the review of the above.

5. COURSE REQUIREMENTS

In order to successfully complete the objectives of the practicum and gain the most from it, refer to the following guidelines:

Each student must:

5.1 Register:

Register and pay for the Advanced Marketing Practicum 4 module.

5.2 Placement:

Complete the practicum at a registered company either paid or unpaid.

5.3 Communication:

The student must contact the practicum coordinator after registration and fulfil the requirements and submit the necessary documents prior to commencing his/her practicum as per Section 4. The student is

reminded not to begin his/her practicum until all the requirements in Section 4 have been met.

5.4 Duration:

Work 400 hours over the course of the marketing practicum.

5.5 Reports:

The student must submit reports and attend an exit interview in order to fulfil the requirements of this module. Daily activity logs are to be submitted via email to the practicum coordinator on a weekly basis. Late reports will not be accepted unless prior arrangements have been made. Other reports must be uploaded and a copy submitted via email to the practicum coordinator.

The student must submit the following reports:

- **Daily Activity Logs:** The student must write and submit daily activity logs on a weekly basis (**refer to Annexure A**).
- i. These reports must be duly signed by the supervisor at the hosting company and submitted by email to the practicum coordinator.
- ii. These reports may not reach us later than every Friday of every week *in practicum* unless by prior written agreement from the practicum coordinator or Dean of Studies.
- iii. Failure to submit reports on the Friday following the activities performed in the week will lead to the immediate failing of this module, unless prior arrangements for late submission are agreed to with the Dean of Studies or the practicum coordinator.
- iv. The student may not request the late submission of more than 2 activity logs during the time *in practicum*.

- **Progress Report:** The student must write and submit a progress report (**refer to Annexure B**) at the halfway point of the practicum; i.e. at completion of 200 hours *in practicum*.
 - i. The progress report must be submitted within 72 hours of reaching the 200 hour mark. Extensions will not be granted for later than **21 April 2012**.
 - ii. The student must submit the progress report online, in word format, as well as email a copy of the report to the practicum coordinator.

- **Employer Evaluation:** The student must request the employer/hosting company to complete an employer's evaluation (**Refer to Annexure C**), which the student must submit at the end of the practicum.
 - i. The employer's evaluation must be submitted within 72 hours of completing the practicum. This may be extended on agreement from the practicum coordinator, but extensions will not be granted for later than **21 March 2012**.
 - ii. The employer's evaluation must be completed by the same hosting company representative who signs the activity logs and to whom the student reports.
 - iii. The company representative may attach any information or communication regarding the student, work conducted or behavioural aspects which he/she wishes to bring to the attention of the examiner or the IMM GSM.
 - iv. The employer's evaluation must be submitted online, in word format, and a copy emailed to the practicum coordinator.

- **Final Report:** The student must complete and submit a final report (refer to Annexure D)
 - i. The final report becomes due within 72 hours of completion of the student's 400 hours. This may be extended on agreement from the Dean of Studies, but extensions will not be granted for later than **21 May 2012**.
 - ii. The student must submit the final report online, in word format, as well as email a copy of the report to the practicum coordinator.
 - iii. Confidential materials may be withheld from the final report and brought to the exit interview, if the hosting company is comfortable with this, for purposes of demonstrating work-integrated learning.
 - iv. The student may add sections to the final report guideline so as to illustrate introspection and the application of theoretical knowledge. The student may include pictures which illustrate the work carried out *in practicum*.

- **Exit Interview:** The student must prepare for and attend an exit interview with the Dean of Studies.
 - i. The student may contact the practicum coordinator for scheduling of the exit interview as soon as the final report has been submitted.
 - ii. The student may present confidential materials at the exit interview only with the permission of the hosting company.
 - iii. Confidential materials presented at the exit interview must be returned to the hosting company immediately after the student's attendance at the exit interview.
 - iv. The student should prepare by considering how theory has been applied to the duties performed *in practicum* and should also consider how the marketing practicum highlights various aspects of theoretical knowledge gained during his/her studies.

6. COURSE POLICIES

- A student may not commence work on the Marketing Practicum 4 until such a time as they have contacted the practicum coordinator and fulfilled all the items in Section 4 of this guide.
- The Confidentiality and Ethical Behaviour form as well as the Hosting Company Details form must reach the practicum coordinator by no later than the 15th of February for students already working in the field of marketing.
- Activity logs and reports submitted late or at the end of the time in which the practicum should have been completed will not be accepted and the student will automatically be failed. This is due to requirements stipulated by the Council of Higher Education concerning accountability and report-back.
- Daily activity logs may not be submitted later than Friday of each week's work.
- Progress reports may not be submitted later than **21 April 2012**.
- Final reports are due within 72 hours of completion of the practicum. This may only be extended on agreement with the practicum coordinator but may not be submitted later than **21 May 2012**.
- With regard to progress reports, final reports and employer's evaluations: Late reports will only be accepted if prior written approval has been given by the Executive Dean.
 - ❖ **Note: Late reports will have 25 marks deducted from the maximum mark.**
- Exit interviews will be held between **28 May and 13 June 2012**, by prior arrangement with the practicum coordinator.
- All activity logs, progress reports and employer evaluations must be submitted for the **attention of the practicum coordinator**.

- Students are required to refer to the IMM GSM referencing and plagiarism guide and behave in an ethical manner during their placement. Unethical behaviour in contravention of the Confidentiality and Ethical Behaviour agreement will be viewed as bringing the name of IMM GSM into disrepute and will be treated accordingly.

a) Final Mark

The final mark will be determined after completion of the practicum, submitting a final report, and participating in an exit interview with the Executive Dean.

b) Grades

Grades will be determined by the following weights:

Activity log	25%
Progress report (halfway stage)	10%
Employer evaluation	20%
Final report	30%
Exit interview	15%

7. ESSENTIAL REPORTS:

Annexure A: Activity Log

Annexure B: Progress Report

Annexure C: Employer Evaluation

Annexure D: Final Report

Annexure A: Practicum Daily Activity Log

Student Name:

Company Name:

Activity Log for Week Ending:

Week day	Time in – Time out (e.g. 8a.m. - 5p.m.)	Main activities	Student observations/ comments/issues or concerns (if any) (Introspection)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Date:

Signed by student:

Signed by supervisor:

Annexure B: Progress Report

Student Name: Company Name:
Supervisor Name: Submission Date:

General duties fulfilled thus far:	Comments/issues that arose – how have these been dealt with, if at all?
Do you have any observations regarding the duties you have fulfilled?	Could the company be tackling this project/task differently?
How have you applied theory, if at all, in the course of the practicum thus far?	
What have you learnt thus far (if anything) regarding the practice of marketing as a result of the practicum exposure?	

Annexure C: Employer Evaluation

Student Name: Supervisor Name:

Company Name: Submission Date:

General duties fulfilled thus far:	Please assess the performance of the student with regard to duties required.
Do you have any observations or concerns regarding the student, or the role or behaviour of the student?	Could the company be tackling this project/task differently?
What is your overall assessment of the student with regard to knowledge, performance, attitude or other?	

Annexure D: Final Report

The Final Report

The final report is due 72 hours after completion of the 400 hours *in practicum*, but may on agreement be submitted at the latest by 13h00 on **21 May 2012**. The final report shall consist of FIVE (5) sections which are explained and outlined in the following information:

Heading: The heading for the final report must contain the following information:

Student Name:

Company Name:

Report Submission Date:

1. **Company description**
2. **Job description**
3. **Marketing project**
4. **Personal assessment of your job performance**
5. **Introspection and application of theory**

The final report should be presented in a professional business report. The following guidelines apply to the final report:

- All pages must be computer generated and submitted on A4 paper.
- All pages should be consecutively numbered and the report should contain a table of contents.
- All sections and subsections should be clearly marked with headings.
- All supporting material should be placed in an appendix. These appendices must be clearly labelled and the information in each appendix should be referenced within the body of the final report.
- The introspection section is an opportunity for the student to reflect on the learning experience as a whole, his/her growth as a professional, theory application, etc.

- A bibliography should be included listing all information sources consulted, including individuals with whom you have spoken on practicum.

GUIDELINES FOR THE FINAL REPORT

The expectations for each section of the final report are outlined below. However, these are merely guidelines and the student may need to adapt them to his/her practicum.

1. Company Description

A brief description (1 page) of the company for which the student is working. This should include the nature of the products and services offered and a profile of the customers who use them. Students may include brochures or collateral material that further describes the company.

2. Job Description

The job description should be written in the third person as if writing it for a new employee or associate. It should be written in outline form, except for the job summary section. Headings should be used to identify each of the job description sections. A suggested outline for the job description is listed below:

- Job title and place of employment.
- Job summary – narrative summary of the activities of the position.
- Qualifications – education and experience required and/or desirable.
- Working conditions – uniform requirements, physical surroundings, working days, hours, etc.
- Job relationships – who reports to the individual and who does the individual report to?

Specific duties and responsibilities – a list should be provided to indicate all duties performed by the individual in this position.

3. Marketing Project

The purpose of this section of the final report is for the student to provide an overview of a project of a marketing nature that he/she undertook during his/her practicum. The purpose of this activity is to reflect on the project in terms of the processes that occurred and the steps involved and how this could be improved on in the future. This does not have to be a complex project but something as simple as a distribution process, or launch of a product. The project must include a synopsis of current research which underpins the student's project, i.e. if it was on the promotion of a product what does the latest research reflect on the suggested ways and means of conducting a promotion?

4. Personal Assessment

This section should address the following questions and issues:

- To what extent has the student learned new disciplines for learning and managing time?
- Have career goals been reinforced or has the student decided to alter his/her original goals?
- What new skills has the student acquired and what present skills have been reinforced? Consider the full range of skills: leadership, technical, communication, artistic, social, political, and others.
- What specific techniques have been learned from the module completed which will improve the student's personal skills? How will these improve the student's ability to be a successful manager?
- How could the marketing practicum have been more beneficial? What were the most positive and negative aspects of the experience?

- What suggestions can be made for improving this marketing practicum?

5. Introspection

This section is a creative writing section where the student may expand upon the experience as a whole, what the student has learnt about him/herself as a professional and about his/her choice of career, the challenges he/she has faced and any outcomes, either professionally or as an individual, of this work integrated learning experience.

EXIT INTERVIEW:

The practicum exit interview is an opportunity to talk about the student's marketing practicum as a whole. The format of the practicum interview is open; the approach is friendly and relaxed. The main goal of this discussion is to talk about the student's experiences within the organisation. Practicum exit interviews begin during the later part of May or September, but can also be scheduled by contacting the practicum coordinator.

Please contact the practicum coordinator if you have any questions:

Rabia Carvalho

011 628 2064

rabia@immgsm.ac.za

Annexure E: Confidentiality and Ethical Behaviour Agreement

This **CONFIDENTIALITY & ETHICAL BEHAVIOUR AGREEMENT** is effective as of

_____ DATE

by and between **(Company name)**, (hereinafter referred to as The Company) whose address is:

.....
.....
.....

Individually or collectively, and on behalf of any/all/other affiliated companies, or approved agents and official representatives of the above organisation hereinafter referred to as The Company;

and **(student name)**, Student Number: _____.

(hereinafter referred to as The Student),

whose address is:

.....
.....

The Student is hereby confirmed to be a student of
(qualification name) at:

The IMM Graduate School of Marketing,

whose address is

Atlas Studios

33 Frost Avenue corner Owl Street

Auckland Park

Who shall remain an interested and reference party in the process of the completion of the Advanced Marketing Practicum and the relationship between The Student and The Company, whether The Company is indeed an employer or a designated hosting company.

AGREEMENT:

1. Purpose

The Company in this Agreement agrees to host the IMM Graduate School of Marketing (a division of the IMM Group of Companies) student for a period not exceeding 10 weeks, for the purposes of completing his/her Advanced Marketing Practicum 4. The Company and The Student will not engage in discussions regarding present and/or potential future business relationships. This Agreement combines a non-disclosure, a non-competition, and a non-circumvention agreement. The parties may in the process of the Advanced Marketing Practicum 4 engage in substantive discussions and sharing of confidential information regarding marketing processes and tools, sales trade secrets, business entity formation and structuring. In connection with these discussions, it may be necessary and/or desirable for The Company to provide The Student with, or allow access to, proprietary, technical, or business data, and/or other confidential information of The Company (collectively the Confidential Information).

Therefore, The Student agrees that he/she is under an obligation of confidentiality to The Company. The Company believes, and The Student hereby agrees, that The Company's confidential information has significant commercial value that would be diminished by unauthorised disclosure. Accordingly, the commitments of confidentiality in this Agreement are a condition to The Student's presence in, and assistance in regards to, the Advanced Marketing Practicum 4. The Student agrees that he/she shall not use any advantages derivable from such information in his/her own business or affairs, unless the same is done pursuant to a new agreement with all other signatories to this document. Each signing party shall be held responsible and liable in case of a breach of this Agreement both in their professional and personal capacity.

2. Confidential Information

Confidential Information shall include, and shall be deemed to include, all information conveyed by The Company to The Student orally, in writing, by demonstration, or by other media. Confidential Information shall be considered as such at the time of transmittal. Confidential Information may include, by way of example but without limitation data, know-how, contacts, contracts, software, formulas, processes, designs, sketches, photographs, plans, drawings, specifications, samples, reports, information obtained from previous or current participants in programs of The Company, and information relating to transactional procedures. However, Confidential Information shall not include information which can clearly demonstrated to be:

- a. Generally known or available to the public, through no act or omission on the part of the receiving party; or
- b. Provided to the receiving party by a third party without any restriction on disclosure and without breach of any obligation of confidentiality to a party to this Agreement; or independently developed by the receiving party without use of the Confidential Information.

3. Obligation of Confidentiality

The Student agrees that when receipt of any Confidential Information has occurred:

- a. The Student shall not disclose or communicate Confidential Information to any third party, except as herein provided, or for purposes of academic evaluation. Any information deemed confidential by the company may be, at the discretion of the company, presented for purposes of academic evaluation only and immediately returned to the company so as to safeguard confidentiality. The Student shall protect such information from disclosure by reasonable means, including but not limited to at least the

same minimal level of security that The Student uses for his/her most crucial proprietary and trade secret information.

- b. The Student shall reasonably protect the Confidential Information with not less than the same degree of care exercised to protect his/her own, or publication of his/her own most valuable Confidential Information.
- c. The Company shall permit access to its Confidential Information by the Student only if such disclosure is reasonably believed to be necessary to the purposes of The Student evaluating, contemplating, recommending, or engaging in the Advanced Marketing Practicum duties as assigned in the job specifications submitted for approval prior to the commencement of the Advanced Marketing Practicum and then only if The Student:
 - 1. reasonably requires access to the Confidential Information for purposes approved by this Agreement, and pertaining to the completion of tasks, duties or reports for the Advanced Marketing Practicum.
 - 2. has been apprised of this Agreement and The Student's obligations to maintain the trade secret status of Confidential Information and to restrict its use as provided by this Agreement.
- d. Should the student breach confidentiality as set out in this agreement, the following procedures shall be followed to ascertain the extent and nature of such breach and consequences, as may be the case.
 - 1. The Company shall submit a formal complaint in writing to the practicum coordinator, stating the date and details of the offence.
 - 2. The Student shall be called in by the IMM Graduate School of Marketing for purposes of initial interviewing.
 - 3. Should the nature of the offence warrant such intervention, the IMM Graduate School of Marketing will hold an Investigative Enquiry, at

which both The Student and representative and/or witnesses from The Company will be present.

4. The IMM Graduate School of Marketing reserves the right to decide the outcome of such an investigation, notwithstanding the right of the company to take legal action against the offending student directly.
5. The Company hereby undertakes not to hold the IMM Graduate School of Marketing or any of its sister companies or employees liable in the event of The Student's misconduct or breach of confidentiality, but to make use of legal recourses available to itself directly with respect to The Student hosted.

4. Obligation of Non-Competition

The non-competition provisions of this Agreement are an essential and material part of the total agreement, by which The Student agrees he/she shall not use any advantages derivable from such Confidential Information in his/her own business or affairs, unless the same is done pursuant to a new agreement executed by all signatories to this document.

5. Non-Circumvention

The Student hereby agrees for himself/herself and the IMM Graduate School of Marketing and any related parties, that he/she will not, directly or indirectly, contact, deal with or otherwise become involved with any entity or any other entities or parties introduced, directly or indirectly, by or through the other party, its officers, directors, agents or associates, for the purpose of avoiding the payment to The Company of profits, fees or otherwise, without the specific written approval of The Company.

6. No Representations

The Student understands that The Company makes no representation or warranty as to the accuracy or completeness of the information it provides to The Student. The Student agrees that neither The Company, nor any of its advisers, representatives, agents, or employees shall be held liable for utilisation of Confidential Information which results from the Student's use of said information.

7. Term

This Agreement shall, by mutual consent of the parties, remain in force and effect for a period of 10 weeks from the date of commencement of the Advanced Marketing Practicum by all parties, with the effective date being the date of first contact with The Company.

8. Jurisdiction

The jurisdiction for this Agreement is global and worldwide. Should The Company assert that a violation has occurred, the parties agree that the Company shall be entitled to take action against The Student so to remedy the violation in the locale and/or legal jurisdiction in which the violation occurred, and/or in any other locale or jurisdiction(s) which is appropriate, in the opinion of The Company and its counsel.

9. Miscellaneous

- a. Except for the limited right to use granted in section 3(c) herein, no right or licence, either express or implied, under any patent, copyright, trade secret or other intellectual property right is granted hereunder.

- b. No agency, employment or partnership relationship is created between the parties by this Agreement.

- c. Unless already permanently employed by the hosting company, The Student is placed at the company for a period of 10 weeks for the purposes of completion of practicum requirements. Should The Company wish to offer the student employment of any nature or refer the student for employment within 1 year from date of finalising of the Advanced Marketing Practicum, the hosting company agrees to pay placement fees as per the sliding scale of IMM Recruitment, the official recruitment arm of the IMM Graduate School of Marketing.
- d. No party has any obligation whatsoever under this Agreement to purchase any service or item from any of the other parties, or to offer any service, employment or item for sale to any of the other parties and that any agreement to have a business relationship between the parties will exist only when such agreement is in writing and duly executed by all the parties hereto, with the direct involvement of and communication with the IMM Graduate School of Marketing.
- e. **ANY** and **ALL** additions, modifications, and waivers of this Agreement must be made in writing and signed by all parties, with the inclusion of the IMM Graduate School of Marketing. However, the failure of a party to insist on full compliance with any provisions of this Agreement in a particular instance shall not preclude it from requiring full compliance thereafter.
- f. This Agreement is made and shall be governed and construed in accordance with the laws and labour laws of South Africa. The proper venue for any action arising from or in connection to the interpretation or enforcement of this Agreement shall be decided by the IMM Graduate School of Marketing as educational institute. Notwithstanding this, The Company shall be free to pursue legal action against the Student hosted, as per its own legal council.

- g. If any portion of this Agreement shall be held invalid, such invalidity shall not affect the other provisions hereof. If any party hereto incurs any legal fees, whether or not action is instituted, to enforce the terms of this Agreement or to recover damages or injunctive relief for breach of this Agreement, it is agreed that the successful or prevailing parties shall be entitled to reasonable attorney fees and other costs in addition to any other relief to which it or they may be entitled.
- h. This Agreement constitutes the entire understanding between all the parties and supersedes all previous understandings, agreements, communications and representations, whether written or oral, concerning the discussions by and between the parties hereto and the Confidential Information.
- i. The provisions of this agreement shall in no way undermine, cancel or replace the behavioural, procedural, ethical, honesty and other guidelines stipulated by the IMM Graduate School of Marketing upon its student/s.

10. Mutuality

To the extent that confidential information is disseminated or exchanged by both parties, such information shall be confidential as to both parties, The Company and The Student. When in doubt, The Student will refer to The Company for clarity regarding what constitutes information which may or may not be disclosed, for academic, research or other purposes.

IN WITNESS WHEREOF, the parties hereto have individually and by their duly authorised representatives executed and delivered this Agreement, to be effective as of the date first written above.

AGREED TO AND ACCEPTED BY:

(THE COMPANY(S))

(INSERT COMPANY NAME)

Signed:.....

(Name: (please print))_____

(insert title)

AND

(THE STUDENT:) (INSERT STUDENT NAME_

SIGNED _____

(THE STUDENT)

NOTE: A copy of this agreement shall be emailed or faxed to the practicum coordinator prior to The Student's commencement of the Advanced Marketing Practicum. The Student will await permission from the practicum coordinator before the Advanced Marketing Practicum 4 may commence.

Annexure F: Hosting

(To be submitted prior to commencement of practicum duties)

Student Details:

Student Hosted: (name)

Student Number:

Hosting Company / Employer Details:

Name:

Physical Address:
.....
.....

Supervising Individual's Name:

Telephone:

Email:

Practicum Details:

Job Spec Submitted to Practicum Coordinator for review? Yes No

Start Date:

Completion Date:

Any relevant comments regarding hosting/student/practicum:

.....
.....
.....

Signed:

Date:

Note: All students placed for Practicum Purposes remain a recruitment candidate of the IMM GSM, under the coordination of IMM Recruitment. Any employment or referral for employment to sister companies or otherwise will immediately incur placement fees as per IMM Recruitment's sliding scale.