



DIVISION OF EXTRA-MURAL STUDIES
FOURAH BAY COLLEGE
UNIVERSITY OF SIERRA LEONE



Date: 14th August, 2024

The Human Resource Manager,
Save the Children,
Sir Samuel Lewis Road,
VIA Aberdeen Road, Freetown

Dear Sir/Madam,

LETTER OF REQUEST FOR INTERNSHIP PLACEMENT

I hereby write to request your permission to allow our student, Mr./Ms Hawa Sebay
(Registration No. 45655) undertake his/her Internship Programme at your organization.

Our department offers a course leading to the award of the Bachelor's degree in Adult Education and Community Development (B.Ed Hons). As part of the requirements to complete the course of study, our students are required to undertake a **16-week Internship Programme** at an institution of their choice to enable them develop an understanding of the relevant concepts and themes in adult education and development work in a more practical context. It is also envisaged that during this very important exercise they would be able to draw the necessary links between theories, philosophies and principles of adult education and development work and how these ideas play out in real life situations.

As he/she has chosen your organisation for this exercise, I ask that you kindly provide the relevant assistance and support that he/she may require to enable him/her complete this all-important academic exercise. Following your approval, a more detailed explanation of the mode of operation of our Internship Programme will follow including the **Mode of Assessment**. Please I can be contacted on the numbers listed above if there are any initial queries you may have about his/her credentials or the Programme that might need clarification before your approval.

Many thanks in advance for your kind consideration on this matter, as I hope to hear from you soon.

Yours sincerely,

DIVISION OF EXTRA-MURAL STUDIES
SIGN
FOURAH BAY COLLEGE
UNIVERSITY OF SIERRA LEONE
Mohamed B. Turay
(Internship Coordinator)
078 277 371/ 030 739 137