



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



27th August, 2024

The Director General,
Human Resource Management Office.
George Street,
Free Town.
Dear/madam

LETTER OF REQUEST FOR INTERNSHIP PLACEMENT

I hereby write to request your permission to allow our student, **Hawa Sesay (Registration No: 45655)** undertake her internship program at your organization.

Our department offers a course leading to the award of the Bachelor's degree in **Adult Education and Community Development Studies (B.Ed. Hons)** - as part of the requirement to complete the course of studies, our students are required to undertake a **16-week internship program** at an institution of their choice to enable them to develop an understanding of the relevant concept and themes in adult education and community 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 these ideas play out in real-life situations.

As she has chosen your organization for this exercise, I ask that you kindly provide the relevant assistance and support that she may require to enable her to complete this all-important academic exercise. Following your approval, a more detailed explanation of the mode of operation of our internship program 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 her credentials or the program that might need clarification before your approval.

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

Yours sincerely

Yours sincerely,
SIGN
FOURAH BAY COLLEGE
UNIVERSITY OF SIERRA LEONE
Mohamed I.B. Turay

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(Internship coordinator) **078277371/ 030739137**

