

**VICTORIA
UNIVERSITY**

Kampala . Uganda

STUDENT INTERNSHIP POLICY

Imani

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Table of Contents

1.0	Introduction.....	3
2.0	Objectives.....	3
3.0	Benefits of internship program	3
3.1	Students – Internship provides an opportunity to:.....	3
3.2	Internship Site – Internships provide:	4
3.3	Victoria University – Internships provide:	4
4.0	Responsibilities of the Parties	4
4.1	The Student	4
4.2	The University.....	4
4.3	The Company/Supervisor	5
5.0	Organization of internship	5
5.1	Faculty Internship Committee	5
5.2	Budget	5
5.3	Pre placement	6
5.4	Visits to internship sites and join planning with the partners	6
5.5	Criteria for site selection.....	6
5.6	Briefing of the students.....	6
5.7	Re-orientation of the academic staff	7
5.8	Placement.....	7
5.9	Supervision	8
5.10	Requirements for supervisors	8
5.11	Evaluation.....	8
6.0	Students' Assessment	9
6.1	Overall evaluation	9
7.0	Conclusion	9
	Annexes	10
	Annex 1 : Statement of Commitment	10
	Annex 3 : INTERNSHIP LOG BOOK	14
	Annex 4 : Student Evaluation Form	15
	Annex 5 : Internship report guide	17

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1.0 Introduction

An internship is a pre-professional learning experience that offers meaningful, practical work experience related to a student's field of study or career interest. The primary purpose of internship requirement at Victoria University is that it allows students to apply principles and theory learnt in the classroom in a professional environment. Students gain vital skills and experience that they will use throughout their professional career. Internship provides students with an opportunity to build up their community of relationships, which becomes useful when seeking employment after graduation.

2.0 Objectives

The purpose of internship is to produce practically oriented graduates that meet the required competences of their future employers. The following are the specific objectives of internship program.

- Provides a full and realistic view of the world of work.
- Integrates academic preparation with practical application and skill development in the workplace.
- Acquire hands-on work experience.
- An opportunity to network with professionals in one's field of interest.
- Sharpens aspects of professionalism, including honesty/integrity, reliability/responsibility, respect for others, compassion/empathy, advocacy.
- A chance to explore career options and develop transferable skills.

3.0 Benefits of internship program

3.1 Students – Internship provides an opportunity to:

- Explore possibilities and "test drive" future careers.
- Develop valuable skills and career-related experience
- Apply classroom knowledge to real-world situations; increase relevance of coursework
- Build network of contacts and begin networking professionally
- Gain job-seeking and employment skills; potentially boosting maturity, self-confidence and professionalism
- Possibly earn money, academic credit and a future job offer

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3.2 Internship Site – Internships provide:

- Access to highly motivated and talented students who are eager to learn
- Assistance with special initiatives or projects
- Source of fresh perspectives, insights, and ideas for the organization
- Cost effective way to preview, recruit and evaluate potential employees
- Opportunity to share expertise by serving as a professional mentor
- Chance to give back to the community and contribute to the education process

3.3 Victoria University – Internships provide:

- Opportunity to further develop relationships with employers leading to professional jobs and internships for students
- Chance to enhance classroom discussions with experiences and real-world examples
- Support for education by providing valuable learning outside the classroom
- Prospects for corporate and community support for the university

4.0 Responsibilities of the Parties

4.1 The Student

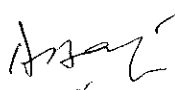
The student will be expected to:

- Work on the days and times agreed upon with supervisor.
- Conform to the regulations of the organization which internship takes place.
- Maintain confidentiality of organization in which internship takes place.
- Notify the University/Supervisor should any problem arise during the course of the internship.
- Complete the required log of sheet and submit to Coordinator/Supervisor at the end of internship.
- Provide reports and other forms of feedback to the University and the host partners. These reports will include self-evaluation, supervisors' evaluation and site evaluation.

4.2 The University

The University will be expected to:

- Identify faculty mentor that will award university credit to students, where appropriate, or upon completion of internship.
- Participate in planning and evaluation regarding learning activities by jointly deciding on objectives with student and supervisor.
- Provide company/supervisor with student evaluation forms.



- Notify student of obligations and monitor students' compliance during the course of the internship.
- Conduct intermittent individual contacts with students during internships to critique student progress and professional growth.

4.3 The Company/Supervisor

The Company/supervisor will be expected to:

- Provide a working environment which allows the student to gain experience relevant to the major field.
- Supply a safe environment for the student and inform the student and University of any possible unsafe conditions.
- Present both student and university supervisor with policies and operational procedures to which the student is expected to follow during the course of the internship.
- Notify the university/supervisor of any poor work performance or problems with the student placement.
- Evaluate student's performance at the end of internship and submit evaluation form to university/supervisor.

5.0 Organization of internship

Internship shall be organized through the following steps:

5.1 Faculty Internship Committee

The Dean will chair the Faculty Internship Committee. The Committee will comprise of the following:

- Dean
- Heads of Departments
- Internship Coordinators

The terms of reference of the Faculty Internship Committee shall include:

- Reviewing internship and supervision procedures
- Carrying out budgeting for internship
- Handling assessment and the final evaluation of internship
- Mainstreaming field attachment in the academic programs

5.2 Budget

Internship program should be considered as a priority academic activity and the following are recommendations on sustainability measures:

- The tuition fees should have the internship component.

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- On site supervisors should be recognized and motivated through appropriate means such as a letter of recognition etc
- Each Faculty should have an internship budget in line with the following items: students' material and equipment, transport and day/per diem allowance for the academic supervisor, facilitation for communication.

5.3 Pre placement

This consists of visits to internship sites and joint planning, briefing students and orienting the staff.

5.4 Visits to internship sites and join planning with the partners

The purpose of the visits is to identify sites and partners and negotiate relationships, roles and responsibilities. The visits should be followed by prior exchange communication with the partners to confirm appointment. Academic staff should identify suitable sites for students' internship.

Joint planning should include drawing an action plan for implementation of internship program; agree on the evaluation criteria of the students on internship and modalities for supervision. It also involves training of the supervisor in specific requirements for supervision and evaluation of the students on internship.

5.5 Criteria for site selection

- Availability of suitable field supervisors
- Availability of supportive facilities to the learning of the students
- Health and safety of the site

5.6 Briefing of the students

Students should be briefed before they start internship so that they can appreciate it as an integral part of their training program. In such briefing, the following should be addressed:

- The purpose of internship program
- Code of conduct expected of the students during internship
- Roles of the various supervisors (academic and field supervisors)
- Grading and evaluation of the internship program
- Channels of communication for students on internship just in case there is a problem to report
- The final field attachment report format
- Health and safety issues
- When and how to handover materials/equipment lent to them by the host organization during field attachment

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5.7 Re-orientation of the academic staff

The academic staff to participate in supervision should all be involved the planning and organization of the exercise. This activity should be carried out before the visits to the internship sites. This is because some of the staff will be involved in the pre-placement preparations. They should be well oriented on the following:

- The purpose of internship program
- What the task involves
- Development and review of the monitoring and evaluation/assessment criteria

5.8 Placement

Duration and timing

Students at all class levels are eligible to participate in an internship however, it is recommended that internship be conducted at the end of second year second semester and each period to last at least eight (8) weeks per year.

Posting

This process includes:

- Identifying suitable candidates for each internship site
- Preparation of important documents eg student's evaluation form, log book, internship agreement etc

Students' records

Students on internship will be required to keep log books where they enter their daily records of the activities they are engaged in as well as new knowledge and innovations learnt.

The on-site supervisor shall assess the daily records in the log book. The interns' log books shall also be assessed and signed by the academic supervisors each time they visit the students in the field.

The student shall produce a report of their internship experiences and a completed program assessment form at the end of the program.

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Victoria University policies apply throughout the duration of internship. It is the site supervisor's responsibility to ensure that people involved in field work are aware of all relevant policies. The University shall develop suitable penalties for students who do not comply with the guidelines.

5.9 Supervision

There will be two levels of supervision;

- The site supervisor
- The academic supervisor

Each intern will be visited at least three times by the academic supervisor.

During the visit, the academic supervisor will interact with the intern, site supervisor and other relevant officials and also visit the attachment sites to acquaint himself/herself with the activities of the intern.

5.10 Requirements for supervisors

Academic Supervisor

- Supervision will be done by qualified academic staff
- Schedules of the academic supervisors' reports will be communicated to the site supervisors in advance
- Supervision reports will be written on the spot and copies given to the intern and the site coordinator
- Penalties will be developed for academic supervisors whose performance in the field will be found in breach of professional conduct

5.11 Evaluation

Given the duration and intensity of the internship program, and the consistency of assessments by the academic supervisor, the site supervisor and field attachment report, internship carries an overall weighting of 5.0 credit units.

Internship being part and parcel of the academic program, must be assessed, graded and the grades contribute towards the award of the candidate.

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Internship grades should appear on the student's transcript as an independent course.

6.0 Students' Assessment

Marks for internship will be distributed between assessment by the site supervisor, academic supervisor and the field attachment report. In view of the purpose of the internship program as providing practical orientation, the assessment by the site supervisor, who is best placed to monitor and assess the intern's daily performance, should be given prominence in proportion distribution. Marks should be distributed as follows:

- Assessment by the site supervisor based on agreed criteria will carry not more than 40%
- Perceived benefits or values to all parties
- Organization and coordination
- Supervision
- Sustainability

6.1 Overall evaluation

Academic supervisors should evaluate the internship program annually based on:

Perceived benefits or value to all parties

- Organization and coordination
- Supervision
- Sustainability

7.0 Conclusion

The importance of internships to students in terms of networking and gaining experience cannot be understated. All parties recognize and appreciate its value.



Annexes

Annex 1 : Statement of Commitment

I _____ a 1st / 2nd / 3rd / 4th year
student of _____ (course) hereby do
commit myself to undertake internship program at
_____ (place) for a
minimum of 8 weeks.

Defaulting on my part can be subjected to disciplinary decisions by the university.

Signature: _____

Date: _____

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Annex 2 : Site Supervisor's Evaluation

The purpose of this evaluation is to help students on internship to further develop their job performance. You are encouraged to discuss your responses with the student in a positive and objective manner, just as you would review job performance with your colleagues. This evaluation will assist in determining the student's grade. Your assessment of the student's learning experience, the attainment of goals, and the professional development achieved over the service period is valued.

Please grade the Intern with marks ranging from one to five, the latter being the highest and one the lowest.

Use the following key

- a. 1 = Unsatisfactory
- b. 2 = Below average
- c. 3 = Average/good
- d. 4 = Very good
- e. 5 = Excellent

1 2 3 4 5

1 Basic work expectations

Comment:

2 Knowledge and ability to learn

Comment:

3 Ethical awareness and conduct

Comment:

4 Interpersonal Relations

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Comment:

5 Communication skills

Comment:

6 Attendance

Comment:

7 Punctuality

Comment:

8 Flexibility

Comment:

9 Dependability

Comment:

10 Culture fit

Comment:

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11 Dress code

Comment:

12 Behaviour

Comment:

13 Work productivity

Comment:

Would you recommend this student for employment following this internship? YES NO

Comment:

Any other Comments/Suggestions

Supervisor's Name: Date:

Supervisor's Signature:

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Annex 3 : INTERNSHIP LOG BOOK

Name: _____

Registration Number: _____

Program: _____

Organization

Internship Period

Name of Organization:

From:

To:

Address:

Supervisor's Name:

Contact Number:

Record of work.

Week 1 ☐ Week 2 ☐ Week 3 ☐ Week 4 ☐ Week 5 ☐ Week 6 ☐ Week 7 ☐ Week 8 ☐

Start date: _____ End date: _____

Work Assignments

Observations

Monday

Tuesday

Wednesday

Thursday

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Friday

Remarks

Intern

Supervisor

Signature:

Signature:

Full Name:

Full Name:

Date:

Date:

Annex 4 : Student Evaluation Form

Name: _____

Registration Number: _____

Program: _____

Internship Site: _____ Date: _____

Congratulations on completing your internship. In order to make experience better for the next intern, carefully complete this instrument. Your views are urgently required for preparation of a report to the

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Faculty. This evaluation form should be completed as soon as internship ends and sent to the internship coordinator.

1. How did you find this internship?

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

2. Were you given sufficient supervision?

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

3. Were you given helpful feedback on your work?

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

4. What do you consider to be the major strength of this internship?

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

5. How have you benefited from participating in this internship?

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

6. How did your internship site benefit from your attachment activities?

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

7. Was your internship attachment relevant to your degree program?

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

8. Did you experience any major challenges that might be faced by future interns and how can this be solved?

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

9. What factors do you think would have enabled you to perform better during internship?

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

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10. What would you change about this internship?

Annex 5 : Internship report guide

The internship report should be well written in good English and should contain the following:

Cover page

This should show the following in the given order: Name of Faculty; Student Registration Number; Program of study; Year of study; Site Supervisor's signature; and Academic Supervisor's signature.

Acknowledgements

The student should acknowledge all those who assisted in contributing to the success of the internship and report writing.

Abstract/Summary

This should provide a summary of the most important practical work the student learnt as well as the major challenges, conclusions and recommendations.

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Table of contents

A table of contents should be generated which shows the contents of the report and the page numbers for easy reading and referencing.

List of Figures

All figures must be captioned at the bottom, with figure numbers shown against each caption. The pages where particular figures are found should be indicated for easy reading and referencing. Figures should be preferably numbered according to the chapter numbers.

List of acronyms/abbreviation

All acronyms or abbreviations used in the report should be included in this section, with their full meanings.

Introduction

Background of the internship attachment program

Objectives of internship attachment

Structure of the organization with emphasis on the department where student is deployed

Major activities and focus of the department.

Experiences

Duties and responsibilities

New knowledge and skills gained in each of the duties and responsibilities assigned

Level of accomplishment of the duties/responsibilities assigned (indicate your contribution in terms of new knowledge and skills provided)

Relationship with other staff

Things enjoyed most and why

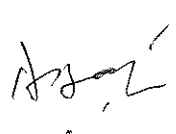
Things enjoyed least and why

Problems experienced and how they were handled

Major benefits derived from internship program

Conclusion and Recommendations

Conclusion



Remember to include the major strengths and weakness of the internship program.

Recommendations

Include recommendations for strengthening the internship program as part of the teaching curriculum at Victoria University and for improvement of the service delivery at the place you have worked.

References

All relevant citations such as textbooks, personal communications, internet materials and guidelines which students use during the internship attachment and /or report writing must be quoted using the Harvard style of referencing.

Appendices if any

This should include any other annexes to the report such as drawings, design charts, photographs etc.

