



UNIVERSITY OF NAIROBI

School of Computing and Informatics

INDUSTRIAL-ATTACHMENT PLACEMENT AND EVALUATION GUIDELINES

VERSION 1.0

Approved by 87TH SCI BOARD on 25th March 2013

March 2013

Table of Contents

1	Introduction.....	1
2	Definitions and Roles.....	1
2.1	Student Attachee:	1
2.2	Attachment Coordinator	2
2.3	Faculty Assessor.....	2
2.4	Industrial Supervisor.....	2
3	SCI Industrial Attachment Placement Policy	3
4	SCI Industrial Attachment Assessment Policy	6
5	Industrial Attachment Report Format.....	8
6	Assessment Forms	8
7	Sample Attachment Details Form, Industrial Supervisor’s Evaluation and Form Faculty Assessor’s Evaluation Form	9
8	Sample Log Book.....	13

1 Introduction

The School of Computing & Informatics (formerly Institute of Computer Science) launched the Bachelor of Science (Computer Science) program in 1992. The program was aimed at meeting perceived development needs in Kenya, which it has done very well. Indeed, most of the computer science professionals in industry today have been developed through this program. Hundreds of students have been equipped with the prerequisite knowledge to handle computing and informatics needs of our society. To complement theoretical foundations learned and the practical skills gained from the ultra-modern laboratories students are required to go through an industrial attachment program not lasting less than eight weeks. The attachment involves carefully monitored work or service experience in which students have intentional learning goals and are accorded a chance to reflect actively on what they are learning throughout the experience. The attachment is strategically placed between semester 2 of year three and semester 1 of year four because by this time the student has been exposed to many principles in computing and informatics and requires to focus on real world problems and solutions.

The objectives of the industrial attachment program are to –

- Expose students to industrial work environments,
- Enable students actively participate in creating solutions through the practical use of learned knowledge to solve real world problems,
- Enable students find out more about the various career paths and specializations in the field and possible develop interest in particular specializations,
- Enable students build on networks of professionals and potential employers.

This manual is a guide on how the students will be placed and evaluated. The development of this Industrial Attachment manual is aimed at harmonizing the policy on placement and assessment.

2 Definitions and Roles

2.1 Student Attachee:

This is a student from the School of Computing and Informatics who is between semester 2 of year three and semester 1 of year four and has secured an industrial attachment with a recognized institution and has duly filled and filed with the director the necessary placement

forms. The student attachee is responsible of maintaining a daily work log and at least a one week schedule. The attachee will report to the industrial supervisor for duty allocation and other assignments

2.2 Attachment Coordinator

This is a faculty member designated as so and having been appointed by the SCI director to coordinate student placement and attachment activities. The coordinator will at appropriate time meet with the students and advice them on placement options. The attachment coordinator is responsible for establishing and maintaining a website containing potential firms willing to take attachees. The coordinator will ensure that all students are placed in organizations that add value to their learning exposure. The coordinator will be responsible for compiling students' assessment grades and forwarding to the director or the delegated person for onward transmission to the board of examiners. The attachment coordinator will report to the director any issues concerning industrial attachment and take the necessary actions as directed by the SCI director, the SCI board of examiners or SCI academic staff meeting.

2.3 Faculty Assessor

This is a member of SCI faculty who is responsible for monitoring closely the activities of a specific student or group of students on industrial attachment. The faculty assessor will be required to visit the student at least once during the 8 week duration and evaluate and grade the student activities. The assessor will consult with the industrial supervisor and fill the necessary industrial attachment assessment tool and file it at the earliest with the attachment coordinator.

2.4 Industrial Supervisor

This is a technical or management member of the hosting organization who is responsible for the student learning process. The industrial supervisor must establish a program of activities that will have maximum impact to the learning experience. The supervisor must assign the student appropriate technical staff(s) who will guide and mentor the student. The industrial supervisor will liaise with the attachment coordinator or faculty supervisor on matters relating to the well-being of the student or the attachment activities.

3 SCI Industrial Attachment Placement Policy

The development of this placement policy is aimed at harmonizing the strategies used in placement of students to various organizations.

a) Type of Organization and Activities

A student can be placed for attachment in any duly registered organization with a physical location that is easily accessible, and has a vibrant ICT department or is offering computing solutions.

Students will be expected to participate on a day to day basis in the organizations business, and especially the IT/IS/ICT activities that will enhance the students' skills in programming, systems analysis, application design, application customization, network design and support, database administration, application user support among others

b) Information to Students

i) Website

- The SCI website shall be enhanced to provide dedicated section on attachment information, opportunities for attachment, and interface for organizations to update opportunities

ii) Coordinator-Students Class Meetings

- The coordinator will have a minimum of two class meetings.
- The first meeting shall be held prior to the students starting their attachment for general guidance and dissemination of information and expected code of conduct
- The final meeting shall be a post-attachment evaluation meeting where the students can share their experiences with a view of improving the attachment program for the next cohort

iii) E-mails and Notice Board Announcements

Students are encouraged to visit the SCI Notice Boards for frequent updates in addition to the e-mail communication from the Attachment coordinator.

c) Student's Role in Securing Industrial Attachment Positions

- i) The student is required to identify an organization that is willing to absorb him or her for attachment and forward the details to the Attachment coordinator

- ii) SCI through the attachment coordinator will assist in enlisting of organizations which are willing to provide attachment for the students.

d) The Attachment Procedure

- i) Each students must identify an organization that is willing to absorb them either through their own efforts, recommendation from their peers, faculty members or other avenues. The school, through the director shall be notified of such an offer and will approve. The attachment coordinator will assist in issuing of official letter to the concerned organization.
- ii) Upon confirmation of such offer, the student will be required to fill Form sci/att/1 that specifies details of the company where the student is placed, the industrial supervisor details and types of experience expected. The coordinator will enter such details in the master roll.
- iii) Prior to the start of the attachment, the student will meet with the attachment coordinator for a brief on the understanding of the activities that the student is expected to perform during the attachment period. The coordinator will assist students at individual level to formulate intentional learning goals and how to reflect actively on what they are learning throughout the experience
- iv) The student is expected to fill an attachment log-book throughout the attachment period.
- v) In the event the student's activities change during the attachment period, the student is expected to communicate the same to the faculty advisor
- vi) The student, the attachment coordinator/assessor and the industrial supervisor shall agree on an appropriate time towards the end of the attachment period for an appropriate date when the student can be evaluated.
- vii) On completion of the attachment, the student is expected to submit an attachment report detailing:
 - General attachment information such as the names of the organization, and department(s) worked , attachment supervisor contact information and length of attachment

- Description(s) of the activities covered by the student's and the contributions made
- Student reflections on the attachment. This may include summaries of what the student learned from the attachment, how the experiences will help with the selection of career specialization , and any insights provided by the attachment

viii) All faculty advisors will file in the attachment grading for each student assigned

ix) All students must comply with the code of conduct for the University as they will be the face of the university during the attachment period. Further all students must comply with the organization's confidentiality policy as and when required.

e) Coordinators' Role in Advising and Guiding Students

The coordinator shall

- i) Ensure that all information regarding attachment placement, policy opportunities is updated, and made available through the website
- ii) Make the final placement and confirmation of the attachment opportunity to the student.
- iii) Be responsible to ensure that all students submit their attachment reports for evaluation

f) Student's Obligation towards Meeting Cost

The student is responsible for meeting costs that include but not limited to student-accommodation, transport to and from place of attachment, upkeep and insurance while at the place of attachment. Where a student obtains attachment outside the country, faculty visits and assessment may be arranged via online video conference facility such as Skype or its equivalent.

g) All University of Nairobi policies and regulations guiding student conduct shall be applicable to students during the internship period.

4 SCI Industrial Attachment Assessment Policy

a) What Will be Assessed

- Mastery of technical skills to perform assigned duties (weight= 5)
- An in-depth understanding in a technical area of specialization (weight= 5)
- Conduct and ethical behavior at workplace (weight= 4)
- Punctuality, time management and ability to meet deadlines (weight= 4)
- Creativity (weight= 5)

These will be assessed independently on a likert scale (range of five) and the indicated weight applied. The mark shall then be normalized to 100%.

b) Who will Assess

- SCI Faculty members who have been assigned 'Faculty Assessors' duties
- Head of Department/Section or qualified technical officer in the organization providing attachment and who is has been designated as the 'Industrial Supervisor'.

c) Documents to be Assessed

- Industrial Attachment report which shall be reviewed with student's daily logbook.
- Practical assessment during actual work at the duty station
- Confidential report from the Head of Department/ Discussion with Industrial supervisor.

d) Processing of Grades and Notification to Student

- The Faculty assessor will collect all the relevant information from the student, industrial supervisor and his own assessment and grade the work accordingly.
- Grading of student work will be in line with the SCI syllabus and regulations with the relevant grades ranging from A to F.
- Grades will be processed through the normal channels starting from the school's board meeting to the senate.
- Students will be notified from the director's office of their score status. If a repeat is recommended, the director's office shall inform the student at the earliest opportunity.

e) University General Guidelines and Industry Requirements

All other UON guidelines on attachment of students will apply to SCI students while undertaking industrial attachment. In particular reference is made to regulation 5.4 stipulated in Regulation and syllabus for SCI stating that

- The Industrial Attachment shall be equivalent to 2 course units.
- The student attachment will be required to submit an Industrial Attachment report not later than three weeks from the last date of attachment as directed at the beginning of each attachment semester. It shall be graded independently out of a maximum of 100 marks and the pass mark shall be 40%.
- A student shall be allowed to resubmit the industrial attached once where the resubmission will be treated like a supplementary examination in regular courses. However a pass obtained in any resubmitted Industrial Attachment report will be recorded as 40%.
- A candidate who fails to satisfy the examiners in the Industrial Attachment may, on the recommendation of the Board of Examiners and approval by Senate, be allowed to repeat the Industrial Attachment not more than once. A candidate who fails in a repeated Industrial Attachment shall, on the recommendation of the Board of Examiners and approval by Senate, be discontinued from the program.
- In situations where a company requests for a letter from NATIONAL INDUSTRIAL TRAINING AUTHORITY for purposes of their subsequent claim to NITA, please contact them at Commercial Street, Industrial Area or Email: directorgeneral@nita.go.ke or visit their Website: www.nita.go.ke

5 Industrial Attachment Report Format

The following shall constitute an outline for writing an industrial attachment report.

Preliminary pages: Title page, executive summary and Table of contents.

Chapter One: - Introduction

1.1 Background

1.2 Objectives

Chapter Two: - Description of the Company and Sections

2.1 Physical Location and Company History

2.2 Products and Services

2.3 Organizational structure (please include an organogram)

2.4 The various departments/units in the establishment and their functions

2.5 External Environment (Suppliers, Customers, Competitors – check with company if confidential)

Chapter three shall dedicate to actual experiences during routine schedules on business aspects including administration, sales/marketing, general technical tasks.

Chapter four shall discuss one area of specialization where the student has developed interest in. The chapter also deals with how the student fulfilled the intentional learning outcomes set at the beginning of industrial attachment.

Chapter five: Summary, Conclusions and Recommendations.

5.1 Highlights of attachment activities

5.2 Lessons worth sharing with others.

5.3 Issues arising and suggested improvement of industrial attachment program.

6 Assessment Forms

The following shall constitute industrial attachment management and assessment documents

1. The letter of Offer by the Company
2. Form sci/att/1: Form specifying details of the company where the student is placed, the industrial supervisor details and types of experience expected. To be filled by student

and industrial supervisor.

3. Form sci/att/2: Faculty Supervisor assessment Form
4. Form sci/att/3: Industrial Supervisor assessment Form
5. Guidelines for Industrial Attachment Report

7 Sample Attachment Details Form, Industrial Supervisor's Evaluation and Form Faculty Assessor's Evaluation Form

Attachment Details Form			
(Form sci/att/1)			
Student Name:		Student Tel.:	
Admn. No:		Email:	
Company Name:			
Company's Core Activities		Physical Address:	
		Telephone:	
		e-mail:	
Dept/Area student is to be attached		Mailing Address:	
Industrial Supervisor Details	Name: Tel: email	Faculty Assessor Details:	Name:
			email
Student Intentional Learning Goals (filled by student)			
Experience Expected (filled by Industrial supervisor)			
Student Sign	Sign:	Industrial Supervisor Sign	Sign:
	Date:		Date:
Attachment Coordinator:	Name:	Signature (for Director SCI)	Sign:
	email		
	Tel.		Date:

Faculty Assessor's Evaluation Form			
(Form sci/att/2)			
Student Name:		Student Tel.:	
Student Adm. No:		Email:	
Company Name:			
Company's Core Activities		Phys. Add.	
		Telephone:	
		e-mail:	
Section Attached To			
Descriptions of Typical Tasks			
Assessment during actual work at the duty station (Comments are invited which objectively show how the grade was arrived at)	Routine Works	Specialization Works/Area	Grade
Industrial Attachment report (To be submitted with daily logbook for attachment)			Grade
Confid. report by Industrial Supv.			
<u>Overall Grade ('VGood' - 'Good' - 'Fair' - 'Poor' - 'Fail'):-</u>		Remarks:	
Faculty Assessor:	Name:	Date:	
	email		
	Tel.		
		Signature:	

Industrial Supervisor's Evaluation Form			
(Form sci/att/3)			
Student Name:		Student Tel.:	
Student Adm. No:		Email:	
Company Name:			
Company's Core Activities		Phys. Add.	
		Telephone:	
		e-mail:	
Section Attached To			
Descriptions of Major Typical Tasks	Routine Works:		Remarks
	Specialization Works/Area:		
Report on Character, attitude, punctuality and other non-technical aspects.			Remarks
<u>Overall Grade ('VGood'-'Good'-'Fair'-'Poor'-'Fail'):-</u>			Remarks:
Industrial Supervisor:	Name:	Date:	
	email		
	Tel.		

8 Sample Log Book



UNIVERSITY OF NAIROBI

School of Computing and Informatics

**INDUSTRIAL-ATTACHMENT PLACEMENT AND
EVALUATION MANUAL**

UNIVERSITY OF NAIROBI

SCI STUDENT ATTACHMENT LOG-BOOK

Name of Student:

Registration No. of the student:

Name of Organization:

Week No. : ____ Dates: _____	Activities Performed
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Summary: What did I learn? What was new to me?	
Industrial Supervisor Comments:	
Industrial Supervisor: Date: Signature:	