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Date.....

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## List of Acronyms

<b>AfDB</b>	<b>African Development Bank</b>
<b>BIs</b>	<b>Benefiting Institutions</b>
<b>BSc.</b>	<b>Bachelor of Science</b>
<b>BU</b>	<b>Busitema University</b>
<b>GoU</b>	<b>Government of Uganda</b>
<b>GU</b>	<b>Gulu University</b>
<b>HEST</b>	<b>Higher Education Science and Technology Project</b>
<b>KYU</b>	<b>Kyambogo University</b>
<b>MUK</b>	<b>Makerere University Kampala</b>
<b>MUST</b>	<b>Mbarara university of Science and Technology</b>
<b>NYTIL</b>	<b>Nyanza Textiles Industry Limited</b>
<b>S&amp;T</b>	<b>Science and Technology</b>
<b>S/A</b>	<b>Science/Arts</b>
<b>UMA</b>	<b>Uganda Manufactures Association</b>
<b>UMI</b>	<b>Uganda Management Institute</b>

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## Executive Summary

Uganda Manufacturers Association (UMA) is running an internship program under the Higher Education, Science and Technology project funded by the African Development Bank (AfDB) in partnership with the Government of Uganda (GoU), Ministry of Education Science, Technology and Sports (MoESTS), Africa Development Bank (AfDB), and the eight Benefiting Institutions (BIs) namely; Busitema University (BU), Gulu University (GU), Kyambogo University (KYU), Makerere University Kampala (MUK), Makerere University Business School (MUBS), Mbarara University of Science and Technology (MUST), Muni University (MU) and Uganda Management Institute (UMI).

The UMA-HEST Internship project placement started in April 2015 with the Arts students who were from UMI and MUBS campuses, these were later joined by Science and Technology universities in July 2015 and it will be running until 2017.

The main goal of the project is **to improve the skills of 2000 interns from eight Benefiting Institutions** (BIs) namely; Kyambogo University (KYU), Busitema University (BU), Makerere University (MUK), Gulu University (GU), Mbarara University of Science and Technology (MUST), Muni University (MU), Uganda Management Institute (UMI) and Makerere University Business School (MUBS). Ninety percent (90%) of the students to be placed in the respective companies should be offering Science and Technology Courses while ten percent 10% should be Arts students. The project is providing skills to interns required by employers in Uganda to enhance their opportunities of employment in the future.

Busitema University being part of the institutions offering Science and Technology courses, recommended 37 students to take part in the project. Three (3) students were later on included in the project summing the number to forty (40). The target for placement was 27 interns. One (1) intern got employed before being placed and one (1) other was not interested. As at 31<sup>st</sup> December, 20 interns (74%) had been placed. The placement process is still going on for those students who have not yet been placed (18), and the project expects to place all the students before the next cohorts from the university. Of the interns that were recommended, 25 were male and 15 were female.

Coordinating together with the University, the project is targeting 69 interns to be placed in 2016. UMA-HEST therefore requests the University to recommend 75 students.

## 1 Introduction

Busitema University being part of the Benefitting Institutions (BIs) recommended 37 students from 7 different courses namely; Bachelor of Agricultural Mechanization and Irrigation, Bachelor of Science in Agro-Processing Engineering, Bachelor of Animal Production and Management, Bachelor of Computer Engineering, Bachelor of Science in Natural Resource Economics, Bachelor of Science in Textile Engineering and Bachelor of Science in Water Resources Engineering for the Internship program.

From the preferred University procedures, interns were recommended and trained at UMA for 3 days in life and work place based skills in the month of March 2016. From April to December 2015, students were supported to do hands on internship training in companies for 2 – 3 months. The students were placed under company based technical supervisors with whom clear skills acquisition programs were agreed on. While at the companies, UMA-HEST Team made support supervision visits to ensure that skills acquisition was ongoing to the satisfaction of the company based technical supervisors.

Although 37 students were recommended by the BI, three (3) other students were added after getting themselves companies to train with, bringing the sum of interns from Busitema University to 40. The UMA-HEST Project target was to place 27 Interns from Busitema University in the first year of implementation. As at 31<sup>st</sup> December 2015, 20(74%) interns had been placed and the project expects to meet the target before the next batch of students in 2016 is sent from the University.

Nine (9) students were placed in July, four (4) students in both September and October and three (3) in November. No students were placed in the months of August and December. Four (10 % of the interns placed) have been retained, others have been promised to be called in case of any training opportunities. Nineteen (19) students have not yet been placed, one (1) intern left the company before the end of the training period and one is already working somewhere and thus cannot be placed.

This report will continue with the general information and proceed with placements of interns, course distribution, gender distribution, interns per company, retained interns, challenges and mitigations, interns not yet placed and finally end with skills attained.



## 2 General Information

### 2.1 University Procedure

All the applicants recommended for placement were from the University specifically with a Science and technology background. Busitema University advertised about the project on various notice boards across the campus. Interested students applied and departments shortlisted those that had succeeded depending the university based selection criteria.

### 2.2 UMA-HEST Procedure

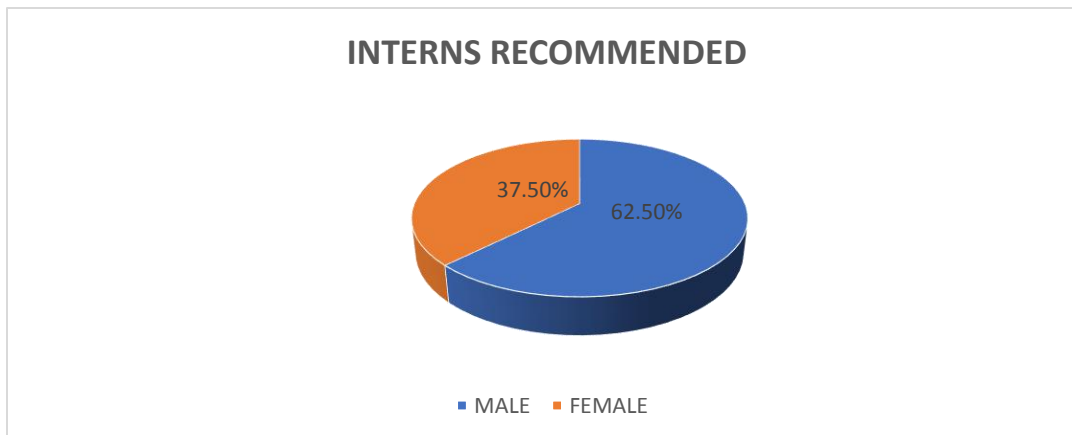
After the Universities selecting the students to participate in the project, the students were recommended to UMA where they were inducted for two days starting 18<sup>th</sup> to 19<sup>th</sup> June 2015. The induction was held at UMA in the Multi-Purpose Hall. In this program students were enlightened about project, how to send their reports and gained basic work related skills and knowledge; some of these included communication skills, interpersonal skill, time management skills among others. This was done by various facilitators with expertise in different fields.

Of the forty (40) students from BU, twenty five (25) were male while fifteen (15) were female.

**Table 1: Total composition of interns recommended on Gender basis**

GENDER	INTERNS RECOMMENDED	%
MALE	25	62.50%
FEMALE	15	37.50%
<b>Grand Total</b>	<b>40</b>	<b>100.00%</b>

**Figure 1: Interns recommended by the University on Gender basis**



The different courses for the students recommended from the University are shown in the table below.

**Table 2: List of courses recommended form the University**

COURSES	INTERNS RECOMMENDED	%
Bachelor of Agricultural mechanization And Irrigation Engineering	5	12.50%
Bachelor of Animal Production and Management	8	20.00%
Bachelor Of Computer Engineering	8	20.00%
Bachelor of Science in Agro-Processing Engineering	6	15.00%
Bachelor of Science in Natural Resource Economics	4	10.00%
Bachelor of Science in Textile Engineering	4	10.00%
Bachelor of Science in Water Resources Engineering	5	12.50%
<b>Grand Total</b>	<b>40</b>	<b>100.00%</b>



**Figure 2: Students of Busitema University Attending Induction Training At UMA Multi-Purpose Hall**

### 3 Placement of Interns

The overall placement of the interns from the University started in the month of July 2015 after the orientation workshop. The interns were sent to those particular companies that were willing to train them and more specifically those that concentrated on the intern's field of study.



**Figure 3: Some of the students placed at Bushenyi Cotton in the Western region.**  
**From left: Sulaiman Kiyuba Nkuutu (ITO), Tarihari Grace (BU Intern), Nalwoga Maria (MUK Intern) & Allan Ssenyondwa (IPO)**

Of the forty (40) interns recommended by BU, twenty (20) interns had internship. The placement process is still going on for those interns that have not yet trained with any company.

The highest number of interns placed were in July (9-45%), followed by October and September with 4 interns (20%) and lastly 3 (15%) November. No student were placed in the months of August and December. On average, 3 interns have been placed per month from Busitema University.

It is important to note that one (1) intern got employed before placement and another one was not interested in the internship. The eighteen (18) interns who had not been placed by the 31<sup>st</sup> of December 2015 will be placed before the cohort of 2016 is processed.

**Table 3: General Placement of interns on Monthly basis**

<b>MONTHS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>Grand Total</b>
<b>JULY</b>	7	2	9
<b>SEPTEMBER</b>	3	1	4
<b>OCTOBER</b>	2	2	4
<b>NOVEMBER</b>	1	2	3
<b>Grand Total</b>	<b>13</b>	<b>7</b>	<b>20</b>

Figure 4: Graphical representation of the Total interns placed

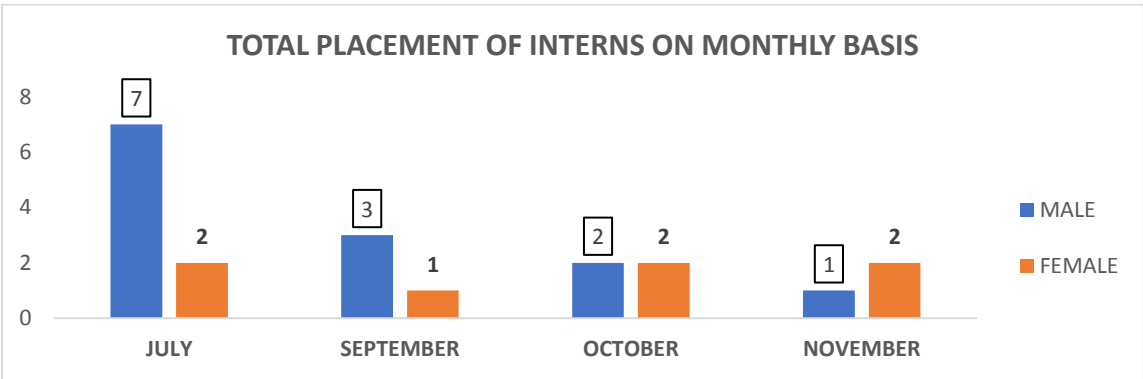
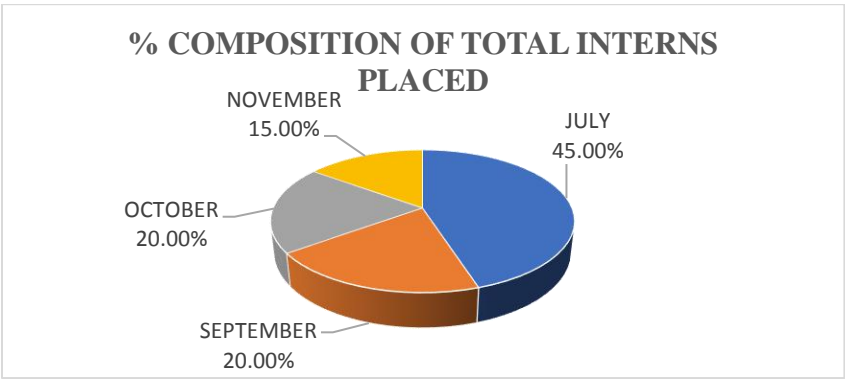


Figure 5: Percentage composition of interns placed



## 4 Course Distribution

### 4.1 Interns per course

Busitema University recommended 40 students from seven (7) Science and Technology based courses to the project. Bachelor of Animal Production and Management, Bachelor of Computer Engineering, Bachelor of Science in Agro-Processing Engineering had the majority of the interns recommended.

**Table 4: Course distribution of interns placed**

COURSE	INTERNS RECOMMENDED	%
Bachelor of Agricultural mechanization And Irrigation Engineering	5	12.50%
Bachelor of Animal Production and Management	8	20.00%
Bachelor Of Computer Engineering	8	20.00%
Bachelor of Science in Agro-Processing Engineering	6	15.00%
Bachelor of Science in Natural Resource Economics	4	10.00%
Bachelor of Science in Textile Engineering	4	10.00%
Bachelor of Science in Water Resources Engineering	5	12.50%
<b>Grand Total</b>	<b>40</b>	<b>100.00%</b>

### 4.2 Placement per course

The highest number of interns placed offered Agricultural Mechanization and Irrigation Engineering (5) well as the least number of interns offered water resource Engineering (1). This means that all recommended interns in the former (5) were placed and only one (1) in the latter (5) was placed.

All the interns that were placed completed their internship. This means that the placement numbers are equal to the actual numbers and therefore no further analysis on this is needed.

Below is a detailed tabular representation of internship placements of students per course.

**Table 5: Internship placement per course**

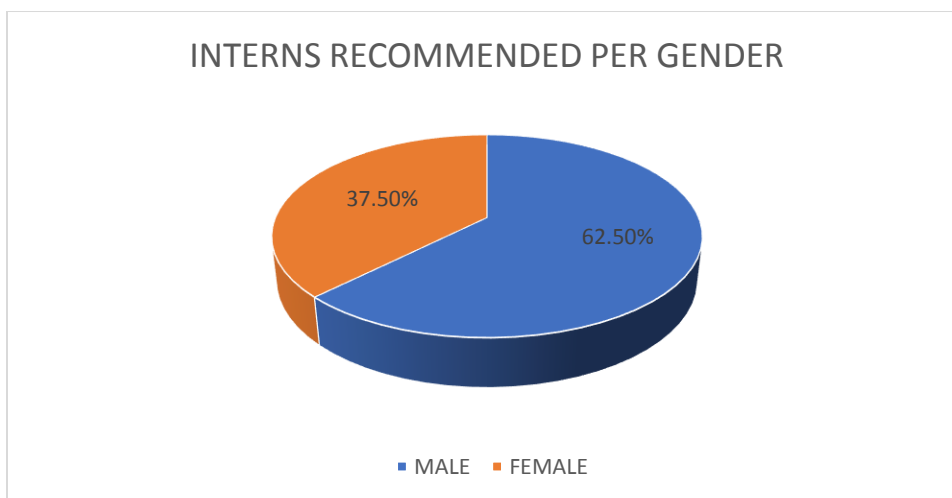
<b>COURSE</b>	<b>INTERNS PLACED</b>	<b>%</b>
Bachelor of Agricultural mechanization And Irrigation Engineering	5	25.00%
Bachelor of Animal Production and Management	3	15.00%
Bachelor Of Computer Engineering	4	20.00%
Bachelor of Science in Agro-Processing Engineering	5	25.00%
Bachelor of Science in Textile Engineering	2	10.00%
Bachelor of Science in Water Resources Engineering	1	5.00%
<b>Grand Total</b>	<b>20</b>	<b>100.00%</b>

## 5 Gender Distribution

As noted earlier, there were 40 Interns from BU; of these 25 (62.50%) were male and 15 (37.50%) were female. During placement, some companies were gender specific well as others were gender neutral. This sometimes affected the gender specific placement rates as will be discussed later.

**Table 6: Gender of interns recommended**

<b>GENDER</b>	<b>INTERNS RECOMMENDED</b>	<b>% COMPOSITION</b>
MALE	25	62.50%
FEMALE	15	37.50%
<b>Grand Total</b>	<b>40</b>	<b>100.00%</b>

**Figure 6: Interns recommended on Gender basis**

### 5.1 Gender Per course

All interns offering Bachelor of Agricultural Mechanization and Irrigation Engineering were male. Courses such as Bachelor of Animal production and Management, BSc. Agro Processing Engineering and BSc. Textile Engineering were gender neutral with each having Four (4), Three (3) and Two (2) males and females respectively.

**Table 7: Gender Composition of Total interns Recommended**

COURSE	MALE	FEMALE	Grand Total
Bachelor of Agricultural mechanization And Irrigation Engineering	5		5
Bachelor of Animal Production and Management	4	4	8
Bachelor Of Computer Engineering	5	3	8
Bachelor of Science in Agro-Processing Engineering	3	3	6
Bachelor of Science in Natural Resource Economics	3	1	4
Bachelor of Science in Textile Engineering	2	2	4
Bachelor of Science in Water Resources Engineering	3	2	5
<b>Grand Total</b>	<b>25</b>	<b>15</b>	<b>40</b>

### 5.2 Distribution of placements per gender per month

Not only did July have the highest number of placements (9), it also had the highest number of male interns (7). July, October and November had on average 2 female intern placements. Well as September had one female intern placement, November had one male intern placement.

Here below is a tabular representation of the above.

**Table 8: Gender composition of Total interns placed on Monthly basis.**

MONTH	MALE	FEMALE	Grand Total
JULY	7	2	9
SEPTEMBER	3	1	4
OCTOBER	2	2	4
NOVEMBER	1	2	3
<b>Grand Total</b>	<b>13</b>	<b>7</b>	<b>20</b>

## 6 Interns per Company

There were 15 companies that offered students internship opportunities with Mbalimbali Limited taking on the highest number of interns (4). Asiima Agric Concern and GM Sugar took on two (2) interns each although the former's interns were all female and the latter's interns were all male. All the other companies took on one (1) intern each respectively although from different genders.

**Table 9: Interns paced per company on Gender basis**

COMPANY	MALE	FEMALE	Grand Total
Achelis(U) Ltd	1		1
Advent City Ltd		1	1
AMMPSCOM Technology	1		1
Asiima Agric Concern Ltd		2	2
Bushenyi Cotton		1	1
Cotton Development Organization	1		1
G.M Sugar	2		2
Global Paints		1	1
Lacel Technologies	1		1
Mbalimbali Ltd	4		4
Milestone Institute of Information Technology	1		1
NYTIL	1		1
Pan Afric Commodities		1	1
Pearl Aquatics		1	1
Water, Environment and Geoservices Ltd	1		1
<b>Grand Total</b>	<b>13</b>	<b>7</b>	<b>20</b>

The companies in the table above were from both manufacturing and service sectors. Employers commended the interns' efforts in executing tasks and were grateful to the project for the cheap labour provided. Feedback from the supervisors was that the Interns were excellent when it came to executing tasks and exhibited problem solving skills. Some of these companies are willing to offer more training opportunities to other interns in 2016.



## 7 Retained Interns

### 7.1 General

In total four (4) interns (20% of placed) were retained in four (4) different companies: Two (2) in July, one (1) in September and October respectively. Other interns got extensions (3) to train with the companies in which they had been placed. Some students (2) got employment elsewhere after their HEST internship. Companies retained students because of several reasons, some of these included outstanding performance, teamwork, good behaviour among others.

### 7.2 Interns retained per month

Two Interns were retained in the month of July, the other two were retained in September and October respectively.

**Table 10: Interns retained per month**

<b>MONTHS</b>	<b>MALE</b>	<b>Grand Total</b>
JULY	2	2
SEPTEMBER	1	1
OCTOBER	1	1
<b>Grand Total</b>	<b>4</b>	<b>4</b>

### 7.3 Interns retained per course

The interns that were retained by companies were majorly students that offered computer-related courses. These interns were retained because of their vigilance to work and also because they had particular IT skills for example programming, web designing, networking skills. Interns that were retained were all male.

### 7.4 Interns retained per company

Below is a tabular representation of interns retained per company, the interns were all male.

**Table 11: Interns retained per company**

<b>COMPANY</b>	<b>MALE</b>	<b>Grand Total</b>
<b>Achelis(U) Ltd</b>	1	1
<b>Lacel Technologies</b>	1	1
<b>Milestone Institute of Information Technology</b>	1	1
<b>NYTIL</b>	1	1
<b>Grand Total</b>	<b>4</b>	<b>4</b>

## 8 Challenges and Mitigations

Challenge	Mitigation
<p><b>1. Inconsistency of students</b></p> <p>At the time students come to office, they are usually very willing and anxious to work but on reaching the work place and seeing the work conditions, they tend to change their minds, this could be because of the high expectations they have of the companies.</p>	<p>The project team engages the interns before sending them to the respective companies explaining the realities the interns may find at the companies.</p>
<p><b>2. Employers' failure to honor their word.</b></p> <p>Due to the dynamism of the private sector, companies request for a given number of interns but they may change their minds at any given time. This causes a delay in placement of interns.</p>	<p>The UMA-HEST Team is lining up more companies to take on the increasing number of interns.</p>
<p><b>3. Poor Intern-employer communication</b></p> <p>Failure of interns to communicate when they leave a company where they have been placed before the end of the internship. This leaves the employers displeased and hesitant to take in more of our interns.</p>	<p>The project team endeavors to make courtesy calls to both the interns and their supervisors to find out how they are progressing.</p> <p>Company visits are also made to meet and interact directly with both the supervisors and the interns.</p>
<p><b>4. Delay to hand in reports;</b></p> <p>Some students take long to send their monthly reports. This makes it hard for the Placement Officer to process their monthly stipends in time since the interns are facilitated after sending reports.</p>	<p>The HEST team starts reminding the students immediately after they have started their internship to send their reports and monthly targets.</p>
<p><b>5. Specialized course names</b></p> <p>Employers are very skeptical about bachelor courses which are very specific in nature. This has made placement of interns from these courses less likely.</p>	<p>UMA-HEST Project team is recommending that Universities should keep Bachelor degrees more general and allowing Masters degrees to be more specific</p>

## 9 Interns Not Yet Placed

Of the 40 students from Busitema University, 20 have been placed and 18 have not. One intern is already employed somewhere and therefore cannot be placed. Another intern left the company before end of the internship period. Majority of the students not placed are Male (11 Interns, 57.89%).

Courses such as water resource engineering and Natural Resource Economics were not easily comprehensible to some employers because they could not differentiate them from the usual courses with related names. Nonetheless, the project team has managed to research about these courses and is now able to explain to the employers.

Those interns have not been placed yet because of the following specific reasons;

- Some interns were not willing to take up internship opportunities upcountry due to long distance involved.
- Some students do not respond when called to come and go to companies to work. They fail to show up.
- Companies usually specify the particular courses that they need, this leaves out students of other courses.

### 9.1 Interns not yet placed Per Gender

Eighteen (18) students have not yet been placed but the UMA-HEST Team is working hard to get them placed before the university sends the next cohort for 2016. The number of female interns are Seven (7) compared to the eleven (11) male interns.

**Table 12: Courses of interns not yet placed on gender basis**

MONTH	MALE	FEMALE	Grand Total
Bachelor of Animal Production and Management	4	1	5
Bachelor Of Computer Engineering	2	2	4
Bachelor of Science in Natural Resource Economics	3	1	4
Bachelor of Science in Textile Engineering	1	1	2
Bachelor of Science in Water Resources Engineering	1	2	3
<b>Grand Total</b>	<b>11</b>	<b>7</b>	<b>18</b>

## 9.2 Interns not yet placed per course

As shown in table 13 above, courses with the highest number of interns not yet placed include Bachelor of Animal Production and Management (5), Bachelor of Science in Natural Resource Economics (4) and Bachelor of Computer Engineering (4) among others.

## 10 Skills Attained

Interns attained different skills and knowledge with respect to their disciplines during both the Internship and induction training.

The professional skills include;

- i. Networking skills
- ii. Web design skills
- iii. Occupational Health & Safety
- iv. Equipment handling skills
- v. Report writing skills

The soft skills include;

- i. Interpersonal & attitude change skills
- ii. Time management skills
- iii. Communication skills
- iv. Team work skills
- v. Entrepreneurship
- vi. Grievance handling skills
- vii. Personal Development
- viii. Problem-solving skills

## 11 Way Forward

The UMA-HEST team expects to place 49 interns in the year 2016 and therefore requests for 75 students. The project looks forward to ensuring that all interns placed benefit from the program by gaining skills in their fields of study so that even when they fail to get employment, they can at least start up their own businesses.

## 12 Conclusion

In conclusion, of the 40 interns (25 males & 15 females), 20 interns (13 Males and 7 Female) were placed in the period of 2015-2016. Four (4) interns were retained although all of them were male. One (1) intern got a job before being placed and one (1) intern left the company before the end of the internship. The eighteen (18) interns still in the project database will be placed before the next cohort of 2016

Higher Education being the heart of Education as well as the core of National and Development Systems, the UMA-HEST Project team would like to thank the Government of Uganda (GOU), Funders (AfDB), University Coordinators, Employers, Interns and other stakeholders at large who have played a tremendous role in the implementation of the HEST Project.

## ANNEX

### Annex 1: List of the Interns placed from 1st July to December 31st 2015

#### JULY

S. N	SURNAME	FIRST NAME	G(M/F)	COURSE	TEL.N O	COMPANY	CONTACT PERSON	COMMENT
1	Aligawesa	Godfrey	M	Bachelor of Agricultural mechanization And Irrigation Eng.	070-3433530	Mbalimbali Ltd	Kalembe Nancy	Self Employed
2	Karabyo	Asanairi	M	Bachelor of Agricultural mechanization And Irrigation Eng.	0706-526963	Cotton Development Organization	Owachi William Godwins	Not Retained
3	Kidega	Richard	M	Bachelor of Agricultural mechanization And Irrigation Eng.	0785-454403	Mbalimbali Ltd	Kalembe Nancy	Not Retained
4	Lwanga	Charles	M	Bachelor of Agricultural mechanization And Irrigation Eng.	0778-514550	Achelis(U) Ltd	Kalembe Nancy	Retained
5	Okwanga	Reagan	M	Bachelor of Agricultural mechanization And Irrigation Eng.	070-3433531	Mbalimbali Ltd	Kalembe Nancy	Not Retained
6	Ouma	Humphery	M	Bachelor of Science in Agro-Processing Engineering	0788-139299	Mbalimbali Ltd	Kalembe Nancy	Not Retained
7	Waibi	Sarah	F	Bachelor of Animal Production and Management	0777-480632	Asiima Agric Concern Ltd	Okoth Ochola	Not Retained
8	Rukundo	Monica	F	Bachelor of Animal Production and Management	0787-137629	Asiima Agric Concern Ltd	Okoth Ochola	Not Retained
9	Otim	Michael	M	Bachelor of Science in Textile Engineering	0704-476057	NYTIL	Joanitah Nakaweesi	Retained

#### SEPTEMBER

S. N	SURNAME	FIRST NAME	G(M/F)	COURSE	TEL.N O	COMPANY	CONTACT PERSON	COMMENT
1	Oluka	Emmanuel	M	Bachelor of Science in Agro-Processing Engineering	0702-392482	G.M Sugar	Steven kamara	Extension
2	Nantumbwe	Dorothy	F	Bachelor of Science in Textile Engineering	0701-813752	Global Paints	Lweese Bashir	Not Retained

3	Obia	William	M	Bachelor of Computer Engineering	0757-415220	Lacel Technologies	Martin Katamba	Retained
4	Ashaba	Julius	M	Bachelor of Computer Engineering	0704-836424	AMMPSCOM Technology	Ssonko Patrick	Extension

## OCTOBER

S. N	SURNAME	FIRST NAME	G(M/F)	COURSE	TEL.NO	COMPANY	CONTACT PERSON	COMMENT
1	Menya	James	M	Bachelor of Science in Agro-Processing Engineering		G.M Sugar	Steven kamara	Not Retained
2	Muijustia	Faith	F	Bachelor of Science in Agro-Processing Engineering	0773-368285	Pan Afric Commodities	Mutyaba Godfrey	Not Retained
3	Tarihare	Grace	F	Bachelor of Science in Agro-Processing Engineering	0789-360674	Bushenyi Cotton	Ndyanabo Frank	Not Retained
4	Ofoyuru	Emmanuel	M	Bachelor of Computer Engineering	0702-190179	Milestone Institute of Information Technology	Adroni Andrew	Retained

## NOVEMBER

S. N	SURNAME	FIRST NAME	G(M/F)	COURSE	TEL.NO	COMPANY	CONTACT PERSON	COMMENT
1	Atiang	Vitalis	M	Bachelor of Animal Production and Management	0773-366909	Pearl Acquatics		Left Work
2	Twebaze	Richard	M	Bachelor of Science in Water Resources Engineering	0789-902996	WE CONSULT	Byarugaba Vincent	Extension
3	Nalwanga	Rosemary	F	Bachelor of Computer Engineering	0789-961529	Advent City Ltd	Okeyo Grace Faith	Not Retained



**Annex 2: List of students that have not yet been placed as of 31<sup>st</sup> December 2015**

No.	SURNAME	FIRST NAME	G(M/F)	COURSE	TEL.NO	EMAIL
1	Basajja	Julius	M	Bachelor of Animal Production and Management	0775-826809/ 0750-129156	<a href="mailto:basajjajulius@gmail.com">basajjajulius@gmail.com</a>
2	Caku	Benjamin	M	Bachelor of Animal Production and Management	0775-502304/ 0752-319122	<a href="mailto:benjaminsaku@yahoo.com">benjaminsaku@yahoo.com</a>
3	Lukwago	Paddy	M	Bachelor of Computer Engineering	0701-736748/ 0779-559681	<a href="mailto:paddylukwago@gmail.com">paddylukwago@gmail.com</a>
4	Mwesigye	Barnabas	M	Bachelor of Science in Textile Engineering	0700-579261/ 0781-832367	<a href="mailto:mwesbarnabas@gmail.com">mwesbarnabas@gmail.com</a>
5	Namugwere	Margret	F	Bachelor of Computer Engineering	0783-039362	<a href="mailto:missymargaret@gmail.com">missymargaret@gmail.com</a>
6	Nangobi	Sumaya	F	Bachelor of Science in Natural Resource Economics	0754-591561/ 0783-106262	<a href="mailto:nangobisumaia@gmail.com">nangobisumaia@gmail.com</a>
7	Naturinda	Zerubabeeli	M	Bachelor of Science in Natural Resource Economics	0779-183268/ 0701-082581	<a href="mailto:zeruba800@gmail.com">zeruba800@gmail.com</a>
8	Ninsiima	Sylvia	F	Bachelor of Science in Textile Engineering	0705-929574/ 0786-908927	<a href="mailto:barigyesylvia@gmail.com">barigyesylvia@gmail.com</a>
19	Nshemeirwe	Flavia	F	Bachelor of Science in Water Resources Engineering	0788-206418	<a href="mailto:nshemeflavia@gmail.com">nshemeflavia@gmail.com</a>
110	Nshemeirwe	Annitah	F	Bachelor of Science in Water Resources Engineering	0788-206418	<a href="mailto:anshemereirwe365@gmail.com">anshemereirwe365@gmail.com</a>
11	Tainika	Brian	M	Bachelor of Animal Production and Management	0778-097832/ 0704-157502	<a href="mailto:tainika2012h@yahoo.com">tainika2012h@yahoo.com</a>
12	Tino	Florence	F	Bachelor of Animal Production and Management	784618230	
13	Twesigye	Kenneth	M	Bachelor of Science in Water Resources Engineering	0706-512741/ 0789-902469	<a href="mailto:twesigyekeneit@gmail.com">twesigyekeneit@gmail.com</a>
14	Waiswa	Stephen	M	Bachelor of Animal Production and Management	0706-586374	<a href="mailto:waistephan@gmail.com">waistephan@gmail.com</a>
15	Atugumya	Armstrong.B.	M	Bachelor of Science in Natural Resource Economics	0777-006775/ 0701-113949	<a href="mailto:armstrongbarcelona@gmail.com">armstrongbarcelona@gmail.com</a>
16	Dembe	Wycliff	M	Bachelor of Computer Engineering	0779-299845/ 0705-290778	<a href="mailto:dembecliff@gmail.com">dembecliff@gmail.com</a>
17	Tushemereirwe	Sheila	F	Bachelor of Computer Engineering	0785-470035/ 0706-372484	<a href="mailto:sheilachloris@gmail.com">sheilachloris@gmail.com</a>
18	Wamala	Bazirio	M	Bachelor of Science in Natural Resource Economics	0773-782916/ 0700-317001	<a href="mailto:wamalabazirio@gmail.com">wamalabazirio@gmail.com</a>



## UGANDA MANUFACTURERS ASSOCIATION

Lugogo Show Grounds, P. O. Box 6966 Kampala, Tel : +256 414 221 034, +256 414 287 615, +256 312 278 823  
Fax: +256 414 220 285 E-mail [administration@uma.or.ug](mailto:administration@uma.or.ug) Website: [www.uma.or.ug](http://www.uma.or.ug)

Our Ref:

Your Ref:

Dear .....

### RE: OFFER TO PARTICIPATE IN UMA – HEST INTERNSHIP PROJECT

We are delighted to inform you in writing that you have been given an offer to participate in the UMA–HEST Internship Project. Having been selected by your institution to benefit from the Project and having attended a two days training at UMA, you shall be posted to ..... as your host company. Your internship will run from .....until ..... provided that the terms and conditions for your placement are fulfilled as follows:

#### **Your Obligations:**

1. You will uphold the Intern Code of Conduct, out- lined herein.
  - a) Adhere to the rules and regulations of the company where you are placed. This includes all health and safety regulations.
  - b) Undertake and complete three months internship placement with the company.
  - c) Act professionally at all times, upholding the good name and integrity of the UMA - HEST Internship Project and the company where you are placed.
  - d) Maintain in confidence any information learnt about the activities and/or operations of the company and UMA –HEST Project during your placement.
  - e) Not, except as permitted by your Workplace Supervisor, carry out or be engaged in private business or practice that negatively affects your internship duties.

#### **2. Hours of Work:**

You will conform to the hours of work as stipulated by the company where you are placed i.e. 8:00am – 4:30pm with one hour for lunch. You may, from time to time, be required to work reasonable additional hours for which time off in lieu can be taken if approved by your Workplace Supervisor. You will be required to always sign the daily attendance register i.e. time of arrival and time of departure.

#### **3. Stipend:**

UMA – HEST Project will pay you a total stipend amounting to UGX 700,000/= net (seven hundred thousand shillings only).The Project will only deposit stipends to your Bank Account upon receiving at least 4 (four) weekly, quality, timely targets per month. Reports should be **approved and signed** by your Work Place Based Supervisor.

The installments shall be as follows:

Date	Item	Amount
1 <sup>st</sup> February 2016	<i>Insurance premium to be deducted</i>	36,000/=
30 <sup>th</sup> February 2016	1 <sup>st</sup> Financial Disbursement	180,000/=
30 <sup>th</sup> March 2016	2 <sup>nd</sup> Financial Disbursement	170,000/=
30 <sup>th</sup> April 2016	3 <sup>rd</sup> Financial Disbursement	160,000/=
30 <sup>th</sup> May 2016	4 <sup>th</sup> Financial Disbursement	154,000/=
	<b>Total</b>	<b>700,000/=</b>

Payment of any installment of the stipend will depend on the recommendation of your Workplace Supervisor, OR any other officer assigned that duty by the Host Company and approval by the UMA Internship Placement Officer or any other accredited official.

#### 4. Reporting:

You will be reporting to the Workplace Supervisor who will be identified by the company. You will be required to provide quality and timely reports as per instructions of the reporting template found on the UMA Portal [hest.uma.or.ug](http://hest.uma.or.ug)

#### 5. Supervision:

The role of the Workplace Supervisor will be to provide ongoing feedback and leading performance reviews. He /she will work in the same department/section with you or be otherwise closely connected to your activities, as well as overseeing your day-to-day tasks. The feedback will be shared with all the stake holders of the UMA – HEST Project.

#### 6. Insurance:

Since Insurance was not catered for in the approved budget UMA–HEST Project has identified an insurance service provider after consulting the funders. Signing this offer letter will give UMA-HEST Project lieu way to incorporate you in the insurance policy which will be provided to you outlining your coverage.

Please note that this offer does not constitute a contract of employment with UMA – HEST Project but is an offer to participate in our Internship Project. UMA - HEST Project will not provide any benefits or entitlements other than those outlined in this offer.

If you accept the above terms, sign the copy of this letter and return it to the undersigned before ....., 2016.

Yours sincerely,

**Uganda Manufacturers Association**

  
**Sebaggala M. Kigozi**  
**Executive Director**

I ..... accept the appointment under the given terms and conditions of service.

Signed ..... Date: .....

Cc: Employer (Host Company)



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Fax: +256 414 220 285 E-mail [administration@uma.or.ug](mailto:administration@uma.or.ug) Website: [www.uma.or.ug](http://www.uma.or.ug)

Our Ref:

Your Ref:

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

Dear .....,

### RE: INTRODUCTION OF THIS INTERN TO YOUR COMPANY

We thank you for accepting us to work with you in the UMA-HEST Internship Project. This is to introduce to you ..... a student of UMA HEST Internship Registration number .....

UMA -HEST Project will support the intern with an amount of 700,000/= (seven hundred thousand shillings only) as stipend for three months in your organization. The stipends will be payable in installments upon your signature of work done at your institution.

The intern will be attached to a Workplace Supervisor who will be identified by your institution. The Workplace Supervisor will monitor the learning process and give feedback to UMA-HEST Project through an approved report template on the UMA portal ([hest.uma.or.ug](http://hest.uma.or.ug))

Attached herewith are copies of a signed commitment letter for the student and a Work Plan indicating the schedule for disbursement of stipends. At least 4 weekly targets for the first month should be sent to the UMA-HEST web portal by the 15th January 2016 and thereafter monthly reports sent to same by the 30th date of the respective month of internship.

Yours Sincerely,  
Uganda Manufacturers Association

  
Sebaggala M. Kigozi  
Executive Director

Cc: Student



# HEST

A Project of UMA

## zerubabeeli Naturinda

HEST No: IP15BUS/0211/16  
 UNIVERSITY: Busitema University  
 COMPANY: Nile plywoods(U) Ltd  
 Email Address: zeruba800@gmail.com  
 Supervisor Name: Barekye Boaz

## 1st Month Report

Week	Target	Achievements	Challenges	Lessons Learnt
Week1	<ul style="list-style-type: none"> <li>Identify the compartments that need weeding</li> <li>Train casual laborers on proper weeding style</li> <li>Allocate work to the casual laborers</li> <li>Supervise the workers during time of work</li> </ul>	<ul style="list-style-type: none"> <li>Supervised spot weeding activity in the selected compartments.</li> <li>Clean weeded 10 Ha pine crop area</li> <li>Established good rapport with casual workers</li> </ul>	<ul style="list-style-type: none"> <li>Use of the rudimentary tools to do the activities is still dominating</li> <li>Delay of payments to the casual workers thus working without motivation</li> <li>Quitting by some workers</li> </ul>	<ul style="list-style-type: none"> <li>Recognized that before doing something planning is key</li> <li>Every human being should stand by his principles</li> <li>With team work you can achieve more</li> </ul>
Week2	<ul style="list-style-type: none"> <li>Establish fire lines between the compartments</li> <li>Clear weed the bushy fire breaks</li> <li>Supervise the removal of dry vegetation from the plantations</li> <li>Continuous monitoring to control</li> </ul>	<ul style="list-style-type: none"> <li>Ensured continued patrolling of the pine plantations to stop fire outbreaks</li> <li>Completed spot weeding in some compartments that was started in week one</li> <li>Fire control patrol teams have been</li> </ul>	<ul style="list-style-type: none"> <li>Failure to continuous monitoring of the forests poses a fire threat</li> <li>Limited number of patrol men to ensure complete avoidance of fires</li> </ul>	<ul style="list-style-type: none"> <li>Effective time management</li> <li>Doing the first things first</li> <li>Quick decision making</li> <li>Consultation is key during implementation of work</li> <li>Understanding that different people</li> </ul>



## HEST INTERNSHIP LOG BOOK

Student Name:

HEST No:

University No:

Organization:

Department:

Unit:

Supervisor:

Contacts:

Date:	Targets	Achievements	Challenges	Lessons Learnt
Week 1				
Week 2				
Week 3				
Week 4				

Supervisor's comments:

Signature:

Email document to [hestreport@uma.or.ug](mailto:hestreport@uma.or.ug)

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