Internship Placement Officer

Ssenyondwa Allan

……………………………

Date………………………

Internship Training Officer

….……………………..

Date………………………

Training Manager

Kyalimpa Joseph

....

Date………………………

Executive Director

Sebaggala M. Kigozi

…………………………………

Date………………

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

LIST OF ACRONYMS

AfDB   African Development Bank

BIs   Benefiting Institutions

BSc.   Bachelor of Science

BU   Busitema University

GoU   Government of Uganda

GU   Gulu University

HEST   Higher Education Science and Technology Project

KYU   Kyambogo University

MAK   Makerere University Kampala

MUST   Mbarara University of Science and Technology

NYTIL   Nyanza Textiles Industry Limited

S&T   Science and Technology

S/A   Science/Arts

UMA   Uganda Manufactures Association

UMI   Uganda Management Institute

LU   Lira University

EXECUTIVE SUMMARY

Uganda Manufacturers Association (UMA) is running an internship project under Higher Education, Science and Technology project. The Project is funded by African Development Bank (AfDB) in partnership with Government of Uganda (GoU), Ministry of Education, Science, Technology and Sports (MoESTS) and the nine Benefiting Institutions (BIs).

The main goal of the project is **to improve the skills of 2000 interns from nine Benefiting Institutions** (BIs) namely; Kyambogo University (KYU), Busitema University (BU), Makerere University (MAK), Gulu University (GU), Lira University (LU) which was a constituent college of GU that was made a University in 2016, 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 offering Arts courses. The project helps interns to acquire skills required by employers in Uganda to enhance their opportunities of employment in the future.

The UMA-HEST Project started the process of placing interns in April 2015 with the Arts students from UMI and MUBS campuses. These were later joined by S&T universities in July 2015, the placement process will continue up to 2018.

MU being part of the institutions offering S&T courses joined the project in 2016.The University trained seventy-five (75) recommended 40 interns (26 male and 14 female) who were still in their second year of study to participate in the project. The students recommended were all from an IT background offering Bachelor of Information systems and Bachelor of Science in Information Technology. The HEST target was to place 10 interns however, since no interns were placed in 2015, a special consideration was offered to place 40 interns in 2016.

All these interns were placed in June 2016. The internship duration was 2 months and it was found out after the tracer survey that they all completed their internship. Among the sectors that took on interns, the Information Technology Services and Equipment Sector had the highest number (17 interns) which was attributed to their field of study.

It was also noted that interns acquired hard skills i.e. Networking, Software and programming, Hardware and maintenance among others and soft skills i.e. communication, report writing and interpersonal skills. Most of the interns acquired Software and programming (38.6%) and networking skills (36.6%).

The Project experienced a few challenges during placement of interns which include delay of interns to send reports and interns providing wrong information concerning their bank details among others. However, the Project came up with solutions to these challenges.

Coordinating together with the University, the project is targeting 40 interns to be placed in 2017. UMA-HEST Project therefore requests the University to recommend 60 students for the induction training in 2017

1. INTRODUCTION

Muni University became part of UMA-HEST Internship Project in 2016. In its first year, the University recommended 40 students from two courses namely: Bachelor of Science in Information Technology and Bachelor of Information Systems.

Students were taken through a two-day induction in which they were taught life and work-based skills, usually known as soft skills needed at the workplace. The training took place on 18th & 19th May, 2016 at Muni University premises. Students were thereafter facilitated by the Project to do hands on internship training in different companies for two months (June – July). The students were placed under company based technical supervisors with whom clear skills acquisition requirements were agreed on.

This report will continue will continue as follows: it will start with the general information and proceed with placements of interns, interns' status as at 31st December 2016, skills attained by interns, challenges and mitigations, conclusion. The report however has an annex at the end

2. GENERAL INFORMATION

2.1 INTERNS RECOMMENDED

The applicants from MU were students in their second year at the University from S&T based courses who were short listed by the University and names submitted to the university HEST Internship coordinator.

Using preferred University procedures, interns were recommended and underwent a two-day induction training at the university campus in life and work place based skills in the month of April 2016. The interns were later placed in June 2016, students were supported to do hands on internship training in companies for 2 months. They were placed under company based technical supervisors with whom clear skills acquisition programs were agreed on.

2.1.1 Faculty Basis

Only one Faculty recommended students. This was the Faculty of Tecnoscience. The male students (26) and the females were 14.The gender parity of 40% females was therefore not met. This information is illustrated further in table 1 below

Table 1: Interns recommended on faculty basis

		2016				
S/N	Faculty	Total	Male	%	Female	%
1	Faculty of Tecnoscience	40	26	65%	14	35%
	Total	40	26	65%	14	35%
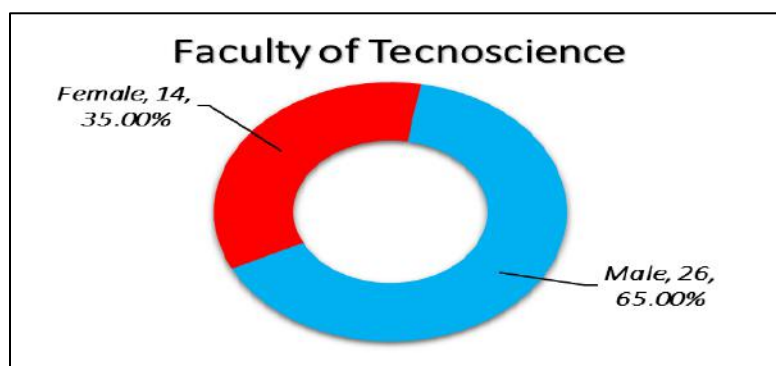
Figure 1: Interns recommended on faculty basis per gender.

2.1.2   Course Basis

Muni University recommended students from only two courses namely Bachelor of Science in Information Technology and Bachelor of Information Systems. Twenty interns (20) were recommended per course. This makes the percentage 50% for each course. Bachelor of Science in Information Technology recommended 15 males (38%) and 5 females (13%).

More information is shown in table 2.

S/N	Courses	Total	%	Male	%	Female	%
		2016					
1	Bachelor of Information Systems	20	50%	11	28%	9	23%
2	BSc. Information Technology	20	50%	15	38%	5	13%
	Total	40		26	65%	14	35%

Table 2: Interns recommended on Course basis.

Figure 2: Percentage number of interns recommended per course

3 PLACEMENT OF INTERNS

2016 was the first year of placement for MU given the fact that it did not recommend students to participate in the previous year i.e. 2015. The overall placement of the interns started in the month of June 2016 after the orientation workshop held at Muni University premises. The interns were placed in particular companies that were willing to train them and more specifically in their fields of study. Most of the interns from MU were placed by the University and facilitated by the Project.
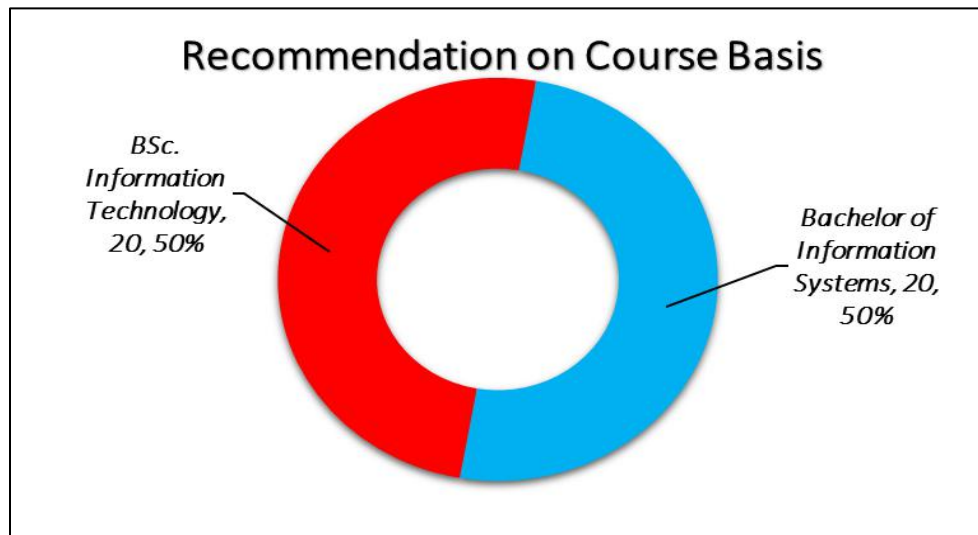
3.1 MONTHLY BASIS

The placement of Muni University interns was conducted in June. All the interns were placed at once. Given the fact that the placement process was still on going, no single student was placed in the in the succeeding months. Of the 40 interns, 26 where male and 14 were female

3.1.1 Total Vs Actual placement

All the 40 interns recommended were actually placed. This brings the percentage to 100% actual placement.

Table 3 below shows interns placed on a monthly basis.

Months	2016							
	TOTAL				ACTUAL			
	Total	%	Male	Female	Total	%	Male	Female
January	0	0%	0	0	0	0%	0	0
February	0	0%	0	0	0	0%	0	0
March	0	0%	0	0	0	0%	0	0
April	0	0%	0	0	0	0%	0	0
May	0	0%	0	0	0	0%	0	0
June	40	100%	26	14	40	100%	26	14
July	0	0%	0	0	0	0%	0	0
August	0	0%	0	0	0	0%	0	0
September	0	0%	0	0	0	0%	0	0
October	0	0%	0	0	0	0%	0	0
November	0	0%	0	0	0	0%	0	0
December	0	0%	0	0	0	0%	0	0
Total	40	100%	26	14	40	100%	26	14

Table 3: Interns placed on monthly basis.

The figure 4 below shows that all the interns from MU were placed in the month of June.
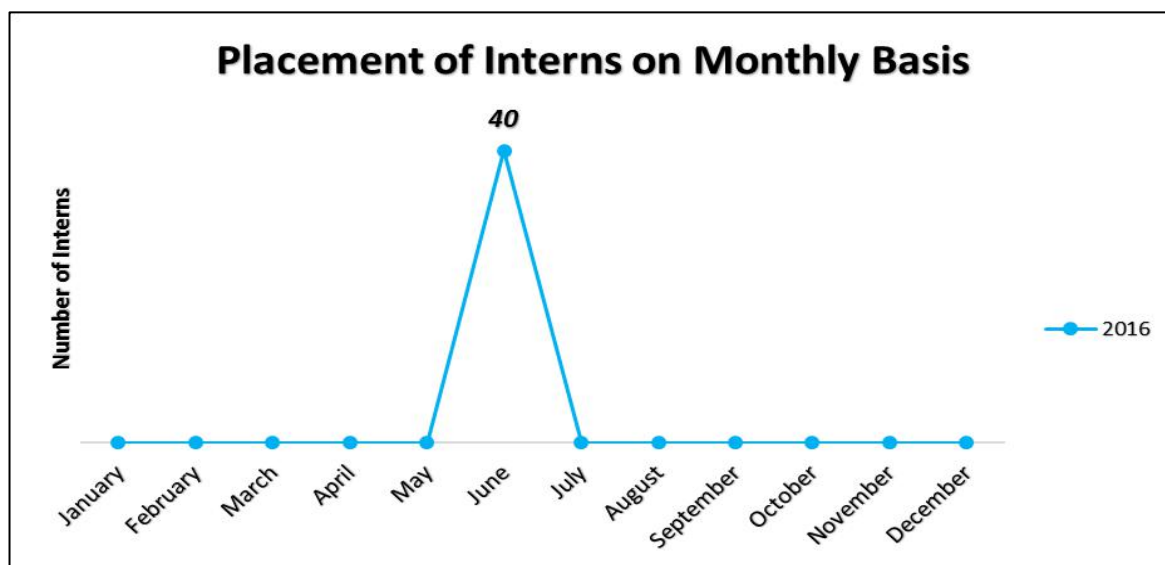
Figure 3: Placement Trend for 2016

3.2 COURSE BASIS

Interns placed offered only two courses namely Bachelor of Information Technology with (20) interns and Bachelor of Information Systems with (20) interns.

3.2.1 Total Vs Actual placement

S/N	Courses	Total	%	Male	%	Female	%
				2016			
1	Bachelor of Information Systems	20	50%	11	28%	9	23%
2	BSc. Information Technology	20	50%	15	38%	5	13%
	Total	**40**		**26**	**65%**	**14**	**35%**

Table 4: Total number of Interns recommended per course.
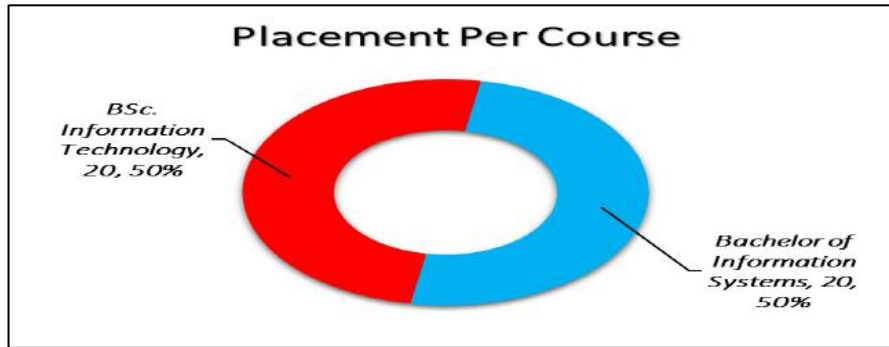
Figure 4: Pie chart showing interns placed per course.

3.3 COMPANY INFORMATION

Interns were placed in big, small and medium companies who offered and were willing to train the interns. We do believe that students had more to learn from small and medium companies as compared to the big companies since the big companies have already established systems which they would not feel comfortable giving interns access.

3.3.1 Company Basis

Interns were placed in 17 companies. MUNI University took the highest number of interns (7) with 3 male & 4 female interns, this followed by Idealink Africa Ltd with 1 female and 5 male interns. More information is provided in table 5 below.

Companies	2016		
	Total	Male	Female
MUNI University	7	3	4
Youth and Women Community Development	2	1	1
Idealink Africa Ltd	6	5	1
ICT LABs	2	1	1
Habitech Computer Centre	1	1	0
Palm Business	1	1	0
Stratcom Communications & Computer Solutions	3	1	2
St. Mary's Hosipital Lacor	2	0	2
Joadah Consult Ltd	5	4	1
Transnile Broadcasting Services FM	1	1	0
Mvara Secondary School	1	1	0
Edge Technology	1	1	0
Arua Regional Referral Hosipital	2	1	1
ICT Center	3	2	1
LDC	1	1	0
Institute of Advanced Leadership	1	1	0
Refugee Law Project	1	1	0
Total	**40**	**26**	**14**

Table 3: Interns placed per company

From the *table 6* above, it was noted that the highest number of female interns was placed in Muni University i.e. four interns. Sectors and Size

Out of the thirty eight (38) sectors that make up Uganda Manufacturers Association, only seven (7) sectors took on interns from MU.

Information technology service & equipment sector covers a greater percentage of the interns taken on followed by Education sector and other sectors as reflected in the *table 6* below;

S/N	SECTORS	Total	%	Male	%	Female	%
					2016		
1	INFORMATION TECHNOLOGY SERVICES & EQUIPMENT	17	42.50%	11	42.31%	6	42.86%
2	CONSTRUCTION MATERIALS & SERVICES	5	12.50%	4	15.38%	1	7.14%
3	HEALTH EQUIPMENT & SERVICES / PHARMACEUTICALS	3	7.50%	1	3.85%	2	14.29%
4	TELECOMMUNICATIONS	1	2.50%	1	3.85%	0	0.00%
5	EDUCATION	10	25.00%	6	23.08%	4	28.57%
6	NGOS	3	7.50%	2	7.69%	1	7.14%
7	FOODS & BEVERAGE	1	2.50%	1	3.85%	0	0.00%
	TOTAL	40	100.00%	26	100.00%	14	100.00%

Table 4: Interns placed per sector

3.4 TARGET ACHIEVEMENT

The target number of interns to be placed form MU was 10; the target was achieved and superseded by 400%.

3.4.1 Total Vs Actual

All the intern that were recommended were placed and completed their internship.

Total	Actual	2016 HEST Target	% of HEST Target
40	40	10	400%

Table 5: Total Number of interns placed Vs. Target for MU

3.5 INTERNS NOT YET PLACED

All the 40 interns were placed in the month of June because they were continuing University Students in their second year. Therefore, no single intern from the courses recommended still remains in the UMA-HEST Database.

4 STATUS OF INTERNS

All the interns recommended were from the faculty of Tecnoscience pursuing Bachelor of Information Systems and Bachelor of Science in Information Technology. Interns were placed in the month of June for a period of two months. A tracer survey conducted on interns placed after their 2 months of internship found out that all the interns placed are still at the university.

5 SKILLS ATTAINED

Most students in universities receive theoretical trainings that are not readily applicable in the practical situations of the current competitive world of work. This is attributed to the way universities equip students with knowledge rather than practical skills. Therefore, the project seeks to bridge that gap and offer a solution of skilling over 2000 graduates from various BIs by placing them in companies for a 3 months internship with consideration of their fields of study. The major aim of this is to help them acquire hands on practical skills, knowledge and experience in line with what they studied when at University.

With emphasis on the project objective of skilling over 2000 graduates, a tracer survey was conducted in December 2016 to collect data on the different variables for each intern i.e. Skills acquired during internship, Department of work, Current status, overall rating of the UMA-HEST Internship among others. This would help us identify the nature of skills acquired, the nature of work the interns were engaged in during their internship among others. With respect to the tracer survey, interns were required to highlight at least three (3) skills either hard or soft that they were able to acquire.

All the 40 interns who formed the population were contacted during the survey however, only 33 participated in this survey resulting into a response rate of 82.5%. Therefore, a total of 99

responses was the expected outcome since interns were required to highlight at least three (3) skills either hard or soft that they were able to acquired but only 83 responses were obtained from the 33 participants.

In this particular chapter, emphasis has been put on the different skills the interns acquired. The different range of skill sets the interns acquired were classified into two major categories i.e. soft and hard (functional) skills. Below is a brief description of the various sub categories of skills under major categories.

MAJOR CATEGORY	DESCRIPTION
SOFT SKILLS	Are personality traits, attitudes, habits and behaviours you display when working with others.
SUB CATEGORIES	**DESCRIPTION**
Report Writing	Drafting documents containing information organized in narrative, graphic or tabular forms prepared on ad hoc, periodic or regular basis as required
Communication	Effectively conveying messages at a workplace using both verbal speech and other methods so that it is clearly and successfully delivered.
Team Work	Cooperation at a work place using their individual skills and providing constructive feedback despite any personal conflict between individuals
Interpersonal	Skills used by a person to interact with others properly i.e. the ability of an intern to get along with others while getting the job done
Leadership	The ability of the interns to set direction, build an inspiring vision, create something new among others
Management	Ability of the intern to improve performance, delegation of tasks, and managing other people, training others/ developing their skills and knowledge.

Confidence	The ability of the intern to surely feel that he/she is equal to the task at hand.

MAJOR CATEGORY	DESCRIPTION
HARD SKILLS	Are specific, teachable abilities that can be defined and measured, such math, use of software among others.
SUB CATEGORIES	**DESCRIPTION**
IT	Skills the interns acquired in fields of Networking, Software and programming, Database Administration and Hardware Repair and Maintenance
Engineering	Skills the interns acquired in fields of Electrical, Civil, Mechanical, Mining, Environmental, Textile and Design and Chemical.
Agricultural	Skills the interns acquired in fields of Crop production, Livestock and poultry, Fishing and Aquaculture, Agricultural Extension and Agricultural maintenance.
Management	Skills the interns acquired fields of Accounting and Finance, Marketing, Audit, Organizing and Planning, Decision making, Project management and Delegation.
Science	Skills the interns acquired fields of Health and Natural Sciences.

5.1   NATURE OF SKILLS

5.1.1   Soft Skills

Under the soft skills category, Problem solving, Adaptability and Critical thinking skills were all expressed according to the skills the interns engaged in.

Of the eighty-three (83) responses, seventeen (17) were for the soft skills obtained from 13 interns, and it was noted that skills like Communication, Interpersonal, Leadership, Report Writing among others were acquired.

Communication skills were rated first as most of the respondents (47.06%) were able to acquire this skill, which was followed by Interpersonal skills (29.41%). This was mainly attributed to how important it is for interns to interact and communicate effectively with other employees while getting the job done. Only one response was obtained on report writing which highlighted that the interns were not more engaged in report making.

With respect to gender, it was noted that majority of the male interns (8) acquired communication and interpersonal skills. From the responses obtained, female interns (1) highlighted that interpersonal skills were more important as compared to the rest.

In summary, male interns (16) highlighted that soft skills were more important at the work place as compared to the females (1) as shown in figure 7 below.

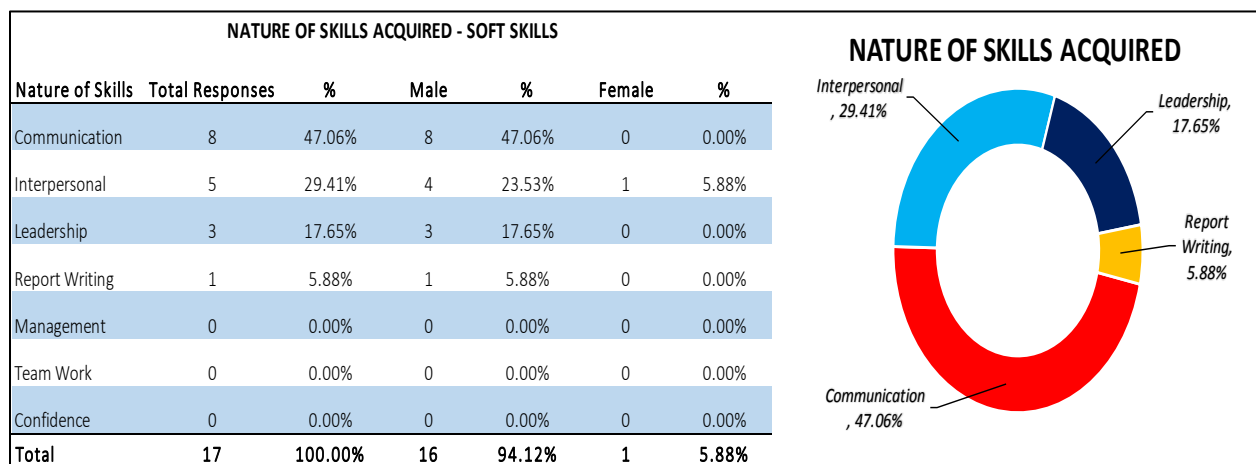| NATURE OF SKILLS ACQUIRED - SOFT SKILLS						
Nature of Skills	Total Responses	%	Male	%	Female	%
Communication	8	47.06%	8	47.06%	0	0.00%
Interpersonal	5	29.41%	4	23.53%	1	5.88%
Leadership	3	17.65%	3	17.65%	0	0.00%
Report Writing	1	5.88%	1	5.88%	0	0.00%
Management	0	0.00%	0	0.00%	0	0.00%
Team Work	0	0.00%	0	0.00%	0	0.00%
Confidence	0	0.00%	0	0.00%	0	0.00%
Total	17	100.00%	16	94.12%	1	5.88%

Table 6: Nature of soft skills acquired by interns.

With respect to the ability of the interns, Problem solving, Adaptability and Critical thinking skills were all expressed and helped to acquire more hard skills than soft skills during their internship.

5.1.2 Hard Skills

It was noted that sixty six (66) responses were obtained from interns during the survey in this category as shown in the figure below. Skills in the IT sub category i.e. software development, training to end users, trouble shooting, networking, computer repair and maintenance, system administration, application development among others were rated first as majority of the respondents (86.36%) were able to acquire practical knowledge and skills. This was mainly attributed to the fact that all the interns placed having been from an IT background. This was followed by the management skills (13.64%) like data management, marketing and planning.

With respect to gender, it was noted that most of the male interns highlighted that majority acquired IT skills (86.36%). Most female interns also acquired IT skills (31.82%). In summary, male interns highlighted that hard skills were more important at the work place as compared to the females as shown in figure 6 below.

NATURE OF SKILLS ACQUIRED - HARD SKILLS

Nature of Ski	Total Responses	%	Male	%	Female	%
IT	57	86.36%	36	54.55%	21	31.82%
Management	9	13.64%	9	13.64%	0	0.00%
Engineering	0	0.00%	0	0.00%	0	0.00%
Agricultural	0	0.00%	0	0.00%	0	0.00%
Science	0	0.00%	0	0.00%	0	0.00%
Total	66	100.00%	45	68.18%	21	31.82%

HARD SKILLS
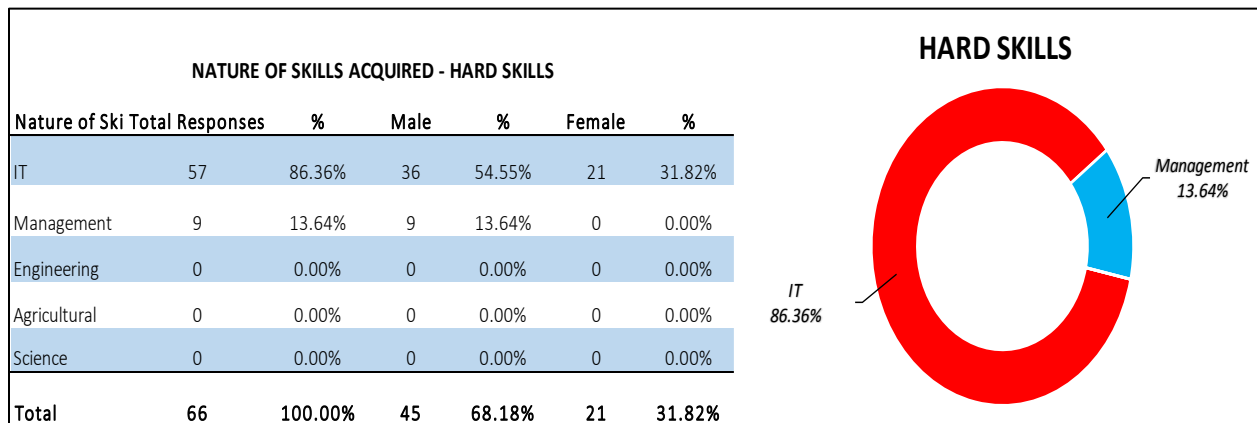
Management 13.64%

IT 86.36%

Figure 5: Nature and ranking of hard skills attained by interns.

It was noted that of the sixty-six (66) responses obtained from interns during the survey in this category as shown in the table above, fifty-seven (57) responses were obtained for IT sub category. Skills in the IT sub category were namely, software development, training to end users, trouble

shooting, networking, computer repair and maintenance, system administration, Application development among others.

Details of the statistics for the responses obtained per a different sub category are tabulated below.

NATURE OF SKILLS ACQUIRED - HARD SKILLS						
IT	Total Responses	%	Male	%	Female	%
Software & Programming	22	38.60%	14	24.56%	8	14.04%
Networking	21	36.84%	12	21.05%	9	15.79%
Hardware & Maintenance	11	19.30%	9	15.79%	2	3.51%
Database Administration	3	5.26%	1	1.75%	2	3.51%
Total	57	100.00%	36	63.16%	21	36.84%

Table 7: Nature of hard skills attained by interns under IT sub category.

Software & Programming skills were attained by most of the interns contacted. It had the highest percentage of 38.60%. Of these, eight interns were female. Nine female interns (21.05%) attained Networking skills.

Skills in software and programming like website designing, software development among others were ranked first as most of the interns (38.06% of the total responses) highlighted that skills particularly in this sub category were obtained.

With respect to gender, most of the male interns highlighted that they able to acquire software and programming skills (24.56%) as well as for the female interns, networking skills were acquired by most as compared to the rest of the skills. In summary, males acquired more hard skills during the internship as compared to the females.

NATURE OF SKILLS ACQUIRED - HARD SKILLS

Management	Total Responses	%	Male	%	Female	%
Data Management	6	66.67%	6	66.67%	0	0.00%
Organizing & Plann	1	11.11%	1	11.11%	0	0.00%
Marketing	1	11.11%	1	11.11%	0	0.00%
Entrepreneurship	1	11.11%	1	11.11%	0	0.00%
Accounting & Finan	0	0.00%	0	0.00%	0	0.00%
Audit	0	0.00%	0	0.00%	0	0.00%
Decision Making	0	0.00%	0	0.00%	0	0.00%
Project Manageme	0	0.00%	0	0.00%	0	0.00%
Delegation	0	0.00%	0	0.00%	0	0.00%
Total	9	100.00%	9	100.00%	0	0.00%

Table 8: Nature of hard skills attained by interns in the Management sub category.

It was noted that some interns acquired management skills like data management, planning, marketing, and entrepreneurship. Only male interns emphasized the importance of management skills. None of the female interns contacted attained management skills.66.67% of the interns who obtained Management skills specifically acquired Data management skills.

6. CHALLENGES AND MITIGATIONS

	Challenge	Mitigation
1.	**Continuing students**. Students were still at the university which made it hard for the companies to retain or extend their training period.	Encourage university to preferably recommend students who have completed their studies at the university and are waiting for graduation

2.	**Poor intern-employer communication.** 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.	The project team endeavours to make courtesy calls to both the interns and their supervisors to find out how they are progressing. Company visits are also made to meet and interact directly with both the supervisors and the interns.
3.	**Wrong bank details.** Some students gave wrong information regarding the bank account numbers. This affected the disbursement of their stipends by slowing it down.	Recording of the students severally to ensure correct information has been guaranteed to ensure consistency so as to avoid students' stipends from bouncing.
4.	**Delay of students to hand in reports.** Some students took long to send their monthly reports. This made it hard for the Placement Officer to process their monthly stipends in time since the interns are facilitated after sending reports.	The HEST team starts reminding the students immediately after they have started their internship to send their reports and monthly targets.
5.	**Inability to meet the gender parity of 40% for females.** The project was not able to place 40% female interns because few female interns were recommended.	HEST Team will liaise with MU to ensure that in 2017, the percentage of female students exceeds the 40% mark.
6.	**Short training period** Interns trained for two months compared to the actual 3 months. This is a short period for interns to learn and gain enough skills at the work place	Encourage university to recommend students who have completed their studies so that they can train for the required period and even extend for more months.

7. CONCLUSION

In conclusion, more male interns (26) were placed as compared female interns (14). All the forty (40) interns where placed in the period June to July 2016 therefore, no single intern still remains in the HEST data base. Interns acquired soft skills including report writing, team work, interpersonal, problem solving among others and hard skills including networking, software & programming, data base administration, hardware & maintenance among others.

The project has not experienced any disturbing challenges that it cannot solve. The project is therefore progressing positively and we are working harder to ensure that interns gain more skills in 2017.

We expect to train 52 interns from Muni University and place 10 interns in the year 2017.

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.

1 ANNEX

Annex 1: List of interns placed from 1st June to 31st December 2016

SN	SURNAME	FIRST NAME	GENDER	COURSE	P/P	TELEPHONE	COMPANY	SUPERVISOR	CONTACT
1	Sakaya	Alfred	M	Bachelor of information Systems	June	0785-171145	MUNI University	Dr. Andogah Geoffrey	0772-855057
2	Nalubowa	Ritah	F	Bachelor of information Systems	June	0789-493907	Youth and Women Community Development	Baiga Ronald	0774-565105
3	Draleru	Paula	F	Bachelor of information Systems	June	0773-985130	MUNI University	Dr. Andogah Geoffrey	0772-855057
4	Dramaza	Simon	M	Bachelor of information Systems	June	0786-494070	Youth and Women Community Development	Baiga Ronald	0774-565105
5	Akera	Geoffrey	M	Bachelor of information Systems	June	0771-650130	Idealink Africa Ltd	Ayikoyo Charles	0789-860907
6	Bongomin	Brian Mukasa	M	Bachelor of information Systems	June	0776-929547	ICT LABs	Asiizu Peter	0703-136416
7	Subra	Issa	F	Bachelor of information Systems	June	0786-502636	MUNI University	Dr. Andogah Geoffrey	0772-855057
8	Amvudri	Josephine	F	Bachelor of information Systems	June	0755-749179	ICT LABs	Asiizu Peter	0703-136416
9	Draku	Job	M	Bachelor of information Systems	June	0786-610580	Idealink Africa Ltd	Ayikoyo Charles	0789-860907
10	Mugweri	Edward	M	Bachelor of information Systems	June	0789-146362	Habitech Computer Centre	Madam Alimansi Naimah	0778-604187
11	Apangu	Benard	M	Bachelor of information Systems	June	0794-471729	Palm Business	Nabukenya Mary	0774-564251
12	Candiru	Freda	F	Bachelor of information Systems	June	0771-807065	Stratcom Communications & Computer Solutions	Stuart Mccarthy	0782-578636
13	Acayo	Jenish	F	Bachelor of information Systems	June	0779-701822	St. Mary's Hosipital Lacor	Joseph Laker	0772-012999
14	Edomasia Sida	Christine	F	Bachelor of information Systems	June	0776-539086	Stratcom Communications & Computer Solutions	Stuart Mccarthy	0782-578636
15	Golder	Patricia	F	Bachelor of information Systems	June	0771-814442	MUNI University	Dr. Andogah Geoffrey	0772-855057
16	Yiki	Paul	M	Bachelor of information Systems	June	0781-613626	Joadah Consult Ltd	Ayikoyo Charles	0789-860907

17	Isingoma	Mauye	M	Bachelor of information Systems	June	0773-865144	Idealink Africa Ltd	Ayikoyo Charles	0789-860907
18	Ayaa	Pauline	F	Bachelor of information Systems	June	0781-148953	St. Mary's Hosipital Lacor	Joseph Laker	0772-012999
19	Kizito	Andrew	M	Bachelor of information Systems	June	0779-114800	Joadah Consult Ltd	Ayikoyo Charles	0789-860907
20	Temati	Godfrey	M	Bachelor of information Systems	June	0772-956579	Transnile Broadcasting Services FM	Akuti Patrick	0774243046/ 0750052423
21	Longok	Bandicto	M	Bachelor of information Systems	June	0787-196362	Joadah Consult Ltd	Ayikoyo Charles	0789-860907
22	Mugeri	Edward	M	Bachelor of information Systems	June	0774-186683	MUNI University	Dr. Andogah Geoffrey	0772-855057
23	Echima	Robert Azo	M	Bachelor of information Systems	June	0776-562373	Mvara Secondary School	Lebugs Bosco	0784-794616
24	Baisani	Thomas	M	Bachelor of information Systems	June	0788-062323	Edge Technology	Lutwama Ashiraf	0700-615475
25	Candiru	Julliet	F	Bachelor of information Systems	June	0782-911280	Arua Regional Referral Hospital	Ayikoyo Charles	0789-860907
26	Rwothomio	Crispo	M	Bachelor of information Systems	June	0777-941097	Joadah Consult Ltd	Ayikoyo Charles	0789-860907
27	Andema	Agusto	M	Bachelor of information Systems	June	0786-519757	Stratcom Communications & Computer Solutions	Stuart Mccarthy	0782-578636
28	Omoding	Godfrey	M	Bachelor of information Systems	June	0781-174085	Arua Regional Referral Hospital	Dr. Andogah Geoffrey	0772-855057
29	Nandugwa	Jawulia	F	Bachelor of information Systems	June	0705-294908	Idealink Africa Ltd	Ayikoyo Charles	0789-860907
30	Aliru	Sharon	F	Bachelor of information Systems	June	0775-593414	ICT Center	Mpanga Hassan	0704-271120
31	Sebwato	Nicholas	M	Bachelor of information Systems	June	0750-306933	ICT Center	Mpanga Hassan	0704-271120
32	Mutyaba	Ibrahim	M	Bachelor of information Systems	June	0787-789799	Idealink Africa Ltd	Ayikoyo Charles	0789-860907
33	Nahabwe	Nelson	M	Bachelor of information Systems	June	0700-302524	ICT Center	Mpanga Hassan	0704-271120
34	Konde	Sharif	M	Bachelor of information Systems	June	0778-738690	Idealink Africa Ltd	Ayikoyo Charles	0789-860907
35	Akumu Kpacite	Lawrencia	F	Bachelor of information Systems	June	0787-388452	Joadah Consult Ltd	Ayikoyo Charles	0789-860907
36	Bbaale	Ashiraf	M	Bachelor of information Systems	June	0753-886852	LDC	Oguzu Philip	

37	Musis K	Denis	M	Bachelor of information Systems	June	0784-128410	Institute of Advanced Leadership	Lebugs Bosco	0784-794616
38	Anguzzi Chris	Ronald	M	Bachelor of information Systems	June	0784-651660	MUNI University	Dr. Andogah Geoffrey	0772-855057
39	Oling	Innocent	M	Bachelor of information Systems	June	0786-665289	Refugee Law Project	Mpanga Hassan	0704-271120
40	Aciru	Gloria	F	Bachelor of information Systems	June	0774-731555	MUNI University	Dr. Andogah Geoffrey	0772-855057

Annex 2: Details of Interns from the Tracer Survey conducted

SN	SURNAME	FIRST NAME	GENDER	COURSE	COMPANY	DEPARTMENT OF WORK	STATUS-1ST SURVEY	SKILLS ACQUIRED DURING HEST INTERNSHIP
1	Sakaya	Alfred	M	Bachelor of Information Systems	MUNI University	computer science	Still at University	software development and documentation, communication skills, interpersonal,hardware
2	Nalubowa	Ritah	F	Bachelor of Information Systems	Youth and Women Community Development	IT	Still at University	IT services, training to end users
3	Draleru	Paula	F	Bachelor of Information Systems	MUNI University	Computer science	Still at University	programming, trouble shooting, networking
4	Dramaza	Simon	M	Bachelor of Information Systems	Youth and Women Community Development	IT	Still at University	interpersonal, communication, business plan development,
5	Akera	Geoffrey	M	Bachelor of Information Systems	Idealink Africa Ltd	IT	Still at University	Leadership, communication, programming, software engineering skills
6	Bongomin	Brian Mukasa	M	Bachelor of Information Systems	ICT LABs	ICT	Still at University	computer networking, communication and interpersonal skills
7	Subra	Issa	F	Bachelor of Information Systems	MUNI University		Still at University	
8	Amvudri	Josephine	F	Bachelor of Information Systems	ICT LABs	Networking	Still at University	Computer networking, configuring routers, LAN set up, terminating cables, creating subnets.
9	Draku	Job	M	Bachelor of Information Systems	Idealink Africa Ltd		Still at University	
10	Mugweri	Edward	M	Bachelor of Information Systems	Habitech Computer Centre	network	Still at University	Communication, server installation, network wiring. System / web development, data base development
11	Apangu	Benard	M	Bachelor of Information Systems	Palm Business		Still at University	

SN	SURNAME	FIRST NAME	GENDER	COURSE	COMPANY	DEPARTMENT OF WORK	STATUS-1ST SURVEY	SKILLS ACQUIRED DURING HEST INTERNSHIP
12	Candiru	Freda	F	Bachelor of Information Systems	Stratcom Communications & Computer Solutions		Still at University	
13	Acayo	Jenish	F	Bachelor of Information Systems	St. Mary's Hospital Lacor	IT	Still at University	interpersonal, server administration, user support, use of software, installation of servers and soft wares
14	Edomasia Sida	Christine	F	Bachelor of Information Systems	Stratcom Communications & Computer Solutions	IT	Still at University	Computer repair and maintenance, graphics designing, computer networking, system and web development.
15	Golder	Patricia	F	Bachelor of Information Systems	MUNI University		Still at University	
16	Yiki	Paul	M	Bachelor of Information Systems	Joadah Consult Ltd	IT	Still at University	interpersonal, data collection, website design,
17	Isingoma	Mauye	M	Bachelor of Information Systems	Idealink Africa Ltd	ICT	Still at University	Programming, data collection and analysis, system design, coding, intrepreneurial skills.
18	Ayaa	Pauline	F	Bachelor of Information Systems	St. Mary's Hosipital Lacor	IT	Still at University	User support, system administration, computer networking, web development.
19	Kizito	Andrew	M	Bachelor of Information Systems	Joadah Consult Ltd	ICT	Still at University	Leadersship, android app and website development, computer networking, application development
20	Temati	Godfrey	M	Bachelor of Information Systems	Transnile Broadcasting Services FM		Still at University	
21	Longok	Bandicto	M	BSc. Information Technology	Joadah Consult Ltd	ICT	Still at University	web development, server technology, configuration, communication
22	Mugweri	Edward	M	BSc. Information Technology	MUNI University	Faculty Dean	Still at University	computer networking, computer repair and mantainance, system development
23	Echima	Robert Azo	M	BSc. Information Technology	Mvara Secondary School	IT	Still at University	Results management, computer networking
24	Baisani	Thomas	M	BSc. Information Technology	Edge Technology	computer repairs	Still at University	computer repair, trouble shooting
25	Candiru	Julliet	F	BSc. Information Technology	Arua Regional Referral Hospital		Still at University	
26	Rwothomio	Crispo	M	BSc. Information Technology	Joadah Consult Ltd	ICT	Still at University	Marketing, data collection, system development, coding.
27	Andema	Agusto	M	BSc. Information Technology	Stratcom Communications & Computer Solutions	programming	Still at University	Interpersonal, programming, communication, computer networking, website development.
28	Omoding	Godfrey	M	BSc. Information Technology	Arua Regional Referral Hosipital	records	Still at University	Data entry, cleaning and analysis, mantainance of computers.

SN	SURNAME	FIRST NAME	GENDER	COURSE	COMPANY	DEPARTMENT OF WORK	STATUS-1ST SURVEY	SKILLS ACQUIRED DURING HEST INTERNSHIP
29	Nandugwa	Jawulia	F	BSc. Information Technology	Idealink Africa Ltd	programming	Still at University	application developer, java coding, networking, lalavel frame work
30	Aliru	Sharon	F	BSc. Information Technology	ICT Centre	ICT	Still at University	System administration, network design, computer repair and mantainancee, database management.
31	Sebwato	Nicholas	M	BSc. Information Technology	ICT Centre	computer re and net	Still at University	network setting up, server configuration, computer repair
32	Mutyaba	Ibrahim	M	BSc. Information Technology	Idealink Africa Ltd	IT	Still at University	Application development, mobile developmemt, shooting and configuring of linax servers
33	Nahabwe	Nelson	M	BSc. Information Technology	ICT Centre	IT	Still at University	Server management and web configuration
34	Konde	Sharif	M	BSc. Information Technology	Idealink Africa Ltd	ICT	Still at University	software development, network designing, computer repair and mantainance
35	Akumu Kpacite	Lawrencia	F	BSc. Information Technology	Joadah Consult Ltd	IT	Still at University	Website designing, creating servers, android app development.
36	Bbaale	Ashiraf	M	BSc. Information Technology	LDC	ICT	Still at University	Network setting, trouble shooting, user support, wiring, communication, interpersonal skills.
37	Musis K	Denis	M	BSc. Information Technology	Institute of Advanced Leadership	IT	Still at University	Server installation, maintenance and configuration, record management, report writing, communication and interpersonal
38	Anguzzi Chris	Ronald	M	BSc. Information Technology	MUNI University	computer and information science	Still at University	networking, system analysis and development, software development
39	Oling	Innocent	M	BSc. Information Technology	Refugee Law Project	IT	Still at University	Audio and visual editing, computer repair, web based system, administration.
40	Aciru	Gloria	F	BSc. Information Technology	MUNI University	computer and information system	Still at University	software development, server configuration, transferring laboratory setup

Annex 3: Copy of Intern's Monthly Report

Print 1st Month Report   http://hest.uma.or.ug/print-reports/print-1st-month-report

HEST
A Project of UMA

Message
Record added/updated   ×

JOSEPHINE AMVUDRI

HEST No: IP16MUNI/08/J6
UNIVERSITY: Muni University
COMPANY: The ICT Labs
Email Address: aj4@muni.ac.ug
Supervisor Name: ASIZU PETER

The ICT Labs
0 5 JUL 2016
IT PRACTICALS &
INTERNSHIPS

1st Month Report

Week	Target	Achievements	Challenges	Lessons Learnt
Week1	Backup power management. Hardware maintainance and replacement. Computer disassembly and Assembly. Database management.	Open a UPS and replace its components in case of failure. -Visualization and having a feel of various hardware components -I can disassemble and assemble the entire computer system -Have made new friends from other universities.	People are not yet open enough to share ideas. -I learned about the desktop computers only and did not interact with other devices	Major components of the UPS and how they operate -Measures taken to maintain a computer -Troubleshooting -What components to fix before easy fitting of other components. -Being open enough and ask questions where I need clarifications

1 of 3   7/5/2016 4:24 AM

Annex 4: Copy of the Intern Offer Letter

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   Website: 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.

UMA Regional Office: **JINJA:** 47/49 Main Street, Jinja. E-mail: umaregionaloffice@gmail.com

Continuation

The installments shall be as follows:

Date	Item	Amount
30th Month 1	*Insurance premium to be deducted*	36,000/=
30th Month 1	1st Financial Disbursement	180,000/=
30th Month 2	2nd Financial Disbursement	170,000/=
30th Month 3	3rd Financial Disbursement	160,000/=
30th Month 4	4th Financial Disbursement	154,000/=
	Total	700,000/=

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*

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 ....2017.

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)

Annex 5: Copy of the Intern Introduction Letter

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   Website: 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**)

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

UMA Regional Office: **JINJA**: 47/49 Main Street, Jinja. E-mail: umaregionaloffice@gmail.com

Annex 6: UMA-HEST Internship Reporting Template

HIGHER EDUCATION SCIENCE AND TECHNOLOGY

Internship Logbook

Student Name:

Month:

Target	Achievements	Challenges	Lessons Learnt

Supervisors Comment:...

Signature:

....