Internship Placement Officer

Ssenyondwa Allan

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Date……

Internship Training Officer

Kiyuba Sulaiman Nkuutu

……

Date……

Training Manager

Kyalimpa Joseph

.....

Date……

Executive Director

Sebaggala M. Kigozi

……

Date……

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List of Acronyms

AfDB	**African Development Bank**
BIs	**Benefiting Institutions**
BSc.	**Bachelor of Science**
BUS	**Busitema University**
Dip.	**Diploma**
GoU	**Government of Uganda**
GU	**Gulu University**
HEST	**Higher Education Science and Technology**
KYU	**Kyambogo University**
Lab	**Laboratory**
MoESTS	**Ministry of Education Science Technology and Sports**
MSc.	**Master of Science**
MU	**Muni University**
MUBS	**Makerere University Business School**
MUK	**Makerere University Kampala**
MUST	**Mbarara University of Science and Technology**
S&T	**Science and Technology**
UMA	**Uganda Manufacturers Association**
UMI	**Uganda Management Institute**

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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).

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.

The UMA-HEST project requested for 66 students from MUST in 2015, although the target for MUST was 46. MUST forwarded a list of 43 (22 Female and 21 Male) students for the Internship program from the Science and Technology (S & T) background.

During the period under review (July to December 2015), 39 students attended the UMA-HEST internship induction which was a two-day training program held at UMA. 22 interns (56.41%) of the interns in the database were placed to 14 companies, 18.2% of interns placed were retained (4 interns), and 9 interns (23.08%) got employment in other companies. Of the 39 students who attended the induction training, 8 interns (20.51%) have not yet been placed but the UMA-HEST Project Team is planning to find slots for all of them in different companies before April, 2016.

The UMA-HEST Project also has a projection of placing 82 students in 2016, therefore, MUST is being requested to forward a list of 124 students to enable us to plan appropriately. This number also includes those interns from the College of Medicine and Pharmacy

1. INTRODUCTION

Mbarara University of Science and Technology had a target of placing 66 students in 2015 but only sent 43 students. Of these, 39 students attended the UMA-HEST Induction program on 18th and 19th of June 2015 at UMA. 56.4% (22) of the students recommended to UMA-HEST Project, who were placed to different companies in 2015. However, the target was not hit in 2015 and this is attributed to majority of the students who were not ready to work in Kampala because they didn't have relatives around.

The nominated students attended a two-day induction training of the UMA-HEST Project at UMA from 18th to 19th of June 2105. The main objectives of the training were to build confidence and enhance teamwork among students by improving on their communication and interpersonal skills.

In addition to the above, 50% (11) of the students placed are Female students equaling to the number of Male students placed 50% (11). Actually, 86.3% (8 female and 11male) of the students placed completed their internship successfully and 4 interns (18.1%) of the students were retained. 8 interns (36.3%) of the students sent have not yet been placed, we are confident they will all be placed in 2016.

During the period under review, Bachelor of Computer Science and Information Technology, are the courses from which most of the interns were placed. A total of 14 companies accepted interns to carryout internship, Steel and Tube Industries Ltd and Canopy It Solutions were the leading companies.

The chapters ahead will detail 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.

1.1 General information about the interns

All the interns that were considered for placement from MUST were required to present nomination letters stamped and signed by the university as a basic requirement for placement.

All students placed were given an offer and introduction letter by the UMA-HEST Team, to introduce them to the different companies. The offer letter constitutes the code of conduct, terms and conditions that bind all students who sign it before starting the internship in different companies.

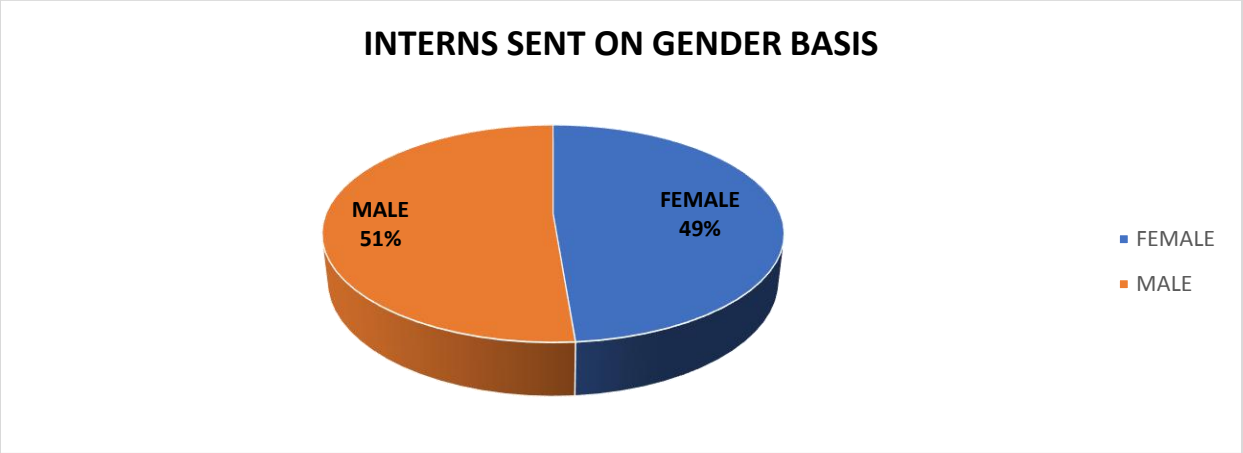
MUST forwarded a list of 43 students but only 39 students (20 Male and 19 Female) who attended the induction training were inculcated in the UMA-HEST database. Bachelor of Computer Engineering (11), Computer science (12) and information Technology (15), Dip. In Science Laboratory technology (1), are the courses from which the interns were placed to different companies.

A total of 22 interns were placed, 50% male and 50% female students. 18.18% of the interns were retained in different companies for example Steel and Tube Industries Ltd (1), Toyota (U) Ltd (1) and Canopy IT Solutions (2).

Table 1: Total composition of Interns recommended by MUST on Gender basis

Gender	INTERNS RECOMMENDED	% COMPOSITION
FEMALE	19	48.72%
MALE	20	51.28%
Grand Total	**39**	**100.00%**

Figure 1: Interns recommended by MUST on Gender basis



The different courses form which students were recommended by the University were Four (4) and all from the same college that is IT.

Table 2: Total number of interns sent per course

COURSES	INTERNS RECOMMENDED	% COMPOSITION
Bachelor Of Computer Engineering	11	28.21%
Bachelor Of Computer Science	12	30.77%
Bachelor Of Information Technology	15	38.46%
Dip. In Science Laboratory technology	1	2.56%
Grand Total	**39**	**100.00%**

Figure 2: MUST Students during the 2 Day induction training at UMA.

1 Placement of Interns

Placement of interns from MUST commenced in July 2015 following their induction training in the previous month. Out of 39 students, 22 students were placed to different companies. The biggest number was placed in July (12). The number of students placed kept on reducing in the subsequent months to 3 in October, 5 in November and 2 in December. One student was not accepted in July, and 2 left the companies before the end of their internship period hence reducing the number to 19 (8 female and 11 male.)

One student doing a Diploma in Science Laboratory Technology was added on the program after getting herself a company to train with. The table below shows the general placement of students in the different months.

Figure 3: Some of the students placed at Steel & Tube Industries Ltd.

Left: Rugamba Blaise (first person left), Nanyanzi Ruth (Second person on the right) and Nabeta Geofrey (Centre with Yellow Gloves) are some of the interns.

Table 3: General placement of interns on Monthly basis

MONTH	FEMALE	MALE	Grand Total
JULY	6	6	12
OCTOBER	1	2	3
NOVEMBER	3	2	5
DECEMBER	1	1	2
Grand Total	**11**	**11**	**22**

Figure 4: Monthly Placements on Gender basis

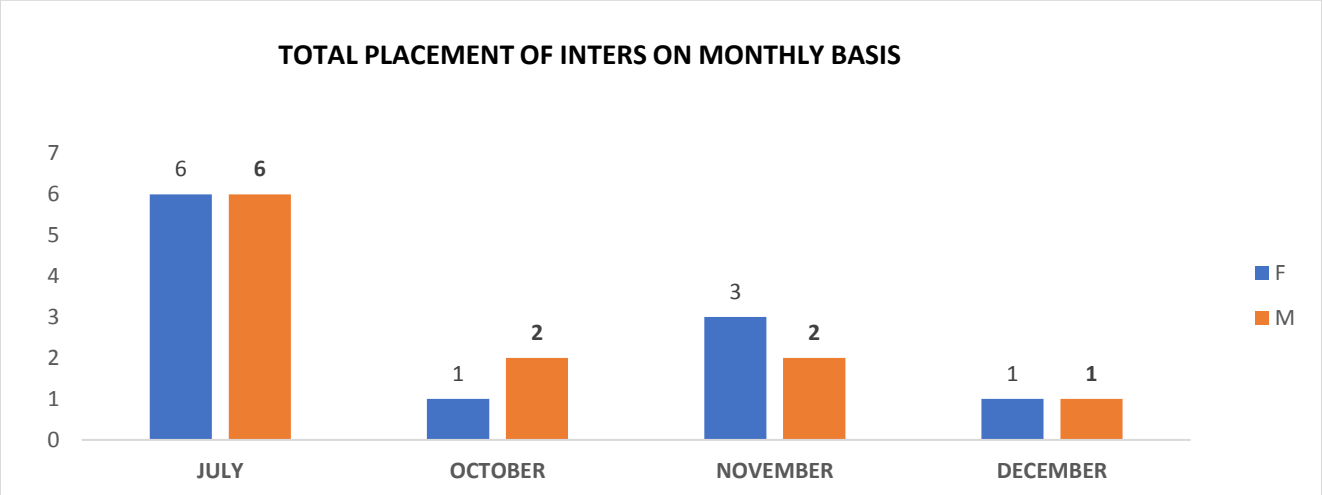
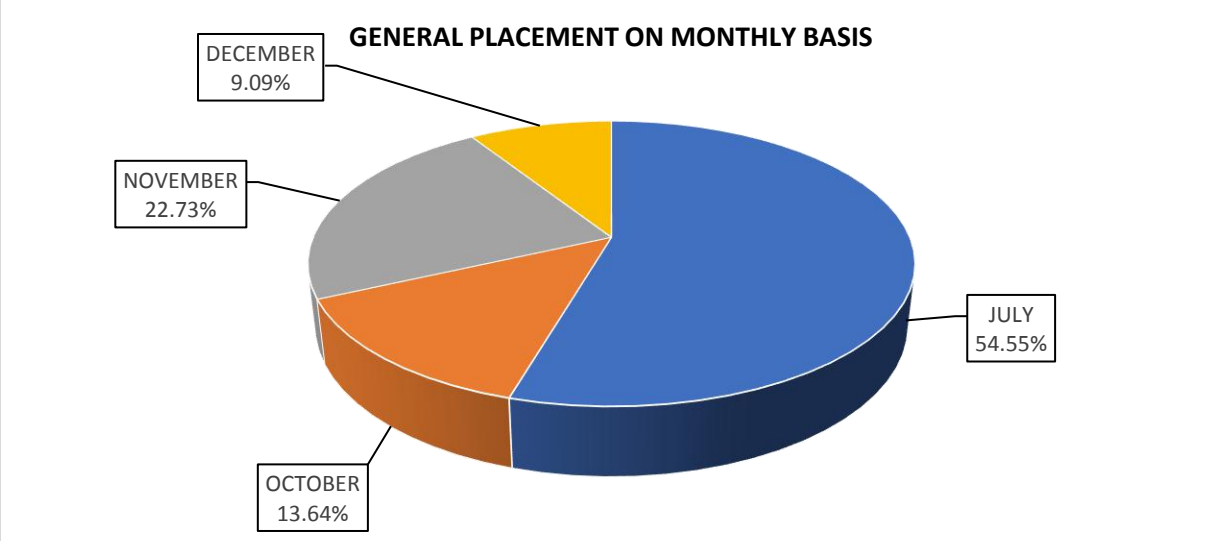


Figure 5: Percentage composition of Total interns placed per month



The highest number of interns placed (60%) was recorded in the month of July with 12 interns, it was also noted that students were placed in equal propotions (6 male and 6 female). July was followed by november were 5 interns were placed , October had 2 interns and lastly december were only 1 intern was placed.

1.1 Actual placement

Out of the 22 students placed, 2 Interns Left the company before the end of the training and 1 was not accepted by the company hence reducing the total number of interns placed to 19 (8 Female and 11 Male). The table below shows the actual number of interns in the different months.

Table 4: Total number of actual interns who completed the training placed per month

MONTH	FEMALE	MALE	Grand Total
JULY	5	6	11
OCTOBER		2	2
NOVEMBER	3	2	5
DECEMBER		1	1
Grand Total	**8**	**11**	**19**

Figure 6: Actual interns that completed training per month

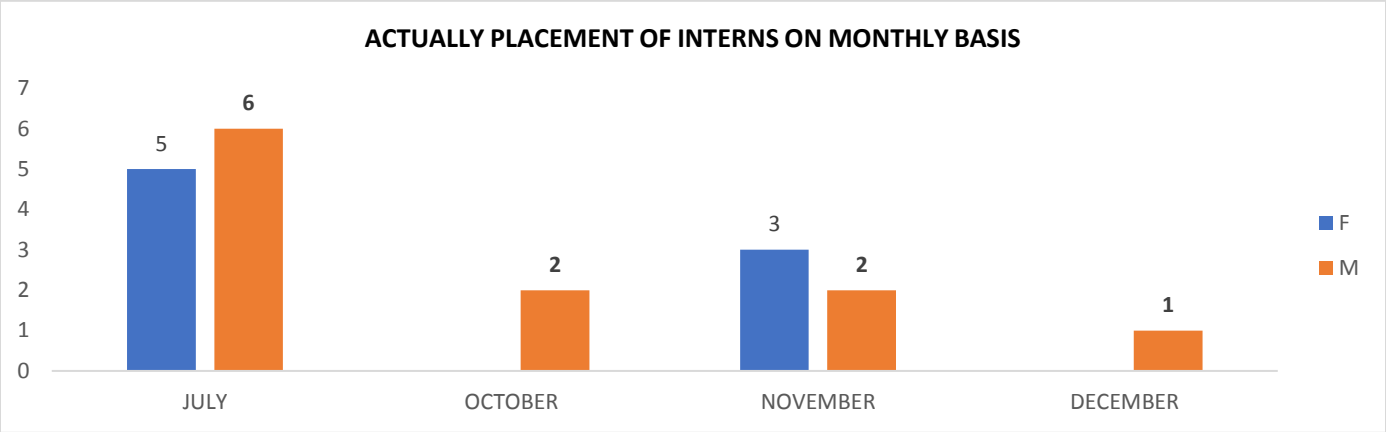
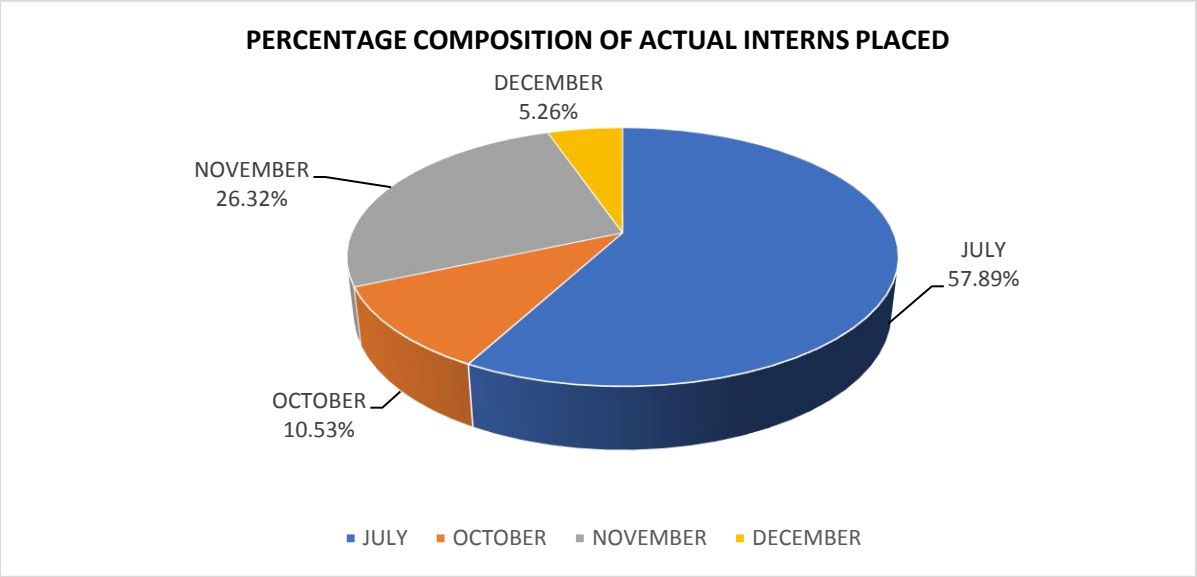


Figure 7: Percentage composition of the Actual interns who completed training per Month



For the actual interns; as illustrated above, most of the interns placed in the different companies actually completed their training with those companies for the stipulated period of time. 19 interns (85.23%) of the total interns placed actually completed their internship training.

2 Course distribution of Interns

Companies offered students training opportunities from 4 courses namely; Bachelor of Computer Science, Computer Engineering, Information Technology and Diploma in Laboratory Technology.

Bachelor of Information Technology (15) had the biggest number of placements followed by Computer Science (12). The distribution of Interns per month are shown in Table 5 below.

Table 5: Course Distribution of Interns Recommended by MUST

COURSES	INTERNS RECOMMENDED	% COMPOSITION
Bachelor Of Computer Engineering	11	28.21%
Bachelor Of Computer Science	12	30.77%
Bachelor Of Information Technology	15	38.46%
Dip. In Science Laboratory technology	1	2.56%
Grand Total	**39**	**100.00%**

2.1 Total Placement per course

Total of 22 students who offered different courses were placed to different companies. Majority of the students placed offered Bachelor of Information Technology (9), Computer Engineering (6), Computer science (6) and Dip.in science laboratory technology (1).

Table 6: Internship placement per course

COURSES	INTERNS PLACED	% COMPOSITION
Bachelor Of Computer Engineering	6	27.27%
Bachelor Of Computer Science	6	27.27%
Bachelor Of Information Technology	9	40.91%
Dip. In Science Laboratory technology	1	4.55%
Grand Total	**22**	**100.00%**

2.2 Actual per course

Out of the 22 students placed, 19 were able to complete their internship and majority had offered Information Technology (9). The table below displays the results for other courses from which interns completed their internship. Overall, 47.37% of the actual students were doing bachelor of information technology, 26.32% Computer Engineering and 26.32% Computer science. Bachelor of information technology had the largest number of interns who completed successfully and this is attributed to the positive attitude they conveyed while at the company premises.

Table 7: Actual Internship placement per course

COURSES	INTERNS PLACED	% COMPOSITION
Bachelor Of Computer Engineering	5	26.32%
Bachelor Of Computer Science	5	26.32%
Bachelor Of Information Technology	9	47.37%
Grand Total	**19**	**100.00%**

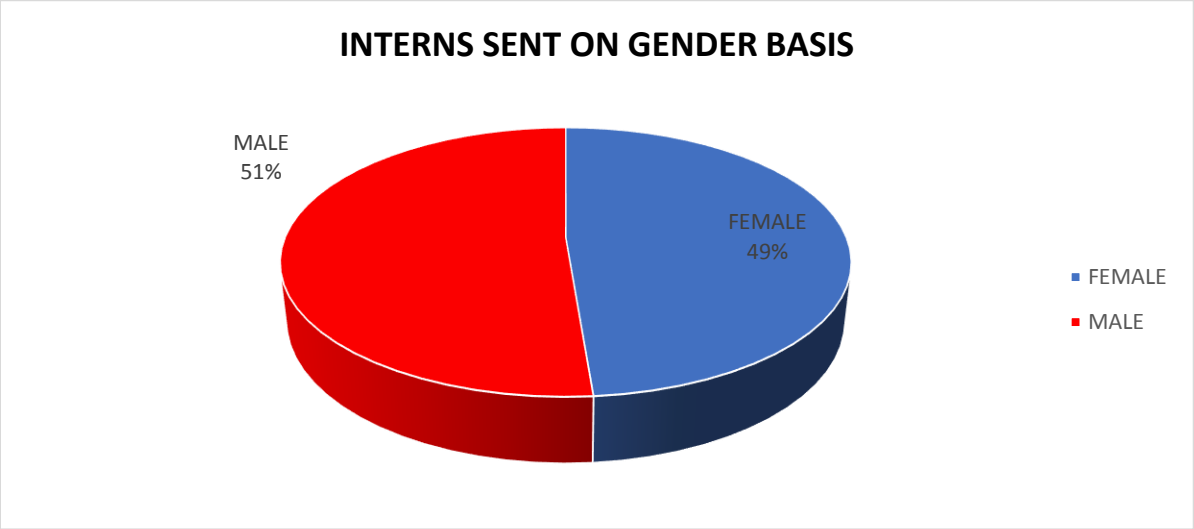
3 Gender Distribution

MUST recommended a total of 39 interns with 19 Female interns and 20 Male interns.

Table 8: Gender composition of interns recommended

Gender	INTERNS RECOMMENDED	% COMPOSITION
FEMALE	19	48.72%
MALE	20	51.28%
Grand Total	**39**	**100.00%**

Figure 8: percentage composition of interns sent on Gender Basis



3.1 Gender per course

Out of the 39 recommended interns, 22 had been placed as of 30th December. The highest number of female interns recommended by MUST offered Bachelor of Computer Science (7) and Bachelor of Information Technology (7) well as the highest number of Male interns offered Bachelor of information Technology (8) followed by Bachelor of Computer Engineering (7). There were no Male interns recommended from the Dip. In Science Lab and Technology.

Table 9: Gender composition per course of interns recommended

COURSES	FEMALE	% COMPOSITION	MALE	% COMPOSITION	Grand Total
Bachelor Of Computer Engineering	4	36.36%	7	63.64%	11
Bachelor Of Computer Science	7	58.33%	5	41.67%	12
Bachelor Of Information Technology	7	46.67%	8	53.33%	15
Dip. In Science Laboratory technology	1	100.00%		0.00%	1
Grand Total	**19**		**20**		**39**

3.2 Gender per month

Generally, students were steadily distributed to different companies in the different months. 12 students in July (6 female and 6 male), 3 in October (2 male and a female), 5 in November (2 Male and 3 female) and lastly in 2 in December (a female and a male student).

There was an equal Gender Distribution of Students in regards to placement in July and December, however in the other months, male students dominate female in October (2 male and a female); in November female dominated male (3 female and 2 male)

Table 10: Gender Composition of interns placed on monthly basis

MONTH	F	M	Grand Total
JULY	6	6	12
OCTOBER	1	2	3
NOVEMBER	3	2	5
DECEMBER	1	1	2
Grand Total	**11**	**11**	**22**

4 Interns per Company

14 companies and organizations accepted interns to train and get equipped with practical skills that have made them more productive in this very competitive job market. Steel and Tube Industries Ltd (5), National Water and Sewerage Corporation-NWSC(2) are some of the companies that accepted larger numbers of interns to train with them. Most of the interns were able to meet the expectations of their supervisors in the respective companies. The distribution of interns taken per company is shown in Table 11 below;

Table 11.Interns taken per company on Gender basis

COMPANY	FEMALE	MALE	Grand Total
Canopy IT Solutions		2	2
Easy Systems	2		2
Intelligent Solutions Ltd	1		1
Kajjansi Brick&Tile Works Ltd		1	1
Mafarin Energy Co. Ltd	1		1
Mega Tech School of Computing		1	1
Megga Computers Kabale	1		1
MTN		1	1
MUST IITR		1	1
NWSC	1	1	2
RECO Industries	1		1
SESACO	1		1
Steel &Tube Industries Ltd	1	4	5
Toyota (U) Ltd	2		2
Grand Total	**11**	**11**	**22**

5 Interns Retained

5.1 Internship status after completion of the HEST Internship

The interns who were placed in July finished the three months internship training period in the respective companies. 4 interns (18.18%) of the interns placed were able to meet the employer's expectations and were retained and others (3) given an extension after their internship period. The internship training imparted skills and exposed students to different opportunities and 5 students had started working before being placed in different companies.

Table 12: Interns retained on gender basis

	FEMALE	MALE	Grand Total
INTERNS RETAINED	**2**	**2**	**4**
% COMPOSITION	50.00%	50.00%	100.00%

5.2 Interns Retained per month

On monthly basis, Interns were only retained in 2 of the 4 months and most of the Interns were retained in July (2 Male) and October (2 Female).

Table 13: Interns retained on Monthly Basis

MONTHS	FEMALE	MALE	Grand Total
JULY	2		2
OCTOBER		2	2
Grand Total	**2**	**2**	**4**

5.3 Interns Retained per course

On basis of the courses, Interns from the following courses were retained.

Majority of the Interns retained were from Computer Science (2- 1 female and 1 male). The other 2 interns who were retained offered a degree in Bachelor of Information Technology and Computer Science each respectively.

Table 14: Interns retained on Course basis

COURSES	FEMALE	MALE	Grand Total
Bachelor Of Computer Engineering		1	1
Bachelor Of Computer Science	1	1	2
Bachelor Of Information Technology	1		1
Grand Total	**2**	**2**	**4**

5.4 Interns Retained per company

On basis of the companies, Interns from only three (3) companies were retained.

Majority of the Interns retained had their training in Canopy IT Solutions and all of them were Male.

Table 15: Interns retained on basis of companies

COURSES	FEMALE	MALE	Grand Total
Canopy IT Solutions		2	2
Steel &Tube Industries Ltd	1		1
Toyota (U) Ltd	1		1
Grand Total	**2**	**2**	**4**

Reasons for retention of the Interns;

- The Interns exhibited excellent working skills at the different work places.
- The Interns engaged in finding solutions to problems at the work place.
- Time management, excellent communication and practical skills enabled interns to be retained.

6 Challenges and Mitigations

	CHALLENGE	MITIGATION
1.	**Interns not Honoring the agreement;** Some students accepted to go and train with a particular company but on reaching there (at the company), they refused to train giving reasons of poor working conditions and the distance from Home.	The UMA-HEST team has tried to solve this by providing all the necessary information about the company to the interns before they are sent to the field to train and to lower expectations to suit the reality on the ground.
2.	**Wrong personal information;** Some students provided wrong account details. This delayed their stipends as they bounced several times from these accounts and also reduced the amount they were supposed to get which left them complaining.	The UMA-HEST Team has invented better data collection tools that will capture this information more than once to avoid any errors. These include using both the computer (excel) plus written copies on paper in addition to calling them to verify before the money is sent.
3.	**Poor intern-employer communication;** Failure of students to communicate when they leave a company where they have been placed. This leaves the employers displeased and hesitant to take in more of our interns.	The project team endeavors to make courtesy calls to both the interns and their supervisors after they have started their training to find out how the interns are progressing. Company visits are also made to meet and interact directly with both the supervisors and the interns.
4.	**Delay to hand in reports;** 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 paid after sending reports.	The HEST team starts reminding the students immediately after they have started their internship to send their reports and monthly targets.

7 Interns Not Yet Placed as of 31st December 2015

8 interns (20.51%) of the students in the database (39) have not been placed but the UMA-HEST Project is hopeful that they will all be placed to different companies in 2016; a total of 4 male and 4 female students mainly offering Bachelor of Computer Engineering and Information Technology. The number of interns not yet placed is attributed to limited knowledge of expertise among students (according to employers).

Table 16: Courses of interns not yet placed on Gender basis

COURSES	FEMALE	MALE	Grand Total
Bachelor Of Computer Engineering		2	2
Bachelor Of Computer Science	3	1	4
Bachelor Of Information Technology	1	1	2
Grand Total	**4**	**4**	**8**

8 Skills Attained

Students attained various skills during the internship, some of these were soft skills and others were professional skills.

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

It should be noted that the interns gained a lot of experience in their different fields and some can be able to set up their own companies, given the funding.

9 Way forward

Given the current performance of the UMA-HEST project with respect to Mbarara University of Science and Technology, the HEST project will be targeting to place 82 students from MUST in 2016. The UMA-HEST team is therefore requesting for 124 students who will train for a period of three (3) months.

10 Conclusion

In conclusion, placement of Interns in the first year of the HEST Project was greatly achieved (22 Interns) which constitutes 56.41 percent of the total interns recommended, and 5 interns (12.8 %) got employment before placement. Many Interns have acquired knowledge and practical skills in their fields of study where some have been retained (4), others are still training in companies where they were placed which has greatly benefited them and is in line with the major goal of the project.

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. We therefore look forward to placing 82 Interns from MUST in the second year of the Project (2016). But request the University to recommend 124 interns for Placement. We are looking forward to your priceless cooperation in the next period of the Project

ANNEX

LISTS OF INTERNS PLACED BETWEEN THE PERIOD JULY TO DECEMBER 2015

JULY

No	SURNAME	FIRST NAME	G(M/F)	COURSE	TEL.NO	COMPANY	COMMENT
1	Agong	Norman Angel	MALE	Bachelor Of Information Technology	0777-007517	Steel &Tube Industries Ltd	Not Retained
2	Ahurira	Faith Dorothy	FEMALE	Bachelor Of Computer Science	0703-230921	Intelligent Solutions Ltd	Left Work B
3	Akol	Irene	FEMALE	Bachelor Of Computer Science	0775-334976 Or 0705-334976	Mafarin Energy Co. Ltd	Not Retained
4	Baluku	Benon	MALE	Bachelor Of Computer Science	0703-782449	Kajjansi Brick&Tile Works Ltd	Not Retained
5	Nabaasa	Allon	MALE	Bachelor Of Information Technology	0706-197800	NWSC	Not Retained
6	Nabeeta	Geofrey	MALE	Bachelor Of Information Technology	0775-606190	Steel &Tube Industries Ltd	Not Retained
7	Nampewo	Sumayia	FEMALE	Bachelor Of Information Technology	0706-213462	NWSC	Not Retained
8	Nanyanzi	Ruth	FEMALE	Bachelor Of Information Technology	0785-966577	Steel &Tube Industries Ltd	Retained
9	Nyakato	Prossy	FEMALE	Bachelor Of Computer Science		Toyota (U) Ltd	Retained
10	Rugamba	Blaise	MALE	Bachelor Of Information Technology	0775-609667/0706-858183	Steel &Tube Industries Ltd	Not Retained
11	Twinamatsiko	Milliam	FEMALE	Bachelor Of Information Technology	0702-824901	Toyota (U) Ltd	Not Retained
12	Walulya	Robert	MALE	Bachelor Of Information Technology	0785-953307	Steel &Tube Industries Ltd	Not Retained

OCTOBER

No	SURNAME	FIRST NAME	G(M/F)	COURSE	TEL.NO	COMPANY	COMMENT
1	Akatukunda	Agnes	FEMALE	Dip. In Science Laboratory technology	0774-849153/0701-628442	RECO Industries	Left Work B
2	Muhwezi	Joshua	MALE	Bachelor Of Computer Science	0702-495102/0786-226774	Canopy IT Solutions	Retained
3	Nuwagira	Alexander	MALE	Bachelor Of Computer Engineering	0704-713334/0789-367436	Canopy IT Solutions	Retained

NOVEMBER

No	SURNAME	FIRST NAME	G(M/F)	COURSE	TEL.NO	COMPANY	COMMENT
1	Adia	Mariam	FEMALE	Bachelor Of Information Technology	0789-474147/0758-075239	Easy Systems	Not Retained
2	Ampeire	Dorah	FEMALE	Bachelor Of Computer Engineering	0705-594674	Megga Computers Kabale	Extension
3	Arinaitwe	Racheal	FEMALE	Bachelor Of Computer Engineering	0789-410402/0704-295708	Easy Systems	Not Retained

4	Atuhaire	Felix	MALE	Bachelor Of Computer Engineering	0702-022802	MUST IITR	Extension
5	Manishi mwe	Alban	MALE	Bachelor Of Computer Engineering	0705-866391/0788-500504	MTN	Not Retained

DECEMBER

No	SURNAME	FIRST NAME	G(M/F)	COURSE	TEL.NO	COMPANY	COMMENT
1	Afeku	Bosco	MALE	Bachelor Of Computer Science	0775-479819	Mega Tech School of Computing	Extension
2	Kiconco	Afusa	FEMALE	Bachelor Of Computer Engineering	0702-053470/0779-415796	SESACO	Left Work B

LIST OF INTERNS NOT YET PLACED BETWEEN THE PERIOD JULY TO DECEMBER 2015

No	SURNAME	FIRST NAME	G(M/F)	COURSE	TEL.NO	COMMENT
1	Beinomugisha	Darius	MALE	Bachelor Of Computer Science	0788-526454/0704-624641	Training
2	Kigenyi Nkwanga	Ibrahim	MALE	Bachelor Of Computer Engineering	0783-273800/0753-499125	Training
3	Musenero	Hellen	FEMALE	Bachelor Of Computer Science	0785-193868/0703-970838	Training
4	Nabbumba Maria	Gorret	FEMALE	Bachelor Of Computer Science	0704-924087/0773-945115	Training
5	Nabimanya	Constance	FEMALE	Bachelor Of Information Technology	0704-094579	Training
6	Nalwoga	Racheal	FEMALE	Bachelor Of Computer Science	0752-011184/0783-920334	Training
7	Sande	Emmanuel	MALE	Bachelor Of Information Technology	0704-89714	Training
8	Ssemitego	James	MALE	Bachelor Of Computer Engineering	0704-398585	Training

LIST OF INTERNS WHO WERE NOT PLACED SINCE THEY WERE ALREADY WORKING BETWEEN THE PERIOD JULY TO DECEMBER 2015

No	SURNAME	FIRST NAME	G(M/F)	COURSE	TEL.NO	COMMENT
1	Beinomugisha	Darius	MALE	Bachelor Of Computer Science	0788-526454/0704-624641	Training
2	Kigenyi Nkwanga	Ibrahim	MALE	Bachelor Of Computer Engineering	0783-273800/0753-499125	Training
3	Musenero	Hellen	FEMALE	Bachelor Of Computer Science	0785-193868/0703-970838	Training
4	Nabbumba Maria	Gorret	FEMALE	Bachelor Of Computer Science	0704-924087/0773-945115	Training
5	Nabimanya	Constance	FEMALE	Bachelor Of Information Technology	0704-094579	Training
6	Nalwoga	Racheal	FEMALE	Bachelor Of Computer Science	0752-011184/0783-920334	Training
7	Sande	Emmanuel	MALE	Bachelor Of Information Technology	0704-89714	Training
8	Ssemitego	James	MALE	Bachelor Of Computer Engineering	0704-398585	Training

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:

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:

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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
1st February 2016	***Insurance premium to be deducted***	36,000/=
30th February 2016	1st Financial Disbursement	180,000/=
30th March 2016	2nd Financial Disbursement	170,000/=
30th April 2016	3rd Financial Disbursement	160,000/=
30th May 2016	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 ....., 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)

HEST
A Project of UMA

zerubabeeli Naturinda

HEST No: IP15BUS/021/1/16
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	• Identify the compartments that need weeding • Train casual laborers on proper weeding style • Allocate work to the casual laborers • Supervise the workers during time of work	• Supervised spot weeding activity in the selected compartments. • Clean weeded 10 Ha pine crop area • Established good rapport with casual workers	• Use of the rudimentary tools to do the activities is still dominating • Delay of payments to the casual workers thus working without motivation • Quitting by some workers	• Recognized that before doing something planning is key • Every human being should stand by his principles • With team work you can achieve more
Week2	• Establish fire lines between the compartments • Clear weed the bushy fire breaks • Supervise the removal of dry vegetation from the plantations • Continuous monitoring to control	• Ensured continued patrolling of the pine plantations to stop fire outbreaks • Completed spot weeding in some compartments that was started in week one • Fire control patrol teams have been	• Failure to continuous monitoring of the forests poses a fire threat • Limited number of patrol men to ensure complete avoidance of fires	• Effective time management • Doing the first things first • Quick decision making • Consultation is key during implementation of work • Understanding that different people

	fire outbreaks with patrol men.	instituted • Fire breaks well established • Worked closely with the patrol men and forest supervisor		behave differently and so looking for better ways to handle people
Week3	• Identify the compartment areas that need first maintenance/slashing • Allocate casual laborers to the different compartments • Do collective supervision of the workers • Identify the places that need beating up in the young pine crop plantation	• Some parts of the plantation were cleared of the weeds/bush • The areas that need beating up awaiting the rainy season were clearly identified	• Being a dry season beating up is yet to be done resulting into unevenness in the crop growth • Some areas are to bush to believe there is a crop. • Lack of enough casual laborers to quicken the plantations maintenance activities.	• Learnt to work under minimum supervision • Embraced the role of "team" work • Learnt to stay in remote areas
Week4	• Hold meetings with cattle keepers group to control illegal grazing in the plantations • Train the pastoralists on collaborative management of the plantation • Establish the "watch" committee among the pastoralists to control illegal grazing	• Held successively the meetings to strengthen the collaboration of cattle keepers groups with Nile Ply • Reduced animal grazing in the young pine crop • Reduced conflict between the pastoralists and Nile Ply plantation management • The "watch" committee was established.	• Some pastoralists have continued to graze in the young pine plantations • Some pastoralists have not yet embraced the benefits in collaborative management • Lack of continuous monitoring to completely stop illegal grazing of cattle in the pine plantations	• Coordination is key • Information follow is vital for any success to be registered in the company • Some people commit some crime due to lack of common understanding • Rapport building is key for any success that involves communities

HEST INTERNSHIP LOG BOOK

Student Name:	FELIX ATUHAIRE
HEST No:	IP15MUST/021N5
University No:	2011/BCE/011/Ps
Organization:	MBARAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
Unit:	NETWORK MANTENANCE AND SERVICES IN IITR-MUST
Department:	MBARARA COMPUTING SERVICES UNIT
Supervisor:	Mr. BARYASHABA AMOS
Contacts:	+256706197961

Date:	Target:	Achievement:	Challenge:	Lesson Learnt
Week 1	Printing of the conference materials including:- • Posters • Banners • Book of abstract • Name tags • Document pockets • Certificates	Successfully drafted and printed Conference materials using both Microsoft office package and adobe collection package.	Extra effort was needed to master both environments for quality work.	I managed to print the conference materials and delivered them in time.
Week 2	Drafted Letters of internship for the students in the institute. Part of the team that organized the conference of over 200 participants at Kihumuro - MUST campus	Managed to give all students their letters. Successfully organized the conference.	On the conference day, Power chucked but we had to hire a generator.	How the different offices interrelate and work together. How to organize for a big number of people
Week 3	Configuring and installing of Printers. Operating system and software applications installing in the staff's computers.	Managed to configured and install all the printers. Operating system and software applications were installed.	Some softwares were not supported on some computers. At time the USB cable for printers a loose which calls for buying another cable.	The hands on skills were enhanced through these activities and I can now say that I know how to do it myself. The whole process needs someone to be patience because you are working with machines.

HEST INTERNSHIP LOG BOOK

Week 4	Maintenance and network support of the computer lab. Creating accounts for students on computers provided by UCC.	Made sure that all computers in the lab are connected to the internet to enable students enhance their research. Accounts were created and now students can access the computers.	When you are working on a new device, you need to first get its user manual for the best results.	Learnt how to work on different devices from computers to printers. How to monitor the network and how network switches operate. How the university systems work especially in the non-teaching session.

Supervisor's comments:

Dedicated, focused and a good time keeper in accomplishment of activities within the institute.

Signature:

Amos Baryashaba