



# LOG- BOOK

Diploma (Social Work)

**SEMINAR AND PRACTICUM COURSE**

Reg No: .....UNIT CODE.....



**MAASAI MARA UNIVERSITY**

School of Arts and Social Sciences, Department of Social Studies, P. O. Box 861- 20500, Main Campus, Narok



# MAASAI MARA UNIVERSITY

## General

Maasai Mara University (MMU) was established under the Maasai Mara Charter 2013. The University is located in Narok Town along the Narok-Bomet Road. MMU started as a Campus of Moi University in 2007. It was later established as a Constituent College of Moi University by the Narok University College Order, 2008 (Legal Order No. 101 of 2008) with a mandate to teach, conduct research and provide consultancy services.

Maasai Mara University took over the then existing Narok Teachers Training College with a total acreage of 129 acres. It admitted its first batch of 222 government sponsored students in September 2009. These students joined the 412 privately sponsored students who were earlier admitted when the University was still a campus of Moi University. The current student population stands at 4800.

The University has five schools namely; School of Education, School of Arts and Social Sciences, School of Business and Economics, School of Science and Information Science and School of Tourism and Natural Resources Management. The University offers degree, diploma and certificate courses in Natural Resources, Agriculture, Business, Information, Social and Computer Sciences.

The University hosted the 27th Graduation of Moi University on 23rd November 2012 where 476 students were conferred with degrees of Moi University and awarded Diplomas and Certificates of Maasai Mara University.



# MAASAI MARA UNIVERSITY

## OUR VISION

To be a world class university committed to academic excellence for development

## OUR MISSION

To provide quality university education through innovative teaching, research and consultancy services for development

## CORE VALUES AND FUNCTIONS

### Teamwork

Adopt a participatory approach in discharging the mandate of the University.

### Professionalism

Maintain high standards of professionalism in executing the business of the University.

### Creativity and Innovativeness

Utilize the latest, up-to-date and most appropriate technology in achieving the University's objective.

### Transparency and Accountability

Uphold clarity and simplicity in all endeavors of the University.

### Excellence

Uphold and practice and orientation for extremely good performance within the University.

### Equity and Social Justice

Uphold equal treatment to all and practice fair judgment in all matters of the University.

## CONTACTS

Registrar (Academic Affairs), Maasai Mara University  
School of Arts and Social Sciences, Department of Social Studies, Religion and Community  
Development, P. O. Box 861- 20500, Main Campus, Narok  
Tel: 020-2685356/ 020- 2685357, Email: [registraraa@nu.ac.ke](mailto:registraraa@nu.ac.ke), Website: [www.mmarau.ac.ke](http://www.mmarau.ac.ke)



# MAASAI MARA UNIVERSITY

## QUALITY POLICY

The management has established the following policy to guide activities including decision making in relation to quality issues:-

Maasai Mara University is committed to quality teaching, research, consultancy and community service for sustainable development through:-

- a) Maintaining academic excellence and professionalism in learning, teaching, research and innovation,
- b) Collaborating and benchmarking with other leading Institutions of higher learning for continual improvement,
- c) Providing customer friendly and market driven services by encouraging stakeholders feedback, and
- d) Recruiting and retaining qualified staff and continually enhancing their competence on emerging trends in relevant areas of specialization.

The University shall comply with all applicable requirements and continually improve the Quality Management System based on ISO 9001:2008.

The University top management shall ensure that established quality objectives and this policy are reviewed annually for continuing suitability.

The Quality Policy has been authorized for use in the University by the Vice Chancellor.



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OFFICE OF CHAIRMAN DEPARTMENT OF SOCIAL STUDIES, RELIGION AND  
COMMUNITY DEVELOPMENT

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### Students on Internship Log- Book

Name of student: ..... Reg No: .....

Academic programme: **Diploma in Social Work**

Organization where attached: .....

Date	Department/ Section	Activities/ Tasks	Remarks

Student (sign): ..... Date: .....

Agency Supervisor (Name): ..... Sign: ..... Date: .....

University Assessor (Name): ..... Sign: ..... Date: .....



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## Students on Internship Log- Book

Name of student: ..... Reg No: .....

Academic programme: **Diploma in Social Work**

Organization where attached: .....

**WEEK NO: 2**

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Date	Department/ Section	Activities/ Tasks	Remarks

**Student (sign):** ..... **Date:** .....

**Agency Supervisor (Name):** ..... **Sign:** ..... **Date:** .....

**University Assessor (Name):** ..... **Sign:** ..... **Date:** .....



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## Students on Internship Log- Book

Name of student: ..... Reg No: .....

Academic programme: **Diploma in social work**

Organization where attached: .....

**WEEK NO: 3**

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Date	Department/ Section	Activities/ Tasks	Remarks

**Student (sign):** ..... **Date:** .....

**Agency Supervisor (Name):** ..... **Sign:** ..... **Date:** .....

**University Assessor (Name):** ..... **Sign:** ..... **Date:** .....



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## Students on Internship Log- Book

Name of student: ..... Reg No: .....

Academic programme: **Diploma in social work**

Organization where attached: .....

**WEEK NO: 4**

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Date	Department/ Section	Activities/ Tasks	Remarks

**Student (sign):** ..... **Date:** .....

**Agency Supervisor (Name):** ..... **Sign:** ..... **Date:** .....

**University Assessor (Name):** ..... **Sign:** ..... **Date:** .....





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Name of student: ..... Reg No: .....

Academic programme: **Diploma in social work**

Organization where attached: .....

**WEEK NO: 5**

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Date	Department/ Section	Activities/ Tasks	Remarks

**Student (sign):** ..... **Date:** .....

**Agency Supervisor (Name):** ..... **Sign:** ..... **Date:** .....

**University Assessor (Name):** ..... **Sign:** ..... **Date:** .....



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## Students on Internship Log- Book

Name of student: ..... Reg No: .....

Academic programme: **Diploma in social work**

Organization where attached: .....

**WEEK NO: 6**

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Date	Department/ Section	Activities/ Tasks	Remarks

**Student (sign):** ..... **Date:** .....

**Agency Supervisor (Name):** ..... **Sign:** ..... **Date:** .....

**University Assessor (Name):** ..... **Sign:** ..... **Date:** .....



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## Students on Internship Log- Book

Name of student: ..... Reg No: .....

Academic programme: **Diploma in social work**

Organization where attached: .....

**WEEK NO: 7**

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Date	Department/ Section	Activities/ Tasks	Remarks

**Student (sign):** ..... **Date:** .....

**Agency Supervisor (Name):** ..... **Sign:** ..... **Date:** .....

**University Assessor (Name):** ..... **Sign:** ..... **Date:** .....



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## Students on Internship Log- Book

Name of student: ..... Reg No: .....

Academic programme: **Diploma in social work**

Organization where attached: .....

**WEEK NO: 8**

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Date	Department/ Section	Activities/ Tasks	Remarks

**Student (sign):** ..... **Date:** .....

**Agency Supervisor (Name):** ..... **Sign:** ..... **Date:** .....

**University Assessor (Name):** ..... **Sign:** ..... **Date:** .....



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## Students on Internship Log- Book

Name of student: ..... Reg No: .....

Academic programme: **Diploma in social work**

Organization where attached: .....

**WEEK NO: 9**

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Date	Department/ Section	Activities/ Tasks	Remarks

**Student (sign):** ..... **Date:** .....

**Agency Supervisor (Name):** ..... **Sign:** ..... **Date:** .....

**University Assessor (Name):** ..... **Sign:** ..... **Date:** .....



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## Students on Internship Log- Book

Name of student: ..... Reg No: .....

Academic programme: **Diploma in Social Work**

Organization where attached: .....

**WEEK NO: 10**

Date	Department/ Section	Activities/ Tasks	Remarks

**Student (sign):** ..... **Date:** .....

**Agency Supervisor (Name):** ..... **Sign:** ..... **Date:** .....

**University Assessor (Name):** ..... **Sign:** ..... **Date:** .....



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## Students on Internship Log- Book

Name of student: ..... Reg No: .....

Academic programme: **Diploma in Social Work**

Organization where attached: .....

**WEEK NO: 11**

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Date	Department/ Section	Activities/ Tasks	Remarks

**Student (sign):** ..... **Date:** .....

**Agency Supervisor (Name):** ..... **Sign:** ..... **Date:** .....

**University Assessor (Name):** ..... **Sign:** ..... **Date:** .....



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## Students on Internship Log- Book

Name of student: ..... Reg No: .....

Academic programme: **Diploma in Social Work**

Organization where attached: .....

**WEEK NO: 12**

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Date	Department/ Section	Activities/ Tasks	Remarks

Student (sign): ..... Date: .....

Agency Supervisor (Name): ..... Sign: ..... Date: .....

University Assessor (Name): ..... Sign: ..... Date: .....









# MAASAI MARA UNIVERSITY

Diploma in Social Work Programme

ADVISORY NOTE No 22

9:00am, 23 September 2013

## SEMINAR AND FIELD PRACTICUM

### BRIEFING - DIPLOMA IN SOCIAL WORK STUDENTS

#### 1.0 Preamble

- a) **Congratulations.** You are now in the final phase in your training as a Diploma in Social Work student of Maasai Mara University. To date you have faithfully done many assignments and exams, and listened to many lecturers.
- b) The value of the internship programme cannot be overstated in making the successful transition to the workplace and should, therefore, be completed.
- c) Each student is **personally responsible** for securing placement in cooperation with the organization and the university Department Attachment Officer.
- d) A **student who is already working** and is on the evening/ weekend mode of study need not move away from his/her working environment. However, the student should agree with the agency supervisor on specific activities or tasks that he/she will undertake for purposes of fulfilling the attachment requirements.
- e) The attachment course Seminar and Field Practicum is a **two semester assignment**. It is one of the School common courses in the Diploma in Social Work programme. Preparations for the same began last semester. Lecturers have already given you several talks in seminars on this assignment.
- f) The School of Arts and Social Sciences usually facilitates placement by giving the student a letter to be used for **applying for attachment**. This letter is usually issued **four months** before the start of the attachment. Copies of this letter can be used to approach several suitable organizations.
- g) As soon as a **student gets confirmation** that his/her application for attachment has been accepted he/she should furnish the Department Attachment Officer, or the Chairman of Department, with details on the organization (e.g. Name of organization, location, contacts, expected reporting dates, etc).
- h) The **attachment fee is Ksh 8,000**. It is supposed to be part of the fees for the second year last semester. The fee can be revised on short notice.
- i) The field attachment is planned to last for a minimum **period of 8 weeks**. The attachment is usually done after the last exam session of the fourth semester.
- j) During this course the student needs to focus on **assuming professional responsibilities**, assessing and planning of interventions in cases and social work related projects.

- k) During this attachment the student will **interact with many** individuals and groups that will be seeking services from counselors and social work specialists.
- l) The student will be **supervised by an agency supervisor** who will ensure that he/she further develops the required counseling and personnel services competencies.
- m) The potential places for attachment include; primary schools, secondary school, NGOs or other related community organizations. The student is encouraged to go to an agency that in his/her opinion is a **potential employer**.
- n) This attachment period requires **careful planning**. It is the most important course in the Diploma in Social Work programme.
- o) As you enjoy this practical course be in continuous communication with your **classmates** and the college/ university.
- p) When away from this campus take at least two admission forms and two brochures of the university with you. Give yourself the challenge of ensuring that at least **five potential students** get admission letters for this Diploma in Social Work at Maasai Mara University. You can not be successful unless you mentor others- get disciples.

## 2.0 Expectations from student- Before going on attachment

- a) The student should make sure that he /she has paid all the required attachment fees to the university and deposited a copy of the **nil-balance fees printout** in the office of the Chairman of the Department. If this is not done the student will not be assessed..
- b) The student is supposed to pay **attachment fee Kshs 8,000**. Please check with student finance in case the amount required has been revised.
- c) If the student is not able to pay all the required attachment fees, he /she should fill a **deferment of course form** to post-pone the attachment course until that time when he/ she is able to do so. The fees must be paid.
- d) A student who does not go for attachment for the expected **minimum attachment period** will not graduate.
- e) The student where possible this printout should be signed by the Finance Officer or another authorized officer in the finance department.
- f) The student should enter all the details of the place of attachment in the **Department Attachment Register** in the Chairman of Department Office. These details include; the complete address, the tel number of the Agency supervisor, the nearest town and all the student identification details.
- g) The student should not go on attachment without a **letter of introduction** from the office of the Chairman SSRCD. This letter should be signed and stamped accordingly. The student should make some back-up photocopies of this letter because it is one of the documents required in the attachment report that is submitted by student.
- h) The students should have these **important telephone numbers** (i)Chairman of the department, (ii)The Senior- most lecturer in the Diploma Social Work Programme, and (iii)The Department Attachment Officer, (iv)One or two friends among the lecturers of Maasai Mara University (v)Class representative.
- i) The student should also have **other telephone numbers** (vi)One of the Maasai Mara University chaplains, (vii)The Dean of students (viii) One or two friends among the non- teaching staff of Maasai Mara University.

- j) The student should make suitable **accommodation** and **transport** arrangements. If this is done the student will not have problems reporting to the station as required. All the associated costs are paid by the student.
- k) During the preparatory phase the student maybe expected to obtain a **Good Conduct Certificate** from the National Security department of the Government. This is a new requirement in some organizations.
- l) The student should inform the agency that the expected **normal working days/ hours** are usually Monday- Friday, 8:00am to 5:00pm with only slight variations. If the expected working days or hours are not convenient, the student discuss the same with the agency supervisor and where possible get assistance from the university.
- m) The student should plan to have the weekends free for personal activities. He/she could plan to complete the filling-in work-done details in the **Student Attachment Log-book**.
- n) The student should plan to be typing in the evenings or on the weekends, on personal lap-top or personal desk-top computer the **Student Attachment Report**. Details on how to format this attachment report are usually given later during attachment by the assessing lecturers. This is usually done during the first assessment visit.

### **3.0 Expectations from student- During the attachment**

- a) The students and the agency supervisor shall agree on and draw up a **work plan** for the internship period.
- b) The students shall complete the internship log book on a daily basis.
- c) The Agency supervisor shall **confirm the student entries**, make his//her remarks (e.g. whether the tasks were completed, challenges, etc) and signs the log-book at the end of every week.
- d) The student shall as soon as possible liaise with the School of Arts and Social Sciences (SASS), preferably through the University Assessor the Department Attachment Officer, on any **critical eventualities** during the internship period.
- e) During an assessment visit the intern shall cooperate with the **university supervisor** to enable him/ her to:
  - i. Discuss with the student on his/ her experiences and progress
  - ii. Advice on how to address any challenges he/ she is facing
  - iii. Discuss with the agency supervisor the progress of the student
  - iv. Provide the agency supervisor with Internship Assessment Form
  - v. Read and sign the student's Internship Logbook
- f) The student should request to work in at least **four different sections** in the attachment agency. This means that the student may end-up having four different agency supervisors during attachment. Where this is not possible the student should request to work in as many aspects or activities of the agency as possible, eg assist in the main office, go for sight tours, make project visits, participate in meetings, etc.
- g) The student-on-attachment will be **assessed a minimum of four times** by lecturers from the Department of Social Studies, Religion and Community Development of the Maasai Mara University. This means implies four visits by assessors; the first visit will be a few weeks/ days after placement, the fourth visit will take place a few weeks/ days before the end of attachment. The second and third visits will be made on convenient days in between.

- h) The **first two assessments** will normally be done by lecturers who are experts in the field of Social Work and preferably those who have taught the student-on-attachment in the past in the Diploma in Social Work programme.
- i) The student should plan his/ her attachment in such a way that all the reports could be submitted **within 5 days after the end** of the 8 week attachment period.
- j) It is the right of the student to be assessed at least by **one social work lecturer**, who is a full-time member of staff at Maasai Mara University.
- k) There are **special scenarios** found in distant campuses, teaching centers of the university and collaborating colleges. In such situations the Chairman of the Department of Social Studies, Religion and Community Development should be consulted to give guidance and approve the lecturers who are proposed to assess of the Diploma in Social work students.

#### **4.0 Expectations from student- After the attachment**

- a) Submit all the **required attachment reports** to the university- attachment report and log book (bound as one document with staples and tape), at the latest 5 days after the end of the attachment period. The document should be submitted to the Department Attachment Officer, or the Social Work lecturer , or the School Exams Officer or the Chairman of Department.
- b) Follow-up and obtain a **2<sup>nd</sup> year provisional transcript** of the Diploma in Social Work that includes Seminar and Field Practicum and all other courses done.
- c) **Celebrate the end of studies.** Students will have fulfilled of all the requirements for the award of a Diploma in Social Work of Maasai Mara University.
- d) Assist at least **five potential students** to apply and obtain letters of admission to Diploma in Social Work or Certificate in Social Work. This may involve; obtaining the application forms for them, assisting them to fill forms, take passport photos, make bank payments for the application fees and finally escorting them to deposit the application at the Admissions Office of the Maasai Mara University.
- e) Depositing a complete **application for BA degree** in Social Work or Sociology programme at Maasai Mara University. A student with a two-year Diploma in Social Work joins the BA programme at **Year two, Semester one**. This means that he/she will finish the degree in only three academic years.
- f) The student is also expected to **encourage at least three other diploma graduates** of Social Work to get admission letters for BA degree in Social Work or Sociology. A certain minimum number of students required for a class to break-even.
- g) A good student is also expected to discuss with other graduates of Dip Social Work from other collaborating colleges or **nearby colleges** the possibility and the benefits of getting admission letters for BA degree in Social Work or Sociology at Maasai Mara University.

#### **5.0 Expectations from Assessor: Evaluation of internship**

- a) During the assessment visits, the university assessor shall advice the student on the agreed **report format** for the attachment report/ research report.
- b) The student's evaluation for the course will be done as described in the table below. The **logbook and the report** shall account for 30%.

- c) The students shall submit the Attachment report and the logbook bound together as one document within **five days** after the end of the attachment.
- d) The students shall be assessed by university lecturer at least four times. The total score for all these **four lecturer assessments** shall add up to 70%. This score shall be entered in the ‘examination section’ of the mark-sheet.
- e) When it is available the **confidential assessment** from the agency supervisor shall be incorporated by the lecturer into the ‘examination score’. It shall constitute part of the 4<sup>th</sup> visit score as shown in the table below.
- f) The **Dept Exams Officer** should ensure that all the relevant documents are submitted to the Dept Fieldwork Officer, or the Coordinators of Diploma in Social Work programme or the Chairman of Department, **within 4 weeks** after the attachment period.
- g) Any student who do not submit all their documents within 5 days as required should be reported to the Chairman of Dept and appropriate action discussed in the next Dept meeting.

Final Examination Section		Assessor Visits				Marks	Total
		1	2	3	4		
1	Agency supervisor’s confidential report <i>(without this, student to repeat internship)</i>	--	--	20	20	40	<b>70%</b>
2	University supervisor’s and Agency supervisor’s joint assessments <i>(on 4 visits)</i>	-	-	15	15	30	

Continuous Assessment Section							
3	Student logbook – marked by lecturer <i>(without this, student to repeat internship)</i>	--	--	--	-	10	<b>30%</b>
4	Student internship report- marked by lecturer <i>(without this, student to repeat internship)</i>	--	--	--	--	20	
Final score for Seminar and practicum course							<b>100%</b>

**Compiled by:**  
**Muniko Z.M. and Kuria J.M.**  
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 School of Arts and Social Sciences,  
 Maasai Mara University,  
 P. O. Box 861- 20500, Narok.  
**ATTACHMENT OFFICER: 0717511621 / 0734511621**

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**MAASAI MARA UNIVERSITY**  
**Diploma in Social Work Programme**  
 Social Work student check list

No	Item	Date	Remarks
1)	Obtained nil-balance print-out		
2)	Attended briefing by Dept Attachment Officer/ Social Work Lecturer/ Chairman		
3)	Signed- Dept Attachment Register at SSRCD		
4)	Obtained letter of introduction, Dean SASS		
5)	Obtained important telephone numbers		
6)	Obtained required telephone numbers		
7)	Made suitable accommodation plans		
8)	Made suitable transport plans		
9)	Obtained good conduct certificate (if required)		
10)	Given attachment log-book handout		
11)	Done all final supplementary/ special exams.		
12)	Given attachment report format (by assessor)		
13)	Assessed by a social work lecturer (at least)		
14)	Assessed in 1 <sup>st</sup> visit by a lecturer		
15)	Assessed in 2 <sup>nd</sup> visit by a lecturer		
16)	Assessed in 3 <sup>rd</sup> visit by a lecturer		
17)	Assessed in 4 <sup>th</sup> visit by a lecturer		
18)	Attached in four sections/ environments(at least)		
19)	Log-book - signed weekly by agency supervisor, stamped & ready for submission		
20)	Attachment report - done & ready for submission		
21)	Log-book and attachment report bound as one document (staples & tape)		
22)	Final document submitted to Dept Attachment Officer/ School Exams Officer/ Chairman SSRCD		
23)	Signed- Attachment report register at SSRCD		
24)	Confirmed with Dept Attachment Officer (all reports marked)		
25)	Obtained final provisional transcript		
26)	Obtained application forms Admission Office Maasai Mara University.		
27)	Paid required degree application fees in bank		
28)	Attached photos, O-level cert & Dip transcripts, other certificates to application form		
29)	Submitted application to Maasai Mara University for BA Social Work / BA Sociology.		
30)	Received admission to join 2 <sup>nd</sup> year BA Social Work/Sociology at Maasai Mara University.		
31)	Received benefits- Promotion/ new assignment		
32)	Attended graduation- Diploma in Social Work, Maasai Mara University		

Student Name: ..... Date: .....