



**MAASAI MARA UNIVERSITY  
SCHOOL OF BUSINESS AND ECONOMICS**

**GUIDELINES FOR INDUSTRIAL ATTACHMENT/INTERNSHIP**

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**PPLANNING FOINTERNSHIP**

The value of the internship program cannot be overstated in making the successful transition to the workplace and should, therefore, be completed. Each student is personally responsible for securing placement in co-operation with the organization and a University departmental supervisor. The School will facilitate this by providing each student with a letter to be used by the student for applying for attachment.

A student on the evening/weekend mode of study and who is already working need not move away from his/her working environment. However, the student should agree with the Industry Supervisor on specific activities or tasks that the student will undertake for purposes of fulfilling attachment requirements.

Each student shall furnish the School with details about the organization (e.g. name of organization, location, contacts, expected reporting date, etc) that he/she will be attached with as soon his/her application has been accepted.

**2.0 DURATION**

- A minimum of three (3) months or 12 weeks

**3.0 ACTIVITIES DURING INTERNSHIP**

- (i) The student reports at the organization where internship will be undertaken
- (ii) The student and Industry Supervisor agree on and draw up a work plan for the period
- (iii) Student completes Internship Logbook on a daily basis
- (iv) Industry supervisor confirms the entries, makes his/her remarks (e.g. whether task completed, challenges, etc) and signs on the Logbook at the end of every week.
- (v) University Supervisor visits the organization once or twice. The first visit (where a second visit will be practical) shall be within the first four weeks. The second visit shall be between the 8<sup>th</sup> and 10<sup>th</sup> week. Where only one visit is possible, it shall be done in the 8<sup>th</sup> week. During the visit, University Supervisor shall:
  - a. Discuss with the student on his/her experience and progress
  - b. Advise student on how to address any challenges he/she is facing
  - c. Discuss with Industry Supervisor on the progress of the student
  - d. Provide Industry Supervisor with Internship Assessment Form
  - e. Read and sign student’s Internship Logbook
- (vi) The student shall as, soon as possible liaise, with the School - preferably through the University Supervisor - on any critical eventualities during the internship period.

**4.0 EVALUATION / ASSESSMENT**

A written work evaluation is required from the supervisor at the co-operating business or organization. The student must also submit to the University Supervisor, a written report describing the internship experience for assessment using the format provided by the School. The final grade for the student shall be determined as follows:

|           | ASSESSMENT                                    | MARKS | TOTAL      |
|-----------|-----------------------------------------------|-------|------------|
| <b>1.</b> | <b>Coursework</b>                             |       |            |
| (i)       | Industry Supervisor’s Assessment              | 20    |            |
| (ii)      | University Supervisor’s Assessment (on visit) | 10    |            |
|           | <b>Total</b>                                  |       | <b>30</b>  |
| <b>2.</b> | <b>Final</b>                                  |       |            |
| (i)       | Student’s Logbook                             | 20    |            |
| (ii)      | Final Internship Report**                     | 50    | <b>70</b>  |
|           | <b>TOTAL</b>                                  |       | <b>100</b> |

\*\*Should be submitted to University Supervisor not later than 2 weeks after the end of the Internship.