



# **LOG-BOOK**

**Bachelor of Arts (Public Administration)**

**INDUSTRIAL ATTACHMENT COURSE**

**Student Reg. No: .....Unit Code.....**

**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**

**AUTHORS: MUNIKO Z.M and KURIA J.M**



# MAASAI MARA UNIVERSITY

School of Arts and Social Sciences, Department of Social Studies, Religion and Community Development

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## LOG-BOOK

### Bachelor of Arts (Public Administration)

COURSE: Attachment.

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#### Student Details

Name: .....

Reg No.: ..... Academic Year; .....

Date Log Book & Attachment Report submitted: .....

Received by: .....

Student Sign: .....

#### Attachment Assessments

1) Log Book: .....

2) Attachment Report: .....

3) Assessor(Agency): .....

4) Assessor(Lecturer) Visit 1: .....

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Remarks:.....

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Dept/ School Attachment Examiner (Name): .....

Sign: ..... Date: .....

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# 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, 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.



## **MAASAI MARA UNIVERSITY**

**School of Arts and Social Sciences, Department of Social Studies, Religion and Community Development.**

### **SSRCD DEPT ACADEMIC PROGRAMMES**

#### **PhD Programmes**

*(Intake in January, May and September)*

- All relevant areas

#### **Master of Arts Programmes**

*(Intake in January, May and September)*

- Geography
- Religious Studies
- History
- Sociology
- Political Science and Public Administration
- All other relevant areas

#### **Bachelor of Arts Programmes**

*(Intake in January, May and September)*

- Geography
- Religion
- Cultural Studies (*new*)
- Social Work
- Community Development
- Political Science and Public Administration
- Sociology
- Criminology and Penology
- Psychology
- History

#### **Diploma Programmes**

*(Intake in January, May and September)*

- Social Work
- Community Development
- Public Administration
- Criminology

#### **Certificate programmes**

*(Intake in January, May and September)*

- Social Work
- Criminology
- Community Development

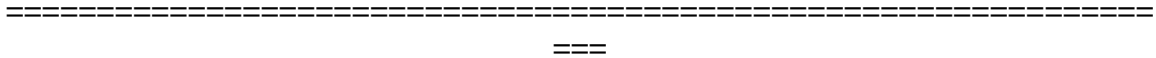
**P. O. Box 861- 20500, Narok. Tel: 020-2685356/ 020- 2685357, [CoD] 0719- 746 299**

**Email: [registraraa@nu.ac.ke](mailto:registraraa@nu.ac.ke), Website: [www.mmarau.ac.ke](http://www.mmarau.ac.ke)**



# MAASAI MARA UNIVERSITY

School of Arts and Social Sciences, Department of Social Studies, Religion & Community Development



## Students on Internship Log- Book

Academic programme: **Bachelor of Arts (Psychology)**

Student Reg No: ..... Sign: ..... Date:  
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Organization where attached:  
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## ATTACHMENT TIME-PLAN

*(Student is to design a timetable indicating the anticipated time to be spent on each activity/section)*



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### OFFICE OF CHAIRMAN OF DEPARTMENT

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#### Students on Internship Log- Book

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

Academic programme: **Bachelor of Arts (Public Administration)**

Organization where attached: .....

**WEEK NO: 1**

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Date	Department/ Section	Activities/ Tasks	Remarks

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

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

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



Academic programme: **Bachelor of Arts (Public Administration)**

Student: Reg No: ..... Sign: .....

**STUDENT'S WEEKLY REPORT**

**WEEK NO: 1**

*(Student may use this space for remarks/ comments, diagrams, sketches or pasting of images)*

Comment of Agency Supervisor: .....

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Name of Agency Supervisor; ..... Sign: .....

**STAMP**

Comment of University Assessor:

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Name of Lecturer: .....Sign: .....



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### OFFICE OF CHAIRMAN OF DEPARTMENT

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#### Students on Internship Log- Book

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

Academic programme: **Bachelor of Arts (Public Administration)**

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: .....

Academic programme: **Bachelor of Arts (Public Administration)**

Student: Reg No: ..... Sign: .....

**STUDENT'S WEEKLY REPORT**

**WEEK NO: 2**

*(Student may use this space for remarks/ comments, diagrams, sketches or pasting of images)*

Comment of Agency Supervisor: .....

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Name of Agency Supervisor; ..... Sign: .....

**STAMP**

Comment of University Assessor:

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Name of Lecturer: .....Sign: .....



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### OFFICE OF CHAIRMAN OF DEPARTMENT

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#### Students on Internship Log- Book

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

Academic programme: **Bachelor of Arts (Public Administration)**

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: .....

Academic programme: **Bachelor of Arts (Public Administration)**

Student: Reg No: ..... Sign: .....

**STUDENT'S WEEKLY REPORT**

**WEEK NO: 3**

*(Student may use this space for remarks/ comments, diagrams, sketches or pasting of images)*

Comment of Agency Supervisor: .....

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Name of Agency Supervisor; ..... Sign: .....

**STAMP**

Comment of University Assessor:

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Name of Lecturer: .....Sign: .....



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### OFFICE OF CHAIRMAN OF DEPARTMENT

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#### Students on Internship Log- Book

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

Academic programme: **Bachelor of Arts (Public Administration)**

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: .....

Academic programme: **Bachelor of Arts (Public Administration)**

Student: Reg No: ..... Sign: .....

**STUDENT'S WEEKLY REPORT**

**WEEK NO: 4**

*(Student may use this space for remarks/ comments, diagrams, sketches or pasting of images)*

Comment of Agency Supervisor: .....

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Name of Agency Supervisor; ..... Sign: .....

**STAMP**

Comment of University Assessor:

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Name of Lecturer: .....Sign: .....



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### OFFICE OF CHAIRMAN OF DEPARTMENT

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#### Students on Internship Log- Book

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

Academic programme: **Bachelor of Arts (Public Administration)**

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: .....



Academic programme: **Bachelor of Arts (Public Administration)**

Student: Reg No: ..... Sign: .....

**STUDENT'S WEEKLY REPORT**

**WEEK NO: 5**

*(Student may use this space for remarks/ comments, diagrams, sketches or pasting of images)*

Comment of Agency Supervisor: .....

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Name of Agency Supervisor; ..... Sign: .....

**STAMP**

Comment of University Assessor:

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Name of Lecturer: .....Sign: .....



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### OFFICE OF CHAIRMAN OF DEPARTMENT

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#### Students on Internship Log- Book

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

Academic programme: **Bachelor of Arts (Public Administration)**

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: .....

Academic programme: **Bachelor of Arts (Public Administration)**

Student: Reg No: ..... Sign: .....

**STUDENT'S WEEKLY REPORT**

**WEEK NO: 6**

*(Student may use this space for remarks/ comments, diagrams, sketches or pasting of images)*

Comment of Agency Supervisor: .....

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Name of Agency Supervisor; ..... Sign: .....

**STAMP**

Comment of University Assessor:

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Name of Lecturer: .....Sign: .....



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### OFFICE OF CHAIRMAN OF DEPARTMENT

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#### Students on Internship Log- Book

Name of student: .....Reg No: .....  
Academic programme: **Bachelor of Arts (Public Administration)**  
Organization where attached: .....

**WEEK NO: 7**

Date	Department/ Section	Activities/ Tasks	Remarks

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

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

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

Academic programme: **Bachelor of Arts (Public Administration)**

Student: Reg No: ..... Sign: .....

**STUDENT'S WEEKLY REPORT**

**WEEK NO: 7**

*(Student may use this space for remarks/ comments, diagrams, sketches or pasting of images)*

Comment of Agency Supervisor: .....

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Name of Agency Supervisor; ..... Sign: .....

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Comment of University Assessor:

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Name of Lecturer: .....Sign: .....



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### OFFICE OF CHAIRMAN OF DEPARTMENT

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#### Students on Internship Log- Book

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

Academic programme: **Bachelor of Arts (Public Administration)**

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: .....

Academic programme: **Bachelor of Arts (Public Administration)**

Student: Reg No: ..... Sign: .....

**STUDENT'S WEEKLY REPORT**

**WEEK NO: 8**

*(Student may use this space for remarks/ comments, diagrams, sketches or pasting of images)*

Comment of Agency Supervisor: .....

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Name of Agency Supervisor; ..... Sign: .....

**STAMP**

Comment of University Assessor:

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Name of Lecturer: .....Sign: .....



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### OFFICE OF CHAIRMAN OF DEPARTMENT

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#### Students on Internship Log- Book

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

Academic programme: **Bachelor of Arts (Public Administration)**

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: .....



Academic programme: **Bachelor of Arts (Public Administration)**

Student: Reg No: ..... Sign: .....

**STUDENT'S WEEKLY REPORT**

**WEEK NO: 9**

*(Student may use this space for remarks/ comments, diagrams, sketches or pasting of images)*

Comment of Agency Supervisor: .....

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Name of Agency Supervisor; ..... Sign: .....

**STAMP**

Comment of University Assessor:

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Name of Lecturer: .....Sign: .....



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### OFFICE OF CHAIRMAN OF DEPARTMENT

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#### Students on Internship Log- Book

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

Academic programme: **Bachelor of Arts (Public Administration)**

Organization where attached: .....

**WEEK NO: 10**

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Date	Department/ Section	Activities/ Tasks	Remarks

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

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

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

Academic programme: **Bachelor of Arts (Public Administration)**

Student: Reg No: ..... Sign: .....

**STUDENT'S WEEKLY REPORT**

**WEEK NO: 10**

*(Student may use this space for remarks/ comments, diagrams, sketches or pasting of images)*

Comment of Agency Supervisor: .....

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Name of Agency Supervisor; ..... Sign: .....

**STAMP**

Comment of University Assessor:

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Name of Lecturer: .....Sign: .....



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### OFFICE OF CHAIRMAN OF DEPARTMENT

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#### Students on Internship Log- Book

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

Academic programme: **Bachelor of Arts (Public Administration)**

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: .....

Academic programme: **Bachelor of Arts (Public Administration)**

Student: Reg No: ..... Sign: .....

**STUDENT'S WEEKLY REPORT**

**WEEK NO: 11**

*(Student may use this space for remarks/ comments, diagrams, sketches or pasting of images)*

Comment of Agency Supervisor: .....

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Name of Agency Supervisor; ..... Sign: .....

**STAMP**

Comment of University Assessor:

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Name of Lecturer: .....Sign: .....



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### OFFICE OF CHAIRMAN OF DEPARTMENT

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#### Students on Internship Log- Book

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

Academic programme: **Bachelor of Arts (Public Administration)**

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: .....

Academic programme: **Bachelor of Arts (Public Administration)**

Student: Reg No: ..... Sign: .....

**STUDENT'S WEEKLY REPORT**

**WEEK NO: 12**

*(Student may use this space for remarks/ comments, diagrams, sketches or pasting of images)*

Comment of Agency Supervisor: .....

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Name of Agency Supervisor; ..... Sign: .....

**STAMP**

Comment of University Assessor:

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Name of Lecturer: .....Sign: .....



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### OFFICE OF CHAIRMAN OF DEPARTMENT

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#### Students on Internship Log- Book

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

Academic programme: **Bachelor of Arts (Public Administration)**

Organization where attached: .....

**WEEK NO: 13**

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Date	Department/ Section	Activities/ Tasks	Remarks

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

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

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



Academic programme: **Bachelor of Arts (Public Administration)**

Student: Reg No: ..... Sign: .....

**STUDENT'S WEEKLY REPORT**

**WEEK NO: 13**

*(Student may use this space for remarks/ comments, diagrams, sketches or pasting of images)*

Comment of Agency Supervisor: .....

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Name of Agency Supervisor; ..... Sign: .....

**STAMP**

Comment of University Assessor:

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Name of Lecturer: .....Sign: .....



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### OFFICE OF CHAIRMAN OF DEPARTMENT

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#### Students on Internship Log- Book

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

Academic programme: **Bachelor of Arts (Public Administration)**

Organization where attached: .....

**WEEK NO: 14**

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Date	Department/ Section	Activities/ Tasks	Remarks

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

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

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

Academic programme: **Bachelor of Arts (Public Administration)**

Student: Reg No: ..... Sign: .....

**STUDENT'S WEEKLY REPORT**

**WEEK NO: 14**

*(Student may use this space for remarks/ comments, diagrams, sketches or pasting of images)*

Comment of Agency Supervisor: .....

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Name of Agency Supervisor; ..... Sign: .....

**STAMP**

Comment of University Assessor:

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Name of Lecturer: .....Sign: .....



# MAASAI MARA UNIVERSITY

## Bachelor of Arts (Public Administration) Programme

ADVISORY NOTE No 28 (8pgs)

18 December 2013

**COURSE: ATTACHMENT (Core) 3 UNITS**

### **BRIEFING - Bachelor of Arts (Public Administration) STUDENTS**

#### **1.0 Preamble**

- a) **Congratulations.** You are now in the final stages in your training as a BA (Public Administration) student of Maasai Mara University.
- b) The value of this internship programme cannot be overstated in making the successful transition to the workplace and should, therefore, be completed as expected.
- c) As a third year student you are **personally responsible** for securing placement, one semester before, in cooperation with the organization and the university Department Attachment Officer, Mr. Z. Muniko.
- d) Please note that the attachment period is **twelve Weeks**, which is three months only.
- e) In case you are **already employed** and you are on the evening/ weekend mode of study you need not move away from your working environment. However, during internship you should agree with the agency supervisor on specific activities or tasks that you will undertake for purposes of fulfilling the attachment requirements.



#### **1<sup>st</sup> Graduation, December 2013**

- f) This course 'Attachment' is a **two semester assignment**. It is one of the core and school common courses in the BA (Public Administration) programme. Preparations for the same began one semester ago. Lecturers have already given you several preparatory talks in seminars on this assignment.
- g) The Department of Social Studies, Religion and Community Development (SSRCD) usually facilitates placement by giving you a letter to be used while **applying for placement**. This letter is usually issued **four months** before the proposed start of the attachment. Copies of this letter can be used to approach several suitable organizations.

- h) As soon as you get **attachment confirmation** that your application for internship has been accepted you should furnish the Department Attachment Officer, Mr. Z. Muniko, or the School Exams Coordinator, or the Chairman of Department, with all required details on the organization (e.g. Name of organization, location, contacts, expected reporting dates, etc).
- i) The **attachment fee is Ksh 12,000**. It is usually supposed to be part of the fees for the third year first semester. Please check in good time with Student Finance Office because this fee can be revised by the university on without notice.
- j) The field experience is designed to last for a minimum **period of twelve Weeks**. It is usually undertaken done after the last exam session of the Third year Second semester. Under special considerations, favourable to you as student, the university can sometimes change the period when it could be done.
- k) While on attachment you will be **supervised by an agency supervisor** who will ensure than you further develop the required counseling and personnel services competencies.
- l) While confirming placement you are encouraged to go to an agency that in your opinion is a **potential future employer**.
- m) This attachment period requires **careful planning**. It is the most important course in the BA Psychology programme.
- n) As you enjoy this practical course be in continuous communication with your **classmates** and the college/ university.
- o) When going away from campus take at least two admission forms and two brochures of the university with you. Give yourself the challenge of ensuring that **two potential students** get admission letters for the BA (Public Administration) at Maasai Mara University. You will not be successful unless you mentor others.

## 2.0 Specifics in the attachment programme

- a) This is a skills based core course that is designed to enable you as a third year university student to get exposed to practical elements/ realities of the didactic material that you have mastered in other levels of study.
- b) The objectives of this field exercise include the following;
  - 1) To gain practical experience in the performance of routine duties in a professional environment.
  - 2) To gain experience in work discipline
  - 3) To develop practical abilities in practical skills specific to the discipline
  - 4) To integrate theory and practice in handling sociological issues at the individual, group and community levels.
- c) You are supposed to participate in the daily activities of the Agency under the supervision of qualified personnel. You are also required to keep precise records of your daily participation, observations and remarks in the logbook supplied to you by the university.

- d) The curriculum states clearly that the costs of any insurance cover required during attachment is to be met by the student

### **3.0 Expectations from student- Before going on attachment**

- a) Before going for attachment you should make sure that you have paid all the required attachment fees to the university and given a copy of the **nil-balance fees printout** to the Attachment Officer Mr. Z. Muniko or the Chairman. If this is not done you will not be assessed.
- b) Please ensure that this printout is **stamped and signed** by the Finance Officer or another authorized officer in the finance department.
- c) You are supposed to pay **attachment fee Ksh 12,000** many weeks before the attachment period. Please confirm with Student Finance Section in case the amount required has been revised.
- d) If you are not able to pay all the required attachment fees, you should fill a **deferment of course form** to post-pone the attachment course until when you are able to do so. The fees must be paid.
- e) This Attachment is a core course in the programme. This means that if you do not go for attachment for the expected minimum **attachment period of Eight Weeks**, will not graduate.
- f) You are encouraged to 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) You should not go on attachment without a **letter of introduction** from the office of the Chairman, Dept of Social Studies, Religion and Community Development (SSRCD). This letter should be signed and stamped accordingly. As a responsible student you should make some back-up photocopies of this letter because it is one of the documents required in the attachment report that is to be submitted later.
- h) The chosen place of placement should be **easily accessible** to lecturers of the university. It should be an Agency in which you are sure that you will be able to achieve the objectives of the course. This implies that the Dept Attachment Officer Mr. Z. Muniko must approve any Agency that you identify.
- i) A good student should obtain these **mandatory telephone numbers** (i)Chairman of the department, (ii)The senior- most lecturer in the BA (Public Administration) Programme, and (iii)The Department Attachment Officer, Mr. Z. Muniko (iv)One or two friends among the lecturers of the university (v) BA (Public Administration) class representative.
- j) You should also obtain **other telephone numbers** (vi)One of the Maasai Mara University chaplains, Dr. Fr. Ambrose Rono or Pst. Kenneth Odhiambo (vii)The Dean of students Mr. Ambrose Koech (viii) One or two friends among the non-teaching staff of Maasai Mara University.

- k) Make suitable **accommodation** and **transport** arrangements as early as possible. If you do this well you will not have problems reporting to the station as required. Please note that all the associated costs are paid by the student, not the university.
- l) In order to **avoid social challenges** or feeling rather lonely while far away from your 'normal environment' strive to get attachment in an Agency that can take in 2 - 4 students of BA (Public Administration) from your university.
- m) During the preparatory stages you may be expected to obtain a **Good Conduct Certificate** from the National Security department of the Government. This is a new requirement for some organizations.
- n) It is your responsibility to inform the Agency Supervisor that your **normal working days/ hours** are usually Monday- Friday, 8:00am to 5:00pm with only slight variations. If the expected working programme there is not convenient, you should discuss the same with the Agency and where necessary get assistance from the university.
- o) As an intern student you should plan to have the **weekends free** for personal or private academic/ social activities. He/she could plan to complete the filling-in of the 'work-done' details in your attachment log-book.
- p) You are supposed to plan to be typing, every evening or on weekends, on your personal lap-top or personal desk-top computer, drafts of the **Attachment Report**. Details on how to format this report are usually given later by the Dept Attachment Officer Mr. Z. Muniko or by other assessors during attachment.
- q) Being a serious university intern you should consider purchasing a **personal lap-top computer** or a personal desk-top computer or a tablet. A minimum of one internet-enabled mobile phone, two 4GB flash disks, five black bro-pens, one stapler, one university exercise book, one spring file, one ream of photocopying papers and one small ink-jet printer can be quite useful. The many benefits of obtaining a **First-class (honours) BA (Public Administration)** make these items a worthwhile investment.
- r) To guard yourself against the **effects of bad weather** you may wish to invest suitable clothing. Examples: small vehicle, rain-proof jacket, mud-proof shoes or an umbrella.

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

- a) As soon as you report to the work place discuss with the agency supervisor and agree on the **work -plan** for the whole internship period.
- b) You are supposed to fill the internship log book on a daily basis.
- c) At the end of every week you should request the Agency supervisor to **assess and certify the entries**, make his//her remarks (e.g. whether the tasks were completed, challenges, etc), sign and stamp the logbook.
- d) In case of any bad experiences while on attachment report as soon as possible to the university preferably to the Department Attachment Officer Mr. Z. Muniko, the Dean of Students or the Chairman or any other relevant university office.

- e) During an assessment visit you are expected to cooperate with the **university supervisor** to enable the lecturer to:
  - i. Discuss with you internship experiences and progress
  - ii. Give you advice on how to address any challenges you may be facing
  - iii. Discuss with the agency supervisor your progress as a student
  - iv. Provide the Agency Supervisor with Internship Assessment Form
  - v. Assess entries and sign the student's Internship Logbook
  - vi. Give you the format for your on Attachment Report
- a) You are expected to work in at least **four different sections** in the attachment agency. This means that you may end-up having four different agency supervisors during the internship. Where this is not possible 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.
- b) During the attachment period you will be **assessed a minimum of four times** by lecturers from the Department of Social Studies, Religion and Community Development of your university. This implies four visits by assessors; the first visit will be a few days after placement, and the fourth visit will take place a few days before the end of attachment. The second and third visits will be made on convenient days in between.
- c) The **first assessment** will normally be done by a lecturer who is an expert in the field of BA (Public Administration) and preferably one who have taught you before in the BA (Public Administration) programme.
- d) You should design your Plan of Work well so that you may be able to submit all reports **within 5 days after the end** of the attachment period. Delays in submission may lead to loss of marks.
- e) It is your right as a student of BA (Public Administration) to be assessed at least by **one Psychology lecturer**, who is a full-time member of staff at Maasai Mara University.
- f) In case you are in a distant campus, distant teaching centre or a collaborating college as special arrangement may be made to ensure that you are suitably assessed. In such special situations the Chairman of Department (Main Campus) is usually consulted to give guidance on the lecturers who may assess you.

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

- a) The university expects you to submit all the required **attachment documents** to the department [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 booklet should be submitted **ONLY** to the Department Attachment Officer Mr. Z. Muniko, or the School Exams Coordinator or the Chairman of Department.
- b) Please note that spiral bound attachment reports will not be accepted or marked by the university department.



- c) You are encouraged to follow-up, with the assistance of Mr. Z. Muniko, and obtain a **provisional transcript** of your 3<sup>rd</sup> year BA (Public Administration) that includes Attachment course.
- d) Assist **two potential students** to apply and later collect letters of admission to our BA (Public Administration) programme (PSSP). This may include; obtaining the application forms for them, assisting them to fill forms, accompanying them to take passport photos, escorting them to the bank to pay the application fees or even encouraging them to take the application documents to the Admissions Office of at Maasai Mara University.
- e) Inform the potential students that a **class of about 25- 35** is usually allowed to study as 'PSSP only' in a flexible timetable. They normally have lectures after 5pm and during weekends. They are not integrated with the JAB students. If the class does not go on recess it can graduate in record time.

### **6.0 Expectations of Assessors: Evaluation of internship**

- a) During the assessment visits, the university assessor will advise you on the agreed **report format** for your attachment report/ research project.
- b) The evaluation of your attachment documents will be done as described in the table below. The **logbook and attachment report** shall account for 30% only.
- c) As a student you are encouraged to submit your 'Attachment report' and 'Logbook' bound together with staples and tape [not spiral binding] as one document within **five days** after the end of the attachment.
- d) You shall be assessed by university lecturers 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) As soon as it is available, the **confidential assessment** from the agency supervisor shall be incorporated by the university examiner into the 'examination score'. This may be included as part of the 4<sup>th</sup> visit score as shown below:

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	Lecturer'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	Attachment report- marked by lecturer <i>(without this, student to repeat internship)</i>	--	--	--	--	20	
Final score for Attachment Course							<b>100%</b>

- f) The suggested Attachment Course **Marking Scheme** shown in the table above can be varied by the Chairman or the Dept Board of Examiners without notice. It gives you a good idea of the importance of the attachment instruments. A good student can easily score more than 80% in this course.
- g) The Dept Attachment Officer Mr. Z. Muniko will ensure that all the relevant documents are submitted to the School Exams Coordinator or the Chairman **within two weeks** after the end of the attachment period.
- h) Please note that if you are **unable to submit** all their documents within 5 days as expected your case will be reported by the Dept Attachment Officer to the Chairman of Dept and an appropriate action discussed in the next Dept meeting.

**Compiled by: Mr. Muniko Z.M and Mr. Kuria J.M.**  
Department of Social Studies, Religion and Community  
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**Attachment Officer.0717-511 621 / 0734511621.**



**MAASAI MARA UNIVERSITY**  
**BA (Public Administration) Programme**  
**BA (Public Administration) Student Check List**

<b>No</b>	<b>Item</b>	<b>Date</b>	<b>Remarks</b>
1)	Obtained from Finance Dept nil-balance print-out		
2)	Attended briefing by Dept Attachment Officer/ School Exams Coordinator/ Chairman		
3)	Signed the Dept Attachment Register at SSRCD		
4)	Obtained letter of introduction, from Chairman's Office SSRCD		
5)	Obtained all the mandatory telephone numbers		
6)	Obtained all other required telephone numbers		
7)	Made suitable accommodation plans		
8)	Made suitable transport plans		
9)	Obtained good conduct certificate (if required)		
10)	Collect attachment log-book hand-book from the Dept Attachment Officer or Chairman's office)		
11)	Given attachment report format (Mr. Z. Muniko)		
12)	Assessed by a BA Psychology lecturer (at least)		
13)	Assessed in 1 <sup>st</sup> visit by a lecturer		
14)	Assessed in 2 <sup>nd</sup> visit by a lecturer		
15)	Assessed in 3 <sup>rd</sup> visit by a lecturer		
16)	Assessed in 4 <sup>th</sup> visit by a lecturer		
17)	Attached in four sections or environments(at least)		
18)	Log-book - signed weekly by agency supervisor, stamped & ready for submission		
19)	Attachment report - done & ready for submission		
20)	Log-book and attachment report bound as one document with staples& tape (not spiral binding)		
21)	Final attachment documents submitted to Mr. Muniko Z, or Dr R. Kweingoti or Chairman		
22)	Signed- Attachment reports submission register at Chairman's office (SSRCD).		
23)	Confirmed with Dept Attachment Officer, Mr. Z. Muniko that all my reports have been marked.		
24)	Obtained 3 <sup>rd</sup> year provisional transcript that includes the Attachment course marks.		
25)	Obtained two application forms for BA Psychology from Admission Office.		
26)	Assisted two candidates to attached photos, O-level cert & Dip transcripts, other certificates and bank slip to application forms		
27)	Assisted two candidates to submit applications to Maasai Mara University for BA Psychology.		
28)	Confirmed that my two candidates have received admission letters for the May 2014 intake		

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



# MAASAI MARA UNIVERSITY

School of Arts and Social Sciences, Department of Social Studies, Religion and  
Community Development, P. O. Box 861- 20500, Narok

*(To be removed from attachment document and kept as office file copy)*

**PROGRAMME:** BA (Public Administration)

**COURSE:** ATTACHMENT

## Student Details

Name: .....

Reg No.: ..... Tel Nos. : .....

Address of Attachment Agency:  
.....  
.....  
.

Tel No. of Attachment Agency: .....

Attachment: Start Date: ..... End Date: .....

Date Log Book & Attachment Report submitted: .....

Received by: .....

Student Sign: .....

## Attachment Assessments

1) Log Book: .....

2) Attachment Report: .....

3) Assessor(Agency): .....

## Remarks:

=====

**Zonal Attachment Officer:** .....**Sign:** ..... **Date:** .....

**Dept/Sch Attachment Coordinator:** .....**Sign:** .....**Date:** .....

**School Exams Coordinator:** .....**Sign:** ..... **Date:** .....

**Chairman SSRCD:** .....**Sign:** ..... **Date:** .....



# MAASAI MARA UNIVERSITY

Vice Chancellor, 18<sup>th</sup> December 2013

Department of Social Studies, Religion and Community Development,  
School of Arts and Social Sciences, Maasai Mara University,  
P. O. Box 861- 20500, Narok.

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**AUTHORS: MUNIKO Z.M and KURIA J.M**