



LOG-BOOK

DIPLOMA (PUBLIC ADMINISTRATION)

SEMINAR AND PRACTICUM COURSE

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. Kenya.**

AUTHORS: MUNIKO Z.M and KURIA J.M



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.

CONTACT US

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, Website: 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, P. O. Box 861- 20500, Main Campus, Narok, Kenya
Tel: 020-2685356/ 020- 2685357, Email: registraraa@nu.ac.ke, Website: www.mmarau.ac.ke

=====

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

=====

Students on Internship Log- Book

Name of student: Reg No:

Academic programme: **Diploma in Public Administration**

Organization where attached:

WEEK NO: 1

Date	Department/ Section	Activities/ Tasks	Remarks

Student (sign): Date:

Agency Supervisor (Name):Sign:Date:

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



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, Kenya

Tel: 020-2685356/ 020- 2685357, Email: registraraa@nu.ac.ke, Website: www.mmarau.ac.ke

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

Students on Internship Log- Book

Name of student: Reg No:

Academic programme: **Diploma in Public Administration**

Organization where attached:

WEEK NO: 2

Date	Department/ Section	Activities/ Tasks	Remarks

Student (sign): Date:

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

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



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, Kenya
Tel: 020-2685356/ 020- 2685357, Email: registraraa@nu.ac.ke, Website: www.mmarau.ac.ke

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

Students on Internship Log- Book

Name of student: Reg No:

Academic programme: **Diploma in Public Administration**

Organization where attached:

WEEK NO: 3

Date	Department/ Section	Activities/ Tasks	Remarks

Student (sign): Date:

Agency Supervisor (Name): Sign: Date:

University Assessor (Name): Sign: Date:



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, Kenya
Tel: 020-2685356/ 020- 2685357, Email: registraraa@nu.ac.ke, Website: www.mmarau.ac.ke

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

Students on Internship Log- Book

Name of student: Reg No:

Academic programme: **Diploma in Public Administration**

Organization where attached:

WEEK NO: 4

Date	Department/ Section	Activities/ Tasks	Remarks

Student (sign): Date:

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

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



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, Kenya
Tel: 020-2685356/ 020- 2685357, Email: registraraa@nu.ac.ke, Website: www.mmarau.ac.ke

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

Students on Internship Log- Book

Name of student: Reg No:

Academic programme: **Diploma in Public Administration**

Organization where attached:

WEEK NO: 5

Date	Department/ Section	Activities/ Tasks	Remarks

Student (sign): Date:

Agency Supervisor (Name): Sign: Date:

University Assessor (Name): Sign: Date:



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, Kenya
Tel: 020-2685356/ 020- 2685357, Email: registraraa@nu.ac.ke, Website: www.mmarau.ac.ke

=====

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

=====

Students on Internship Log- Book

Name of student: Reg No:

Academic programme: **Diploma in Public Administration**

Organization where attached:

WEEK NO: 6

Date	Department/ Section	Activities/ Tasks	Remarks

Student (sign): Date:

Agency Supervisor (Name):Sign: Date:

University Assessor (Name):Sign: Date:



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, Kenya
Tel: 020-2685356/ 020- 2685357, Email: registraraa@nu.ac.ke, Website: www.mmarau.ac.ke

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

Students on Internship Log- Book

Name of student: Reg No:

Academic programme: **Diploma in 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:



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, Kenya

Tel: 020-2685356/ 020- 2685357, Email: registraraa@nu.ac.ke, Website: www.mmarau.ac.ke

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

Students on Internship Log- Book

Name of student: Reg No:

Academic programme: **Diploma in Public Administration**

Organization where attached:

WEEK NO: 8

Date	Department/ Section	Activities/ Tasks	Remarks

Student (sign): Date:

Agency Supervisor (Name): Sign: Date:

University Assessor (Name): Sign: Date:



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, Kenya

Tel: 020-2685356/ 020- 2685357, Email: registraraa@nu.ac.ke, Website: www.mmarau.ac.ke

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

Students on Internship Log- Book

Name of student: Reg No:

Academic programme: **Diploma in Public Administration**

Organization where attached:

WEEK NO: 9

Date	Department/ Section	Activities/ Tasks	Remarks

Student (sign): Date:

Agency Supervisor (Name): Sign: Date:

University Assessor (Name): Sign: Date:



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, Kenya

Tel: 020-2685356/ 020- 2685357, Email: registraraa@nu.ac.ke, Website: www.mmarau.ac.ke

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

Students on Internship Log- Book

Name of student: Reg No:

Academic programme: **Diploma in Public Administration**

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:



MAASAI MARA UNIVERSITY

Diploma in Public Administration Programme

=====

ADVISORY NOTE No 24

9:00am, 23 September 2013

BRIEFING - DIPLOMA IN PUBLIC ADMINISTRATION STUDENTS

1.0 Preamble

- a) **Congratulations.** You are now in the final phase in your training as a Diploma in Public Administration student of Maasai Mara University. To date you have faithfully done many assignments and exams, and listened to many lecturers.
- b) The attachment course **Internship and Project Report** is a **two semester assignment**. It is one of the School common courses in the Diploma in Public Administration programme. Preparations for the same began last semester. Lecturers have already given you several talks in seminars on this assignment.
- c) 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.
- d) 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 second semester.
- e) During this course the student needs to focus on relating classroom studies with **occupational and professional** experiences. The student will be able to appreciate the symbiotic relationship between theory and practice.
- f) The course will be evaluated based on the **quality of the experience**; student's logbook, the internship report and the reports of the agency and university assessors.
- g) The student is expected to be engaged in activities that require **much responsibility**, and may include preparing reports. The students work may involve assessing and planning of interventions in crime prevention issues and justice-seeking initiatives.
- h) During this attachment the student will be expected to **interact with many** individuals and groups that will be seeking services from counselors and crime prevention-work specialists.
- i) The student will be **supervised by an agency supervisor** who will ensure that he/she further develops the required counseling and personnel services competencies.
- j) The potential places for attachment include; primary schools, secondary school, NGOs or other crime-prevention-related organizations. The student is encouraged to go to an agency that in his/her opinion is a **potential employer**.
- k) This attachment period requires careful planning. The place of attachment must be in an **organization relevant to Public Administration** studies. It is the most important course in this diploma programme.

- l) As the student enjoys this practical course he/she should be in continuous communication with **classmates** and the college/ university.
- m) 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 Public Administration at Maasai Mara University. A student can not be successful unless he/ she mentor other potential Public administrators or Community developers.

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 during the second semester of second year the **attachment fee Ksh 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 of four- weeks** will not graduate.
- e) The student should ensure, where possible, the **nil-balance printout is signed** and stamped by the Finance Officer or another authorized officer in the finance department.
- f) The student is 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 Dean, School of Arts and Social Sciences (SASS). 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 Public Administration Programme and (iii)The Department Attachment Officer (iv)The School Exams Officer, (v)One or two friends among the lecturers of Maasai Mara University (vi)Class representative.
- i) The student should also have **other telephone numbers** (vii)One of the Maasai Mara University chaplains, (viii)The Dean of students (ix) 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 at least **four different environments** or activities of the agency, eg assist in the main office, tour rehabilitation initiatives, visit prison industry projects, 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 Public Administration and preferably those who have taught the student-on-attachment in the past in the Diploma in Public Administration 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 four- week attachment period.

- j) It is the right of the student to be assessed at least by **one Public Administration 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 Public Administration 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 Public Administration lecturer, or the School Exams Officer or the Chairman of Department.
- b) Follow-up and obtain a **2nd year provisional transcript** of the Diploma in Public Administration that includes Internship and Project Report 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 Public Administration of Maasai Mara University.
- d) Assist at least **five potential students** to apply and obtain letters of admission to Diploma in Public Administration or Certificate in Public Administration. 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 Public Administration programme at Maasai Mara University. A student with a one-year Diploma in Public Administration joins the BA programme at **year one, Semester one**.
- f) The student is also expected to **encourage at least three diploma graduates** of Public Administration to get admission letters for BA degree in Public Administration. A certain minimum number of students required for a good class to break-even.

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 4th 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 Coordinator of Diploma in Public Administration 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 (without this report student to repeat internship)	--	--	20	20	40	70%
2	University supervisor's and Agency supervisor's joint assessments (on 4 visits)	--	--	15	15	30	

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

Compiled by:
MUNIKO Z.M and KURIA J.M
Department of Social Studies, Religion and Community Development
SCHOOL OF ARTS AND SOCIAL SCIENCES,
MAASAI MARA UNIVERSITY,
P. O. Box 861- 20500, Narok.
ATTACHMENT OFFICER 0717511621/0734511621.



MAASAI MARA UNIVERSITY

Diploma in Public Administration Programme

Public Administration Student Check List

No	Item	Date	Remarks
1)	Obtained nil-balance print-out		
2)	Attended briefing by Dept Attachment Officer/ Public Administration 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 Public Administration lecturer (at least)		
14)	Assessed in 1 st visit by a lecturer		
15)	Assessed in 2 nd visit by a lecturer		
16)	Assessed in 3 rd visit by a lecturer		
17)	Assessed in 4 th 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 2 nd year provisional transcript		
26)	Obtained BA application forms Admission Office Maasai Mara University.		
27)	Paid required Diploma application fees in bank		
28)	Attached photos, O-level cert & Dip transcripts, other testimonials to application form		
29)	Submitted application to Maasai Mara University for Degree in Public Administration		
30)	Received admission for 1 st year BA Public Administration at Maasai Mara University.		
31)	Received benefits- Promotion/ new assignment		
32)	Attended graduation- Diploma in Public Administration, Maasai Mara University		

Student Name: Reg No: Date: