



Maasai Mara University

**SCHOOL OF TOURISM AND NATURAL
RESOURCES MANAGEMENT**

**STUDENTS EXTERNAL-ATTACHMENT
HANDBOOK**



INDUSTRIAL ATTACHMENT DETAILS FORM

STUDENT DETAILS

Intern's Name _____ Programme/Student No. _____ / _____

Mobile Number _____

Start Date (DD/MM/YYYY) _____ End Date (DD/MM/YYYY) _____

Working Days of the Week and Working Hours per Day _____

ORGANIZATION DETAILS

Organization Name _____

(Attach/Draw a map to scale (Nearest Town) at the back of the form with landmarked locations)

Mailing Address _____

Physical Address _____

Ward

Constituency

County

Immediate Supervisor Name & Designation _____

Immediate Supervisor's Email and Telephone number(s) _____

Intern's Signature _____

Date _____

The student is supposed to notify the Attachment Coordinator by filling a form provided regarding the details where (s)he is attached. This should be communicated to the above within the first week of getting the attachment.



CAVEAT:

Students are expected to be familiar with all ATTACHMENT requirements as laid out in the Attachment Handbook. Ignorance will not be accepted as a reason for noncompliance with any of the requirements.



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PART ONE: OBJECTIVES AND GUIDELINES

1.0 OBJECTIVES OF INDUSTRIAL ATTACHMENT

An Industrial Attachment is a structured, credit-bearing work experience in a professional work setting during which the student applies and acquires knowledge and skills. It involves the application of learned skills in tourism and other natural resources related institutions.

The key objectives of the field attachment are as follows:

1. To expose the student to the work environment so that they would then perform more competently in future engagements. The attachment gives them the opportunity to apply their knowledge and skills in an actual work environment. This is an excellent opportunity for the translation of skills and theoretical concepts learned in the classroom into assignments in a real world environment
2. For initiation into the world of work so as to engender a more realistic perspective of working life. The exposure provides an insight into areas such as; job opportunities, employer expectations, and the practices and culture prevailing in industry. This will be essential in enabling students acquire intangible attributes such as working in a team, working under pressure, being punctual, efficient management of time and competent use of IT and other aids in the workplace. Hopefully, also instill the right kind of work attitude and professionalism through interaction with people in organizations and observation of their future roles in industry
3. To provide the attachee with an opportunity to take responsibility for their own learning and test their resourcefulness. Learning by doing lets them experience and understand the work process. The process of solving problems in a work place allows the student to apply and reflect on what they have learnt at the university. The extent of learning will depends on their personal goals, resourcefulness and initiative.
4. Being attached in a work environment related to a student's chosen program is an excellent opportunity for them to relate academic programmes and career goals to pre-professional work experience thus providing them with an insight into their chosen career.

These objectives are achievable with a positive and conscientious attitude; the institution provides the working context. Your lecturers will provide the guidance but it is YOU who will decide what and how much to get out of the experience



2.0 RESPONSIBILITIES AND EXPECTATIONS

2.1 Attendance

1. Students must keep a record of daily attendance in the Student's Log Book. Daily attendance must be endorsed by the supervisor in-charge.
2. Leave is not allowed except for the following:
 - a. *Medical Leave*

All medical certificates issued by a registered medical practitioner must be attached to the Leave. If you take excessive medical leave, you may be required to make up for the days at the discretion of your School and the Institution.

- b. *Compassionate Leave*

Only compassionate leave due to the death of an immediate family member will be allowed.

- c. *Supplementary Examination Leave*

Students are entitled to 2 working days' leave for every supplementary examination paper which they have to take. These 2 days include the day of the paper itself. This entitlement is subject to a maximum of 5 working days.

- d. *Absence without approval can result in an immediate failure of the attachment.*

2.2 Discipline

1.2.1 Disciplinary offences will be seriously dealt with and this can lead to a failure in the attachment. Should this happen, the student concerned might have to repeat the attachment in the following academic year. This in turn means a delay in graduation.



The following constitute disciplinary offences:

1. Refusal to follow instructions
2. Termination by the company due to poor performance or conduct
3. Absence from work without approval
4. Non-conformity with company's dress code
5. Unacceptable quality of work, such as untidiness and carelessness
6. Tardiness in reporting for work
7. Insubordination
8. Pilferage of any company items, such as stationery and inventory
9. Failure to inform Institution's Supervisor of whereabouts when required
10. Breach of confidentiality
11. Photocopying of confidential information / documents without official permission
12. Duplication of software / confidential information used by the company, without official permission
13. Bringing personal or pirated software to the company
14. Using company PC to surf the Internet for personal purposes
15. Terminating the attachment from the institution without authorization

1.2.3 Under no circumstances are students allowed to terminate the attachment on their own accord. Students are to consult the school's Attachment Coordinator who will deal with any problems that may arise.



2.3 ASSESSMENT PROTOCOL

2.3.1 Assessment Structure

The Attachment assessment system is based on 3 components:

- i. Performance Appraisal by University's Field Supervisor
- ii. Performance Appraisal by the Company Supervisor
- iii. Written Report

To pass the attachment, students must fulfill the requirements of all the 3 components.

2.3.2 Performance Appraisal by the Host institution

The Institution's Supervisor will appraise the student's on-the job performance. Students are expected to familiarize themselves with the external supervisor's assessment protocol. The external supervisor will assess the performance of the attachee based on the criteria laid out in the Student's Logbook. At the end of the attachment period, the student is expected to obtain the complete Appraisal Form from the institution's Supervisor and place it in a sealed envelope and submit it together with the final written report. The Host Supervisor's appraisal will be adjusted to accommodate the Internal Supervisor's visit and assessment score.

2.3.3 Academic Supervisor Field Visit(s)

The student is assigned an academic supervisor from the teaching staff. This supervisor will visit the student at least once during their attachment. If carried out once it will preferably be when they are in their last quarter of the placement and if it's done twice, it will around the fifth and ninth week of attachment. The academic supervisor would:

- ✓ Have a private discussion with the Host Supervisor
- ✓ Leave a copy of the feedback form with the Host Supervisor. This form will be the tool by which the host-supervisor will assess the student and will form an important component of the final assessment.
- ✓ If (s)he finds it necessary/possible, have a short tour of the Organisation that the student is attached in.



2.3.4 Assessment Requirements

Within two weeks of the university's opening date students should submit the following to their respective academic supervisors:

- i. The feedback form from the host supervisor in a **SEALED** envelope (or by other means, such as through e-mail). The student is responsible for ensuring that such feedback has been sent to the university-side supervisor.
- ii. Attachment report.
- iii. Logbook

3.0 GUIDELINES ON WRITTEN REPORT

3.1 *Format of Attachment Report*

The Written Report is 1 of the 3 components. Failure to submit the written report covering the required details will mean non-completion of this component, thus the student is deemed not to have completed the attachment. The attachee is expected to read this guideline before starting the attachment, and be familiar with the report assessment criteria. The Attachment Report should be submitted to the coordinator by the stipulated deadline. Any report submitted after the submission date will not be accepted, and consequently the student will fail. The following is a general guideline of the sections expected in the report. It is the responsibility of the student to ensure that the learning outcomes described under each heading in the marking scheme are addressed, so far as is reasonably practical in the report.



1. Title Page

2. Acknowledgements

3. Summary of the report

4. Introduction

The student should place the attachment in context by describing the organisational structure and commercial environment of the company. It should include:

- i. A history of the organization
- ii. The area the student was attached to within the Organisation
- iii. The objectives of attachment
- iv. Method of Investigation: where and how the information for writing the report was obtained
- v. Scope: The extent of coverage of the report

5. The technical section

- i. This provides a breakdown of the technical work undertaken during the placement. If the student worked on more than one project during their placement they should describe each in turn (even if they were running simultaneously). Any formal training undertaken should be summarised. The student may use material from their logbooks and any reports made to their organisations.
- ii. Challenges, how the student dealt with them and Lessons Learnt. The Lessons Learnt section is reflective and is written in the first person describing the technical and non-technical experience gained throughout the attachment.
- iii. Conclusions chapter, giving prominence to the student's successes during the placement and recapping on the main points of the technical chapters.

6. Reflection and Self-Appraisal

Students should reflect on their learning experience and the skills learnt whilst also critically evaluating their performance during the attachment. This will provide them with opportunity to reflect on their strengths and weaknesses, which are instrumental in helping you identify their developmental needs.

7. Conclusion

8. Appendices

- i. Daily records of work
- ii. Weekly Records
- iii. Trainees' evaluation
- iv. Lecturer's assessment
- v. Official clearance letter
- vi. Any relevant references (manuals, text, the internet etc)



3.2 Rules and Guidelines of Writing the Attachment Report

The following is a proposed general guideline of the sections expected in the report. It is the responsibility of the student to ensure that the learning outcomes described under each heading in the marking scheme are addressed, so far as is reasonably practicable, in the report. In writing the Attachment Report, the following rules and requirements should be adhered to and addressed as appropriate

1. Recommended size of the Attachment Report: **not less than 15 pages without appendices** 12 – 15 A4 pages of font Times New Roman, size 12, single line spacing (to save on paper).
2. Hand in a **Spiral Bound** Copy and retain a soft copy.
3. Report must be **fully typed** except signatures.
4. Do not write theoretical excerpts from textbooks or the internet. Describe what you did and what experiences you gained throughout your training.
5. Do not attach your Host Supervisor's Evaluation Form. Hand it in separately in a sealed envelope.
6. You may include graphs, pictures, data, drawings, or design calculations in your report; however they should not cover more than 1/3 of the page. Larger graphs, pictures, data, drawings, or design calculations should be given as an Appendix.
7. Ensure that you have used the proper tenses and that your language is flawless.
8. Be properly paginated. Note that the formatting of the document is marked
9. Be written in a technical style
10. Have a table of contents, appropriate referencing, figure and table captions, etc.
11. Have appropriate structure
12. Be written in the third person



3.3 Attachment Report Grading Protocol

The grading criteria for the attachment report which will constitute 40% of the final score will be as follows:

Assessment Criteria	Marks Scheme	Marks Awarded
Presentation and Layout	5	
Organisation	5	
Language	10	
Introduction	15	
Technical Section	40	
Reflection & Self-Appraisal	10	
Conclusion	10	
Appendices	5	
TOTAL	100	

3.4 Submission of the Attachment Report

Students are required to submit a spiral bound report printed on A4 paper describing their placement. The university-side Supervisor will grade it by considering the completeness of presentation with evidence of technical writing skills. The report should draw on material from the logbook which is also due for submission along with the host supervisor's feedback reports.

3.4 Final Assessment

The Academic Supervisor will mark the final report. The marks for the technical section will be adjusted to take into account the Academic Supervisor's visit to the host organization and feedback from the host Supervisor. The feedback form caters for 50% of the final mark.



Category	Description		Marking Scheme	Marks Awarded
Host & Internal Supervisors Feedback Section	The form detailing the various aspects of the student's performance and character at the institution.		40%	
	University Supervisor's Score		10	
Attachee's Section	Log book	A journal description (daily entry) detailing activities undertaken during placement	10	
		Weekly summaries that must be signed by the host supervisor	5	
	Report Layout and Presentation	Report that has the required sections with correct font, spacing, appropriate pagination etc.	5	
	Report Content	The report's content is relevant to the placement. It's clear, easy to read and well organised with introductions, valid discussions/description of activities and clear conclusions.	30	
TOTAL			100	

PART II

STUDENT'S ATTACHMENT LOG-BOOK



The aim of the logbook is to ensure that a student is actively involved throughout the field work.

Name of the Student.....Reg. No.....

Programme of Study.....Year.....

Host Insitution.....

Organization Address.....

Telephone(s).....Email.....

Name of the Overall Supervisor.....

Position.....Office Tel.....

Mobile..... Email.....

Internal Supervisor (who visited you).....

Date of visiting.....

Observation and comments.....

Suggestions to students.....

This work has been checked by host supervisor:-

Host supervisors name.....Signature.....

Department.....Position.....

Office Tel.....Mobile.....

Date Reported for field work.....

Date Finished the Attachment.....

Total Number of days worked.....

Every day, student will make a summarized entry of the work done and lessons learnt. These entries will be checked by host supervisor on a weekly basis for accuracy and relevance and confirmed by the University's field supervisor. Entries not signed will not be accepted for assessment

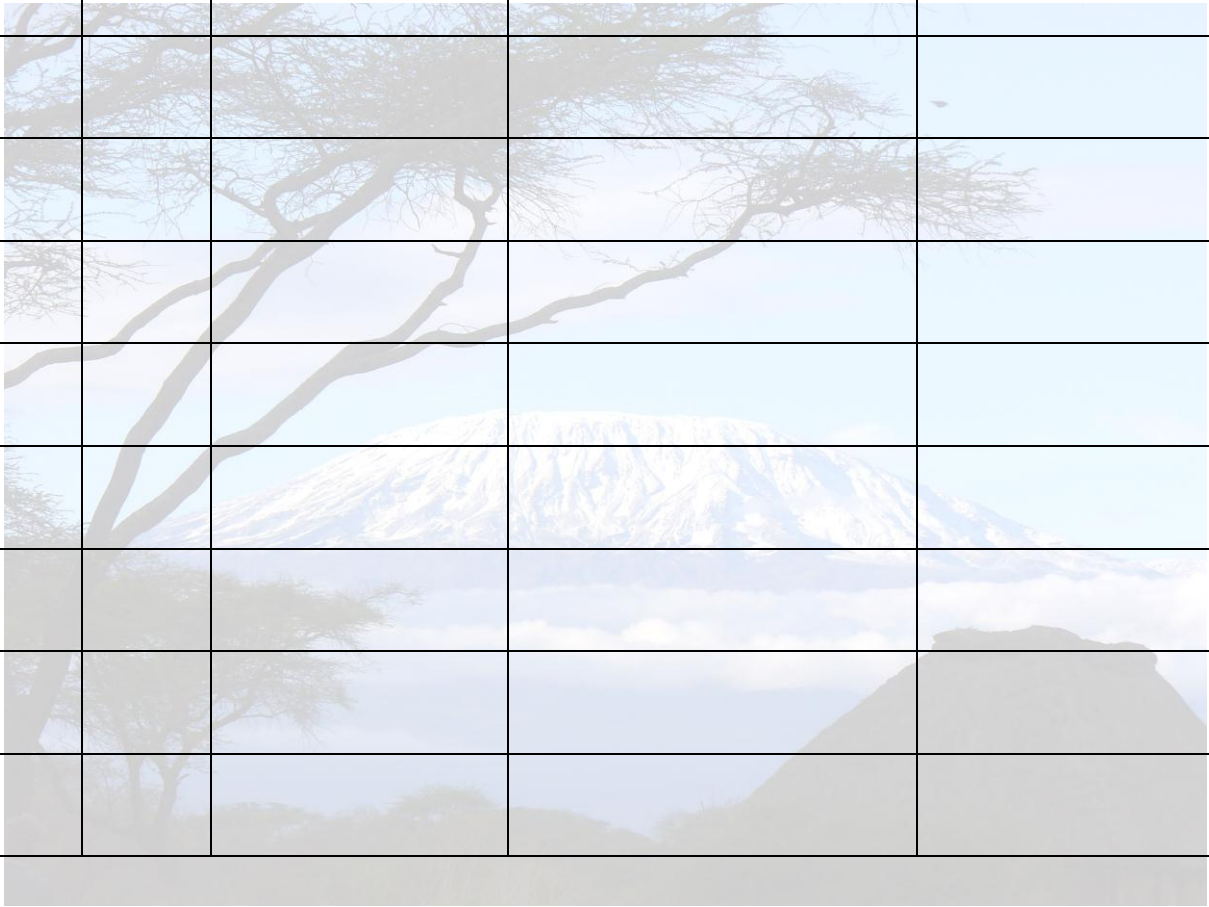


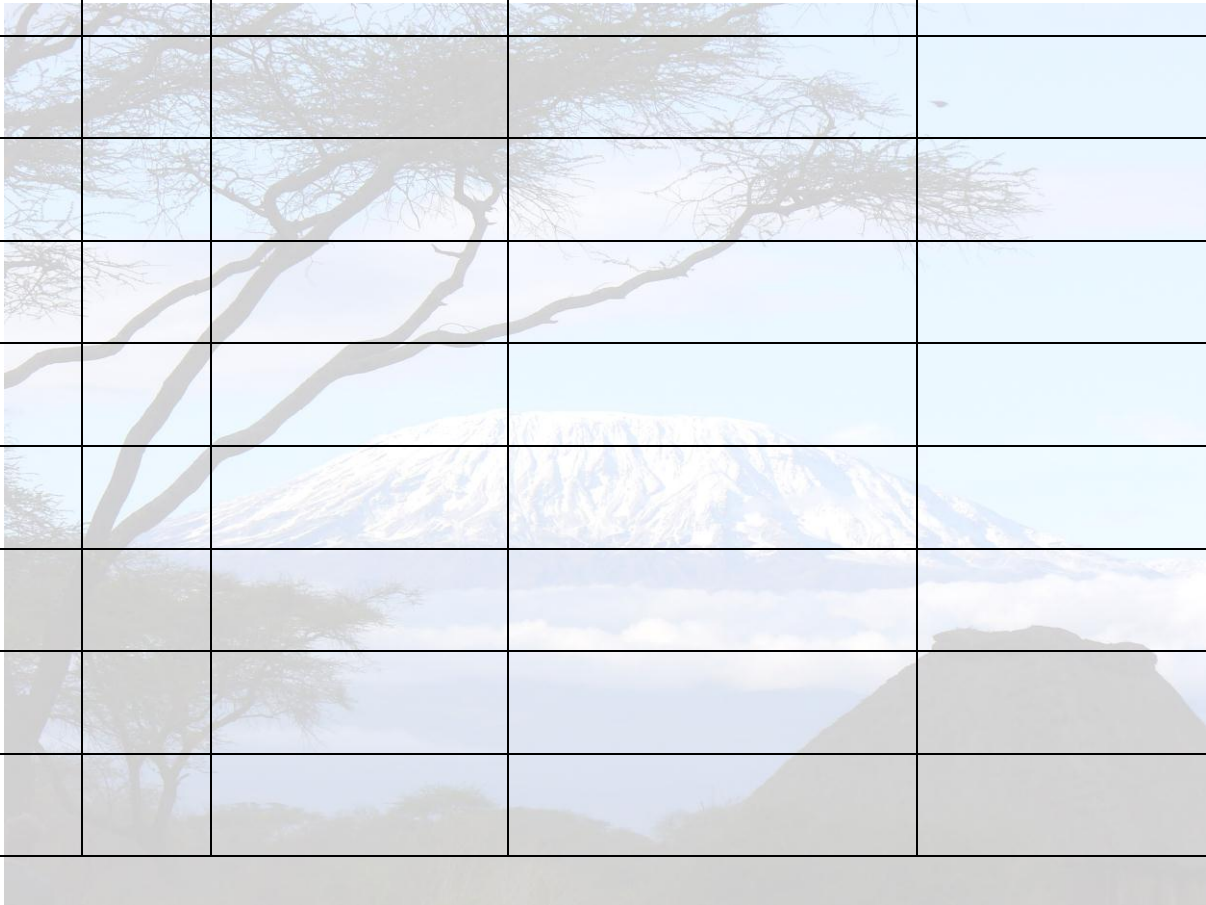
WEEK 1

16













SCHOOL OF TOURISM AND NATURAL RESOURCES



ENT

WEEKLY RECORDS OF WORK

WEEK	DEPARTMENT	BRIEF DESCRIPTION OF WORK COVERED	OBJECTIVES	SPECIAL EQUIPMENT USED	REMARKS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Weekly Host Supervisors Comments

Name.....Signature..... Date.....



WEEK 2

A 5x5 grid of 25 squares showing a landscape. The top half of the grid features a snow-capped mountain range under a clear blue sky, with dark, leafless tree branches framing the scene from the left and top. The bottom half of the grid shows a rocky, dark outcrop in the foreground, with a blue sky and white clouds in the background. The entire image is composed of 25 squares arranged in 5 rows and 5 columns.

[illegible]

[illegible]

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ENT

WEEKLY RECORDS OF WORK

WEEK	DEPARTMENT	BRIEF DESCRIPTION OF WORK COVERED	OBJECTIVES	SPECIAL EQUIPMENT USED	REMARKS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Weekly Host Supervisors Comments

Name.....Signature..... Date.....



WEEK 3

A 5x5 grid of 25 squares showing a landscape. The top half of the grid features a snow-capped mountain range under a clear blue sky, with dark, leafless tree branches framing the scene from the left and top. The bottom half of the grid shows a rocky, dark outcrop in the foreground, with a blue sky and white clouds in the background. The entire image is composed of 25 squares arranged in 5 rows and 5 columns.

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[illegible]

[illegible]

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ENT

WEEKLY RECORDS OF WORK

WEEK	DEPARTMENT	BRIEF DESCRIPTION OF WORK COVERED	OBJECTIVES	SPECIAL EQUIPMENT USED	REMARKS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Weekly Host Supervisors Comments

Name.....Signature..... Date.....



WEEK 4

A 5x5 grid of 25 squares, each containing a portion of a landscape. The landscape features a large, snow-capped mountain in the background, a clear blue sky with some light clouds, and dark, silhouetted trees in the foreground. The grid lines are thin and black, dividing the image into a uniform 5x5 pattern. The overall scene is a natural, outdoor setting.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]



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ENT

WEEKLY RECORDS OF WORK

WEEK	DEPARTMENT	BRIEF DESCRIPTION OF WORK COVERED	OBJECTIVES	SPECIAL EQUIPMENT USED	REMARKS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Weekly Host Supervisors Comments

Name.....Signature..... Date.....



WEEK 5

A 5x5 grid of 25 squares showing a landscape. The top row features a large, dark, leafy tree on the left and a clear blue sky on the right. The second row shows the tree's branches extending across the frame. The third row is dominated by a large, snow-capped mountain peak. The fourth row shows a rocky outcrop in the foreground on the right side. The bottom row shows a dark, silhouetted landscape with trees and a cloudy sky.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]



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ENT

WEEKLY RECORDS OF WORK

WEEK	DEPARTMENT	BRIEF DESCRIPTION OF WORK COVERED	OBJECTIVES	SPECIAL EQUIPMENT USED	REMARKS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Weekly Host Supervisors Comments

Name.....Signature..... Date.....



WEEK 6

A 5x5 grid of 25 squares showing a landscape. The top half of the grid features a snow-capped mountain peak against a clear blue sky, with dark, leafless tree branches framing the scene from the left and top. The bottom half of the grid shows a rocky, dark outcrop in the foreground, with a blue sky and white clouds in the background. The overall image is a composite of these elements, divided into a 5x5 grid.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]



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ENT

WEEKLY RECORDS OF WORK

WEEK	DEPARTMENT	BRIEF DESCRIPTION OF WORK COVERED	OBJECTIVES	SPECIAL EQUIPMENT USED	REMARKS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Weekly Host Supervisors Comments

Name.....Signature..... Date.....



WEEK 7

A 5x5 grid of 25 squares, each containing a different portion of a landscape. The landscape features a large, snow-capped mountain in the background, a clear blue sky with some light clouds, and a dark, rocky outcrop in the foreground on the right. The grid is composed of 5 rows and 5 columns of squares, each with a thin black border. The overall image is a composite of these 25 individual square images, creating a mosaic effect.

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[illegible]

[illegible]

[illegible]

[illegible]



SCHOOL OF TOURISM AND NATURAL RESOURCES



ENT

WEEKLY RECORDS OF WORK

WEEK	DEPARTMENT	BRIEF DESCRIPTION OF WORK COVERED	OBJECTIVES	SPECIAL EQUIPMENT USED	REMARKS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Weekly Host Supervisors Comments

Name.....Signature..... Date.....



WEEK 8

A 5x5 grid of 25 squares, each containing a portion of a landscape. The landscape features a large, snow-capped mountain in the background, a clear blue sky with some light clouds, and a dark, rocky outcrop in the foreground on the right side. The grid is composed of thin black lines separating the squares.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]



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ENT

WEEKLY RECORDS OF WORK

WEEK	DEPARTMENT	BRIEF DESCRIPTION OF WORK COVERED	OBJECTIVES	SPECIAL EQUIPMENT USED	REMARKS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Weekly Host Supervisors Comments

Name.....Signature..... Date.....



WEEK 9

A 5x5 grid of 25 squares showing a landscape. The top half of the grid features a snow-capped mountain peak against a light blue sky. The bottom half shows a dark, rocky outcrop in the foreground, with silhouettes of trees and a blue sky with white clouds in the background. The grid lines are thin and black, creating a mosaic effect of the landscape.

[illegible]

[illegible]

[illegible]

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ENT

WEEKLY RECORDS OF WORK

WEEK	DEPARTMENT	BRIEF DESCRIPTION OF WORK COVERED	OBJECTIVES	SPECIAL EQUIPMENT USED	REMARKS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

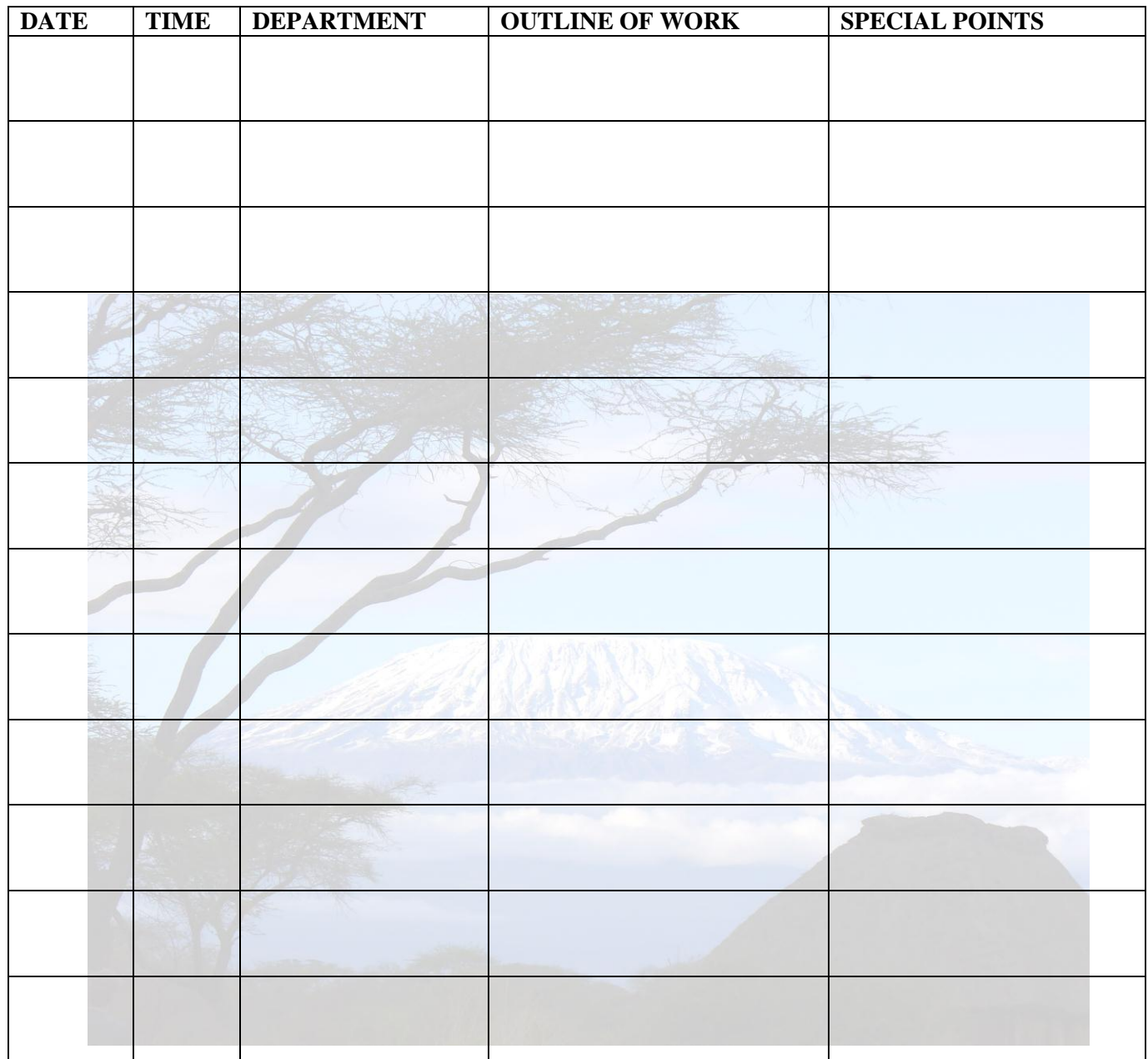
Weekly Host Supervisors Comments

.....
.....
Name.....Signature..... Date.....



WEEK 10

A 5x5 grid of 25 squares showing a landscape. The top row features a large, dark, leafy tree on the left and a clear blue sky on the right. The second row shows the tree's branches extending across the frame. The third row is dominated by a large, snow-capped mountain peak. The fourth row shows a rocky outcrop in the foreground on the right side. The bottom row shows a dark, silhouetted landscape with trees and a cloudy sky.



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[illegible]

[illegible]

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ENT

WEEKLY RECORDS OF WORK

WEEK	DEPARTMENT	BRIEF DESCRIPTION OF WORK COVERED	OBJECTIVES	SPECIAL EQUIPMENT USED	REMARKS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Weekly Host Supervisors Comments

Name.....Signature..... Date.....



WEEK 11

A 5x5 grid of 25 squares, each containing a different portion of a landscape. The landscape features a large, snow-capped mountain in the background, a dark, rocky outcrop in the foreground on the right, and silhouettes of trees on the left. The sky is a mix of blue and white, suggesting clouds. The grid lines are thin and black, dividing the image into a uniform 5x5 pattern.

[illegible]

[illegible]

[illegible]

[illegible]

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ENT

WEEKLY RECORDS OF WORK

WEEK	DEPARTMENT	BRIEF DESCRIPTION OF WORK COVERED	OBJECTIVES	SPECIAL EQUIPMENT USED	REMARKS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Weekly Host Supervisors Comments

Name.....Signature..... Date.....



WEEK 12

A 5x5 grid of 25 squares showing a landscape. The top half of the grid features a snow-capped mountain peak against a clear blue sky, with dark, leafless tree branches framing the scene from the left and top. The bottom half of the grid shows a rocky, dark outcrop in the foreground on the right, with a blue sky and some clouds above it. The overall image is a composite of these elements, divided into a 5x5 grid.

[illegible]

[illegible]

[illegible]

[illegible]

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SCHOOL OF TOURISM AND NATURAL RESOURCES



ENT

WEEKLY RECORDS OF WORK

WEEK	DEPARTMENT	BRIEF DESCRIPTION OF WORK COVERED	OBJECTIVES	SPECIAL EQUIPMENT USED	REMARKS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Weekly Host Supervisors Comments

Name.....Signature..... Date.....



HOST SUPERVISOR'S FINAL ASSESSMENT

COMPETENCES OF THE ATTACHEE		MARKING SCHEME	MARKS AWARDED
PROFESSIONAL KNOWLEDGE	1. Does the attachee understand the basic techniques?	15	
SKILLS	2. Practical skills: ability to apply the basic techniques on an independent basis	10	
	3. Technical analysis and problem-solving skills – Critical thinking	10	
	4. Language skills – Communicative skills	5	
ATTITUDES	5. Order, punctuality and work speed	10	
	6. Motivation: attention, interest, independent work, commitment	10	
	7. Finishing off: execute assignments completely and properly, understanding quality	15	
	8. Respect, positive attitude (tolerance, courtesy, decent language, no bullying, acceptance of authority, respect for multiculturalism, care for material)	10	
	9. Social behaviour, working in a group (attitude towards co-workers)	5	
	10. Ability to take initiative, act independently - Flexibility, creativity and inventiveness	10	
General evaluation:		100	

Rating (Give a mark out of 10 (VG = 9-10; Good = 7-8; Fair = 5-6; Poor = 3-4; Very Poor =

1-2)



INTERNAL SUPERVISOR'S FIELD ASSESSMENT

Date of Visit.....

1. Work Records
 - a. Daily Records of Work (Log book): (Max 7 marks)
 - b. General Presentation of Records File: (Max 2 marks)
 2. Grooming and General Presentation..... (Max 1 mark)
 3. Any other comments:
.....
.....
.....
.....
- Marks Allocated (**Total = 10 Marks**)

Lecturer's Signature.....

Date.....



HAVE A REWARDING ATTACHMENT

