
UNIVERSITY OF LAY ADVENTISTS OF KIGALI

INTERNSHIP POLICY

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Purpose of Internship

An internship is intended to provide students with the opportunity to apply what they are learning in their undergraduate courses to real-world situations. It offers them the chance to work in an applied setting of their choosing under the supervision of agency staff, who will also train and evaluate them. The faculty is committed to making the internship a quality educational experience that involves integrating academic learning with the performance of meaningful activities under the direct supervision of an administrator in a community agency or other approved, applied setting (e.g., public or Private organizations).

Internship Characteristics

1. An internship is typically the equivalent of a 10-credit course.
2. Students are required to spend approximately 6 Weeks in internship site.
3. Students are required to do his or her internship in final year at the completion class courses.
4. Internships are intended to be new learning experiences for students that broaden their knowledge and skills. As such, internships will typically not be approved for students' existing workplaces. Rather, students who want to complete an internship should seek to complement their employment record with a new internship site that allows them to develop and hone new skills.
5. An internship may not substitute for other courses on the student's academic plan.

Procedures for Students to Set-up an Internship

1. Collect an Introduction Letter from their Faculty attachments coordinator.
2. Present a filled form to the Head of department prior to commencing your internship using the available channels indicated within four day after being accepted by organization where internship will be conducted.
3. Submit internship Report to your faculty within 2 weeks at the completion of this exercise.

Procedures for Site Supervisors and Faculty Sponsors

1. During the internship period, the site supervisor will communicate about the student and his or her learning experience.
2. Prior to start of the internship, the faculty member will provide to site supervisor all material to be used in the process of assisting the student in his or her internship.
3. At the end of the period assigned to internship (and possibly at mid-semester), the internship supervisor will be asked to complete a **Supervisor Evaluation of Student Form**.
4. A filled supervisor evaluation form should send in a sealed envelope to the faculty within one week at the end of internship period.

What's Expected of the Intern?

1. The student will be required to keep a weekly journal to record activities, reactions, insights and/or linkages to theoretical perspectives noting the date and times at setting. No confidential information from the internship site should be included within the journal.
2. A **15-20 page paper** will be required at the end of the internship period. The paper should not be a review of the internship experience that is more relevant in the journal. The final paper should instead explore a topic specific to the internship site (e.g., the effectiveness of mentoring programs with academically at-risk youth). An integration of research (i.e., library research) and practice needs to be demonstrated in the final paper.
3. The intern will write a one page description and evaluation of the internship experience that can be used as a source of future reference for both students and faculty. These papers may be placed in our public departmental internship files.

Guidelines on writing an internship report

1. General Guidelines

Students are required to submit an Internship Report which should have a minimum of **15-20 pages** and is to be submitted within one month upon completion of the internship which lasts for one and half month.

The Internship report should include:

- The company's training schedule and the journal description on training progress.
- Intellectual contents to highlight the student's experiences and benefits gained from the internship. i.e. In addition to contents relating to what is done during the internship at the company, the final report should also have one or more section(s) to sum up their experiences for the entire internship program.

Students are to hand the Internship report to their supervisors in their Internship companies, get them endorsed, cleared (clearance form), and upload them in PDF format (**Max. 3MB**) onto the web system (secure) for their Mentors to grade.

Students can find out from their respective Departments who their Mentors are. Students undertaking Internship will be graded on Internship evaluation form basis.

A well-organized and easily readable report is expected. The grading of the report will therefore be based primarily on the completeness of presentation with evidence of technical reporting skills. The following points are provided as general guidelines in writing a good report:

- ❖ Plan ahead on writing the report at the beginning of and during the internship period. This step is to ensure that the information, when still fresh in the mind and at the time when motivation is high, is being recorded.
- ❖ Straightforward functional style of writing is recommended. Describe all pertinent facts, work experience, and observation without extraneous information.

- ❖ Clarity and readability may be improved by ensuring that
 - o coherent ideas are grouped in separate paragraphs
 - o sentences are grammatically correct
 - o punctuation marks are properly placed
 - o words are correctly spelt
 - o the report should be typed
 - o the report should not be written in point form

2. Report Contents

- ❖ The reports should be written under headings in the following manner:

- Report cover (see Appendix A)
- Table of contents (see Appendix B)
- Acknowledgements

To acknowledge training provided by the management of the company, the assistance received from other persons during training, etc.

- Main text

The organizational structure and principal activities of the company may be briefly described. Its training schedule, assignments undertaken in chronological sequence and objectives may be described. Technical and other implementation details may also be described.

Students are expected to display a broader interest and within the limits set by their status, to gain information and form impressions on various aspects of corporate functions. Activities of particular technical interest, whether or not within a student's own major field should also be described.

- Conclusion

Concluding remarks on the work performance, observations and training experience.

- References

If any, references to manuals and other pertinent literature should be listed.

- Student Log Sheet (Appendix D), internship Report Clearance Form (Appendix E) Student Feedback Form (Appendix F) and Company Feedback Form (Appendix G)

The Student Log Sheet, Internship Report Clearance Form and Student Feedback Form should be attached at the end of each report (contents of the report must be cleared by the company). Once cleared, you are required to upload your report for your Mentor to assess.

3. Other Requirements

- I. The entire report should be written using “**Times New Roman**” and “**12**” font size with a **1.5 spacing** between lines. The typing should be the same font type throughout and double-spaced between paragraphs.
- II. The minimum page requirement should not include cover page, content page, appendices and all forms of internship. (e.g. Log sheet, clearance form, etc.)
- III. Figures, plates and tables may be included when necessary to adequately describe certain details.
- IV. Appendices, if any, should be brief and contain details that are normally not described in the main text of the report.
- V. Report Cover should be the very first page of your report.
- VI. The report should not be written in point form.

- VII. Students are required to fill up the Student Feedback Form on their internship to be attached at the back of the final report and upload them in PDF format (**Max. 3MB**) onto the web system and/or as a print out.

APPENDICES

Appendix A: Report cover Page

Internship report

AT

[Name of Company]

Reporting Period:

[dd/mm/yyyy-dd/mm/yyyy]

Submitted by:

[Name of student] [Matric Number]

Dept/Year of Studies

Department of.....

University of Lay Adventists of Kigali

[Year]

Appendix B: Table of Contents**TABLE OF CONTENTS**

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ACKNOWLEDGMENTS
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Internship Report Clearance Form (Appendix E)
Student Feedback Form (Appendix F)
Company Feedback Form (Appendix G)

Appendix C: Internship Form

(Headed Paper)

1. Identification of the student

Name of the student.....

Registration number.....

E-mail address.....

Telephone.....

Faculty.....

Department.....

2. Identification of the organization

Name of the organization and Full Address of organization hosting a student in internship
.....
.....
.....
.....

Name of supervisor in organization.....signature.....date.....

Telephone.....

E-mail.....

3. Period of internship

Starting date of internship...../...../201.....

Ending date of internship...../...../201.....

To be filled by department

Name of HODSignature.....Date.....

Name of Supervisor..... Signature.....Date.....

Note:

- This form should be filled in triplicate.
- Attachment of confirmation copy from organization which is hosting internship is required.

Appendix D: Student Log Sheet

INDEPENDENT INSTITUTE OF Lay Adventists of Kigali

FACULTY OF.....

DEPARTMENT.....

Please fill in the form diligently and ensure that it is attached at the back of your Internship Report

Name of Company: _____

Name of Student: _____ **Reg. Number** _____

Week	Work Performed	Supervisor's Signature and Comment
1		
2		
3		
4		
5		
6		

UNIVERSITY OF LAY ADVENTISTS OF KIGALI

UNILAK

FACULTY: FESM

EVALUATION FORM

First and Last Name of Student -----

Student's Contacts (Email/Phone) -----

-

Organization /Institution /Business/Company: -----

Location (city, state, country): -----

The internship began on -----and completed on -----

EVALUATION CRITERIA	OBSERVATIONS	OBTAINED MARKS
		/50
Availability		/10
Weekly Time table		/10
Action plan for six weeks		/10
Weekly report		/10
Challenges met		/10

Summary remarks and Suggestion -----

Supervisor's Names-----

Supervisors Contacts (Phone & Email) -----

Date and Signature _____