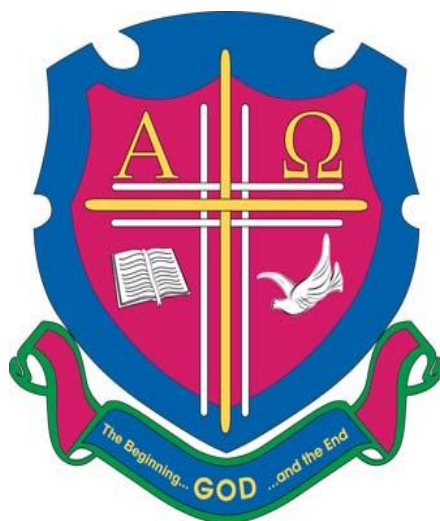


UGANDA CHRISTIAN UNIVERSITY

INTERNSHIP POLICY – DRAFT



A Centre of Excellence in the Heart of Africa

Policy Schedule

Originator/Source	Human Resource Department
Date of 1st Draft	2 nd May 2011
Passed by	Vice Chancellor's Cabinet
Vice Chancellor's Signature	
Date implemented	12 th September 2011
This version No.	0.1
Date to be reviewed	Every Two (2) Years

1. Policy Statement

An internship is a unique opportunity for a student or other person to complement his / her academic studies with experiential learning in a professional setting.

Uganda Christian University (UCU) offers internships in an effort to provide students from a wide spectrum of educational disciplines and cultures, as well as other members of the society the opportunity to apply traditional academic classroom learning to actual work experience. This policy is intended to provide guidelines, which will help the Departments and Faculties in developing their own internship programmes, structures, mechanism and control measures.

2. Aim and Objectives of Internship

The aim of the internship is to be of mutual benefit to the intern and to the University. An internship should be set around agreed standards and structures with a defined outcome. A well-planned and coordinated approach of providing internship is crucial, it closes a gap which exists between the training given at different academic or vocational institutions and the organizations, who are supposed to be the future employers of students. The introduction of a well –documented internship policy would go a long way to enhance this goal.

As such the general objectives of an internship are:-

- a. To expose interns to meaningful real life work experience which complements theory training,
- b. To create opportunities for interns to access employment at a later stage or become employers,
- c. To improve the employment prospects of unemployed graduates who find it difficult to secure employment,
- d. To bridge the gap between current education and labour market needs.
- e. To enhance their spiritual formation and service to the community.

3. Scope

- a. Priority for internship shall be offered to both Ugandan and international students studying or have completed their studies at Uganda Christian University.

- b. As part of Uganda Christian University's corporate responsibility, the offer for internship may be extended to students undergoing vocational training from other accredited institutions of higher learning to participate in UCU internship scheme if internship placements are still available.
- c. UCU may also offer internship placement to any other eligible persons.

4. Principles Guiding the Policy

- a. As part of the University's corporate responsibility, the University would like to offer internship to as many persons as possible. In this regard, internships are non-renewable for any one person.
- b. The University reserves the right not to offer internship to any student or any person.
- c. Induction – before joining the University, the intern must read, understand and sign the University's Instruments of Identify and Staff Code of Conduct.
- d. Clear, achievable goals and objectives must be set and agreed upon by the intern and the host department/faculty.
- e. Interns not only represent themselves but the university / training institution they come from; as such, they are expected to display mature, professional behavior at all times. They should be punctual and abide by all University rules and regulations.
- f. Any misconduct by interns shall be dealt with in accordance with the Statute on Student and Staff Discipline.

5. Eligibility

- a. A student registered in a mainstream or vocational institution that is recognised by the University;
- b. Any person permitted to pursue internship at the University by the University Management;
- c. S/he must not be below the age of eighteen (18) years at the start of the internship.

6. Hosting Department / Faculty

- a. The hosting department / faculty, in collaboration with the intern, will be responsible for drawing up a job description for the intern.

- b. The hosting department / faculty must have clear written goals and objectives or outcomes for all interns and a copy forwarded to the Human Resource Department for filing.
- c. Each year, the would-be hosting department / faculty shall submit a program for interns to the Human Resource Department.
- d. Internship is a learning experience and as such proper supervision of interns is essential. An intern might not know what it means to be a professional and s/he needs assistance for a successful adjustment to the workplace. In addition, the host department/faculty should endeavour to give as wide an experience to the intern as possible, for example, participating in activities that may not necessarily be "core" to the area of study of the intern. For example, an intern could be requested to man the Help Desk, and thus learn/improve their customer care skills and etiquette.
- e. The hosting department / faculty must allow interns to participate in activities because they learn more by doing. However, at all times, health and safety cautions must be adhered to.
- f. The hosting department / faculty is under no obligation to employ interns after completion of their respective training programs. The internship programme aims at bettering their chances of employment as well as enhancing capacity of the department / faculty to render the expected services.
- g. The hosting department / faculty must make reasonable attempts to accommodate and integrate the intern into the corporate culture and they must be inducted at the start of their internship.

7. Application Process and Appointment

- a. Prospective interns would be expected to submit their Curriculum Vitae together with a covering letter explaining the reasons as to why they wish to undertake internship at UCU to the Human Resource Department.
- b. Each department or faculty shall set the expected intern personal specifications and qualifications required to be considered for internship.

- c. Available intern placements shall be openly advertised.
- d. The host department / faculty will conduct a mini interview by one (1) technical person who would normally be expected to supervise the intern and the HOD or his or her delegate and select the best intern for mentoring or placement.
- e. Once the selection has been completed, information will be forwarded to the Human Resource Department of an intern appointment letter to be issued.

8. Facilitation

interns do not receive a salary but may receive a fixed subsidy in form of transport and food payable at a rate to be determined by the University Management from time to time (see Appendix 1) as follows:-

9. Length of Internship

The length of internship shall range from three (3) months but not exceed twelve (12) months non renewable for any one student.

The University can reduce the length of internship without notice to the intern.

10. Termination of Internship

The reasons for termination of an internship principally comprise, but are not limited to, any of the following:-

- a. If the intern fails to comply with the University's Instruments of Identity or Staff Code of Conduct.
- b. If the intern is continuously late for work or absent.
- c. If the intern is unable to perform or unable to understand instructions.

11. Grievance

Should any intern feel that he/she is being unfairly treated or harassed in anyway whilst on an internship, it is the responsibility of the intern to notify the Head of Department or Faculty. In extreme circumstances, the intern may approach the Human Resource Manager.

12. Completion of Internship

The host department / faculty must appraise the intern and put in writing all the activities the intern has undertaken and the intern must sign against them. A signed copy shall be forwarded to the Human Resource Manager and a closure letter shall be issued to the intern.

A copy of the same shall be availed to the host department / faculty.

13. Bounds of Responsibility

- a. The management of internship placement shall be the responsibility of the Human Resource Department who would in turn work with user departments of faculties to better manage the experience of interns at Uganda Christian University.
- b. The University shall only offer minimal first aid medical attention to the intern at the Allan Galpin Health Centre.

9 August 2011

APPENDIX 1
FACILITATION FOR INTERNS
FINANCIAL YEAR 2011/2012

Qualifications held	Monthly payment
Post 'A' levels or on-going degree student	130,000
Vocational training e.g. Nurses, Carpenter. Plumbers etc	380,000*
Completed 1 st degree and above	423,289*

**Subject to NSSF and PAYE deductions*