



UNITED STATES INTERNATIONAL UNIVERSITY

## INTERNSHIP (EXPERIENCE)

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### CREDIT COURSE 3 Units

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#### COURSE DESCRIPTION

Experience and internship in business, school, non-profit organization, volunteer organization or in any other group or organization approved by the Faculty Dean or Internship Office in a student's major area of study.

*An internship can be defined as* a period of apprenticeship working off-campus, under supervision, in a business, NGO etc , a program allowing students to learn practical applications of classroom material. It is an academic, curriculum based practical work experience in a particular field of study that enhances student learning, and for which a student is enrolled.

This is a directed internship in a private firm, non government organization or government agency for experience in the practical application. **Attachment should focus on the student's major area of study.** After a period of attachment, students will be expected to **write a report on their experiences.** This report should indicate **(1) the main experiences gained by the student, (2) as well as major implications and applications to the organization or the subject of study.** The report should **(3) follow the research format.**

**SERIOUSNESS IN TERMS OF ATTENDANCE AND DEFINITE WORKING EXPERIENCE IN THE ORGANIZATION IS NECESSARY.** The report should be read by your working organization's Supervisor before submission to USIU.

#### COURSE OBJECTIVE

To give practical experience to students in their area of study so as to **link the learned concepts, theories and practices into the professional world.**

Specifically to provide:

- i. The opportunity and obligation for students to learn in a practical way.
- ii. An introduction to current Kenyan and international business and management activities and processes and practices in the development of the ability to think effectively about solving business problems.
- iii. A challenge to students to be responsible for his/ her own learning and performance to a greater extent than the student might be used to.
- iv. To integrate the learning with writing of a report in terms of a paper on the experiences gained in the organization of study.
- v. To get insight into the working world and thus make informed career choices.

- vi. As a outcome based performance indication of the learning in the degree programme.

### **Planning your Semester**

#### **HOW WILL YOU ALLOCATE TIME?**

- How good are you at prioritizing and managing time?
- Have you considered how you will allocate your time so you do your very best in all your courses?
- How will you make yourself accountable so that once you have drafted a plan for your semester studies, you actually keep to it, and reward yourself for meeting deadlines?

#### **WHAT ARE YOUR STUDY COMMITMENTS?**

1. How many hours a week are you requested to study for each course?
  2. How do you spend your free time? What is free time to you?
  3. Is it clear to you how you are going to be assessed in each course?
  4. When are your first assignments for each course due and what are they?
  5. When are the subsequent assignments due?
  6. How do these impact on your Internship?
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### **EXPECTATIONS and IMPORTANT REQUIREMENTS:**

1. The **'Record Student's Daily Diary'** has to be filled indicating a minimum of 10 weeks/ one academic semester of study in the organization. The hours/ weeks have to be agreed with the Organization's Supervisor before your return the copy to USIU Internship Office, with Mrs. Elsie Newa. Remember the diary attendance has to be commented by your Organization's supervisor per week.
2. It is advisable that you also ***maintain a personal daily diary of your experiences*** (work, processes, methods, organizational, as well as intrapersonal, interpersonal attitudes, skills and experiences with Supervisor(s), work colleagues, clients etc.) to facilitate the writing of your report, a good report submitted on time.
3. The **"Intern Evaluation Form"** will be filled by the Organization's Supervisor and stamped with the organization's stamp.
4. The **"Internship Evaluation Form"** to be filled by the USIU Supervisor per visitation while you are in your organization of study.

**THE REPORT PAPER:** The report should

- (1) **Follow the research format.**
- (2) **Minimum 15 pages,**
- (3) **Must contain the following areas:**

- Very brief introduction about the organization of study: size, history, product or services produced, successes etc. (Approximately 3 pages).

For the items below besides conclusion (11 pages or more)

- The Job Assignment or The Focus of Study/ Experience in that organization.
- the main experiences gained by the student,
- the major implications and applications to the organization or the subject of study.
- The challenges or problems that you or the organization encounter and how you conceptualized the problem and dealt with it
- your decision making or recommendation. Many a times you may not have the resources or time to solve the problems but at least attempt suggesting a pragmatic solution to it. You also need to find out how other similar organizations have solved such problems.
- Suggestions for capacity building improvements to achieve organizational efficiency, effectiveness and excellence.
- What have you gained: The Skills/ Knowledge/Experiences Developed and Acquired.
- Conclusion (1 page)

**NOTE:**

The paper will be submitted to, Internship Office, Mrs. Elsie Newa for forwarding to USIU Supervisor.

**DEADLINE FOR SUBMISSION OF THE REPORT: WEDNESDAY/ FRIDAY OF THE THIRTEEN WEEK TO PROF. ELSIE NEWA'S INTERNSHIP OFFICE**

**METHODOLOGY:**

- 1.** Students will have their first meeting with the USIU Supervisor.
- 2.** Visitations will take place throughout the semester.
- 3.** Preferably that you submit a Draft Report two weeks prior to the required time for submission for suggestions and improvements.
- 4.** The Final Report must be submitted in time. The suggested format for the

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**REPORT COVER is:**

- USIU;
- COURSE CODE/TITLE;
- SEMESTER;
- NAME OF ATTACHMENT ORGANIZATION;
- FOCUS OF REPORT OR AREA OF CONCENTRATION OR MAJOR;
- YOUR NAME ID.NO./MAJOR
- DATE INTERNSHIP STARTED AND ENDED