

# USIU Internship Program

International Relations

Presented by Moses Onyango at a  
USIU DeLPHE Internal Workshop on 6<sup>th</sup>  
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# Course Description

- The internship experience constitutes a trainee attachment in a business (depending on the students' minor), Multi-National Company, government, especially Ministry of Foreign Affairs, non-profit organization, or in any other group or organization approved by the Faculty Dean or Internship Office in a student's major area of study.
- This directed internship provides the student with work experience in the practical application of skills in their area of study.
- Internship should always focus on the student's major area of study.
- After their 400 hours internship period, students will be expected to write a report on their experiences in the organization they were attached to.

# Course Description (cont'd)

- This report should indicate the main experiences gained by the student, as well as major implications and applications to the organization or the subject of study.
- The report should be good enough to be copied to your internship organization's supervisor / CEO for reference.
- The report should follow a provided departmental research format.
- Attendance at work is compulsory and schedules as prescribed by the internship organization should be adhered to in order to gain the required working experience in the organization.
- Attendance is monitored through the daily diaries and spot-checks by the Lecturer-in-charge of internship

# Objectives

- The Internship program should provide the student with:
- An opportunity and obligation to learn in a practical way.
- An introduction to current diplomatic missions' agenda, Conflict and Peace; and development activities and processes of organizations working in the Peace and development fields.
- The opportunity to analyze and solve complex problems.
- A challenge to be responsible for own learning and performance
- The ability to integrate learning with report writing by reporting on the experiences gained in the organization of study

# Course Learning Outcome

- Students have practical experience in their areas of study and can link the learned concepts, theories and practices into the world of their career in Government, MNCs, NGOs etc.

# Expectations

- The **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 you return the copy to the Internship program coordinator (Mrs. Elsie Newa).
- Remember the **diary attendance has to be countersigned** by your Organization's supervisor every week.
- It is advisable that you also **maintain a personal diary** of your experiences (work, processes, methods, organizational, as well as intra-personal, inter-personal attitudes, skills and experiences with Supervisor(s), work colleagues, clients etc) to facilitate the writing of your report.
- The **Intern Evaluation Form** will be filled by the Organization's Supervisor and stamped with the organization's stamp at the end of the internship.
- The intern evaluation form should be submitted to the Internship Coordinator in a sealed and signed envelop.
- Another "**Internship Evaluation Form**" will be filled by the USIU Supervisor during the mandatory visit, while you are in your organization of study.
- **The Written Internship Report**: - a minimum of 10 pages

# Report Format

- A brief introduction of the organization of study: size, history, services offered or product (depending on minor), successes etc.
- The job assignment or the focus of study / experience in that organization. Definition of the problem or area focused on.
- The challenges or problems that you or the organization encountered and how you conceptualized the problem and dealt with it including 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.

# Procedures

- Students will have their first meeting with the USIU Supervisor the first Saturday of the semester.
- Visitations will take place throughout the semester depending on need or at the end of a student's 400 hours.
- Preferably- a Draft Report should be submitted two weeks prior to the required time for submission, for suggestions and improvements.
- The Final Report must be submitted in time.
- Any delays in submitting the FINAL REPORT attracts EXTRA FEE before the grade can be obtained.
- The written internship report is submitted to Internship program (Mrs. Elsie Newa) for forwarding to the USIU supervisor.
- Students doing 'Internship Program' are advised not to take classes during official working hours in their organizations – normally Mondays to Fridays 8:00 am - 5:00 pm