



SUNYANI TECHNICAL UNIVERSITY

**POLICY ON
ATTACHMENT / INTERNSHIP AND
INDUSTRIAL TOUR PROGRAMMES**

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POLICY ON ATTACHMENT **/INTERNSHIP AND INDUSTRIAL TOUR** **PROGRAMMES**

1.0 PREAMBLE

Sunyani Technical University is a public institution of higher learning that is committed to the provision of career- focused education and training at the tertiary level with hands on experience and entrepreneurship development to meet the middle level manpower needs of the socio-economic development of the country.

The University's in Ghana where established to supply industries and businesses with their manpower needs, and therefore forges a strong partnership tie between the school on one hand and the industry on the other, in the training of the students.

The Industrial Liaison Department was established by the University to provide the aforementioned, partnership by liaising with industries, agencies and organizations to give students practical training in their fields of study to enhance their skills and professional competences.

1.1 VISION

The vision of the University is to become a centre of excellence for the provision of career-focused and practically oriented middle level and higher level manpower training for the socio-economic development of the region in particular and the nation in general.

1.2 MISSION

Sunyani Technical University is a public institution of higher learning that is committed to the provision of career-focused education and training at the tertiary level with hands on experience and entrepreneurship development to meet middle level manpower needs of the country.

1.3 GENERAL OBJECTIVE

To strengthen Industrial attachment and other industrial related activities for both faculty and students as a means of enhancing their professional competence and practical skills acquisition and strengthen the link between the University and industry for academic relevance and cooperation for national development.

1.4 SPECIFIC OBJECTIVES

The specific objectives of the Policy **are** to:

- 1.4.1** equip graduates of the University with practical skills to reduce re-training period by employers to the barest minimum.
- 1.4.2** use supervised attachment and internship training to complement the practical training of students.
- 1.4.3** use educational and industrial tours to broaden the horizon of both students and lecturers.
- 1.4.4** Use production units of industry to complement the practical training of students in order to enable them gain the requisite skills.

1.4.5 develop practical understanding and appreciation of the major roles of graduates in industry as well as the skills that are required to perform these roles.

1.4.6 develop professional attitudes and qualities of adaptability and sensitivity to the industry or the working environment

1.5 BENEFITS OF ATTACHMENT

The following benefits **shall** be derived from it by the University, students and the host Organization;

University

- i.** Opportunity to appreciate client demands and the quality of graduates to fulfill these demands.
- ii.** Opportunities to access training facilities and resources that are not available at the University.

1.5.1 Students to:

- i.** acquire new knowledge and practical experience.
- ii.** gain experience working with others and to see how decisions are made (team work)
- iii.** improve their confidence in problem solving.
- iv.** gain exposure to the demands and challenges of the work place.

- v. develop a relationship with a mentor and cultivate a vast network of contacts.
- vi. get the opportunity to meet and work with potential employers.
- vii. appreciate the profession better and improve work ethics.
- viii. acquire experience in job-seeking skills, interviewing, preparation of resume and cover letters.

1.5.2 Host organization

- i. exposure to a pool of potential employees from which to select. This will ultimately reduce the cost of induction/orientation of new employees.
- ii. availability of additional human resource for effective and efficient service delivery.
- iii. involvement in the training and review of the programmes at the University.

1.6. THE FUNCTIONS OF INDUSTRIAL LIAISON DEPARTMENT

The Industrial Liaison Department was established to be the link between the University and the industry. In view of this, the Liaison Office is mandated to carry out the vision and the mission of the University to:

- 1.6a foster strong industrial partnership between the University and Industries.
- 1.6b market and project the image of the University to the Industrial world.

- 1.6c advance practical training for students and staff to produce quality manpower for development.
- 1.6d continues to be the mediator between the University and the Industrial community, and as the first point of call for industry seeking skilled employees for their manpower needs.
- 1.6e establish a collaborative relationship with industry.
- 1.6f foster the development of a professional learning where everyone involved can benefit through collaboration, cross-fertilization of ideas and reflections.
- 1.6g liaise with organizations and departments on behalf of students for their practical attachment.
- 1.6h assist students to secure appropriate place for industrial attachment.
- 1.6i monitor the activities of students during industrial attachment/internship.
- 1.6j assist departments to secure appropriate places for industrial tour.
- 1.6k serve as a marketing tool of the University to the industry.
- 1.6l organise job search and seminars for students.
- 1.6m coordinate the planning and implementation of specific practical attachment of Faculties and Departments.
- 1.6n ensure proper keeping and updating of database of practical training sites.
- 1.6o creating linkages for industrial attachments or workplace learning experience for both students and lecturers.

- 1.6p liaising with industry for feedback to help develop and update curriculum to meet industry specific courses, skills and competencies.
- 1.6q coordinate, harmonise and supervise the activities of industrial attachment/ workplace learning experience of all departments/ sections.
- 1.6r organizing orientation programmes for students to promote their understanding of practical industrial training.
- 1.6s organise workshops for internal and external industrial attachment supervisors.

2.0 INDUSTRIAL ATTACHMENT/INTERNSHIP PROGRAMME

The lecturer/student internship/attachment programme as a field experience is called an intensive industry-based training. It provides a structured, supervised and clinical experience for lecturers and students.

The Industrial attachment/Internship programme is compulsory for all students. It provides four (4) months guidance and mentorship for HND students, (Six) 6 months for Degree students and Three (3) months to (One) 1 year for lecturers.

The attachment/internship programme of the Sunyani Technical University is based on the Collaborative Industry Model (CIM). Some of the guiding principles of this model include:

- i** Having interns/attaché interact with practitioners in the industries,

- ii Encourage professional development opportunities for mentors and,
- iii Encouraging interns to participate in an industry experience.

2.1 ATTACHMENT/ INTERNSHIP FOR STUDENTS

- i. All BACHELOR DEGREE students **shall** go for internship for 16 weeks throughout the course. However, HND students shall undergo eight (8) weeks of attachment for each of the first two long vacations –i.e. long vacation for the first year and long vacation for the second year.
- ii. The place of attachment should be approved by the Liaison Officer.
- iii. All Departments in conjunction with the Industrial Liaison office shall assist students to secure places of attachment.
- iv. The code of conduct of the host institution shall be the guiding principle of the student during attachment.
- v. During attachment, any misconduct such as embezzlement, theft and laziness etc, **shall** be deemed as serious offence under the students code of conduct of the University.
- vi. False declaration on the part of students or supervisors **shall** attract a serious penalty, according to the code of the University.

2.2 ATTACHMENT/INTERNSHIP FOR STAFF

- i.** Staff may apply to go for attachment during vacations through the Head of Department to the Vice Chancellor
- ii.** The application **shall** be considered by the Scholarship and Sponsorship Committee with the Liaison Officer in attendance.
 - iii.** Staff on attachment/internship **shall** submit a report through the Head of Department to the Vice Chancellor within one (1) month after the programme.
- iv.** The attachment for the staff **shall** not be more than Eight (8) weeks. In case of Special Programme, the Scholarship and Sponsorship Committee shall decide based on its merit.
- v.** During vacation, attachment for staff **shall** be within Ghana. In case of Special Programme abroad, the Scholarship and Sponsorship Committee shall decide based on its merit
- vi.** Staff embarking on attachment **shall** qualify for night allowance. However Staff embarking on attachment within 30km radius from the University **shall** qualify for travel and transport (T&T) equivalent to nine (9) litres of fuel per day.

vii The staff shall identify the possible place of attachment and contact the liaison office to make the necessary arrangement.

2.3 GRADING

- i.** The marks obtained during the attachment **shall** be computed to form part of the grading of students per the departmental requirement. This condition must be satisfied before the award of the **HND** and **DEGREE** certificate.
- ii.** A pass in attachment/internship shall be a basic requirement for graduation in department whose attachment and internship is not their requirement.

2.4 SUPERVISION

- i.** Supervision of students on attachment/ internship **shall** be exercised by a team of lecturers and staff from Industrial Liaison Department. For HND programmes, supervised attachment shall be done only once for a particular class.
- ii.** It **shall** be the responsibility of students to ensure that the daily notebook provided by the University is fully signed by his or her supervisor during every supervision session.

- iii. All Departments running internship programmes for students shall collaborate with the Industrial Liaison Office for proper supervision of students.

2.5 REPORT

- i. Attachment report **shall** only be accepted if the place of attachment relates to the approved course of the students.
- ii. Report on attachment and daily notebook **shall** be submitted to the Head of academic Department for an assessment within four (4) weeks after the end of the attachment.
- iii. An assessment form **shall** be completed by Supervisors on students at the end of attachment period.

2.6 TRANSPORTATION AND OTHER COSTS

- i. The lecturers and Industrial Liaison Officers involved in supervising the students during attachment **shall** be entitled to supervision and traveling allowances.
- ii. Students **shall** pay for all the cost involved in their attachment process. The cost **shall** be computed to form part of the University fees structure.

2.7 RELATIONSHIP WITH THE HOST ORGANIZATION

- a i. It **shall** be an offence for any Staff/ student to demand wages or salary from the host organization. Any report on misconduct to the Industrial Liaison Officer shall be referred to the disciplinary committee for the necessary action to be taken.
- b. The host organizations **shall** also;
 - i. Participate in the planning, supervision and evaluation of the students in the field of attachment.
 - ii. Provide on-site technical and professional guidelines to the students on field attachment throughout attachment period.
Provide feedback to the University on the experience of the field attachment programme.
 - iii. Commit their organizational facilities or resources for effective implementation of the field attachment programme.
 - iv. Provide staff/ students on the field of attachment with a wide range of experiences that goes beyond technical skills.
 - v. Complete all formal assessment forms provided by the school.(Applicable to only students)

2.8 RESPONSIBILITIES OF SUNYANI TECHNICAL UNIVERSITY

The Sunyani Technical University shall;

- i.** Have **Group Personal Accident Policy insurance package** for the staff and students.
- ii.** Provide overall institutional management of the programme.
- iii.** Integrate field attachment into the University's curricula and have it reviewed periodically.
- iv.** Be responsible for developing a monitoring and evaluation criteria for the field attachment programme including the code of conduct for students and staff.
- v.** Build field attachment expenses into the University fees structure and budget. Efforts should be made to supplement the budget with internally and externally mobilized funds.
- vi.** Source for funding from development partners internally to support implementation of the field attachment programme.
- vii.** Create platforms and mechanisms for sharing experience arising out of the field attachment programme by the stakeholders.

2.9 RESPONSIBILITIES OF STUDENTS

- i.** Students have to take field attachment as part and parcel of their training at the University and have positive attitude towards learning by practice.
- ii.** Students shall respect all field supervisors and any other person they interact with throughout

- their attachment period regardless of their background training and social differentiation.
- iii.** Students must adhere to the University attachment code of conduct as well as the code of conduct of the host organization.
 - iv.** If for any reason, a student cannot report for attachment he/she must **seek** permission from the Liaison Officer before commencement of the attachment period, through the Academic Head of Department.
 - v.** Establish and maintain a positive relationship with the mentor.
 - vi.** A student on attachment **shall** not report to work while under the influence of alcohol or drugs.
 - vii.** A student on attachment **shall** maintain an appropriate and decent mode of dressing and personal hygiene at all times.
 - viii.** Students on attachment shall obtain permission from their supervisors before absenting themselves from work within a reasonable period.

3.0 EDUCATIONAL TOUR/VISIT

- 3.01 The educational tour/visit is to give the students an opportunity to have first-hand experience/information in areas related to their courses of study as part of their training process to equip them for the industry.

3.1 MANDATE OF HEADS OF DEPARTMENT

- i.** The various Heads of Departments shall draw their educational tour plan and submit it to the Liaison Officer immediately the University re-opens/ resumes within first semester.
- ii.** The Heads of Department shall nominate two **(2)** to three **(3)** lecturers to accompany the students during the visit.
- iii.** The accompanied lecturers shall write a brief report to the Academic Head of Department and a copy to the Liaison Officer.
- iv.** The Head of Department shall write a letter and prepare a budget for the arrangement of transportation and accommodation for the students to the Vice Chancellor for approval.

3.2 MANDATE OF THE LIAISON OFFICER

- i.** The Liaison Officer shall liaise with industry on behalf of the Departments as proposed for permission to the institutions/industry for tour/visit.
- ii.** The Liaison Officer may accompany the students if the request is granted by the said industry.
- iii.** The liaison officer shall write appreciation letters to all organizations which offered attachment opportunities to students.