

**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

INTERNSHIP POLICY AND GUIDELINES

OCTOBER, 2021

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

INTERNSHIP POLICY AND PROCEDURES

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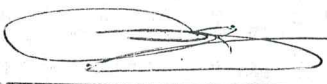
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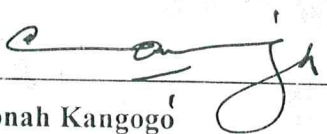
Commencement Date: 28th October 2021

Signed:



Prof. Stephen G. Agong'
Vice-Chancellor and Secretary to the Council

30/10/2021
Date



Dr. Jonah Kangogo'
Ag. Chairman of Council

30/10/2021
Date

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ACRONYMS

DVC (PAF)	Deputy Vice Chancellor (Planning, Administration and Finance)
ID	Identity Card
HoD's	Heads of Department/Directorate/Section/Unit
M&E	Monitoring and Evaluation
JOUST	Jaramogi Oginga Odinga University of Science and Technology
NHIF	National Hospital Insurance Fund

DEFINITION OF TERMS

- Certificate:** A certificate, diploma or degree issued by a recognized examining body or institution.
- Internship:** A programme established to provide unemployed graduates with opportunities for hands-on training for skills acquisition to enhance future employability and fulfill the legal requirement for professional registration.
- Intern:** Unemployed person with relevant qualifications who has entered into a contract with a government organization for a period of between three and twelve months with the intent of acquiring relevant work experience for registration with respective professional bodies and/or to increase chances of employability.
- Graduate:** Individual who has completed a course of training and acquired a degree or diploma.
- Head of Department:** The head of department/Directorate/unit/section responsible for identifying internship opportunities and deployment of interns.
- Agreement/Contract:** A binding agreement between an intern and JOOUST to participate in an internship programme.
- Monitoring and Evaluation:** Mechanisms put in place to ensure adherence to quality, standards, cost effectiveness and relevance of an internship programme.
- Learnership:** A formal programme which includes both structured work (practical) experience and instructional (theoretical) learning.
- Mentor:** A competent person who imparts appropriate knowledge, attitudes and practical training to the trainee or mentee.
- Supervisor:** An employee under whom an intern is placed for purposes of allocating work to them and overseeing their work performance.
- Youth:** The collectivity of individuals in the republic who have attained the age of 18 years but have not attained the age of 35 years.

1.0 Introduction

As a public institution, the JOOUST has a role to play in ensuring that the youths who are graduating from middle level colleges and other institution of higher learning are offered opportunities to enable them gain practical work experience and/or fulfil the legal requirement for registration by professional bodies. It is therefore pertinent that the university establishes an internship programme, which would be a contribution to the government's effort to alleviate youth unemployment by offering them a chance to gain workplace experience, thus enabling them to have a competitive edge in the job market. This policy provides a framework that will guide the management of internship programme by providing the purpose, policy statement, scope, objectives, roles and responsibilities of various key players, and principles of the programme. The policy also covers eligibility, selection criteria and procedures, entitlement of the intern and termination of the programme among others.

2.0 Purpose

The purpose of this policy is to:

- i. Establish an effective system that would provide valuable work experience to college/university graduates
- ii. Provide a clear defined framework that will guide and give direction in management of internship programmes at JOOUST
- iii. Create a bridge between the world of study and the work place for young professionals

3.0 Policy Statement

The University is committed to providing opportunities to the youth who have completed their courses to acquire workplace experience to enhance their employability. Further, graduates with professional qualifications will continue to be granted internship opportunities to enhance their professional development.

4.0 Scope

This policy and procedures shall be applicable to all interns at JOOUST

5.0 Objectives of the Policy

The objectives of the Internship Policy are to:

- 5.1 Ensure a well-structured and coordinated internship programme;
- 5.2 Provide a framework and standards applicable to all interns;
- 5.3 Ensure effectiveness and efficiency in implementation and management of internship programme; and
- 5.4 Provide a framework for monitoring, evaluating and reporting for improvement and sustainability of internship programmes.

6.0 Roles and responsibilities

The roles and responsibilities of various actors in the internship programme shall be as follows:

6.1 Registrar (Planning and Administration)

The Registrar planning shall:

- a) Facilitate and coordinate internship programmes across the university;
- b) Prepare, plan and budget for internship programmes;
- c) Coordinate selection and engagement of interns based on set criteria;
- d) Administer performance management systems that involve the intern, mentor and supervisors;
- e) Develop capacity for mentoring and supervision of interns, and management programmes for internship activities;
- f) Conduct induction programmes for interns;
- g) Facilitate payment of the prescribed stipend to interns in accordance with the guidelines;
- h) Coordinate the monitoring, assessment and evaluation of the performance of interns; and
- i) Compile and disseminate quarterly and annual reports on progress and challenges of internship programmes

6.2 Heads of Department/Units/ Section

The Heads of Department shall be responsible for:

- a) Identifying available internship opportunities/vacancies in the department and forwarding them to the Registrar (Planning and Administration) for processing;
- b) Developing a structured training programme for interns;
- c) Ensuring that interns are provided with the necessary facilities and work space for effective performance of assigned tasks;
- d) Supervising internship and mentorship programmes; and
- e) Reporting on implementation of internship and mentorship activities.

6.3 Supervisor

The supervisor shall be responsible for:

- a) assigning work to the intern;
- b) overseeing the day to day work performance;
- c) setting performance targets with the intern;
- d) providing experiential learning activities to the intern;
- e) assigning tools/equipment to the intern; and
- f) Appraising the intern.

6.4 Mentor

Each intern shall be assigned a mentor who shall:

- a) ensure work programme for intern is in place;

- b) ensure that internship programme is implemented as stipulated;
- c) enter into performance agreement with intern;
- d) provide experiential learning activities to intern;
- e) provide supportive environment for the intern to facilitate the intern's development; and
- f) conduct ongoing monitoring and assessment of intern and provide regular feedback on performance.

6.5 Intern

The intern shall be required to:

- a) Abide by rules, regulations and protocols of the department and the organization;
- b) Demonstrate commitment and willingness to fully and actively participate in the learning experiences of the internship programme;
- c) Be ready to be deployed to any relevant office/work station where there may be an internship vacancy;
- d) Make effort to acquire relevant skills in the area of specialization;
- e) Complete assignments given by the mentor and/or supervisor;
- ~~f) Complete the internship programme as per guidelines provided by the regulatory body;~~
- g) observe confidentiality of information and security of tools/equipment that are placed in their possession in the course of the programme;
- h) Sign for tools/equipment issued to them
- i) Hand over all materials and equipment/tools belonging to the organization at the end of the internship period;
- j) Submit a copy of the report on internship experience to the immediate supervisor; and
- k) Clear with relevant authorities at the end of the internship programme.

7.0 Principles of Internship

The following principles shall govern internship management at JOOUST:

- 7.1 Promotion of equity and fairness by ensuring inclusivity and accessibility of opportunities to interns from diverse backgrounds at any one time to represent the country's demographics through transparent recruitment and selection process.
- 7.2 Professionalism in ensuring that the interns are provided with and acquire the practical experience required for their professional and career development. Professionalism can also be encouraged by assisting interns to develop human relations skills, decision-making abilities and management of office activities.
- 7.3 Efficiency of the internship programmes on the basis of cost-effectiveness.

- 7.4 Relevance, fit to purpose and quality supervision through ensuring provision of appropriate and relevant work experience that is commensurate with the intern's qualifications.

8.0 Legal and Policy Framework

This policy is in compliance with the Constitution, International Conventions, legal, statutory and policy requirements. Some of these include:

- a) The Constitution of Kenya
- b) International Labour Organization (ILO) Conventions
- c) The Employment Act 2007
- d) Persons with Disabilities Act, 2003
- e) Work Injury Benefits Act, 2007
- f) Occupational Safety and Health Act, 2007
- g) Labour Relations Act, 2007
- h) Technical and Vocational Education and Training Act, 2013
- i) The Public Service (Values and Principles) Act 2015
- j) Kenya National Youth Policy
- k) Human Resource Policies and Procedures Manual

9.0 Declaration of Internship Opportunities

All internship opportunities shall be declared on the University website. This will act as a one stop shop for the public to access information.

10.0 Eligibility and Duration of Internship

The internship programme is open to:

- 10.1 Unemployed Kenyan graduates from training institutions who have completed their degree courses and have not been exposed to work experience related to their area of study.
- 10.2 Graduates of degree and diploma programmes, for whom internship is a requirement for registration by their respective professional bodies.

Eligibility will be based on the following criteria:

- 10.3 The internship shall be undertaken only once after graduating from a course; and
- 10.4 The internship programme shall be for persons who have completed their training and graduated.
- 10.5 The internship period shall be between three (3) and (12) twelve months; or the duration prescribed by the University/professional body which regulates the profession in which the intern seeks registration.

11.0 Selection Criteria and Placement Procedures

11.1 Selection Criteria

Selection for interns shall be guided by the following:

- a) Merit and discipline
- b) Integrity

- c) Gender consideration
- d) Ethnic representation
- e) Disability status
- f) Minority and marginalized

11.2 Selection Procedures

Selection of interns shall be done through a competitive process and the following procedures shall apply:

- a) The University will advertise vacancies for interns in the website and through notices;
- b) The advertisement for internship vacancies shall include areas of specialization, number of interns required, duration of internship and deadline for application;
- c) Registrar (Planning and Administration) will coordinate the interview, placement of interns and provide guidance on job posting and competency standards/requirements.

12.0 Payment of Stipend to Interns

Internship shall be non-remunerative, however, interns will be paid a stipend in accordance with the Public Service Commission guidelines and adopted by the university management.

13.0 Insurance

All interns at JOOUST shall be required to have a personal accident insurance to cover for personal risks during the internship period. They will also be required to have medical insurance cover by the National Hospital Insurance Fund (NHIF) or any other reputable medical insurance firm.

14.0 Vetting

To ensure confidentiality of information and safety of equipment, the intern will be subjected to government vetting and sign a prescribed security declaration form. In this regard, the intern shall be required to:

- 14.1 Acquire a valid certificate of good conduct;
- 14.2 Provide general personal information;
- 14.3 Submit a copy of National Identity Card (ID) or copy of Passport and a copy of PIN certificate;
- 14.4 Two (2) coloured passport size photographs

15.0 Intern Entitlements

An intern will be entitled to the following:

- 15.1 Sick leave as applicable in the prevailing regulations;
- 15.2 Compassionate leave;
- 15.3 Stipend; and
- 15.4 Subsistence allowance when out of station at a rate to be determined by the Public Service Commission from time to time.

16.0 Discontinuation/Termination of Internship

- 16.1 An intern may be discontinued from a programme on any of the following grounds:

- a) Absence from duty without permission or reasonable cause for a period exceeding 24 hours;
- b) Reports on duty under the influence of alcohol/drugs
- c) Unsatisfactory work performance
- d) Involvement in fighting at the hosting institution;
- e) Charged in a court of law with a criminal offence;
- f) Willfully destroys the property of the institution;
- g) If at any time a hosting institution sustains a loss that is attributable to the neglect or fault of the intern; and
- h) Refuses to obey lawful instructions.

16.2 An intern may terminate the contract by:

- a) Submitting a written letter of termination of the contract to the DVC (PAF) through the supervisor by giving a one month's notice.
- b) Giving a two weeks' notice before taking up employment offered to him/her before the expiry of the agreed internship period.

16.3 The University reserves the right to terminate a contract with an intern at any point during the specified period. Notice for the termination of the contract will be as per the requirements set out in the contract.

17.0 Monitoring and Evaluation

The University shall develop systems to assess the extent to which the internship objectives were realized.

18.0 Implementation

Implementation of this policy shall be vested in the office of the Deputy Vice Chancellor (PAF)

19.0 Effective Date

This policy takes effect immediately upon approval by the University Council.

20.0 Review

This policy will be reviewed after three (3) years and/or as need arises.