

SOKOINE UNIVERSITY OF AGRICULTURE



**DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH, TECHNOLOGY TRANSFER AND
CONSULTANCY**

STUDENT INDUSTRY INTERNSHIP GUIDELINE

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Definition of Key Terms

Agricultural manufacturing - refers to a firm that deals with collecting, processing, production, compounding, formulating, filling, packaging, selling, distributing and labelling of legal products as per country laws and regulations.

Agricultural related services – refers to an organization that deals with processing, buying, promoting, preparation, evaluating, granting, lending, distribution, delivering, selling, provision of services to the agricultural sector for the development of the sector.

Host organisation - refers to an organization that has been approved by SUA to host a student for a certain period for the aim of gaining or transferring the skills

Intern- refers to an individual who is a student at SUA and who has got an internship to a certain organization for certain period for developing skills for the development of his/her career.

Internship - refers to a practical training undertaken by an ongoing SUA student to an approved organization in the country or outside the country under a certain agreement through direct supervision of the University

Abbreviations

DVC-ARC – Deputy Vice Chancellor Academic, Research and Consultancy

DVC-PFA – Deputy Vice Chancellor of Planning, Finance and Administration

DUS - Director of Undergraduate Studies

FPT - Field Practical Training

GPA - Grade Point Average

HEET - Higher Education for Economic Transformation

HOD - Head of Department

SUA – Sokoine University of Agriculture

USA - United States of America

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Preface

The Sokoine University of Agriculture (SUA) as a public institution with mandates of training, consultancy and research is committed to offering high quality education and produce graduates who are well prepared to tame the current global challenges. In this respect, SUA believes that her students need to be exposed to real world challenges and be able to suggest solutions in solving them by combining the knowledge they have and skills they have acquired from the class and at the field. As SUA community, we understand that this can be achieved through the improvement of curricular and mode of delivery that would allow students to have ample time to engage with the industry in the process of preparing them while they are at the university.

Therefore, SUA developed students' internship guideline that is aimed to allow students to connect with the industry and acquire skills and apply knowledge they have learned at the university. This guideline comes as a separate document but it supplements other university documents such as a revised General University Examination Regulations for undergraduate and non-degree for SUA.

The document has received comments from SUA community and people from the industry: I would like to take this opportunity to thank them for their invaluable comments and ideas. Further, I would like to thank members of various university committee who shared their comments during meetings. Through this guideline our expectation is that engaging of our students with the industry for internship will be smooth and help students to have meaningful internship.

Prof R.T. Chibunda.

Vice Chancellor

Sokoine University of Agriculture, Morogoro

1. Introduction

The student industry internship guideline, outlined in this document, presents the Sokoine University of Agriculture (SUA) commitment to impart knowledge and skills to students with the goal of transforming the economy of the country. To achieve this goal, SUA intends to promote linkages with the industry that support the SUA mission of providing quality education to her students through student internship programme.

This guideline will serve as a scope that direct SUA and her partnering industries toward a mutually beneficial journey of shared expertise, cross-pollinated insights, and transformative outcomes. It is our collective belief that through meaningful student internship, participants will bridge the gap between theory and practice. Further, the student internship is expected to create a fertile ground for collaborative research with industry, and nurture students for the labour market and self-employment.

As an institution of higher learning in the country, SUA has the tradition and experience of attaching students to the industry to gain practical experiences inside and outside the country. Outside the country, SUA students gain internship experience in countries such as the USA, Denmark, Germany, Japan and Sweden just to mention a few. Undergraduate students are attached at the industry for Field Practical Training (FPT) in the second and third year of their studies. The FPT helps SUA students to acquire new skills, solve challenges of host organizations , create employment opportunities and gain some skills to open their own enterprises.

Furthermore, the FPT helps the university to get feedback from the industry on the knowledge and skills which are needed at the labour market through reports submitted by host organisations. Feedback from the industry is used by the university to improve her curriculum, introduce new subjects, develop source courses, design outreach activities, introduce innovative products or services, and carry out collaborative researches and consultancies.

This guideline has been developed out of SUA's long experience of organizing, conducting and managing student internship with the industry for gaining knowledge and practical skills.

Furthermore, the guideline has benefited from the experience of all-important actors including students, host institutions and SUA staff . Once implemented, the guideline is expected to accelerate smooth operations of other university guidelines developed for the provision of high-quality education for the economic transformation.

In view of the foregoing background, the objective of this program is to build skills and enhance student's confidence in participating in building the economy of the country and creating more jobs. This program will eventually act as a catalyst for innovation, thus, enabling the development of novel solutions, technologies, and products and services that address real-world challenges.

2. Program Objectives

- i. Skill development
- ii. Knowledge exchange and transfer
- iii. Innovation and product development
- iv. Collaborative research
- v. Strengthening ties between academia and industry

3. Rationale

The recent changes in education and labour market in the country has increased the need for integrating theory and real-life practices to students. This move has led to the need of linking students with the industry to enable them (students) acquire practical skills and knowledge. To meet the requirements of the industry, SUA has taken a number of steps and measures such as development of the University Examination Guideline, Research Regulation and Guideline and Quality Assurance Guideline.

Therefore, student internship guideline is aimed to provide the means of placing students at the industry with to the aim of complimenting guidelines mentioned before. The guideline provides procedures for placing e SUA students at the industry with the aim of protecting interests of the organization .

Furthermore, the document provides the means of monitoring and assessing the internship programme. Therefore, this guidelines is intended to compliment a number of existing guidelines such as the Examination Guideline and Quality Assurance Guideline, with the aim of imparting skills and knowledge to students.

4. Selection Procedure

The selection for a student for internship/exchange programme shall be as follows:

- i. Student interested in being in an internship/exchange shall apply by filling the form in Appendix 1 and submit it to the Head of Department (HoD)
- ii. The HoD shall remit all application forms to the College/School Selection Committee
- iii. The College/School Selection Committee shall determine the merit of each application and recommend to the Dean/Principal as to who should be granted the exchange/internship programme for that particular period
- iv. The Dean/Principal shall notify the selected applicants and inform the College/School Board on the same

5. Selection Committee

The Committee shall be responsible for evaluating all applications on merit and select the successful applications which ought to be granted the internship. The Selection Committee shall comprise the following members:

- i) Principal/Dean of the college/school who shall be the Chairperson
- ii) Head of Department(s) within the college/school
- iii) College/School Human Resource Officer shall be the Secretary
- iv) College/School Undergraduate Coordinator
- v) College/School Postgraduate Coordinator

6. Internship Duration

- i. Industry internship shall be for a duration of not less than 2 months.

- ii. Internship can be undertaken at any time in the academic year after the end of the semester.

7. Criteria for selecting a Host Organization

the host organisation

- i. Should be registered organization by the appropriate authority
- ii. Should have a supervisor who can supervise a student
- iii. Should have a safe and good working condition for intern

8. Criteria for Selecting Host Organization Supervisor

The Host organisation

- i. Should have at least experience of at least 5 years in the industry
- ii. Should be able to train and assess
- iii. For professionals that needs registration, the organisation should have a valid license
- iv. Should clear understanding of rules and regulation of the country
- v. Should be competent in practice on the topic
- vi. Should be available most of the times to provide guidance to interns

9. Student Rights and Obligations During Industry Internship

- i. The student shall be entitled to payment as per internship arrangement
- ii. Notwithstanding the monthly payment stipulated in paragraph (i) above, the student status, benefits, and job security during the internship period shall continue in effect as usual
- iii. The student shall be entitled to participate in the activities and operations of the recipient organisation as far as they are relevant for attaining the objectives and goals of the internship subject to approval and guidance of the recipient organisation
- iv. The student shall comply with the SUA's policies, rules and regulations and the hosting organisation as applicable during the internship period
- v. If a student wants to change from one from host organization to another, he/she shall be required to request in writing to the Head of Department

- vi. A weekly report signed by host organization supervisor should be submitted by student to a supervisor at SUA to monitor the progress
- vii. The student shall be required to submit a report (Log book) upon completion of the internship period to the HoD
- viii. The report will be evaluated and oral exam will be arranged on the skills acquired and the result will be included in the GPA calculation as per SUA Examination Guideline

10. University's Rights and Obligations

- i. The University shall ensure that the student under internship observes all regulations
- ii. The University shall establish contact with the host organisation and facilitate the internship process
- iii. The University has the right to decline or change the internship of the student if it is realised that the beneficiary will not gain new skills or apply the knowledge learnt

11. Host Organisation's Rights and Obligations

- i. The host organisation shall be entitled to deploy the placed student in any activities of the organisation as may be appropriate to achieve the goals and objectives of the internship
- ii. The host organisation may, as it deems appropriate, provide any benefits related or incidental to the functions performed by the placed student
- iii. The host organisation shall provide necessary resources, training opportunities, job functions and access to industry-specific facilities, networks, and expertise to facilitate the student's engagement and success
- iv. The host organization has the right to end student internship if the candidate is not showing good behaviour; the report has to be shared with the University

12. Monitoring and Reporting

For Student Internship

- i. The HoD shall inform student's academic advisor overseeing the internship to provide guidance, monitor progress, and facilitate ongoing support for student on internship

- ii. The host organisation shall assign a supervisor to the placed student to mentor and monitor the student’s learning and growth
- iii. At the end of the internship, the student shall submit a report in the format prescribed in the FPT log book
- iv. The student academic advisor shall collect the report from the student and present it to the committee for evaluation
- v. If the skills and knowledge gained are not in the student academic advisor specialization, a staff with expertise will be identified by the HoD to conduct evaluation
- vi. The Principal/Dean shall assess the submitted reports and make a decision on the award that shall be included in the GPA and then inform the DVC-ARC for the appropriate action to be taken thereof

Appendix I: Ongoing Student Internship Form

A. General Information

1	Your Three Names	
2	Gender	

3	Age	
4	Degree Programme	
5	Current GPA	
6	Year of Study	
7	Mobile phone	
8	Email	
9	Academic Advisor	

B: Mention four areas that you want to acquire valuable skills

1.
2.
3.
4.

C: Name subjects in your degree programme that relate with the internship plan in B above

1.
2.
3.
4.

D: Name three organisations that you consider to be appropriate for your internship

1.
2.
3.

E: Please briefly explain how you will finance your internship?

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Student Signature: Date:

G: Academic Advisor's comments

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.....
..... Signature:
..... Date:

H: HoD comments:

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.....
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Signature.....

Date.....

REFERENCES

URT (2017). National Internship Guideline, Prime Minister’s Office Labour, Youth, Employment and Persons with Disability.

Pharmacy Council of Tanzania (2018). Guideline for pharmacist internship training.