



MACHAKOS UNIVERSITY

**INDUSTRIAL ATTACHMENT STUDENT
HANDBOOK**

CAVEAT

Students are expected to be familiar with ALL ATTACHMENT requirements as laid out in the Industrial Attachment Student Handbook. Ignorance will not be accepted as a reason for noncompliance with any of the requirements.

2019

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Abbreviation

IA&L: Industrial Attachment and linkages.

DIAC: Departmental Industrial Attachment Coordinator.

MksU: Machakos University.

Kindly note that the student is supposed to notify the Industrial Attachment and Linkages Coordinator by filling a form provided regarding the details of the firm/farm where s/he is attached. This should be communicated to the above within the **first week** of getting the attachment.

1.0: OBJECTIVES OF INDUSTRIAL ATTACHMENT

An Industrial Attachment is a structured, credit-bearing work experience in a professional work setting during which the student applies and acquires knowledge and skills. It involves the application of learned skills in related institutions and industry.

The key objectives of the field attachment are as follows:

- i. To expose the student to the work environment so that they would then perform more competently in future engagements. The attachment gives them the opportunity to apply their knowledge and skills in an actual work environment. This is an excellent opportunity for the translation of skills and theoretical concepts learned in the classroom into assignments in a real world environment
- ii. For initiation into the world of work so as to engender a more realistic perspective of working life. The exposure provides an insight into areas such as; job opportunities, employer expectations, and the practices and culture prevailing in industry. This will be essential in enabling students acquire intangible attributes such as working in a team, working under pressure, being punctual, efficient time management and competent use of IT and other aids in the workplace. Hopefully, also instill the right kind of work attitude and professionalism through interaction with people in organizations and observation of their future roles in industry
- iii. To provide the attachee with an opportunity to take responsibility for their own learning and test their resourcefulness. Learning by doing lets them experience and understand the work process. The process of solving problems in a work place allows the student to apply and reflect on what they have learnt at the university. The extent of learning will depend on their personal goals, resourcefulness and initiative.
- iv. Being attached in a work environment related to a student's chosen program is an excellent opportunity for them to relate academic programmes and career goals to pre-professional work experience thus providing them with an insight into their chosen career.

These objectives are achievable with a positive and conscientious attitude; the institution provides the working context. Your lecturers will provide the guidance but it is YOU who will decide what and how much to get out of the experience

2.0 RESPONSIBILITIES AND EXPECTATIONS

2.1 Attendance

1. Students must keep a record of daily attendance in the Student's Log Book. Daily attendance must be endorsed by the supervisor in-charge.

2. Leave is not allowed except for the following circumstances:

a. *Medical Leave*

All medical certificates issued by a registered medical practitioner must be attached to the Leave. If you take excessive medical leave, you may be required to make up for the days at the discretion of your School and the Institution.

b. *Compassionate Leave*

Only compassionate leave due to the death of an immediate family member will be allowed.

c. *Supplementary Examination Leave*

Students are entitled to 2 working days' leave for every supplementary examination paper which they have to take. These 2 days include the day of the paper itself. This entitlement is subject to a maximum of 5 working days.

d. *Absence without approval can result in an immediate discontinuation.*

2.2 Discipline

Disciplinary offences will be seriously dealt with as provided for in MksU Students handbook. Should this happen, the student concerned might have to repeat the attachment in the following academic year.

2.2.1 *The following constitute disciplinary offences:*

- i. Refusal to follow instructions.

- ii. Termination by the company due to poor performance or conduct.
- iii. Absence from work without approval.
- iv. Non-conformity with company's dress code.
- v. Unacceptable quality of work, such as untidiness and carelessness.
- vi. Tardiness in reporting for work.
- vii. Insubordination.
- viii. Pilferage of any company items, such as stationery and inventory.
- ix. Failure to inform Institution's Supervisor of whereabouts when required.
- x. Breach of confidentiality.
- xi. Photocopying of confidential information / documents without official permission.
- xii. Duplication of software / confidential information used by the company, without official permission.
- xiii. Bringing personal or pirated software to the company.
- xiv. Using company PC to surf the Internet for personal purposes.
- xv. Terminating the attachment from the institution without authorization.

2.2.2 Termination of Attachment

Under no circumstances are students allowed to terminate the attachment on their own accord. Students are to consult the Departmental Industrial Attachment Coordinator (DIAC) who will deal with any problems that may arise.

2.3 Assessment Protocol

2.3.1 Assessment Structure

The Attachment assessment system is based on 3 components:

- i. Performance Appraisal by University's Field Supervisor.

- ii. Performance Appraisal by the Company Supervisor.
- iii. Written Report.

To **PASS** the attachment, students must fulfill the requirements of all the 3 components.

2.3.2 Performance Appraisal by the Host institution

The Institution's Supervisor will appraise the student's on-the job performance. Students are expected to familiarize themselves with the external supervisor's assessment protocol. The external supervisor will assess the performance of the attachee based on the criteria laid out in the Student's Logbook. At the end of the attachment period, the student is expected to obtain the complete Appraisal Form from the institution's Supervisor in a sealed envelope and submit it together with the final written report to DIAC. The Host Supervisor's appraisal will be adjusted to accommodate the Internal Supervisor's visit and assessment score.

2.3.3 Academic Supervisor Field Visit(s)

The student is assigned an academic supervisor from the teaching staff. This supervisor will visit the student at least once during their attachment. If carried out once it will preferably be when they are in their last quarter of the attachment and if it's done twice, it will be during the fifth and ninth week of attachment. The academic supervisor would:

- i. Have a private discussion with the Host Supervisor
- ii. Leave a copy of the feedback form with the Host Supervisor. This form will be the tool by which the host-supervisor will assess the student and will form an important component of the final assessment.
- iii. If s/he finds it necessary/possible, have a short tour of the Organization that the student is attached in.

2.3.4 Assessment Requirements

Within two weeks of the university's opening date students should submit the following to their respective academic supervisors:

- i. The feedback form from the host supervisor in a **SEALED** envelope or by other means, such as through the IA&L cooperate e-mail address. The student is responsible for ensuring that such feedback has been sent to the university-side supervisor.
- ii. Attachment report.
- iii. Logbook.

3.0 Guidelines on Written Report

3.1 Format of Attachment Report

The Written Report is one of the three components. Failure to submit the written report covering the required details will mean non-completion of this component, thus the student is deemed not to have completed the attachment. The attendee is expected to read this guideline before starting the attachment, and be familiar with the report assessment criteria. The Attachment Report should be submitted to the coordinator by the stipulated deadline. Any report submitted after the submission date will not be accepted, and consequently the student will fail. The following is a general guideline of the sections expected in the report. It is the responsibility of the student to ensure that the learning outcomes described under each heading in the marking scheme are addressed, so far as is reasonably practical in the report.

These parts must be captured

1. Title Page

2. Acknowledgements

3. Summary of the report

4. Introduction

The student should place the attachment in context by describing the organizational structure and commercial environment of the company. It should include:

- i. A history of the organization
- ii. The area the student was attached to within the organization
- iii. The objectives of attachment
- iv. Method of Investigation: where and how the information for writing the report was obtained
- v. Scope: The extent of coverage of the report

5. The technical section

- i. This provides a breakdown of the technical work undertaken during the placement. If the student worked on more than one project during their attachment they should describe each in turn (even if they were running simultaneously). Any formal training undertaken should be summarized. The student may use material from their logbooks and any reports made to their organizations.
- ii. Challenges, how the student dealt with them and Lessons Learnt. The Lessons Learnt section is reflective and is written in the first person describing the technical and non-technical experience gained throughout the attachment.
- iii. Conclusions chapter, giving prominence to the student's successes during the placement and recapping on the main points of the technical chapters.

6. Reflection and Self-Appraisal

Students should reflect on their learning experience and the skills learnt whilst also critically evaluating their performance during the attachment. This will provide them with opportunity to reflect on their strengths and weaknesses, which are instrumental in identifying developmental needs.

7. Conclusion

3.2 Rules and Guidelines of Writing the Attachment Report

The following is a proposed general guideline of the sections expected in the report. It is the responsibility of the student to ensure that the learning outcomes described under each heading in the marking scheme are addressed, so far as is reasonably practicable, in the report. In writing the Attachment Report, the following rules and requirements should be adhered to and addressed as appropriate.

- i. Recommended size of the Attachment Report: **not less than 20 pages without appendices**, A4 pages of font Times New Roman, size 12, 1.5 line spacing.
- ii. Hand in a **Spiral Bound** Copy and retain a soft copy.
- iii. Report must be **fully typed** except signatures.

- iv. Do not write theoretical excerpts from textbooks or the internet. Describe what you did and what experiences you gained throughout your training.
- v. Do not attach your Host Supervisor's Evaluation Form. Hand it in separately in a **sealed** envelope.
- vi. You may include graphs, pictures, data, drawings, or design calculations in your report; however they should not cover more than 1/3 of the page. Larger graphs, pictures, data, drawings, or design calculations should be given as an Appendix.
- vii. Ensure that you have used the proper tenses and that your language is flawless.
- viii. Be properly paginated. Note that the formatting of the document is marked
- ix. Be written in a technical style.
- x. Have a table of contents, appropriate referencing, figure and table captions, etc.
- xi. Have appropriate structure.
- xii. Be written in the third person

3.4 Submission of the Attachment Report

Students are required to submit a spiral bound report printed on A4 paper describing their placement. The university-side Supervisor will grade it by considering the completeness of presentation with evidence of technical writing skills. The report should draw on material from the logbook which is also due for submission along with the host supervisor's feedback reports.

3.4 Final Assessment

The Academic Supervisor will mark the final report. The marks for the technical section will be adjusted to take into account the Academic Supervisor's visit to the host organization and feedback from the host Supervisor. The feedback form caters for 50% of the final mark.