

ARUSHA TECHNICAL COLLEGE



INTERNSHIP GUIDELINE

OCTOBER, 2021

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LIST OF ABBREVIATIONS AND ACRONYMS

ATC	Arusha Technical College
ATC-PCB	Arusha Technical College Production and Consultancy Bureau
MoEST	Ministry of Education Science and Technology
NACTE	National Council for Technical Education
NTA	National Technical Award
NVA	National Vocational Award
TCA	Technical College Arusha
VETA	Vocational Education Training Authority

DEFINITION OF KEY TERMS AND CONCEPTS

Internship:

Internship is a formal and temporary work placement between the host institution and the intern. It aims to expose the intern to experiential learning by integrating knowledge and theory learned with practical application and skills development.

An intern

An intern is a Tanzanian or Non-Tanzanian undergraduate student or graduate from an accredited training institution attached to a work place to gain work experience through performing specific assignments or daily work in Arusha Technical College under the terms and condition set out in the agreement. An intern performs specific assignments at Arusha Technical College as part of learning.

A Supervisor

The practicing professional designated to provide direct, in-person supervision to the intern while s/he is at the internship host site. In this document a supervisor shall be a permanent or temporary employee of Arusha Technical College.

Co-Worker

This refers to the person who work at your placement, regardless of their title, status, or how much you interact with them.

An agreement

In this context is legitimate signed document between Arusha Technical College and the intern, describing the conditions of the internship. It establishes a formal

temporary work relationship between the Arusha Technical College (ATC) and the intern.

1. INTRODUCTION

1.1 Background Information

The Arusha Technical College (ATC) formerly known as Technical College Arusha (TCA) was established in 1978 through an agreement of Technical Co-operation between the Government of the United Republic of Tanzania and Government of the Federal Republic of Germany (FRG) which was also known as “West Germany”. The name Arusha Technical College (ATC) came into existence officially from March 2007 when the College was given autonomy through the Arusha Technical College Establishment Order No. 78 of March 2007 under the NACTE Act No. 9 of 1997 which was later revoked and replaced by the ATC Establishment Order GN 302, 2015.

The College is under the Ministry of Education, Science and Technology (MoEST). The core functions of the College are training, research and consultancy. The College is registered and accredited by the National Council for Technical Education (NACTE) to train technicians and engineers (NTA’s level 4-8) and the Vocational Training Authority (VETA) to train artisans (NVA level 1-3) on vocational education programmes. The College through the ATC-Production and Consultancy Bureau (ATC-PCB) offers various production and consultancy services to the government and the society in general. The College is also involved in various research activities to solve the problems of the society. These core functions of the College are supported by various academic and non-academic departments, units and sections.

The Government of United Republic of Tanzania (URT) in collaboration with other stakeholders promotes internship training as a mechanism for easier transition from school to work. This aims specifically to produce skilled workforce to meet the demand of the labour market and meet the national development plans. To support this initiative and bridge the skill gap, ATC commits to establish, promote, and strengthen internship programmes for youth graduating from training institutions to enable them acquire practical experience in various fields

that are operated at ATC. Therefore, the guideline are aimed at ensuring that internship programmes are handled on the basis of set standards, values and principles.

1.2 Objectives of the Internship Programme

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. The internship has to be meaningful and mutually beneficial to the intern and the organization. Intended specific objectives of internship programme at ATC include the following:

- a. Provide opportunity to learn, understand and sharpen the real time skills and experiences required by the labour market;
- b. Exposure to the current developments relevant to the area of specialization;
- c. Exposure, awareness creation and development of workplace values and ethics;
- d. Understand various context and dynamics of the workplace environment;
- e. Improve the College credibility and branding;
- f. Helps in retention of the students; and
- g. Build good relations with the society and other institutions.

1.3 Principles Underlying the Internship Programme

The following principles shall govern the implementation of internship programme at ATC:

a. Authenticity

The internship training experiences must have real world context and/or be useful and meaningful in reference to the applied setting or situation. This means interns are required to express their need to acquire valuable skills and experience in their respective career development;

b. Reflection

Throughout the internship period, the intern must test assumptions and hypotheses about the outcomes of decisions and actions taken, weight the outcomes against past learning and future implications;

c. Continuous Improvement

Any activity will be dynamic and changing, and the parties involved shall ensure that the experience, as it is in process, continues to provide the expected experiences and skills;

d. Non-Displacement of Regular Employees

Interns should not displace or replace regular employees of the host department/unit/section of ATC;

e. Equity and non-discrimination

Internship opportunities at ATC shall be open to every graduate irrespective of gender, race, ethnicity, disability and the institution of graduation.

1.4 Benefits of the Internship Programme

The following are the benefits of the internship programme to the College and the Interns;

a. Benefits to the Interns

- Opportunity to learn, understand and sharpen the real time skills and experiences required by the labour market;
- Exposure to the current developments relevant to the area of specialization;
- Exposure, awareness creation and development of workplace values and ethics;
- Understand various context and dynamics of the workplace environment;
- Opportunity to acquire first-hand knowledge of specific workplace strategies like time-management, multi-tasking etc.

- Opportunity to meet new people, develop relationships and create networks.

b. Benefits to the College

- Improve the College credibility and branding;
- Helps in retention of the students;
- Build good relations with the society and other institutions;
- Cost effective and efficient way to recruit and evaluate potential employees.

2. GUIDELINE STATEMENT

2.1 Purpose of the Guideline

The purpose of the Internship Guideline is to ensure that internship programmes are handled on the basis of set standards, values and principles and enhance effective transfer of skills to the interns undergoing internship programmes at ATC. The specific objectives of the guidelines include:

- a. To set out the parameters for the quality standards of internship programme at ATC; and
- b. To define procedures for planning, implementing, monitoring and evaluation of internship programme at ATC.

2.2 Scope of the Guideline

This guideline shall apply to all interns that will be selected for internship programme at ATC. It applies to all academic and non-academic departments/sections/units/offices of the ATC and its campuses/centres. The Internship Guideline is also applicable to all academic and non-academic staff of Arusha Technical College on both temporary and permanent employment.

2.3 Guideline Statement

The Arusha Technical College is committed to provide interns with a quality experience that involves meaningful activities and the opportunity to learn and gain practical work experience in their chosen field of study and work. Interns will be provided with a clearly defined framework of participation and learning, and will be supervised by a suitable division staff member, who will monitor progress to ensure effective contribution and resolve any concerns of the Intern. Interns will not be considered as a substitute for staff, and will not normally represent the Arusha Technical College in any official capacity, but through their work bring value-added to the College. Internship recruitment will be conducted through a transparent and competitive application and selection process.

3. GUIDELINES FOR IMPLEMENTATION OF INTERNSHIP PROGRAMME

For meeting the objectives of the internship programme and its successful implementation, the internship programme has to be designed in a well-structured way. The structure shall involve guidelines on all aspects of the internship programme.

3.1 Eligibility Criteria for Graduate Internship

Under the internship programme, applicants will be considered based on the criteria below. All interns must;

- (a) Be Tanzanian and Non-Tanzanian citizens of the United Republic of Tanzania;
- (b) Be aged between 18 and 35 years of age;
- (c) Be enrolled in higher learning institution or tertiary institution, or be a College/University graduate.

3.2 Application and Selection Procedure

- (a) All applicants must complete the internship application form that is obtained from the College website (www.atc.ac.tz) and submit to the Human Resources Manager as it is shown on **Appendix A**;
- (b) Applicants should attach copies of their educational certificates, Curriculum Vitae (CV) and other important documents to support their application;
- (c) Prospective interns submitting applications must state clearly and precisely on the application the specific internship for which they are applying, the skills and experience they expect to gain or develop during the period of Internship and the contributions they will make to the core functions of the College;
- (d) Only shortlisted candidates will be contacted;
- (e) An internship selection panel consists of Internship Coordinator, Head of Department/Section/Unit/Office, the Supervisors, and representative from the Human Resource Office as a panel leader who will conduct competency -based interview to select suitable interns;

- (f) The Human Resources manager may communicate with the selected interns and guide them to fill the Internship Agreement Form **(Appendix B)**;
- (g) The selected applicant shall be assigned a supervisor by the head of a respective department/section/unit/office.

3.3 Orientation

Many interns are unfamiliar with the activities, environment and objectives of the College. It is during orientation that these issues and information about the College are addressed. The interns need to understand the College and how it operates. In general, the orientation will focus but not limited to;

- (a) College policies, regulations and guideline which he/she has to conform during the whole period of internship;
- (b) Overall responsibilities and roles of various individuals in the College;
- (c) Key aspects activities and positions that the intern will be engaged;
- (d) Working hours;
- (e) Dressing code;
- (f) Professional ethics and code of conduct;
- (g) Safety regulations and requirements

This orientation shall be facilitated by the assigned supervisor in collaboration with the College Human Resource Office.

3.4 How to Begin Internship Programme/Internship Conditions

- (a) The intern may begin their internships only after they have agreed to the terms of reference and conditions of the Internship Programme. An internship agreement will be issued by Human Resources Manager on or before their commencement date;
- (b) The intern in collaboration with the supervisor shall create a list of learning goals the interns is expected to accomplish during the whole period of internship programme. This helps to clearly identify the intern's learning objectives and how the intern plan to accomplish them;

- (c) The intern shall not be considered to be a member of staff of the College and therefore any privileges agreed between the College and Government, partner institutions and other stakeholders do not apply to the interns;
- (d) The intern shall not replace regular employees, but works under close supervision of the existing staff;
- (e) The intern shall not necessarily be entitled to a job at the completion of the internship programme.

3.5 Internship Period and Duration

- (a) Internship programme shall be conducted during the appropriate time according to the nature of the activities of a respective department/section/unit/office;
- (b) The internship period shall be for the period of six months and renewable once subject to good professional conduct observed from an intern in the specified period. The working hours shall be according to the College time table;
- (c) The internship duration shall not be extended upon the consultation of the Human Resources Manager and approval by the Deputy Rector – Finance, Planning and Administration (DR-FPA);
- (d) The internship period shall be subjected to changes upon the agreement of the intern and the respective department/section/unit/office and the College Human Resources Manager shall be informed in writing about the period change.

3.6 Internship Funding

- All the costs relating to their transport, accommodation, meals, working equipment, safety gears and other related costs shall be covered by the intern himself/herself however financial support shall be provided by the College depending on the nature of the activities the intern is participating and the College budget.
- The financial support that will be provided by the College depending on the nature of the activities the intern is participating and the College

budget shall not be fixed for all interns or for whole duration of the internship.

3.7 Legal Issues During Internship

All internships are affected to some degree by legal issues. A number of legal issues are particularly relevant to interns such as;

- (a) liability and malpractice;
- (b) confidentiality;
- (c) privileged communication and privacy;
- (d) disclosure of information;
- (e) end-of-life decisions;
- (f) crisis intervention;
- (g) suicide prevention;
- (h) termination of interventions;
- (i) intimacy with clients;
- (j) duty to protect intended victims from violence;
- (k) discrimination and harassment; and
- (l) informed consent.

The above practices shall be dealt with using the laws governing the operation of public institutions including ATC.

3.8 Insurance Consideration

- (a) The intern shall be responsible for the costs arising from accidents and/or illness incurred during the internship and/or have a valid medical insurance coverage;
- (b) Worker's compensation does not apply for interns participating in non-paid internship experiences, but if injured at the internship site, should be covered by the intern/parent/guardian personal insurance.

3.9 Accommodation and transport

The College shall not provide accommodation and transport to the interns who will be selected for internship programme at ATC. The interns shall be responsible for their own accommodation and transport costs.

3.10 Termination/De-registration of internship

An intern and the College reserve right to terminate an internship under the following conditions;

- a. Upon completion the internship programme;
- b. The performance of the intern is not found to be satisfactory after consultation between the Supervisor and Head of Department/Section/Unit/Office;
- c. The intern is absent without authorization of ATC;
- d. The intern performs gross misconduct as per labour laws;
- e. The intern is charged in a court of law with a criminal offence;
- f. Willfully destroys the property of ATC;
- g. Refuses to obey lawful instructions;
- h. The intern acquires employment; and
- i. The intern wishes to discontinue on personal ground.

3.11 Completion and certification

Upon the successfully completion of the internship programme by the intern:

- a. The College through Human Resource Office shall provide the intern with a certificate specifying that the intern has completed the internship programme. The letter shall indicate the competencies and experiences gained during the internship period; and
- b. The certificate shall be signed by the Intern's Supervisor and the College Rector.

4. ROLES AND RESPONSIBILITIES OF INTERNSHIP PARTICIPANTS

Roles and responsibilities of internship participants in the implementation of the internship programme at ATC under this Internship Policy and Guideline are defined as follows:

4.1. Roles and Responsibilities of an intern

An intern shall have the following roles and responsibilities;

- a. Adherence to the organizational policy and rules;
- b. Respect the confidentiality of the College, its clients and its employees;
- c. Observe working hours of the College since internship is a fulltime programme;
- d. Enter into internship agreement with the College;
- e. Ensure proper handover of equipment/tools and all other materials belong to the College at the end of the internship programme;
- f. Learn why a particular task is done, why it is done in a particular way, and how it relates to the bigger picture in the organization;
- g. Demonstrate willingness to participate fully and actively in the learning experience by planning their programme of work with their supervisor; and
- h. Complete an evaluation and a report on his/her assignment which would feed into the final Internship evaluation report.

4.2. Roles and responsibilities of the supervisor

The Supervisor shall have the following roles and responsibilities;

- a. Taking part in an intern's application, screening, and interview process;
- b. Conduct intern orientation;
- c. Assist the intern in developing learning goals;
- d. Prepare a tentative workplan for the whole duration of internship programme of the assigned intern and submit to the Human Resource Office;
- e. Meeting with the intern regularly to evaluate performance and if needs/goals are being met;
- f. Assessing the internship program's success;

- g. Provide regular on-going feedback to interns as to their performance; and
- h. Complete a final evaluation of the intern's performance as outlined in **Appendix C.**

4.3. Roles and responsibilities of the Internship Coordinator

The Human Resources Manager shall appoint one member of the Office as the Internship Coordinator who shall have the following roles and responsibilities;

- a. Serve as a primary contact for applicants of internship at ATC;
- b. Coordinate the selection of the applicants in collaboration with the Human Resource Office and respective Departments/Sections/Units/Offices;
- c. Monitor and inform applicants regarding application to internship programme ensuring that all College requirements are met according to the Internship Policy and Guideline;
- d. Continuously evaluate internship placements by reviewing feedback from the supervisors and interns;
- e. Serve as a resource and problem-solver for Site Supervisors and interns during internship experiences.
- f. Continuously update the Internship Policy and Guideline for accuracy and disseminate to all involved in the internship process.

5. MONITORING AND EVALUATION OF INTERNSHIP PROGRAMME

Monitoring and evaluation are cardinal to the effective and efficient implementation of the internship programme programme.

5.1 Reporting Framework

Upon signing the Internship Agreement Form and starting the internship programme at ATC, the interns will be assigned supervisors by the College according to their areas of specialization. The interns in collaboration with their supervisors shall formulate learning objectives for their internship programme.

The interns shall be required to fill daily logs of their activities as described in **Appendix E** to their supervisors. The interns shall prepare weekly and monthly reports and submit to their supervisors. The supervisors shall provide regular feedback to the interns about their performance.

All the information relating to the internship programme shall be communicate by the Supervisor to the Internship Coordinator. The Internship Coordinator shall communicate to the Human Resource Manager and other levels of College Management.

5.2 Evaluation

The evaluation of the internship programme shall be done using the following modes;

- a. Evaluation of the interns by the supervisors using Supervisor's Evaluation Form (**Appendix C**)
- b. Evaluation of the programme by the interns using Intern Evaluation of the Programme Form (**Appendix D**)

The information from the above forms will be analysed and reported by the Internship Coordinator. The Internship Coordinator shall write an evaluation report of the internship programme at semi-annually and submit it to the College Management.

5.3 Review of the Guideline

This Internship Guideline shall be operational immediately upon approval by the College Governing Board, and shall remain valid until when they are revoked by the same authority. However, given the changing circumstances under which the College operates, this document is subject to periodic reviews and alterations, and, whenever such alterations happen, the revised version of the document shall take precedence over the previous one.

In the event that any statement in the Guideline provision is outdated or a need to introduce new statements arises as a result of the changing College environment and needs, or any other reason, such statements may be changed or modified at the direction and approval of the College Governing Board. In any case, the entire document will be reviewed after three (3) years.

APPENDICES

**Appendix A: Internship Application Form
ARUSHA TECHNICAL COLLEGE**



INTERNSHIP APPLICATION FORM

To be filled by student or graduate seeking internship opportunity at Arusha Technical College (ATC)

Applicant shall attach the following with this application form:

- a. *Curriculum vitae of the intern applicant together with a short motivation/ description of proposed specialized areas for internship programme (Not more than to 300 words)*
- b. *Certified copy of academic certificates/ transcript*
- c. *Certified copy of the National ID/ Passport/ Driving License*
- d. *Application letter for the internship program*

APPLICANT INFORMATION

Name:	
Gender: Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of Birth:	
Place of Domicile: <i>Street</i> <i>District:</i> <i>Region:</i>	
Nationality:	
Phone Number:	
E-mail Address:	
Academic Qualification:	
Awarding Institution:	

INFORMATION OF THE PARENT/GUARDIAN

Name
Relationship
Place of Domicile:	Street/Village:
	Ward:
	District:
	Region:
Phone Number:
E-mail Address:

INTERNSHIP INFORMATION

Please tick (√) or fill where appropriate

- a. Please specify the duration of the applied internship programme

.....

- b. Put a tick (√) on the appropriate funding option for applied internship programme.

Self-funding: Looking for sponsorship:

Other Source: Please specify:

- c. Please specify your internship preferences

	Department/Section/ Unit/Office	Core Area
Preference -1		
Preference -2		
Preference -3		

d. Please specify learning objectives of the internship programme you are applying for (What skills or experiences you intend to learn, acquire and clarify the internship programme)

- (i)
- (ii)
- (iii).....
- (iv).....
- (v)

APPLICATION CERTIFICATION

I certify that all the information submitted by me in this application is true to the best of my knowledge. I understand that any significant misstatement in, or omission from, this application may cause denial of selection as an intern or dismissal from an intern position.

.....

.....

Signature of the Applicant

Date

Appendix B: Internship Agreement Form
ARUSHA TECHNICAL COLLEGE



INTERNSHIP AGREEMENT FORM

To be completed by the intern and signed by both the Intern and the Supervisor under the facilitation of the Human Resource Manager.

This agreement defines the relationship between the Arusha Technical College (ATC) that will be referred herein as “the College” and a person with the following details who will be referred to herein as “the intern”.

Name: _____

Gender: _____

Date of Birth: _____

Home Address: _____

Phone Number: _____

E-mail Address: _____

IT IS STIPULATED AND AGREED AS FOLLOWS:

PART 1: GENERAL TERMS AND CONDITIONS

- The internship is educational and career development opportunity, providing practical experience in a field or discipline and there is no guarantee or expectation that the activity will result in employment with the College or be considered as professional employment;
- The Intern does not replace or displace any employee of the College;
- Intern is not entitled to wages or any compensation or benefits for the time spent in the internship;

- The College is not liable for injury sustained or health conditions that may arise for the unpaid intern during the course of the internship;
- The Intern will maintain a regular internship schedule determined by the Intern and their supervisor;
- The Intern will obey and comply with the policies, rules and regulations of the College;
- Under no circumstances will Intern leave the internship without first conferring with Intern's supervisor;
- Transportation to and from the internship site is the responsibility of the Intern;
- Intern assumes all of the risks of participating in the internship program. In consideration of the opportunity afforded to the Intern to participate in the internship program, Intern hereby agrees that he/she, his/her assignees, heirs, guardians, and legal representatives, will not make a claim against the College or either of their officers or directors collectively or individually, or any of its employees, for the injury of death to Intern or damage to his/her property, however caused, arising from his/her participation in the internship program. Without limiting the generality of the foregoing. Intern hereby waives and releases any rights, actions, or causes or action resulting from personal injury or death to him/her, or damage to his/her property, sustained in connection with his/her participation in the internship program;
- The Intern shall be programme shall be guided by the College Internship Policy and Guideline.

PART 2: INTERNSHIP DESCRIPTION

Name of the Host Department/Section/Unit/Office: _____

Name of the Supervisor: _____

Internship Duration: From _____ to _____

Internship Funding: _____

Internship Learning Objectives:

The following are the learned objectives agreed upon by the Intern and the College after the consultation of the Intern the assigned supervisor as named above. These objectives are dynamic and will be subjected to some changes.

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

- 6. _____

PART 3: DECLARATION

I read, understood and filled this agreement with the best of my knowledge and understanding and my signature below in this agreement and that of the Supervisor indicate agreement to all requirement of the Internship Programmes at Arusha Technical College as outlined in this Agreement and the College Internship Policy and Guideline.

THE INTERN

Name: _____

Signature: _____

Date: _____

SUPERVISOR

Name: _____

Signature: _____

Date: _____

Note: *The copies of signed agreement form have to be submitted to the College Human Resources Manager and the Head of the Respective Department/ Section/ Unit/ Office*

Appendix C: Supervisor's Evaluation Form
ARUSHA TECHNICAL COLLEGE



SUPERVISOR'S EVALUATION FORM

Intern Name: _____

Supervisor Name: _____

Date of Internship: From _____ to _____

Please evaluate your intern by ticking (✓) the appropriate extent of observation of the following behaviours:

No.		Excellent	Good	Satisfactory	Poor
1.	Ability to learn				
1.1.	Observes and/or pays attention to others				
1.2.	Asks pertinent and purposeful questions				
1.3.	Seeks out and utilizes appropriate resources				
1.4.	Accepts responsibility for mistakes and learns from experiences				
1.5.	Open to new experiences; takes appropriate risks				
2.	Reading/Writing/Computation Skills				

2.1.	Reads/comprehends/follows written materials				
2.2.	Communicates ideas and concepts clearly in writing				
2.3.	Works with mathematical procedures appropriate to the job				
2.4.	Attention to accuracy and detail				
3.	Listening & Oral Communication Skills				
3.1.	Listens to others in an active and attentive manner				
3.2.	Comprehends and follows verbal instructions				
3.3.	Effectively participates in meetings or group settings				
3.4.	Demonstrates effective verbal communication skills				
4.	Creative Thinking & Problem-Solving Skills				
4.1.	Seeks to comprehend and understand the “ big picture”				
4.2.	Brainstorms/develops options and ideas				
4.3.	Respects input and ideas from other sources and people				
4.4.	Demonstrates an analytical capacity				
5.	Interpersonal & Teamwork Skills				
5.1.	Relates to co-workers effectively				

5.2.	Manages and resolves conflict to a team atmosphere				
5.3.	Supports and contributes to a team atmosphere				
5.4.	Controls emotions in a manner appropriate for work				
5.5.	Demonstrates assertive but appropriate behavior				
6.	Basic Work Habits				
6.1.	Reports to work as scheduled				
6.2.	Is prompt in showing up to work and meetings				
6.3.	Exhibits a positive and constructive attitude				
6.4.	Dress and appearance are appropriate for this organization				
7.	Character Attributes				
7.1.	Brings a sense of value and integrity to the job				
7.2.	Seeks to serve others				
7.3.	Refrains from gossip/respects the privacy of others				
7.4.	Behaves in an ethical manner				
7.5.	Respects the diversity (religious/cultural/ethnic) of co-workers				
8.	Overall performance of the intern				

What does the intern do best, where do they excel?

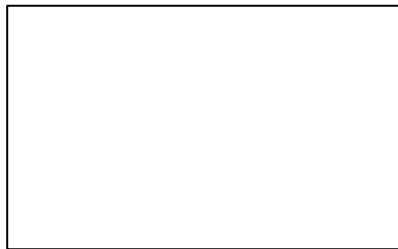
What does the intern need to work on most?

Additional comments

Signature of the Supervisor: _____

Date: _____

Official stamp of the College



**Appendix D: Intern's Evaluation of Internship Programme Form
ARUSHA TECHNICAL COLLEGE**



INTERN'S EVALUATION OF INTERNSHIP PROGRAMME FORM

This form has to be filled by the intern confidentially after internship completion under administration of the Internship Coordinator and submitted to the College Rector

Intern's Name: _____

Host Department/Section/Unit/Office: _____

Supervisor Name: _____

Date of Internship: From _____ to _____

Please rate the following aspects of your internship programme according to the scale provided

1: Strongly Agree 2: Agree 3: Neutral 4: Disagree 5: Strongly Disagree

	1	2	3	4	5
A. Evaluation of the Host Department/Section/Unit/Office					
The working conditions were conducive and safe					
Co-workers were accepting and helpful					
Adequate resources were available to accomplish assigned tasks					
An orientation provided was helpful and relevant					
B. Evaluation of the Supervisor					
Supervisor provided a clear description of tasks to be accomplished					

Supervisor provided feedback on my job performance on a regular basis					
Supervisor encouraged me to improve my knowledge and skills					
Supervisor provided assistance in the conduct of my work					
Supervisor provided levels of responsibilities consistent with my abilities					
C. Evaluation of the Internship Experience					
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills					
Expanded my sensitivity to the ethical implications of the work involved					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Allowed me to acquire information and/or use equipment not used before					

In what areas did you most develop and improve?

What did you dislike about the internship programme at ATC?

Considering your overall experience, how would you rate this internship? Tick (√) the appropriate one

Need improvement	<input type="checkbox"/>
Satisfactory	<input type="checkbox"/>
Above average	<input type="checkbox"/>
Excellent	<input type="checkbox"/>

Would you work for ATC again? Yes No Uncertain

Would you recommend ATC to other students?

Yes No Uncertain

If No/Uncertain in any of the questions above please tell us why?

.....

.....

.....

Any recommendation on how to improve the internship programme at ATC.

Intern's Signature

Date

