



**PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES**

**FACULTY OF DEVELOPMENT STUDIES**

# **INTERNSHIP GUIDELINES**

## **Table of Contents**

<b>I.</b>	<b>Introduction .....</b>	<b>2</b>
	Rationale of Internship .....	2
	Purpose of internship .....	3
<b>II.</b>	<b>Eligibility for Internship.....</b>	<b>3</b>
<b>III.</b>	<b>Duration .....</b>	<b>3</b>
<b>IV.</b>	<b>Organization of Internship.....</b>	<b>3</b>
	4.1. Students' field placements .....	3
	4.2. Roles and responsibilities of internship stakeholders .....	3
	4.2.1. Faculty responsibilities .....	3
	4.2.2. Field supervisor responsibilities .....	4
	4.2.3. Student Responsibilities .....	4
	4.2.4. Host Institution Responsibilities.....	5
<b>V.</b>	<b>Evaluation .....</b>	<b>5</b>
<b>VI.</b>	<b>Report of internship .....</b>	<b>5</b>
	Appendix 1: Recommendation letter .....	7
	Appendix 2: Student Log Sheet.....	8
	Appendix 3: Student internship evaluation form.....	9

## **I. Introduction**

The Internship practice is a central component in the curriculum of Faculty of Development Studies. The program's objective is to enhance students' professional skills as a result of being in direct contact with development agents or managers from your institution and learn from their experience. Thus, it empowers students as it is an opportunity for them to have deep understanding and ability to handle various development challenges.

### **Objectives of the Faculty of Development Studies**

The Faculty of Development Studies has the following objectives:

- Provide intellectual, moral, professional, and scientific education in the field of rural and community development and promote research in this domain;
- Equip students with theoretical understanding of debate relating to development in general and rural development in particular, and to enhance their abilities to apply such knowledge to policy analysis and practical problem solving;
- Stimulate critical thinking and evidence based on researches in the field of rural and community development.

### **Rationale of Internship**

Internship reinforces students' knowledge and equips them with the professional skills through action. In this line, the internship calls for the participation of Faculty staff, concerned students as well as managers of various hosting institutions.

Briefly it aims to:

- Empower students to have a deep understanding in relation to their future profession, and its challenges and related constructive solutions.
- Enable students to improve their professional skills through critical thinking, dialogue, discussions, group work and social attitudes.

## **Purpose of internship**

An internship is intended to provide the student with the opportunity to:

- ❖ Apply acquired knowledge in the class situation to real life situations;
- ❖ Work with qualified professionals;
- ❖ Foster self- confidence and learn to interact professionally with peers;
- ❖ Identify self strengths and weaknesses by referring to future career;
- ❖ Establish contacts and networks for future employment.

## **II. Eligibility for Intersnship**

Any student in Level II and Level 5 are eligible.

## **III. Duration**

Students should undertake internship of *4 Weeks* in level II and *12 weeks* in Level V within the academic year.

## **IV. Organization of Internship**

### **4.1. Students' field placements**

The students themselves can identify and propose their appropriate choices where internship may be carried out considering possible facilities (proximity with their working places and residence, availability of accommodation facilities and so forth) among the following identified fields accepted by the Faculty of development studies: Local Government entities, NGOs, UN Agencies, all development organization organs and other related development agencies. However, the location and the supervisor will be approved by the Faculty before the student goes on internship.

### **4.2. Roles and responsibilities of internship stakeholders**

#### **4.2.1. Faculty responsibilities:**

- ❖ Make contact with the internship site supervisor(s)
- ❖ To prepare the budget which will be used in internship
- ❖ Prepare policy and procedures of internship
- ❖ Deliver necessary documents or facilities to their internees

- ❖ Prepare at least one visit of his students during the period of internship programme
- ❖ Communicate with site supervisor about the progress of his internee
- ❖ Monitoring internees activities during internship programme
- ❖ Mark and keep the internship report of his internee.

#### **4.2.2. Field supervisor responsibilities:**

- ❖ The field supervisor is any qualified academic staff member – lecturer or other related professional – designated by the Faculty.
- ❖ The field supervisor is responsible for monitoring student progress in the placement, including regular contact with the field instructor and the student in order to assess the integration of course work and field instruction, to monitor the student’s progress in the field, and to ensure that all field requirements are met by the student and by the Institution.
- ❖ The field supervisor is responsible for assigning a grade (final mark), with the field instructor, to the student’s field work and for submitting the marking report to the field coordinator at the end of internship.

#### **4.2.3. Student Responsibilities:**

- ❖ The student is expected to conduct him or herself in an appropriate and responsible manner, consistent with the PIASS and Host Institution values and regulations.
- ❖ The student is expected to read and become familiar with the field manual provided by the Faculty and he/she is expected to comply with all policies and timelines given. Noncompliance with timelines and/or policies may result in failure to be admitted into or maintained in the field training.
- ❖ The student is responsible for keeping his or her field supervisor apprised of progress in the field via a field weekly report.
- ❖ The student must notify the field instructor prior to absences. Extended absences and make-up plans must be negotiated with the field instructor on behalf of the Institution and, through a written letter, approved by the Field Coordinator.
- ❖ The student is expected to complete the required hours for placement, unless special arrangements are made with both the field instructor and the field supervisor. This must be notified to and approved by the Field Coordinator.
- ❖ The student is responsible for his or her own transportation to and from the Institution.
- ❖ Students must provide factual information regarding any factors or special needs which may affect their field assignment or performance as requested by the Faculty or Institution.

- ❖ The student is responsible of any damage on his or her behalf after discussing the issue with the Institution and the Faculty.
- ❖ Students should develop an internship report and provide it to his/her field supervisor by 10 days after the completion of internship.

#### **4.2.4. Host Institution Responsibilities**

- ❖ The Host Institution should be committed to the internship program requirements and students' learning outcomes and make all necessities available.
- ❖ The Host Institution should be committed to providing professional training by a qualified field instructor, if possible. The field instructor must be approved by the Institution to have the time, interest, and professional competence and to complete necessary documentation related to the student's learning objectives and evaluation as required by the Faculty.
- ❖ The Host Institution is responsible for providing the student with the appropriate orientation to the personnel, policies, and procedures and with other relevant professional services. Information regarding the Institution's history, organization, mission, and structure will be provided to the student to assist in completion of the Faculty's required organizational analysis assignment.
- ❖ The Host Institution will designate a field instructor and inform the Faculty.

### **V. Evaluation**

The evaluation of the student will be weighted as follow:

- Evaluation by the supervisor from FDS on 30%;
- Evaluation by the internship supervisor from the host institution on 20%;
- The written report by the student on 50 %.

### **VI. Report of internship**

Within 2 weeks after the completion of the internship, the student has to submit a written report (between 15-20 pages double space, Times New Roman 12 point for the text) to the Department.

#### **Report Format**

The following format guideline outlines the specific requirements of the internship report in terms of the overall structure and necessary sections which are appropriate in most circumstances. There

is no strict rule on the length and specific formatting of text. Interns should be able to format their report in the style most appropriate to their internal faculty guidelines.

However, the report should have the following sections:

- ① The preliminaries have to include: cover page, acknowledgement, table of contents, and executive summary
- ② Introduction
- ③ Description of the host organization (mission, vision, organizational structure, strategies, activities, etc.)
- ④ Description of the activities the student took part in during the internship
- ⑤ Assessment of the host organization's contribution to the promotion of socio-economic development, peacebuilding or effective natural resources and environmental management.
- ⑥ Lessons learned and personal reflection on the internship experience
- ⑦ Conclusion

## **References**

This is a list of all the books and journals, and if necessary, web pages, to which interns specifically refer in their report. The references should follow a well-established and consistent style. It is very unlikely that no references are needed in the report. References have to include links to any information that is coming from external sources.

## Appendix 1: Recommendation letter

*To whom it may concern*

**Re: Internship of the student .....**

Dear Sir/Madam,

With this, I am honored to kindly request your organization to host the above-mentioned student and provide him/her with any necessary assistance or support during **his/her internship** which will start from the month of ..... **and end in month of .... Year of .....**

The aim of this professional practice is to enhance students' professional skills as a result of being in direct contact with development agents or managers from your institution, and learn from their experience. Thus, it empowers students as it is an opportunity for them to have deep understanding and ability to handle various development challenges.

During the **four -week period**, students will have to do (not limited to) the following:

- Collect information about the host organization: main activities, plan and strategies;
- Participate in daily activities of the host organization including field work, meetings and research if this takes part of the scope of this organization;
- Explore different documents and reports to increase their knowledge concerning development management by the host organization;
- Try to assess the contribution of the host organization in promoting social and economic development, effective natural and environmental management or peace and social justice; and
- Write a report on the above tasks to be submitted to the FDS and the host organization within two weeks after completing internship.

I also take this opportunity to acknowledge your collaboration in this process of training our students for them to enhance professional skills and meet specific needs of Rwandan society.

Kind regards

**Rev.Celestin NSENGIMANA**

Dean of the Faculty of Development Studies



**Appendix 2: Student Log Sheet**

**PROTESTANT INSTITUTE OF ARTS AND SOCIAL  
SCIENCES FACULTY OF DEVELOPMENT STUDIES  
DEPARTMENT OF .....**

**STUDENT LOG SHEET**

Please fill in the form diligently and ensure that it is attached at the back of your Internship Report

**Name of hosting organization:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_ **Reg. Number:** \_\_\_\_\_

<b>Week</b>	<b>Work Performed</b>	<b>Supervisor's Signature and Comment</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		

### Appendix 3: Student internship evaluation form

**PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES  
FACULTY OF DEVELOPMENT STUDIES**

#### *Student internship evaluation form*

**Name of student** .....

**Reg. Number:** .....

**Name of hosting Institution:** .....

**Date of supervision:** .....

Some elements to consider	Marks /30	Comments/observation
<b>A. Knowledge about hosting organization</b>	...../5	
- Organizational structure, number of departments & service, mission/vision		
- Main objectives and activities		
- Partnership/stakeholders		
<b>B. Knowledge about department to whom he/she is attached</b>	...../5	
- Main activities, weekly/monthly activity plan		
- Activities he /she is mostly involved in		
<b>C. Learning from the experience</b>	...../10	
<b>How has so far this internship contributed to learning process of the student:</b>		
- Understanding well development policy/programs for rural development		

- Increasing analytical and skills of the students vis-à-vis development challenges		
- Increasing skills in solving different challenges hindering rural development		
- Increasing general knowledge about development process in the context of Rwanda		
<b>D. Problems and Challenges faced by the student and how has he/she found way to overcome them</b>	...../5	
- What are the challenges have you had while completing this internship?		
- How or what are the strategies did you use to overcome them		
<b>E. General appreciation of the internship</b>	...../5	
- In general, how can you describe the contribution of this internship to your learning program		
- How can you say about the organization of the internship		
- What could you suggest for the future organization of this internship		

**Name and Signature of the supervisor**

.....