

GHANA CHRISTIAN UNIVERSITY COLLEGE

Internship Policy

2017

ATTACHMENT/INTERNSHIP POLICIES AND GUIDELINES

1. Purpose of an Attachment:

The primary goal of an attachment is to give students an opportunity to apply lessons learned in the classroom to a real-world experience set in a professional practice-oriented environment, with the intern's work preferably overseen by a professional. In addition to offering students the opportunity to demonstrate and develop their technical skills, it allows students to develop professional skills such as teamwork, effective communication, social interaction and professional networking, an understanding of business procedures, leadership, and critical thinking. Finally, it should provide students with work experience within a semi-formal academic framework that carries with it official course credit from The Ghana Christian University College.

2. Definition:

An attachment consists of specialized duties that provide training and practice in actual service in settings such as an industry, business, research laboratory, theatre, museum, community agency, or government office.

3. Coordinators

The University's attachment programme would be coordinated by two departments, Dean of Students' Office and the Career Advisory Service (CAS)

4. Covering Every Student for Attachment

Seeking for attachment for students can come in three ways:

- Students to look for places to perform their attachment
- The University seeking for areas for students to perform their attachment
- Both putting in every effort towards looking for places for attachment

The University will work out all modalities to ensure that ALL students perform their attachments. Areas to be sought will include:

- Teaching: Junior High and Senior High Schools abound and none of them will refuse free tutorials from students with technical know-how who will offer their services
- Industry: The University will deal with industry who will need the services of technically oriented people. It is rare for industry to refuse such offers
- Voluntary Work: The University shall exploit every opportunity to engage in voluntary work for their attachment. This can be community, schools, among others.

5. Alternatives

To ensure that everybody takes part, the following options would be adhered to:
In case of accident and/or disability, where a student cannot take part in the attachment programme, students would be made to take a one elective course work to cover up for the credit lost.

In the rare situation where a student fails to get a place to perform his/her attachment and the University is also not able to help, the options will be that the student takes up an elective course and/or is made to perform the attachment within GhanaCU.

If everything was done and the student failed to perform his/her attachment, such a student cannot graduate until he/she has performed such task.

6. Policies for Attachments:

1. Determination of credit: The Academic Senate requires a minimum of 2 hours
2. The number of credits of Attachment must lie within the approved credit range
3. The grades available for Attachment courses are limited to S (superior), P (passing), F (failure), I (incomplete), W (withdraw). Where S = 70 – 100, P = 50 – 69 and F = Below 50.
4. For undergraduate Attachments, the instructor or attachment coordinator must provide either a course syllabus or a project plan detailing: (1) learning outcomes, (2) expected reading, or lab or field work, (3) expected meetings, (4) expected work products, and (5) criteria to be used for evaluation and grading.
 - All proposal forms and project plans must be signed by the instructor and the student and filed in the department or programme office
 - At the end of the project, the instructor or attachment coordinator must complete a record of the outcome that explains the grade submitted.

7. Application Process:

An Attachment Application process would be as follows:

- Students will fill an already prepared form from the IT unit stating name and where he/she would like to perform the attachment
- Students will collect the letter on the University's letterhead from the CAS
- Students submit letter and collect the response from the organization(s)
- The Coordinator(s) assigns a Supervisor based on the letter of response from the organisation

8. Students' Role/Note:

- Apply at least two months ahead prior to participation. Complete the Attachment Application Form in its entirety and obtain all necessary signatures and submit letter to sponsoring organization with final copy.
- If the application is approved, submit the response to Coordinator
- Attachment credits will not be awarded retroactively for attachment duties performed at an earlier time (i.e. attachment in relation to another school).
- Discuss with your prospective supervisor at the work site the possible risks and dangers associated with the planned attachment.

- Recognize that you are representing The Ghana Christian University College as an ambassador to the community and abide by the Student Code of Conduct and Code of Academic Integrity.
- Understand and follow the policies, procedures, rules and regulations of the sponsoring organization.
- Be prepared to perform your attachment duties for the hours and duration specified. Completion of any non-academic requirements imposed by the sponsoring organization supervisor is by agreement between the student and the supervisor.
- Fulfill all of the academic assignments and reporting requirements of the attachment course as specified by the department in order for a grade to be assigned.
- Ensure that your direct supervisor is able and willing to submit an evaluation on your behalf. Where an organization has personnel policies prohibiting your supervisor from providing a written intern evaluation, special arrangements must be made for your supervisor to speak directly with the course instructor about your performance.
- Submit the final attachment report or project to the course instructor by the date specified.

9. Department Responsibilities

The attachment reflects the essential partnership between faculty and those practicing the profession in the community. The department's role in the partnership is to send students who will be good GhanaCU ambassadors to the community and to ensure that students will have a quality "hands on" learning experience. An attachment also enhances the lines of communication between faculty and professionals in business, industry and government. The attachment is an excellent complement to the department's curriculum.

10. Department Attachment Coordinators Agree to:

- Work with industry to ensure that students get attachment when and where necessary
- Select students who are in good academic standing.
- Ensure that students are NOT awarded attachment credit for their ongoing job. If an exception is made for a student who is a paid employee of the sponsoring organization, require the student AND the work supervisor to submit letters outlining the additional work to be performed above and beyond the student's regular work responsibilities (e.g., the attachment component might be 10 hours/week spent completing a special project beyond the student's usual work hours).
- Ensure that interns are NOT used as free labour in for-profit organizations/facilities that are owned or operated by the faculty member who will award the attachment credit and grade. If attachments are permitted in such a facility, the interns should be compensated as an employee of the organization.
- Inform students of the necessity of complying with pertinent department and workplace policies and procedures.
- If the student's attachment involves doing research with human subjects (e.g., interviewing, collecting data), make sure that Human Subjects training is provided as appropriate to the student's assignment.
- Require that instructors document communications with the student and work supervisor regarding attachment activities.

- Notify the student that, unless other agreements are made between the student and instructor, the instructor and department will not be responsible for any financial obligations incurred by the student for his/her participation; this includes, but is not limited to, travel and housing arrangements.
- Notify the student that neither the instructor nor the University will be responsible for the payment of any medical care for injuries alleged to have resulted from the student's work experiences.

11. Course Instructors' Supervisory Responsibilities:

- The instructor and sponsoring organization supervisor should maintain regular communication about the student's work activities during the attachment. Any conflicts should be quickly resolved by communication among the student, instructor and sponsoring organization supervisor.
- The instructor should ensure that the attachment experience is related to the curriculum by building into the schedule regular interaction with the student. Communication with the student is an important component that elevates the work to a meaningful learning experience.
- The instructor should maintain vigilance in overseeing the student's attachment experience, regardless of the work location. Periodic on-site visits are preferable, but if personal visits are not feasible, the instructor should regularly converse with the intern via phone or e-mail.
- The instructor should require the intern to report on a regular basis throughout the attachment. These reports should include:
 - A brief comment on allocation of the intern's time during the period,
 - Progress toward objectives, and
 - Discussion of any significant difficulties with the attachment
- Send to the supervisor of the sponsoring organization the Supervisor's Attachment Evaluation for completion, along with an envelope addressed to the course instructor; specify the deadline for this form to be returned to the department

12. Course Work Related to the Attachment:

For University's Credit, instructors should include an academic component along with the work experience. Students should check with the department regarding the academic requirements of an attachment, such as a written report, oral presentation, portfolio, research project, documentation of laboratory experiments, etc. Academic assignments are determined on a case-by-case basis, dependent on the number of credits to be earned. Course work associated with the attachment is intended to give students an opportunity to reflect on their attachment experience and how it applies to their academic programme.

13. Sponsoring Organization Responsibilities

An attachment provides organizations with an effective outreach to qualified and motivated students. The primary goal of the attachment, as stated above, has educational and mentoring components that can be satisfied only through a formal partnership between the organization and Ghana Christian University College. It is the intent of the programme that this partnership provides a meaningful learning experience to students as prospective professionals. In this manner, the organization becomes an important asset in the development of interns. As a secondary benefit, the organization has access to well-qualified students as potential candidates for full-time employment after graduation. As a tertiary benefit, the program allows supervisors to evaluate prospective long-term employees under actual work conditions at minimal cost. Initial contacts through the attachment may lead to recruitment and eventual hiring, upon graduation, of an employee who has experience with the employer's operating procedures. In addition, multiple attachments with the same student over his/her academic career may enable the intern to function at a higher level that will free full-time professional staff for more complex work.

14. Sponsoring Organization's Responsibilities:

- Assign an Attachment Supervisor
- Status of the Intern – Provide a brief description of the intern's status within the agency: expected number of hours per week, etc.
- Job Description – A broad statement of the job function that describes the intern's duties and responsibilities, including the identification of a "chain of command" for reporting purposes
- Organization-Specific Guidelines and Requirements for Interns – A detailed list of what the organization expects from the intern and a definition of the organization's obligations to the intern