



UniMAC
UNIVERSITY OF MEDIA, ARTS AND COMMUNICATION

BULLETIN

**POLICY FOR INDUSTRIAL
ATTACHMENT AND INTERNSHIP
PROGRAMMES**

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FORWARD

As a university, shaping minds through the combination of classroom teaching and learning and hands-on training is paramount. As a result, UniMAC aims to collaborate with valuable institutions in various sectors in Ghana and beyond to create the opportunity for its students to undertake practical training in corporate environments to build their skills and competencies. Through industrial attachment and internships, students would be exposed to real-world situations and learn how to solve them, so they become highly competitive in the job market. Accordingly, this policy document provides a systematic guide for a successful industrial attachment and internship program. It is a framework designed to ensure that students explore opportunities through experiential learning and acquire the necessary skills and practical knowledge to transition smoothly into the corporate world after their studies.

This policy document is, therefore, a guide to ensure that all stakeholders—departments, faculty advisers, industrial attachment liaison officers, selected corporate institutions, and students are well informed about the industrial attachment and internship program. It provides insight into what is required of all stakeholders by outlining the roles and responsibilities of stakeholders to ensure that students benefit significantly from the industrial attachment and internship program. Overall, this policy document is a framework to guide the university and all who matter to ensure that experiential learning is integrated into teaching and learning at UniMAC so that the university meets its objective of grooming value-driven and industry-ready students.

Prof. Eric Opoku Mensah- Vice Chancellor, UniMAC

SECTION ONE: INTRODUCTION AND DEFINITION OF TERMS

1.0. Introduction

The relationship between education and the corporate world keeps evolving. Therefore, educational institutions need to vary the mode of teaching and learning to ensure seamless integration of academic knowledge with the professional world. As a result, UniMAC is dedicated to providing its students with robust industrial attachment and internship programs that bridge the gap between theoretical knowledge and practical application. This policy is, therefore, designed to ensure students have hands-on training necessary for a smooth transition to professional life. This policy aims to use experiential learning to nurture highly competitive and value driven professionals.

Through strategic collaboration with organizations across different industries, students will have the opportunity to interact with professionals in their field of study to gain appreciable insights from industry and the business community in Ghana and beyond. Moreover, the industrial attachment and internship program will give students the opportunity to apply their academic knowledge and skills in business settings to gain first-hand experience and practical skills that would make them highly qualified for future jobs in their field. As a result, the overarching goal of this policy is to combine classroom teaching with hands-on training to give students the opportunity to experience the corporate world in a way that exposes students to professional environments and practices that instills required work ethics, develop their competencies and skills to make them industry ready graduates.

The subsequent sections outline the guidelines, process and procedures, monitoring and evaluation mechanisms, ensuring the program aligns with UniMAC's academic goals and industry standards.

1.1. Definition of Terms

- i. **Industrial Attachment:** A structured work experience program, typically undertaken during academic breaks or between semesters, that provides students with the opportunity to apply their academic knowledge in a real-world setting, gain practical skills, and develop professional competencies.
- ii. **Internship:** A supervised work experience program, often integrated into students' academic coursework, that provides more in-depth exposure to a specific industry or profession, allowing students to develop specialized skills and contribute to real-world projects.
- iii. **Industrial Liaison Office (ILO):** A special unit (office) accommodating persons appointed at the academic departments to manage the attachment and internship programs.

SECTION TWO: THE POLICY

2.0. Policy Statement

UniMAC aims to produce knowledgeable graduates who are valuable to organizations and industries in Ghana and beyond. Thus, committed to link classroom teaching and learning with on-the-job training that unlocks students' potential and challenges them to apply academic knowledge at the workplace to gain practical experiences with the potential to build their skills and competencies for a successful career.

2.1. Purpose

This policy is developed as a guide for departments and students involved in the industrial attachment and internship programs. It aims to ensure effective implementation; hence, it outlines specific action plans for faculty and staff and offers each student the opportunity to apply acquired knowledge from their area of study in a corporate environment.

2.2. Objectives

The industrial attachment and internship programs seek to facilitate the acquisition of practical skills to enhance students' professional competence. The specific objectives for the various stakeholders are as follows:

2.2.1. The University-UniMAC

- i. *Strengthen Industry Partnerships:* The program will foster mutually beneficial partnerships with a wide range of organizations, especially those in the media, arts, and communication sectors to ensure growth
- ii. *Align Academic Goals:* The program will ensure that UniMAC's goal of complementing classroom learning and reinforcing theoretical concepts with practical applications for seamless transition of students is achieved.
- iii. *To enhance overall student experience:* Through supervised and compulsory attachment and internship programs, students will work with experts in their fields to gain valuable knowledge with the potential to shape their mindset and unlock opportunities for them. This experience alongside others will enhance student's overall experience with UniMAC.
- iv. *Promote Career Readiness:* The program will expose students to professional ethics and responsibilities, inspire career planning, build their professional skills, and deepen industry awareness. This will prepare them for successful and fulfilling careers in the future

2.2.2. Host Organizations

The program will:

- i. Offer organizations the opportunity to contribute to the university's training policies. This will strengthen their relationship with UniMAC
- ii. Enhance the organization's visibility and their contribution to training industry-ready graduates. In doing so, the organization makes significant contributions to human capital development for their respective sectors
- iii. Offer organizations the chance to contribute to bridging the gap between academia and industry and contribute to addressing the issue of skill shortage

2.2.3. Students

- i. To acquire practical and professional experience in their specific field of study
- ii. To provide students with the opportunity to apply knowledge acquired in class to solve real-life problems
- iii. To identify, validate and solidify interest in a specific profession
- iv. To develop valuable skills and competencies required by industries and employers
- v. To provide students with in-depth knowledge of work ethics, professional work requirements, responsibilities and opportunities
- vi. To make students employable and prepare them for smooth transition to regular employment
- vii. To encourage students to develop innovative mindset and explore entrepreneurial opportunities within their area of study and take advantage of new ventures.

2.3. Expected Outcomes

The anticipated outcomes for the various stakeholders of the programs are as follows:

2.3.1. The University

- i. Opportunity to access and utilize partner organization's resources to build competencies and skills of students
- ii. Gain heightened understanding of industry demands and how to strategically prepare students to meet these requirements
- iii. Established connection between the university and public and private sectors and non-governmental organizations to foster professional development of students

2.3.2. Host organizations

- i. Enhanced commitment to support the university train industry ready graduates
- ii. Exposed to a pool of well-trained professionals to fill vacant positions in the organization
- iii. Gained insights into the human capital available for employment. This will help in recruiting the right people for available jobs

- iv. Opportunity to provide valuable feedback for the enhancement of the university's program
- v. Enhanced Corporate Social Responsibility (CSR) programs through effective contribution to building human capital

2.3.3. Students

- i. Enhanced employability and well prepared for professional work
- ii. Enhanced competencies and competitiveness in their chosen profession
- iii. Enhanced understanding of corporate work environment and the requirements
- iv. Taking advantage of invaluable guidance from skilled supervisors and other workers
- v. Enhanced knowledge in decision making and application of outcomes of management decisions
- vi. Enhanced skills and competencies through practical and hands-on training
- vii. Ability to work independently, but also work effectively with other colleagues
- viii. Exposure to the workplace requirements, exhibit ethical conduct and apply professionalism to work effectively
- ix. Ability to solve real-world problems confidently and correctly
- x. Established relationship with professional supervisors, engagement with potential employers and broadened network of professional contacts

2.4. Scope of the Policy

This policy applies to Diploma, Undergraduate, Postgraduate, and Doctoral students and staff of UniMAC. Every student is required to undergo industrial attachment and internship training to gain hands-on experience and develop valuable skills in pursuit of their educational program.

SECTION THREE: PROCESS AND PROCEDURES

This section provides clear guidelines for ensuring high-quality attachment/internship opportunities that meet the diverse needs and aspirations of students. It is structured to ensure that students receive comprehensive, well-rounded, and valuable learning experience to prepare them for the challenges and opportunities of the professional world.

3.1. Types of Attachment and Internships

UniMAC shall recognize three types of attachment and internship programs

3.1.1 Non-Course Credit Industrial Attachment and Internship (Required for Graduation)

All Diploma, Undergraduate and Postgraduate students are mandated to participate in this program even if it is not part of the curriculum approved by Ghana Tertiary Education Commission (GTEC). UniMAC aims to produce knowledgeable students with relevant hands-on experience in their respective fields for a successful career. Therefore, this career-oriented program is a criterion for graduation.

3.1.2. Course-Credit Internship (Required for Grade CGPA Computation)

In instances where GTEC requires that Industrial attachments and internships are taken as part of the educational curriculum, this course-credit attachment/internship shall be compulsory for Diploma, Undergraduate and Postgraduate students. This program shall be a component of the curriculum; hence it shall be assessed, graded and used in the computation of the final Cumulated Grade Point Average (FCGPA). Essentially, this program is a critical factor for getting desired qualifications.

3.1.3. Doctoral Internship/Doctoral Experiential Learning

Participation in this program is compulsory for all doctoral students. Preferably, all doctoral students are required to spend six -to- twelve months of their second year on experiential learning. However, this can change. Depending on the respective department's calendar for doctoral students, the experiential learning program could start at any point in their doctoral study journey. The variation in time and date is also because opportunities and the areas where students would have their training will differ with respect to their field of study. This experiential learning will provide hands-on training for students and prepare them to occupy senior level positions in academia or industry.

3.2. Placement of Industrial Attachment and Internships

3.2.1. Placement for Industrial Attachment in Ghana

UniMAC shall assist students to find placement in organizations throughout the country. However, students who find their own placements shall contact the required office for formalization of the placement. In all cases, students shall submit acceptance letters from the organization to complete the process.

3.2.2. Placement for Industrial Attachment Outside Ghana

Industrial attachment and internships can be undertaken outside Ghana. In this case, the student shall submit the official contact details of the organization outside Ghana where they wish to do their attachment/internship to the ILO not later than four weeks before the commencement of the program. The ILO will submit a formal request for attachment

letter and form on behalf of the student to the organization. When official notification of acceptance of the request is received, the student shall then be notified to commence the attachment/ internship program. In jurisdictions where field visit and supervision would be difficult for UniMAC staff, there will be an on-line meeting with the student and field supervisor. In all instances, the ILO will collaborate with the company supervisor to ensure an effective and successful attachment/internship program. At the end of the program, the organization would be required to submit an official report on the student to the ILO. Each student shall be provided with students' Log Sheet to record their activities at the place of industrial attachment.

3.3. Guidelines for Identifying and Partnering with Organizations

3.3.1. Eligibility Criteria for Host Organizations

- i. **Relevance to UniMAC's Academic Programs:** Host organizations should operate in industries or sectors directly relevant to UniMAC's academic programs, providing students with opportunities to apply their specific knowledge and skills in their chosen fields.
- ii. **Capacity to Provide Meaningful Experiences:** Host organizations should have the capacity and willingness to provide students with challenging and meaningful work experiences that contribute to their learning, skill development, and professional growth.
- iii. **Commitment to Student Supervision and Mentorship:** Host organizations should demonstrate a strong commitment to providing students with adequate supervision, mentorship, and regular feedback throughout their internship, fostering a supportive and conducive learning environment.
- iv. **Compliance with Ethical and Legal Standards:** Host organizations should adhere to the highest ethical and legal standards in their operations, providing a safe, inclusive, and supportive work environment for all students.
- v. **Opportunities for Skill Development:** Host organizations should offer opportunities for students to develop a range of skills, including technical skills, professional skills, and transferable skills, enhancing their employability and career prospects.
- vi. **Exposure to Industry Practices:** Host organizations should provide students with exposure to current industry practices, technologies, and trends, allowing them to gain a realistic understanding of the professional environment.
- vii. **Networking Opportunities:** Host organizations should facilitate networking opportunities for students, allowing them to connect with industry professionals, build relationships, and expand their professional network.

3.3.2. Process for Identifying and Partnering with Host Organizations

- i. **Industry Research and Analysis:** UniMAC will conduct thorough industry research and analysis to identify potential host organizations that meet the eligibility criteria and align with the university's academic programs and student needs.

- ii. Networking and Relationship Building: UniMAC will actively engage in networking and relationship building with organizations, attending industry events, conferences, and career fairs to connect with potential partners.
- iii. Targeted Outreach: UniMAC will initiate targeted outreach to potential host organizations, communicating the benefits of partnering with the university and providing detailed information about the attachment/internship program.
- iv. Site Visits and Assessments: UniMAC will conduct site visits and assessments to evaluate the suitability of potential host organizations, ensuring that they can provide quality attachment/internship experiences that meet the university's standards.
- v. Memorandum of Understanding (MOU): UniMAC will establish a formal Memorandum of Understanding (MOU) with each host organization, clearly outlining the roles and responsibilities of both parties, the terms of the attachment/internship, and the expectations for student supervision, mentorship, and evaluation.
- vi. Continuous Evaluation of Partnerships: UniMAC will continuously evaluate its partnerships with host organizations, ensuring that they remain relevant, mutually beneficial, and provide students with valuable learning experiences.

3.4. Duration of Attachment/ Internship Program

The duration of attachment/internship varies. It is dependent on the academic program a student is pursuing. As a result, the following durations shall apply:

- i. Undergraduate students are required to participate in industrial attachment/internships for a minimum period of six (6) weeks. This requirement applies to all students, regardless of industrial attachment/internship being mandatory for their academic program or not, it must be fulfilled for graduation
- ii. For Undergraduate students, it is mandatory to undertake the attachment/internship in the third year as a graduation requirement. While students are encouraged to engage in the program during their first and second years, it cannot be a substitute for the compulsory attachment/internship in the third year
- iii. Diploma students must undertake the industrial attachment/internship program in the first year, preferably during the long vacation, for a minimum of six (6) weeks
- iv. The duration of compulsory attachment/internship for grading (computation of the CGPA) for specific programs will follow the prescribed duration stated in the curricula
- v. The duration of attachment/internship for Postgraduate students is a minimum period of six (6) weeks
- vi. For Doctoral programs, the duration shall range between six (6) to twelve (12) months.

3.5. Supervision and Mentorship

- **Dedicated On-Site Supervisor:** Each student will be assigned a dedicated on-site supervisor at the host organization who will provide guidance, mentorship, and regular feedback throughout the internship, supporting the student's professional development and ensuring a positive learning experience.
- **UniMAC Faculty Advisor:** Each student will have a designated UniMAC faculty advisor who will monitor their progress, provide academic support, and ensure that the attachment/internship program aligns with their academic goals and program requirements.
- **Regular Communication and Feedback:** Regular communication and feedback sessions would be scheduled between the student, on-site supervisor, and UniMAC faculty advisor to ensure that the attachment/internship is progressing effectively, address any challenges or concerns, and provide ongoing support and guidance.
- **Mid-Internship Review:** A formal mid-internship review would be conducted to assess the student's progress, provide feedback, and make any necessary adjustments to the attachment/internship plan to ensure that it remains aligned with the learning objectives.

SECTION FOUR: MONITORING, EVALUATION AND ASSESSMENT

This section discusses the various factors required to monitor, evaluate and assess participants.

4.1. Monitoring Mechanisms

To ensure effective monitoring, the following will be considered

- **Regular Site Visits and Observations:** Faculty advisors will conduct regular site visits to host organizations to monitor students' progress, observe their work, provide on-site support and guidance, and ensure that the attachment/internship experience aligns with the learning objectives.
- **Student Progress Reports and Feedback:** Students shall submit regular progress reports to their faculty advisor, documenting their activities, challenges, learning experiences, and reflections on their professional development
- **Supervisor Feedback and Performance Reviews:** The liaison office /department will collect regular feedback and performance reviews from on-site supervisors at host organizations to help gain insights into students' performance, strengths, areas for improvement, and overall contribution to the organization
- **Online Monitoring System:** UniMAC will implement an online monitoring system to facilitate communication, track student progress, and collect data throughout the attachment/internship program. This system will provide a centralized platform for

students, supervisors, and faculty advisors to interact, submit reports, and access relevant information

4.2. Evaluation and Assessment of students

An agreement and learning outcomes form shall be completed prior to the start of the attachment/internship. This shall define mutually agreed learning objectives for the program. As a result, students and other stakeholders will provide assessment reports needed to complete the process.

4.2.1. Student Self-Assessment

Students shall complete self-assessment and reflective forms to evaluate their own learning, identify their achievements, assess their progress towards the attachment/internship learning objectives, and reflect on their professional development.

4.2.2. Students Appraisal /industry supervisor Evaluation

An Appraisal form shall be completed by the industry supervisor. The areas of appraisal shall include specific skills, general employment skills, attitude towards work, human relations/ teamwork, problem solving skills, and overall contribution to the host organization (See Appendix B). The report shall be sealed in an envelope and endorsed with the stamp and signature of the industry supervisor. The student shall then return the report to the Industrial Liaison Office. On the other hand, a soft copy of the report can be emailed directly by the organization to the Industrial Liaison Office.

4.2.3. Faculty Advisor Assessment

UniMAC faculty advisors will assess students' learning outcomes, the alignment of the attachment/ internship with their academic goals, the overall value of the attachment/internship experience, and the student's ability to apply theoretical knowledge in the workplace.

4.2.4. Focus Group Interviews

UniMAC may conduct focus groups and interviews with students, supervisors, and faculty advisors to gather in-depth feedback on the attachment/internship program to identify areas for improvement, and gain insights into the impact of the program on students' professional development.

4.3. Logbook

Each student shall be supplied with a Logbook (see appendix C) to show specific tasks completed in a week and milestones achieved. It must cover the period of attachment/internship and it must be endorsed by industry supervisors and submitted to the Industrial Liaison office/department

4.4. Attachment/ Internship Report

Apart from the appraisal report and the student Logbook, students shall submit a detailed report on their projects/tasks, achievements, reflections on their learning, and evidence of their skill development. The report should be underpinned by the guides for report writing. The report shall be accepted if the attachment/internship is carried out in organizations that operate within the approved program of study of the student. The report, and the completed Logbook shall be submitted to the Head of Academic Department for assessment within four (4) weeks after the end of the attachment/internship.

4.5. Grading

A predetermined scheme for awarding marks would be used to assess the students' report presented to the Head of Department. Marks from the assessment shall be computed as part of students' grade if required by the department. This condition must be satisfied before the award of the Degree Certificate.

In departments where the program is not a curriculum requirement, a minimum of pass is needed for graduation. On the one hand, if it is required for award of a degree, the total score obtained shall form part of the student's comprehensive examinations records. Hence, total score and grade shall be on student's transcript of academic records.

SECTION FIVE: ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

UniMAC recognizes that the success of its industrial attachment and internship programs relies on the shared responsibility and collaboration of various stakeholders. The following outlines the roles and responsibilities of key individuals and committees in the implementation and evaluation of the program.

5.1 Industrial Attachment and Internship Committee

This shall be a university-wide functional committee, consisting of representatives from various departments with the Chairman appointed by the Pro Vice-Chancellor. Their responsibilities include:

- Policy Development and Oversight: The committee will develop, review, and oversee the implementation of this policy framework, ensuring that it aligns with

UniMAC's academic goals, industry standards, and best practices in experiential learning.

- **Program Design and Approval:** The committee will review and approve attachment/internship programs proposals from various departments, ensuring that they meet the established guidelines, provide students with high-quality learning experiences, and align with the university's strategic goals.
- **Monitoring and Evaluation:** The committee will oversee the monitoring and evaluation of the program, ensuring that data is collected and analyzed effectively to inform decision-making, program improvement, and accountability.
- **Industry Partnerships:** The committee will actively facilitate the development and maintenance of strong partnerships with a diverse range of industry organizations, creating a robust network of potential host organizations for student attachment/internships.
- **Advocacy and Promotion:** The committee will advocate for the value and importance of industrial attachment and internship programs, promoting their benefits to students, faculty, and industry partners.

5.2. Departments and Faculty Advisors

Departments are required to develop their specific attachment /internship guide and assessment forms. The department is responsible for providing databases of organizations where students can do their attachment/internship. The department is also responsible for assigning experts and faculty advisors to ensure that students are assigned to organizations operating in their field of study. Faculty/department advisors would assess students' learning outcomes, ensure alignment of the attachment/internship program with academic goals, and evaluate the overall value of the attachment/internship experience.

5.3. Industrial Liaison Officer/Officers (ILO)

In collaboration with Heads of Departments and faculty coordinators, the attachment/internship liaison office will ensure:

- **Program Coordination and Implementation:** The ILO will be responsible for coordinating and implementing attachment/internship programs within respective departments, ensuring the program aligns with the curriculum, meet students' needs, and contribute to their academic and professional development.
- **Student Advising and Support:** They will provide students with comprehensive guidance and support throughout the attachment/internship process, helping them identify suitable attachment/internship opportunities, prepare for the program, navigate any challenges they may encounter to maximize their learning experience.
- **Liaison and Communication:** They will serve as a liaison between the university and on-site supervisors at host organizations, ensuring effective communication, collaboration, and a shared understanding of program goals and expectations.

- Evaluation and Feedback: They will actively participate in the evaluation of the programs and provide feedback on students' performance, quality of attachment/internship experiences, and areas for improvement.
- Curriculum Integration: They will explore opportunities to integrate attachment/internship experiences into the academic curriculum, ensuring that students connect their practical learning with theoretical concepts and gain academic credit for their internship work.

5. Students

- Active Participation and Engagement: Students are expected to actively participate and engage in their attachment/internship programs and demonstrate commitment to learning, professional development, and contribute to the host organization's goals and objectives.
- Professional Conduct and Responsibility: Students are expected to maintain professional conduct throughout the attachment/internship and adhere to the host organization's policies, represent UniMAC in a positive manner, and take responsibility for their actions at work.
- Effective Communication and Collaboration: Students are expected to communicate effectively and collaborate with their on-site supervisor, UniMAC faculty advisor, and colleagues at the host organization. They need to foster positive working relationships and contribute to a productive work environment.
- Seeking Feedback and Guidance: Students are expected to actively seek feedback and guidance from their on-site supervisor and UniMAC faculty advisor and demonstrate the willingness to learn and improve their performance to enhance their professional development.
- Evaluation and Reflection: Students are expected to actively participate in the evaluation process and provide feedback on their attachment/ internship experience, reflect on their learning and development, and contribute to the continuous improvement of the attachment/internship program.

SECTION SIX: PROGRAM IMPLEMENTATION AND MANAGEMENT

6.1 Application and Selection Process

- Online Application System: UniMAC will implement an online application system to streamline the attachment/internship application process, allowing students to easily submit their applications, resumes, and supporting documents.
- Eligibility Criteria: All students are required to undertake attachment/internship program as part of their study at UniMAC. However, clear eligibility criteria will be established for the program, ensuring that students meet the academic requirements and possess the necessary skills and qualifications.

- Selection Process: All students are required to undertake attachment/internship. However, the selection and placement will be based on field of study, students' interest, skills, career goals, learning objectives of the attachment/internship program and the host organization's ability to meet these factors.

6.2. Pre-Internship Orientation and Preparation

- Mandatory Orientation: UniMAC will conduct mandatory pre-attachment/internship orientation sessions for all students participating in the program. These sessions will provide students with important information about the program, their roles and responsibilities, expectations for professional conduct, and resources available to support them during their attachment/internship.
- Skill-Building Workshops: UniMAC will offer skill-building workshops to help students prepare for their attachment/internships, covering topics such as resume writing, interview skills, professional communication, workplace etiquette, and time management.
- Faculty Advice: UniMAC faculty advisors will provide individual advice sessions to students before the start of the program. This is to help them set learning goals, develop attachment/internship plans, and address any concerns or questions they may have.

6.3. Post-Internship Evaluation and Debriefing

Post-Internship Evaluation: Upon completion of the program, students will participate in a post-attachment/internship evaluation process. This will involve self-assessment, supervisor evaluation, and faculty advisor assessment.

- Debriefing Sessions: ILO will conduct debriefing sessions with students after their program to allow them to share their experiences, reflect on their learning, and discuss their career goals and aspirations.
- Feedback and Recommendations: ILO/ Faculty Advisors will provide students with feedback on their performance and recommendations for future career development based on their experiences and evaluations.
- Academic Credit and Recognition: Where applicable, students will receive academic credit and recognition for participating in the program. The achievements would be acknowledged and their practical learning outcome (grade) would be indicated on their academic transcripts.

6.4. Internship Program Review and Continuous Improvement

- Annual Program Review: UniMAC will conduct an annual review of its industrial attachment and internship programs to assess their overall effectiveness, identify areas for improvement, and ensure alignment with the university's academic goals and industry trends.
- Stakeholder Feedback: The review process will involve feedback from various stakeholders, including students, supervisors, faculty advisors, and industry

partners, to gain a comprehensive understanding of the program's strengths and weaknesses.

- Data Analysis and Action Planning: UniMAC will analyze data collected from the monitoring and evaluation activities to identify areas for program enhancement, develop action plans to address any shortcomings, and ensure continuous improvement of the attachment/internship programs.

6.5. Risk Management and Student Safety

- Risk Assessment: UniMAC will conduct risk assessments for all attachment/internship placements to identify potential risks and hazards and implement appropriate safety measures to mitigate those risks.
- Student Safety Guidelines: UniMAC will develop and disseminate clear safety guidelines for students participating in the program. It will cover topics such as workplace safety, emergency procedures, and reporting protocols.
- Insurance and Liability: UniMAC will ensure that selected organizations have appropriate insurance in place to adequately cover students during their attachment/ internship program
- Emergency Contact Information: UniMAC will provide students with emergency contact information and establish clear communication channels to ensure that students can reach out for assistance in case of any emergencies or concerns during the program

6.6. Code of Conduct

Students shall be governed by the rules and regulations of UniMAC as well as those of the host organization. Students shall demonstrate high standards of professionalism and obey all rules and regulations in the host organization.

6.7. Ethical Considerations

- Confidentiality and Data Privacy: UniMAC will ensure that all student information and attachment/internship-related data is treated with confidentiality and handled in accordance with data privacy regulations.
- Academic Integrity: UniMAC will uphold the highest standards of academic integrity in all attachment/internship-related activities, ensuring that students' work is original and they adhere to ethical research and reporting practices.
- Professional Conduct: UniMAC will promote ethical and professional conduct among students participating in the program, emphasizing the importance of respect, integrity, and responsibility in the workplace.
- Non-Discrimination and Equal Opportunity: UniMAC will ensure that all students have equal opportunities to participate in the program, regardless of their background, race, gender, religion among others

6.8. Termination of Student's Industrial Attachment/Internship with Organization

At the discretion of any of the key stakeholders, the program may be terminated at any time before the agreed duration. However, the termination of the program should be on the following grounds:

- Health issues
 - Sexual harassment
 - Misconduct of intern/industry supervisor
 - Professional incompetence of the supervisor/company
 - Drug and substance addictions
 - Unconducive working environment
 - Leaking of confidential organizational information
 - Absenteeism
 - Any other issues that make the student's participation untenable
 - Extremely low performance and demonstration of low professional conduct
 - When continuous participation in the program will have adverse effect on any of the stakeholders (student, organization, department/university)
 - If unforeseen circumstances affect students' ability to continue with the program in ways that do not allow the student to meet objectives of the program
- **Note:** If for any of the above reasons the attachment/ internship is terminated, the student would have to re-enroll to take the program afresh. Because termination is considered as non-fulfillment of the requirements of the program.

6.9. Communication and Information Dissemination

- Internship Handbook: UniMAC will develop and distribute a comprehensive internship handbook to all students participating in the program. This handbook will provide detailed information about the attachment/internship program, policies, procedures, expectations, and resources available to support students.
- Website and Online Resources: UniMAC will maintain a dedicated website and online resources for the program to provide students with easy access to information about internship opportunities, application procedures, program guidelines, and relevant forms and documents.
- Regular Communication and Updates: UniMAC will communicate regularly with students, faculty, and industry partners regarding the program to provide updates, announcements, and important information through various channels, such as email, newsletters, and online platforms.

6.10. Funding and Allowance

Lecturers and Industrial Liaison Officers involved in supervising students during attachment/ internship programs shall be entitled to supervision and traveling allowances. UniMAC shall bear the administrative costs incurred during the search and placement of students.

6.10.1. Funding and Sustainability of the Internship Program

To ensure sustainability of the program:

- Students shall pay for all the costs involved in their attachment/internship process. The cost shall be computed to form part of the university fee structure.
- Students will therefore be charged annual fee to cover administrative and placement costs. The amount and payment method shall be reviewed and approved by the Academic Board.
- If possible, host organizations shall provide financial support for the program. This shall be part of the Memorandum of Understanding (MoU) between UniMAC and the organization. The specific amount of support shall be discussed and approved by the Academic Board.

7.0. Conclusion

Industrial attachment/internship programs cannot be overlooked if UniMAC seeks to produce value-driven and industry-ready professionals. Thus, all stakeholders need to be committed to delivering their responsibilities to ensure the success of the program. For effective implementation of the comprehensive guidelines provided in this document, what follows must be considered.

- The curriculum needs to be revised to accommodate field attachment
- Academic programs must be reviewed to allow for industrial attachment/internships
- The university's annual budget should make provision for this program
- Soliciting funding for the program is the sole responsibility of the university
- Partnership and collaboration with host organizations should be negotiated, formalized and strengthened for sustainability of the program.
- The guidelines should be reviewed bi-annually to resonate with the dynamics in the academic and workplace environments.

Appendix A: Industrial Attachment/Internship Acceptance Form



Industrial Attachment/Internship Acceptance Form

Students will complete and submit this form to the Departmental/ Industrial Attachment/Internship Liaison Office before embarking on Industrial Attachment/Internship

Student-Attachment/Internship Acceptance Form

Instructions: Students, after securing placement should complete this form. This is to keep the department well-informed about the place of attachment/ internship.

Particulars of Student

Name of Student:

Program of study

Level:

Index No:

Contact No:

Session (Morning, Evening, Weekend):

Internship End Date:

Internship Start Date:

Declaration:

Ihereby declare that I have accepted a placement for attachment/internship in the organization indicated below:

Particulars of Host Organization

Name of Industry/Organization:

Section/ Department Attached:

Town:

Region:

Specific Location:

Signature of Student:

Date:

Contact Person (Name, if any):.....

Contact: Phone:

Email:

Appendix B: Industrial Attachment/Internship Evaluation Form (Appraisal)



Industrial Attachment/Internship Evaluation Form (Appraisal)

Name of Student.....

Index No.

Level.....

Department:

Name of Organization.....

Supervisors:

Phone.....

Host Organization.....

Phone.....

Instructions: Based on the student’s work output, please evaluate the student as follows *(Please, provide a number)*

S/N	Areas for Assessment	Excellent (9-10)	Very Good (7-8)	Good (6)	Average (5)	Fair (3-4)	Poor (0)
1	Learning Ability/Knowledge Skills						
2	Judgement						
3	Teamwork/ Collaborative work						
4	Attitude Towards:						

	Work						
	Supervisor(s)						
	Fellow Employees						
	Organization						
5	Quality of Work						
6	Dependability						
7	Reception to Constructive Criticism						
8	Creativity/ Innovation – Introduces New Ideas and Procedures						
9	Personality (Patient and Tolerant)						
10	Tenacious and Willing to Overcome Obstacles						

Please, provide a brief statement of overall performance of the student or attach a letter if preferable

Supervisor's Name:

Position:

Signature:

Date:

Appendix C: Students Industrial Attachment/Internship Logbook



Students Industrial Attachment/Internship Logbook

Instructions: *The student on attachment/internship should obtain this form from the department. Upon reporting to the place of attachment/internship, the fields below should be completed and the form handed to the industry supervisor.*

Student Name:

Index Number:

Level:

Program of Study:

Department:

Campus/Learning Centre:

Name of Industry/Organization:

Location of Company:

Period of Internship:

Industrial Supervisor's Name:

Industrial Supervisors Phone/Email

Instruction:

This Logbook tracks student's attendance within the period of the six (6) weeks attachment/internship. The industry supervisor will need to sign off each week verifying the student's attendance at the workplace or site. At the end of the program, the student will return a copy of this logbook to the to the Department / Liaison office in a sealed and stamped envelope. Alternatively, a soft copy can be emailed to the ILO and /or the department.

Week	Date	Hours completed	Main tasks	Milestones	Supervisor's signature
1					
2					
3					
4					
5					
6					

VERIFICATION: (HOST ORGANIZATION'S SUPERVISOR)

Name:

Signature:

Date and Stamp:

Appendix D: Industrial Attachment/ Internship – Summary of Weekly Activities



Industrial Attachment/ Internship – Summary of Weekly Activities

(To be completed by the student: provide report on weekly activities carried out)

Week	Brief description of weekly tasks and assignment
1	
2	
3	
4	
5	
6	
Verification by Industry supervisor Signature: Date & Stamp:	

Appendix E: References

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