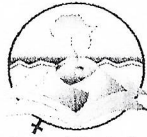


WOMEN'S UNIVERSITY IN AFRICA



Addressing gender disparity and fostering equity in University Education

**PROFESSIONAL
ATTACHMENT
POLICY**

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1. **DEFINITIONS**

In this policy document, the word professional attachment has been used to refer to attachment by students in the university.

Professional Attachment entails opportunities in which students undertaking studies in professional or practical jobs participate in high quality programmes that provide industry related and subject matter related learning experiences that gives students opportunities to put theory into practice. This helps students to acquire skills necessary for the profession, further education, future employment and lifelong learning.

Professional Attachment is a structured, credit-bearing work experience in a professional work setting during which the student applies and acquires knowledge and skills. It involves the application of learned skills in an organisation related to the students' major. Professional Attachment should challenge the student to examine the values of the organisation involved in the experience, and to assess the student's education as it relates to Professional Attachment. It also gives students opportunities to have direct contact with customers-clients, as the student links theory to practice.

2. **PROFESSIONAL ATTACHMENT SITE/ AGENCY:**

The organisation providing the Professional Attachment opportunity.

3. **SITE/HOST SUPERVISOR:**

The person at the Professional Attachment site is directly responsible for the intern and his/her substantive work experience. Student interns are supervised by a staff person employed by the site organisation.

Typically, the site supervisor has experience and expertise in the area in which the student is interning. Host supervisors are responsible for interviewing interns, determining qualifications for the position, orienting interns to the organization, supervising, directing, and evaluating their work. The ideal host supervisor will serve as a mentor, sharing the pros and cons of a career in the field and giving suggestions for entering the profession. S/he will also have sufficient experience in the field to draw from and will share that experience with the student intern. The host supervisor meets with the intern on a regular basis to guide performance, answer questions, and provide background information and resources related to the intern's work. A host supervisor may also help by recommending ways to enhance the intern's learning. As a quality measure, each Faculty must generate an instrument which will be used by host supervisors for student supervision and assessment while on professional attachment.

4. **INTERN:**

A student or a recent graduate undergoing supervised practical training/Isa student on attachment and has to report to the host /site supervisor during the attachment period.

5. **ACADEMIC SUPERVISOR:**

The university member responsible for visiting and addressing issues raised by the intern and/or site supervisor based on the student's performance and completion of previously agreed upon assignments and marking the Professional Attachment Report. Each Faculty must generate a supervision instrument used by the Academic Supervisor for assessment

during student visits. This serves to standardise student assessment. The Academic Supervisors visit interns each semester during internship period. Periodically, the intern must submit progress reports to their respective faculties. Overall assessment of student performance during internship will be based on:

- 5.1. Academic Supervisor assessment reports;
- 5.2. Host supervisor assessment reports; and
- 5.3. Student reports and Log Book

The relationship among the student, the site supervisor, and the university supervisor is perhaps the most influential factor in determining the success of the Professional Attachment experience. This partnership exists in order that the attaché will achieve the learning and the rewards that result from this experience.

6. BENEFITS OF PROFESSIONAL ATTACHMENT

Professional Attachment benefits students by:

- 6.1 Enriching their education and giving them a greater understanding of the ‘world of work’ which lies ahead of them and the world around them;
- 6.2 Helping them to develop the employability skills that employers want such as teamwork,
- 6.3 Enriching their problem-solving and communication writing skills, together with numeracy, literacy and ICT skills;
- 6.4 Helping them to think through their learning options and career choices;
- 6.5 Enabling them to challenge stereotyping and make full use of the choice and diversity of the industry sectors;
- 6.6 Increasing the possibility that they might be recruited in the future by employers they come into contact with – there have been numerous cases of young people accepting job offers from employers they met through work-related learning.
- 6.7 Exploring career interests;
- 6.8 Learning new skills;
- 6.9 Gaining work experience;
- 6.10 Developing a professional network and
- 6.11 Understanding workplace expectations.

7. AIMS OF PROFESSIONAL ATTACHMENT

Professional Attachment aims to:

- 7.1. Put theory into practice;
- 7.2 Expose students to real work environment thereby developing hands-on experience in the world of business; and
- 7.3 Promote students’ positive attitude towards work through supervision of professional attachment programs; and

7.4 Enhance student marketability.

8. WOMEN'S UNIVERSITY IN AFRICA'S EXPECTATIONS OF STUDENTS ON PROFESSIONAL ATTACHMENT

8.1 Students must respect confidentiality.

8.2 Students are expected to learn how to help clients effectively and depending with the course, the methods of conducting research, analysis, presentation and report writing.

8.3 Students should add value to the company they would be attached. They should learn to be productive to their host company.

9. RELATIONSHIPS BETWEEN STUDENTS AND HOST ORGANISATIONS AND OBLIGATIONS THEREOF

9.1 During the period of professional attachment students are under the authority and discipline of the host company and should, therefore take instructions from the company management.

9.2 Where possible, the host organisation is expected to help students to meet costs incidental to their assignments and duties during the period of attachment.

9.3 Where possible, the company can also assist students in finding temporary accommodation and this will be highly appreciated by the university as finding accommodation by students and host companies are requested to assist.

9.4 When students experience problems during attachment, they should liaise with the university.

10. TRAINING PROGRAMME

It is not the wish of the university to impose any programme on the organisation. However, the organisation must design a structured programme that should cover among other things, the following:

10.1 Induction/orientation course

10.2 A structured outline covering main tasks, departments and performance targets.

The organisation is requested to provide the student every opportunity to function like a full-time employee and permit him/her to actively participate in all aspects of the business.

11. BROAD POLICY

11.1 Fees Policy

Students on professional attachment, like any other full time student, pay full tuition fees to the university.

11.2 Student registration

Students are expected to register as required by completing all necessary forms during the registration dates stipulated by the university diary. Students should take note of the registration deadlines and adhere to them. Students who have been asked to repeat cannot proceed to attachment before completing their repeat course. Those allowed to carry courses can proceed to attachment.

12. DURATION OF PROFESSIONAL ATTACHMENT

The duration of an attachment period should be in line with departmental regulations.

13. UNCEREMONIOUS TERMINATION OF PROFESSIONAL ATTACHMENT

Students are not supposed to prematurely terminate their professional attachment programmes without notifying their faculty, the industrial attachment coordinator and the University.

The following conditions will apply to such students:

13.1 Such students are assumed to have withdrawn from their programme and are destined to repeat professional attachment the following year.

13.2 The university has no obligation to find alternative professional attachment for them.

Students who face serious problems while on attachment should report these to the university.

14. ACTUAL ATTACHMENT OF STUDENTS

Students are responsible for looking for attachments and the Departments can also liaise with different organisations on behalf of the students where necessary.

15. STUDENTS ALREADY UNDER EMPLOYMENT

Should be assessed in the relevant department and the department can consider to exempt the student from professional attachment.

16. JOB INTERVIEWS

Most companies take students through proper job interviews where students will be competing with their peers. Students are expected to come up with a well written and professionally done CV. Job hunting and interview skills as well as proper grooming and etiquette will assist one in getting the job that you want. Some organisations also require students to produce a Clearance Form from the Police.

17. FOLLOW UPS AND EVALUATION

The university staff will conduct visits to each student to assess and evaluate their performance. Each student will be visited once or twice during the duration of the attachment. Appointments may be made with the student and the organisation before visits are done. Students are reminded that these visits are crucial as they form the basis for their continuous assessment for their attachment. The comments from the student's work supervisor are crucial and are taken seriously.

18. CONFIRMATION FORM

All students should collect an attachment confirmation form and other forms from the Department before they leave for attachment. The attachment confirmation form should be completed and sent to the faculty not more than four weeks after getting an attachment.

19. **PROFESSIONAL ATTACHMENT ALLOWANCES**

Most companies offer students allowances for transport and other expenses. However the university does not prescribe this to the organisation, hence it is up to the students to negotiate with their organisation for a reasonable allowance. Students should note that the attachment is not about money/allowances. Students may or may not be allowed by the university to change from one organisation to another on the basis of having been offered a better allowance. Some organisations do not offer allowances.

20. **COORDINATION OF PROFESSIONAL ATTACHMENT**

The attachment will be coordinated at Department level.

21. **PROCEDURE FOR GRIEVANCES AND PROBLEMS FACED DURING ATTACHMENT**

Students are reminded that good behaviour is a prerequisite for a successful professional attachment. When at work, students are representing not only themselves but Women's University in Africa.

Maintaining a proper image of the institution is a crucial aspect of the professional attachment, therefore good student conduct is crucial whilst on attachment. Students are supposed to handle themselves professionally, with good attitudes, initiatives, innovativeness, punctuality and excellent communication skills. Should there be any serious work related problems; students are encouraged to seek the assistance from the university in trying to solve them. Students are warned against being involved in illegal activities or acts of misconduct. Students will abide by their organisation's code of conduct. Students should be wary of fellow workmates who might involve them in illegal activities and to protect themselves from abuse. The university is there to assist all students who find themselves in problem situations.

22. **ASSESSMENT PROCEDURES**

This should be done in line with departmental regulations.

23. **ATTACHMENT REPORT**

The attachment report forms 50% of student overall internship assessment. Internship reports should be submitted to the respective offices on deadline dates set by the Faculty or Department. Each student is required to submit a total of 3 bound copies of internship reports. Of these three copies, one copy must be submitted to the organisation where the student was attached while two will be submitted to the Faculty/department for marking. The report contributes to the final assessment of the student and must be of a valuable contribution to the organisation and market for future employment.

Students must start working on their reports early to avoid rushing through the report.

24. **GRADING SYSTEM**

The Grade Point Average (GPA) system will be used for assessment by the university.

25. **COMMUNICATION**

Communication between students and the university is crucial during the attachment period. Students are urged to frequently visit the university website for relevant information and updates.

Before leaving for attachment, all students should leave their contact details i.e. physical address, telephone numbers, (contact persons) and email address with the Faculty/Department.

Students can communicate with the university through:

Tel: 04 – 333633/04 333139

Email: @wua.ac.zw or cell number and e-mail address provided by the Department.

26. **TRAVEL AND SUBSISTENCE**

Lecturers/Appointed Supervisors are entitled to travel and subsistence allowances at normal university rates.

27. **IMPORTANT FORMS**

Every student should make sure that they have collected the important forms from the Faculty Office. The following forms are required:

1. Confirmation of attachment (to be completed and sent to the faculty immediately after securing a placement).
2. Quarterly supervisor evaluation form (make 4 copies and give to the supervisor at work. The form should be completed every quarter and sent to the Faculty Office).

28. **TRANSPORT FOR PROFESSIONAL ATTACHMENT**

There is need to buy a vehicle for following up students on attachment.

29. **FORMAT OF ATTACHMENT REPORT**

The respective Departments will provide format for attachment report.