

DAR ES SALAAM INSTITUTE OF TECHNOLOGY



INTERNSHIP GUIDELINES

January, 2021

FOREWORD

There has been a demand of knowledgeable workforce and graduates Capital Development. Most of graduates lack some competence and skills in their areas of disciplines. There is a need to enhance professional competence of students and graduates in Engineering/Technical/related academic programmes as well as general administration skills and bridge the employees' gap that exists in the Institute. For example, through the teaching factory concept, NTA level 4 can be retained at the Institute and work as intern for two (2) years to accomplish their innovations before proceeding to NTA Level 5 and the same from NTA Level 5 to NTA Level 6 as per provision in NACTE guidelines. This will enable graduate in each exit level to acquire appropriate or required skills.

The Dar es Salaam Institute of Technology (DIT) agrees to enhance professional competence of students, enhance quality of education for students and graduates and to produce independent innovator in Engineering/Technical/related academic programmes as well as general administration through teaching factory concept. The graduates can come from any recognised learning institution. As Tanzania heads to the 4th Fourth Industrial Revolution, modern technical skills become an engine and economic drivers in production, business processes and manufacturing. This, therefore, requires relevant human skills to cope with the technological advancement, starting with the DIT students and graduates are indispensable.

The programme will also bridge the gap that exists in the Institute by facilitating graduates to access internship in working places, where

they will acquire working skills and competence that will enable them to compete in the job markets. The programme is geared to address challenges, set strategies with clear outcomes to benefit beneficiaries and the intern.

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I. Definition of Key Terms

a) An intern

An intern is an undergraduate student, innovator or graduate from an accredited training institution attached to a working place to gain work experience through performing specific assignments or daily work at DIT under the terms and condition set out in the agreement.

b) An agreement in this context is legitimate signed document between the DIT and the intern, describing terms and condition of the internship as well as the formal temporary work relationship between the DIT and the intern.

c) Dar es Salaam Institute of Technology (DIT)

Dar es Salaam Institute of Technology is a corporate body including its Campuses, subsidiary company (DIT Company Ltd), DIT Institute Consultancy Bureau (ICB) and Centres established to foster core functions of DIT that provides opportunities for intern to undertake internships.

d) Mentor

A Mentor is a qualified person, with Institutes' business experience to ensure smooth facilitation of the intern during the internship period. The mentor will also monitor the progress of the internship regularly through on-site visits.

e) Internship Coordinator

Internship Coordinator is the Department that organises an internship programme as part of its establishment, mandate and services. In the

context of this internship program, the Internship Coordinator is the Dar es Salaam Institute of Technology Liaison Office.

f) Internship

Internship is a formal and temporary work placement of intern at the Dar es Salaam Institute of Technology. It aims to expose the intern to experiential learning by integrating knowledge and theory learned with practical application and skills development.

CHAPTER ONE

1. INTRODUCTION

Education is a human right and it is widely recognized as a critical aspect for individual and national development. Therefore, access to education, including higher education for both females and males, is vital to socio-economic development. According to Mlyakado (2012), higher education is essential for growth and productivity, increased individual earnings, reduce income inequalities and poverty. In this regard, equal opportunities in education, particularly in higher education, will contribute significantly to improve health, enhance democracy, good governance and effective leadership.

The Dar es Salaam Institute of Technology (DIT) is the Government Institution established in 1997 by the Act of Parliament, “the DIT Act No.6 of 1997” to replace the Dar es Salaam Technical College, which had a long history of technical training in Tanzania from 1957.

Currently the Institute has three (3) campuses which are; Main Campus in Dar es Salaam, Mwanza Campus in Mwanza region and Myunga Campus in Songwe Region. The Institute offers over twenty nine (29) applied science, engineering and professional training programmes leading to the awards of Basic Technician Certificate, Ordinary Diploma, Bachelor of Engineering, Bachelor of Technology and Master Degree programme.

Besides, the Institute offers various short-term professional training courses through the Institute Consultancy Bureau (ICB) and the India-Tanzania Centre of Excellency in Information Communication Technology (ITCoEICT). The Institute has started offering vocational skills training programme in various trades in all its campuses.

1.1 The Purpose of the Guidelines

The Purpose of these Guidelines is to promote and guide the development of strong internship in order to optimize the DIT community contribution to economic and social development. Both Interns and host department or the Institute in general are expected to benefit out of this programme.

1.2 Rationale

There is a need for internship guidelines to promote quality education and provide opportunity of refining and accomplishing innovations to commercial standards and allow the participation of intern in various activities of DIT to acquire skills. The guidelines will further adopt and strengthen the practice of Internship as a strategy in order to attain Institute development and National understanding. The inculcation of Internship in DIT shall foster technological solutions, solidarity and sustainable development in the society.

At the Dar es Salaam Institute of Technology internship programme will give students and graduates an opportunity to apply their academic knowledge and skills in a professional setting while preparing to work in the technology or other administrative positions. Internship will offer a planned and mentored work experience with the goal being to acquire additional knowledge through working experiences. The internship programme will aim to address challenges through teaching factory approach, accomplish innovations, set strategies with clear outcomes to benefit beneficiaries and the engineering industry. Graduates participating in these programme will earn professional work experience in their engineering field of choice, get assistance in their job search during and after college life as a professionally trained individual.

It is expected that the Internship programme will increase supply of skilled and talented Tanzanians ready for work in their respective progression and also bridge the gap existing in human resources.

CHAPTER TWO

2. Internship Guidelines

2.1 Objective of the Internship Guidelines

The main objective of these internship guidelines is to provide guidance on how to implement internship at DIT while ensuring effective coordination and quality assurance of internship trainings.

2.2 Procedures of Undertaking Internship

2.2.1 Application Form

The intern shall fill in an intern's application form showing his/her needs to acquire valuable skills and experience in their carrier development.

2.2.2 Duration of the Internship Programme

The duration for undertaking internship programme will be from six months to one year. Subject to terms and conditions that may prevail the internship duration may be extended by mutual agreement.

2.2.3 Age of Intern

The Age of an intern shall be between 15 and 37 years.

2.2.4 Guarantor for an Intern

An intern shall be required to have a guarantor who will pledge his/her own commitment that an intern shall adhere to the contract signed with the Institute for the internship placement. Guarantor and intern shall be required to present a copy of Valid Identifications recognised by laws of Tanzania.

2.2.5 Non Displacement of Regular Employee of the Institute

The Intern shall not displace or replace a regular employee of the Institute.

2.2.6 Equity and Non-discrimination

Internship shall be open to every graduate irrespective of gender, race, ethnicity and disability.

2.2.7 Adherence to Institute Policy and Rules

An intern will have to adhere to the Institute policies, laws, regulations and rules.

2.3 Internship Programme Selection

An individual will be considered for selection to the Internship programme if he/she meets the following criteria:

- a) Must have undertaken or completed a related programme offered by High Learning Institutions recognized by the National Council for Technical Education (NACTE) or Tanzania Commission for Universities (TCU).
- b) Must not be more than 36 years of age at the time of application to the internship program;

2.4 How to begin the Internship Programme

Key requirements for the Dar es Salaam Institute of Technology to engage an intern are as follows:

- a) Office space with basic facilities/needs for the Interns;
- b) Availability of a project or an assignment for the interns;

- c) A supervision assigned for the intern;
- d) Willingness to develop young Professionals; and
- e) Relevant skills being offered by Dar es Salaam Institute of Technology.

2.5 Engagement of an Intern

- Step 1: Determine if an intern/internship programme is required for Dar es Salaam Institute of Technology.
- Step 2: Determine the scope of work or project/assignment the intern will be working on.
- Step 3: Complete the internship form attached, proposal and a duty statement for the intern position.
- Step 4: Submit documents to the Internship Coordinator (Institute Liaison Officer).

2.6 Training Programme

DIT needs to designate a mentor to oversee and assign the intern's duties. The mentor and intern will discuss and agree on the following:

- a) What will be the specific duties/responsibilities of the intern;
- b) How will the mentor provide the intern with regular feedback, guidance, and support;
- c) What training will the intern receive; and
- d) What will the intern need to do if they will be absent from work.

Developing a plan for training throughout the internship will keep interns interested in the position and ready to tackle new challenges. The training may include the following:

a) Skills Development

There may be a need for training in specific skills such as workflow processes, office equipment, soft skills and other professional related tasks directly related to the job.

b) Shadowing

Allow interns to participate in activities and meetings. Interns may have leadership potential but not understanding the culture of DIT therefore they will rely on supervisor's plans to educate them.

c) Questioning

Interns might not know when to speak, how or what to ask. Assist them in actively learning by explaining and clarifying everything, the mentor will suggest and encourage questions at appropriate times.

d) Professional conferences or association meetings

Where possible, interns will be offered the opportunity to attend training or networking events to help them understand better mission and vision of DIT.

2.7 Orientation

Interns shall be offered orientation during which the Institute's facilitator will establish goals and objectives, and clarify the same to the intern before they begin working in order to guide them properly. Orientation will take into consideration of the intern's cultural background, disabilities, learning style and experience in order to evaluate the level of maturity and confidence.

The Orientation should include the following:

a) Information about the Institute

Interns should be guided to review documents that are important for them to understand the big picture of the organization. An organizational

chart that explains various roles and responsibilities of employees in the institute should be included.

b) Structure

The mentor should clarify relevant policies and procedures to interns on their first day. This is important because interns might not be familiar with formal workplace procedures (e.g. Attendance, policies, break times, and days off).

c) Introductions to other employees within a Department

The mentor shall take time in the beginning of the internship programme to introduce the intern to the staff in the Department or Unit. They shall allow more time for conversation with those employees who are likely to interact with the intern on a regular basis. Some interns, based on personality or culture, may be reluctant to seek out co-workers on their own.

d) Mentor's guide

The DIT Internship Guidelines define a Mentor as a qualified person, with Institute business experience, assigned to ensure smooth facilitation of the intern during the internship period. The Mentor shall also monitor the progress of the internship regularly through on-site visits. This may mean allowing or encouraging the intern to participate in events that may not normally be open to entry-level professionals, such as certain staff meetings, client consultations, or other work-related events to expose an intern to a broad overview of the respective Department business.

The mentor shall be a good listener, willing to share experiences and views, willing to commit time and effort, provides an “open door” to questions and problems, points out both strengths and opportunities, especially to unexperienced new internship entrants. The mentor shall

be regularly available for the intern throughout the internship period. He/she must be skilled and competent with a deep knowledge in the area of which an intern is placed.

The mentor may be responsible for organizing rotation routine in various departments for the intern to gain broad-based experience in all professional fields including technical, design and management in the Institute.

The mentor must possess the following qualities;

- a) Interest to assist and work with young graduates;
- b) Dedicate time for internship;
- c) Demonstrate leadership, good communication skills, and patience;
- d) Meet with the intern weekly to review projects progress, touch base, and provide feedback.
- e) Mentors shall monitor the intern's time and approve evaluation form completed by the interns for submission to the authority.
- f) May provide the intern with a letter of recommendation.

2.8 Evaluation Process

2.8.1 Mentors Responsibilities

- a) Mentors shall establish a training supervision programme that will give the intern a clear understanding of what is expected, and include information about the duties that will be supervised and evaluated.
- b) Mentors are required to monitor progress of their interns and perform evaluation at the end of internship period.
- c) The evaluation should be planned as a learning experience and

an opportunity for two-sided feedback. Regularly scheduled evaluations help to avoid common problems with internship, including miscommunication, misunderstanding of job roles, and lack of specific goals and objectives.

2.8.2 Internship Evaluation Criteria:

- a) Accomplishment of learning objectives as stated in the learning agreement;
- b) Skill development or job knowledge gained over the course of the internship.
- c) Overall contribution to the DIT mission.
- d) Dependability, punctuality and attendance.
- e) Teamwork and cooperation;
- f) Relations with others, overall attitude.
- g) Innovativeness;
- h) Potential in the field.

2.8.3 Internship Experience Evaluation

The intern will also evaluate the internship experience, which is important in determining the value of the work experience for future interns. Issues to consider might include:

- a) Was there professional value or merit in the internship assignment?
- b) Did the position live up to its initial description?
- c) Was the supervisor receptive to new ideas?
- d) Does the experience relate to interns major or career goals?
- e) Did the intern receive a proper job orientation?
- f) Was the supervisor willing and/or capable of answering questions?
- g) Did the intern develop good work habits?

2.9 Internship Completion

An internship shall have a clearly stated end date that is identified before the internship begins. Who shall complete a formal evaluation process to help both the Mentor and Intern bring closure to the experience.

The Mentor shall, upon being satisfied with the performance of an intern; it should be "shall" matter than May.

- a) Provide interns with a letter of recommendation that indicates his/her competencies and experience gained during the internship program;
- b) Complete the DIT's evaluation to assess the intern's progress and skill development;
- c) Evaluate the overall internship experience. This feedback is not only essential for making necessary program improvements, but also for recognizing those Departments that provide outstanding learning opportunities. The evaluation form must be returned to the Dar es Salaam Institute of Technology.
- d) Upon receipt of the evaluation form from both the Mentor and Host Department's recommendation, the Dar es Salaam Institute of Technology will also provide an Intern with a Certificate of successful participation in the respective Internship program recognizing participation of the intern in the programme.

2.10 Roles of Internship Coordinator

As the Internship coordinator, the Liaison office shall:

- a) Ensure beneficiaries are aware of internship opportunities;
- b) Advertise the industry internship opportunities to the Institute;
- c) Coordinate processing and screening of year-round intern applicants;

- d) Serve as a contact point of the programme;
- e) Review and revise the internship procedures as needed;

2.11 Internship Funding

Funding of the internship shall be implemented based on either the following modes, which must be clearly stated in the internship agreement:

a) Funded by Dar es Salaam Institute of Technology

DIT may facilitate the internship costs and pay the intern a token for the whole internship period.

b) Self-funding

In this case, Interns and /or parents shall be responsible to facilitate their internship costs. The intern shall be required to indicate the funding source on the application.

c) Cost Sharing

There could be internship costs sharing between the Intern and the Institute; in this case, the Institute shall state categorically the costs which may be shared.

2.12 Termination of the Internship Programme

Termination of the intern will be done on the following grounds:

- a) Upon completion of the internship programme;
- b) The performance of the intern is found to be not satisfactory;
- c) If the intern is absent for five (5) consecutive days without permission of his/her immediate supervisor or from DIT Management;
- d) If the intern performs a gross misconduct as per labour laws;
- e) If an intern gets employed;
- f) If the intern wishes to terminate internship on personal grounds.

3.0 FORMS

3.1 INTERNSHIP APPLICATION FORM

THE DAR ES SALAAM INSTITUTE OF TECHNOLOGY



INTERNSHIP APPLICATION FORM INSTRUCTION

- (a) To be filled by students or graduates seeking for internship opportunities.
- (b) Applicant should attach the following with this application:
 - i. *Curriculum vitae of the intern applicant together with a short motivation/description of proposed specialized areas for internship programme (Not more than 300 words).*
 - ii. *Certified copy of academic certificates/transcript.*
 - iii. *Certified copy of the National ID/Passport/Driving License.*
 - iv. *Application letter for the internship programme.*

3.1.1 APPLICANT INFORMATION

Names (First- Middle- Last)

Date of Birth: Gender: Male ☐ Female ☐

Place of Birth: Citizenship: Country.....

Residential address:.....

Street

Ward

District

.....

City/Region /Province

Country

Email 1:.....Email2:.....

Mobile Number(s):

3.1.2. NEXT OF KIN INFORMATION

Name:.....Relationship:.....

Phone Number:.....Email:.....

Street: Ward:

Region/Province: Country:

3.1.3 GUARANTOR INFORMATION

A. Individual Guarantor

Names (First- Middle- Last)

Date of Birth: Gender: Male ☐ Female ☐

Place of Birth: Citizenship:

Residencial address:

National ID No:

Signature: Date.....

Email 1: Email 2:

Mobile Number(s):

B. Agency

Name of the Agency

Date of Registration: Organ Registered.....

Country of Registration : Reg. No. :

Residencial address:

.....

Contact Person Name: (First- Middle- Last).....

Tel No. Number(s) of Agency:

3.1.4 EDUCATIONAL HISTORY

Degree/Diploma/Certificate Course name:

Awarding Institution/University:

Expected/Date of Graduation: (mm/yy)

Head of School/Principal/Dean Signature, date and Stamp:

3.1.5 FUNDING ARRANGEMENT FOR THE INTERNSHIP PROGRAMME

Please put "x" on the appropriate funding option for the applied internship programme.

Self-funding: ☐ Cost sharing: ☐ Funded by DIT ☐

Other source: Please specify:

3.1.6 INTERNSHIP INFORMATION

Please fill in your area of specialization for your internship programme in the table below:

Priority	Area of specialization
1	
2	
3	
4	
5	
6	
7	
8	

7. DECLARATION

I certify that statements made in this application are correct to the best of my knowledge and belief; and that I meet the eligibility criteria for the internship programme. I understand that submission of incorrect information may lead to legal action and debarring me from this internship programme.

.....
Signature of the Applicant

.....
Date

3.1.4 MENTOR'S EVALUATION FORM

THE DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)



MENTOR'S EVALUATION FORM

This evaluation is confidential to be filled by the Mentor at the mid and after completion of the internship programme and returned to the Dar es Salaam Institute of Technology

Host Department's Name _____

Intern's Name: _____ Gender: _____

Mentor's Name: _____

Internship start date _____ Internship end date _____

Do you permit the student to receive a copy of this evaluation?

Yes ____ No ____

Please rate the following aspects of your Internship placement on the basis of this scale: A: **Excellent** B: **Very Good** C: **Good** D: **Average**
E: **Poor**

Please put an “X” under the ranking that represents the internship.

No.		A	B	C	D	E
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 coworkers				
	8. Overall performance of the intern				

Any comments or recommendations that may improve the internship programme management

Would you supervise more interns again? Yes ☐ No ☐ Uncertain ☐

Would you recommend this intern as professionally trained and capable to work independently? Yes ☐ No ☐ Uncertain ☐

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

Mentor's Signature and DIT's stamp: _____

JOB TITLE: _____

PHONE: _____

EMAIL: _____

DATE: _____

3.3 INTERN'S EVALUATION FORM OF THE INTERNSHIP PROGRAMME

THE DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)



INTERN'S EVALUATION FORM OF THE INTERNSHIP PROGRAM

This evaluation is confidential to be filled by the Intern after completion of the internship programme and returned to the Dar es Salaam Institute of Technology

Intern's Name: _____ Gender: _____

Host Department's Name _____

Mentor's Name: _____

Please rate the following aspects of your Internship placement on the basis of this scale:

A: **Excellent** B: **Very Good** C: **Good** D: **Average** E: **Poor**

Please put an “X” under the ranking that represents the internship.

No.		A	B	C	D	E
1.	Work experience relates to my area of study					
2.	Adequacy of employer supervision					
3.	Helpfulness of supervisor					
4.	Opportunity to use my academic knowledge					
5.	Opportunity to develop my human relations skills					
6.	Provided levels of responsibility consistent with my ability and growth					
7.	Opportunity to develop communication skills					
8.	Opportunity to develop my creativity					
9.	Cooperativeness of fellow workers					
10.	Opportunity to problem solving					
11.	Opportunity to develop critical thinking skills					
12.	Provided orientation to the organization					
13.	Attempt to offer feedback on my progress and abilities					
14.	Effort to make it a learning experience for me					
15.	Gave me a realistic preview of my field of interest					
16.	Adequate training					

17.	I feel I am better prepared to enter the world of work after this experience					
18.	I felt I was productive for the department					
Through this internship I had the opportunity to use and develop my:						
19.	Interpersonal/human relation skills					
20.	Oral communication/presentation skills					
21.	Creativity					
22.	Problem solving abilities					
23.	Critical thinking skills					
24.	Writing skills					
My Internship experience:						
25.	Confirmed my interest in a career in this line of work					
26.	Has made me decide to pursue a different career path					
27.	Overall Internship experience					

Any comments or recommendations that may improve the internship programme management

Would you work for this DIT / Company / ICB / Centre again?

Yes ☐ No ☐ Uncertain ☐

Would you recommend DIT to other students?

Yes ☐ No ☐ Uncertain ☐

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

Intern's Signature: _____

Date: _____

This Intership Guidelines has been approved at the 94th Council meeting on the 13th January, 2021.



Prof. Preksedis M. Ndomba
PRINCIPAL