

**GHANA COMMUNICATION TECHNOLOGY UNIVERSITY
(GCTU)**



INDUSTRIAL INTERNSHIP POLICY

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Definitions

Industrial Internship: For this policy, it refers to:

- (a) A structured, supervised, work-related experience that is also related to an academic discipline or field and is either evaluated, and graded by a university faculty member or a designated staff;
- (b) A period where students are placed in a workplace for the acquisition of new practical skills and appropriate work- ethics valuable to their professional development during their period of study, students cannot submit old experiences for marks;
- (c) A period to acquire skills and not necessarily be remunerated for work done;
- (d) An activity primarily for the benefit of the student.

Departmental Coordinators: Persons appointed at the academic departments to handle all matters related to student internship at the department level.

Organization/Host Organization: Organization in this policy refers to a workplace which includes public or governmental set-up, private and non-governmental setups.

The University: Refers to Ghana Communication Technology University (GCTU)

Abbreviations

GCTU	-	Ghana Communication Technology University
ILD	-	Industrial Liaison Department
ILO	-	Industrial Liaison Officer
LO	-	Liaison Office
ILC	-	Industrial Liaison Committee
DILC	-	Departmental Industrial Liaison Coordinator
GTEC	-	Ghana Tertiary Education Commission
Pro VC	-	Pro Vice-Chancellor
CGPA	-	Cummulative Grade Point Average

1.0 INTRODUCTION

Acknowledging the dynamic relationship between education and industry, this Industrial Internship Policy is crafted to equip students with practical skills, foster innovation, and seamlessly integrate academic knowledge with the professional world. The policy aims to establish an environment conducive to nurturing industry-ready graduates through strategic collaboration, experiential learning and robust support systems.

This programme offers learners a valuable opportunity to interact with professionals in their respective fields, gaining insights from industry, business, and the community. Specifically designed to enhance exposure and relevance in the job market, the Student Industrial Internship Programme is tailored to unlock possibilities for students.

Moreover, the policy establishes a structured framework for on-the-job training, enabling learners to gain firsthand experience in applying their knowledge and skills, including safety awareness and interpersonal abilities, within a business context.

The Industrial Internship is mandatory for all students pursuing Diploma, Degree and Postgraduate programmes at the Ghana Communication Technology University (GCTU). Its main goal is to enhance classroom training by integrating practical components, providing students with exposure to the work environment, and instilling professional standards.

2.0 POLICY STATEMENT

As part of its mandate, GCTU is committed to producing graduates who are highly relevant to the industry. This objective will be realized through the integration of in-school training with on-the-job training, creating transformative opportunities and experiences for students to acquire and apply their learned knowledge and skills in real workplace settings.

3.0 PURPOSE

This policy is designed to offer guidance to students and departments regarding the implementation of industrial internship training. Additionally, it aims to afford each student the chance to apply acquired skills within an organization relevant to their programme. The coordination of all activities related to the industrial attachment shall be the responsibility of the Industrial Liaison Officer (ILO) of the university, departments and the Office of the Pro Vice-Chancellor (Pro VC).

4.0 OBJECTIVES AND EXPECTED OUTCOMES

4.1 Specific Objectives

The overarching aim of this policy is to strengthen industrial internships and other industry-related activities for both staff and students. It serves as a mechanism to enhance their professional competence and facilitate the acquisition of practical skills. Specifically, the programme's objectives in relation to GCTU, students and the organization are outlined as follows:

4.1.1 The University (GCTU)

- (a) Enhance the connection between the University and industry, fostering academic relevance and cooperation for national development;
- (b) Afford student trainees the opportunity to gain insights into the practical application of their knowledge and skills, encompassing aspects such as safety consciousness and interpersonal skills within the labor market;
- (c) Utilize supervised internship training as a complementary element to in-school practical training, thereby enriching the overall educational experience for students;
- (d) Contribute to a more effective and healthier industry, the economy and economic development by producing better employees.

4.1.2 Students

- (a) Achieve and demonstrate practical and professional experience in a specific field of study;
- (b) Improve employability and streamline the transition to regular employment;
- (c) Identify, validate or foster an interest in a specific career;
- (d) Utilize knowledge gained in the classroom within a real-world setting;
- (e) Develop the skills and competencies required by industry and employers.

4.1.3 The Organization (Host Organization)

- (a) Strengthen collaboration with GCTU by actively participating in the design and implementation of internship learning initiatives;
- (b) Improve plans for student and graduate recruitment and advocate for policies supporting early career growth;
- (c) Address skill shortages among recent graduates;
- (d) Strengthen the dedication and visibility of industry involvement in internships as an essential component of a comprehensive human capital development plan/strategy;

- (e) Contribute to initiatives and activities related to Corporate Social Responsibility;
- (f) Promote increased diversity within the workplace;
- (g) Maximize the returns on investments in interns, either during the internship period or shortly after, by hiring a fully trained workforce.

4.2 Expected Outcomes

The anticipated outcomes of the Industrial Internship Programme in connection with the University, students and the organization (host organization) are as follows:

4.2.1 The University (GCTU)

The Industrial Internship Programme is expected to enable the University:

- (a) Gain a heightened understanding of client demands and the requisite quality of graduates essential for meeting workplace needs through assessments, surveys and feedback mechanisms;
- (b) Access and leverage training facilities and resources beyond those available at the University, enhancing practical skills and knowledge;
- (c) Establish a robust connection between university education and employers to enhance graduate employment and professional development, thereby strengthening collaboration between the university and various sectors, including public, private, non-governmental and international institutions;
- (d) React appropriately to the demands of industrial society.

4.2.2 The Students

The expected outcomes of the programme on the part of students are as follows:

- (a) Acquire new knowledge and practical experience through hands-on training;
- (b) Develop teamwork skills by gaining experience working collaboratively with others;
- (c) Enhance confidence in problem-solving through practical application in real-world scenarios;
- (d) Gain exposure to the demands and challenges of the workplace, fostering a comprehensive understanding;
- (e) Establish a relationship with a mentor and build a network of professional contacts;
- (f) Engage with potential employers, building personal and professional networking opportunities; improve work ethics by applying and refining professional conduct in a workplace setting;

- (g) Observe decision-making processes and witness the implementation and outcomes of those decisions;
- (h) Elevate students' employability and enhance their prospects for a seamless transition to regular employment;
- (i) Enhance competencies and competitiveness in their fields of study;
- (j) Gain understanding of workplace expectations and professional ethics;
- (k) Take advantage of invaluable guidance from skilled supervisors;
- (l) Better explore and pursue their personal and career development.

4.2.3 The Organization (Host Organization)

The host organization through the internship programme is also expected to:

- (a) Expose the organization to a pool of potential employees from which to select for future employment upon their completion;
- (b) Gain insights into the human capital available through the internship programme, contributing to effective and efficient service delivery within the organization;
- (c) Participate in the training and review of university programmes, providing valuable input and feedback for programme enhancement;
- (d) Augment the organization's Corporate Social Responsibility (CSR) plans and actions, reinforcing the commitment to ethical, social and environmental initiatives;
- (e) Strengthen the commitment and visibility of industry engagement in internships, contributing to a robust human capital development plan/strategy.

5.0 SCOPE OF THE POLICY

This policy applies to Diploma, Undergraduate, Postgraduate, and Doctoral programmes, involving key stakeholders within and outside the GCTU. It mandates that every student, regardless of their academic programme, will be encouraged to undergo industrial internship training, as it is integral to the skills development of students in pursuit of their educational programme.

6.0 TYPES OF INDUSTRIAL INTERNSHIP

The University shall recognize the following types of industrial internship programme:

6.1 Non-Course Credit Industrial Internship (Required for Graduation)

The internship programme is mandatory for all Diploma, Undergraduate and Postgraduate students, regardless of whether or not it is part of the curriculum approved by the Ghana Tertiary

Education Commission (GTEC) for grading. In cases where the programme does not enforce a mandatory industrial attachment/internship as an academic prerequisite, students are still required to participate in a career-oriented industrial internship. Despite this involvement not contributing to the Cumulative Grade Point Average (CGPA), it plays a vital role in meeting Graduation criteria. This reflects GCTU's dedication to ensuring students gain practical experience, knowledge and skills crucial for a seamless transition from their academic studies to the job market within their chosen study programme.

6.2 Course-Credit Internship (Required for Grade Computation)

The course-credit internship is a compulsory internship programme integrated into the Diploma or Undergraduate curriculum approved by GTEC. It not only provides students with the chance to engage in intellectual activities and creativity but also facilitates the acquisition of practical experience, knowledge, and skills essential for a successful transition to the job market within their field of study. The internship programme is a component of the curriculum; hence it is assessed, graded and used in the computation of the final Cumulated Grade Point Average (FCGPA).

6.3 Doctoral Internship/Doctoral Experiential Learning

Participation in this programme is compulsory for all PhD students and this spans a duration of six (6) to twelve (12) months.

6.4 Graduate Internship

Graduate Internship is an internship for Graduate students enrolled at GCTU who require practical experience, knowledge and skills to facilitate a successful transition to the job market in their professional field as part of their post-graduate studies.

6.5 Campus Job Opportunities

The University may create campus jobs presenting opportunities for students to work during their off-lecture periods in units within the University either with pay or without pay (voluntary). The payment of such students is subject to Academic Board and Council approval.

7.0 ELIGIBILITY AND DURATION OF THE PROGRAMME

7.1 Eligibility

To qualify for enrolment in any of the internship programmes, applicants must satisfy the following criteria:

- (a) Be currently enrolled and have been a student in any Diploma, Undergraduate or Postgraduate programme at GCTU;
- (b) Have successfully completed at least one set of End-of-Semester Examinations at GCTU;
- (c) Fulfill all financial obligations to the university.

7.2 Duration of Internship Programme

The minimum duration of internships at GCTU will vary depending on the programme. However, the following durations shall apply:

- (a) Undergraduate students are required to participate in industrial internships for a minimum period of six (6) weeks. This requirement applies to all students, regardless of whether the programme includes internship as part of its curriculum or not and must be fulfilled for graduation;
- (b) For Undergraduate students, it is mandatory to undertake the internship in the third year as a Graduation requirement. While students are encouraged to engage in the internship programme during the first and second years, it cannot substitute for the compulsory internship in the third year;
- (c) Diploma programme students must undertake the industrial internship in the first year, preferably during the long vacation, for a minimum of six (6) weeks;
- (d) Internship for departmental or curricula requirements is mandatory for grading and will contribute to the computation of the final CGPA. The duration of internship in this case will follow the prescribed duration stated in the programme;
- (e) Postgraduate students are required to engage in the internship programme for a minimum period of six (6) weeks;
- (f) For Doctoral programmes, the duration shall range between six (6) to twelve (12) months.

8.0 RESPONSIBILITIES OF KEY ACTORS AT GCTU

8.1 Responsibilities of GCTU

For efficient implementation of this policy, GCTU shall:

- (a) In collaboration with industry create and provide opportunities for industrial internship for on-the-job training for each student to improve the student's labour market relevance and exposure;
- (b) Establish links with industry for industrial internship of its students;

- (c) Give students the opportunity to find their own placements. A student who finds a place for internship must inform the ILD for the request to be formalized by the University;
- (d) Ensure students who undertake industrial internship shall be covered by a group insurance policy;
- (e) Make provisions to ensure students pay for the internship as part of their school fees.

8.2 Industrial Liaison Officer (ILO)

- (a) A "Liaison Office" with a designated Industrial Liaison Officer (ILO) shall be established. This office will serve as the primary channel for acquiring knowledge from external sources and disseminating it within the organization. It plays a pivotal role in enabling organizations to benefit from and adapt to their environment.
- (b) The role of the ILO is pivotal as an invaluable mentor, offering guidance and inspiration to Undergraduate students at the University. The ILO facilitates academic excellence by providing real-life exposure to industry thinking and practices. Responsibilities include arranging internships and promoting dialogue and technology exchange between the academic and industry communities.

8.2.1 Functions of Industrial Liaison Department

The Industrial Liaison Department (ILD) is established to be the link between the University and industry; the Liaison Office is mandated to carry out the vision and the mission of the University to:

- (a) Cultivate robust collaborations between the University and industries to promote mutually beneficial relationships;
- (b) Actively market and project the University's image to the industrial world, enhancing its visibility and reputation;
- (c) Provide advanced practical training for students and staff to nurture high-quality human capital for overall development;
- (d) Serve as the primary mediator between the University and the industrial community, connecting industries with skilled employees for their human capital needs;
- (e) Establish collaborative relationships with industry partners to foster a dynamic environment of shared knowledge and ideas;
- (f) Foster the development of professional learning through collaboration, cross-fertilization of ideas and reflective practices;

- (g) Liaise with organizations and departments on behalf of students to secure practical internship opportunities;
- (h) Assist students in securing suitable placements for industrial internships, ensuring alignment with their academic goals;
- (i) Monitor and evaluate the activities of students during their industrial internship to ensure meaningful learning experiences;
- (j) Assist departments in securing appropriate places for industrial tours, providing students with valuable industry exposure;
- (k) Act as a marketing tool for the University by showcasing its strengths and achievements to potential industry partners;
- (l) Organize job searches and seminars for students to enhance their employability and career readiness;
- (m) Coordinate the planning and implementation of specific practical internships for faculties and departments;
- (n) Ensure proper maintenance and updating of a comprehensive database of practical training sites for easy accessibility;
- (o) Create linkages for industrial internships or workplace learning experiences for both students and lecturers;
- (p) Liaise with industry partners to gather feedback for curriculum development, ensuring alignment with industry needs;
- (q) Coordinate, harmonize, and supervise the activities of industrial internships and workplace learning experiences across all departments;
- (r) Organize orientation programmes for students to enhance their understanding of practical industrial training;
- (s) Organize workshops for both internal and external industrial internship supervisors to enhance their effectiveness and support for students.

8.3 Departmental Industrial Liaison Coordinators (DILC)

There shall be Departmental Industrial Liaison Co-coordinators (DILC). Heads of Department shall nominate one person to serve on the DILC for at least two (2) academic years.

8.4 Formation and Role of Industrial Liaison Committee (ILC)

8.4.1 Formation of ILC

There shall be a university-wide functional Industrial Liaison Committee (ILC), consisting of one representative from each department with the Chairman appointed by the Vice-Chancellor.

8.4.2 Functions of ILC

The Committee shall:

- (a) Work towards maintaining a good relationship with partner organizations or industry;
- (b) Work with other committees to find opportunities for the students to work with industry while seeking new industry sponsors;
- (c) Provide technical advice to the industry on related matters;
- (d) Carry out all duties and perform all functions assigned to it and report periodically at meetings.

8.4.3 Roles of ILC

Members of the Industrial Liaison Committee shall assist the Industrial Liaison Office in carrying out such duties as:

- (a) Develop and implement common policies and strategies for the University in as far as they relate to technology and industry matters;
- (b) Recruitment of new industry partners by networking and actively seeking opportunities for industrial participation in research as well as in educational visit activities;
- (c) Retain and enhance interaction with current industry partners. Facilitate student/industry relations through internships, student participation in joint projects with industry, fellowships, seminars, career placement, etc.;
- (d) Organize periodic meetings with the department and industry partners; and
- (e) Maintain an active website for industry partners.

9.0 STUDENT INDUSTRIAL INTERNSHIP PROGRAMMES

A student Internship Programme as a field experience is called an intensive industry-based training. It provides a structured and supervised experience for lecturers and students. The Internship Programme of GCTU is based on the Collaborative Industry Model (CIM). Some of the guiding principles of this model are:

- (a) Having the interns interact with practitioners in the industries
- (b) Encouraging professional development opportunities for mentors and
- (c) Encouraging interns to participate in an industry experience.

9.1 Guidelines for the Student Industrial Internship Programmes

- (a) The industrial internship activity shall be mandatory at the third year for all Undergraduate students.
- (b) The internship programme for Diploma programmes, shall be compulsory and this should be done in the first year.
- (c) The third-year mandatory internship programme for Undergraduate students would be assessed and marks awarded. However, even in their first and second years students are encouraged to undertake the internship programme.
- (a) All Departments in conjunction with the Industrial Liaison Department may assist students to secure places of internship;
- (b) The place of internship shall be approved by the DILC. In this regard, students upon securing placement are required to complete and submit the Industrial Internship Acceptance Form to the DILC before embarking on the internship programme (*See Appendix II*);
- (c) The code of conduct of the Host Organization shall be the guiding principle of the student during internship;
- (d) During internship, any misconduct such as embezzlement, theft and laziness etc., shall be deemed a serious offence under the students' code of conduct of the University;
- (e) False declarations on the part of students or supervisors shall attract a serious penalty, according to the code of the University.

9.2 Responsibilities of Trainees/Interns

Before, during and or after the industrial internship, students are accountable for the following:

- (a) Obtaining an introduction letter from the Departments, which should be presented to the Host institution;
- (b) Completing and submitting an Internship Acceptance Form (*See Appendix II*) to the departments within four days after acceptance by the host organization;
- (c) Filling the necessary documents accurately and promptly;
- (d) Notifying GCTU of any issues encountered which might hinder successful completion of the internship;
- (e) Submitting an industrial internship report to the departments within two weeks after completing the internship, following the provided guidelines.

9.3 Agreement and Learning Outcome Form

An agreement and learning outcomes form shall be completed prior to the beginning of the internship and shall define mutually agreed learning objectives for the internship. This must be signed by the student, ILO and Industry Supervisor.

9.4 Assessment of Students

9.4.1 Students Appraisal Form

- (a) An Appraisal form shall be completed by the Industry Supervisor. The areas of appraisal shall include the following: Specific Skills, General Employment Skills, Attitude to Work, and Human Relations (*See Appendix III*);
- (b) The report shall be sealed in an envelope, and the sealed envelope shall be endorsed with the stamp and signature of the Industry Supervisor;
- (c) The student shall return the report to the Departmental Industrial Liaison Coordinator.

9.4.2 Logbook

- (a) Each student shall be supplied with a Logbook (*See Appendix IV*);
- (b) The Logbooks must be completed on a weekly basis and endorsed by Industry Supervisors and finally by the Departmental Coordinator at the end of the internship programme.

9.4.3 Internship Report

In addition to the appraisal report and the student Logbook, the students shall also submit a comprehensive report on the activities undertaken during the internship.

- (a) The student report shall be in accordance with the guidelines for writing the reports;
- (b) The internship report shall only be accepted if the place of internship relates to the approved course of the students;
- (c) The report on internship and the completed Logbook shall be submitted to the Head of Academic Department for an assessment within four (4) weeks after the end of the internship;
- (d) An assessment form shall be completed by Supervisors on students at the end of internship period.

9.4.4 Grading

- (a) Students shall submit a formal report on the internship to the Head of Department which shall be assessed and scored according to a predetermined scheme;

- (b) The marks obtained during the internship shall be computed to form part of the grading of students per the departmental requirement. This condition must be satisfied before the award of the Degree Certificate;
- (c) A pass in internship shall be a basic requirement for graduation in departments where internship is not a requirement;
- (d) The total score and grade obtained shall be compiled as part of the students' comprehensive examinations records;
- (e) The total score and grade shall however be indicated on the students' transcript of academic records;
- (f) In case a student is involved in an accident during the industrial internship, the student must inform the department coordinators immediately for the necessary assistance;
- (g) The organization (placement provider) shall be provided with an official contact in case of emergency.

9.4.5 Transportation and Other Costs

- (a) The lecturers and Industrial Liaison Officers involved in supervising the students during internship shall be entitled to supervision and traveling allowances;
- (b) Students shall pay for all the costs involved in their internship process. The cost shall be computed to form part of the University fee structure.

9.4.6 Funding and Sustainability of the Internship Programme

To ensure the sustained commitment of all stakeholders, the internship programme shall require support through funding from students, host organizations, and GCTU as outlined below:

- (a) GCTU shall bear the administrative costs incurred during the search and placement of Interns in host organizations;
- (b) Students/Graduates shall charge a token fee as Industrial Internship fee annually to GCTU to cover administrative costs and placement. The amount and payment method shall be reviewed and approved by the Academic Board;
- (c) The host organization shall provide financial support to the programme, forming a part of the Memorandum of Understanding (MoU) between GCTU and the organization. The specific amount of support shall also undergo consideration and approval by the Academic Board.

9.5 Code of Conduct

- (a) Students shall be governed by the rules and regulations of GCTU as well as that of the organization where the internship is being done;
- (b) Students shall demonstrate high standards of professionalism, adaptive and collaborative abilities at the internship site.

9.6 Procedures for Placement for Industrial Internship in Ghana

- (a) The ILD will be responsible for securing placements for students in various organizations nationwide. Partner organizations are required to collaborate with the ILD by consulting on available internship positions and openings;
- (b) However, students are encouraged to actively seek their own placements. In cases where students are unable to secure placements, the university will provide assistance.
- (c) Alternatively:
 - (i) The ILD together with the relevant departments, shall advertise internship openings;
 - (ii) Students shall apply for posted positions;
 - (iii) The ILD shall review the applications and set up interviews with students;
 - (iv) Placements shall be done by the end of the academic year;
- (d) The period of the internship programme is June - August.

9.7 Placement for Industrial Internship Outside Ghana

- (a) The student shall submit the official contact details of the organization outside Ghana to the Departmental Coordinators not later than four weeks before the commencement of the programme;
- (b) The Departmental Coordinators shall submit the application on behalf of the student to the organization;
- (c) When the departmental coordinators receive official notification of acceptance of the request, the student shall then be notified;
- (d) Reports on the student shall be submitted by the organization to the departmental coordinators;
- (e) The University shall provide Students on internship a Logbook (*See Appendix IV*) for recording their attendance and weekly activities (*See Appendix V*).

9.8 Supervision

- (a) Supervision of students on internship shall be exercised by a team of lecturers and staff from the Industrial Liaison Department;

- (b) It shall be the responsibility of students to ensure that the daily notebook provided by the University is fully signed by his or her supervisor during every supervision session;
- (c) All Departments running internship programmes for students shall collaborate with the Industrial Liaison Department for proper supervision of students;
- (d) The Departmental coordinators shall submit individual reports on each student to the Pro Vice-Chancellor at the end of the internship period;
- (e) The Pro Vice-Chancellor shall authorize physical visits to industry to supervise students on industrial internship.

10.0 MONITORING, COORDINATION AND REPORTING

- (a) The ILD shall liaise with Departmental Coordinators to ensure that students remain at post during the internship period;
- (b) Departmental Coordinators shall submit detailed reports to the Pro Vice-Chancellor and a copy to the Quality Assurance and Promotion Directorate;
- (c) Departmental Coordinators shall ensure proper coordination between the University and industry to maintain cordial relationships;
- (d) The ILD shall also compile detailed reports on ILD activities and submit it to the Registrar for consideration by the Academic Board.

APPENDIX

Appendix I: General Guidelines and Industrial Internship Implementation Framework

1.0 GENERAL GUIDELINES AND IMPLEMENTATION FRAMEWORK

For effective Student Industrial Internship Programmes, the University Industrial Liaison Department, Departments, students and the host organizations are expected to abide by the following general guidelines and implementation framework:

1.1 Memorandum of Understanding

GCTU will sign an MoU with relevant companies. The MoU shall encompass, but not be limited to, the following:

- (a) The objectives of the Internship Programme
- (b) Requirements
- (c) Learning Outcomes
- (d) Training Approach
- (e) The Hiring Process
- (f) Obligations of the University
- (g) Obligations of the partner organization
- (h) The benefits to the University
- (i) The benefits to the partner organization

1.2 Status of Interns in an Organization

The intern shall function as an employee of the partner company. However, whether they are categorized as an employee and entitled to the National Minimum Wage will be deliberated with the partner company and mutually agreed upon before the commencement of the internship programme.

1.3 Remuneration and Benefits for Interns

- (a) By participating in the internship programme, students:
- (b) Acquire new skills;
- (c) Gain unique hands-on opportunities to develop valuable work experience;
- (d) Enhance employability and acquire valuable and transferable skills;
- (e) Apply classroom studies to real-life projects;
- (f) Experience laboratory, office, or fieldwork in either industry or the public sector, building a career network;

- (g) Establish relationships with mentors and peers in their field of interest;
- (h) Earn income while developing skills;
- (i) Explore career options in their area of interest and gain practical insights into an industry, company or job.

1.4 Online Portal for Internship Recruitment

- (a) For effective management of the programme, the IDL in consultation with University ICT Directorate/Software Unit will create and manage an online portal on its webpage or on the Student Information Portal (SIP). The online portal shall be used for receiving internship applications from prospective interns and alumni. The primary objective of the portal is to facilitate the submission of resumes and other relevant information by students and alumni, allowing recruiting companies/agencies to access this information;
- (b) The administration of the portal will be overseen by the ILD with support from the GCTU ICT Directorate/Software Unit;
- (c) Departments/Units with established agreements with partner institutions are tasked with promoting internship opportunities and may utilize the portal;
- (d) Additionally, the ILD, in cooperation with faculties/departments, will disseminate information about internship opportunities for the benefit of students.

1.5 Guidelines for Departments

To ensure effective industrial internship programmes for students each department is to carry out the following:

- (a) Designate a coordinator responsible for overseeing the entire programme, ensuring effective management and coordination;
- (b) Conduct orientation sessions for organizations participating in the programme, particularly focusing on those involved for the first time;
- (c) Conduct pre-commencement orientation sessions for students to provide them with a comprehensive understanding of the industrial attachment/internship expectations;
- (d) Conduct regular reviews with participating organizations to assess the ongoing alignment of programme objectives and ensure mutual satisfaction;
- (e) Facilitate annual meetings at both the departmental and faculty levels to discuss and review the respective attachment/internship programme;

- (f) Prepare and present an Annual Report summarizing programme activities, outcomes, and recommendations.

1.6 Guidelines for Students

During the Industrial Internship, the student is subject to both university and organization regulations. The student is obligated to:

- (a) Consider themselves an integral part of the regular workforce, actively contributing to the achievement of the organization's vision and mission;
- (b) Adhere to regular working hours, consistently report to work, and diligently perform assigned duties to the best of their abilities or as required;
- (c) Exhibit the highest level of discipline throughout the entire period of internship/attachment, maintaining a professional demeanor;
- (d) Participate in a performance appraisal conducted by their supervisor at the conclusion of the internship/attachment period;
- (e) Keep a comprehensive Logbook (*Appendix IV*) documenting attendance, their daily activities and responsibilities within the organization;
- (f) Prepare and present a detailed report on the industrial attachment or internship, summarizing key experiences, learnings, and contributions;
- (g) Acknowledge and understand that there should be no expectation of any monetary compensation during or after the period of attachment or internship.

1.6.1 Termination of Student's Industrial Internship with Organization

The intern shall acknowledge and accept that the internship may be terminated at any time, before the agreed duration, at the discretion of either the student or the organization. The termination of the internship by the organization will be on the following grounds:

- (a) Health issues;
- (b) Sexual harassment;
- (c) Misconduct of intern;
- (d) Professional Incompetence of the Company;
- (e) Drug and substance addictions;
- (f) Lack of an enabling working environment;
- (g) Breach of confidential organizational information;

- (h) Exhibition by the student of unexcused and prolonged absences from the assigned organization;
- (i) Instances of any other issues that make the student's participation untenable;
- (j) In cases where the student's performance or professional conduct falls significantly below the expected standards;
- (k) When the student's ongoing participation in the industrial attachment or internship is deemed by supervisors (from the agency and/or department) to have an adverse impact on the student, the participating organization, or GCTU;
- (l) If the student faces unexpected life events that hinder his/her ability to successfully progress towards meeting the learning objectives of the industrial attachment or internship;

Note: Any student whose industrial internship is terminated under any of the conditions above shall be deemed not to have fulfilled the requirements of the programme. Consequently, the student will need to re-enroll to complete the industrial internship anew.

1.7 Guidelines for Organizations

Organizations participating in the industrial internship programme with GCTU are required to adhere to the following:

- (a) Assign a supervisor for the student(s);
- (b) Enforce the organization's regulations on the student, anticipating them to operate as full-time employees of the company;
- (c) Grant the student the opportunity to participate in all aspects of the organization, covering technical and administrative elements, unless constrained by confidentiality or sensitivity issues;
- (d) Offer the student chances for learning through hands-on activities;
- (e) Put in place reasonable measures to guarantee the health and safety of the student throughout the attachment/internship period;
- (f) Regularly evaluate and update students on their performance, with the appraisal to be submitted to the respective department at the conclusion of the attachment/internship;
- (g) Ensure that the student(s) enjoy(s) the benefits in line with relevant provisions in the Labour Act 2003 (Act 651) that are applicable to interns.

1.7.1 Termination of Organization's Participation

GCTU may terminate the participation of an organization engaged in the industrial internship programme should it be liable to any of the following:

- (a) Fail to comply with the guidelines for participation in the industrial attachment programme.
- (b) If the health and safety protocols of the organization pose a threat to the student's well-being;
- (c) Reports of sexual harassment or bullying of the student in the workplace;
- (d) Endorses regular and persistent overtime work without compensation, adversely affecting the health and safety of the student;
- (e) Assigns unnecessary unofficial errands during working hours that do not contribute to relevant learning but hinder the student's educational progress;
- (f) Ceases operation due to unforeseen circumstances;
- (g) Any other issue that renders the student's continued stay with the organization unfeasible.

1.8 Internal Handling of Grievances in Case of Breaches of Internship Policy

GCTU emphasizes practical guidance and engagement for students in their career decisions and professional spaces. Students are well-informed about workplace policies, including misconduct, confidentiality and sexual harassment. They are encouraged to report any incidents related to harassment or abuse to their supervisors, higher authorities, or university internship coordinators for prompt intervention. The University is committed to addressing grievances and breaches of internship policies.

1.8.1 Steps for Students Filing a Statement of Grievance

- (a) The student intern is required to fill out a Statement of Internship Grievance Form, designed by the ILD. This form can be accessed from the departments, the ILD itself, or online;
- (b) The softcopy or hardcopy form shall be completed by any aggrieved intern and submitted via email or postal mail;
- (c) It is crucial to follow and exhaust all available and recommended interventions.

1.8.2 Handling of Internship Policy Breaches

The University shall pay serious attention to addressing issues faced by interns, involving multiple

authorities and providing mechanisms for both informal and formal resolutions. This ensures that the well-being of the interns is prioritized and that any breaches of policy shall be thoroughly investigated and appropriately addressed as follows:

1.8.2.1 Student Intern Grievances

- (a) The student intern is encouraged to contact the ILD if they have grievances. This can be done through the official website or by visiting the ILD in person;
- (b) The intern has the option to discuss their concerns with their immediate supervisor to contribute to the resolution of the issue.

1.8.2.2 Industrial Liaison Department (ILD) Involvement

- (a) In cases of discomfoting experiences, the ILD can be consulted.
- (b) The ILD may engage relevant structures within the university to address the matter.
- (c) The Pro Vice-Chancellor may constitute a committee to investigate the issue if necessary.
- (d) As a resolution, the intern might be relocated to a different work setting within the university to address discomfoting experiences.

1.8.2.3 Intervention for Specific Issues

- (a) For issues related to sexual harassment, sexual misconduct, and substance abuse, a collective intervention is proposed.
- (b) Policies on Sexual Harassment and Drug and Substance Abuse from both the University and the intern's place of service will be applied.
- (c) Consultation among various authorities, including the immediate supervisor, Human Resource Personnel, Dean of Student Affairs and the Internship Coordinator, is emphasized for such interventions.

Appendix II: Industrial Internship Acceptance Form

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

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY



STUDENT-INERNSHIP ACCEPTANCE FORM

Instructions: Students after securing placement should complete this form. This is to enable their departments to be well-informed about the place of internship.

Particulars of Student

Name of Student:

Programme of Study:.....

Level:.....

Index No:.....

Contact No:.....

Session (Morning, Evening, Weekend):

Internship End Date:.....Internship Start Date:.....

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

Particulars of Host Organization

Name of Industry/Organisation:

Section/ Department Attached:.....

Town:.....

Region:.....

Specific Location:.....

Signature of Student:..... Date:

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

Contact: PhoneEmail:.....

Appendix III: Industrial Internship Evaluation Form (Appraisal)

**GHANA COMMUNICATION TECHNOLOGY UNIVERSITY
INDUSTRIAL INTERNSHIP EVALUATION (APPRAISAL) FORM**

EVALUATION BY INDUSTRY SUPERVISOR

Name of Student:.....Index No.

Level:.....Department:

Name of Company:.....

Supervisors: GCTU..... Phone:.....

Host Organization:..... Phone:.....

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

S/N	Accessible Areas	Poor	Fair	Average	Good	Excellent	Unable to Observe
1	Ability to relate to others						
2	Judgement						
3	Learning Ability/Knowledge Skills						
4	Attitudes Toward						
	a. Work						
	b. Supervisor(s)						
	c. Fellow Employees						
	d. Firm						
	e. Self						
5	Quality of Work						
6	Dependability						
7	Accepts Constructive Criticism						
8	Creativity – Introduces New Ideas and Procedures						
9	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

Host Organization Supervisor's Name:.....
Signature:.....
Date and Stamp:.....

A)

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY



STUDENTS INDUSTRIAL INTERNSHIP

LOGBOOK [Page 1 of 2]

1. Student Name:
2. Index Number:
3. Level:
4. Programme of Study:
5. Department:.....
6. Campus/Learning Centre:
7. Name of Industry/Organisation:
8. Location of Company:.....
9. Period of Internship:
10. Industrial Supervisors Name:.....
11. Industrial Supervisors Phone/Email:.....

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

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

STUDENT INDUSTRIAL INTERNSHIP

LOGBOOK *[Page 2 of 2]*

Instruction: This Logbook tracks the student’s attendance within the period of the six (6) weeks internship. The student is required to complete the minimum of six (6) weeks internship. The Industry Supervisor will need to sign off each week verifying the student’s attendance at the work place or site. At the end of the Internship period, the student will return a copy of this logbook to the Internship Coordinator at the Department in a sealed and stamped envelope.

WEEK	DATE	HOURS COMPLETED	SUPERVISOR’S SIGNATURE
1			
2			
3			
4			
5			
6			

VERIFIED BY (HOST ORGANIZATION SUPERVISOR)

Name:.....

Signature:

Date and Stamp:.....

Upon completion, the student is required to return this form to the Departmental Coordinator in a sealed and stamped envelope.

Appendix V: Industrial Internship Summary of Weekly Activities Form

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

**INDUSTRIAL INTERNSHIP – SUMMARY OF WEEKLY ACTIVITIES
SUMMARY OF WEEKLY ACTIVITIES**

(To be completed by the student week after week to Report Activities carried out)

WEEK	BRIEF DESCRIPTION OF DAILY ACTIVITIES
1	
2	
3	
4	
5	
6	
VERIFIED BY (INDUSTRY SUPERVISOR) Signature: Date and Stamp:.....	

The student is required to complete this form week after week for verification by the supervisor. The completed form should be returned to the Departmental Coordinator in a sealed and stamped envelope by the student.