



KENYA WATER INSTITUTE STUDENTS AFFAIRS DEPARTMENT

STUDENT'S GUIDE ON INDUSTRIAL ATTACHMENT

1.0 PLANNING FOR INDUSTRIAL ATTACHMENT

The value of industrial attachment program cannot be overstated in making the successful transition to the workplace and should, therefore, be completed. Each student is personally responsible for securing placement in cooperation with partner institutions and designated officer in KEWI. The institution will facilitate this by providing each student with a letter of introduction two (2) months before the beginning of attachment semester to be used by the student for applying for attachment.

Each student shall furnish the office of the Dean of students by the second week of attachment period; details about the organization (e.g. name of the organization, location, contacts, expected reporting date, etc) that he/she will be attached with as soon his/her application has been accepted.

2.0 DURATION

The student is expected to be on attachment for a minimum period of twelve (12) weeks.

3.0 IMPLEMENTATION FRAMEWORK

- a) The student reports at the organization where attachment will be undertaken.
- b) A work plan is drawn for the attachment period.
- c) Student completes industrial attachment logbook on a daily basis.
- d) Industry supervisor signs on the logbook for every week.
- e) Academic supervisors will visit the student on industrial attachment at least once and will undertake the following activities;
 - i. Discuss with the student on documentation of the logbook
 - ii. Advise the student on how to address any challenges.
 - iii. Discuss with the industry supervisor on the progress of the student
- f) The student shall as, soon as possible inform the Dean of Students on any circumstances that may affect the attachment.

4.0 STUDENT ASSESSMENT

The final grade for the student shall be determined as follows

No.	ASSESSMENT	MARKS
1.	Industry Supervisor's	40
2.	Student's Logbook <input type="checkbox"/>	10
3.	Report <input type="checkbox"/>	10
4.	Oral assessment	40
	TOTAL	100

Should be submitted to the respective Heads of Departments not later than two (2) weeks after the end of attachment period. An oral interview shall be conducted within two (2) weeks after opening of the following semester after attachment to evaluate student performance during the attachment period.