



Ethiopian Institute of Technology Mekelle Mekelle University

**Orientation on the Objective as well as
Practicing Process of**

**The Qualified Internship Program For
Undergraduate Engineering students**

Prepared By Angesom G/her
September 2008

Qualified Internship Program importance

“I hear I forget, I see and I remember; I do and I understand”

- ✓ It is First exposure to world of practice for students
- ✓ Build and strengthen students knowledge as well as capacity with technical skill and experience
- ✓ Enable students to exercise problem solving
- ✓ Facilitate the medium to solve problems of the organizations
- ✓ Students enable organization members to see problems in the industry
- ✓ Students can bring Problems from different organizations to University
- ✓ Provides a place for research and development for students and instructors (staff members)
- ✓ Strengthen the cooperation partnership with the organizations

Benefit To Companies

- Practical and cost effective way of requirement
- Decrease cost of Training fresh graduates
- Fresh graduates will be familiar with the corporate Culture
- Getting Fresh graduates having exposure to practical task
- Enable them to see and consider their problems
- Get scientific knowledge from universities

Benefits to Students

- Gain knowledge on organizational activities and structural compositions of tasks
- Enable them to be Familiar with the new methods of corporate practical activities
- Learn and develop practical knowledge as well as skill
- Shortening the transition period from studies to work
- Enable them to develop team work
- Learn Professional communication methods
- Help them to exercise problem solving practices
- Help them to see future opportunities of task and entrepreneurial directions

Benefits To Universities (Institute)

Raising the level of excelling in the process of teaching through involvement of practical skill and experience

Generate potential income through consulting projects

Strengthen the position of the institute through partnership and supporting the corporate development through research and consultation

Internship Practicing

Duration: It is mandatory for 4 Months and possible to extend to 6 months

No any annual leave

Supervisor can permit for the student to have a leave in case of emergency (reasonable) student need necessary document in case of leave due to hospitalization.

Absence without proof for more than 10 days not acceptable (repeat)

Students can not change place without informing the office of ICO and approved to change

Eligibility is determined by the students respective schools curriculum

Being Registered as Internship student

Mentor Role and Duties

1. Meet the student **within the first one month** of her/his internship **at the workplace** in the hosting company. From the very beginning, mentor should understand what and how the company is performing their activities. This help mentors to familiarize themselves and to support the student while they are preparing learning objectives.
2. Assist the student with the development of the Overall Goal Statement and the Learning Objectives. You will define an internship project together with the student and company supervisor.
3. During the student's internship the mentor meets twice (for those interns outside the region) per internship and monthly or less with the student (working in the region) to discuss the progress of the internship project, to check his performance and the work conditions along with company supervisor.

Students Responsibilities

- Students responsibilities is important because how well the student understand and fulfills his/her responsibilities affects the success of the QIS
- Students must attend the information/orientation session
- Referring to the ICO (DDRD) organizations data base must participate to proactively participate in securing internship place related to his/her field with the help of official letter received from ICO
- Inform the ICO about his/her acceptance with official letter signed and corporate stamp
- Be assigned officially by Taking official letter from ICO
- Take an official letter and evaluation letter during departure and submit the letter to the organization HRD and the evaluation letters to organization supervisor as soon as they arrive

Ethiopian Institute of Technology-Mekelle Mekelle University

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EIT-M

Ethiopian Institute of Technology - Mekelle
P.O. Box 231, Mekelle, Ethiopia

231

Website: www.eitm.edu.et
Mekelle, Ethiopia

Internship Coordination Office

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Date: 21/01/2008

Ref.No: [EITM/ICO/004/08](#)

To: _____

Subject: Request for our Student Internship Placement at your Organization

The Qualified Internship Program links students with Practical World where they get practical work exposure so that they can integrate their scientific and engineering theoretical knowledge obtained in the university with practical experience. Thus Internship program enable students acquire technical skills and experience of the real world challenges and activities which will make them ready to join the next step of their life after graduation.

To get this relevant experience, students should intern with employers who are doing the kind of work relevant to their qualification and task they are interested in pursuing after college. For this purpose and to the objective to meet one semester qualified internship program is incorporated as mandatory course for our undergraduate engineering students. Therefore Mr/Ms _____, a fourth year complete student of Industrial Engineering from School of Mechanical and Industrial Engineering in our institute is going to take his/her internship program for four months starting from March 10, 2016 to July 10, 2016.

Hence the Internship coordination office of the Ethiopian Institute of Technology Mekelle kindly requests your organization to offer him/her internship place for the specified period above. The Institute strongly believes that you will positively respond to its call, and we are ready to provide you further information and details if required.

This letter could be replied to the student him/herself to facilitate sending the letter to our institute.

We kindly request you to put your response here. (Put accept and official stamp)

ACCEPTED	NOT ACCEPTED	Address of the Organization and Contact Person	Your Organization Official Stamp
		Name: _____ Tel. No. _____ Mob. No. _____ Email: _____	

We kindly appreciate your willingness in advance.

Best Regards

Ethiopian Institute of Technology-Mekelle Mekelle University

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Date/ቀን: 22/03/2008

Ref.No./ቁጥር: ico/eitm/003/08

To:

Mekelle

Subject: Assigning Internship Student

As you remember, our institute requested your office with official letter to provide us some Internship Places to our Institute Students and we have received/expect your positive response to our request. I would like to appreciate in the name of EIT-M Internship coordination office, to your contribution on support to the national objective of training students from universities, with the required level of practical skill and experience, by accepting our student in your organization.

Accordingly Student , _____ from School of Electrical and Computer Engineering in our Institute is officially assigned by our office to spend his/her internship period in your organization starting from October 20, 2015 to February 20, 2016 for four months and perform the activities and tasks he/she is intended to accomplish.

We believe your company will provide him/her necessary support for acquiring the necessary experience and skills and enable them to be qualified for their future professional career.

We would like to assure you that the student will be closely mentored and have continuous follow up from our side and he/she need to follow the organizational rules with your guide and orientation.

Best regards,

Ethiopian Institute of Technology-Mekelle Mekelle University

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Date/ቀን: 22/03/2008

RefNo./ቁጥር: ico/eitm/003/08

To: Bruh Tesfa Water Technology
Mekelle

Subject: Assigning Internship student

As you remember, our institute requested your office with letter to provide us some Internship Places to our Institute Students and we have received/expect your positive response to our request. I would like to appreciate in the name of EIT-M Internship coordination office, to your contribution on support to the national objective of training students from universities, with the required level of practical skill and experience, by accepting our student in your organization.

Accordingly Students Listed in table Below from School of Electrical and Computer Engineering in our Institute are officially assigned by our office to spend their Internship Period in your organization starting from October 21, 2015 to February 21, 2016 and performs the activities and tasks they are intended to accomplish.

We believe your company will provide them necessary support for acquiring the necessary experience and skills and enable them to be qualified for their future professional career.

We would like to assure you that the student will be closely mentored and have continuous follow up from our side and he/she need to follow the organizational rules with your guide and orientation.

SOLOMON MRUTS GEBRETHION	EIT/UR1718/04	M	Mekelle	Bruh Tesfa Water Technology
TSEGABRHAN GEBRETSADKAN MEZGEBO	EIT/UR0691/04	F	Mekelle	Bruh Tesfa Water Technology
AMANUEL GEBREMESKEL BSRAT	EIT/UR1669/04	M	Mekell	Bruh Tesfa Water Technology

Best Regards

During process of searching and Securing Places and Assigning

- ✓ If a student has got more than one acceptance he/she need to submit all acceptance letters to ICO for it is a place to be filled and our office will assign other students by replacing
- ✓ If a student has got acceptance and have good grade to be assigned by our office (ICO) to some organizations that give placement quota to our office then he will be assigned by our office based on his/her interest but his acceptance could be given to others and he/she has to submit the acceptance letter to our office (ICO)
- ✓ If group of students are assigned to any organization/office the students should have one student as their representative who can take the letter from ICO and be responsible for communicating with the organization/office however students should have to gather together and need to go together to the organization/office for ease of managing and grouping by the organization/office.

During process of searching and Securing Places and Assigning

- ✓ Students must start their internship duty from the specified date on their letter
- ✓ If any reasonable delay in our office during start the 4 month period should be maintained and hence end date will be postponed by negotiating with the organization and ICO office
- ✓ Students must submit the original placement letter to their Respective Organization/Office as soon as possible and have to go as well as enquire organization/office to start their task
- ✓ Students should retain copy to themselves when submitting the original letter to their respective organizations in case the original may be missed in the organization

During Internship Period on the organization

- ✓ Students should first try to get experience on the (office/organizational) practical activities and need to study the overall Tasks performed, work flow, and practices before starting doing projects
- ✓ Two months is required for studying the overall organizational activities and practices. After two months students can start their projects by selecting project titles and tasks they are interested and collecting data for their project parallel to other activities and tasks in the organization
- ✓ Students must start work and end their work (activities) similar with the regular working Hours of the organization full day regular task or as per the organizational suited time of work.

During Internship Period on the organization

- ✓ Students must respect and follow the Rules and regulations of the organizations
- ✓ Students must stay and work throughout 4 months of the Internship Period in the organizations
- ✓ Students Must inform both the Institute Mentor and Organization supervisor if any problem on their internship condition and or for any other problem that lead to hinder perform their internship activity and stay
- ✓ Students Must inform the Organization supervisor if they need any reasonable rest or Sick leave and the Organization supervisor is the students boss to allow the leave

During Internship Period on the organization

- ✓ Advisors (Instructors) from respective schools of the institute will visit the students once in four month period and students just do their activities and advisors have to contact students and inform students when they are visiting after two months from the time of the internship starting time (for two days) duties and help students select projects
- ✓ Organizations must allow students observe all areas of the organization and facilitate conditions for the students to observe and study in all areas of the organization with exception that it will not risk organizational activities.
- ✓ The organization supervisor must prevent any damage to the organization or office by giving awareness on sensitive parts and creating awareness on the students to not harm organization machineries, materials and equipments.
- ✓ Students should be responsible in handling documents and data that are organizational properties and be aware of not misuse the documents or harm them

During Internship Period on the organization

- ✓ Students are obliged to work 50% of their time in the organizational activities with the guide of their organizational Supervisor and 50% of their time in studying the organizational activities.
- ✓ Organizations are obliged to assign a responsible person supervisor to guide and help students do activities that help the organization and enable the student to gather the necessary knowledge and experience from the organization. Further the supervisor is the student boss and controls the student in all his duties and responsibilities and evaluates him/her accordingly.
- ✓ Organizations must allow students to asses documents like drawing, Material listings, manuals, formats and activities related documentation that would help students understand the activities of the organization and help them know how the task flow and procedures in the organization tasks.

During Internship Period on the organization

- ✓ The organization supervisor is the one to fill the evaluation letter and sign on it officially with organizational stamp and need to be sealed and students have to take it back to the university and submit on return to their respective schools
- ✓ Every student has to leave an address mobile number to ICO for communication
- ✓ Students need to be aware of the importance of the Internship program and have to work like every class activity and need to be accepting orders from their Industry supervisor as well as Institute Mentor (advisor).
- ✓ Industrial and project work safety rules should be considered and you need to ask as well as be aware of dangerous areas, conditions, as well as sensitive machines and equipment. This will make you safe from any harm to yourself and prevent the organization from any danger and

During Internship Period on the organization

Institute Advisor duties

- ✓ Institute Advisors (Instructors) have to meet the company student supervisor and ask for activities of students and any problem
- ✓ Check that the evaluation and follow up formats are being followed accordingly by the students and organization supervisors
- ✓ Institute Advisors (Instructors) have to call and communicate students during visiting and make sure they have to see the student at the working place at least two times and give guide on the project overall procedures and expectations to the final report as well as research method to follow.
- ✓ Have to follow and evaluate the reports and need to Check Reports at least three (3) times before final presentation
- ✓ Help and guide students to write report perform on time progress evaluation of their duties and report
- ✓ students need to communicate with their institute advisors through mail and seek guide from their respective advisors.
- ✓ Institute Advisors (Instructors) have to follow up the student activities in conjunction with the organization supervisor starting
 - from project selection,
 - guiding the activities to be accomplished,
 - follow up of report and on time commenting and feed back
- ✓ Help students to prepare slides

Institute Advisor Duties on Mentoring

- ✓ Need to call Before Departure because They may Miss students after departure due to mobile communication problem
- ✓ Approve the title of Project of the student or assist on selection of project or in some cases may give the title of project the student has to work on
- ✓ Give Direction on the project report content
- ✓ Give direction on the structure of the report and its components as well as report format
- ✓ Guide the student on the project task activities and determine the scope

During Internship Period on the organization (organization Advisor) duties

- Provide Learning Environment
- Help students to identify define the Internship project
- Give information on the different tasks
- Give safety rules and orientations
- Check students attendance daily
- Evaluate student monthly based on the evaluation form and give to the student at the end of internship sealed with the organization stamp.
- Can contact ICO incase of any misbehaving of students or uncontrolled activities by students
- Guide and explain the practical activities on technical Information
- May consider and recommend to his manager for future employment

Report preparation and Documentation

- ✓ Students should note daily activities as diary in a log book so that they can remember and compile the overall experience and exposure in their report
- ✓ Check and Perform their monthly plan according to the evaluation format given.
- ✓ On time monthly report has to be submitted to Institute supervisor
- ✓ Finally after four month they have to submit the whole report including the project task
- ✓ The final report has two parts to include
 - The experience as well as practical knowledge gained
 - Project Task activities
- ✓ Students will get the format From ICO

Outline for an Internship Report

Internship Report Outline and Evaluation points

1. Describing the background of your internship hosting company, including: (5 point)
 - Its history
 - Its main product and service and Its main customer or end users
 - Its overall organization and work flow process of production and Maintenance system or work flow control systems and procedures follow up formats and checklists
2. Overall internship technical experience, and knowledge gained including: (35 point)
 - How does the work flow and operation of the organization look like
 - What you observed on the activities and tasks (describe them technically)
 - Practical technical activities you observed during Design ,construction, maintenance activity and production process or control process, work flow, formal communications, formal reporting
 - Which work piece or work task activity you have been executing
 - What procedures and methods you have been using while performing your tasks
 - What challenges you have been facing while performing your work tasks
 - What measure you have been taken in order to overcome the challenges
3. Over all benefit you gained from the internship, includes: (10 point)
 - What you gained in terms of upgrading your theoretical knowledge
 - What you gained in terms of improving your practical skills
 - What you gained in terms of improving industrial problem solving capability
 - What you gained in terms of improving your team playing skills
 - What you gained in terms of improving your leadership skills
 - What you gained in terms of understanding about work ethics issues
 - What you gained in terms of entrepreneurship skills
4. How your Project selected and worked out and its output (follow research methodology) (50 pts.)
 - Project title
 - Short summary of the project
 - Introduction Including 5
 - Problem statement & Justification
 - Objective of the project
 - Literature review
 - Methodology 5
 - Analysis 30
 - Result & Discussion 5
5. Conclusion & Recommendation (5 point)
 - References
 - Appendices

LEARNING OBJECTIVE AND OUTCOME OF INTERNSHIP

A Learning Objective is a written statement describing specific measurable achievements to be accomplished during the internship experience by interns for further information see manual for mentors. Note (For the company and mentor) Please ensure the agreed up on objectives and activities can develop interns future carrier).

Student name: _____

Name of the organization _____

S/N	Objectives	Planned Activities and performed in	%	Mark	Obtained Value
1.	Understand and write the process of organization routine works (tasks) (consider the value chain if appropriate)			15	
2.	Understand and write the organization basic technical works like for Production process Flow, Production control, Maintenance activities Construction activities, design, programing, Drawing, follow up etc			15	
3.	Be Skilled in routine activities and tasks			15	
4.	Strengthen and expand Knowledge relevant to academic background <ul style="list-style-type: none"> ▪ Types of learnt working methods. Components and machines working principles structural building steps. ▪ Participation in major working process of the Company. ▪ Work one research type project to solve one critical problem 			20	
5.	Acquire Hands-on-training in practical skill in one or several of his/her specific profession Like Maintaining equipments Measuring and operating instruments			20	
6.	Other experience the intern should learn Like planning, working formats and reporting			15	
Total Marks 100%				100	

Signature, Student

Signature, Supervisor

Signature, Mentor

Monthly Performance Evaluation Sheet to be filled by Company Supervisor**Month :****Company Name :****Company Supervisor Name :****Students Name :****Students Department At Institute :**

**Please give appropriate value in the box provided out
Of the total value given for each evaluation criteria.**

General Performance (25%)

Punctuality [5%]

Reliability [5%]

Independence in Work [5%]

Communication Skills [5%]

Professionalism [5%]

Personal Skills (25%)

Speed of Work [5%]

Accuracy [5%]

Engagement [5%]

Do you recommend him for your work [5%]

Cooperating with colleagues [5%]

Professional Skills (50%)

N.B the intern students are just 5th year students and they are not graduates

Technical Skills [5%]

Organizing Skills [5%]

Support of the project tasks [5%]

Responsibility in task-fulfillments [15%]

Team Sprit [20%]

Result**Total Percentage****Supervisor Signature****Company
Stamp**

Internship Attendance Sheet

Internee's full name: _____

Company Name: _____

Advisor Name: _____

Month: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					

Month: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					

Month: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					

Month: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 5					
Week 6					
Week 7					
Week 8					

Interns are expected to bring stamped and enveloped Monthly Attendance sheet and company supervisors' Monthly evaluation of four months!

Total absent day in the month: _____

Company stamp: _____

Supervisor name and signature: _____

After completion of Internship Task Back at Institute Evaluation

Internship evaluation Component

S/N	Evaluation criteria	Percentage
A.	Evaluation of Monthly and final report by Mentor	35%
B.	Evaluation of report by institute examiner	25%
C.	Evaluation of final report presentation	15%
D.	Evaluation of company supervisor (Monthly 20% and attendance 5%) (More than 15 days absent is repeat)	25%
		100%

This is the final Mark of the student out of 100 to which grade is to be assigned according to this value.

Evaluation components

The evaluation components A, B, C, are as given in the next pages

All are evaluated out of 100 and converted to their respective rates 35%, 25%, 15%,

D is the evaluation from the organization based on the three evaluation forms above which students should take to their respective organizations and be filled by their respective organizational supervisor.

It has to be brought sealed and it must have the organization stamp

Its rate is finally 25% (and it includes Attendance, Monthly Performance Evaluation Sheet, and LEARNING OBJECTIVE AND OUTCOME OF INTERNSHIP all to be filled by Company Supervisor.

Mentor(Institute Supervisor)

A. Mentor Evaluation Criteria

Students Name: _____

ID No: _____

S/N	Evaluation Criteria	Percentage (allocated)	Percentage (obtained)
1	Quality of learning objective	5	
2	Quantity & quality of monthly report and Interaction with Mentor	10	
3	Degree of commitment to his/her task and Experience gained	10	
4	Problem identification and Ability to solve organization Problem	10	
5	Creativity and motivation to solve problem of the organization	5	
6	Degree and quantity of Experience gained, and his/her Knowledge on the overall Internship activity and project task	40	
7	Quality and content of final internship report	20	
		100	

Date: _____

Examiner Name: _____ Signature _____

Institute Examiner

B. Institute Examiner Evaluation Criteria

Students Name: _____

ID No: _____

S/N	Evaluation Criteria	Percentage (allocated)	Percentage (obtained)
1	Quality of Report content of experience and Method followed Project (According to research Methodology)	10	
2	Clear and appropriate Objectives to problem solving	5	
3	Appropriateness and good methodology followed	15	
4	Analysis steps Input parameters data and outputs of the analysis	25	
5	Discussion of the result and correlation to the problem solving	5	
6	Conclusion and Recommendation	5	
7	Content of report on the overall internship technical experience and benefits gained (based on chapter 2 and 5 of the report)	35	
		100	

Date: _____

Examiner Name: _____ Signature _____

C. ORAL PRESENTATION EVALUATION

(To be completed by both Internal Examiner of the Institute)

Student's Name: _____ ID: _____

CATEGORY	Criteria for Judging Quality	Please circle the appropriate grade for each category									(Marks Awarded)
		Excellent	Very Good	Good	Above Average	Average	Below Average	Poor	Marginal Pass	Failure	
Visual (Non-Verbal Communication) (10 %)	<ul style="list-style-type: none">• Appearance; Facial expression; Confidence• Gestures; Eye contact	A (10-8.5)	A- (8)	B+ (7.5)	B (6.5-7)	C+ (5.5-6)	C (5)	D+ (4.5)	D (4)	F (0-3.5)	
Content (40%)	Clear and concise background, objectives, continuity of content	A (10-8.5)	A- (8)	B+ (7.5)	B (6.5-7)	C+ (5.5-6)	C (5)	D+ (4.5)	D (4)	F (0-3.5)	
	Analysis and Results Has performed suitable analysis of proposed design and presented thoughtful interpretation of results	A (20-17)	A- (16.5-16)	B+ (15.5-15)	B (14.5-13)	C+ (12.5-11)	C (10.5-10)	D+ (9.5-9)	D (8.5-8)	F (0-7.5)	
	Conclusions and recommendations <ul style="list-style-type: none">• Adequacy of key ideas pertinent to objectives• Acceptable recommendations	A (10-8.5)	A- (8)	B+ (7.5)	B (6.5-7)	C+ (5.5-6)	C (5)	D+ (4.5)	D (4)	F (0-3.5)	
Clarity of presentation (20%)	<ul style="list-style-type: none">• Fluency and choice of words• Tone of voice (monotonous, intonation)	A (10-8.5)	A- (8)	B+ (7.5)	B (6.5-7)	C+ (5.5-6)	C (5)	D+ (4.5)	D (4)	F (0-3.5)	
	<ul style="list-style-type: none">• Pace and continuity• Use of aids	A (10-8.5)	A- (8)	B+ (7.5)	B (6.5-7)	C+ (5.5-6)	C (5)	D+ (4.5)	D (4)	F (0-3.5)	
Questions and Answers (30%)	<ul style="list-style-type: none">• Ability to listen, attitude towards person asking the question (defensive, respect)	A (10-8.5)	A- (8)	B+ (7.5)	B (6.5-7)	C+ (5.5-6)	C (5)	D+ (4.5)	D (4)	F (0-3.5)	
	<ul style="list-style-type: none">• Technical and factual accuracy; Grasp of subject• Creativity and ability to handle question – use of example• Ability to respond if cannot answer question	A (20-17)	A- (16.5-16)	B+ (15.5-15)	B (14.5-13)	C+ (12.5-11)	C (10.5-10)	D+ (9.5-9)	D (8.5-8)	F (0-7.5)	
TOTAL SCORE											

Date: _____

Examiner Name: _____

Signature _____

Orientation To Students

Communicating Students Through schools/Department

Giving Orientation Two times per Internship before departure

Orientation to Staff one time Per year

Orientation has to be followed by students as mandatory part of the course

Schools have the main role in the orientation given to students

Schools/Department should Cooperate with ICO to give orientation to students and Instructors

Documenting the Report

Abstract of each report has to be submitted to ICO in single Word format

List of students and respective title of project in xls format

Marks of students in 100% with xls format

Include marks for

- ✓ Attendance Mark by Organization Supervisor
- ✓ Organization Supervisor
- ✓ Institute Advisor

Importance

Help to compare report of students at least in three consecutive year for the schools and avoid repeating

Help to award students who have performed well in their project

Payments

Students Internship Allowance Payment

Students Internship Allowance Payment is given to every student who is participating in the Internship program and Registered the Internship Course

Non Café Payment

Non Café Payment is given to every student who is participating in the Internship program and registered to as non café

Transport Expense Payment

After Returning from Internship students those students who have travelled outside Mekelle city will receive transport payment based on the two side travel receipt and according the transport rate of Ministry of transport services.

Thank you for participating and taking part a role in
the successful implementation of Internship program
by attending this orientation