FIELD ATTACHMENT GUIDELINES

1.0 Definition of Field Attachment
In the context of this policy, field attachment is a field-based practical training experience that prepares trainees for the tasks they are expected to perform on completion of their training.

1.1 Objectives
The purpose of field attachment at Dedan Kimath University of Technology is to produce practically oriented graduates that meet the required job-related competences of their future employers. Additionally, it serves as a linkage between the University and various partners who consume services and/or products of the University. The specific objectives of the field attachment program are as follows:-

- To enable students get hands-on/real life experience they are expected to work in when they graduate.
- To provide an opportunity for students to apply the principles and techniques theoretically learnt into real-life problem solving situations.
- To provide an opportunity for students and academic staff to interact with the stakeholders and potential employers and thus appreciate field situations that will also generate information for curricula review and improvement
- To develop student understanding of work ethics, employment demands, responsibilities and opportunities.
- To enhance and strengthen linkages between Dedan Kimathi University of Technology and various stakeholders.

1.2 Expected benefits from field attachment
Field attachment will be implemented through partnership between the University and other partners who consume the University’s products and services. This partnership has three key stakeholders namely: the university, the students and the university partners. Commitment to this partnership rests on mutual benefits for all the key partners. The expected benefits of the program for the different parties include:

1.2.1. Dedan Kimathi University of Technology
- Will get opportunity to appreciate client demands and the quality of graduates required to fulfill these demands.
- As a result of the cooperation the potential for research will be enhanced and developed with the various partners.
- Will get opportunity to access training facilities and resources that are not available at Dedan Kimathi University of Technology.

1.2.2. Students
- Will acquire new knowledge, skills, attitudes and practical experiences.
• Will improve their confidence in problem solving.
• Opportunity to relate to different categories of people likely to be met in the real-life situation.
• Will gain exposure to the demands and challenges of the work place.
• Will get opportunity to meet and work with potential employers.
• Will have improved appreciation of the profession and therefore better work ethics.

1.2.3. University Partners
• Will get opportunity to be involved in the training and review of programs at Dedan Kimathi University of Technology.
• Will be exposed to a pool of potential employees from which to select. This will ultimately reduce the cost of induction/orientation of new employees,
• Will get additional well trained human resource for effective and efficient service delivery.

1.3. Roles and responsibilities of the stakeholders
If the field attachment program is to be implemented effectively and sustainably, the various partners have to commit themselves to specific roles and responsibilities. The following are the roles and responsibilities of each partner:

1.3.1. The University
• Will provide overall institutional management of the program.
• Shall integrate field attachment into the University curricula and have it reviewed periodically.
• Will be responsible for developing a monitoring and evaluation criteria for the field attachment program including the code of conduct for students and staff.
• Shall initiate partnership with relevant organizations and concretize this partnership with memoranda of understanding.
• Will assist whenever possible with identifying sites that offer valuable learning experiences to the students.
• Shall source for funding from development partners and internally to support implementation of the field attachment program.
• Will create platforms and mechanisms for sharing experience arising out the field attachment program by the stakeholders.
• Shall be responsible for providing insurance cover to the students on attachment.
• Will assist whenever possible with linking students to potential employers from the pool of partners.
• Will organize stakeholders’ periodical forum to discuss common challenges and celebrate achievements.

For purposes of implementation, the University will perform its roles and responsibilities through the respective colleges/schools/institutes and coordinated by the attachment and placement directorate. In addition, students shall have specific targets provided by their departments / institutes.
1.3.2 Roles and responsibilities of students

- Shall take field attachment as part and parcel of their training at Dedan Kimathi University of Technology and have positive attitude towards learning by practice.
- Shall respect all field supervisors and any other persons they interact with throughout their field attachment period regardless of their background training and social differentiation.
- Shall work willingly wherever they are attached.
- Shall develop the day-to-day work plans with their field supervisors.
- Shall adhere to the field attachment code of conduct and code of conduct of the host organizations.
- Shall adhere to the rules and regulations of the host institutions.
- Shall be expected to provide reports and other forms of feedback to the University and the host partners.

1.3.3 University Partners

- Shall participate in the planning, supervision and evaluation of the students on field attachment.
- Will provide on-site technical and professional guidance to the students on field attachment throughout the field attachment period.
- Will provide feedback to the University on the experience of the field attachment program.
- Will commit their organizational facilities and/or resources for effective implementation of the field attachment program.
- Will engage in a mutual learning exercise together with the students and staff of Dedan Kimathi University of Technology.
- Will provide students on field attachment with a wide range of experiences that go beyond technical skills.
- Will provide quality services in various disciplines for community and national development.
- Will provide a conducive learning environment to the students on attachment.

2.0 Briefing of the students

Before the attachment, students should be briefed a week before they sit for the end of semester examination, so that they can prepare for and appreciate field attachment as an integral part of their training programs. In such briefing, the following are some of the areas that shall be addressed:

- The purpose of the field attachment program.
- Basic requirements in terms of equipment and materials.
- Code of conduct expected of the students during the field attachment.
- Roles of the various supervisors (academic and field supervisors).
- Grading/evaluation of the field attachment program.
- Various channels of communication for students on field attachments e.g. where and how to report when they have problems.
- The final field attachment report format.
- When and how to hand over materials/equipment lent to them (by the host organization) during field attachment.
• Other matters concerning their welfare during the field attachment.
• Health and safety issues

2.1. Duration and timing
The year of study that students will go for field attachment depends on the design of the academic program. Each teaching department will conduct its field attachment as per its curriculum.

2.2 Facilitation
The process of facilitating students in finding sites for field attachment will include preparing letters of introduction and other necessary documents e.g. guidelines for field attachment report writing, students’ evaluation forms and log books.

2.3. Students’ records
Students on field attachment will be required to keep log books where they will enter their daily records of the activities they are engaged in as well as new knowledge and innovations learnt.

The field supervisor shall assess the daily records in the logbook. In addition, the interns’ logbooks shall be assessed and signed by the academic supervisors each time they visit the student(s) in the field.

At the end of the field attachment period, the student shall produce a report of their field attachment experiences based on guidelines and a completed program assessment form (the forms can be found at the department).

All University policies and procedures shall apply throughout the duration of the field work. The University shall develop suitable penalties for students who do not comply with the guidelines.

2.4. Supervision
(i) There will be two distinct levels of supervision: site level day-to-day supervision by the field supervisor and the academic supervisor from the university.
(ii) Each site/student will be visited at least once by the academic supervisors.
(iii) During the visit, the academic supervisor will interact with the student on field attachment, field supervisor /other relevant officials and also visit the attachment sites to acquaint himself/herself with the activities of the student.

2.5. Evaluation
• Each department / institute will carry out field attachment assessment as per its curriculum.
• The field attachment, being part and parcel of the academic program, must be assessed, graded and the grades should contribute towards the award of a candidate.
• The field attachment grades should appear on the student transcript as an independent course.