



**INTERNSHIP POLICY FOR AFRICAN LEADERSHIP  
COLLEGE**

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## PURPOSE

The internship period for students at ALC is a time to build upon character and skills that they have started nurturing within ALC offered courses but also an opportunity to demonstrate proficiency in said skills outside the classroom.

ALC commits to supporting every student to be successful in their career journeys primarily through supporting and training students to build their professional reputation, leveraging the ALC network and empowering students to leverage training to pursue opportunities beyond our network.

We believe that this hands-on approach to learning and contributing to society is fundamental to developing competent, confident leaders for the African continent and beyond.

One of our core ALC learning beliefs is that learning is integrated. Our learning model is centred around providing students with opportunities to apply the skills they learn in real world environments. We therefore require that each student works in an Internship (as defined below) for at least 2 months in every ALC academic year.

## **AIMS AND OBJECTIVES OF THE POLICY**

This policy has hereby been drafted in order to aid us in establishing the roles and responsibilities for all parties (Institution of Higher Education, the Employer Partner, and the Students, as defined) involved and in ensuring that an equitable process is available to all as it pertains to internships.

All students must take ownership of their internship experience, familiarize themselves with this policy and ask questions where there is uncertainty. Students are ultimately responsible for obtaining internships. However, Career Development will work to prepare students to be professionally ready and give high performing students grounded in ALC values access to ALC's Employer Partners for internship opportunities.

Internships should involve exposure to the mission, vision and values of the host organization, working on projects that encourage practical application of skills and teach about the industry through activities such as attendance at conferences and/or meetings, being mentored, etc. "Remote" internships may need to meet additional criteria. Contact the internship coordinator for additional information.

Students must sign up for internships through ALC or independently during their academic years.

## **INTERNSHIPS AT ALC**

### **Definitions**

**"Internship"** - A paid or unpaid employment, traineeship, or mentorship with an organization during academic enrollment at ALC, provided that the student will be involved in activity that

relates to what they have studied or is relevant to their professional development in a particular field. An internship for the purposes of this document is full time work (see Duration of Internship below)

**“Employer Partner”** - A company with whom ALC has an ongoing relationship.

**Institution of Higher Education** - The Institution registered with the Tertiary Education Commission of Mauritius (TEC) that is legally authorized to provide a programme of Higher Education in Mauritius.

**“Career Development Team”** - The Department charged with providing advice, guidance, programmes and internship opportunities for the development of key competencies of students registered with the Institution of Higher Education.

**“Student Venture Program”** - Program centered around entrepreneurship with the aim of creating a space for students registered with the Institution of Higher Education to emphasize and practice learning from the Leadership Core course and Entrepreneurial Leadership.

**“Corporate Partner(ship)”** - An academic-corporate partnership based on Corporate Partners contributing towards the student’s fees. Fees generally include tuition, accommodation and transportation.

**“Employer Partner”** - An academic-corporate partnership based on Corporate Partners contributing towards the Internship Programme

**“Internship Cycle”** - The cycle towards the end of the academic year when students are required to pursue an internship over the course of 12-18 weeks as part of the ALC Academic program.

**“Student(s)”** - An individual who is registered with the Institution of Higher Education for the purposes of pursuing an undergraduate or postgraduate degree.

**“Disciplinary Standing”** - The Status of a student resulting in a student being or not being in good disciplinary standing with the college.

**“Good Disciplinary Standing”** - Disciplinary status in which the student has one or fewer sanctions issued against them by a Disciplinary Committee.

**“Poor Disciplinary Standing”** - Disciplinary status in which the student has more than one sanction issued against them by a Disciplinary Committee.

**“Sanctions”** - Penalty or reaction issued by the College as a result of an action or inaction that is an established breach of ALC policy.

**“Dean of Faculty”** - Faculty member charged with coordinating efforts and acting as a lead for all academics.

## **Types of Internships**

**Self-Sourced** - Internships obtained by the student independent of ALC’s Career Development team. Career Development encourages and supports all students to actively pursue their own internship opportunities. Self-sourced internships must meet the criteria outlined in this document.

Opportunities through ALC Employer Partners- Internships obtained Career Development with one of the Employer Partners. In order to apply for and be eligible for an Employer Partner Internship, students must meet all criteria outlined in this document. Employer Partners may choose to offer a stipend for the duration of the Internship, but a stipend is not guaranteed. It remains the Student's responsibility to express interest in internships with Employer Partners, to maintain eligibility for the Internship, and to provide Career Development with necessary resources such as resumes, aptitude test scores (where applicable), and any other documentation specifically requested.

Academic Research Internship- This Internship is one where Students deepen expertise in an area of interest in line with their ALC major. This may include one of the following:

- Research in country with an institution;
- Field or primary research;
- Work as research assistant with ALC faculty member or faculty from a recognized institution; or

Entrepreneurial Internship- This Internship is one where students looking to expand their ventures over the Internship period or to test out prototypes for a business idea can work on said project with clearly outlined deliverables.

Corporate Sponsored - Interning Students receiving financial sponsorship from an ALC Corporate Partner. Sponsorship opportunities and application processes will be announced at the beginning of each year and students who are selected as recipients of the sponsorship will be finalized prior to the internship period.

## **Expectations of Students on Internships**

As ambassadors of ALC, students are expected to uphold ALC values which also reflect in our policies to ensure that students enjoy beneficial internships and that they (the students) promote positive and continued relationships with our Employer Partners

In addition to this policy, students are expected to follow the rules and regulations of the companies for which they work or intern.

## **Duration of the Internship**

Pursuant to ALC's commitment to graduation requirements from the Tertiary Education Commission of Mauritius and the ALC brand promise, students are expected to have least 8 weeks of "approved work experience" for each academic year to graduate from ALC.

An approved work experience includes but is not limited to:

- An internship where a Student is attached to work with or shadow professionals at an organisation for at least 40hrs/week on average over the internship duration
- Participation in an academic research based internship designed in conjunction with or approved by the relevant ALC academic dept
- Working at least 40 hrs/week on their own or a peer-created entrepreneurial venture which has been approved by the Student Venture Program

For work experience to count towards this requirement, a written proposal needs to be submitted to the Head of Career Development after having received the relevant approvals ie an internship offer from the organisation, approval by Student Ventures, or approval for research from respective Academic Faculty member. Approvals are reviewed on an ongoing

basis throughout the academic year and respective deadlines will be shared by Career Development at the beginning of each cycle.

Students must register at least one Internship per academic year completing 8 consecutive weeks of approved work experience. Our recommended minimum period of internship is 8 weeks a year.

Students who request an exception for a lower internship duration each year will need to demonstrate a clear plan in writing to the Head of Career Development for approval of how they will make up the time later.

Students may register a subsequent internship with the same employer.

Upon completing the internship, all students must complete the assessments provided by Career Development to finalize their internship.

Students are only eligible to be endorsed or recommended to Employer Partner opportunities in the subsequent internship or job cycles if they have completed their assessments. If students are not endorsed or recommended by ALC, they are responsible for applying for internships independently. However, Career Development may provide support upon request.

## **Internship Eligibility**

### **Academic Standing**

In order to be eligible to have access to the Employer Partners, students may not be on academic probation.

In addition, students are expected to meet an acceptable threshold for all documents submitted and satisfy an acceptable interview proficiency in order to qualify for an internship through ALC's employer partners.

Employer Partners may also request certain standards for students in order for internship-qualification.

If needed, Career Development may assess students using optional testing either provided by specific Employer Partners or approved by the Dean of Students.

### **Disciplinary Standing**

At ALC, we strongly consider the disciplinary standing of a student prior to the commencement of their internship. Students are therefore notified that any form of misconduct (Academic, Non-academic, Sexual or otherwise) will have an impact on their eligibility to participate in the internship program.

In the event that a student has undergone a Disciplinary Committee (DC) Hearing, the DC will deliberate on whether this student has demonstrated the necessary growth and maturity to conduct themselves properly and accordingly during an internship. The DC will consider the

number of offences as well as the severity of the offence(s) and make their recommendation accordingly which the Career Development Department will honor accordingly without bias of future support.

For students who are at the time of the commencement of an internship, are undergoing a disciplinary hearing, the DC will communicate to the Career Development team if ALC should withdraw a vote of confidence to the employer, should it have been an ALC placed internship. This will be decided on a case by case basis.

## **Financial Standing**

Students who are not in satisfactory financial standing with the institution may be disqualified from having access to ALC Employer Partners. The Finance Department at ALC will determine which students are ineligible for access to employer partners based on longstanding and/or substantial financial arrears.

## **For Students who do not satisfy the above requirement**

The last opportunity for students to be placed by Career Development into an internship with one of our Corporate Partners will run 2 months before the end of the semester before which internships start.

This system allows students an opportunity to demonstrate academic proficiency or demonstrate deliberate academic growth and effort, which will have to be validated by the Dean of Faculty.

However, students should work to attain an internship offer independently of ALC's Career Development team during this time, as an alternate option.

Students must also note that the 8 week minimum required to complete the internship requirement remains the same whether through an ALC sourced internship or an independently sourced internship.

## **Student Wellness**

We recognize that students who have wellness concerns may need additional support or adjusted conditions to ensure they are able to have and complete their internship requirements. If this case arises, the student must contact Student Life or Career Development and these teams will work with the student to determine an appropriate course of action.

## **Support during the Internship**

ALC encourages independence and self discipline during the course of an Internship, but also acknowledges the challenges such experiences may present and is fully committed to provide psychological and emotional support for distressed Students.

ALC will work towards supporting our students and aiding them in completing their internships successfully.

The Career Development Team will be available throughout the internship period for students who might need support navigating the world of work. Students can either send questions to [mycareer@alueducation.com](mailto:mycareer@alueducation.com) or schedule 1:1 time with members of the team.

## **Logistics**

ALC students are expected to take full ownership of finding and securing their accommodation, transport and visa arrangements for the duration of their internship.

Vendor contracts cannot be signed in the name of any of the ALC entities and we will not bear liability for damages or conflicts caused in these independent contracts.

## **Breach of Contracts**

In some instances, if students' employers report misconduct in line with the ALC Non-Academic Student Code of Conduct, or students are dismissed by their employers, the instances may be reviewed by the disciplinary committee.

## **Applicable Sanctions for Breach of this Policy**

The Career Development team reserves the right to flag issues that have occurred during an internship to the Disciplinary Committee. The Disciplinary Committee reserves the right to issue sanctions for breaches of ALC policy.

## **Duties of the student whilst on Internship**

The Principles and rules under the Non-Academic Student Code of Conduct and the ALC Sexual Misconduct Policy are applicable to this Policy.

Students on internships should express the highest degrees of integrity and should be aware that they are essentially ambassadors of the institution.

Students should be cautious not to unnecessarily jeopardise their internship, as the internship is an element of the ALC Student contractual agreement signed upon registration with ALC.