**INDUSTRIAL ATTACHMENT ORIENTATION MEMO**

**APPLICABLE TO:** DIPLOMA AND UNDERGRADUATE STUDENTS IN THE SCHOOL OF BUSINESS – MAIN CAMPUS, TOWN CAMPUS, KITENGELA CAMPUS, KISUMU CAMPUS AND DISTANCE LEARNING STUDENTS

1. It is a university requirement that all Diploma and Undergraduate students **MUST** undertake Industrial Attachment at the end of the course. Any industrial work done **in between your studies WILL NOT** be considered as attachment.

2. **Diploma students**, proceed for the attachment **after the end of the 5$^{th}$ semester**.

3. **Undergraduate/Degree students**, industrial attachment should be done **after completing coursework**, immediately after your final course work semester.

4. The duration of attachment is 3 months i.e. 12 weeks.

5. Copy and paste this link to a browser in which you have logged in using your student email. Don't click or open it from this pdf/memo.

6. https://docs.google.com/forms/d/e/1FAIpQLSepwiGMLo2PGNQy2v84BcpKmuBQVxDhIkkc MRjyllWT6wo8_Q/viewform

7. This is the link that captures: your attachment institution, location and your contacts. The link is also available on campus/moodle under the unit Attachment 001.

8. Immediately upon securing an attachment, enroll on virtual campus/moodle. Log in to virtualcampus.kcau.ac.ke and enroll in **Attachment 001: All Campuses**: Enroll using the following enrollment key:
   **Enrollment Key**: 0000

9. Supervisor allocation will be done **within 4 weeks** and it will be done on virtual campus/moodle once you enroll. You can check out the supervisor allocated on virtual campus as well as in your student email.

10. Allocations are done in January, March, May, July, September and November.

11. You **DO NOT** need to register for the unit on the student portal. The enrollment on virtual campus is enough.

12. You will be required to fill daily duties in the attachment logbook. You will therefore need to fill 12 sheets of weekly duties done at the place of attachment.

13. All attachment forms and logbooks are available from:
    a) Attachment 001: All Campuses unit's profile on virtual campus/moodle
    b) Alternatively, from KCA University website, provided under the SOB notice board.

14. Upon completion of attachment, **send a copy of the logbook and industrial supervisor assessment form** to info@kcau.ac.ke. The industrial supervisor assessment form **must be filled and stamped** at the place of attachment, by the industry supervisor. Make sure you get the email right; we will not issue any response on this submission. However, when clearing for graduation, you will need to show proof that you submitted the logbook in this mail before being cleared for graduation. Submission of logbook and industry supervisor assessment form should be done as soon as you complete the duration of 3 months.

15. **Working students, self-employed students** are allowed to undertake attachment at their work stations. Attachment period remains the same.

16. **Attachment letters** are issued at the School of Business help desk. The following personnel will help with processing the letter through email;

    **Main Campus**
    i) Ann Dorcas        a.achieng@kcau.ac.ke
    ii) Beatrice Rotich   beatrice@kcau.ac.ke
    iii) Jackline Shanga  shanga@kcau.ac.ke

    **Town Campus**
    i) Nativity Mwima   nmwimah@kcau.ac.ke

17. The attachment letters can also be collected physically at the SOB office in Main, Town, Kisumu and Kitengela campus.

18. Please note that the **University now provides Insurance for attachment students**. Contact SOB help desk in the nearest campus.

19. Any issues or clarification needed on attachment matters should be raised through this email; s.mutiso@kcau.ac.ke


Regards,

Stephen Mutiso, CPSP-K

**SOB Undergraduate Attachment Coordinator**