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**FACULTY OF MANAGEMENT SCIENCES  
AN INTERNSHIP EXERCISE CARRIED OUT AT MAJANJI SS**

**BY**

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**REG No. BU/UP/2022/1288**

**AN INTERNSHIP REPORT SUBMITTED TO THE DEPARTMENT OF  
BUSINESS IN PARTIAL FULFILLMENT OF THE REQUIREMENT  
FOR THE AWARD OF A BACHELORS OF BUSINESS ADMINISTRATION  
BUSITEMA UNIVERSITY,  
PALLISA CAMPUS.**

**JUNE to AUGUST 2023.**

# DECLARATION

## DECLARATION.

I, **ONYANGO VILLA BWIRE** declare that this report is original and out of my own knowledge with the help of the information that I acquired from Majanji SS throughout my internship exercise. I confirm that the information contained in this report has never been produced and submitted to any institution of higher learning for any award.

Signed: .....

Date: 20/10/2023 .....

**ONYANGO VILLA BWIRE**

**APPROVAL.**

**APPROVAL.**  
I approve that this piece of work has been done under my supervisor and declare that it's ready for submission.

**ORGANISATION SUPERVISOR**

**MR. WANYAMA ANTHONY**

Sign..... *[Signature]*

Date..... *03/11/2023*

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Sign..... *[Signature]*

Date..... *04/11/2023*

## **DEDICATION.**

My dedication goes to all those who have directly or indirectly contributed to the production of this report with lots of Love and gratitude. I must say, to my lovely mother, Mrs. Nafula Janepher Onyango and father Mr. Thomas Onyango, and also all of my friends whose encourage me in the face of challenging situations in my life, thank you and MAY ALMIGHTY GOD BLESS THEM ABUNDANTLY.

## **ACKNOWLEDGEMENT**

I thank the almighty God for giving me the gift of life and enabling me to walk through this academic journey this far successfully. I am grateful for my family too for the generous support and contributions in terms of finance, encouragement and a conducive environment while doing my internship.

I would like to extend my sincere gratitude to my coordinator lecturer Mr. Wejuli Joseph, Academic Supervisor, Mr. Ojiambo James Somanyanga and Mr. Wanyama Anthony at Majanji SS for availing me their precious time to encourage me and correct me where necessary as I conducted my Internship. They guided me with a lot of friendliness and my own effort would not have yielded much without their help.

I would like to thank the University for this opportunity which has prepared me mentally and academically to acquire knowledge in different spheres that came in hand while doing my internship.

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## **ACROYNMS**

<b>URA</b>	:	Uganda Revenue Authority
<b>NSSF</b>	:	National Social Security Fund
<b>UCE</b>	:	Uganda Certificate of education
<b>UNEB</b>	:	Uganda National Education Board
<b>MOES</b>	:	Ministry Of Education and Sports
<b>BOG</b>	:	Board of Governors
<b>PTA</b>	:	Parents Teachers Association
<b>DOS</b>	:	Director of Studies
<b>HOD</b>	:	Head of Department
<b>USE</b>	:	Universal Secondary Education
<b>PDU</b>	:	Procurement and disposal Unit
<b>LPO</b>	:	Local Purchase Order
<b>PPDA</b>	:	Public Procurement and Disposal of Public Assets
<b>AO</b>	:	Accounting Officer
<b>IFWE</b>	:	Internship Field Work Experience
<b>PO</b>	:	Procurement Officer

## **EXECUTIVE SUMMARY**

The internship training was conducted at Majiji senior secondary school for the period of two months with references to Busitema University. Efforts were made in areas of experience involving assignments, challenges, conclusions and recommendations identified.

Majiji SS profiles, goals and objectives, organization structure and its main activities indicated a dedicated and committed organization in delivering quality services to the community.

My experience is covered with supervision levels and the relationship with the supervisor, and many others. All the activities were vital to me in gaining new knowledge and skills in various parts.

Some of the challenges that were majorly constraining the work at the internship place mainly included limited computers that led to delay of the entry of the documents and the analysis, inadequate stationery.

## CHAPTER ONE

### INTRODUCTION

#### 1.0 Background of internship exercise

The Internship training is an academic requirement for second year students offering Bachelor of Business Administration degree at the Busitema University in Uganda, Pallisa Branch. The Faculty of Management Science conceives it as attaching students to different organizations and placing them to work under senior officers who in this regard play the role of a trainer, mentor and supervisors. This exercise is a part of the university curriculum and takes Eight to Ten weeks after semester two of the second year examinations. The purpose of this internship is to allow students to balance their lecture room theories and the practical application.

#### 1.1 Objectives of internship exercise

The main objective of internship exercise is to give students an opportunity of balancing their appreciation of the lecture room theories and practical application.

**The other objectives of internship exercise are as following**

- Enables the intern to understand the work, responsibilities and the opportunities available in the job market.
- The field attachment also aims at building the relationship between the interns, the university heads and the stakeholders
- To enable students, familiarize with challenges at the work places and guide them on how to overcome them in all possible ways.
- To fulfill the requirements of the bachelor's degree of Business Administration in Busitema University Pallisa branch in Uganda.
- To equip the intern with more practical skills and knowledge so as to strengthen the understanding. and use basic skills that include computer, writing, reading, calculations, public speaking and research
- To enable the students, practice the work ethics at the places as being taught in lecture rooms.