
**BUSITEMA UNIVERSITY
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ECONOMICS AND MANAGEMENT
FIELD PLACEMENT REPORT CONDUCTED AT KASODO SUB-COUNTY IN
PALLISA DISTRICT UNDER ADMINISTRATION DEPARTMENT.**

**BY
KITAKULE ANDREW
BU/UP/2023/1277**

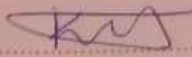
**INTERNSHIP REPORT SUBMITTED TO THE FACULTY OF MANAGEMENT
SCIENCES IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
AWARD IN BACHELOR DEGREE OF PUBLIC ADMINISTRATION AND
MANAGEMENT FROM
BUSITEMA UNIVERSITY.**

DATE.19th MAY-18th JULY

DECLARATION

DECLARATION

I, KITAKULE ANDREW REG. NO. BU/UP/2023/1277 hereby do affirm and declare to the best of my knowledge and understanding that the material presented in this report is my original composition, hard work and has never been presented anywhere for any academic award.

Sign.....

Date.....09/09/2025

KITAKULE ANDREW

REG NO; BU/UP/2023/1277

APPROVAL

APPROVAL

I certify that this internship report carried out by KITAKULE ANDREW. NO. BU/UP/2023/1277 from KASODO SUB-COUNTY under taken under my supervision and is now ready for submission to Busitema University in partial fulfillment for the award of a Bachelor in Public Administration and Management of Busitema University.

ACADEMIC SUPERVISOR

Ms. KALEMBE DOREEN

Sign.....

Date 26/8/25.....

FIELD SUPERVISOR

Mr. AISU ALERED

Sign.....

Date 19/8/25.....

Samsung Galaxy A05

ACKNOWLEDGEMENT

I am thankful to the mighty lord who has enabled me to finish my internship successfully without any major challenges without him nothing is possible on this earth

My gratitude goes to my field supervisor **Mr. Aisu Alfred** who endured long hours of working in ensuring that my internship training yields much to me.

I extend my appreciations to the administration of Kasodo sub-county that gave me a chance to do Internship with them, particularly the department of Administration whom I closely worked with.

I am great full to the university supervisor **MS. Kalembe Doreen** for having helped me in the Supervision and guidance during the period of internship.

I wish to express my appreciation to my family especially my mother **Ms. Nabwire Jane Florence** and my brother **Wawire James** who were so supportive to me financially during my internship training.

I am also grateful to all persons from whose hands all support was received. It is not possible to thank everyone who extended a hand to me by name but I want to say thank you so much and may the lord almighty reward you abundantly.

TABLE OF CONTENTS

DECLARATION	i
APPROVAL	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENTS.....	iv
LIST OF FIGURES	vi
LIST OF ACRONYMS/ABBREVIATIONS USED.....	vii
EXECUTIVE SUMMARY	viii
SECTION ONE	1
1.0 Introduction.....	1
1.1 location and description of the field attachment	1
1.1.1 Location of Kasodo sub county	1
1.1.2 Description of field attachment.....	1
1.2 Objectives of the Field Attachment	1
1.3. Background of the Field Attachment.....	2
1.3.1 Background of the organization.....	2
1.4 Mission, Vision and goals.....	2
1.4.1 Mission.....	2
1.4.2 Vision.....	2
1.4.3Goals	2
1.5 Objectives of the Organization, ...	3
1.6 The Administrative Structure of Kasodo Sub County	4
1.6 Tasks carried out by the Organization	5
SECTION TWO.....	6
2.0 Introduction.....	6

2.1 Description of work carried out	6
2.2 Duties and Responsibilities.....	6
2.3 New knowledge and skills gained.....	7
2.4 Relationship with other staff and supervisor.	7
2.5 Problems and how they were handled	8
SECTION THREE.....	9
3.0 Introduction.....	10
3.1 Summary of knowledge gained	10
SECTION FOUR.....	11
RECOMMENDATIONS FOR THE IDENTIFIED PROBLEMS.	11
4.1 Recommendations.....	11
4.1.1 To the Institution.....	11
4.1.2To the organization /Sub County	11
REFERENCES:	13
APPENDICES	14
Appendix 1: Sample of the report writing	14
Appendix 2: internship placement	16
Appendix 3: Admission for placement	17
Appendix 4: Official Oath of secrecy	18
Appendix 5: Photo showing the intern doing office work.....	19
Appendix 6: Completion letter.....	20
Appendix7: Student’s Log book	21

LIST OF FIGURES

Figure 1. Shows the organization structure.....	4
Appendix 1: Sample of the report writing	14
Appendix 2: Internship placement.....	16
Appendix3:Admission for placement.....	17
Appendix 4: Official Oath and Oath of secrecy letter.....	18
Appendix5: Photo showing internee doing office work.....	19
Appendix 6: Letter of completion.....	20
Appendix 7: Student's Log book.....	21

LIST OF ACRONYMS/ABBREVIATIONS USED

SAS	Senior Assistant Secretary.
CAO	Chief Administrative Officer.
CDO	Community Development Officer.
FY	Financial Year
HODs	Heads of Department
HOF	Head of Finance
LC	Local Council
PDC	Parish Development Committee
PDM	Parish Development Model.
PDMIS	Parish Development Management Information System
PWD	People with Disability
SACCO	Savings and Credit

EXECUTIVE SUMMARY

The purpose of field work training is to translate theory to practical knowledge and experience that will enable me become effective and useful in future.

This report has been arranged in chapters where chapter one represents a brief introduction, description, background objectives, mission, vision, goals and structure of the organization and the responsibilities of each organization.

Chapter two shows the activities carried out, duties and responsibilities, new skills gained and relationship with other staff, problems and solutions

Chapter three indicates the conclusions and chapter four represents the recommendations for improving the industrial training and for improvement of work output at the place of work but at Kasodo Sub County under Administration and Management Department. The aim of the field work training was to help the internee attain new knowledge, skills and practical experience, improve confidence in problem solving, gain opportunities to relate with different categories of people met in the real life situation, exposure to the demands and challenges of the work place, improve appreciation of the profession and better work, integrate theory to practical knowledge; attitude and experience.

Although, the internship period was successful, the internee faced a number of challenges while at the place of internship which included among others; -Lack of power source, language barrier, inadequate computers, seats and stationery etc. Internship period was a time of self-realization and getting to a new world. The skills acquired in fields of development planning, Monitoring and evaluation, confidentiality and the inter-personal skills gained were so good.

SECTION ONE

BACKGROUND OF THE INTERNSHIP

1.0 Introduction

1.1 location and description of the field attachment

1.1.1 Location of Kasodo sub county

Kasodo Sub County is one of the 14 sub counties in Pallisa district which lies in the Eastern region of Uganda; its headquarters lies opposite to Kasodo health centre 111. It is positioned 190km northeast of the Capital City Kampala, 50kms west of the Regional city Mbale. It is surrounded by Lake Lemwa. It is bordered by Pallisa town council and Olok with an elevation of 1,070 metres

1.1.2 Description of field attachment

Kasodo Sub County is headed politically by the LC 111 this is followed by the SAS who is the Senior Accounting Officer of Kasodo sub county. The sub county has programmes such as management and support service, finance and planning, works and technical service, production and health,.

The report has information concerning the internship training carried out at Kasodo Sub County which monitors government programs.

1.2 Objectives of the Field Attachment

- ❖ To provide an opportunity to internees and academic staff to interact with stakeholders and potential employers to appreciate field situations that will also generate information for review and improvement.
- ❖ To develop internee understanding of work ethics, employment demands, responsibilities and opportunities.
- ❖ To provide an opportunity to internees to apply the principles and techniques theoretically learnt into real-life problem solving.
- ❖ To enhance and strengthen linkages between Busitema University and various Stakeholders.
- ❖ To enable the internee get hands on experience on real life situations they are likely to work in when they graduate. This is because employers are more interested in work experience than the qualifications and which work experience can only be acquired through internship on job training.

REFERENCES:

The student's field work manual

Pallisa District 2015/2016-2019/2020, Five-Year Development Plan