

BUSITEMA UNIVERSITY

FACULTY OF MANAGEMENT SCIENCES

**INTERNSHIP REPORT CARRIED OUT AT PALLISA DISTRICT LOCAL
GOVERNMENT IN THE DEPARTMENT OF COMMUNITY BASED SERVICES.**

BY

ODEA NELLY

REG. No. BU/UP/2021/2939

**INTERNSHIP REPORT SUBMITTED TO THE DEPARTMENT OF ECONOMICS AND
MANAGEMENT FOR THE PARTIAL FULLFILMENT FOR THE AWARD OF
A BACHELOR'S DEGREE OF PUBLIC ADMINISTRATION AND
MANAGEMENT OF BUSITEMA UNIVERSITY**

12TH MAY – 04TH AUGUST, 2023

DECLARATION

I **ODEA NELLY**, hereby declare that this report contains true record of activities and the work I was involved in during my field study that was carried out at Pallisa District Local Government Headquarter. I declare that this is my first and original report which has never been submitted to any Institution of higher learning for the award of Bachelors of Public Administration and Management.

Signed.....

MR. ODEA NELLY

(INTERNEE)

Date.....

APPROVAL

This is to certify that **ODEA NELLY** Registration No. **BU/UP/2021/2939** carried out his field work study at Pallisa District Local Government (PDLG) headquarters in the department of Community Based Services, Pallisa District under the supervision and guidance of **MR. ODEKE MICHAEL MARK** who is a Senior Community Development Officer and therefore is bound to be submitted in for the award of Bachelors of Public Administration and Management and is finally ready for submission to the board of examiners of Busitema University.

AGENCY SUPERVISOR:

Signed

Name: MR. ODEKE MICHEAL MARK

Date.....

UNIVERSITY SUPERVISOR:

Signed.....

Name: MRS. DOREEN KALEMBE

Date.....

DEDICATION

I would like to dedicate this report to my mother MRS. LYDIA “A”, my brother MR. PATRICK “O” and my sister Jane Gloria “A” who helped me to seek the truth. I really thank God who has endeavored to keep me alive throughout my lifetime not forgetting my field supervisor MR ODEKE MICHAEL MARK and my university supervisor MRS. DOREEN KALEMBE

I further dedicate this report to University staff, management and lecturers for the support offered to me while at the University not forgetting MR. ESUKU JOSEPH, MR. EMOJONG RONALD and MR. OKIA JOHN for all the necessary guidance offered to me.

May God bless you all.

ACKNOWLEDGEMENT

I thank the almighty **God** for giving me the gift of life and wisdom to accomplish the industrial training because in his absence I wouldn't have made it. I would like to acknowledge and thank the management and staff of Busitema University for the service you are doing and the knowledge imparted in me while at the University.

Special thanks goes to my mother Mrs. Lydia "A" and sister Mrs. Jane Gloria "A" for the support and prayers rendered to see me through. May the almighty Father bless you all.

In a special way, I also want to acknowledge and thank the staff and management of Pallisa District Local Government most especially the Principal Assistant Secretary to the CAO Mr. John Okia, the District Community Development Officer Mr. Wamire Dawson, Senior Community Development Officer Mr. Odeke Michael Mark, Senior Probation and welfare officer Mr. Okwalinga John Micheal and the Senior CDO Mr. Muhmood Kisu Ataa and my field supervisor MRS DOREEN KALEMBE for the support, protection and care offered to me during my field study, I recognize all the input invested in me what I can say is that may God bless you.

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LIST OF ABBREVIATIONS

CAO	Chief Administrative Officer
CDO	Community Development Officer
CBOs	Community Based Organizations
DCDO	District Community Development Officer
DDEG	District Discretionary Equalization Grant
DEC	District Executive Committee
FAL	Functional Adult Literacy
FBOs	Faith Based Organizations
GBV	Gender Based Violence
PDLG	Pallisa District Local Government
PDM	Parish Development Model
PWDs	People with Disabilities
SAGE	Senior Assistance Grant for Empowerment
TPC	Technical Planning Committee
UWEP	Uganda Women Entrepreneurship Programme
YLP	Youth Livelihood Programme

ABSTRACT

This report was a result of internship carried out in Pallisa District Local Government department of Community Based Services for the partial fulfillment of Bachelor's Degree in Public Administration and Management of Busitema University.

The main objectives of the internship were, to enable the student put into practice the theoretical knowledge learnt in class into practice, to identify practical skills, techniques and reporting skills in the process of work among others.

This report captures the general information about the field work study, the background of the organization, mission, vision, goals, challenges, achievements and aims, this report also covers internship and activities for the period of two months which include; the different field activities, responsibilities and lessons learnt. The interview guide was used to collect data, questionnaire and documentation of ideas in order to come up with the report.

SECTION ONE

1.0 Introduction

The chapter contains highlights of the general information about the field work placement, the background to the Agency/ Organization, mission, vision, values, goal, mandate, strategic objective of the Agency, policies, programmes, sources of funding, organizational structure, and staffing status of the Agency and activity implementation strategy of Pallisa District Local Government (PDLG).

1.1 General information about the field work placement

The internship programme was carried out in Pallisa District Local government in the department of community Based services from 12th May to 4th August, 2023. Its purpose was to help the student acquire practical knowledge, skills, professional behavior and attitudes while working on real life situations and problems in the context of human service agencies.

Field work placement is a critical method of public administration which provides the student with an opportunity of integrating classroom knowledge with experiential learning in a relevant social work setting. The experience is supervised by professional staff members of the agencies and academic staff from institutions of higher learning. While in the field, the student was guided by the following field work objectives:

- To provide the student with the practical experience in the areas of operation where she is expected to render the services professionally.
- To enable the student to interpret the theories learnt from class into practice.
- To acquire skills in the organizational management
- To understand the behavior and culture of the organization
- To enhance the ability to improve student's creativity and sharing of experiences and knowledge in community work.