



UNIVERSITY OF EDUCATION, WINNEBA

SCHOOL OF BUSINESS

DEPARTMENT OF MANAGEMENT SCIENCES

POST INDUSTRIAL INTERNSHIP REPORT

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INTERNSHIP SUPERVISOR: DR. VERA AYITEY

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My sincere thanks also go to the entire human resource department team who took time to mentor me, shared their expertise and provided hands-on experience in various aspects. Their guidance, patience and encouragement enabled me to gain a deeper understanding of the practical application of Human Resources principles.

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EXECUTIVE SUMMARY

The purpose of this report is to give a summary of the experience gained on the industrial field of work. This report gives details of the six months of my internship program successfully completed.

I had my internship with University of Ghana Medical School.

The main purpose of this internship was to give the student the opportunity to discover, learn about and familiarize themselves with the industry of their discipline and have practical work experience.

1.0 INTRODUCTION

As part of the academic policy of the University of Education, Winneba, students are required to undertake industrial internship with organizations in line with their program. This is done for students to have a practical view of what they have learnt in the classrooms and to acquire skills and knowledge to enhance their ability in their field of study. Internship is therefore an accepted value-added mode of delivery that enables students to receive credit in their theory work on campus combined with practical work. It offers a lot of benefits to the students as well as the company. It exposes students to work experiences which can help them in their future undertakings wherever they find themselves. Students embarking on industrial internship programs create job opportunities for themselves in the organization and other organizations. It also assists other companies in recruiting the right people for the right work with the necessary requirements.

I had the opportunity to have my internship at University of Ghana Medical School located at Korle-bu.

1.1 BACKGROUND OF THE ORGANIZATION

The idea to establish a Medical School in Ghana was conceived in 1919 when the Korle-Bu Hospital was built by the then Governor of the Gold Coast, Sir Frederick Gordon Guggisberg.

It was however shelved when the Governor left office. The idea was revived in 1951 when, at a joint request by Government and the University College of the Gold Coast, a delegation visited from the University of London to draw up a scheme and to specify staffing and facilities needed for a full-scale Medical School. A year later, a Commission appointed by the Government to enquire into the health needs of the Gold Coast recommended an indefinite postponement of the establishment of the Medical School, a recommendation that was accepted by the Government in 1952. In 1955 both the University College of the Gold Coast, and the Kumasi College of

Technology were invited by the Government to review the possibilities of establishing a Medical School. The University College put forward a scheme for starting medical teaching on a minimal scale to be gradually built upon to the level envisaged by the 1951 London University delegation. In line with this, the University College Council set up a committee in 1956 headed by Dr. D. M. Balme, principal of the College, to advise on alternative ways for establishing the Medical School. This Committee recommended an annual intake of 20-25 students, and four pre-clinical departments at Legon, and the conversion of Korle-Bu hospital into a Teaching Hospital, with its own Management Board.

By 1960, no decision for implementation had been taken as it was then felt that Korle-Bu was not adequate for clinical training, and it would be more desirable for a new teaching hospital to be built at Legon. The financial implications of this project compelled Government to seek assistance from the United States Government following which the US President sent Dr. Paul Connerly to head a team to evaluate all previous efforts made. This team recommended, among other things, the establishment of a National Medical and Health Training Centre, with the Medical School as the first constituent. Following acceptance of the recommendations by the Government, a Medical School consultant team, under the USAID in 1962 recommended further that the National Medical and Health Training Centre should be established with the following components when fully developed.

1. A Medical School
2. A School of Nursing
3. A Dental School
4. A School of Medical Technology
5. A Post Graduate School

6. A Research Facilities Centre

An additional recommendation was that the Medical School should be financially autonomous with its own Council and be affiliated to the University of Ghana which will then award degrees of the University.

For a smooth implementation of an American system in the predominantly British environment, it was proposed that students from Sixth Form should undergo a two-year premedical training in several subjects prior to the commencement of their full medical training. Thus, in October 1962, the first batch of 51 premedical students was admitted into the University of Ghana. Barely one year after its commencement, however, the project was suddenly terminated because the American Dean had indicated that he could not get teachers for the Basic Sciences. With the fate of the 51 students hanging in the balance, the then president of Ghana, Osagyefo Dr. Kwame Nkrumah, took a bold decision in February 1964 to establish a Medical School relying predominantly on local financial and manpower resources. The feasibility of establishing a Medical School in Ghana was supported by the findings of a delegation consisting of Prof. A. A. Kwapong, Dr. C. O. Easmon and Dr. E. A. Badoe to the newly opened University of Lagos and the University of Ibadan Medical Schools.

On hindsight, the enforced exercise in self-reliant development proved to be invaluable in the long term.

Growth and Development of the School

In October 1964 a group of 41 students started the Preclinical Training, with a small group of Ghanaian doctors as their lecturers. The curriculum was mainly Gross Anatomy and Histology, taught by Mr. J. K. M. Quartey, and assisted by Dr. F. N. L. Engmann and several surgeons and

pathologists as part-time lecturers. From this modest beginning, other departments, namely physiology, started by Dr. H. Philips, and Biochemistry, started by Dr. B. Y. A. Andoh, were later added to constitute the Basic Sciences. Teaching started in paraclinical Departments in April, 1966 and in Clinical Departments in April, 1967. The first batch of students graduated in June 1969.

Paraclinical Departments and Heads of Department consisted of the following:

Department of Pharmacology headed by Prof. R. Lewis and assisted by Dr. J. Blukoo Allotey

Department of Pathology headed by Prof. F. W. N. Laing

Department of Microbiology, headed by Dr. S. N. Afoakwa

Department of Surgery, headed by Prof. Charles Easmon

Department of Medicine, Headed by Prof. S. R. A. Dodu

Department of Paediatrics, headed by Dr. Yaw Asirifi

Department of Obstetrics and Gynaecology, headed by Prof. K. K. Bentsi-Enchill

Department of Community Health, headed by Dr. F. T. Sai

Thus, the School started almost entirely with Ghanaians. By the end of the first year, permission had been given to recruit expatriate staff to augment the efforts of the local staff. By December 1968, the Ghana Medical School had become a semi-autonomous institution within the University of Ghana with academic functions like those of any faculty in the University. Its new name then became the University of Ghana Medical School. It was given to its own Executive Council and a School Board. It also had its own self accounting administration which reported to the School Board and the Executive Council.

1.2 Mission Statement

To produce highly qualified and competent medical doctors and medical scientists with excellent leadership skills to provide promotive, preventive, and curative health service for the nation and global community through world-class teaching, research, and knowledge dissemination.

1.3 Vision Statement

To become a leading global institution of excellence in medical education, research, and health service delivery, creating a positive impact on the health systems of Ghana and the international community.

2.0 GOAL AND OBJECTIVE

1. To gain first-hand exposure to working in the corporate world, which is valuable for my career.
2. To connect and develop a professional network and mentors.
3. To contribute significantly to the progress of the facility and be positively remembered by the facility
4. To put the theoretical aspect learned in school into practice.

3.0 CORE DUTIES AND RESPONSIBILITIES

I worked at the University of Ghana Medical School. I was honored to be mentored by Mrs. Regina Arthur, Ms. Linda Pompe Yayra and Mr. Ralph Asubonteng. I was assigned as an Administrative Intern. My duties were to

1. Keeping records and reports up to date
2. Dispatching letters.
3. Sorting of letters and typing of NSS letters.

4. Receiving of incoming and outgoing of letters electronically.
5. Writing of Tributes.
6. Assign duties by the receptionist.
7. Filing of files and opening of new files for staff.
8. Addressing of letters and arranging of files.
9. Drafting of letters and photocopying of documents.

4.0 ACHIEVEMENT OF THE INTERNSHIP

I had the opportunity to apply my skills, knowledge, and creativity to various tasks. I achieved several notable accomplishments that demonstrate my growth, dedication, and commitment to excellence.

4.1 Internship Achievement

1. Job experience
2. Create a professional network
3. Build confidence
4. Improvement in time management

4.2 Lessons Learnt or insights gained

1. I learnt how to sort letters.
2. I improved my typing skills.
3. I learnt how to relate with people by sitting at the reception.
4. I learnt how to use the photocopier.
5. I learnt how to address letters and filling of documents.

5.0 CHALLENGES AND HOW THEY WERE DEALT WITH

- **Work-Life Balance:** Balancing the demands of the internship with personal commitments and self-care was a challenge. I had to learn how to set boundaries, prioritize my well-being, and maintain a healthy work-life balance. I am very grateful the university introduced it to be able to prepare us for the working environment.
- **Network Issue:** I faced network issues during my internship. The technicians do not inform the staff before making any changes on the WIFI which affects my work.

6.0 CONCLUSION AND RECOMMENDATION

My internship at University of Ghana Medical School was a transformative experience that taught me valuable lessons and skills. In this section I will summarize my recommendations and conclusion for future improvements.

6.1 Conclusion

All in all, this internship was a wonderful and enriching experience. I can conclude that I have learned a lot from my work at University of Ghana Medical School. Throughout the internship, I had the opportunity to apply my academic knowledge to real-world scenarios, gaining practical skills in human resources. The hand-on experience, mentorship from seasoned professionals, and exposure to professional ethics have significantly contributed to my growth as a professional. My internship at University of Ghana Medical School has been an invaluable learning experience, and I am enthusiastic about the prospect of contributing meaningfully to the profession in the future.

6.2 Recommendation

1. Based on my internship experience, I would recommend that future interns in University of Education, Winneba, focus on actively seeking out opportunities to learn and grow, building strong relationships with colleagues, and remain flexible and proactive in the face

of challenges. It is important to approach each task with a willingness to learn, as this will not only benefit your personal development but also contribute to the success of the organization. I am grateful for the knowledge and skills I have gained, and I am confident that the lessons learned during this internship will serve me well in my future endeavors.

2. I also recommend that students should be given their internship letters early before vacation. By doing that they will be able to secure organization for the internship on time.