

African Leadership University Ltd
Kigali Innovation City/Free Economic Zone
Kinyaga, Bumbogo, Gasabo,
Kigali, Rwanda
CRN: 103772473

18-Nov-2024

To Whom It May Concern:

ALU Rwanda Internship Support Letter

Full Name: Clemence NIYONSABA

Program: BSc (Hons) Entrepreneurial Leadership

Internship Period: January–April

Year: 2025

This is to confirm that the above student is required to do an internship during the above stated period for a minimum of 200 hours as part of their academic program at the African Leadership University, Rwanda.

As part of our self-directed and hands-on approach to learning, our students do a minimum of 200 hours during a 2-4 month period every year within organizations or working on their ventures, such that they graduate from our undergraduate program already with a year of experience and exposure. The purpose of this experience is to immerse them in the professional world and give them a space to practice the leadership skills they have been learning on campus.

We have the following expectations of organizations taking on ALU interns:

- Provide a **suitable onboarding schedule** to help the intern(s) get comfortable with how the company works and expectations of their role
- Internship Managers to schedule **monthly development 1-1s** with interns to check in on their progress and provide feedback
- Submit a **Final Manager Assessment** which counts towards 20% of their grade for the term.

ALU will be in touch with you directly over the course of the internship to share best practices after various seasons of managing interns and provide an avenue for you to give feedback or reach out for support with regard to your intern if necessary.

We appreciate you extending this internship opportunity to them. Please feel free to contact us should your office require additional information.

Sincerely,

Jerome Alphonse
Student Professional Development Lead
African Leadership University
Email: employerpartner@alueducation.com