

B.A WOMEN'S STUDIES SEMESTER -6

Program Name	BA in Women's Studies	Semester	Sixth Semester
Course Title	Internship for Under-Graduate Programme (Practical)		
Course Code:	Internship	No. of Credits	02
Contact hours	90 Hours	Duration of SEA/Exam	2 hours
Formative Assessment Marks	50	Summative Assessment Marks	NA

Internship [Organizational work] is an integral part of the any Education policy for up skilling. Internship is learning through doing. Its objective is to equip students with job skills and communication abilities, enabling them to bridge the gap between theoretical knowledge and practical application. The internship program incorporates various interventions that offer students exposure to real-life job experiences and expectations, empowering them with insights into the workings of different industries, organizations, NGOs, etc.

The internship is strategically positioned during the 6th semester of the Bachelors of Arts in Economics program. This provides students with a strong foundation in respective subjects, enabling them to apply their learned knowledge into real-world settings. Additionally, the program caters to the critical need for 21st century global skill sets to build their life. Overall, the internship program aims to prepare students for the job market, thereby bridging the gap between academia and the professional world.

OBJECTIVES:

1. To boost students' employability by imparting soft skills that are essential in everyday life.
2. To enable students, discover their professional strengths and weaknesses and align them with the changing economic environment.
3. To provide an opportunity for students to apply theoretical concepts of gender studies and knowledge in real life situations and at the work place.
4. To prepare students to understand organization culture and familiarize them with the organization needs.
5. To enable students to manage resources, meet deadlines, identify and undertake specific goal-oriented tasks.
6. To sharpen domain knowledge and provide core competency skills.
7. Developing the passion for their professional life.

Internship Requirements & General Guidelines:

A. Nature of internship project work:

1. Every Student is required to work in an organization (a Business firm, NGO, Self-Help

- Groups/Cooperatives/Farms or any Rural – Urban economic entity components) for at least two months as part of Internship.
2. The student shall identify an internship organization and work place. Principal/Head of Department will facilitate students for internship.
 3. Maximum five students of the same department from a College/University shall work for Internship in the particular said organization.
 4. Internship work may be to carry out Professional work and enrich the life opportunities.
 5. The internship shall be paid or unpaid.

B. Duration of Internship:

1. The Internship works shall be for a period of One month [Thirty Days including Holidays] between two semesters of fifth and sixth, (it should commence from the last day of exam of fifth semester and must end before the commencement of Sixth semester).
2. Student is expected to carry out his/her Internship works during the first FIVE (05) days of the week, and shall report to the department subject mentor as agreed on a weekly basis.
3. The nature, type and duration of the work shall be specified by the organization at the beginning of the internship and the number of hours spent shall be in line with the prevailing rules.
4. Students are expected complete minimum **90hrs** or more with internship organization

C. Guide and Mentor:

1. An internal mentor shall be assigned by the Principal/Head of Department for the smooth conduct and supervision of the internship program.
2. The internal mentor shall provide guidance students in securing internship and to monitor the progress.

D. Protocol of the Internship:

1. The head of the institution shall issue a request letter for each student of the concerned department for an internship work and authorization letter (MOU with Agency for Internship) during the 5th semester. (Format of MOU with Agency for Internship enclosed).
2. Every College/Institution should have its exhaustive list of a Business firm, NGO/CSOs, Self-Help Groups/Cooperatives/Farms or any Rural – Urban economic entity components for Internship. Institutions are encouraged to explore internship avenues in relevant government departments.(In present case Women and Child development, Social Welfare, Health, Education , Rural Development and Panchyathi Raj, Police)
3. Every student shall approach various organizations and get confirm for internship.

Student shall obtain Internship authorization letter, same shall submit to the college with acknowledgement.

4. Student must submit the joining report with the date of joining for internship to the Principal/Head of Department.
5. The student is expected to be regular in performing his/her duties/tasks assigned to him/her by the Organization.
6. College shall provide orientation to students about internship, schedule preparation, nature of preliminary work in the organization, code of conduct and finishing the internship.
7. Visits by faculty mentor/advisor, checking students' progress, follow-up, assessing weekly reports and guiding for upgrading skills,
8. Organization/Agency feedback, students report compilation, submission and arranging their presentations and viva-voce examination.

E. Code of conduct

1. As a student: Punctuality, accountability, proper manners, appropriate dress code, no compensation, timely submission, following rules & regulations of industry/corporate/bank/NGO, be in the Organization/agency.
2. As a staff: Following work-ethics, no involvement in agency politics, maintain confidentiality, no favoritism and unbiasedness.

F. Evaluation:

1. All the students should obtain a certificate of internship from the workplace. This certificate shall mention the name of the candidate, the organizations name and duration of work. A letter describing the work of the candidate is desirable. The certificate shall be submitted to the department head.
2. The performance of a candidate shall be assessed for maximum of 50 marks.
3. The assessment methods shall be as per appropriate boards of the university/regulation.
4. The assessment method shall consist of an internship report submitted by the students based on the work experience and a viva-voce/presentation.
5. **Viva-voce/Presentation:** There shall be a viva-voce examination will be conducted for by the department where each student is expected to give a presentation and submit necessary documents.

Rubrics for Understanding:

Attendance

- Never absent
- Dependable
- Usually dependable
- Is not regular enough
- Too many absences

Punctuality

- Always on time
- Seldom comes late
- Needs improvement
- Very often tardy
- Tardiness affects performance

Appearance (clothing/hygiene/hair)

- Always dressed appropriately
- Is good in appearance/frequently but not always dressed appropriately
- Should make more efforts to improve
- Frequently dressed inappropriately
- Often neglects appearance/dressed inappropriately most of the time
- Is extremely careless

Initiative/Motivation

- Is resourceful, looks for things to do
- Is fairly resourceful
- Does acceptable routine work
- Takes very little initiative, requires urging
- Shows no initiative at all

Professionalism

- Consistently demonstrates professionalism
- Usually demonstrates professionalism
- Occasionally demonstrates professionalism
- Rarely demonstrates
- Is totally unprofessional

Courtesy

- Is very courteous and is very consistent
- Is courteous
- Usually courteous and consistent
- Is not courteous
- Very discourteous and inconsiderate

Attitude

- Always positive
- Usually positive
- Rarely positive
- Negative
- Openly hostile and negative

Cooperation

- Works willingly with others
- Usually gets along with others
- Prefers to work alone
- Does not work well with others
- Is antagonistic

Work Habits

- Is industrious, stays on the task till complete
- Seldom wastes time, is reliable
- Is usually reliable
- Frequently wastes time
- Work is often incomplete

Accuracy of Work

- Does work of a very good quality
- Makes few errors
- Often makes errors
- Is frequently inaccurate and careless
- Is extremely careless

Communication

- Excellent communication skills
- Above average communication skills
- Average communication skills
- Need to improve communication skills
- Ineffective communication skills

Adaptability

- Is adept to meeting changing conditions
- Adjusts readily
- Needs direction to make adjustments
- Has difficulty adapting to new situations
- Cannot adjust to changing situations

Internship Assessment by Supervisor/ Mentor

Name of Intern Student:

Name of Supervisor/Mentor:

Please rate your intern's performance in the format given below:

A-Excellent-5

B-VeryGood-4

C-Average-3

D-Clearlybelowaverage-2

E-Unacceptable1

Sr.No	Item	Rubrics for Understanding					Score for main items	Comment /Remark
1.	Job attitude							
	Is enthusiastic							
	Is cooperative							
	Is well mannered							
	Is culturally respectful							
2.	Initiative							
	Is able to work with Minimal appropriate supervision							

	Completed tasks without Being told																			
	Is eager to improve																			
	Seeks assistance when Needed																			
	Follows through on Suggestions																			
3.	Dependability																			
	Follows direction																			
	Is prompt																			
	Is consistent in attendance																			
	Meets obligations																			
4.	Adaptability																			
	Learns routine quickly																			
	Can move to new tasks And adapts easily																			
5.	Teamwork																			
	Works as a team member																			
	Gets along with others																			
	Ability to use assistive techniques/device/equipment to meet goal																			
	Ability to collaborate in providing interdisciplinary interventions and programmes																			
6.	Communication Skills																			
	Demonstrates accuracy and clarity in written and Verbal communication																			
	Writes appropriately for The situation																			
	Speaks appropriately for The situation																			
	Uses proper punctuations																			
	Spells words correctly																			
	Does not use abbreviations/slangwords																			
	Works with appropriate media																			
7.	Organization																			

	Organizes her time Efficiently																			
	Organizes her workplace efficiently																			
	Administers resources/funds efficiently																			
	Punctual																			
8.	Group Participation																			
	Prepares materials for Work arising/ topic in a group																			
	Demonstrates personal preparation																			
	Presents material to meeting/group in a clear And interesting manner																			
	Participates in small group discussion																			
	Takes conscious and Accurate notes during meeting																			
	Follows up on agenda																			
9.	Stress Management																			
	Takes appropriate break																			
	Delegates responsibility Wherever appropriate																			
	Handles conflicts/difficult Situations appropriately																			
	Sets priority, time line and benchmarks																			
10.	Personal Development																			
	Displays a positive personal philosophy of health, health education and promotion																			
	Exhibits confidence in self																			
	Displays resourcefulness																			
	Assumes responsibility With enthusiasm																			
	Demonstrates appropriate Level of confidence																			

Dresses appropriately and efficiently										
Maintains confidentiality										
Accepts constructive criticism and positive feedback concerning performance										
Shows sensitivity to clients, colleagues and Support staff										
Demonstrates knowledge of accepted of ethical conduct										

Final Statement of Marks Secured for Internship

Item Particulars	Maximum Marks 50	Marks Obtained
Job attitude	05	
Initiative	05	
Dependability	05	
Adaptability	05	
Team work	05	
Communication Skills	05	
Organization	05	
Group Participation	05	
Stress Management	05	
Personal Development	05	
Total	50	

Signature of Supervisor/Mentor

Date and Seal

Appendix A

Internship registration form for student

1. Name of the student:
2. Address:
3. Contact No.:
4. Email:
5. Name of the Agency Supervisor:
6. Contact No.:
7. Date of joining the agency for internship:
8. Date of Completion of Internship:

Signature of Student

Agency Head

Faculty

MOU with Agency for Internship

This MOU is between Principal of the college: _____ &

Name of the Agency: _____

1. The intern student will work in the agency as per the norms developed for internship by the respective University.
2. The intern student will work in the agency as per the duties/work assigned by the agency as per the discussion between the faculty advisor & agency supervisor.
3. University/College will not pay any money towards internship.
4. The intern will follow the agency timings & pattern of work.

Signature of HOD:

Signature of Field work Supervisor