### B.A WOMEN'S STUDIES SEMESTER -6

Program Name	BA in Wo	men's Studio	es Semester	Sixth Semester					
Course Title	Internship for Under-Graduate Programme (Practical)								
Course Code:	on International	ship	No. of Credits	02					
Contact hours	90 H	ours	Duration of SEA/Exam	2 hours					
ormative 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 6<sup>th</sup> 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 21<sup>st</sup> 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. EveryStudent is required to work in an organization (a Business firm, NGO, Self-Help

- Groups/Cooperatives/Farms or any Rural Urban economic entity components) for least two months as part of Internship.
- least two months as part of internal.

  2. The student shall identify an internship organization and work place. Principal/Head of Department will facilitate students for internship.
- Department will racilitate students.

  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 (MQU 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.

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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.

 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.
- 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 notregular 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 in appropriately 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

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#### Courtesy

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

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# Attitude! Pod Z Comen C 114

- > Always positive
- Usually positive
- > Rarely positive
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- Works willingly with others

- Does not work well with others
- Map >! Is antagonistic. 10 1 10 V 18 1001 | 12 1

## 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

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#### 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

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2.	Initiative		-   -						
	Is able to work with Minimal appropriate supervision			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	puside just	of this so			

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Final Statem	ent of Marks Secured for Ir	ternship		
Item Particulars	Maximum Marks 50	Marks Obtained		
Job attitude	05			
Initiative	05	- comulac		
Dependability	05	10 10 10 10 10 10 10		
Adaptability	05	buepu. Hy		
Team work	05			
Communication Skills	05			
Organization	05			
Group Participation	05			
Stress Management	05			
Personal Development	05			
Total	50			

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Signature of Supervisor/Mentor

Date and Seal

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# Appendix A Internship registration form for student

1. Name of the student:		
2. Address:		
3. Contact No.:		
4. Email:	graph a forest A rt	
5. Name of the Agency Supervis	or:	
6. Contact No.:		Majorgi III
7. Date of joining the agency for	internship:	
8. Date of Completion of Internsl		
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Signature of Student	Agency Head	Faculty
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respective University.	E RELIGION MONT	
2. The intern student will work in the	e agency as per the duties/work as	ssigned by the agency as
per the discussion between the fac	ulty advisor & agency supervisor.	,
3. University/College will not pay an	y money towards internship.	
4. The intern will follow the agency		
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