

# SNDT Women's University



**MANAV SADHAN VIKAS SANSTHA**  
*Towards Wholistic Human Development*

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ENABLE ENRICH EMPOWER

## Internship Manual 2015-2016

Department of Extension Education  
**SNDT Women's University**  
Juhu Campus, Mumbai 400049

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## 1. ABOUT THE UNIVERSITY

The University Department of Extension Education as a part of the pioneering institution in women's education SNDT Women's University. Shreemati Nathibai Damodar Thackersey (SNDT) Women's University was founded by the great social reformer Bharat Ratna Maharshi Dhondo Keshav Karve in 1916 as Indian Women's University at Pune. Later in the year 1921 the name was changed to SNDT Women's University. Motto of this very unique institution is "*Sanskrita Stree Parashakti*" (An enlightened woman is a source of Infinite strength). Started with 5 students in 1916, today the university is home to thousands of women and reaches them through 39 Post Graduate Departments, 13 conducted Institutions, six centres and 174 Affiliated Colleges spread across seven states of India.

## 2. ABOUT THE DEPARTMENT

The University Department of Extension Education as a part of Department of Post Graduate Studies and Research in Home Science began its journey in 1982. It trains students in reaching out to communities and extending 'knowledge' from classroom/laboratories to land/communities.

The Department offers Masters, M. Phil. and PhD programmes in Extension Education. Apart from M.Sc. in Extension Education the Department started Post Graduate Diploma in Communication and Media in 1994, Masters programme in Human Ecology and Community Development in 2009 and Masters in Arts in Media and Communication in 2015.

Master in Extension Education programme prepares students to strengthen and expands their capabilities and skills for extension services. It trains students in planning, management, monitoring and evaluation of development work. Two years Masters degree programme (Annexure-A) is a full-time multidisciplinary programme. Besides theory, practical and intensive fieldwork for the first year, the student is trained to reach out to diverse urban, rural and tribal communities. Outreach activities like literacy classes, non-formal education, capacity building, awareness and dissemination of skills form integral part of two years student spend on campus. Department believes in "process first policy" and University believes in "quality in every activity".

### 3. KNOW ABOUT THE INTERNSHIP

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Internship is a structured academic opportunity that allows students to apply academic skills and knowledge in the actual work place. As a part of the Masters programme, it is mandatory for the students to work with an organization in the fourth semester of their programme which carries **8 credits and 200 marks**. Student report to the organization for one month- 240 hours during the period of internship and does not come to the Department on daily basis.

Internship aims to enable the students to:

1. Apply knowledge gained during the programme to work situations.
2. gain an hands-on experience of working in the field through an organisational interface and become job ready.
3. understand organisaitonal, administrative and managerial aspects of extension work.

#### **Type of internship Organisation:**

Student can do internship in any government, non government or corporate organization which is engaged in extension and /or research activities. She may undertake communication, research, training, capacity building, outreach or related tasks. The organization can pay the student or may make it honorary. The student of Extension Education has vast spectrum to engage in for internship. They can join community, media, research, advocacy, development, training, corporate social responsibility organizations.

### 4. OBJECTIVES OF INTERNSHIP

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#### **Purpose of the internship:**

- To develop competencies and build capacity of students to take challenges in the work situation.
- To sensitize students to develop their personality to become a good citizen.
- To provide an opportunity to student to explore the possibility of placement after completion of the programme.

#### **Objectives of internship:**

- To provide hands on experience to students and making classroom education relevant for the world outside the academic institution.

- To develop and expand students' knowledge about themselves and their abilities, goals, and career interests in a work setting just before they are graduating.
- To expand students' awareness of the world beyond the campus by exposure to a variety of careers, disciplines, life styles, and environments.
- To create access to knowledge and equipment not available in the department for the students.
- To encourage students to take a greater responsibility for their careers and life, and develop self-reliance, values, and beliefs in a manner consistent with becoming a responsible and productive individual.
- To provide students with experience in making decisions and solving problems in a work setting.

## 5. SIGNIFICANCE OF INTERNSHIP

Internship is a very important aspect of professional training. It is significant because it creates work-ready individuals. The students having undergone internship understands if their academic programme equips them to be ready for the world of work and if they individually holds skill sets to work professionally once out from the academic set up.

Since it is mandatory for the student to undertake internship which has credits as well as assessment, the degree of the student depends upon the internship experience and evaluation. Also it is a test for the Department to realize if their academic programme is making individuals ready for professionally working once completing their education.

## 6. ADMINISTRATIVE PROCEDURE

### **STEP ONE: Decision about the nature of internship experience desired by the student**

1. What are your personal interests and career goals?
2. What kind of work experience do you want?
3. What kind of skills would you like to acquire?
4. What kind of organization or work environment appeals to you?
5. What are your strengths and /limitations and what kind of contribution would you like to make?
6. Where would you like to pursue your internship: Locally? Nationally? Internationally?

### **STEP TWO: Identifying organization which are mutually suitable**

1. The department may have established internships contacts through past experiences or the student may have known organizations where there is a scope for internship.
2. If student is interested in a particular organization, she may develop her networking skills by contacting faculty and staff, friends, relatives, fraternity or alumni contacts, neighbors, and so on.

3. To explore potential internship possibilities in organizations identified, contact them to gather information about their internship programs, application requirements and procedures, and deadlines.
4. If a particular organization does not have an official internship program, but if the student still wants to intern with them the possibility can be explored. Department can help the student in initiating the process.
5. Department faculty can help the student in identifying strengths and weaknesses of working with particular organization. At times large organizations may give you macro exposures whereas in small organization student work from start to finish so gets better training. Depending upon the organizational culture, student may be mentored patiently or may be pressured to deliver depending upon the person as well as tasks involved.
6. Briefing the organization about the programme of study and competencies of the student is essential part of pre-orientation. This also helps organization identify weather the student fits the organizational requirements and vice-a-versa.

### **STEP THREE: Joining the Internship organization**

Once the organization is identified, the student can visit the person/mentor at the organization and give the letter from the Department (Annexure-C) indicating time and duration of internship. The organization can give the letter of acceptance to the student so that she has evidence of her association with the organization.

### **STEP FOUR: Guidance during the internship process**

Though enough care is taken in the previous step, once the student joins the world of work, she may face challenges where the Department faculty agrees to support her. The faculty serves as a direct link between the Department and the work place for the interning student. Supervising internships will give the department an opportunity to observe practices and activities in a variety of employment settings and increase its knowledge of workplace trends.

Department faculty can play a supervisory and supportive role in a student's internship experience. Student may require feedback and assistance during the internship. The supervisor faculty may do on-site visits wherever and whenever feasible.

Department faculty will maintain contact with work supervisor. This helps in monitoring the student work besides create rapport for future internships, placements and Department identity. The student is expected to submit weekly report (Annexure-D) during the internship.

### **STEP FIVE: Internship completion processes**

Student need to submit the internship report at the end of the internship along with the evaluation by the organization (Annexure-E) and internship completion letter. The organization can use the internship rubric (Annexure-F) while assessing the student. Make sure that the letter has seal of the organization as well as signature by the supervisor. Department faculty along with the Head of the Department will conduct the viva-voce if possible in presence of internship supervisor from the organization.

## GUIDELINES FOR INTERNING STUDENTS:

1. Occasionally you interact with multiple organizations for the internship. You must understand that you represent the well-known University as well as Department.
2. IF for whatever reasons, you choose to 'not join' a particular organization, you must inform the organization in advance and properly. Proper closers are essential part of communication with work environment. IF you have left negative impression about internship, UNDERSTAND that it will impact future students going to the same organization.
3. You are responsible for establishing "positive and professional image" of the Department and university.
4. Maintain daily diary notes and remain in touch with Department faculty during your internship.
5. Make sure that you have letter of joining as well as letter of completion of the internship besides the said evaluation rubric.

## 7. OUTCOMES OF INTERNSHIP

Internship has multiple advantages for all its stakeholders. Most importantly internship is evaluated and credited work by the student. Student getting evaluated by internship agency is part of her final mark sheet and inaccurate or negative evaluation can impact the student's career. Internship has total 200 marks.

Evaluation by the mentor/supervisor at the organisation: ..... 50 marks

Evaluation by the faculty advisor at the Department.....100 marks

Internship Viva .....50 marks

The report of the internship along with the supervisor's evaluation will have to be submitted to the Head of the Department **within the fifteen days of completion of internship before the final theory examination.**

### Student Internship Report

At the end of the internship the students will submit an internship report which provides documentation of work done, experiences and feedback about the internship. The student must reexamine her goals while starting the internship and outcomes at the end of the internship. She can connect her theoretical knowledge gained through university lectures and assignments and its relevant in the world of work. The report should be accompanied by the internship evaluation by the organization and internship completion letter by the organization. It is essential that the letter has seal and signature of the internship supervisor.

There are multiple outcomes since internship connects academics with work environments.

### FOR STUDENTS:

It helps her to understand relevance of her education with world of work. It adds to the student profile since internship adds to her work experience. Occasionally interns get 'paid internship' which means economic benefits. There have been cases of interning students being offered 'job' at the organization which means internship provides career to the student.

**FOR DEPARTMENT:**

The organization involved in the extension activities may or may not be aware about the Department. The student gives them idea of nature of academic training imparted by the institution which helps define identity of the Department. There have been cases of consultancy for the Department faculty and research opportunities and joint-projects by the organization with the academic institution.

**FOR INTERNSHIP ORGANISATION:**

The organization allowing interns benefits by providing learning opportunity to future work force. They also get 'free labour' who are trained by the academic institution. Student brings her expertise to the organization which can help them reexamine their work since student is an outsider to the organization.



## ANNEXURE A

### M.Sc. Extension Education Programme Structure

**Faculty :** Home Science  
**Programme:** M. Sc. Extension Education (Revised in 2012)

#### FIRST YEAR

##### Semester I

Code No	Courses	Total Credits	Th. Cr	Pr Cr	Int (Cr/M)	Ext (Cr/M)	Total Marks
CC1	Socio-economic Environment in India	4	4	0	2/50	2/50	100
CC2	Extension Education Systems	4	4	0	2/50	2/50	100
CC3	Communication for Development	4	3	1	2/50	2/50	100
CC4	Gender and Development	4	3	1	2/50	2/50	100
CC5	Non-formal Education	4	4	0	2/50	2/50	100
CC6	Community Development I (Pr)	4	-	4	2/50	2/50	100
Total		24	18	6	12/300	12/300	600

##### Semester II

Code No	Courses	Total Credits	Th. Cr	Pr Cr	Int (Cr/M)	Ext (Cr/M)	Total Marks
CC7	Research Methodology and Statistics I	4	2	2	2/50	2/50	100
CC8	Media Production	4	2	2	2/50	2/50	100
CC9	Community Organisation & Development	4	3	1	2/50	2/50	100
CC10	Extension Management	4	3	1	2/50	2/50	100
CC11	Community Development II (Pr)	4	0	4	2/50	2/50	100
E1	Within Faculty of Home Science	4	2	2	4/100	-	100
Total		24	12	12	14/350	10/250	600

## SECOND YEAR

### Semester III

Code No	Courses	Total Credits	Th. Cr	Pr Cr	Int (Cr/M)	Ext (Cr/M)	Total Marks
CC13	Research Methodology and Statistics II	4	2	2	2/50	2/50	100
CC14	Management of Human Service Organisations	4	3	1	2/50	2/50	100
CC15	Sustainable Development	4	3	1	2/50	2/50	100
CC16	Scientific Writing	4	2	2	2/50	2/50	100
CC17	Guidance & Counseling	4	3	1	2/50	2/50	100
E2	Outside Faculty of Home Science	4	2	2	4/100	-	100
<b>Total</b>		<b>24</b>	<b>15</b>	<b>9</b>	<b>14/350</b>	<b>10/250</b>	<b>600</b>

### Semester IV

Code No	Courses	Total Credits	Th. Cr	Pr Cr	Int (Cr/M)	Ext (Cr/M)	Total Marks
CC18	Community Nutrition and Health Management	4	3	1	2/50	2/50	100
CC19	Dissertation	8	0	8	4/100	4/100	200
CC20	Internship	8	0	8	4/100	4/100	200
CC21	Recent Advances in Extension Education	4	0	4	4/100	-	100
<b>Total</b>		<b>24</b>	<b>3</b>	<b>21</b>	<b>14/350</b>	<b>10/250</b>	<b>600</b>

**Notes:** 1) CC Core Course

2) E1: Visual Communication, Media Production, Computer Application for Social Sciences

3) E2: Gender & Development, Communication for Development, Scientific Writing

## **ANNEXURE B**

### **List of Internships in 2014-15**

M.Sc. Extension Education 2014-15 students interned at the following places.

1. Himanshi Sharma- Mosear Bear Trust, Delhi- paid Rs. 5000/-
2. Bhagyashree Lodha- Each on teach one charitable Foundation- paid Rs. 15,000/-
3. Deepshikha Singh- Bhakti Vedanta Hospital
4. Anuja Medhe- Praja Foundation
5. Neetu Shukla- Lemon News
6. Sampurna Mitra- Gratitude India

## ANNEXURE C

### Letter by the Department

UDEE/MSc EE/14-15/  
March 1, 2015

To,

Sub: Internship of M.Sc. in Extension Education Semester IV students

The bearer of this letter, ....., is a student of Master of Science in Extension Education Semester-IV for the academic year .....

The programme commenced in July ..... and the students have been exposed to various aspects of society, community, communication, media, management, nutrition, research, and so on, theoretically as well as practically. As a part of the course it is mandatory for the student to undergo one month internship.

This is to request you to consider her for minimum four weeks internship in April ..... with your organization. A line of confirmation of the same to the undersigned through a letter or an email will be appreciated.

You are requested to send the internship completion and performance appraisal report (attached herewith) including your personal observations about her abilities. If possible please make yourself available for internship viva in .....

We would appreciate if the student is paid stipend during the period of her internship.

Thanking you for your cooperation,

Sincerely,

( **XXX** )

Head of the Department

## ANNEXURES D

### Weekly Work Report Format

Name of the student:

Internship Organization:

Place:

Week starting from..... To.....

Give brief points of work done every day in the following table.

Day	Main Activities done
1	
2	
3	
4	
5	
6	
7	

Main Challenges faced during the week:

Main Achievements during the week:

Main Learnings during the week:

Plan for the coming week:

Date of sending the report:

## ANNEXURES E

### Organization Assessment Performa

#### INTERNSHIP EVALUATION BY THE AGENCY

NAME OF THE STUDENT			
NAME OF THE PROGRAMME		M.Sc. in Extension Education	
NAME & PLACE OF INTERNSHIP			
Approach	Criteria	Total Marks	Marks obtained
	Punctuality	5	
	Sincerity	5	
	Initiative	5	
	Commitment	5	
	Attitude	5	
Skills	Communication	7	
	Documentation	7	
	Reporting	7	
	Any Other:	4	
Total Marks = 50			
Remarks			
Name of the Supervisor/Mentor			
Designation			
Address n Seal of the Agency			
Telephone:			
Email			

Seal

Signature

Date/Place

## ANNEXURES F

### Assessment Rubric for the Organization

<b>Criteria</b>	<b>1 = Unsatisfactory</b>	<b>2 = Marginal</b>	<b>3 = Satisfactory</b>	<b>4/5 = Proficient</b>	<b>6/7= Distinguished</b>
<b>Punctuality &amp; Sincerity</b>	Excessive absences and/or lateness's, and/or early leaves and/or extra breaks and more time	1-2 Absences and/or 3-4 lateness's, Early leaves and/or always takes extra breaks	Never absent, 1-2 lateness's, and/or 1-2 early leaves and/or occasional extra breaks	Never absent, almost always on time, remains for assigned shift, only takes assigned breaks	Never absent, always on time, sometimes remains after assigned shift, only takes assigned breaks
<b>Commitment &amp; Initiative</b>	Work often late and/or often incomplete and/or work quality unacceptable	Work sometimes late and/or sometimes in complete and/or below average quality	Work submitted on time, always complete, work quality average	Self-starter, work submitted on time, almost always complete, very good quality	Self-starter, work submitted on time, always complete, superior quality
<b>Professionalism</b>	Lacking confidence and/or not a team player and/or does not get along with others and/or not a leader	Minimal confidence and/or usually a team player and/or gets along with most and/or minimal leadership	Gaining confidence, team player, gets along with others, takes a leadership role only when asked	Self-confident, team player, gets along well with others, sometimes takes leadership role, Creative	Self-confident, team player, gets along well with others, often takes a leadership role, creative
<b>Planning</b>	Does not plan work or follow a plan and/or doesn't prioritize and/or does not multitask and/or Inflexible	Plans little work and/or usually follows work plans and/or little prioritization & multitasking and/or somewhat inflexible	Plans some work, follows work plans, some prioritization & multitasking, flexible	Plans most work, follows work plans, prioritizes, multitasks, flexible	Plans all work, follows work plans, prioritizes, multitasks, flexible
<b>Problem Solving &amp; Attitude</b>	Unable to solve problems and/or, never questions and/or never provides Solutions	Resolves few problems and/or, rarely questions and/or rarely provides solutions	Resolves some problems, sometimes questions, occasionally provides unique solutions	Resolves most problems, questions occasionally, often provides unique Solutions	Resolves own problems, questions the unusual, often provides unique solutions

<b>Communication</b>	Ineffective written and/or verbal skills	Somewhat ineffective written and/or verbal skills	Effective written & verbal skills; little persuasion and negotiation skill	Effective written & verbal skills; some persuasion & negotiation skills	Effective written & verbal skills; good persuasion & negotiation skills
<b>Documentation &amp; Reporting</b>	Poor subject and Organization knowledge and/or no attempt to gain knowledge	Below average subject & organization knowledge and/or limited attempts to gain knowledge	Average subject and Organization knowledge, seeks out others to gain additional knowledge	Knowledgeable in subject and organization, seeks out experts to gain additional Knowledge	Expert in subject and organization, seeks out other experts to gain additional knowledge