

SNDT Women's University



Department of Sociology

**Master of Arts (M.A)
(80 Credits Programme)**

Internship Manual Guidelines and Procedures for The Internship Programme

(2015-16)

[illegible]

SNDT Women's University, Mumbai

Introduction:

ShreematiNathibaiDamodarThackersey (SNDT) women's University, Mumbai was started by MaharshiDhondoKeshavKarve in 1919.The University is the first women's university in india. The main campus and the administrative offices are located at New Marine Lines, Churchgate, and the branch campuses are located at santracruz and Pune.Today, the university offers various programmes at its three campuses, through 39 university departments and 174 affiliated colleges.

Vision:

Today we visualize the SNDT Women's University as a world class university that continually responds to the changing social realities through the development and application of knowledge. The purpose of such engagement will be to create an inclusive society that promotes and protects the dignity, equality, social justice and human rights for all, with special emphasis on empowerment of women.

Mission:

SNDT Women's University is committed to the cause of women's empowerment through access to education, particularly higher education, through relevant courses in formal and non-formal streams. Further the university is committed to provide a wide range of professional and vocational courses for women to meet the changing socio-economic needs, with human values and purposeful social responsibility and to achieve excellence with **"Quality in every Activity"**.

Motto

An enlightened Woman is a source of Infinite Strength

About Department Of Sociology

The university Department of sociology was established in 1960 with the following

OBJECTIVES:

- To equip the student to critically understand and interpret social reality.
- To help student acquires skill that will be useful to them in their personal and professional life.

JOB OPPORTUNITY or possibility for M.A. Students

On completing of the course, the candidate will be competent to work in the following areas:

- ✓ NGO Sector
- ✓ Industry (particularly Human Resource Management)
- ✓ Teaching
- ✓ Journalism
- ✓ Research

M.A. Sociology

Faculty Name:	Social Sciences
Name of the Programme:	M. A. in Sociology
Credits:	80

Eligibility:

Students must have passed any undergraduate degree examination from the recognized university.

Objectives:

- * To equip the students to critically understand and interpret social reality.
- * To help student acquire skills that will be useful to them in their personal and professional life.

General Information:

- The M. A. in Sociology programme is of 80 credits. There are five courses per semester. Each course will be of 4 credits. Each semester is of 20 credits. (5 x 4 = 20 Credits)
- For the M. A. in Sociology Programme, courses are classified into Core (compulsory) courses and Elective (optional) courses. In Semester I, Semester II and Semester III, students will study total five courses (including Core & Elective courses). In the fourth semester students will study Two papers of 8 credits along with research component of 4 credits and internship component of 8 credits in the assigned institution. **Internship is compulsory.**
- Students from other disciplines can opt for optional courses being offered by Sociology.
- In the **Third and Fourth** semester student will undertake research project of 8 credits and will have to complete internship of 8 credits in the assigned institution
Fourth semester

Evaluation:

- Each course will have 50% Internal Evaluation and 50% External Evaluation.
- Minimum 40% marks are required in Internal & External assessment separately for passing in each Course.
- Student who fails in the internal assessment will not be allowed to appear for semester end (external) examination.

1. Syllabus structure**Scheme: Semester I**

Sr. No.	Code No.	Subjects	L	Cr.	P / T	D	TP (E)	Internal	P / V	T
		(Core Modules)								
1	111001	Classical Sociological Tradition	4	4	--	1.5	50	50	--	100
2	111002	Sociology of Indian Society	4	4	--	1.5	50	50	--	100
		(Optional: any three from the following)								
3	111101	Social Anthropology	4	4	--	1.5	50	50	--	100
4	111102	Environment & Society	4	4	--	1.5	50	50	--	100
5	111103	Sociology of Religion	4	4	--	1.5	50	50	--	100
6	111104	Sociology of Social Movements	4	4	--	1.5	50	50	--	100
7	111105	Political Sociology	4	4	--	1.5	50	50	--	100
		Total	20	20	--		250	250	--	500

Scheme: Semester II

Sr. No.	Code No.	Subjects	L	Cr.	P/T	D	TP (E)	Internal	P/V	T
		(Core Modules)								
1		Research Methodology	4	4	--	1.5	50	50	--	100
2	211004	Theoretical Perspectives in Sociology	4	4	--	1.5	50	50	--	100
		(Optional: any three from the following)								
3	211106	Education and Society	4	4	--	1.5	50	50	--	100
4	211107	Social Demography	4	4	--	1.5	50	50	--	100
5	211108	Globalization & Society	4	4	--	1.5	50	50	--	100
6	211109	Sociology of Disaster Management	4	4	--	1.5	50	50	--	100
7	211110	Sociology of Health	4	4	--	1.5	50	50	--	100
		Total	20	20	--		250	250	--	500

Scheme: Semester III

Sr. No.	Code No.	Subjects	L	Cr.	P/T	D	TP (E)	Internal	P/V	T
		(Core Modules)								
1	311005	Recent Trends in Sociological Theory	4	4	--	1.5	50	50	--	100
2		Research Component		4	--	1.5	50	50	--	100
		(Optional: any three from the following)								
3	311111	Sociology of marginalized Communities	4	4	--	1.5	50	50	--	100
4	311112	Sociology of Popular Culture & Mass	4	4	--	1.5	50	50	--	100

		Communication								
5	311113	Urban Sociology	4	4	--	1.5	50	50	--	100
6	311114	Criminology	4	4	--	1.5	50	50	--	100
7	311115	Sociology of Agrarian Society	4	4	--	1.5	50	50	--	100
		Total	20	20	--		250	250	--	500

Scheme: Semester IV

Sr. No.	Code No.	Subjects	L	Cr.	P/T	D	TP (E)	Internal	P/V	T
		(Core Modules)								
1	411007	Gender & Society	4	4	--	1.5	50	50	--	100
2		Sociology of Modernization and Development	4	4	--	--	--	--	--	100
	411888	Research Component		4						100
		<i>Research Proposal writing</i>	--	2						
		<i>Dissertation</i>		4						
		<i>Viva voce on Dissertation</i>		2						
4	411999	Internship Component	--	8	--	--	--	--	--	200
		<i>Submission of Weekly Progress Report by the Student signed by the supervisor & counter-signed by the Head of the Department.</i> <i>Completion Report from the Supervisor of internship</i>								
		Total	--	20	--		--	--	--	500

No. of Lectures / week, Cr. = Credits, P/T = Practical / Tutorial in hrs.,

D = Duration of Theory paper for Examination in hrs., TP = Theory paper-marks, Internal = Internal Assessment in marks, P / V = Practical / Viva Voce – marks,

T = Total.

2. General Information About the Internship

2.1 Introduction:

Internship is learning through doing. It blends theory and practical. It combines philosophy with action. It helps the student to apply theoretical knowledge taught in class rooms in different practical situations. Student tests his/her theoretical knowledge in practical situations and develop skill in that particular field.

2.2 Objectives:

- To develop professional skill through practical learning
- To apply acquire knowledge for the study of relevant facts, analysis of the problem and selection of appreciate means of solutions towards the problem
- To develop the skill for solving the problems and work at micro level and at macro levels
- To provide opportunity for the integration of class rooms learning and field practice and vice-versa.
- To develop the skill required for professional practice at the particular level of training.

2.3 Types of Internship:

Paid/unpaid

2.4 Internship Requirement:

The students must have completed all formalities before Proceeding for internship

- Faculty advisor's visit to
Place of internship : Once a week / whenever required
- Meeting requirement : Discussion with personal-quality
of work, planning, implementation

2.5 Internship Procedure:

- **Before the Internship begins**
 - Enlisting agencies for students internship placement
 - Matching –batching of students as per the convenience of the students and facility/Supervisor

- Orientation of students about internship
- Orientation of faculty & representatives of NGOs/agencies
- Preparation of detailed internship schedule
- **During Internship**
 - Regular/whenever required visits by faculty advisors/supervisors
 - Checking of weekly reports of students
 - Solving students' problem and follow-up
 - Assessing weekly work of students
- **After Completion of the internship**
 - Getting agency feedback about the student's performance
 - Assisting student's for final submission of their reports
 - Organizing student's viva for final assessment.

2.6 Code of conduct

- Student should be punctual and should follow the institutions timing meticulously
- Student should be accountable for the assignments given to her and should complete in time
- Students should follow good mannerism and give due respect to everyone
- Student should follow dress code, if any, or should wear formal clothing
- Student should not ask for any compensation for extra hour put or work done
- Student should follow the schedule of submission of all reports
- Student should adhere to the rules and regulation of NGO
- Student should be available in the NGO as per requirement of the institution and should not ask for any favours
- Students should work like a staff member of the NGO
- Student should not get involved in agency politics
- Student should keep confidentiality of information and other details of the NGO
- Students should not show favoritism to any member
- Student should not be biased to any one

2.7 Evaluation rubrics for internship (for the whole period as well as final presentation)

- Evaluation Scheme – 100 marks for actual work (50 marks-faculty+ 50 marks-agency supervisor)
- External Evaluation - 100 marks (50 marks – Viva + 50 marks for report by supervisor)

3. Use of the Manual

This manual is intended for use by students, mentors/supervisors as well as departmental faculty for planning and implementing student internship. It is a useful resource that provides guidelines to all stakeholders who are involved in the internship course offered as part of the graduate degree programmes conducted by this department.

3.1 Student:

The manual informs the students about:

- The step by the procedure/activities to be undertaken before the commencement of internship.
- What is expected from the intern during internship?
- The role and responsibilities of the intern
- Details of the activities to be done after the completion of internship and 3
- Guidelines for preparation of the final internship report.

3.2 Agency and Supervisor/Mentor:

The manual provides the mentor/supervisor information so that she/he can plan a fruitful internship programme for the student(s) as per the course requirements, and supervise as well as evaluate the intern.

- Gives information about the objectives of academic programme under which the intern has registered
- Informs about weightage given to the internship in the programme and the objectives of the internship.
- Informs about the role of mentor
- Provides guidelines for evaluation.

3.3 Faculty Advisers/Coordinator:

The manual gives detailed information to the Faculty advisor/coordinators about the various stages of internship from pre-preparation by the student until evaluation of the internship.

4. Internship details

4.1 Credit:

8

4.2 Hours:

240

4.3 Place of Internship:

Students will be placed with NGOs, CSR of industries or with government agencies organizing and carrying out activities in the area of Non Formal Education (NFE), continuing Education (CE) and Community development (CD).

4.4 Types of work

To be done:

Students will work like a regular employ of the organization as per the requirement of the agency. They may be involved in planning, organizing and carrying out activities in the area of NFE, CE and CD

Duration of internship:

The intern will work for a period of 240 hours (this may take 30 or 40 working days, depending on the working hours work of the agency)

4.5 Benefits and Advantages of internship:

The internship programme is an arrangement between the intern/student, Department and the agency / organization. Each stakeholder can benefit from an effective internship programme that is well-planned, implemented and monitored

Some General benefits of internship are:

- ❖ Students have opportunities for new learning experiences and exploring future career choices vis-à-vis their skill and abilities.
- ❖ Student receives guidance and feedback from professionals/experts in specific fields/areas.
- ❖ Organizational facilities can be availed of for specialized training.
- ❖ The agency organization has an opportunity to actively participate and contribute towards education by helping transform students into professionals.

4.6 Benefits/Advantages of students

Through the internship, the student can gain many benefits that would otherwise have not been available to her in the classroom setting. Internship can be challenging and exciting since the student is able to gain specialized learning experiences that cannot be provided within the University's infrastructure. Several benefits are listed herein:

- ❖ Gives an opportunity to observe professionals fulfilling their job responsibilities.
- ❖ Gives an opportunity to examine firsthand many of the concepts and processes they had only heard or read about
- ❖ Gives an opportunity to practice, evaluate and improve the skill, techniques and principles that she has learned as part of her degree programme.
- ❖ Gives an opportunity to use and enhance her creativity, problem-solving skills
- ❖ Allows her to coordinate and function dynamically as a member of a team
- ❖ Student can demonstrate the ability to communicate effectively both verbally and in writing
- ❖ Enhances the professional growth of the student and helps her gain self-confidence and self esteem.
- ❖ Assists the student to work within given work schedules and allows them to develop coping strategies.
- ❖ Furthers her understanding and appreciation of the role of the professional
- ❖ Establishes desirable work habits and attitudes while developing a sense of responsibilities.
- ❖ Provides a means for determining student's strengths and weakness how to overcome weakness as well as effectively use the strengths and mature.

4.7 Benefits and Advantages to the agency/Organization

- ❖ Gives a chance to train the future professionals as per requirements of the agency/organization thus reducing the investment cost for training
- ❖ Offers challenges, suitable tasks that will assist the student in turn for achieving the agency's/organization's and the student's learning goals.
- ❖ Elicit feedback from the experts in the development of academic programmes/curricula.
- ❖ Gives opportunities for collaborative work and action projects, research and other activities in partnership with the academic institution through mutual exchange of information, views and ideas
- ❖ Gives potential employers an opportunity to identify prospective candidates and evaluate them for later employment

- ❖ Can help the agency/organization/industry to work in participate with the Department and university towards fulfilling the goals/corporate Social Responsibility
- ❖ Supervisors/mentors have the opportunity to serve as role models to students
- ❖ Provides opportunities to develop new strategies and plan of action for well being of society.

4.8 Benefits to the Department and university

- ❖ Feedback given by industry professionals helps in evaluating existing programmes and currucula,identifying the lacunae and subsequently improving them so that the outgoing students are well-trained, valued professionals who can meet the changing needs of society
- ❖ Provides a platform for catering to individual interests, abilities and skills of students
- ❖ Helps to evaluate student's skills, competencies in professional setting and to identify the needs of individual students and provide better guidance to students to have realistic career goals
- ❖ Teaching faculty have opportunities to interact with experts, be familiarized with the latest technologies, R&D efforts and to work with equipments/avail of infrastructure facilities that are not available in the University.
- ❖ Helps to identify experts from the agency/industry/organization who can be involved in teaching and research guidance
- ❖ Provides opportunities for identifying and undertaking meaningful research that will contribute positively to national productivity and development
- ❖ Gives opportunities for developing and working collaborative/multidisciplinary research programmes
- ❖ Enhances the image of the University and facilitates creating awareness about its programmes to different sections of society
- ❖ Given opportunities and insights into multi-dimensional nature of various areas to tailor academic programmes accordingly through formal and other channels
- ❖ The contribution of students and faculty in terms of innovative and creative products/designs/interventions get recognition from industry and society

4.9 Benefits and Advantages to Community

- ❖ Allows better understanding about the University, its mission and goals,its programmes, contribution and its commitment to social responsibility
- ❖ Give opportunities for fresh talent, enthusiasm and creativity of young adults and helps them to face the challenges and meet the needs of a changing society
- ❖ Helps establish networks and identify opportunities for social entrepreneurship

- ❖ Through trained manpower, community derives benefits from issue-specific interventions, need-based products.

5. Role of various stakeholders

5.1 Head of Department

The Head of Department (HOD) will assign individual students to a Faculty Coordinator. The HOD is responsible for orienting the students about the internship process, expectations from internship and evaluation, that students will develop their bio -data within the time limit given. The Head of Department has the overall responsibility to ensure that students receive individual support and advice from the Faculty Coordinator and Supervisor/Mentor to maximize student's learning opportunities through the internship.

If the student has grievances/problems that cannot be solved by the Faculty Coordinator, the HOD should step in and attend to the problem and find a solution on priority basis. The HOD may interact / contact the Supervisor/Mentor as well as the Intern any time during the internship.

5.2 Role of Faculty Coordinator

The Faculty Coordinator is the liaison person who provides the link between the Department/University and the agency/industry/organization where the interns will be placed.

The faculty coordinator is required to work closely with the individual students assigned, supervise the internship and through observation of the practices and activities in various organization/industries, enhance his/her knowledge of professional trends in the workplace.

The faculty coordinator should guide and suggest and if he/she has personal contacts, facilitate the student to find an appropriate placement.

The Faculty Coordinator should:

- Help the students to formulate learning objectives.
- If necessary, suggest academic work that supplements the internship experience
- Serve as a support system to the intern during the experience.
- Provide a formal evaluation to the intern after the internship is completed.
- Be available to the student for consultation to solve problems and answer questions.
- Ensure that the learning activities are related to the learning objectives.
- Ensure that the student maintains a logbook/record of the work done.
- Finalize the work plan in consultation with the supervisor/mentor.
- Monitor the intern's progress and provide feedback to the intern.
- Make on-site visits to observe and evaluate the intern's work.

- Maintain regular contact and communicate with supervisor/mentor to monitor the intern.
- At the end of the internship submit a brief written report to the Head of Department about the suitability of the industry / organization and whether students can be placed there in the future.

In consultation with the Supervisor/Mentor, the Faculty Coordinator should finalize the student's work plan including reporting time and place, work hours, dress code, degree of independence, on – the-job supervision, confidentiality and work ethics.

Faculty coordinator should discuss the following with the Mentor while monitoring the intern:

- Does the Student's performance meet the supervisor's and agency's expectations?
- Are there major discrepancies between supervisor's and intern's perceptions?
- Is the student's behaviour appropriate and professional towards the supervisor, staff and clients if any?
- Is the student accepting direction, supervision and constructive criticism?
- Are there ways the internship could be improved?

If there are problems and the Faculty Coordinator is required to intervene, he/she should gather information separately from the Supervisor and the student. A meeting between the Coordinator, Supervisor and student should be conducted and an acceptable solution should be worked out. If the Coordinator cannot handle the situation, the matter should be referred to the Head of Department, who should mediate and the matter should be sorted out.

5.3 Role and responsibility of Supervisor/Mentor

In consultation with the Faculty Coordinator, the Supervisor/Mentor should finalize the student's work plan including reporting time and place, work hours, dress code, degree of independence, on – the-job supervision, confidentiality and work ethics.

The mentor should ensure that the educational needs of the intern are not superseded by the service needs of the industry/organization. The intern should not be assigned full time to only one program function for the entire internship period and should be assigned a variety of functions, as many as the industry's structure allows and based on the opportunities available.

The mentor should arrange for the intern to participate in orientation to the industry's operation, and other training programmes organized, if the intern is likely to benefit from them.

At the beginning of the internship, the mentor should review the learning objectives of the intern, explain her responsibilities and duties, rules and regulations to be followed and criteria for performance evaluation. He/she should also explain the circumstances under which the internship can be terminated prematurely. Also it is the responsibility of the mentor to:

- Make the necessary physical arrangements in terms of work space, equipment and other appropriate materials for the intern.
- Provide opportunities to integrate knowledge and learn and practice new skills
- Provide opportunities for interaction with clients, for case studies/client profiles, their recording and reporting
- Be a model professional/role model with ethical competence and conduct
- Observe the on-the-job performance of the intern.

Regularly review and discuss with the intern her performance (at least once a week) and progress towards accomplishment of the learning objectives and assigned tasks, point out mistakes, evaluate her methods and techniques, identify her strengths and weakness. He/she should give suggestions for improving her performance and competence.

If the internship is not going as per the plan, if the student is not performing satisfactorily, including lack of professional commitment, poor attitude, absenteeism, failure to follow the directions, inappropriate dress- the mentor should discuss the same with the Faculty Coordinator.

The mentor should ensure that the intern will submit the weekly logbook and report and the final internship report within 10 working days of completing the internship.

With involvement of staff members (If applicable), the mentor should give a final evaluation report that objectively analyses the intern's performance, using the proforma provided by the University. (Appendix 8)

5.4 Responsibilities of the Student/Intern:

Each student is required to start the internship process at least one semester prior to the internship. She should interact with the Faculty Coordinator as early as is possible.

Undertake a self analysis to identify her strengths and weaknesses.

The first step is for the intern to submit a written application to the HOD through the Faculty Coordinator along with her bio-data, including the learning objectives for her internship and career goals.

Identify agencies/organizations that she feels would help her make the internship a fruitful learning experience under guidance of the Faculty Coordinator

Finalize the agency/organization for internship with approval of Faculty Coordinator and HOD.

Student should meet with Supervisor/Mentor and Faculty Coordinator and finalize the work plan and work schedule vis-à-vis her learning objectives. A student cannot accept an internship or leave the internship without the approval of the Faculty Coordinator and the Head of Department. If the student wishes to change the agency/organization or to leave the internship, she should have cogent reasons for doing so. The student should devote her

full time to the internship. She should not work part time or undertake anything that will distract her and compromise her ability to fulfil her internship responsibilities unless this has been agreed upon by the Supervisor/Mentor, Faculty Coordinator and Head of Department. She should not use the agency/organization/s resources for personal use or personal benefit. The student should not negotiate changes/alterations in assigned work hours or try to reduce the number of hours, days and weeks that have already been agreed upon. No internship should be completed earlier by working extra or overtime hours.

When the internship starts:

1. Become familiar with the formal and informal reporting structures within the organization
2. Understand the organization's policies, regulations and procedures so that she is fully oriented about her work setting. Here student must pay attention to the persons or people in the organization, who are the decision makers, what is the decision-making style, is she going to be supervising others.
3. Revise with the supervisor/mentor what are the expectations and work assigned and the time schedule for the same
4. Treat the internship as a professional commitment. In the agency/organization, the student is regarded as any other employee is.
5. Keep a detailed record of :
 - 5.1 Hours spent
 - 5.2 Activities performed
 - 5.3 Supervisory meetings
 - 5.4 Attendance at conferences, seminars, in-service training programmes
6. Report to the Supervisor/ Mentor and Faculty Coordinator regularly about the progress of internship on weekly basis (see Appendix)
7. If the student must miss a day(s) at the internship either due to bad weather or illness, she should inform the Supervisor about her absence. If the student misses three or more days, she should inform the Faculty Coordinator as well. The time(days) missed should be made up by the intern over, as prescribed by the Supervisor/Mentor and above the scheduled period.
8. Have work ethics such as respecting confidentiality, refraining from talking about people, not gossiping, respecting support staff, observing basic social courtesies& skills e.g. wishing your superiors and colleagues, not chewing gum, keeping feet off furniture, adhering to the dress code.
9. Always remember that attendance and promptness are expected. If a student enters a class late, there may be no penalty. In the world of work, tardiness and absenteeism may be taken as a sign of disrespect for others' time, and lack of interest in work. Being prompt reflects eagerness, responsibility and respect for others. Reaching the workplace or for seminars/conferences at least five minutes early is important.
10. Learn how to make introductions and how to introduce herself. First impressions are important.
11. She should be careful about the language and words used and speak like a professional.
12. Inform the Supervisor/mentor about work-related difficulties and challenges.

13. If there are problems, discuss them with the Supervisor/Mentor at the earliest. If a solution cannot be found, the problem should be discussed with the Faculty Coordinator.
14. If inappropriate advances are made or there are safety issues, the intern should discuss it with the Faculty Coordinator.

6. Supervision, Reporting and Documentation

6.1 Supervisory visits by Faculty Coordinator / Faculty Advisor

Supervisory Visit-The Faculty Coordinator must visit the agency/organization where the student whom she is guiding, at least twice during the student's duration. Prior to making the visit, the Coordinator must contact the Supervisor/mentor and make an appointment for the visit at a mutually convenient time.

Reporting-During the visit, the faculty Coordinator must discuss the progress of the student, her performance and review with the Supervisor/Mentor, the extent to which the different learning objectives of the students have been achieved. After the visit, the Coordinator must file the report about the visit to the Head of Department. The format for the periodic report is given in Appendix 4.

Documentation- Besides this, the Faculty Coordinator is required to give a summative evaluation about the agency/organization. This must be done at the end of the semester after the internship of the students is completed along with the report.(Appendix- 9 Internship Evaluation by Faculty Coordinator)

6.2 Report upon Completion of Internship

At the end of the internship, the student must submit : (a) cumulative hours summary (b) a full-fledged detailed internship report, using the structure outlined by the Department, and (c) an evaluation of cumulative internship experience.

6.3 Reports to be submitted by the Intern

The intern must submit the following to the Faculty Coordinator:

- 1) Learning Objectives and Corresponding Activities to be undertaken during Internship. This must be submitted well in advance so that the Faculty Coordinator can guide the student to identify an appropriate agency/organization for internship.
- 2) Weekly Internship Activity report. The format for this is given in the Appendices section. This report requires the student to list the activities carried out during the work week, the experiences, accomplishments and new knowledge gained and/or skills learned during the week. The weekly report is to be filed / submitted every week throughout the internship. (Appendix 2)
- 3) Internship Report: This is a detailed report about the entire internship experience is in Evaluation of Cumulative Internship Experience. (Appendix 3)

Formats for each of these are given in Appendices.

6.4 Reports by Faculty Coordinator:

The faculty coordinator has to report about :

- 1) the visits made to the agency/organization and the observations made as well as suggestions given for the remaining period of internship (Appendix4)
- 2) Evaluation of the student (Appendix5)
- 3) Feedback about the agency/organization (Appendix 6)

At the end after the student has completed the internship, the Coordinator must evaluate the internship report and the seminar presentation made by the student

6.5 Report by Mentor/Supervisor-assessment and feedback

The mentor/supervisor is required to assess the intern's performance and give feedback to the Department about the academic programme in general.(Appendix 8 & 9)

6.6 Evaluation/ Assessment of the Internship Seminar-

After completion of internship, student is required to make a presentation about her experience. This will be evaluated by the Coordinator, the Supervisor/Mentor and the Head of Department. The duration of the presentation should not exceed 20 minutes. (Appendix 10)

Appendix 1

Learning Objectives and Corresponding Activities to be Undertaken during Internship

Year:

Period:

Student's name

Specialization name

Agency/Organization

Learning Objectives	Activities Planned to Facilitate Learning
1	
2	
3	
4	
5	

Date

Student's signature

Date

Supervisor's signature

Date

Faculty Coordinator's signature

Appendix 2

Weekly internship Activity Reports (To be submitted by the student)

This report must be submitted in the format given herein. Please document in detail the activities in which you participated. This must be submitted to the Supervisor/Mentor and the Faculty Coordinator.

Name of Student:

Agency/Organization where internship is being done:

Report for the Week: _____ to _____

Date worked	Work site /Department	Activities Carried out	Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Total Hours			

Please write briefly about (a) your learning experiences and (b) accomplishments for this week's work

(a) Learning experiences :

(b) Accomplishments:

- (1) What new knowledge or skill did you learn on the internship this week?
- (2) List the pleasant experiences that occurred this week?
- (3) Did you have any unpleasant experiences this week? What were they and how did you handle the situation?
- (4) From the various thing that learned as part of the academic programme, what have you been able to apply during the internship?

Or were you able to apply what you learned during the internship? Describe in brief.

(5) What value did you add to the agency/organization this week? Describe your contribution.

(6) This week's experiences was positive :

Agree
somewhat agree
Disagree

Evaluate your progress towards achieving your objectives that you had listed for your Internship :

Objectives	Achieved	Some Progress	No Progress
1			
2			
3			
4			
5			

Date

Student/Intern's signature

Date

Supervisor/Mentor's signature

Date received on

Faculty Coordinator's signature

Appendix 3

Internship Cumulative Hours Summary

Week	Total Hours
I : -----to -----	
II : -----to -----	
III : -----to -----	
IV : -----to -----	
IV: -----to -----	
VI : -----to -----	
VII : -----to -----	
VIII : -----to -----	
Total Hours :	

Date

Intern's Signature

Date

Supervisor/Mentor's signature

Appendix 4

Outline for Internship Report

A. Introduction

1. Description of Internship Placement, Duties and Responsibilities
 - Overview of Internship Agency/Organization
 - Description of Department(s) and/ or position assignment
 - Description of orientation and training procedures responsibilities
 - Description of orientation and training procedures provided by the agency/organization
2. Discussion of Internship Goals and Objectives
3. Identification and Discussion of Supplemental reading assignments

B. Internship Accomplishments and Achievements

1. Description of Internship accomplishments, achievements and valuable learning experiences including new knowledge and skills acquired during internship.
2. Relevance of your accomplishments and achievements to the agency/organization's function and goals.
3. Discussion of your internship accomplishments and achievements relative to your personal internship goals, objectives and your career.

C. Assessment

1. What were the internship activities that were most instrumental in achieving your goals and objectives of internship
2. Did you encounter problem (if any) that constrained you from full realization of your internship goals and objectives? What were the factors that constrained you from not achieving your objectives?
3. Did you allow yourself sufficient time to achieve your objectives? Were you objectives realistic or did you expect too much?
4. Adequacy of the agency/organization's orientation, training, supervision and support for the successful completion of internship
5. Please list your skills that were most useful to the agency/organization
6. Please at the start of the internship and to what extent did the internship help you overcome them.
7. Did you benefit from the Internship? Identify and discuss three most positive aspects of your internship experience.
8. What would you do differently if you were given the chance to do this internship again?
9. Are you considering a career in this area?

Appendix 5

Evaluation of cumulative internship Experience by student upon Completion of internship

Name:

Date:

Name of Agency/Organization:

Department(s) where internship was done:

Name of Supervisor/Mentor

1. How do you rate your internship experience?
 - a. Excellent
 - b. Good
 - c. Average
 - d. Poor
2. Did the internship experience meet your expectations? Explain
3. Did the internship experience help you identify your career field?
 - Yes
 - No

If yes, explain how

If no, explain why
4. What was the most valuable activity you experienced?
5. How can the internship programmed be improved?

Intern's signature _____

Date _____

Supervisor/Mentor's Signature_____

Date _____

Appendix 6

Report by Faculty Coordinator to HOD after visiting Internship Agency / Organization

Name of Intern:

Name of Agency/Organization:

Date of Visit:

Time of Visit:

Purpose of visit and meeting

Regular visit:

Specially requested by

Briefly describe the key observations made during visit

Did you identify any problems?

- a. Yes
- b. No

If yes, describe the problem in brief and the action/possible solutions recommended or taken.

Problem/issue identified	Recommended action/solution

Any suggestion given to intern (list in brief)

- 1.
- 2.
- 3.

Faculty Coordinator's signature:

Date

Appendix 7

Internship Assessment by Agency/Supervisor or Mentor

Name of Student Intern:
 Name of Supervisor/Mentor:
 Name of Faculty Coordinator:

Date:

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

- A. Excellent,
- B. Very good,
- C. Average,
- D. Clearly below average,
- E. Unacceptable,
- F. NA Not applicable

Sr. No	Item	A	B	C	D	E	Not applicable	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 adapt easily							
5. Team work								
	Works as a team Member							
	Gets along with others							
	Ability to use assistive Techniques/device/equip ment 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/slang Words							
	Work with appropriate Media							
7. Organization								
	Organizes her time Efficiently							
	Organizes her workplace efficiently							
	Administers resources/ Funds efficiently							
	Punctual							
8. Group Participation								
	Prepare 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 Bench marks							

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							

Appendix 8
DEPARTMENT OF SOCIOLOGY

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S. N. D. T. Women's University, Mumbai.

Feedback of the student About Internship Name of the Student

M.A. II (2014-15)

1	What was on an average feedback from students?	a. It was a learning experience b. It has given me confidence to enter world of work. c. There was no cooperation from agency d. They would recommend Internship to their juniors e. Any other Ans:
2	You got job offers from the agencies where internship is done?	1 Yes 2 No 3 Given Assurance
3	What were the other benefits gained by students due to Internship?	1. 2. 3.
4	List the other benefits due to linkages created by internship.	
	Any other information you wish to give	

Thanks for your participation

DEPARTMENT OF SOCIOLOGY
SNDT WOMEN'S UNIVERSITY, MUMBAI

INTERNSHIP EVALUATION REPORT BY FACULTY COORDINATOR

SECTION I—Rubrics For Evaluation

A	Section I (weightage 5) Understanding the Agency						25
Sr.No.	Details	1	2	3	4	5	
1.	Understanding micro environment						
2.	Understanding agency						
3.	Socio economic reality						
4.	Organization structure. decision making						
5.	Assessing activities of organization						
	Sub Total						
	Total						
B	Section II (weightage 5) – Direct work with agency						25
1.	Built rapport						
2.	Demonstrate respect for individual						
3.	Understand needs of society & clients						
4.	Maintain confidentiality						
5.	Apply verbal behavior						
	Sub Total						
	Total						
C.	Section III (Weightage 5) – Recording Skill						25
1.	Present relevant information in systematic manner						
2.	write weekly report						
3.	Ability to write various types of report						
4.	work on documentation of agency						
5.	Dairy maintaince						
	Sub Total						
	Total						
D	Section IV (weightage 5)- Use of field instruction /supervision						25
1.	Ability to accept supervision and establish relationship with supervisor and contact						

	person						
2.	Recognize significance of faculty and field contact person						
3.	Make constructive use of supervisor comments						
4.	Consult faculty coordinator when appropriate						
5.	Accept ideological difference						
	Sub Total						
	Total						
E	Section V (weightage 5) professional development/ growth						25
1.	Take initiative in work						
2.	Ability to learn /unlearn/relearn						
3.	suggest new program / analyze						
4.	Time Management						
5.	Contribute as part of team						
	Sub Total						
	Total						
	Total of A+B+C+D+E Out of 125						Total Out of 25

SECTION II

	OTHER MARKS						Total out of
Sr.No.	Details						
1.	Plan and Goal of Internship						10
2.	Achievement of Goals						15
3.	Reports Of Activities						25
4.	Report of Internship						25
5.	Rubrics						25
6.	External Assessment						50
7	Viva Voce						50
8	Total Out Of 200						