CHRIST
(Deemed to be University)

Department of International Studies and History
GUIDELINES FOR SUMMER INTERNSHIP -2018

SUMMERINTERNSHIP 2018

All MA International Studies students who are completing their second semester are required tocompletesix weeks internshipduring April- May before the commencement of the third semester. The internship is generally from 15 April 2018 immediately after the end semester exams.Students can take internship either by approaching the organization/institution directly or through the Department. During the internship period students are required topositivelysend their weekly reports to their respective Internship Coordinator.

Objectives: The objective of the summer internship is to provide an opportunity to the students to get exposed to the work culture of organizations and simultaneously to pursue developing their analytical skills required for their future career. Students must also ensure as much as possible that the internship area is synonymous with their dissertation of the MA program.

Nature ofthe Work

While doing their internship students must follow work ethics of the concerned organization, which includes, the work discipline, the center's dress codeand pursue professional approach. Once they have joined the organization they cannot change the internship institute. If found changing the internship institute, it will lead to cancellation of the entire internship.

Dates of commencement and ending if internship: April 16, 2018 to May 26, 2018

The have to reach the office on time every day and follow guidance of their supervisor/mentor which includes, submitting given work on time. They must complete all formalities at the end of the internship period which include final work assignment, seminar presentation, publication of the work etc. according to the demands of organization Students should complete their internship on time and obtain certificatefrom the concerned institution on or before 1 June 2018 and provide the details of the organizationto the Internship Coordinator of the Department.

Permissions required from the co-ordinator of Internship

Students who have taken internship by themselves must inform the internship coordinator about the details of the organsition, nature of work, supervisor at the internship organization. They should produce a confirmation letter from the internship organization to the internship coordinator before joining for internship. Without internship coordinator's approval students

cannot change their internship organisation. All students must submit their internship report before June 10, 2018.

Permissions required from the guide of the Internship

Every student will be allocated an internship guide from the department. During the internship period they must regularly interact with the guides and send their weekly report to them (see the Weekly report section). Students need to take permission from their guides before they take leave from the internship organization.

Expected learning from the summer internship:

The student, while doing the summer internship, should expect that the learning can take place in the following areas:

- Learn about the main research areas of the institution
- Learn the work and discipline culture of the organization
- Learn to relate to the focus of the institution and your own topic
- Learn to network with the staff
- Learn to develop analytical skill
- Learn to develop critical thinking
- Learn to be punctual at the work place
- Learn the discipline rules of the institution and adhere to the same

In order to ensure that the above learnings happen in a structured way, the student should choose a topic that will keephim/her fully engaged with the organization where the summer internship is undertaken. All students must be ensure that they have properly completed the work they have been assigned, before leaving the organization. They should also observe proper dress code while on internship and also attending conference/seminar during the period.

Weekly Internship Report:

During the internship period students are required to send their report on weekly basis to their internship guide with a copy to the internship coordinator only through LMS. By the end of internship each student must have sent at least 6 reports to their respective internship guide. (Template in Annex1)

Deadlines for sending weekly reports

Report – 1: Immediately after the joining the institutestudents are required to send their first report explaining the nature of the work, supervisor (if any) and final assignment

Report –2 :progress of the work on or before April 23, 2018

Report –3 :progress of the work on or before April 30, 2018

Report –4 :progress of the work on or before May 7, 2018

Report –5: progress of the work on or before May 14, 2018

Report –6: progress of the work on or before May 21, 2018

Final Internship Report:

At the end of the internship period students must complete a research paper of around 2500 words which is to be submitted to the Department when they rejoin for the third semester which they can, either independently or with faculty, publish anywhere they want. They also have to submit an*internship report* to the Department explaining the nature and functioning of the organization, work culture, their own work, and seminar participated, if any, and their contribution. (Please see Annex 2)

Grading of the Internship

The internship will be graded based on weekly report, final report and viva and the grade is awarded on the following pattern
Total marks 100: (2 credits)

1. *Weekly report*: **25 marks** (Total 6 reports). The mark is based on hours spent in the organization, nature of work and punctuality in sending reports and the report send from the organization about the performance of the student.
2. *Final report*: **50 Marks**- calculated on the basisof languageproficiency, content and facts including citations and bibliographyand analytical skill
3. *Viva*- (presentation of the report) - **25 Marks**- calculated on the basisof communication skill, ability to summarise the report and ability to answer to the questions during viva.

Annexure 1

Summer internship Report

WEEKLY UPDATE NO. --

1. Internship – starting date---- & ending date ----

2. **Report about the firm**

(Example: DABUR-

a. It is a firm with holistic environment
b. It is a zero carbon emission firm and plant
c. In NCR there is Head quarter and zonal office that handles 11 plants and their transactions (inflow and outflow) that are Chandigarh, Dehradun, Ambala, Himachal, Jammu, Varanasi, Jalandhar, Jaipur, Muradnagar, Delhi & Kanpur
d. The management treats trainees as employees and employees as their family members
e. Also one feels like homely environment in the firms campus
f. It contributes lots to green environment
g. The firm has manufacturing plant that employs labor on contract basis
h. Currently it has employed labors from Nepal on contact basis
i. The firm believes in giving employee value, trainee value and customer value such as by providing lunch and other facilities
j. They have their own mess separate for labors/workers and employees)

3. **Report about the work**

(Example

a. They have placed me in the Banking department of a firm
b. They have given me the responsibilities to perform internal auditing
c. Almost done with auditing of all plants till the end of the week
d. I came to know what actual pressure of the work is there on the employees
e. Same pressure some what I have started feeling
f. Internal auditing ensures that there is no blunder when the external auditor comes
g. Banking department in the firm is core department of the firm
h. Every transaction is generated, verified, regulated from here, if something wrong happens here then complete process flow is disturbed and every department faces some irregularity, so lots of concentration and skillset is required for being here)

4. **Working hours**

5. **Reporting person:**

6. **Work undertaken this week:**
   (Example

   a. Learning many new aspects of real practical scenario in terms of finance
   b. From the first day they have started me treating as regular trainee
   c. There is bit or say byte of relation between class study and industrial working aspects
   d. They have linked my SIP training objective with the firms objective so that their work is also completed and my work is also done and also I can come to know about the complete process
   e. Overloaded with bundle of work
   f. The plants auditing requires lots of careful attention and strength to work for long hours
   g. A single mistake can lead to big blunder for a company
   h. But I am able to manage it in conveniently and in timely manner)

ADDITIONAL NOTE: (Optional)

Yours faithfully

Student Name

Student Enrollment No.

Internship Organization

Annexure 2

SUMMER INTERNSHIP REPORT

The studentsarerequiredtomaintainaninternshipdiary.Suchdiarymustbemaintainedonadaily basisduringtheinternshipperiod. Thestudentmustprovidealldetailspertaining tohis/heractivitiesandexperiences at the workplace in the said diary and send a weekly report to the mentor of all the activities during the week.

Guidelines for Internship Report

Students are required to undergo summer interns for a period of 2 months commencing generally from by April 15th of each year immediately after their 2nd end semester exams.

The objective of the summer internship is to provide an opportunity to the students to get exposed to the work culture of organizations and to simultaneously pursue a problem/issue, specific to the area where the student is doing the summer intern.

The student can use the following structure while building up the report of summer internship:

a. Executive Summary
b. Introduction
c. Work Profile
d. Profile of the firm
e. Objectives of the study
f. Area of the research work
g. Findings from the study
h. Learning outcome from the study and during the period of work at the company.
i. References, Bibliography and Appendices

The student should prepare 2 hard copies as follows: 1 for the student and 1 for the dept.

The report should be carried out with the following specifications:

Students should strictly adhere to the format given in this document while preparing the summer intern project report to have uniformity. Please make only the changes that are required and not anything else.

- Size 10-15 pages (indicative including tables etc)
- Font size for the body should be 12 with 1 ½ line spacing with headlines in 14
- A4 size executive bond paper
- Font style is Times New Roman
- Foot notes and References can be added at the end of each chapter if necessary(APA 6thstyle of footnote)
- Bibliography can be added at the end of the report if necessary

Project completion certificate from the Organization

The students should obtain completion certificate from the organization approved guide/mentor from dept. where summer internship was carried out and the same should be a part of the hard copy project report. Any student who wants to retain the original copy, can attach photocopy to the SIP report provided the photocopy attached to the SIP is attested for original verification by the faculty mentor. Only black and white photocopy should be attached.

The Internship Report Format

The format for compilation of final report is given below:

(a) Title Page
(b) Certificate
(c) Acknowledgements
(d) Table of Contents
(e) Body of the Internship Report
(f) Appendices
    - Weekly Report

- Personal experience

a. Title Page

b. Certificate

The format of the certificate is:

Certificate

I, Name & Roll No certify that the SIP entitled "_____" is done by me and it is an authentic work carried out by me at _____ (Name of the organization or of the Institute). The matter embodied in this project work has not been submitted earlier for the award of any degree or diploma to the best of my knowledge and belief.

Signature of the Student

Date:

Certified that the SIP Report entitled "_____" done by the above student is completed under my guidance.

Signature of the Guide Date:

Name of the Guide: Designation:

c. Acknowledgement

In the "Acknowledgement" page, the writer recognizes his indebtedness for guidance and assistance by the internship guide and other members of the faculty. Courtesy demands that he/she also recognises specific contributions by other persons or institutions such as libraries and research foundations. Acknowledgements should be expressed simply, tastefully, and tactfully **duly signed above the name.**

d. Body of the Project Report: This should contain the following points

- Introduction
- Institution Profile
- Work allotted/ carried out
- Relation to international studies
- Summary and Conclusions

e. Appendices

The appendices are to be attached at the end of the report and to be numbered as Appendix-A, Appendix-B etc right justified at the top of the page. Below the word Appendix write in parenthesis “Refer Para No__”. The para number is to be the number in the body of text where the reference of appendix is given. An appendix may have annexure (s). If there are annexure, these are to be attached immediately after the said appendix. The annexures are to be numbered as Annexure-I, Annexure-II etc.