

1. Introduction

1.1 Background

Pursuing Internship (credit-based) encourages students to complete two internships during the four -year course. It is important to complete two or three internships that will enable the students be more competitive and make them more desirable candidate for future employers and/or graduate programs.

The internship may be part-time or full-time, paid or unpaid, that is to be completed during the Summer vacations of the second and third year. The internships help students to Gain an understanding of the world of work, explore career options and gain professional skills related to your major and/or future career choice. Increase their motivation to achieve academic goals. To Gain a competitive edge for higher education and full-time employment applications, decide which course of study and specific classes will prepare them for jobs and careers after graduation, expand their professional network.

1.2 Purpose of Manual

This document has been prepared to make the process of internship 2s transparent and clear to all the stakeholders. This document may be made available to the students so that they may have clarity on the process and procedure to earn credits through Internships.

2. Standard Operating Procedure

2.1 Eligibility

The eligibility criteria for Internships

- 2.1.1 Students must have completed 3 semesters in their B.Tech.
- 2.1.2 Students must have been allotted an internal guide.

2.2 Rules and Regulations

- 2.2.1 This Regulation shall apply to UG and PG Students of the Department of Computer Science and Engineering, CHRIST (Deemed to be University).
- 2.2.2 It is mandatory to complete this 2 Credit Internship programme by all the students pursuing B. Tech in Computer Science and Engineering and Information Technology.

- 2.2.3 The students will have to identify one or more companies to complete a 60 days' internship.
- 2.2.4 The students will be assigned one internal guide from the department and regular contact session with the guide is mandatory.
- 2.2.5 On no occasion will the allotted guide be changed, unless and until a need arises which the department will decide upon.
- 2.2.6 Online courses, MOOC, paid courses will not be considered as internship. However, these courses could be used as a platform to build rapport with the industries to acquire Internships.
- 2.2.7 A panel presentation will be conducted during the 5th semester and 7th semester to credit the credibility of the work carried out.
- 2.2.8 The Panel decision and scores laid down by them are final. In any of the circumstances listed in 2.2.9 the student is found to have incomplete and incompetent work then a rework will be assigned based on the requirements.
- 2.2.9 The following are the list of non-satisfactory work
- 2.2.9.1 The student work is found to have not done enough work for the said period.
- 2.2.9.2 The student has furnished fake documents regarding the company.
- 2.2.9.3 The student has done a course and claims it to be an internship.
- 2.2.9.4 The student has not been in regular contact with the Internal guide
- 2.2.9.5 The student has not completed the said number of days.
- 2.2.9.6 The panel finds the work not to be legitimate in terms of work done and the internship does not belong in the field of Computer Science and Engineering.
- 2.2.10 A certificate of completion mentioning the period and domain of the internships completed.
- 2.2.11 A blue book is to be made with the help of day-to-day proceedings and outcomes of the work carried out in the industry and duly signed by the Industry guide.
- 2.2.12 Students can work from home if there is proper communication from the industry to do so and the same has to be approved by the internal guide.
- 2.2.13 Incompletion of work will lead to extension and reworking on the internships.

2.3 Procedure

- 2.3.1 The student will apply for a Bonafide certificate for a specific company or a non-specific company from the Dean's office through the online student portal in the 4th semester and 6th semester.
- 2.3.2 The guides will be allotted to the students in the 4th semester. And if there are any change in guides it will be intimated to the students appropriately.

- 2.3.3 The student needs to meet the guides regularly and update them about the status of the internships before, during and after completion. Students can also sort help from their guides to acquire contacts to pursue their internships. The Guide may help the students depending on the availability of the internships.
- 2.3.4 The department will list the prospective companies that they can contact to acquire internships.
- 2.3.5 The student is to be ready for a panel presentation explaining the work that was carried out in the industry.
- 2.3.6 The student must submit a report on the work carried out in the industry duly signed by the internal guide before the panel presentations.
- 2.3.7 The marks based on the report submitted, presentation and guides interaction will be consolidated for the credits.

2.4 Evaluation Rubrics (INTERNSHIP)

Total No. of Internship days (5)	Learning Objectives (10)	Performance Contribution (10)	Personal and Professional Development (10)	Presentation (10)	Submission of Report (5)	Total (50)
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Evaluation Criteria	Excellent	Good	Average	Needs Improvement	Poor
	5	4	3	1 - 2	0
Total No. of Days	Has completed ≥ 30 days of Internship	Has completed ≥ 25 and < 30 days of Internship	Has completed ≥ 20 and < 25 days of Internship	Has completed ≥ 15 and < 20 days of Internship	Hasn't completed Internship

Evaluation Criteria	Excellent	Good	Average	Needs Improvement	Poor
	8 – 10	6 – 7	4 – 5	1 – 3	0
Learning Objectives	Provide a clear overview of the internship position responsibilities including any required skills or abilities.	Provide a vague overview of the internship position responsibilities including any required skills or abilities.	Provide missing overview of the internship position responsibilities including any required skills or abilities.	No clear objectives	No Learning Objectives

Evaluation Criteria	Excellent	Good	Average	Needs Improvement	Poor
	8 – 10	6 – 7	4 – 5	1 – 3	0
Performance Contribution	Was a self-starter; consistently sought new challenges and asked for additional work assignments; regularly approached and solved problems independently; frequently proposed innovative and creative ideas, solutions, and/or options	Worked without extensive supervision; in some cases, found problems to solve and sometimes asked for additional work assignments; normally set his/her own goals and, in a few cases, tried to exceed requirements; offered some creative ideas	Had little observable drive and required close supervision; showed little if any interest in meeting standards; did not seek out additional work and frequently procrastinated in completing assignments; suggested no new ideas or options	Wasn't regular. No new ideas projected or discussed. Didn't complete the given tasks in the mentioned time limit.	Hasn't visited the company.

Evaluation Criteria	Excellent	Good	Average	Needs Improvement	Poor
	8 – 10	6 – 7	4 – 5	1 – 3	0
Personal and Professional Development	<p>Will develop a practical “working knowledge” and understanding of workplace expectations.</p> <p>Will develop more complex technical skills related to the field of the internship as well as specific 21st Century skills</p> <p>Will have opportunities to apply new skills to make decisions, make choices, and work independently.</p>	<p>Will develop a practical “working knowledge” and understanding of workplace expectations.</p> <p>Will develop more complex technical skills related to the field of the internship as well as specific 21st Century skills.</p>	<p>Will develop a general understanding of workplace expectations.</p> <p>Will gain basic skills that are a result of their internship responsibilities, including some general career readiness and technical skills.</p>	<p>Internship does not provide/or allow for understanding of workplace expectations.</p> <p>Response is brief and few skills are described.</p> <p>Skills do not align with the content of the proposed internship or job duties assigned.</p>	Hasn't gone or visited the company.

Evaluation Criteria	Excellent	Good	Average	Needs Improvement	Poor
	8 – 10	6 – 7	4 – 5	1 – 3	0
Presentation	Student demonstrates full knowledge, answering all questions with explanations, examples and elaboration.	Student is at ease with information and answers all questions, without elaboration.	Student is uncomfortable with information and is able to answer only rudimentary questions.	Student does not have grasp of information; can't answer questions about subject.	No presentation given

Evaluation Criteria	Excellent	Good	Average	Needs Improvement	Poor
	5	4	3	1 - 2	0
Submission of Report	Report is in correct format. Plagiarism – 8-10% Images and Tables are appropriate. Conclusion and Results are well articulated.	Report is in correct format. Plagiarism should be below 11 – 15% Images and Tables are appropriate. Conclusion and Results are a slight mismatch.	Report is in correct format. Plagiarism should be below 16 – 20% Images and Tables are not clear. Partial Results.	Report is not in correct format. Plagiarism is above 20% Images and Tables are appropriate. Results not complete or obtained.	Report not submitted.

Award:

On successful completion of the requirements, the student will be awarded with 2 credits.


Internship Coordinator


HOD/Programme Coordinator