

Guidelines for Internship, Apprenticeship & Community Outreach

APPLICABLE FROM SEMESTER 3 TO 6 UNDER UGCF 2022

Important Points

- Internship, Apprenticeship, or Community Outreach (IAPC) will be offered as an alternative to the SEC and carry 02 credits.
- Internship/Apprenticeship may be conducted within the semester or during summer/winter vacation.
- The spells of apprenticeship/internship shall be scheduled either continuously or at intervals depending upon the requirement and practicality of the discipline concerned.
- College offering should have a prior MoU with discipline specific commercial and non-commercial organizations or enterprises, and industry before introducing the apprenticeship/internship.
- The College may fix the number of seats for apprenticeship/internship training as per the facility and infrastructure available.

Internships and Apprenticeships:

- It is a course requiring students to participate in a professional activity or work experience, or cooperative education activity with an entity external to the education institution, normally under the supervision of an expert of the given external entity.
- A key aspect of the internship/ apprenticeship is induction into actual work situations.
- It involves working with local industry, government or private organizations, business organizations, artists, crafts persons, and similar entities to provide opportunities for students to actively engage in on-site experiential learning.

Expected output of Internship/ Apprenticeship

- Demonstrate working knowledge and skill of the domain specific learning outcomes or that of a specific branch/section/tasks in an industry/ organizational set up.
- Achieve/complete assigned target(s)/ task(s) given by the person to whom the intern or apprentice is reporting.

Community Outreach

Students will develop an understanding of social issues, contribute to the welfare of communities, and develop a sense of empathy and compassion.

Expected output:

Demonstrate understanding of different approaches to working with communities and develop sense of empathy and compassion.

Being able to identify social issues faced by the community he/she is working with.

Contribute to the solving of social problem or to the welfare of the community or raising awareness and enabling the community to find solution to the social problems.

Guidelines for operationalization

- As in SECs, any student from any department/program can opt for any IACs offered.
- Each category of IACs will be equivalent to 02 credits, like SECs.
- The total duration of the IAPCs shall be of 60 hours in a semester.
- It is advisable that students who are desirous of exiting after second year of the programme choose internship/apprenticeship/community outreach in the relevant field, as far as possible, so that their employability increases.
- It is expected that students shall be engaged in an industry, company or organization or NGO for the purpose of internship/apprenticeship/community outreach (IAC).

Guidelines for operationalization

A department can offer any one or more of the IACs category for all the programmes that it runs put together.

If a programme is run by more than one department (for e.g. B.Sc. Life Science), each department may offer one. For example in B.Sc. Life Science programme, Botany may offer Internship, Chemistry may offer Apprenticeship and Zoology may offer community outreach in a semester. These departments may rotate among themselves semester wise.

Guidelines for operationalization

No. of students and Workload

The workload of a teacher monitoring students who goes for IAC shall be **two hours per week for a section size of 40 students.**

In case the number of students ranges from **05 to 19**, a teacher shall be allotted workload of **one hour per week.**

The workload of such teacher shall be part of the teacher's timetable.

Guidelines for operationalization

Role of teacher facilitating when the IAC is in progress

- Monitoring by the teacher of the regularity of the intern at his/her workplace.
- Teacher shall regularly keep a tap of the Activity logbook which is to be maintained by every student.
- Observations of the Internship/ Apprenticeship/outreach Supervisor should be taken by the teacher concerned regarding the student(s) associated with the Supervisor.

Final Assessment

The student will be evaluated through a seminar on his work, by a duly constituted expert committee, on the following suggestive aspects. The expert committee shall include at least one external expert.

The evaluation and assessment shall be done on the basis of the following:

1. Activity logbook and evaluation report of Internship Supervisor
2. Format of presentation and the quality of intern's report
3. Acquisition of skill sets by the student (in view of the expected output)
4. Originality and any innovative contribution (or problem solving etc.)
5. Significance of outcomes (in view of the expected output)