

Internship Policy and Guidelines 2082
Central Department of General Science
Far Western University, Mahendranagar, Kanchanpur

1. Introduction

The Internship Program at the Central Department of General Science (CDGS), Far Western University (FWU), Mahendranagar, Kanchanpur, offers students an opportunity to gain practical, hands-on experience in their field of study while applying theoretical knowledge gained in the classroom. Internships play a crucial role in preparing students for the professional workforce by helping them develop critical skills, improve their understanding of the industry, and increase their employability upon graduation.

This document outlines the internship policy and guidelines that students and faculty must follow to ensure a smooth, productive internship experience.

2. Objectives of the Internship Program

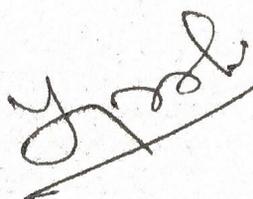
The primary objectives of the internship program are to:

1. **Enhance Learning:** Allow students to gain real-world experience and apply their academic knowledge to practical situations.
2. **Develop Professional Skills:** Equip students with essential workplace skills such as communication, teamwork, and problem-solving.
3. **Foster Industry Exposure:** Provide students with exposure to the professional environment, networking opportunities, and a deeper understanding of the industry.
4. **Bridge Academic and Professional Gaps:** Help students transition from academic learning to professional career paths by building relationships with industry professionals.
5. **Prepare for Future Employment:** Improve students' job-readiness by giving them a clearer idea of career opportunities and challenges.

3. Eligibility Criteria for Internship

To be eligible for the internship program, students must meet the following criteria:

1. **Academic Requirements:** The student must be enrolled in an undergraduate or postgraduate program at FWU in a relevant field of study (Environmental Science).





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2. **Completion of Required Coursework:** The student must have completed a minimum of **60% of the program** coursework, including any prerequisite courses, depending on their program's structure.
3. **Approval:** The student must obtain approval from the Head of the department/ faculty member.
4. **Minimum Duration:** Internships must last for a minimum of **4 weeks** and should not exceed **6 months**.

4. Internship Process

The internship process is structured as follows:

1. Internship Placement:

- Students can find internship opportunities on their own, through the university's career services, or by collaborating with faculty members who may have existing industry partnerships.
- The department will provide students with a list of potential internship organizations and companies for guidance.
- Students are encouraged to reach out to potential employers and initiate the application process under the guidance of the Head of the department/ faculty member.

2. Approval and Documentation:

- Before beginning the internship, students must submit a detailed **internship concept paper**, including the organization, internship role, and objectives, to the Head of the department/ faculty member for approval.

3. Orientation Session:

- An orientation will be conducted for students to familiarize them with the internship policy, expectations, and workplace safety guidelines.
- Students will also be briefed on reporting requirements and performance assessments during the internship.

4. Workplace Supervision and Mentoring:

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- Each intern will be assigned a supervisor at the host organization who will be responsible for overseeing the student's work and ensuring that it aligns with the academic goals of the internship.
- In addition to the organizational supervisor, the Head of the department/ faculty member from CDGS will act as the student's academic mentor and will periodically check in on the intern's progress.

5. Internship Responsibilities

For Students:

- Adhere to the internship schedule and complete assigned tasks in a timely and professional manner.
- Maintain a positive and professional attitude in the workplace and respect organizational norms.
- Actively engage in learning opportunities and seek feedback from the internship supervisor.
- Submit progress reports and a final **internship report** to the Head of the department/ faculty member and maintain regular communication with the department.
- Maintain confidentiality of any sensitive information encountered during the internship.

For Head of the department/ faculty member:

- Provide guidance to students in selecting suitable internship placements.
- Monitor students' progress throughout the internship and offer academic support.
- Review students' final reports and evaluate their performance based on set objectives.
- Coordinate with host organizations to ensure proper supervision and a conducive learning environment for the intern.

For Host Organizations:

- Provide interns with a meaningful learning experience by assigning them relevant tasks.
- Offer guidance and mentorship throughout the internship period.
- Provide regular feedback on the intern's performance to the department.
- Ensure that interns adhere to workplace safety protocols and regulations.

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6. Internship Assessment and Evaluation

Interns will be evaluated based on the following criteria:

1. **Progress Reports:** Interns must submit regular progress reports (weekly or bi-weekly), which should include a summary of the tasks completed, challenges faced, and learning outcomes.
2. **Final Report:** At the end of the internship, students must submit a **final internship report**, which includes:
 - A description of the tasks undertaken
 - An analysis of the learning outcomes
 - Reflection on how the internship contributed to their academic and professional growth
3. **Performance Evaluation:** The internship supervisor from the host organization will provide an **evaluation report** on the intern's performance, covering areas such as punctuality, professionalism, quality of work, and learning outcomes.
4. **Academic Evaluation:** The Head of the department/ faculty member will assess the student's report and supervisor's feedback to determine whether the internship objectives were met. Based on this, the student will receive a final grade for the internship, which will be part of their academic transcript.

7. Internship Benefits and Opportunities

- **Academic Credit:** Successful completion of the internship may earn students academic credit, subject to approval by the department.
- **Professional Networking:** Students will have the opportunity to network with professionals and build connections that can help in securing future employment.
- **Career Readiness:** Internships provide students with hands-on experience that will enhance their resume and increase their employability after graduation.
- **Recognition:** Outstanding interns may be offered full-time employment opportunities with the host organization or be recommended to other companies.

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8. Internship Duration and Timing

- Internships should be conducted during the academic breaks (summer or winter) or after completing the required coursework or during the coursework.
- The internship duration should be a minimum of **4 weeks** and not exceed **6 months**.
- The department may have specific internship periods during which students are encouraged to apply.

9. Code of Conduct and Expectations

Interns are expected to uphold the following code of conduct:

- **Professionalism:** Maintain a high standard of professionalism in behavior, communication, and dress.
- **Integrity:** Be honest and transparent in all tasks and responsibilities.
- **Confidentiality:** Respect the confidentiality of the organization's work and any sensitive information encountered.
- **Timeliness:** Adhere to the agreed-upon working hours and deadlines.
- **Proactive Learning:** Take initiative in seeking learning opportunities and requesting feedback from the supervisor.

10. Conclusion

The **Internship Program** at the **Central Department of General Science, FWU**, provides students with an invaluable opportunity to gain practical experience, develop professional skills, and build a career network. By following these guidelines, students can make the most of their internship experience while contributing meaningfully to the host organization. The department remains committed to supporting students throughout the process, ensuring they have a positive and enriching internship experience.

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