

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM

III SEMESTER

OFFICE MANAGEMENT

5 hours per week

OFF 5401 (4)

Internship Training Report

Max. Marks: 100

w.e.f 2017-18 (AC Batch)

What is an Internship?

'An internship is an opportunity to enhance classroom learning and gain practical experience in an industry related to a student's field of study for a fixed, limited period of time. Internships can be full - or part-time, and paid or unpaid'. They can be found in corporate, private, government, and nonprofit organizations'.

Learning Objectives & Outcomes for Internships: The benefits for the students are:

- ✓ Improves their chances of getting a job more easily later
- ✓ Provides basic and **hands on** understanding of the industry or business working environment
- ✓ Increases their chances of getting a higher starting salary
- ✓ Explores professional interests and career paths
- ✓ Gains technical skills and knowledge not taught in the classroom
- ✓ Builds networking contacts and references
- ✓ Enhances sense of self, independence, and self-confidence
- ✓ Improves communication, teamwork, problem-solving, and related skills

Standards for an Experience to Be Defined as an Internship

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship, the following criteria must be met:

1. The experience **must be an extension of the classroom**: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. Prior to the beginning of the internship there are clearly defined learning objectives/goals (**as detailed above**) related to the professional goals of the student's academic course work. At the end of the internship, there is an established process for reflection on the learning objectives established earlier.
5. There is routine feedback by the experienced supervisor (Industry Person)
6. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of the Department of Office Management, that the experience can be considered a **legitimate internship**

Procedural Guidelines:

- ✓ Each student from the Department of Office Management shall undergo Practical Internship of four weeks during the vacations **after fourth semester** in an approved Business/ Industrial/ Govt/ Service organization.
- ✓ The student is given Authorised Permission Letters by the Head of the Department to the respective Industry Heads indicating that they could allow the students to undergo the Internship in their organization
- ✓ Most often there is an MOU with some companies for undergoing this Internship Training
- ✓ Once the Industry Person accords the permission, then the Permission Letter is sent to the Head of the Department before the start of the Internship
- ✓ During the Internship the Head, who acts also as the Evaluating Supervisor, monitors the work performance of the student, either through visits and/ or communication with the Industry people. She may even rely on the feedback reports of the Industry Incharge.

Evaluation Guidelines of the Internship Report

- ✓ After completion of the training the students will have to submit a training documentation report along with a Work Performance Diary.
- ✓ The internship/project report and the Work Performance Diary will carry 100 marks.
- ✓ It will be evaluated by two examiners (one internal (HOD) and one external from the College).
- ✓ The training Report is Part of the Semester V.
- ✓ It is to be submitted by the date fixed by the College.

The students will also have to submit a Performance certificate (Xerox Copy) from the company where she undertook the training.