

7.2 BEST PRACTICES

A. In-house internship training:

1. Title: In-house Internship training

- a. Relates to the major and/or career goal of a student
- b. Enhances the academic, career, and personal development of a student
- c. Supervised by a field specialist

2. Objectives of the Practice

- a. Help the student to develop skills desired by the employer, such as teamwork, communication and attention to detail.
- b. Introduce the student to the environment and expectations of government entities or private/public companies.
- c. Direct the student to skilled role models or mentors who assist the student in the early stages of the internship and offer an example of the desired activities in the workplace of the intern.

3. The Context

The challenge of the internship is to realize that hard work is not unnoticed for long. The first time, the second time, it could get missed, but perseverance is the key. How much student learn from internships is largely dependent on instructor. It also seems to be a struggle to balance work, academia, and personal life. Although student may plan to be a big part of the company, but students are often only offered to help seniors and mentors with work. So, students are accepted an internship believing that there would not be a lot of pressure and that the pay would be appropriate.

4. The Practice

- a. Students request department for conducting the Internship in reputed organization
- b. Department coordinator will check the duration of vacation and the place of internship and forward the request to the department HOD for Internship request approval.
- c. Student after taking the approval from the department apply to their respective company
- d. Once the student gets the approval from the company, intimate the same to the department and starts internship
- e. The students concentrate the following points in the internship
- f. Students are expected to learn about a real business and work environment and get involved in many aspects of hardware and software development process.
- g. Begin to work effectively as part of a team, developing interpersonal, organizational and problem-solving skills within a managed environment, exercising some personal responsibility.

- h. Apply theory, techniques and relevant tools to the specification, analysis, design, implementation and testing of a simple engineering product;
- i. Actively participate in, reflect on, and begin to take responsibility for, personal learning and development.
- j. At the end of the internship student submit the Internship report (with certificates from company and college) to company and college
- k. Student gives the seminar presentation on Internship
- l. Students ask to give feedback on Internship
- m. Evaluation of report, presentation and Feed back

5. Evidence of Success

- a. The aim of student internships is to bridge the gap between theoretical knowledge and the real world with real-life work experience.
- b. A rich working experience means that you learn the day-to-day mechanics of the industry by using theoretical expertise.
- c. Having a professional network of your own is essential today. Best internship tips speak about maintaining cordial relationships with fellow interns, seniors, cross-department bosses, and almost everyone with whom you work.
- d. Consider it a big internship achievement if, at the end of the day, a lot of your senior colleagues and team members suggest you work.
- e. This professional network will go a long way to lead your future endeavors.
- f. Most organizations grant internship certificates to all interns, but occasionally you get an extra certificate of appreciation or a letter of recommendation or even a full-time job offer for good work.

6. Problems Encountered and Resources Required

- a. The intern and the employer understand clearly that no wage requirement exists. Any offer of compensation, express or implied, implies that the internee is an employee and vice versa.
- b. The internship is connected to the intern's formal education program through an integrated coursework or through the receipt of academic credit.
- c. The internship shall comply with the academic obligations of the intern by corresponding to the academic calendar.
- d. The length of the internship is limited to the time during which the internship offers a valuable learning opportunity to the intern.
- e. The work of the intern complements, rather than displaces, the work of paid workers while providing the intern with substantial educational benefits.

