



Summer in Pune

Internship Handbook

Internship Program Overview

The Alliance for Global Education offers students the opportunity to enroll in our Internship course and earn academic credits while acquiring valuable hands-on professional experience. Alliance for Global Education internships are designed to help you achieve three main goals.

First and foremost, the purpose of the Alliance for Global Education internship experience is to bring together the best of academic and experiential learning—allowing you to pursue an area of interest to you both through your academic paper and through immersion in a professional context that is relevant to your broader intellectual interests. The Internship course is designed to help you balance and bring together the academic study of an area with its real-world applications, while at the same time allowing you to develop valuable professional skills, develop a holistic understanding of the field in which you work, and network with professionals in your chosen field—culminating in an academic paper related to your work that consolidates what you have gained over the course of your internship experience.

Second, doing an internship will help you experience what it is like to work in India. Over the course of your internship, you will adjust to a workplace culture that may be quite different from what you have experienced before, adding valuable cross-cultural and culture-specific skills to your professional competencies. Many employers and graduate programs highly value candidates with experience working in diverse environments. Taking on the challenge of working overseas helps you demonstrate your adaptability and resilience.

Third, doing an internship will help you improve your cross-cultural communication skills. In some placements, the working language is Marathi, while in other placements; the working language is (Indian) English. When working in the field with an interpreter, you'll learn to communicate and achieve your objectives despite the language barrier. We encourage you to be creative, patient and flexible as you communicate at your internship.

Course Description

INTS 380 Internship (3 Credits) 194 Contact Hours

All Alliance internship students are guaranteed a placement, with the understanding that language ability and other professional competencies will determine the type of internship that is possible for you. Interns are placed in Indian, joint-venture, or foreign-owned non-governmental organizations (NGOs) and companies. Interns spend four weeks of the program at their internship placements, working approximately 35 hours per week (or 194 hours a summer) at the internship site. You also complete a final academic paper (12-15 pages) and present your work in a concluding seminar with your peers. Internships are supervised by a faculty advisor who meets with students one-on-one on a weekly basis and twice as a group.

Internship Course Requirements

You will receive a letter grade upon completion of the course. This letter grade appears on your official transcript for the Alliance for Global Education program.

Your grade will be based on the following:

Work performance

15%

- Website Review
- Internship Objectives Form and Learning Contract
- Feedback from Internship point of contact

Academic participation

15%

- Daily Work Journal: 1200-1500 words
- Attendance and engagement at faculty advisor meetings

Oral presentation

20%

- Presentation to peer group
- Viva Voce
- Question and answer session

Final paper

50%

- Proposal and outline
- Abstract
- 12-15 pages final paper

Late papers will marked down one step (B- to C+, e.g.) for each day they are late.

Grading

Alliance programs utilize the follow standard grading policy well-accepted by most US institutions.

Excellent	A	93-100%	Good	B+	87-89%	Acceptable	C+	77-79%
	A-	90-92%		B	83-86%		C	73-76%
				B-	80-82%		C-	70-72%
						Unsatisfactory	D+	67-69%
							D	63-66%
							D-	60-62%
						Failing	F	<60%

Class Meetings

You will have regular meetings with your faculty advisor to review your progress on your tasks and discuss your experience. Your faculty advisor will read your week's journal before the meetings, sign the timesheets, and discuss any immediate work related concerns.

Time Commitment

You spend 35 hours per week at your placement. You should be aware that the time required to complete this course will be greater than the time required for the other courses that offer the same number of academic credits. In addition to the required weekly work hours, you need to commute to and from your internship placement. In Pune, travel times can be up to an hour or an hour and a half each way. You should be aware that in many cases the most appropriate placement will be in one of the slums or business districts far from the Gokhale Institute campus. Some organizations require that you complete all of your hours on-site, while others allow you to complete some of your hours off-site. Overall, though, you should be prepared to invest more time in the internship experience than with your traditional classroom-based academic coursework.

Please note that you will complete a daily time sheet to keep track of your hours spent at your internship, and this timesheet will be checked by your Faculty Advisor on a weekly basis.

Frequently Asked Questions

Are internships paid or unpaid?

All internships are unpaid.

What about the language barrier?

If your internship site's working language is Marathi or another Indian language, a local translator will accompany you to assist in the completion of your work. Many students require translators when they go into the field.

Who takes care of travel expenses associated with the internship?

You will. If a translator is accompanying you, you'll cover their costs as well. You should budget around \$5/day for transportation costs.

How do I manage my lunch?

You can take a packed lunch to your internship placement. The Alliance program center can help arrange it, though the cost is out of pocket, not covered by the program. Alternatively you may want to explore food joints around your organization. However, depending on your placement location, we recommend that you bring lunch, for health and convenience.

Internship Placements

We have placed previous Alliance students in internships across a variety of fields, including microfinance and business, women's rights, education, environmental protection, public health and the nonprofit sector. Placements depend on organizational availability and students' background experience, professional skills, and academic interests.

It is important to understand that internships are not as common in India as they are in the U.S. You might be the first intern to have been placed with your particular organization, and the placement could have taken many weeks to arrange. We do our best to find the most suitable placement for you, based on the Internship Intent Form that you submitted as part of your application to the Pune Program, but placements at a student's first choice cannot be guaranteed.

Preparing for Your Placement

At your first visit to the organization, you are accompanied by a translator. As you prepare to visit your organization for the first time, you participate in a class session and advising meeting with your Faculty Advisor.

Confirmation of Placement

When the placement is confirmed, you sign an Internship Learning Contract with your Faculty Advisor (see Appendix). Four continuous weeks of work allow you time to integrate into your organization and complete your assigned tasks.

It is important to ensure that you make every effort to fit in to your place of work as quickly and unobtrusively as possible. You cannot expect to be given responsibility unless you demonstrate early in your placement a willingness to be adaptable and, above all, reliable. Previous Alliance students who have demonstrated their commitment to their work have been rewarded with more opportunities to take part in interesting activities.

Changes in Placement

If you find that you are not meeting your learning goals at your internship, we strongly urge you to bring it up with your Faculty Advisor at the earliest possible opportunity. It is usually possible to find a way to make your current internship placement work—flexibility and adaptability are, after all, an important part of the skill sets you acquire through living, studying, and working abroad! While in special circumstances, tasks may be modified to accommodate student needs, changes to the internship placement are generally not possible in India.

Supervision of Internships

You will receive close support and supervision from Alliance staff and faculty, as well as from your Internship point-of-contact. Here is a brief summary of the roles of the people you work with over the course of your internship:

Faculty Advisor

Your Faculty Advisor is primarily responsible for leading the academic component of the Alliance Internship course, and evaluating your performance in the course. As described above, you will meet with them individually on a weekly basis. Your Faculty Advisor is a resource to you for to discuss how to successfully prioritize and complete assigned tasks, resolve difficulties encountered in the course of the work, and keep track of your time commitments. Your Faculty Advisor can also help you contextualize your internship experience within an academic context.

Resident Director

Your Alliance Resident Director coordinates internships. The Resident Director works with the Faculty Advisor to identify possible internship placements.

Internship Point-of-Contact

The Internship point-of-contact works day-to-day with you at your internship placement. He or she introduces you to the workplace, guides you in your daily work activities, and supervises your performance onsite.

Internship Deliverables

Work Journal- Guidelines are included in Appendix A

You are expected to keep a weekly work journal throughout your internship, and submit it to your Faculty Advisor every week, preferably before the weekly interaction with your Faculty Advisor. This allows them to follow your progress and help address any problems that you might be encountering. The work journal should be 1200-1500 words per week.

This is to be an analytical journal. This means recording your experiences, and then adding your thoughts, reflections, interpretations and analyses of your experiences. Part of the emphasis should be on cross-cultural experiences. If you have worked in American work settings, what differences do you observe between American and Indian workplaces? What similarities do you see? What is difficult or challenging about those differences, and what do you think you can learn from them? You may find that journaling is an effective way to record, reflect and draw new insights from your experiences in the internship component.

Your journal should include:

- **A record of your activities, observations and interpretations.** There should be an entry for each time that you go to your placement. Each entry should begin with a description of what you did that day. You should use your work journal to record your activities each time that you attend your placement, as well as your observations of what is happening around you. What are your reflections on what you observe? How does it differ from what you are accustomed to? In what ways does it represent differing approaches and values? That is, how do you interpret your experiences?
- **A map of your workplace.** This exercise develops your capacity to enter a new environment, come to understand its landscape and key actors, and find your niche – an essential professional skill. In this exercise, you use both visual and written descriptors to create a complete picture of your workplace. Who sits where? Who goes into the field and where? Where (and when) do people gather? Are there multiple uses for a given space? Drawing upon principles of

ethnography – participant observation, note taking, descriptive analysis – you will draw a map of your internship site and describe how you fit into it.

- **A complete picture of your organization.** You will build this up gradually over time. In India, it is best to get to know people and develop a relationship before attempting to do this kind of research. However, you will be able to acquire a certain amount of information indirectly, prior to conducting interviews later in your stay. By that time, you should be able to answer just about any question asked of you about your organization.
- **Conclusions.** What are your general observations now that you have had a brief experience of an Indian workplace? What are the strengths and weaknesses of your organization? What problems do you think it might need to solve in the future? What are your expectations for its development? What have you learned about Indian people and society from your experience? What have you learned about your area of academic interests?

Suggestions for Journal Keeping. Anyone who regularly keeps a journal will tell you that it is crucial that you make entries as close as possible to the time of the events you are describing. This is true for research note-taking as well: if you are in a situation where you cannot take notes on the spot, find yourself a quiet corner as quickly as possible and note down everything you can remember. If time is pressing, writing down headings helps you recall what you heard. You can write a full account later in the day. The reason for stressing this point is that journal entries and research notes written later are much different from those written at the time: you begin to edit, to have second thoughts, to elaborate and rationalize – all freshness is lost. Thus, in the case of your internship journal, you should take notes at your placement if possible, but in any case be sure to write your day's entry that evening.

Internship Objective Form

The students are expected to work through the initial days at the organization and fill the Internship Objectives Form Part 1 and 2 and submit the same as per the dates on the form. The forms need to be filled after interaction with organization staff in order to understand the student's perspectives of their initial interaction with the organization

Website Review

As you prepare to enter your internship placement, a key exercise is to thoroughly review the organization's website and draft a list of suggested improvements. This is an important exercise for two reasons – first, it is a way for you to familiarize yourself with the broader context of the work that you'll be doing, and second, it is a useful contribution to the

organization. As you read through the pages of the website, you may discover more information about the organization's history, their projects or business ventures, awards or recognition that they've received, and other related topics. Making a list of suggested improvements helps your organization because you will be looking at it with a fresh pair of eyes, and may have ideas that they can use when they update their website.

Internship Proposal- Guidelines are included in Appendix A

The final Internship Proposal is a document of about 3 to 5 pages. The Internship Proposal is expected to follow the format provided in the course book. The purpose of this document is to guide the students in their work when they enter the organization. (Guidelines in next section)

Internship Abstract

An abstract succinctly describes all major aspects of your academic paper and internship in 500 words. Your abstract should cover your organization, your tasks, your academic findings and personal learnings in brief.

Final Paper - Guidelines are included in Appendix C

The final academic paper is intended to bring together the academic and experiential components of your internship experience. It should span the personal, professional, and intellectual elements of your internship experience, and be self-reflective while at the same time placing the experience within broader, national, cultural, economic, and academic contexts.

Your paper should be about 12-15pages, structured according to your outline and organized into logical sections. We will expect you to:

- Ask an interesting question
- Construct a coherent argument using evidence to support your points
- Demonstrate your ability to use a range of sources in independent research
- Demonstrate in-depth knowledge of your chosen subject area
- Tie in the experiential elements of your internship experience with the academic subject you are exploring

It is only possible to do your final paper justice if you start work early and work methodically throughout the program. Your Faculty Advisor can give you good advice on the methodology, structure and presentation of your project – so use them to help you write the best paper you can!

How to Choose Your Topic

We recommend that you choose a topic that interests you. This course offers you a lot of flexibility to explore something that you are personally interested in learning more about. That said, your topic must be related to the work that you are doing in your internship placement. Topics indirectly related to your specific work but directly related to what your organization does are acceptable.

We also recommend that you choose a topic that is not excessively ambitious. You may wish to write about a broad topic (e.g., endangered species conservation), but you will need to break it down to a more specific analysis (e.g., community participation in Amur leopard conservation efforts in Jilin Province).

You will be expected to submit your topic in the internship proposal and an abstract of your final paper a few days in advance of the final project due date (exact submission dates will come from your Faculty Advisor). We do this to make sure that you have plenty of opportunities to discuss your ideas for topics and get feedback on how to proceed before you sit down to write your research paper.

How to Find Information about Your Topic

You may find important information about your topic:

- At your internship placement (e.g., office library, documents, journals, websites);
- From people around you (e.g., your Point-of-Contact, colleagues, customers or beneficiaries);
- Electronic library resources (e.g., electronic databases, online journals);
- Physical library resources (e.g., books, journals, periodicals).

Be sure to find out where information for your paper is located as soon as possible in case there is a waiting/ appointment/ delivery time involved. Your Faculty Advisor may be able to help you here.

How to Choose Your Research Method

Your academic project may follow one of the following formats:

- Report
- Case Study (e.g. person with an illness; company with a particular strategy; policy with a particularly controversial aspect)
- Research Study
- Other? (Please discuss with your Faculty Advisor)

How to Structure Your Paper

In structuring your paper, you may wish to:

- Draw on your internship experience to provide 'real life' examples of theories in practice. (This is invariably a very effective approach).
- Draw on theories/academic concepts to critique how particular activities are conducted at your internship workplace. (This is also a very effective approach).
- Discuss the relative merits and disadvantages of particular concepts and argue your own conclusion. (This is often more difficult than the first two options).

Your Faculty Advisor will advise you on an appropriate balance between researched concepts and your own original work. You should keep them informed of your progress on a regular basis.

Citing Sources

When you are preparing your paper you will need to consult published reports, books, journals, company documents, conference documents, websites etc. and it must be clear which of the points you make are your own and which are drawn from the ideas of others. IDENTIFY THE SOURCE OF EVERY NON-ORIGINAL THOUGHT. Guidelines for ensuring academic honesty are provided in our Code of Academic Integrity.

In preparing your citations, you may choose a style that is appropriate to your field (APA, MLA or ASA). When you submit the outline for your final paper, you will need to include mention of the citation style that you intend to follow.

Human Subjects

As you are conducting interviews, please also be aware of ethical guidelines for conducting research using human subjects. This is spelled out in our Guidelines for Human Subject Research, but the rule of thumb is that your research should not cause harm to anyone participating in it. Please be aware of and sensitive to these concerns, and discuss any questions with your Faculty Advisor, Resident Director, or home school Academic Advisor.

Some Final Tips for Preparing Your Academic Paper

- Plan the structure of your project before you start writing. Make sure that it follows a logical line of reasoning.
- Express your thoughts clearly and concisely, always ensuring that it relates to the topic you're addressing.
- If you are using a text or texts, quote to illustrate your points. Remember to keep a thorough and accurate record of the sources that you have used.

- Always distinguish between your own words and those of others.
- Employ the language of formal presentation and do not use slang.
- Avoid abbreviations
- Keep to page limits.
- Use standard margins, fonts and formatting.
- Provide a bibliography.
- Don't be afraid of using the first person point of view, but do so thoughtfully, carefully, and effectively, as an additional source or perspective that informs your experience and conclusions. Using the first person is a key element in bringing an experiential dimension to your academic work, but it must be done thoughtfully and framed carefully.

Oral Presentations- Guidelines are included in Appendix D

Oral presentations take place at the end of the program. Representatives of your internship placement are invited to attend your presentation. You present for 15 minutes and answer questions from the general audience for 10 minutes. The presentation concludes with a 15-minute viva voce led by your faculty advisor, which delves more deeply into your final paper topic and allows you to prove your mastery of your chosen subject.

In your presentation, you will be expected to introduce others to your internship organization. What kind of organization is it? How is it structured? How large is it? What products or services does it provide? Who are its customers or beneficiaries? What role does it play in its sector? What comparative advantages does the organization have? What disadvantages?

You will also be expected to share your final academic paper with others. Why did you select your topic? How did you go about researching it? How did your experience at your internship contribute to your understanding and knowledge of that subject area? What conclusions were you able to draw from this combination of academic and experiential learning?

We recommend that you use PowerPoint slides or visual aids to make your presentations.

Important Note

Your internship placement is not:

- Contracted to help with your academic project, only your allocated Point-of-Contact is obliged to give you advice about your project, which must be done outside of your placement duties/premises;
- To divulge information that is sensitive or confidential;
- To be compromised in any way by your project,

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 ➤ To be asked for "time off" to finish work on your academic paper.

Class sessions and Internship Schedule:

Week One	Time	Particulars	Hours
Tuesday	10:15 to 11:15 a.m.	Ints / DR – Introduction to the component	1.0 hrs
	11:30 to 12:30 p.m	Ints / DR– Orientation to working in India Signing Internship contracts with Archana	1.0 hrs
	01.45 to 06:00 p.m.	Ints students visit the organisation	5.5 hrs
Wednesday	10:30 to 06:00 pm	Work at the Organisation	7.5 hrs
Thursday	10:30 to 06:00 pm	Work at the Organisation	7.5 hrs
Friday	10:30 to 06:00 pm	Work at the Organisation Deadline to opt out of having a faculty guide	7.5 hrs

Monday	11:30 to 06:00 pm	Work at the Organisation	6.5 hrs
Tuesday	10:30 to 06:00 pm	Work at the Organisation Submission: Internship Objective Form	7.5 hrs
Wednesday	10:30 to 06:00 pm	Work at the Organisation Submission: Website report submission Map of your workplace	7.5 hrs
Thursday	10:30 to 06:00 pm	Work at the Organisation Submission: : Internship Proposal	7.5 hrs
Friday	10:30 to 06:00 pm	Work at the Organisation	7.5 hrs

Monday	10:30 to 06:00 pm	Work at the Organisation	7.5 hrs
Tuesday	10:30 to 06:00 pm	Work at the Organisation	7.5 hrs
Wednesday	10:30 to 06:00 pm 04:00 to 06:00 pm	Work at the organisation Group Meeting	5.5 hrs 2 hrs

Thursday	10:30 to 06:00 pm	Work at the Organisation	7.5 hrs
Friday	Palkhi Festival		

Monday	10:30 to 06:00 pm	Work at the organisation	7.5 hrs
Tuesday	10:30 to 06:00 pm	Work at the Organisation	7.5 hrs
Wednesday	10:30 to 06:00 pm	Work at the Organisation	7.5 hrs
Thursday-Friday	*Summer Excursion		

Monday	10:30 to 06:00 pm	Work at the Organisation	7.5 hrs
Tuesday	10:30 to 04:00 pm	Work at the Organisation	7.5 hrs
Wednesday	10:30 to 06: 00 pm	Work at the Organisation	7.5 hrs
Thursday	10:30 to 06: 00 pm	Work at the Organisation Submission: : Internship Academic Paper Abstract	7.5 hrs
Friday	10:30 to 06:00 pm	Work at the Organisation	7.5 hrs

Monday	10:30 to 06:00 pm	Work at the Organisation	7.5 hrs
Tuesday	10:30 to 06:00 pm	Work at the Organisation Submission: Internship Academic Paper	7.5 hrs
Wednesday	10:30 to 06:00 pm	Work at the Organisation	7.5 hrs
Thursday	10:30 to 06:00 pm	Final DR presentation	7.5 hrs

Guideline for Writing Your Internship Proposal and Paper

Both the proposal and the paper should be written according to the following format:

- Times New Roman
- Font size 12
- 1.5 line spacing

Appendix A:

Internship Journal Guidelines

- Your journal should be about 1200 - 1500 words a week in a note book or typed.
- Your journal should be a record of both your work and your learning during your internship or directed research. Be observant of your surroundings while you are working, and think critically about what you observe. If you keep your eyes open, you can find new avenues for your research or internship work you are doing.
 - For example, if you are doing interviews, note the participants' responses, as well as the surroundings. Does she stop talking when her mother in law comes in the room? Are there particular differences in people's behavior when you are with an NGO representative versus on your own? What does this say about the power structure in the family or within the community?
- Your journal needs to have details about working of the organization/department you are working in.
- Your journals should **not** include topics unrelated to your internship. Examples of irrelevant topics covered in past journals include: stories about rickshaw drivers cheating them, an account of their trip to the Taj Mahal, and even an incident of being harassed on the street. Unless it relates to your internship or research, don't include it!
- If written properly, your journal can be a great resource for your academic paper, and a way to reflect on what you have learned through out the internship.
You could note – cultural differences; solutions to problems; day to day reflections
- Set a discipline of writing in your journal every day, that way your memory will be fresh. It will be much easier to write nicely if you take it in small amounts, rather than trying to write it all at once.

Appendix B:

Internship Proposal (3-5 pages)

The following points should be addressed:

- Where you will be placed, brief synopsis of the organization
- The work the organization has given you; your supervisor and key colleagues
- How this internship links up with your academic interests
- Proposed Reading List
- Desired academic / professional / experiential outcomes

Internship Proposal Guidelines

Placement and brief synopsis of the organization

This section should describe the organization where you have been placed and highlight important details. For example, you would write about your NGO's mission statement, current projects and organizational structure in this section.

Work given - supervisor and key colleagues

This section should detail the tasks you were given for your internship and how you propose to tackle them. Before writing this section, you should discuss the list of tasks with your supervisor and make an action plan.

For example, say your task list has three assignments:

1. Completing an assessment of a program
2. Writing promotional materials
3. Researching new project ideas.

You would first prioritise which task is most important. Of the three, if your priority is the assessment you would then try to define assessment parameters, how you will measure them, and how you will present your results to the organization.

In this section, you also need to note the name of your supervisor and/or point of contact. You should describe your supervisor's and key colleagues' roles in the organization.

Linking Internship with academic interest

This section should explain how your internship placement links with your academic interests. Connect your personal academic focus with the work you have been given and the work the organization does.

You also note the topic and title of your academic paper in this section. The topic can be related or unrelated to your internship work. If the paper topic is unrelated then you would need to plan the additional work that you will be required to do for the academic paper.

For example:

1. You work in an organization in an Urban Slum, and are assigned a project to promote HIV/AIDS awareness. You decide to write your academic paper topic on the efficacy of health education in spreading awareness about HIV/AIDS.
2. You work in a micro-finance organization in an urban slum, and are tasked with evaluating a financial literacy program. You decide to write your academic paper on slum rehabilitation projects. You mention the plan to conduct additional interviews and research.

Proposed Reading List

This section should list five articles in reference to your academic focus and internship work. For example, if you are working on malnourishment in urban slum children your articles might cover the health status of urban slum children, malnourishment in India, WHO projects on malnutrition, etc. You should briefly summarize the articles you have referenced. You should use APA format to reference the article.

Academic / professional / experiential outcomes

This section should highlight the academic, professional and experiential outcomes you are hoping to achieve. Please also include the contributions you plan to make to the organization.

Academic outcomes: what academic goals you hope to achieve through this internship.

Example: "My academic goal is to understand how micro-finance is applied in the Indian context, and determine whether it is an effective poverty alleviation method. I will achieve this through the interviews with micro-finance clients that I will conduct for my assessment of a financial literacy program for my NGO."

Professional outcomes: What you hope to achieve as a professional working in this particular organization.

Example: "I am considering attending graduate school or finding a job in the development sector after graduation. As far as possible professional outcomes from this internship, I hope my work with this NGO will help me to decide what type of career path to take. I would also like to get a better idea of how NGOs function in developing countries, should I end up working abroad in future."

Experiential outcomes:

1. What are the experiences you hope to gain from this internship?

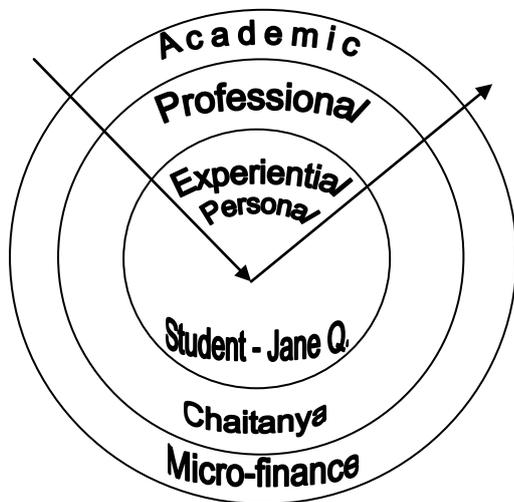
Example: "I will do research for a senior thesis next year, so I hope that my experience will also allow me to gain valuable research skills. By conducting this assessment of a financial literacy program, I will learn to write a questionnaire, conduct interviews and write up my results. I also hope to experience how Indian people manage their resources."

2. How your work will help your organization going forward?

Example: "The assessment and suggestions that will come out of my first task will help my NGO evaluate the efficacy of their financial literacy training program. My results can be used to make the program more relevant to their clients' needs, and could even be used to apply for new funding sources."

Appendix C:

Academic Paper (12-15 pages)



- Setting the context: academic overview
- Your organization: history, mission, place in the greater context
- Your role and tasks: academic, professional, and personal dimensions of your experience
- How this contributes/relates to the organization, its mission, and place in the greater context
- Reflections on your learning outcomes—insights, difficulties, growth, transformation, or frustration—and how this relates to the greater context

Internship Academic Paper Guidelines

The purpose of writing the academic paper is to reflect upon your learnings from this internship. This paper is an opportunity to relate your internship experience to your paper topic and overall academic interest.

Paper Title:

Should reflect the main domain of your academic interest, the main theme in the paper and should lead the reader through your paper. For example, a student could write a paper titled 'Stress factors among sex workers' when his/her internship task was to conduct a survey to understand the relationship between alcoholism, addictions and stress level among sex workers.

Abstract:

An abstract succinctly describes all major aspects of your academic paper and internship in 500 words. Your abstract should cover your organization, your tasks, your academic findings and personal learning in brief.

Academic Overview:

In this section, your literature review will set the context for your paper topic.

Organization Details:

This section should highlight your organization's mission and history. It should also place your organization within the macro level context of your chosen field. You should write about what you have learnt about the organization's work, and an explanation of the organization's structure (in chart or written form).

Example of how to place your organization in macro level context:

For a NGO working in Urban Slums you may write about their day to day field work on supplementary nutrition for children under five, the role of such NGOs in Indian society, and then relate their work on supplementary nutrition to international efforts to provide food security for all.

Your Role and Tasks:

In this section, you should cover:

- ❑ Your task list and how you went about prioritizing and completing the work.
- ❑ Any additional field work or research done for your academic paper.
- ❑ Your methods for collecting information (surveys, online research, etc).
- ❑ Key findings of the academic paper.
- ❑ Your experiences at the academic, professional and personal levels. For example:
- ❑ Academic experience – Your experience translating your classroom learnings about environmental sustainability into the field
- ❑ Professional – Your experience entering a professional organization for the first time
- ❑ Personal – Your experience seeing the different dimensions of environmental sustainability while working with the organization.

Your Contributions:

How did your internship tasks relate to the mission of the organization? Do you think you have contributed, and if so, in what way? What are the implications of the work you have done for the organization going forward?

For example: If a student makes a video about the organizations work, the organization can use it to introduce visitors to their work in a dynamic way. A survey of water resources in the community could be used by the organization to highlight the issue at a state-level government workshop.

Reflections:

This section focuses on the micro and macro aspects of your learning from the internship experience. An example from the microfinance context could be as follows.

“Personally, I learnt the importance of clear communication, being systematic and open to mid-course corrections from the office bearers at Chaitanya.”

“Professionally, I came into the internship expecting most of the staff to have higher education or professional qualifications. But I found out that the majority of the staff had joined from self-help groups and had completed only up to tenth standard. Despite their low education, their passion inspired them to take further training and work effectively within Chaitanya.”

“Academically, I came to India knowing that it was a country with fewer resources, so I thought microfinance organizations with low capital would not be able to be effective at alleviating poverty. However, I learned that the power of collective efforts at small savings, spread across the country, could empower people to change their lives for the better.”

This is the place to discuss any challenges or issues you had, how you overcame them and what you learned from this experience. You should also take a “zoomed-out” perspective of the implications of your learning for yourself in future and for the community in general.

Appendix D:

Internship Final Presentation Guidelines:

Presentation Time: 15 minutes

(Student alumni advisor will keep time and alert you when you have 2 minutes left to wrap-up.)

Q&A Time: 10 minutes, following presentation

(Questions may come from anyone in the audience.)

Evaluated by: Your faculty guide and Faculty for Internship-Directed Research

Presentation Format:

Slide 1 Title of the presentation

Slide 2 Introduction to your organization

Brief history Main domains of work, area of operation any relevant statistics

Slide 3 Your role and tasks given to you

Slide 4 Your task list, which tasks were completed, and how they were done

Outcomes for the organization

Slide 5 Academic Paper Topic

Any supplemental work done for your academic paper

Slide 6 Major findings of your academic paper

Slide 7 Reflections (Learnings from the field experiences)

Slide 8 9 & 10 Personal, Academic, and Professional learnings from your experience

Note for multiple students placed at the same organization:

When you introduce your organization in your presentation, we ask that each student focuses on their specific area of work. This allows all of you to give a different insight to your organization, rather than repeating broad overviews. I would suggest that you collaborate with your fellow interns/research students as you prepare your introductions in order to avoid duplicating information.

Appendix E:

Internship Time Sheet Guidelines

- Total expected hours are 150. All hours must be recorded and verified with the proper signatures in your timesheet.
- You are required to take the signature of your contact person every time you visit your organization. If the contact person is not available or you are in the field, find another person to sign.
 - For example, if you are doing field interviews, have your contact person note when you leave and return. If you are visiting a different office, have someone there sign your timesheet.
 - Please ask the concerned person to write his/her name **and title**.
 - Do **not** sign your time sheet yourself!
- If your time sheet is not signed, the reason needs to be noted **in place of the signature**.
- Your time sheets will be checked **every week** at your weekly meeting with Prof. Archana Vidwans. She will review your entries and sign for each to confirm that your work is moving along as expected.
- Please also note the location of your work, i.e. "main office", "British Library", "Parvati slums", etc.
- To receive full marks, your time sheet **must** have all of the requested information and signatures from your contact person and Prof. Archana Vidwans. You will turn in your timesheet along with your academic paper for final grading.
- Please fill out your time sheet legibly and completely. Take care not to lose or damage it.
- Travel time may be included in your calculation of time in and out of the organization.
- Journal- writing and paper- writing may be counted in your total number of hours, up to certain limits. If you include journaling time it must not exceed 15-30 minutes/day and this time must be reflected in the quality of your journal. Paper-writing time counted may not exceed 6 hours/week for INTS students.

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