



## **NUTECH INTERNSHIP CONDUCT GUIDELINES**

### **Introduction**

1. An internship is a work experience that takes place during a semester and is related to a student's major and/or career interest. Internships are incredibly beneficial for students because they allow them to witness how engineering ideas learned in the classroom are applied in the real world. Students usually participate in projects or work alongside practicing professionals to address specific day-to-day issues. Internships provide students with real-world experience in a professional setting, as well as networking opportunities that improve their ability to find jobs after graduation and explore career options. Employers look for engineering students with relevant work experience and use internship programs to hire entry-level employees.

2. One of the degree requirements for the UG Programs at the National University of Technology (NUTECH) is to complete an internship before graduation. This guideline is designed to enable students to capitalize on the learning potential of their internship. The internship coordinator i.e., Industrial Liaison Officer (ILO) will also be available to provide the assistance and directions students' may need along the way to complete their internship.

### **Aim**

3. The aim of the paper is to outline policy for implementation of internship for NUTECH undergraduate students.

### **Learning Outcomes**

4. The learning outcomes are the statements that describe what a student is expected to acquire, learn, or be able to do by completing the internship. The objectives of the internship are as follows:-

- (a) Exposure to a real life work environment for the development of employer-valued skills such as teamwork, communications, and attention to detail, etc.
- (b) Enhance the student's knowledge of a particular area(s) of the study program.
- (c) Apply knowledge of sciences and engineering fundamentals to the solution of real-life problems in consideration to sustainability aspects.
- (d) Pursue lifelong learning in the broader context of innovation and technological developments.

### **Eligibility Criteria for Internship**

5. To be eligible for an internship the students must meet the following requirements:-



- (a) Must have completed 6 Semesters
- (b) Min CGPA  $\geq$  2.0
- (c) Not registered in any other courses during the semester except for the Final Year Project (FYP).

### **Duration for Internship**

6. The internship is to last a minimum duration of 6-8 uninterrupted weeks where each week should cover a minimum of 40 hours of work.

### **Modalities of Internship**

7. Students will give options to the department where he/she wants to conduct his/her internship relevant to degree program. Department will scrutinize the options given by students and formulate final list. The ILO of the respective department will assist/guide the student in securing the internship through Registrar/NORIIC offices. The ILO will provide a recommendation certificate as well duly signed by the HoD to the student.

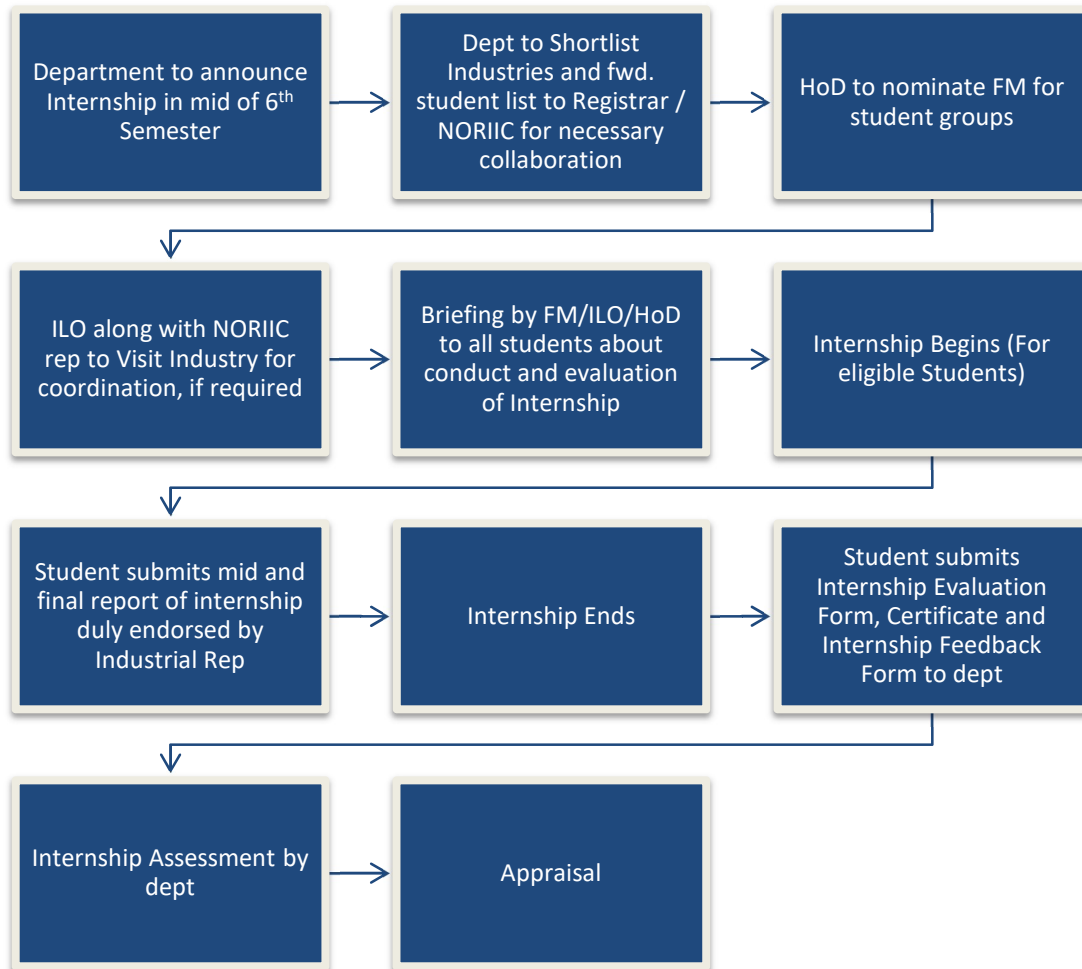
### **Framework for Internship**

8. The framework for internship is as follows:-

- (a) The department will announce about the commencement of Internship for students in mid of 6th Semester for respective batch.
- (b) The students will submit three preferences to the ILO.
- (c) The department will shortlist the industries and forward the list to Registrar / NORIIC office for necessary correspondence.
- (d) The ILO along with NORIIC rep will visit the industry, if required to assess feasibility for internship program and necessary coordination.
- (e) After finalization of industries, the HoD will nominate faculty members for students groups relevant to their specialization for evaluation of internship reports.
- (f) Before the start of internship program, the FM/ILO/HoD will brief the students about the conduct and evaluation modalities of the internship.
- (g) Once the internship starts, the students will submit mid and final reports as per guidelines given in Para 9 endorsed by their industrial rep.
- (h) At the end of the internship, the students will be required to submit Internship Evaluation Form (Annexure A) duly signed and stamped by the industrial supervisor. The student will have to submit the internship feedback (Annexure C) form as well.



- (i) The assessment of internship will start after 2nd week of proceeding fall semester as per criteria defined in Annexure B.
- (j) Subsequently, the list of Pass/Fail students will be notified.



**Figure 1 NUTECH Internship Program Framework**

### **Grading and Evaluation**

9. The internship is to be evaluated and graded by respective department in coordination with industry. Following are the guidelines for this purpose:-

- (a) The internship is graded as Pass/Fail; no letter grade is assigned.
- (b) Evaluation of internship starts from the second week of proceeding Fall Semester. Students failing to get the internships evaluated in due time have to register again next summer for internship evaluation.



(c) The student will submit a mid and final report (hard or soft) duly signed by his Industrial Rep to ILO. The ILO will forward the report to the concerned subject specialist for further evaluation.

(d) At the end of the internship, the student should provide the Industrial Liaison Officer (ILO) with an Internship Evaluation Form (**Annexure A**) and an experience certificate filled in by their Industrial Supervisor that includes the following information:

- Declaration of the completion of the internship
- Duration of the internship
- No of daily work hours
- Summary of the duties assigned to the intern
- Students are also required to submit an internship report to the ILO no later than the second week of the fall semester. The content and format of the student report should follow the guidelines provided in para 9.

(e) The performance of the student will be graded based on the internship evaluation form, submitted report, and viva (**Annexure B**).

- Personal initiative in undertaking the tasks assigned
- Responsiveness and willingness in carrying out the tasks assigned
- Technical competence (engineering knowledge, computing skills, knowledge of modern techniques and tools)
- Students' contribution to solving day to day problems
- The efficiency of using work time
- Presence on job site
- Overall Performance
- Well written report
- Oral Examination



## Internship Report Guidelines and Contents

10. Report writing is an important activity of the internship and grading. Following are the guidelines for internship report with respect to font and text organization:-

- (a) 10-15 pages
- (b) Font (Times New Roman)
- (c) Font size
  - Heading 1 (14), Heading 2 (13)
  - Normal Text (12)
- (d) Line spacing (1.15)
- (e) Plus, Cover pages including
  - Name
  - Registration number
  - Degree program
  - Organization's name
  - Position title and date
- (f) Abstract
- (g) General overview of the organization
- (h) Description of student's position including technical and non-technical work, technical and soft skills learned, training received, mentoring programs, special assignments, etc.
- (i) Major projects/tasks and key learning from the internship
- (j) Applicability to student's degree and program
- (k) How the internship has affected or changed student's employment/career goals
- (l) Comments on student's experience and his/her overall thoughts of his/her internship and the organization



- (m) Any pictures, drawings, special projects/tasks, etc. that student wishes to include are optional and additional to his/her 10 to 15 pages of report content
- (n) Summary
- (o) Before submitting internship report student is required to ensure:-
  - Plagiarism is prohibited for internship report. The report should not be predominantly cynical or unduly critical of the employer or of those with whom the student has worked during intership.
  - The student intern must obtain permission from the employer when including material in the report that belongs to the employer. If there is any doubt on this point, the student intern should consult the employer. If by chance the work is confidential or classified, arrangements should be made to have the employer review the report for appropriateness.

### **Experice Certificate**

11. The students are required to ensure to arrange an experience certificate from the organization for their internship.

### **Student Internship Feedback**

12. Along with the final report, the student is required to submit the feedback according to the format attached as **Annexure C**. This evaluation will be important in determining the value of a student's internship experience, both for him/her and for future student internships. This evaluation should be honest and constructive and should include both challenges and successes. The student is required to provide detailed remarks so that the ILO can discuss them with the employer to improve the internship program.

### **Conclusion**

13. Internship is a mandatory requirement of undergraduate programs. It is offered to the students who qualify for it during period of the degree program. Experience of real time working environment enables students to become useful member of society. This working paper described structured and supervised internship implementation plan.

### **Recommendations**

14. The NUTECH internship guidelines for internship frame work and implementation plan discussed above may be approved.



**ANNEXURE A**

**INTERNSHIP EVALUATION FORM**

*(To be filled by the employer)*

The purpose of this evaluation form is to solicit your opinion about the performance of the student during this course of Internship at your organization. We appreciate your honest and objective response.

**Student's Name:** \_\_\_\_\_

**Registration Number:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Duration of Internship (from – to):** \_\_\_\_\_

Please evaluate the student's performance and conduct during Internship Training by encircling the appropriate number on the scale of 1 to 10. (1 being Lowest rating and 10 being Highest)

**1. Ability to apply his/her knowledge**

N/A	1	2	3	4	5	6	7	8	9	10
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**2. Ability to use analytical approach towards solving a problem (Attitude towards work)**

N/A	1	2	3	4	5	6	7	8	9	10
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**3. Ability to development of solutions (Judgement)**

N/A	1	2	3	4	5	6	7	8	9	10
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**4. Ability to apply ethical principles "punctuality and discipline" (Dependability)**

N/A	1	2	3	4	5	6	7	8	9	10
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**5. Ability to cooperate with associates (Relationship with others)**

N/A	1	2	3	4	5	6	7	8	9	10
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**6. Ability to communicate effectively (Basic Skills)**

N/A	1	2	3	4	5	6	7	8	9	10
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**7. Ability to manage assigned tasks (Quality of Work)**

N/A	1	2	3	4	5	6	7	8	9	10
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**8. Ability to develop self-learning capability**

N/A	1	2	3	4	5	6	7	8	9	10
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**Total: \_\_\_/80**

**Project Task Assigned**

\_\_\_\_\_

**Overall Performance**

Excellent  Very Good  Good  Poor  Very Poor

**Evaluator's Remarks**

\_\_\_\_\_

Would you hire the internee?

Yes  Yes with reservations  No

\_\_\_\_\_  
**Evaluator's Signature & Stamp**

\_\_\_\_\_  
**Evaluator's Name**



**ANNEXURE B**

**Grading and Evaluation of Industrial Internship**

Following guidelines have been devised for the evaluation of the internship.

- A. The students are required to be assessed pass/fail for the internship program based on the following criteria.

<b>Sr#</b>	<b>Activity</b>	<b>Weightage</b>
1	Internship Evaluation Form	50 %
2	Report	30 %
3	Presentation	20 %
<b>Total</b>		<b>100 %</b>

- B. Assessment of presentation will be conducted by the following departmental committee on the day notified by ILO.

<b>Sr#</b>	<b>Member</b>	<b>Position</b>
1	ILO	Convener
2	Evaluator - 02	HOD Nominee

- C. At the end of the internship, the student should provide the internship coordinator with an "Internship Evaluation Form" (Annexure –A) filled by his/her supervisor and that also includes the following information: -
- Declaration of the completion of the internship
  - Duration of the internship
  - Evaluator's remarks
  - Summary of the duties assigned to the internee
- D. The student will provide the internship coordinator with a report not later than the first week after commencement of the Fall semester, describing his/her position and task conducted during the internship.
- E. The performance of the student will be graded after viva to judge the:
- Personal initiative in undertaking the tasks assigned
  - Technical competence (engineering knowledge, computing skills, knowledge of modern techniques and tools)
  - Student's contribution to solving day to day problems relevant to the field of internship
  - The efficiency of using work time
  - Overall Performance





**ANNEXURE C**

**INTERNSHIP FEEDBACK FORM**

**Instructions:** Complete this evaluation form in its entirety and submit to it the Industrial Liaison Officer of your department after completion of your internship.

**PART – A**

**Q.1: In what ways did your classes and campus activities prepare you for your internship?**

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**Q.2: What other campus activities, courses and/or work experience do you think would have helped you with this internship?**

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**Q.3: What was the most helpful thing your supervisor did to make you feel comfortable as a temporary staff member?**

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**Q.4: Before beginning your job, did the company give you adequate information about your project?**

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**Q.5: Do you consider the program you participated in to be relevant and meaningful to your short- and long-term career interests? If No, why?**

Yes                       No

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**Q.6: In what manner has this assignment contributed to your professional development?**

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**Q.7: List three things you plan to do differently as a result of this program.**

- 1.
- 2.
- 3.



## PART – B

**Choose the statement(s) that best describes your answer.**

### 1. What kind of impact has this program had on you?

- Provided me with a better understanding of my career goals.
- Increased my skills and knowledge in performing a particular activity.
- Changed my attitudes or feelings about myself and other people.
- Provided me with the opportunity to apply theoretical concepts to the actual work environment.

Comments:

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### 2. How would you rate the educational value of your internship?

- Exceptional opportunity.
- Worthwhile experience.
- Generally, not too useful but might help some.
- Probably of no value.

Comments:

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### 3. How was the experience related to your major field or career goals?

- Very closely related.
- Related through occasional assignments.
- No relationship exists

Comments:

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### 4. To what degree do you feel other employees in your department supported the internship program?

- Openly supportive.
- Accepting but not openly supportive.
- Generally, not accepting or supportive.
- Non-supportive and potentially hostile.

Comments:

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### 5. How did your technical skills apply to the position?

- Were more than required.
- Were adequate.
- Were less than they should have been.
- Not Applicable.



Comments:

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**6. Did you receive a proper job orientation?**

- Complete and accurate.
- Somewhat related.
- Had no relevance.
- None

Comments:

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**7. Evaluate your supervisor's willingness to answer, and capability of answering questions.**

- Exceeded expectations.
- Met expectations.
- Did not meet expectations.
- Unsatisfactory.

Comments:

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**8. Overall internship rating?**

- Exceeded expectations.
- Met expectations.
- Did not meet expectations.
- Unsatisfactory.

**9. Would you recommend this internship to other students?**

- Highly recommended.
- Recommended.
- Recommended with reservations.
- Not recommended.

**10. What changes, if any, would you recommend to the internship program?**

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**11. What other areas of experience would you like to acquire through an additional internship?**

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