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*Internship: Mediating Transition
from
Classroom to Workplace*

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Internship: Mediating Transition from Classroom to Workplace

Introduction:

Recognizing the needs of students in the 21st century knowledge society, the SNTD Women's University has introduced internship at undergraduate course of BAF (Bachelor of Accounting and Finance) at semester V and semester VI. Introduction of this 2 credit internship programme is a step toward satisfying the current policies of higher education and the demand from stakeholders.

Internship is a planned, structured, supportive course that aims to provide work or service experience. Through systematic internship students acquire the necessary exposures to the world of work and adhere to employability skills.

In the last year of the BAF, internship is as a partial fulfilment of degree programme. Students of BAF will engage in internship for hands on experiences with different agencies or organizations such as Chartered Accounting professionals, Financial Advisors, corporate, banks, manufacturing sector, government organisations, educational institutions, etc.

The goals and objectives of the internship:

Goals

1. To enable students to make a carefully guided transition into the world of work.
2. To create an interface between learning and practice.
3. To provide students with an environment that facilitates knowledge building and enhancing skills/competencies.
4. To provide opportunities for experiential learning in varied areas of their disciplines and enhance their professional growth
5. To enable students to identify their own strengths and skills needing improvement and upgrade them in line with their career goals.
6. To enable students to strengthen their commitment towards becoming responsible, well trained, ethical professionals

Objectives

Internship is introduced with a cohesive plan of action for following learning outcomes:

After going through the Internship the student will be able to :

1. Facilitate cross- disciplinary learning and development of new skills.
2. Integrate knowledge obtained through “in-class” teaching with a “hands-on approach” and become familiar with “Professional Practices” and “the world of work”
3. Assume responsible roles in an organization
4. Develop a road map for future career

Credits and Duration:

For semester V and Semester VI internship is of 4 credits each, and requires the student to complete 240 hours of work (30 working days of maximum of eight hours per day) for each semester.

Marking Scheme:

For 4 credits 100 marks will be assigned as follows:

Assessee	Points to be considered	Marks	Total Marks
Mentor from the organisation	Sincerity	10	50
	Attendance	10	
	Performance	10	
	Team Work	10	
	Communication Skill	10	
Internal Mentor	Based on Report	20	25
	Diary	05	
External Referee	Viva- Oral Presentation		25
	Understanding- 05		
	Communication- 05		
	Confidence- 05		
	Courteous Behaviour- 05	20	
	Based on Report	05	
Total Marks			100

Process:

1. Orientation of internship by BAF Co-ordinator regarding purpose and process of internship, code of conduct during internship.
2. Assignment of students to faculty members who will serve as Advisor.
3. In consultation with advisor, possible agencies/organisations are identified and request letters are submitted to the organisation.
4. The Advisor and student meet the Mentor from the agency/organisation. After discussion with the industry mentor, students write out and submit their learning objectives, taking into account their strengths and weaknesses and the opportunities available in the organization. The objectives are finalized in consultation with the faculty advisor as to how the learning objectives could be achieved within the frame work of the organisation activities and departments.
5. Each student is jointly supervised by the industry professional from the organization and a faculty member/ advisor. She is required to develop a work plan that will help her achieve her objectives and develop competencies that ultimately help her in her chosen career path.

6. During the Internship, the student is expected to maintain a diary and submit a weekly report to the Advisor and Mentor.
7. After completion of internship, each student submits a report (2500 words) and an oral presentation is made before the Head of the Department, Advisor and supervisor mentor or external examiner.
8. Feedback from students and Mentor is obtained.

Outline of the project report:

1. Cover page
2. Bonafied Certificate and Completion Certificate signed by the Principal, Mentor and External Examiner
3. Completion certificate by the employer
4. Acknowledgment
5. Index
6. Internship Summary
 - a. Executive Summary
 - b. Organisation Profile
 - c. Work Description (1000 word)
 - d. Learning Outcome
 - e. Conclusion
7. Enclosures
 - a. Letter of Application to the employer for Internship
 - b. Letter of Acceptance by Employer
 - c. Letter by parents for permission
 - d. Attendance Sheet
8. Evaluation Sheet by employer

Feedback system for Evidence of Success

Feedback from students on the benefits of Internship may focus on the following:

1. Could meet experts in their fields
2. Could improve skills in writing, documentation, communication, presentation
3. Got insights into the working dynamics of the organization
4. Gave confidence to enter the world of work

5. Learned the importance of work ethics and organization behaviour, helped them become more professional
6. Theoretical concepts were understood better after internship
7. Were able to apply the knowledge they had gained from their programme, gained more knowledge , were able to learn to use new software and sophisticated equipment
8. Understood the need for multi-tasking and working to meet deadlines as well as cope with the stress.
9. Helped them to think independently.
10. Understood the importance of accountability
11. They could identify their own strengths and weaknesses
12. Made them mature, articulate and courageous

Feedback from the organisation will be helpful to:

1. Identify areas for development of academic programmes
2. Understand research relevant to industry needs
3. Give insight into multi-dimensional nature of various areas to tailor academic programmes accordingly
4. Improve progression of the students
5. Develop linkages with corporate
