

# SNDT Women's University



University Department of Human  
Development  
Internship Manual

## **ABOUT THE DEPARTMENT**

The University Department of Human Development, SNDT Women's University acquaints its students with the fields of Human Development (HD) and Early Childhood Education (ECE). It offers to Master of Science degree programs in HD and ECE to prepare them to do outreach programmes, teach, conduct research. Both degree programs can be completed in 2 years and incorporate a holistic pedagogical philosophy to help students develop as professionals, thinkers, educators, entrepreneurs in their field of interest.

A M.Sc. in HD immerses students in the study of life span development, family systems, social policy and the research process. A M.Sc. in ECE puts together a unique combination of theory and research to create quality teachers, curriculum planners and educators to meet the demands of quality preschool education. Both degrees make vigorous internships a cornerstone of their program of study and recognize the value of these experiences in helping students apply theoretical to everyday challenges.

### **Goals of the internship:**

An internship, as defined by the University Department of Human Development, SNDT Women's University, is a structured academic opportunity that allows students to apply academic skills and knowledge in the work place. Experiential education that is based on a set of learning objectives helps students to prepare to meet career responsibilities after graduation. The goals of the program are:

- To allow students to apply, evaluate, test and integrate academic knowledge and theoretical concepts in a work setting.

### **Purpose of the internship:**

- To develop competencies and build capacity of students to take challenges in the work situation.
- To sensitize students to develop their personality to become a good citizen.
- To provide an opportunity to student to explore the possibility of placement after completion of the programme.

### **Objectives of internship:**

- To provide hands on experience to students
- To develop and expand students' knowledge about themselves and their abilities, goals, and career interests in a work setting.
- To expand students' awareness of the world beyond the campus by exposure to a variety of careers, disciplines, life styles, and environments.
- To allow students to gain access to knowledge and equipment not available in the department

- To encourage students to take a greater responsibility for their careers and life, and develop self-reliance, values, and beliefs in a manner consistent with becoming a responsible and productive individual.
- To provide students with experience in making decisions and solving problems in a work setting

**Type of internship:** Internship may be paid or unpaid activity. The student will undertake and support the programmes of the organization.

**Structure of the programme and place of internship:** The programme is conducted in IV semesters and has 96 credits. There is a strong research component. An intership of 8 credits is an integral part of the programme.

Students can go to research organizations, Govt. organizations, public sector undertakings, NGOs, hospitals, corporate houses etc. for internship.

### **General information about the internship**

- **Student Eligibility:** Students will undertake internships after completion of their 3rd semester in the course their 2-year master's degree program in Human Development and Early Childhood Education. Students will have completed their thesis requirements
- The duration of the internship will be 240 hrs.
- **Academic Credit:** Students will earn 8 credits for their internship experience and will be evaluated put of a total of 200 marks

## **GUIDELINES FOR THE UNIVERSITY DEPARTMENT OF HUMAN DEVELOPMENT, SNTD WOMEN'S UNIVERSITY**

The faculty must serve as a direct link between the Department and the work place for the intern. Supervising internships will give the department an opportunity to observe practices and activities in a variety of employment settings and increase its knowledge of workplace trends.

### **Overview of role**

Students are asked to begin the internship search process at least one semester prior to the internship, and should seek a faculty member's guidance as early as possible in this process. The department will help the student formulate learning objectives, suggest academic work that supplements the internship experience, serve as a support system to the intern during the experience, and provide a formal evaluation after the internship has been completed.

### **Contact with intern**

Faculty members need to play a supervisory and supportive role in a student's internship experience. Students require feedback and assistance throughout the internship. The supervisor will make on-site visits whenever feasible. These visits will help evaluate the student's work.

### **Contact with work supervisor**

The department will make contacts with the work supervisor over the course of the internship. In addition, a site visit would enable accurate evaluation of the placement for future interns.

## **GUIDELINES FOR STUDENTS**

### **Why do an internship?**

What is it about an internship that is so valuable? Why should you consider doing one? What advantages will you have over students who do not participate in an experiential education experience? An internship:

### **Internship procedures**

#### **STEP ONE: Decide the kind of internship experience desired.**

1. What are your personal interests and career goals?
2. What kind of work experience do you want?
3. What kind of skills would you like to acquire?
4. What kind of organization or work environment appeals to you?
5. What are your strengths and /limitations and what kind of contribution would you like to make?
6. Where would you like to pursue your internship: Locally? Nationally? Internationally?

#### **STEP TWO: Guidance during the internship process.**

Since students will be receiving credit for internship, they need to work with a faculty member who can award that credit. The faculty member can help the student to decide what kind of experience she wants, serve as a liaison between her and her work supervisor, and support her through the experience.

#### **STEP THREE: internship opportunities.**

1. The department may have established internships contacts through past experiences. Check with Head of Department of Human Development, SNDT Women's University, to learn of any opportunities that might be of interest to you. If there are no previously established internships, or if you are not interested in those offered, you will need to research opportunities on your own.
2. Develop your networking skills by contacting faculty and staff, friends, relatives, fraternity or sorority contacts, neighbors, etc. who may know of, or be employed by, organizations that have

sponsored student interns or might consider doing so. There are also alumni contacts who are very good sources of information about internships.

**STEP FOUR: Contact potential organizations**

1. To explore potential internship possibilities in organizations identified, contact them to gather information about their internship programs, application requirements and procedures, and deadlines.
2. If a particular organization does not have an official internship program, but if the student still wants to intern with them the possibility can be explored.

**Internship Report**

**Student Intern Evaluation Report**

At the end of the internship the students will turn in an internship report which provides feedback about the experience. The student must clearly express what her goal was in setting up an internship with the chosen organization and whether those goals were met, what practical knowledge was gained from the experience and how it relates to the theoretical knowledge gained through university lectures and assignments. This report must be turned in by the deadline set by the department.

**Student Evaluation**

The University Department of Human Development, SNTD Women’s University will evaluate the student’s internship performance based on:

Evaluation by the mentor at the organisation: ..... 50 marks

Evaluation by the advisor at the department.....100 marks

Viva .....50 marks

# Evaluation Form

Date of submission: \_\_\_\_\_

## INTERN INFORMATION:

Name: \_\_\_\_\_  
(please print legibly)

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## TIME DURATION OF INTERNSHIP

\_\_\_\_\_  
\_\_\_\_\_

## INTERNSHIP SITE INFORMATION:

Agency/facility Name: \_\_\_\_\_

Agency/facility Address (full address including pin code): \_\_\_\_\_

\_\_\_\_\_

Supervisor Name & Designation: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ ID#: \_\_\_\_\_

## WORK-RELATED QUALITIES

Please circle the appropriate rating for each item.

1. DEPENDABILITY: Degree to which intern can be relied upon to work steadily and effectively;

Punctuality; Regularity of attendance; Perseverance;

Marks 5

- Unsatisfactory
- Fair
- Good
- Very
- Good
- Excellent

**2. RELATIONSHIPS WITH PEOPLE: Ability to get along with others; Friendliness; Effectiveness in dealing with the clients, staff, and public.**

Marks 5

- Unsatisfactory
- Fair
- Good
- Very
- Good
- Excellent

**Knowledge of subject:**

Marks 10

- Unsatisfactory
- Fair
- Good
- Very
- Good
- Excellent

**QUALITY OF WORK: Completeness; Accuracy; Neatness; Professionalism.**

Marks 10

- Unsatisfactory
- Fair
- Good
- Very
- Good
- Excellent

**QUANTITY OF WORK: Amount of work performed; Rate of performing work.**

Marks 5

- Unsatisfactory
- Fair
- Good

- Very
- Good
- Excellent

- **ORGANIZATION: Ability to plan work efficiently and to anticipate problems.**

Marks 5

- Unsatisfactory
- Fair
- Good
- Very
- Good
- Excellent

- **INITIATIVE:Self-motivation; Resourcefulness; Versatility;**

Marks 5

- Unsatisfactory
- Fair
- Good
- Very
- Good
- Excellent

8. Maintains a professional appearance via appropriate attire, grooming, and demeanor. Marks: 5

- Unsatisfactory
- Fair
- Good
- Very
- Good
- Excellent

Supervisor Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Date: \_\_\_\_\_