

Internship Guidelines

Objective: The objective of introducing Internship as a part of the requirement of the Diploma Program is to provide hands on and experiential on-the-job training exposure to students to help them acquire the desired skills. The Internship will have to be carried out by the students as part of their 3rd Semester **Process/Methodology to be adopted for Internship:**

1. As part of the Internship project, each student is expected to identify an area of interest that he/she would like to obtain exposure to. The student will then be expected to identify an Organization/ Training Establishment or Institute/Individual Trainer/Consultant etc., where he/ she would like to carry out the internship project
2. The student will then select and engage with a Mentor/Guide (Training Manager/Trainer etc.) from that organization/Individual whom he/she choose to carry out the Internship Project. An Internship Guide/Mentor can be either:
 1. A Senior Manager with relevant suitable experience in the field of training and development/HRD (either in service or retired)
OR
 1. A senior ISTD Member, available locally.
OR
 - An academician with considerable and suitable exposure to Training/HRD function.
OR
 1. An ISTD Diploma holder who is entitled to use the suffix Diploma in Training and Development (a person who is on the rolls as a student or yet to receive his /her Diploma certificate is not eligible to act as internship Guide)
3. The Student, in consultation with the Mentor/Guide should choose a Topic/ Area/Theme in which he/she desires to carry out the Internship activity (Design/ Delivery/Evaluation/Management/Research etc.)
4. Post choosing the Organization/Consultant and the topic/area/theme for the Internship Project, the student will at this stage inform ISTD Diploma Office (in the prescribed format) the name of the organization, mentor/guide as well as the topic/area/theme
5. Soon after the completion of Internship, the student will prepare an Internship Report under the guidance of the Mentor/Guide and submit the same to ISTD Diploma Office for necessary evaluation.

6. The Internship Report carries total marks of 60, while the Viva-Voce which follows thereafter carry 40 marks. In all, the total marks allocated for the Internship Report and the Viva-Voce will be 100. While the Internship Report will be evaluated based on the quality of inputs and findings, the questions during the Viva-Voce, will essentially be centered around the report submitted by the student
7. A team of Specialists/External Experts will evaluate the Internship Report and will award marks. Only those candidates, whose Internship Reports achieved a minimum mark of 30 out of 60 (50%) will be invited to participate in the Viva-Voce
8. Those students who failed to obtain 30 marks will be given an opportunity to submit another report after making necessary changes therein based on the comments/observations of the evaluator
9. Post the Viva-Voce, the total marks obtained by the student based on the quality of internship report and the performance during Viva-Voce will be communicated along with the results for 3rd Semester
10. **Submission of Final Internship Report:** This document should be neatly typed on a A-4 size paper sheets in double space with Arial 12 font for the body and a higher font size can be used for headings and sub-headings in the following format:
 1. Objective/ Purpose of the Internship Project
 2. Description of the methodology adopted
 3. Results/ Findings/ Learnings from the Project
 4. Conclusion
 5. Certificate duly signed by Student and Mentor/Guide confirming that the project presentation submitted is an original work of the student and that the Mentor/Guide certifying that the internship project was undertaken by the student under his/her guidance

The Report should be neatly bound, with an attractive cover and good quality spiral binding. The name and registration number should be mentioned on the cover. A certificate for the satisfactory completion from the guide should be included in the final Report. The Report should have a suitable Title on the cover page to establish necessary correlation between the contents and the title. The intern shall prepare at least two copies of his/her final Report, which are to be directly sent to the Diploma Office, New Delhi. The student should ensure that the guide incorporated his/her evaluation in the final internship report, as the final report will be forwarded to the external examiner only when the guide's assessment is included in the final report. While students are expected to identify Mentors/Guides from Organizations etc., ISTD will extend necessary

help/assistance through its members through their network with Senior Trainers/ Training Institutes or Organizations.

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