Career and Internship Framework

To facilitate the implementation of
Undergraduate Education Policy (V 1.1)

Higher Education Commission

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Universities have the flexibility to make adjustments in the implementation per institutional realities, but in accordance with this framework, as well as the overall framework and objectives of the Undergraduate Education Policy (V 1.1).

This document has the following PURPOSES:

- **To provide clarifications of the mandatory internship requirement of the Undergraduate Education Policy (V 1.1).**
- **To provide the framework and guidelines for the implementation of the internship program.**

1 Definition:

"In order to graduate, every BS student shall have to complete an internship program, of 6~8-week ***duration, at any time after the completion of their fourth semester, generally during the summer.***

Flexibility: A university may start the internship program before the fourth semester, but after the sixth semester. ,

Explanations:

a) Every undergraduate student must fulfill the field experience/internship requirement in accordance with Section IV of the UEP V 1.1

Credit Hours:

a) Internships under the UEP V 1.1 for BS programs will have 3 credit hours and graded by a departmental committee including the supervisor/advisor.
Performance during internship will be become part of the student's academic record and reflected in the transcript.

Time Commitment:

a) For **BS students**, an internship/field experience should be for a period of six to eight continuous weeks.

Exception: In case an internship for the stated duration cannot be completed due to unavoidable circumstances, this requirement may be fulfilled by completing a maximum of two roughly equal-durations internships. Reasons for the exception shall be recorded in writing.

b) For **AD** students, the internship/field experience of six to eight weeks (preferably undertaken during semester or summer break) must be graded by a faculty member in collaboration with the supervisor in the field. This requirement of 03 credit hours is applicable only in cases where the same is prescribed by the respective Accreditation Council, National Curriculum Review Committee, or the concerned university. Where this requirement is prescribed, the courses within the major will comprise of 30-39 credit hours.

Monitoring and Evaluation:

a) The work of every student-internee will be monitored and evaluated by the assigned faculty member or/and supervisor at the host institution.

b) The evaluations will be made part of the students' academic record.

2 Why Internships?

The following are some key benefits of the Internship program to students:

Gaining practical experience of working in a real work environment.

Learning how to deal with practical challenges.

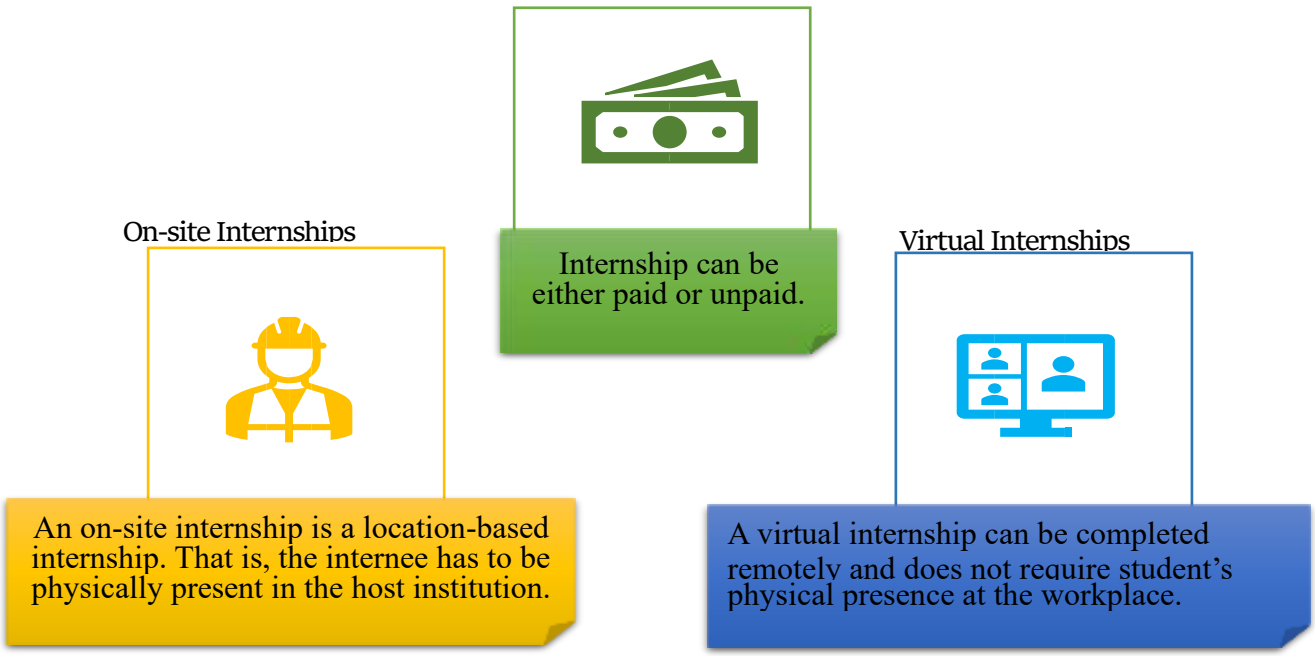
Developing communication and interpersonal skills.

Developing positive professional relationships that could possibly be used as future references for employment.

Developing a better sense of own (student's) work preferences that could help in exploring future career options.

Types of Internships:

Following are various types of internships. However, regardless of the type of internship in which a student is placed, the requirements of the internship must be met.



3 Internship Office

Establishment:

a) The HEC had provided financial and other support to public sector universities in the establishment of an Undergraduate Student Office (USO).

b) The Internship office of the USO will deal with all matters pertaining to internships as described below.

Role and Responsibilities of the Internship Office:

The Internship office will have at least the following responsibilities:

Generic Role and Responsibilities:

a) Based on HEC guidelines and international best practices, develop an internship policy/framework of the university.

b) Have an internship coordinator nominated from relevant department of the HEI to liaison with relevant industry and students.

c) Assign every student to a *faculty advisor/supervisor*. Depending on the student-faculty ratio, the number of students assigned to an individual faculty member will vary.

HINT: It is suggested that a faculty may be assigned the same group of students to whom he or she is providing Academic Advisement / Teaching.

d) Identify potential *host institutions* and enter into *MOUs* with them for student placement.

e) Arrange internship *placements* for undergraduate students.

f) Arrange the assignment of every student to a *site supervisor* of the host institution (An individual site supervisor may have more than one internees).

g) Maintain complete records of each student on all matters pertaining to internships.

h) Design internship evaluation forms for site supervisor, faculty advisor and student feedback forms.

i) Arrange student internship evaluation for assessment by faculty and site supervisor.

j) Obtain student feedback and complaints for future improvement of the learning experience.

k) Arrange periodic on-campus activities such as internship expos, workshops for developing professional skills, and recruitment drives in collaborations with potential employers.

l) Keep record of all internship activities.

4 Host Institution

A host institution is an institution with which the Internship office has signed an MOU and in which an intern is placed.

Host institutions could be local, provincial, or national government offices; an autonomous body (attached department of a government agency); a business enterprise (industrial and commercial enterprises); an academic institution (university, college, or school; public or private); or a registered NGO.

5 Supervisors

The Faculty Supervisor

A member of the teaching faculty will be the faculty supervisor. The Head of the department will assign each group of students to a faculty member for coordination, monitoring, and evaluation of their internship.

Roles and Responsibilities:

The following are the expected roles and responsibilities of the faculty supervisor:

- Liaise with the Internship office regarding relevant industry for MOUs and students seeking internship in the coming summer vacations.
- Meet either physically or virtually with the student at least one every two weeks to discuss internship progress.
- Assist in the development of the student's internship TORs.
- Address student queries, provide advice, and help resolve other issues the student may face during the internship.
- Liaise with the site supervisor as and when the need arises.
- Review and provide feedback on submissions made by the student.
- Review assessments sent by the site supervisor.
- Ensure all relevant documentation for the internship rests with the Internship office.
- Towards the completion of the internship, give a final evaluation of the student in light of all relevant evaluations by the site supervisor and submissions of the student.

The Site Supervisor:

The Internship office will arrange assignment of a site supervisor to every student-intern.

Role and Responsibilities:

The following are the expected roles and responsibilities of the site supervisor:

- Liaise with the Internship office and the faculty supervisor.

- Provide orientation to the intern and explain organizational aspects and the nature of work at the internship.
- Train, guide, and provide feedback to the student intern throughout the course of the internship.
- Complete periodic evaluations every three weeks and submit them to the Internship office and the faculty supervisor.

6 Student-Intern

Following are some of the expectations from student-interns.

Role and Responsibilities:

- Apply to the department HOD/Internship office for seeking internship.
- Liaise with the Internship office.
- Maintain contact with the faculty supervisor.
- Understand the requirements of the internship and perform assigned tasks under the guidance and supervision of the site supervisor.
- Prepare a report every three weeks reflecting assignments and learning experiences and submit copies of the same to the faculty supervisor.
- Maintain a weekly activity log and submit the log every three weeks (with the report) to the faculty supervisor.
- Try to ensure that the periodic evaluations (every third week), are completed by the site supervisor and submitted to the faculty supervisor.

7 Operational Steps

The following are suggested steps of the roadmap for implementing the Internship program.

Step 1: Registration:

- The Internship office registers all undergraduate students seeking internships on the recommendation of the respective department.

Step 2: Assignment to Faculty Supervisors:

- The Internship office assigns every student to a faculty supervisor.

Step 3: Student Placement:

a) The Internship office secures placements for students in host institutions that it has signed MOUs with.

However, *students may also search for internships on their own, in which case the Internship office will provide a letter of support and review and approve such internships*.

Step 4: Assignment to Site Supervisors:

- Once a student has successfully secured a placement with a host institution, the Internship office will facilitate assignment of site supervisors (from the host institution).

Step 5: The Internship TORs:

- Before the start of the internship, the site supervisor will facilitate the development of internship TORs for each student-intern, which will be communicated to the faculty supervisor and internship office.

Step 6: Working at the Host Institution:

- The student will remain engaged at the host institution under the supervision of the site supervisor. The faculty supervisor will advise and guide the student as and when necessary.

Step 7: Performance Evaluation:

a) The performance of every internee will be evaluated every three weeks.
b) The student and the site supervisor will submit evaluation documents to the faculty supervisor and the Internship office.

Step 8: Completion:

- On successful completion, a Certificate will be issued or Grade Sheet will be forwarded to the HOD and controller of Examination, which will be reflected on the student's transcript.

8 Internship Performance Evaluation

a) The site supervisor will evaluate the intern's performance every third week of the internship on the attached evaluation form (Sample at Annex-1).

b) The student-intern will submit his or her report and weekly activity log every three weeks to the faculty supervisor (Samples at Annex 2 Section A, and Annex 3).

c) The faculty supervisor will evaluate the student reports (Sample at Annex 2 Section B).
d) The faculty supervisor will compile a final performance assessment, which will be based on the evaluations of the site supervisor, and reports and activity logs of the student-intern.

Evaluation: Key Progress Indicators

Performance will be assessed on at least the following indicators:

a) Work Accomplishment: The intern meets performance standards for tasks assigned to them.

b) Creative and Problem-solving skills: The intern demonstrates analytical ability along with breaking down complex tasks and brainstorming ideas and solutions.

c) Organizational Skills: The intern complies with organizational policies and supports the organization's mission and goals.

d) Communication Skills: The intern demonstrates requisite written and verbal skills.

e) Interpersonal Skills: The intern gets along with co-workers and is able to work in a team.

f) Professional Behavior: The intern demonstrates characteristics such as enthusiasm, motivation, integrity, and reliability.

Tabulating Final Performance Evaluation:

a) The faculty supervisor will evaluate overall performance by using the following weightages:

Evaluation	Contribution
Site supervisor evaluations	40%
Student reports	30%
Faculty supervisor evaluation	25%
Student's activity log completion	5%

b) The overall obtained score will indicate performance level, which will be reflected on the student's transcript. The following table provides sample descriptions:

Score	Level	Level Description
80% - 100%	A	The intern demonstrated outstanding performance and exceeded workplace expectations.
65% - 79%	B	The Intern demonstrated high levels of achievement.
50% - 64%	C	The intern's work performance was considered satisfactory.
0% - 49% (unsuccessful)	F	The intern did not demonstrate satisfactory performance.

ANNEX-1

Sample
Site Supervisor Evaluation Form

Site supervisor (name): _____ **Designation:** _____

Host Institution: _____

Student-intern (name): _____

Reporting Period: _____

Report Number (Circle one number)**:** **1** **2** **3**

Instructions:

1. This form is to be filled by the site supervisor.
2. The following key is to be used for evaluation.

Key

1= Does not meet expectations **2**= inconsistently meets expectations
3= Consistently meets expectations **4**= Above expectations **5**= Far above expectations

	Scale (Circle the number that best describes the student-intern's performance)				
1. Arrives to work on time	1	2	3	4	5
2. Demonstrates respect for organizational staff, policies, and norms	1	2	3	4	5
3. Shows requisite understanding and ability to learn about organization's work	1	2	3	4	5
4. Exhibits basic skills required at the workplace	1	2	3	4	5
5. Conducts self professionally in all work-related scenarios	1	2	3	4	5
6. Takes initiative and seeks opportunities to make contributions	1	2	3	4	5
7. Completes tasks and reports to supervisor on time.	1	2	3	4	5
8. Demonstrates the ability to work with others in a team	1	2	3	4	5
9. Proves to be reliable and dependable	1	2	3	4	5

Site supervisor signature: _____

ANNEX-2

Sample
Student Internship Report Form

Intern Name: _____

Host Institution & Site Supervisor Name: _____

Faculty Supervisor: _____

Reporting Period: _____

Report Number (circle one): 1 2 3

Section-A

Instructions:

The intern will complete this section:

a) **Task/s performed** (Includes major duties designated to you and assignments you have completed.)

_____
_____
_____

b) **Learning Experience** (Communicate skills and knowledge that you gained or refined through the internship).

_____
_____
_____

c) **Challenges** (Detail major challenges in your role and how you tackled them.

_____
_____
_____
_____

Section-B

Instructions:

This section is to be completed by the faculty supervisor, who will score the intern's report using the following criteria:

1= Does not meet expectations
2= inconsistently meets expectations
3= Consistently meets expectations
4= Above expectations
5= Far above expectations

Scoring Rubric					
1. Tasks performed	1	2	3	4	5
2. Learning experience	1	2	3	4	5
3. Overcoming challenges	1	2	3	4	5

Faculty supervisor signature: _____

ANNEX-3

Sample Student Internship Activity Log

Intern Name: _____ **Host Institution:** _____

Faculty Supervisor: _____ **Reporting Period: (DD/MM/YY – DD/MM/YY)**

Instructions:

1. The student-intern has to fill this form by recording major tasks performed.
2. Respective internship supervisor shall review and evaluate the student's activity log.

Weeks	Tasks Performed	Number of Hours
Week #1	○ ○	
Week #2	○ ○	
Week #3	○ ○	
Week #4	○ ○	
Week #5	○ ○	
Week #6	○ ○	
Week #7	○ ○	
Week #8	○ ○	

Site Supervisor signature: _____

Faculty Supervisor signature: _____