



Kerala University of  
Digital Sciences,  
Innovation and  
Technology

**INTERNSHIP  
POLICY**     **2022-2023**

# KERALA UNIVERSITY OF DIGITAL SCIENCE, INNOVATION AND TECHNOLOGY

## Internship Policy

2022-2023

The Kerala University of Digital Science, Innovation and Technology (DUK) defines an internship as a practical experience provided by an industry or academic unit or research organization that directly relates to a real-world problem. The internship may include training, externships, clerkships, student teaching, or similar work experience. All internships are supervised by a faculty member or a department administrator in addition to an on-site supervisor. The faculty or department administrator has the primary role to ensure that students' learning meets the institutional expectations and resolves any concerns of the student or the internship provider under department or school internship oversight.

### 1.0 Internship Enrollment and Experience

1.1 Every post-graduate program in the university is expected to have an internship component. The list of internships with credits needs to be defined in the program documentation of the concerned program. The university provides several opportunities for the student to enroll in a program, this may include:

- Students work for an industry internship while physically being present in DUK
- Students work for an industry internship while physically being present in the industry
- Students work for a research internship with a professor in a university abroad while physically being present in DUK
- Students work for an internship with a professor within DUK
- Students work for a research internship or industry internship in an online mode while physically being present at DUK
- Students work for a research internship or industry internship in an online mode while physically being present anywhere in the world but supervised directly by a DUK University faculty member

1.2 The internship may be carried out during the semester or in-between semesters depending on the mode of engagement arranged.

1.3 All students engaged in internships must be enrolled during the time they are participating in the internship in one of the designated courses defined in the program.

1.4 The minimum number of internship hours for each hour of credit earned is 42 hours, but academic schools determine the actual number of experience hours required for each earned credit hour.

1.5. Credit for internship experience is not given retroactively; neither can credit be given in advance of the internship.

1.6. All internship experience for which a student is enrolled must be preceded by the establishment of academic requirements, completion of contractual agreements, and pre-internship orientation of the student.

1.7 All internships will comply with the submission of forms in Appendix A and B to the school and academic office.

1.8 Upon the completion of the internship the student must be provided with an internship certificate by the internship provider. The certificate shall be directly emailed to the chair of the internship committee.

1.9 Upon the completion of the internship the student shall submit the internship report for assessment by the faculty advisor or concerned examination committee.

1.10 After the verification of the faculty advisor, the successful internship completion notice shall be issued to the student by the chair of the internship committee within each school.

1.11 The corresponding grades, if any, shall be conveyed to the student by the academic office along with the regular examination results.

1.12 The internship committee will also serve as the examination committee, consisting of at least three faculty members at the rank of Assistant Professor or above. The committee shall invite at least one external member either from another department or industry when serving as the examination committee.

## **2.0 Suitability of the Internship Experience**

2.1 The internship experience can vary between disciplines and between program levels. The scope of an internship within a research program can be very broad.

2.2 The university respects this diversity in learning experiences and allows the schools to make choices based on the quality of experience provided within an internship.

2.2 The program coordinator and chairs of the school will have the authority to determine the suitability of internship experiences using guidelines established by the school's faculty internship committee.

2.3 Experiences should have material relevancy to the academic discipline, such as reflected through reports or training arrangements.

2.4 Students should be expected to use a variety of skills and knowledge and have an assigned on-site supervisor who is an experienced professional in the industry.

2.5 The students should be given quality experiences involving increasing responsibilities and learning opportunities to develop their skills as independent thinkers and to actively prepare for post-graduate opportunities.

2.6 Conflicts of interest: Students may not receive grades or internship credit under the supervision of any immediate family members (spouse, parent, child, sibling, grandparent, aunt, uncle, first cousin, corresponding in-law, or "step" relation). In addition, students may not fulfill internships for organizations owned or managed by any immediate family members. Additionally, students may not intern as a self-on-site supervisor or intern for another student.

### **3.0 School Commitment**

3.1 Each school shall have an internship committee that shall be responsible for departmental policy and practice.

3.2 The internship committee will establish appropriate prerequisites and ensure proper student preparation before the student carries out the internship.

3.3 The school must assign appropriate supervisors or faculty advisors to each of the students taking part in the internship program.

3.4 The internship program should have a learning objective defined that is measurable.

3.5 The faculty advisor or supervisor should set the learning objectives for the experience and to mentor, monitor student progress, resolve concerns, and provide feedback to the student on a regular basis.

3.6 The chair of the internship committee should sign an agreement with the student and the internship provider confirming the internship engagement.

### **4.0 Academic Standards**

4.1 Each course that includes internship enrollment should provide a syllabus with the following instructions:

- Purpose or learning outcomes of the course
- Course outline
- Assignments and expectations
- Test, evaluation, and grading instructions

4.2 The internship reports must include combinations or elements of the following:

- Text(s)
- Papers
- Projects or research
- Demonstrations or presentations

### **5.0 Duration of internship**

5.1 There are no upper limits on the number of internships that can be taken within a program. However, one cannot take more than 50% of the credits of the program as different forms of internships.

5.2 At the minimum, 1 week, equated to 1 credit or 42 hours of full-time internship engagement is required to be counted as an internship program.

5.3 For the MSc program, no more than 30 credits are allowed for industrial or research internship at an external industry or lab other than the parent institution as part of a project or thesis.

5.4 For the M.Tech program, no more than 30 credits are allowed for industrial or research internship at an external industry or lab other than the parent institution as part of the projects or thesis.

5.5 For the Ph.D. program, no more than 12 months are allowed for industrial or research internship at an external industry or lab other than the parent institution.

## **6.0 Project or thesis internship guideline**

6.1 The candidate should submit a synopsis of the proposed work to be done during the Internship programme/ Industrial Project/ Dissertation/ Industrial Dissertation. The synopsis received should be examined or evaluated by the school committee to ensure that the proposed work is equivalent to M.Tech. or MSc dissertation work. This synopsis should be submitted to the school before the candidate is relieved.

6.2 Intimation of commencement of internship shall be submitted to the School Chair concerned before the commencement of the ongoing semester.

6.3 The Industrial project work done during the 6-month/one-year internship program is equivalent to their M.Tech. or MSc one semester/two semester thesis work.

6.4 Two guides will supervise the internship project work, one from school and another one from the industry.

6.5 Industry/Educational Organization must submit month-wise satisfactory attendance to the students to the department.

6.6 Candidates should regularly visit the institute and present his/her project progress report to their respective guide(s).

6.7 The final project presentation is evaluated on the basis of the recommendation given by the outside supervisor, and further can be evaluated by the school supervisor.

6.8 If the internship project is not found to be of high quality, then the student will have to reappear in the next semester for their M.Tech. or MSc dissertation work.

6.9 The candidate is required to publish internship work in conferences and journals with due permission/consent from the organization/industry where he has undergone the internship.

6.10 If the student feels that the internship work is not of high quality/not-related to their field of interest, then he/ she should submit the application to the school within three weeks and can rejoin the university.

6.11 Industry/ Institute should allow the publication of results obtained during the project/ internship period in the project report. The written certificate to this effect from the industry/ institute is mandatory before consideration of the proposed project/ internship.

6.12 Where necessary, for projects that involve trade secrets or sensitive matters, the thesis or project reports shall not be published and kept in the library with an embargo period of 20 years before public release.

## **7.0 Assessment and Feedback**

7.1 The school must make arrangements for scheduled discussions with the internship provider for providing feedback, assessment and monitoring of the student's performance.

7.2 Every student must be routinely assessed to ensure that the student gets a quality learning experience.

7.3 A student activity diary should be submitted by the students along with attendance records to DUK on a regular basis. It will be evaluated on the basis of the following criteria:

- Regularity in the maintenance of the diary.
- Adequacy & quality of information recorded.
- Drawings, sketches and data recorded.
- Thought process and recording techniques used.
- Organization of the information

7.4 The Internship report will be evaluated on the basis of the following criteria:

- Originality.
- Adequacy and purposeful write-up.
- Organization, format, drawings, sketches, style, language etc.
- Variety and relevance of learning experience.
- Practical applications, relationships with basic theory and concepts taught in the course.

7.5 The student will give a seminar based on his training report, before the internship committee. The evaluation will be based on the following criteria:

- Quality of content presented.
- Proper planning for presentation.
- Effectiveness of presentation.
- Depth of knowledge and skills.
- Attendance record daily, supervisor feedback shall also be analyzed along with the Internship Report.

7.6 Where the faculty advisor or supervisor finds the quality of the internship offered to be insufficient, the school will make immediate efforts to correct the deficiencies or terminate the internship.

**Appendix A**

**Employer Internship Course Registration Form**

*Please type or print*

Organization/Company/Agency \_\_\_\_\_

Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Internship Title \_\_\_\_\_

Supervisor \_\_\_\_\_

Tel \_\_\_\_\_ Email \_\_\_\_\_

Year/Semester intern is needed: \_\_\_\_\_

Total Number of Hours per Week \_\_\_\_\_

Internship is \_\_\_\_\_ Unpaid \_\_\_\_\_ Paid (salary rate of Rs \_\_\_\_\_ per \_\_\_\_\_)  
\_\_\_\_\_ Paid (Financial Aid Stipend Rs \_\_\_\_\_ per semester)

Other benefits:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature below designates the Employer/Agency agrees:

To participate in a Student Internship Program with the School of \_\_\_\_\_, Digital University Kerala and with

eligible students who are approved and referred by the Chair of Internship Committee (the interviews and selection of students for internships from among those referred shall be solely at the discretion of the organization/ company/ agency).

To complete and return promptly the following forms to be provided by the School of \_\_\_\_\_:

1. A Learning Agreement form that indicates the tasks or learning activities required or the student and the hours the student will be expected to work (not to exceed 16 clock hours per week during the regular academic year, and not to exceed 42 clock hours per week during the semester term breaks). This form is completed in consultation with the student, signed by the agency supervisor, the student, and the internship chair. It must be returned to the School of \_\_\_\_\_ by the second week of the internship
2. A Midterm Evaluation (verbal or written) to be completed by the supervisor and returned no later than the eighth week of internship
3. A Final Evaluation form to be completed by the supervisor and returned the last week of the internship.
4. To consult with the Chair of Internship Committee at least twice each semester, either by telephone or in person (any personal visits will be initiated and pre-arranged by the project supervisor).

This agreement between the Employer and the School of \_\_\_\_\_ may be terminated at any time upon written notice to the other party.

EMPLOYER:

Signature:

Name:

Date:



## Appendix B

### Internship Expectation Checklist

Learning objectives	YES/NO
Communication skills. (i.e. speaking, writing, presenting, persuasion (sales), customer service, interpersonal, teamwork, leadership, and listening — as practiced in the professional world.)	
Professional behavior and/or knowledge. (i.e. learn employer expectations for workplace behaviors; gain knowledge of a specific company/industry; learn specific common job functions such as: marketing, management, customer service, accounting, security, PR, production, design, training, patient care, IT, research, etc.; relate classroom learning to its application in the workplace.)	
Computer/technology skills. (i.e. improve skills with specific hardware/software/applications or social media; understand how certain technologies are used in specific industries/companies; achieve certification in a specific technical area.)	
Specific skill-building. (i.e. Improve skills, confidence, competency in specific areas related to your academic major or your particular area of career interest.)	
Project-related skills. (i.e. develop skills in research, analysis, organization, time management, teamwork, multiple task coordination, initiative, adaptability, and project completion.)	
Employability-enhancing activities. (i.e. gain experience to add to your resume; expand your network of company or industry contacts; earn a job reference to vouch for your performance.)	

APPENDIX C

FINAL EVALUATION FORM

Student Name: \_\_\_\_\_

Supervisor Name & Title: \_\_\_\_\_

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

Student Email: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Organization Address: \_\_\_\_\_

EVALUATION OF INTERNSHIP LEARNING GOALS

(to be completed by student and supervisor)

This form is designed to evaluate progress toward achieving the goals set in the beginning of the internship and to assess the internship experience. Students and supervisors are encouraged to discuss the results after the completion of this evaluation in order to foster a constructive conversation about strengths and opportunities for future internships.

Please rate the progress toward achieving academic goals on a scale of 1-5

(1 = needs improvement 2= developing 3= intermediate 4 = proficient 5 = outstanding).

Learning goals	Student	Supervisor
<b>Academic Learning Goals</b> <b>(how will this internship relate to your field of study and extend learning beyond the classroom?)</b>		
Goal 1#		
Goal 2#		
<b>Soft Skills Development Goals (e.g.,</b>		

<b>communication, teamwork, decision-making, time management, organization, etc.)</b>		
Goal 1#		
Goal 2#		
<b>Industry-related or research Skills and Expertise Goals (e.g., coding, software and modeling, design, contract negotiation, etc.)</b>		
Goal 1#		
Goal 2#		
<b>Professional Development Goals (e.g., creating a professional network, demonstrating professionalism, asking for feedback, conducting informational interviews, etc.)</b>		
Goal 1#		
Goal 2#		

Describe your strengths and progress from the first half of the internship (e.g., tasks performed, skills gained, progress made toward goals, etc.):

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Describe your strengths and progress from the second half of the internship (e.g., tasks performed, skills gained, progress made toward goals, etc.):

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Describe how this internship impacted your personal and professional development:

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Describe the aspects of your internship experience that you enjoyed:

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Describe the aspects of your internship experience you found challenging:

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**ADDITIONAL QUESTIONS FOR THE SUPERVISOR**

Please reference your responses above when completing these questions

Describe the intern's strengths from the first half of the internship:

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Describe the intern's strengths from the second half of the internship:

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Describe the area of improvement for the intern's future success:

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## APPENDIX D

### GRADE FORM - SUPERVISOR EVALUATION

The form to be filled up by the internal supervisor in discussion with the external supervisor.

Supervisor Evaluation of Internship – Grading Rubric							
Evaluation Dimensions	Performance Rating						Score
	Needs Improvement		Meets Expectations		Excellent		
	1	2	3	4	5	6	
<b>Internship Evaluation Dimensions – Grading Criteria</b>							
<b>Quality of Work</b>	Work was done in a careless manner and was of erratic quality; work assignments were usually late and required review; made numerous errors		With a few minor exceptions, adequately performed most work requirements; most work assignments submitted in a timely manner; made occasional errors		Thoroughly and accurately performed all work requirements; submitted all work assignments on time; made few if any errors		
	<b>Comments:</b>						
<b>Ability to Learn</b>	Asked few if any questions and rarely sought out additional information from appropriate sources; was unable or slow to understand new concepts, ideas, and work assignments; was unable or unwilling to recognize mistakes and was not receptive to making needed changes and improvements		In most cases, asked relevant questions and sought out additional information from appropriate sources; exhibited acceptable understanding of new concepts, ideas, and work assignments; was usually willing to take responsibility for mistakes and to make needed changes and improvements		Consistently asked relevant questions and sought out additional information from appropriate sources; very quickly understood new concepts, ideas, and work assignments; was always willing to take responsibility for mistakes and to make needed changes and improvements		
	<b>Comments:</b>						
<b>Initiative and Creativity</b>	Had little observable drive and required close supervision; showed little if any interest in meeting standards; did not seek out additional work and frequently procrastinated in completing assignments; suggested no new ideas or options		Worked without extensive supervision; in some cases, found problems to solve and sometimes asked for additional work assignments; normally set his/her own goals and, in a few cases, tried to exceed requirements; offered some creative ideas		Was a self-starter; consistently sought new challenges and asked for additional work assignments; regularly approached and solved problems independently; frequently proposed innovative and creative ideas, solutions, and/or options		
	<b>Comments:</b>						
<b>Character Traits</b>	Regularly exhibited a negative attitude; was dishonest and/or showed a lack of integrity on several occasions; was unable to recognize and/or was insensitive to ethical and diversity issues; displayed significant lapses in ethical and professional behavior		Except in a few minor instances, demonstrated a positive attitude; regularly exhibited honesty and integrity in the workplace; was usually aware of and sensitive to ethical and diversity issues on the job; normally behaved in an ethical and professional manner		Demonstrated an exceptionally positive attitude; consistently exhibited honesty and integrity in the workplace; was keenly aware of and deeply sensitive to ethical and diversity issues on the job; always behaved in an ethical and professional manner		
	<b>Comments:</b>						

### Supervisor Evaluation of Internship – Grading Rubric

Evaluation Dimensions	Performance Rating						Score
	Needs Improvement		Meets Expectations		Excellent		
	1	2	3	4	5	6	
<b>Internship Evaluation Dimensions – Grading Criteria</b>							
<b>Dependability</b>	Was generally unreliable in completing work assignments; did not follow instructions and procedures promptly or accurately; was careless, and work needed constant follow-up; required close supervision		Was generally reliable in completing tasks; normally followed instructions and procedures; was usually attentive to detail, but work had to be reviewed occasionally; functioned with only moderate supervision		Was consistently reliable in completing work assignments; always followed instructions and procedures well; was careful and extremely attentive to detail; required little or minimum supervision		
	<b>Comments:</b>						
<b>Attendance and Punctuality</b>	Was absent excessively and/or was almost always late for work		Was never absent and almost always on time; or usually reported to work as scheduled, but was always on time; or usually reported to work as scheduled and was almost always on-time		Always reported to work as scheduled with no absences and was always on-time		
	<b>Comments:</b>						
<b>Organizational Fit</b>	Was unwilling or unable to understand and support the organization's mission, vision, and goals; exhibited difficulty in adapting to organizational norms, expectations, and culture; frequently seemed to disregard appropriate authority and decision-making channels		Adequately understood and supported the organization's mission, vision, and goals; satisfactorily adapted to organizational norms, expectations, and culture; generally functioned within appropriate authority and decision-making channels		Completely understood and fully supported the organization's mission, vision, and goals; readily and successfully adapted to organizational norms, expectations, and culture; consistently functioned within appropriate authority and decision-making channels		
	<b>Comments:</b>						
<b>Response to Supervision</b>	Rarely sought supervision when necessary; was unwilling to accept constructive criticism and advice; seldom if ever implemented supervisor suggestions; was usually unwilling to explore personal strengths and areas for improvement		On occasion, sought supervision when necessary; was generally receptive to constructive criticism and advice; implemented supervisor suggestions in most cases; was usually willing to explore personal strengths and areas for improvement		Actively sought supervision when necessary; was always receptive to constructive criticism and advice; successfully implemented supervisor suggestions when offered; was always willing to explore personal strengths and areas for improvement		
	<b>Comments:</b>						

### Summary Performance Ratings on Internship

Evaluation Criteria	Score (from above)
Quality of Work	
Ability to Learn	
Initiative and Creativity	
Character Traits	
Dependability	
Attendance and Punctuality	
Organizational Fit	
Response to Supervision	
<b>Total Score</b>	

### Overall Performance Evaluation of Student Intern

Outstanding	Very Good	Satisfactory	Marginal	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				

I have reviewed this evaluation with the student intern.	<b>Yes</b>	<b>No</b>
	<input type="checkbox"/>	<input type="checkbox"/>
If yes, the date of review:	<b>Date of Review</b>	
<b>Comments:</b>		

If a position were available within your organization/company, would you recommend this student for employment?	<b>Yes</b>	<b>No</b>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>		

### Your Evaluation of Internship Program

We would very much appreciate your rating of our internship program and any suggestions that you may have for improving the program:

Outstanding	Very Good	Satisfactory	Marginal	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Suggestions for improvement:</b>				

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

\_\_\_\_\_  
Date

**APPENDIX E**  
**Internship Diary**

Student name \_\_\_\_\_ ID# \_\_\_\_\_

Internship type:     introductory     practical

Organization name \_\_\_\_\_  
\_\_\_\_\_

**Week 1.**

(You have a right to modify the template recommended below to the goals of your internship.)

Date \_\_\_\_\_ Number of hours completed \_\_\_\_\_

Activities during the week

- 1.
- 2.
- 3.

Theoretical knowledge acquired

- 1.
- 2.
- 3.

Practical skills obtained

- 1.
- 2.
- 3.

Conclusions, notes and comments

- 1.
- 2.
- 3.

Plans for the next day

- 1.
- 2.
- 3.

**Week 2.**

(Please, follow your template for the day 1 above.)

**For external supervisor:**

Please, evaluate the extent to which this diary reflects the activities and skills acquired by the student

Doesn't reflect at all <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5    Perfectly reflects
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External Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_



## APPENDIX F

### ATTENDANCE SHEET

(For MSc. / M.Tech. & MBA )

Name & Address of Organization

Name of Student	
Roll. No	
Name of Course	
Date of Commencement of Training.:	
Date of Completion of Training:	

Initials of the student

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

**Note :**

- 1.Attendance Sheet should remain affixed to Daily Training Diary. **Do not remove or tear it off.**
2. Students should sign/initial in the attendance column. Do not mark 'P'
- 3.Holidays should be marked as 'H'. Absent should be marked as 'A'.

**Signature of Company internship**

**Supervisor**

(Name \_\_\_\_\_)

**Contact No.**