

Internship

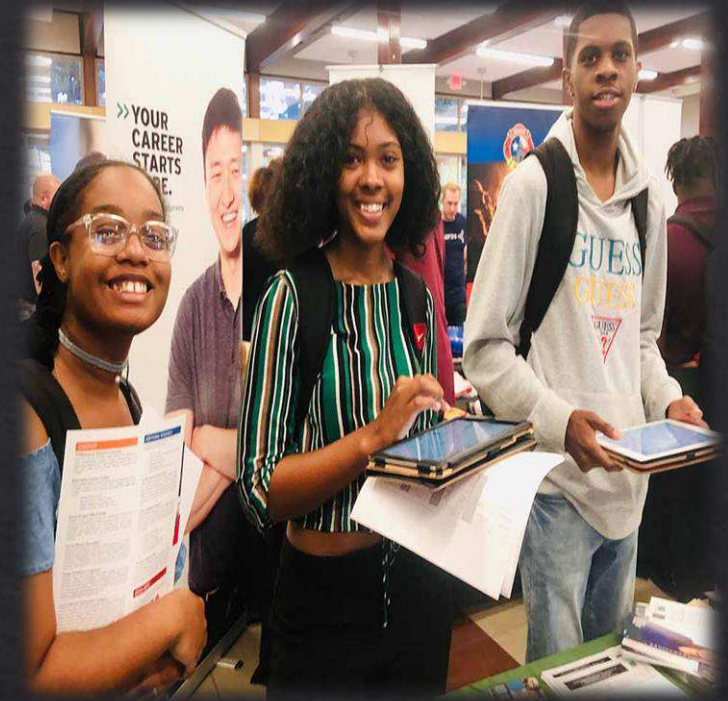
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What is an Internship?

- ◆ An internship is a short-term work experience where individuals, often students, engage in hands-on learning within a specific industry or field.

Purpose of Internships

- ◆ Practical exposure to professional environments."
- ◆ Application of theoretical knowledge."
- ◆ Makes your resume (CV) look really good."
- ◆ Helps you find a job because companies like experienced people."
- ◆ Lets you meet and know people who work in the same job world."



The Assessment of INTERNSHIP

Noble Technical Institute					
English Language Department					
Internship Assessment					
Work Place Assessment %20	First Report %10	Second Report %10	Third Report %10	Final Report %40	Final Presentation %10

Workplace Assessment Form

Noble Technical Institute
Department _____
INTERNSHIP EVALUATION FORM



Internee Name: _____

Department(s) at: _____

Please rate the student intern on each of the following categories..

Professional Qualities

Evaluation form key	Excellent	Good	Fair	Poor	Not Applicable
Establishes relationship with supervisor					
Establishes rapport with customers					
Communicates well					
Seeks new knowledge in learning & practicing					
Shows initiative					
Manages the places well					
Can work without supervision					
Demonstrates adequate knowledge					

Personal Qualities

Personal Qualities

Evaluation form key	Excellent	Good	Fair	Poor	Not Applicable
Punctuality					
Self- confidence					
Accepts Constructive Criticism					
Attitude towards working					
Dresses Professionally					
Behaves in responsible manners					

Will you see this student for a full-time position at your place if you will have opportunity in future?

Yes

No

Other Comments, if any:

I certify that _____ (internee name) has completed _____ weeks' internship.

Evaluated by: _____

Designation: _____

Email: _____

Contact No: _____

Signed & stamped: _____

The information provided shall be treated as highly confidential and would be placed in the student record maintained by Noble Technical Institute.

Updated: Jan, 2022

General Progress Tracking:

- Keep a daily journal noting key experiences and insights.



- Reflect on challenges faced and how they were overcome.



- Include personal growth and lessons learned.



- Summarize the week's highlights, challenges, and achievements.

In school

1. Observations in the Classroom:

- Note teaching methods used by the teacher.
- Document strategies for handling disruptive students.
- Observe how the teacher engages and interacts with students.

2. Reflection on Teaching Techniques:

- Write about effective ways to engage students in the lesson.
- Reflect on how the teacher manages classroom dynamics.
- Note any creative or innovative teaching approaches.

3. Problem-Solving Scenarios:

- Document instances of managing disruptive behavior.
- Describe how the teacher resolves challenges in the classroom.
- Reflect on your own ideas for addressing classroom issues.

For Company Internship:

1. Client Interaction and Management:

- Record methods used to attract and communicate with clients.
- Document experiences in addressing client issues or concerns.
- Reflect on effective ways to enhance client satisfaction.

2. Data Entry and Problem Resolution:

- Detail the process of entering data accurately.
- Note the consequences of data entry errors and how to rectify them.
- Reflect on problem-solving skills related to data management.

3. Managerial Observations:

- Observe the leadership style of managers or supervisors.
- Document notable qualities or practices of effective managers.
- Reflect on your own growth under their guidance.

How to Write a Report

****School Internship Report Outline:**

1. Introduction:

- Briefly introduce the school, grade level, and subjects taught.
- Mention the duration of the internship.
- Example: I interned at XYZ Elementary School, assisting in 4th-grade English classes for six weeks.

**** Company Internship Report Outline:**

1. Introduction:

- Briefly introduce the company, its industry, and the department where the internship took place.
- Mention the duration and nature of the internship.
- Example: Interned at ABC Corporation, a leading tech company, within the Marketing Department for a duration of eight weeks.

2. Teaching Methods:

- Describe the teaching methods observed.**
- Note any innovative or effective approaches.**
- Example: The teaching methods encompassed a blend of traditional lectures and interactive activities, with a notable emphasis on project-based learning.**

2. Job Responsibilities:

- Detail the specific tasks and responsibilities undertaken.**
- Highlight any projects or assignments completed.**
- Example: Executed tasks ranging from social media content creation to market research, contributing to successful project completions.**

3. Classroom Participation:

- Specify how often the student actively participated in class.**
- Highlight any activities they organized or assisted with.**
- Example: Actively participated in class discussions and organized a spelling bee competition, fostering a dynamic and engaging classroom environment.**

3. Use of Technology:

- Specify the technology/tools used during the internship.**
- Discuss any software, hardware, or specialized equipment.**
- Example: Utilized advanced software tools for data analysis, demonstrating proficiency in handling analytics and reporting.**

4. Assistance to Teachers:

- Outline specific ways in which they supported teachers.**
- Include instances of lesson planning or grading assistance.**
- Example: Collaborated with teachers in lesson planning, contributing ideas for engaging activities, and provided support in grading assignments.**

4. Formal Communication:

- Describe any formal letters, emails, or reports they were involved in composing.**
- Highlight communication skills developed during the internship.**
- Example: Drafted formal emails and reports for client communication, improving professional communication skills.**

5. Student Interaction:

- Discuss how they interacted with students.
- Mention any mentoring or tutoring activities.

Example:

- **Teacher Interaction:** The awesome teachers were like superheroes. They were always there to help the students when they had questions, and they made learning feel like a grand adventure.
- **Tutoring Activities:** Picture this – one day, the teacher turned learning into a game called "Word Hunt." The students had to find words around the classroom and guess their meanings. It was like going on a word treasure hunt, and the students learned so much without even realizing it!

5. Collaboration with Team:

- Discuss how they collaborated with colleagues and superiors.
- Mention any team projects or contributions to group tasks.
- **Example:** Collaborated with cross-functional teams on marketing campaigns, contributing to the creation of cohesive and impactful strategies.

6. Learning Outcomes:

- Detail what they have learned from the teaching environment.**
- Reflect on the impact of observed teaching methods on student engagement.**
- Example: Learned effective classroom management strategies and witnessed the positive impact of incorporating multimedia elements in teaching on student engagement.**

6. Problem Solving:

- Share instances where problem-solving skills were applied.**
- Discuss any challenges faced and solutions implemented.**
- Example: Successfully addressed challenges in campaign coordination by proposing innovative solutions and adapting to changing project requirements.**

7. Challenges Faced:

- Identify any challenges encountered during the internship.
- Discuss how they overcame or coped with these challenges.

Example:

1. Challenge: Communication Hurdles

- **Description:** Initially, students found it challenging to communicate effectively with younger students due to the age difference.
- **Overcoming the Challenge:** They decided to use more visual aids and simple language, which made communication clearer and more engaging for the younger students. They even learned a bit of sign language to enhance communication.

7. Learning Outcomes:

- Outline key lessons learned during the internship.
- Reflect on how the experience contributed to their professional growth.
- **Example:** Gained insights into strategic marketing, honed data analysis skills, and developed a profound understanding of the industry's dynamics.

8. Recommendations:

- Provide constructive feedback or suggestions for improvement.

- Example: Suggested implementing more interactive tools and workshops for teachers to enhance their teaching methods.

8. Recommendations:

- Provide constructive feedback or suggestions for improvement.

- Example: Suggested implementing regular training sessions to enhance team collaboration and streamline project management processes.

LMS

Final Project Titles and Groups

◆ Thank you for Listening

