

INTERNSHIP ROAD MAP

Step 1

Application Process: Consult the coordinating faculty, with a brief proposal by the midterm week of the preceding semester, i.e., the semester before you intend to start the internship.

The brief proposal must outline where and when the student intends to do the internship and how it is related to his/her area of study.

The workplace supervisor must be identified and designation provided.



Step 2

Approval from the department should be provided before the final exam week of the running semester.



Step 3

Students will register for the internship



Step 4

By the first week of the semester students should start the three month (60 working days) working period. During this work period, the student should have three meetings with the academic supervisor and two meeting with the line manager of workplace. E-mail report on each meeting is preferable.



Step 5

Report writing on the project:

Report writing should be done and submitted by the last class of the semester.