



1.OBJECTIVES/ GUIDELINES/ AGREEMENT: INTERNSHIP SYNOPSIS (IS TO BE PREPARED IN CONSULTATION WITH FACULTY MENTOR)

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the faculty Mentor and Industrial supervisor. It shall serve to clarify the educational purpose of the internship and to ensure understanding of the total learning experience among the principal parties involved.

Part I: Contact Information

Student

Name: _____ Student ID# _____
Class Year: _____
Campus Address: _____
City, State: _____
Phone: _____ Email: _____

Industrial Supervisor

Name: _____ Title: _____
Company/Organization: _____
Internship Address: _____
City, State, Pin: _____
Phone: _____ Email: _____

Faculty Mentor

Name: _____ Phone: _____
Campus Address: _____

Academic Credit Information

Internship Title: _____ Department: _____
Course #: _____ Credits: _____
Grading Option: _____ Credit/Non-credit _____
Beginning Date: _____ Ending Date: _____



Part II: Internship Objectives/Learning Activities

Internship Objectives: What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

- Knowledge and Understanding

- Skills

Learning Activities: How will your internship activities enable you to acquire the knowledge/understanding, and skills you listed above?

On the job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

Teaching/Mentoring Activities: How your technical knowledge can be applied at the site of the internship. How you can create value through mentoring/help people learn new things.

Off the job: List reading, writing, contact with faculty supervisor, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

Evaluation: Your Internship supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide to your faculty Mentor to document what you have learned (e.g. journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.



Part III: The Internship

Job Description: Describe in as much detail as possible your role and responsibilities while on your internship. List duties, project to be completed, deadlines, etc. How can you contribute to the organization/site of internship.

Supervision: Describe in as much detail as possible the supervision to be provided/needed at the work site. List what kind of instruction, assistance, consultation you will receive from whom, etc.

Evaluation: How will your work performance be evaluated? By whom? When?

Part IV: Agreement

This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student_____

Date _____

Faculty Mentor_____

Date _____

Industry Supervisor_____

Date _____



2: STUDENT'S DAILY DIARY/ DAILY LOG

DAY-1		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			



DAY-2		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/			
Supervisor e-mail id			
Main points of the day			



DAILY LOG

DAY-3		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			

DAY-4		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			



DAILY LOG

DAY-5		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			

DAY-6		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			



DAILY LOG

DAY-7		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			

DAY-8		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			



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(PADMA BHUSHAN AWARDEE)
PRAVARA RURAL EDUCATION SOCIETY

**SIR VISVESVARAYA
INSTITUTE OF TECHNOLOGY
NASHIK**

DAILY LOG

DAY-9		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			

DAY-10		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			



DAILY LOG

DAY-11		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			

DAY-12		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			



DAILY LOG

DAY-13		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			

DAY-14		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			



DAILY LOG

DAY-15		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			

DAY-16		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			



DAILY LOG

DAY-17		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			

DAY-18		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			



DAILY LOG

DAY-19		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			

DAY-20		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			



DAILY LOG

DAY-21		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			

DAY-22		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			



DAILY LOG

DAY-23		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			

DAY-24		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			



DAILY LOG

DAY-25		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			

DAY-26		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			



DAILY LOG

DAY-27		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			

DAY-28		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			



DAILY LOG

DAY-29		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			

DAY-30		DATE	
Time of arrival		Time of Departure	
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor e-mail id			
Main points of the day			



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3. Students Daily Attendance

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	31

Note :

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

Signature of Company internship supervisor

with company stamp/ seal

(Name _____) Contact No.



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4.HOD/SUPERVISOR EVALUATION OF INTERN

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Company/Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

Please evaluate your intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behaviors				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (circle one):

(Needs improvement/ Satisfactory/ _____ Good/ _____ Excellent)

Additional comments, if any:

Signature of Industry supervisor _____ HR Manager _____



4. STUDENT FEEDBACK OF INTERNSHIP (TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

Student Name: _____ Date: _____

Industrial Supervisor: _____ Title: _____

Supervisor Email: _____ Internship is: _____ Paid _____ Unpaid

Company/Organization: _____

Internship Address: _____

Faculty Coordinator: _____ Department: _____

Dates of Internship: From _____ To _____

Please fill out the above in full detail

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study?

_____ Yes, to a large degree _____ Yes, to a slight degree _____ No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Expanded my sensitivity to the ethical implications of the work involved					



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Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/or use equipment not available at my Institute					

In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your internship?

What did you dislike about the internship?

Considering your overall experience, how would you rate this internship? (Circle one).

(Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)



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4. EVALUTION OF INTERNSHIP BY INSTITUTE

DEPARTMENT OF TRAINING AND PLACEMENT

Ph. _____ Fax _____ Email _____

Evaluation (I) _____

1. Name of Student _____ Mob. No. _____
2. College Roll No. _____ University Roll No. _____
3. Branch/Semester _____ Period of Training _____
4. Home Address with contact No. _____
5. Address of Training Site: _____
6. Address of Training Providing Agency: _____
7. Name/Designation of Training In-charge _____
8. Type of Work _____
9. Date of Evaluation _____
 - a) Attendance: _ (Satisfactory/ Good/ Excellent)
 - b) Practical Work: (Satisfactory/ Good/ Excellent)
 - c) Faculty's Evaluation: _ (Satisfactory/ Good/ Excellent)
 - d) Evaluation of Industry: ____ (Satisfactory/ Good/ Excellent)

Overall grade: (Satisfactory/ Good/ Excellent)

Signature of Faculty Mentor

Signature of Internship Supervisor (Industry)

With date and stamp



INTERNSHIP EVALUATION REPORT

Name & Address of Organization

Sr. No.	Name of Student	Roll No.	Marks to be awarded by			OVER ALL GRADE
			Punctuality Grade (Satisfactory/ Good/ Excellent)	Maintenance of Daily Diary Grade (Satisfactory/ Good/ Excellent)	Skill Test Grade (Satisfactory/ Good/ Excellent)	



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7.GEOTAG PHOTOGRAPHS



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