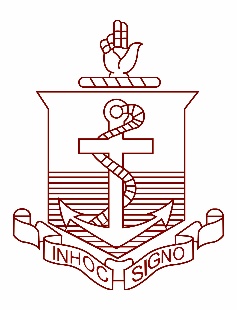


UG internship manual



May 1, 2025

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MADRAS CHRISITIAN COLLEGE (AUTONOMOUS)

CHENNAI

**UG Summer Internship**

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# Introduction and Curriculum framework

**Internship** is an experiential and holistic learning experience, equipping students with practical skills, professional insights, and personal attributes that are valued by employers and essential for a successful transition into the workforce. The students are encouraged to carry internship either in their subject (domain-specific) or anything that interest them (non-domain).

The syllabus, standard operating procedures for internship implementation and assessment, and the report template are discussed to ensure alignment among course objectives, learning outcomes, assessment methods, and report writing/presentation.

**Curriculum Framework for the Internship**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester** | **Part** | **Course Code** | **Course title** | **ICA Marks** | **ESE Marks** | **Duration** | **Credits** |
| **VI** | **IV** |  | **Internship** | **-** | **100** | **120 hours or 20 days** | **2** |

# Syllabus for UG Summer Internship

**UG Summer Internship**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Code** |  | | |
| **Credits** | **2** | | |
| **Hours / Cycle** | **NA** | **Duration** | **Total: 120 hours or 20 days** |
| **Category** | **Part IV** | **Internship** |  |
| **Semester** | **VI (Summer or Winter holidays from I year onwards)** | | |
| **Year of Implementation** | **From 2023-24 batch onwards** | | |

Internship to be done for a period of 120 hours or 20 days during summer/winter holidays from first year onwards but before the completion of the end of the sixth (Final) semester by adopting one of the following:

Internship offered by the industry/research organizations/government bodies/ educational institutions/professional bodies/NGO’s /individual experts

or

Internship offered by Departments/Units of the College in collaboration with professional organizations.

Internship will be done with the approval of the department under the supervision of a faculty. An internship diary/portfolio has to be maintained and approved by the Institution/ Organization / Individual offering the Internship. The final report is to be submitted on completion of Internship to the department.

**The UG Summer Internship Marks awarded for the ICA component and the End of Semester Examinations will be incorporated in the Semester VI mark sheet under the category Part – IV.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Objectives** | | * To gain exposure to experiential learning methods in order to apply theoretical knowledge in real-world scenarios, enhance practical understanding, and develop professional competencies. * To acquire and enhance technical skills, soft skills, and cognitive skills. * To gain insight into professional standards within a specific industry or organization. * To clarify potential career paths and make informed decisions regarding future education and employment opportunities. | | |
| **CO #** | **Course Outcomes** | | **PO**  **Addressed** | **Bloom’s Taxonomy Psychomotor Levels**  **(P1 to P5)** |
| **On completing the course successfully, the student will be able to** | | | | |
| CO 1 | Observe and replicate basic professional tasks or procedures under supervision, demonstrating initial awareness of workplace standards and expectations. | | PO1 – PO8 | P1 – Imitation |
| CO 2 | Perform assigned tasks with guidance, exhibiting competency in handling procedures and work protocols. | | PO1 – PO8 | P2 – Manipulation |
| CO 3 | Demonstrate competency needed to do the job efficiently and consistently by executing the tasks independently and accurately, | | PO1 – PO8 | P3 – Precision |
| CO 4 | Coordinate / Combine multiple skills and processes to perform / complete complex tasks, adapting techniques to meet organizational needs and compilation of report | | PO1 – PO8 | P4 – Adaptability |
| CO 5 | Develop innovative solutions in alignment with workplace goals and standards, based on professional-level competency acquired. | | PO1 – PO8 | P5 – Innovation |

**Correlation of POs to each CO**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Articulation Matrix** | | | | | | | | |  |
| **Course Outcomes** | **Programme Outcomes** | | | | | | | | **Psychomotor Level** |
| **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** |  |
| **CO 1** | 2 | - | 2 | - | - | - | - | - | P1 |
| **CO 2** | 2 | - | - | - | 3 | - | - | - | P2 |
| **CO 3** | - | - | - | - | - | - | - | 2 | P3 |
| **CO 4** | - | - | - | **3** | - | - | - | 3 | P4 |
| **CO 5** | - | - | - | - | - | - | 3 | - | P5 |
| **Wt. Avg.** | 2 | - | 2 | 3 | 3 | - | 3 | 2.5 |  |
| Overall Mapping of the Course with POs | | | | | | | | **2.6** |

# Standard Operation Procedure for UG Internship

* Internship is mandatory for the award of UG degree.
* Internship is to be done for a period of 120 hours or 20 days during summer / winter holidays from first year onwards.
* Internship is to be completed before the sixth (or final) semester.
* Students are encouraged to do their internship in their domain (subject area) or in any field of their interest.
* Students can adopt any one of the following to carry their internship:
* Internship offered by the industry / research organizations / government bodies / educational institutions / professional bodies / NGO’s / Individual Experts.
* Internship offered by Departments / Units of the College in collaboration with professional organization
* Internship (External and Internal) will be done with the approval of the Department under the supervision of a faculty **(Refer Annexure I for sample template)**.
* An undertaking form from the Parents will be submitted **(Refer Annexure II).**
* An internship diary has to be maintained by the students on daily basis (which also serves as attendance record) **(Refer Annexure III)**
* Internship dairy or the portfolios, shall be endorsed by the Institution / Industry / Organization offering the Internship.
* The students need to take geo-tagged photographs which are to be included in the Report as supporting evidences.
* The Internship completion certificate **(Refer Annexure IV for sample template)** should be provided by the Institution / Industry / Organization to the students once the internship is completed.
* The final report **(Annexure V)** is to be submitted within 30 days after the completion of internship, to the Department.
* Submission of Internship Report is mandatory for the evaluation of internship.
* Internship report will have only Internal evaluation by the Department.
* The evaluation of the final reports can be done based on the submitted report or the presentation by the students.
* The evaluation of the final reports will be done on the basis of the rubrics. (Rubrics attached) (Max. Marks: 100)
* Minimum 40% is required for the completion of the internship.
* The marks along the scanned copy of the certificate of completion are to be sent to the CoE, duly signed by the Head of the Department, for the award of credits to the students.
* The credits will be added in Semester VI under Part IV in the Semester Marksheet.

# Rubrics for End of Semester Assessment of UG Summer Internship

**Note: Enter the marks for each Course Outcomes (One mark per row)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CO # - P#** | **P-Levels** | **Key Performance Indicator** | **Skill Enhancement or Competency Demonstrated** | | **Skill Acquisition or Competency Developing** | | **No Skill / Competency developed** |
| CO1 – P1 | Imitation | Task Replication &  Clarity of Observation | **Outstanding**  **20-18** | **Good**  **16-14** | **Average**  **12-10** | **Satisfactory**  **8** | **Unsatisfactory**  **< 8** |
| CO2 – P2 | Manipulation | Tools / methods learnt under supervision &  Accuracy and consistency in completing guided tasks | **Outstanding**  **20-18** | **Good**  **16-14** | **Average**  **12-10** | **Satisfactory**  **8** | **Unsatisfactory**  **< 8** |
| CO3 – P3 | Precision | Improvement in handling tools/methods & Accuracy and completeness of independent tasks | **Outstanding**  **20-18** | **Good**  **16-14** | **Average**  **12-10** | **Satisfactory**  **8** | **Unsatisfactory**  **< 8** |
| CO4 – P4 | Adaptability | Coordination across tools and skills & Flexibility in adapting to changes | **Outstanding**  **10-9** | **Good**  **8-7** | **Average**  **6-5** | **Satisfactory**  **4** | **Unsatisfactory**  **< 4** |
| CO4 – P4 | - | Report Writing | **Outstanding**  **10-9** | **Good**  **8-7** | **Average**  **6-5** | **Satisfactory**  **4** | **Unsatisfactory**  **< 4** |
| CO5 – P5 | Innovation | Initiatives taken to improve processes & Ability to innovate or solve problems independently | **Outstanding**  **20-18** | **Good**  **16-14** | **Average**  **12-10** | **Satisfactory**  **8** | **Unsatisfactory**  **< 8** |
|  |  | Total Marks |  |  |  |  |  |

# Mark Distribution: CO-wise for ESE

**Maximum Marks: 100**

|  |  |  |  |
| --- | --- | --- | --- |
| **P – Levels** | **CO#** | **Marks** | **Weightage** |
| Imitation | CO 1 | 20 | 20% |
| Manipulation | CO 2 | 20 | 20% |
| Precision | CO 3 | 20 | 20% |
| Adaptability | CO 4 | 20 | 20% |
| Innovation | CO 5 | 20 | 20% |