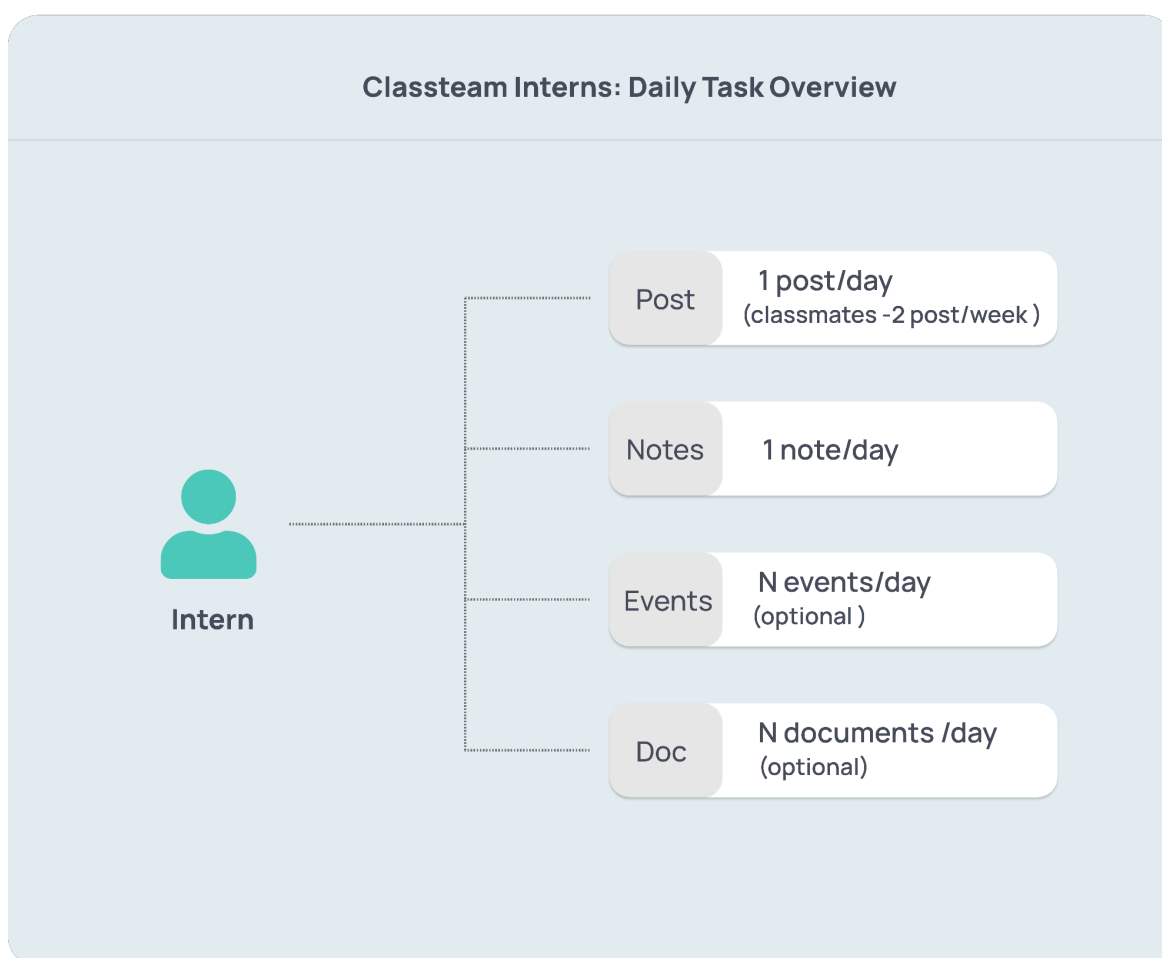


Intern Tasks and Guidelines

Weekly Tasks Overview

Welcome to the Classteam Internship Program! As an intern, you will play a crucial role in creating and publishing content that enhances the classroom experience for your peers.

Using the Classteam app, you will be responsible for generating engaging posts, creating educational notes, and possibly organising events. This document outlines your daily tasks and responsibilities to ensure a productive and enriching internship experience.



Daily task overview

1. Post Creation and Publication

- **Total Posts per Week:** At least 7 posts
 - **Intern's Own Posts:** 5 posts
 - **Classmates' Posts:** 2 posts (Note: Classmates do not include the other intern)

Guidelines for Posts:

- **Relevance:** Posts must be related to the classroom and educational environment.
- **Content Types:**
 - Photos
 - Memories of classmates
 - Classroom events
 - Blogs
- **Quality:** Ensure all posts are engaging, informative, and relevant to the target audience.

2. Notes and Document Creation

- **Total Notes/Documents per Week:** At least 5 notes/documents

Guidelines for Notes/Documents:

- **Relevance:** Notes must be subject-related and useful for classmates.
- **Content Types:**
 - **Notes** with clear titles for easy understanding
 - **Question Papers:** Include question papers along with other document types.
- **Quality:** Ensure all notes are well-organised, accurate, and helpful.

3. Event Creation (Optional)

- **Total Events per Week:** 1 event (optional)

Guidelines for Events:

- **Relevance:** Events should be related to classroom activities or educational topics.
- **Creativity:** Think of unique and engaging events that can benefit classmates.

Conclusion

Lastly, enjoy this journey. This internship is a stepping stone in your career, and we are committed to making it a memorable and rewarding experience. Embrace the challenges, celebrate the successes, and make the most of every moment.

We are excited to see the contributions you will make and the growth you will achieve during your time with us. Welcome once again to the Classteam Internship Program. Let's make this an incredible journey together!