



SUMMER INTERNSHIP PROGRAM (SIP)

UNDERGRADUATE HANDBOOK AY 2023-24

FLAME School of Liberal Education

FLAME University

1. Introduction

- 1.1 The Summer Internship Program (SIP) is an experiential learning component of the undergraduate degree program conducted from 6th May 2024 to 6th July 2024. It aims to provide a platform for the students to integrate classroom knowledge with the related practical applications and skills in a professional ecosystem. It provides an opportunity to the students to be an integral part of real-time situations which not only provide practical learning but also provide a perspective on the future career path the student would like to pursue. Students are expected to take this opportunity with serious intent to enhance their academic maturity and create a bridge between academics and practical applications to lay a strong career foundation for themselves.
- 1.2 SIP is a four-credit full-time mandatory program for the second-year students where they are required to intern in a professional ecosystem preferably corresponding to their major or the intersection of major and minor area/s of specialization or in any area of their choice which could help them with their career plan.
- 1.3 Students are required to intern at government or private organizations, registered Non-Governmental Organizations or with professional practitioners (collectively called as “Organization”). The Organization should be one where the student may wish to pursue their career and hence, must be selected judiciously. For business students, it is recommended that the Organization should be a private limited or a public limited company.
- 1.4 The duration of the internship is 6-8 weeks and must be done with one Organization. The internship needs to be completed during the summer break after fulfilling the second year’s curricular requirements.
- 1.5 In case a student opts to join a Summer School program approved by the University, the duration of such a program will be considered as an internship and the student then has to do the balance period of the internship with an Organization as described above. Students must mandatorily complete SIP either before or after the summer school. They are required to take necessary approvals in case the dates of the summer school overlap the SIP time frame.
- 1.6 Students who cannot complete their SIP in the stipulated time frame will not be able to graduate on time. In such cases the students will have to comply with the provisions of this Handbook and final decision of the SIP Committee/Dean.

2. Objectives

SIP is essential constituent of the experiential learning courses at FLAME and seeks to achieve the following:

1. To expose the students to a unique experience of observing and learning from the real world.
2. To inculcate in them values of discipline, time management, multi-tasking, and ability to work in a team while keeping the goals of the Organization in mind.
3. To enhance and expand the classroom knowledge of the students.
4. To provide them with an opportunity to foresee a connect with their future plans.
5. To develop an awareness and understanding about the aim, functioning, strengths, and limitations of the Organization.

3. Expected Learning Outcomes

After successful completion of the internship, the students will be able to:

1. Gain knowledge about the Organization's philosophy, structure, and functioning.
2. Have a fair idea about the Organization's microenvironment and work culture.
3. Understand the importance of each of the functional areas within the Organization and their interdependence for effective performance.
4. Obtain comprehensive understanding of the specific area/process under focus in the internship.
5. Learn fundamentals of working in a real-time space and environment in terms of discipline, time management, teamwork and achieving required goals.
6. Comprehend, analyze and connect the learning of the work undertaken in the internship with the major/minor/other areas of study or one's career plans and vice-versa.
7. Conceptualize and integrate values of liberal education and apply them appropriately in practice.
8. Learn to write a formal document of the internship in the form of a report.

4. Organization for Internship

- 4.1 Students will be provided support from the FLAME University Career Services Office (CSO) to find an internship in their domain. The CSO cannot guarantee that the internship it provides would necessarily be convenient for the student in terms of location or nature of work in a given domain. However, in case the student chooses an internship from the CSO, the student will not be allowed to change the Organization at any point of time unless there is a genuine issue/problem arising before or during the internship. In such cases, prior permission from SIP Committee

and CSO (if internship is sourced through CSO) needs to be sought by the student. Any violation of this will attract strict action.

- 4.2 Students should also make their own efforts and help their peers to identify an Organization for internship in their domain of specialization or any area of interest which blends with their career plan.
- 4.3 Students are not permitted to work in an Organization owned by any family member of the student. It is recommended that students share this opportunity with their peers so that other students can benefit from their family business.
- 4.4 Students are permitted to work in a young company/start-up only if it is a registered business and students should evaluate the organization carefully and ensure that the role offered is complying with the SIP expectations. Students must seek prior permission from the SIP committee beforehand to work at such young organizations.
- 4.5 Due to conflict-of-interest, working with full-time/adjunct FLAME faculty or a FLAME student who has not yet graduated is not permitted.
- 4.6 If the student is required to pay the Organization for the internship this will not be considered as an internship for SIP purpose. Only in special circumstances this may be considered, and a prior approval needs to be taken from the SIP Committee. Internship fees should not exceed Rs. 5000.
- 4.7 Students are advised to opt for offline, on-site internships for better learning experience and outcomes. An offline internship will also enhance student value with reference to the career plan for higher studies and for placement opportunities.

Hybrid internship: Only in selected cases, a hybrid internship may be permitted. In case of a hybrid internship a student must have a minimum of 80 on-site contact hours.

Online internship: Only in selected cases/area/discipline, an online internship may be permitted.

Before starting hybrid and online internships students require an email approval from the SIP Committee. Therefore, it is mandatory that the details of the organization and the internship are provided to the SIP committee at least two weeks before starting the internship.

- 4.8 If students want to get into a **research internship under a Professor/Researcher other than FLAME University**, this will be permitted only at renowned and reputable institutes/universities and the internship should include working on a project that is nationally/internationally funded. Kindly seek permission from the SIP Committee prior to the start of internship.

4.9 Any violation of Clauses 4.3 or 4.4 or 4.5 or 4.6 or 4.7 or 4.8 will result in an 'F' grade and the student will have to repeat the SIP.

5. Roles and Responsibilities

5.1 Faculty Advisor

- 5.1.1 Every student will be assigned a faculty member who will be the "Faculty Advisor" to the student throughout the duration of the SIP. The Faculty Advisor will help the student, along with the Organization Advisor, in defining and achieving the objectives of SIP.
- 5.1.2 The Faculty Advisor will monitor the student's activities, work and learning during the internship on a regular basis through discussions, emails, and phone conversations to enable student learning.
- 5.1.3 The Faculty Advisor will evaluate the student on the internship performance on the parameters listed in Section 7.1 and in a format to be provided by the SIP Committee.

5.2 Organization Advisor

- 5.2.1 Every student will work under the supervision of an authorized individual in the Organization who will act as the "Organization Advisor".
- 5.2.2 The Organization Advisor is requested to facilitate a safe and amicable working environment for the student intern.
- 5.2.3 The Organization Advisor will act as a contact point between FLAME University, the Faculty Advisor, and the student.
- 5.2.4 The Organization Advisor will guide and monitor the student's activities, work and learning during the internship on a daily basis through regular interaction and meetings.
- 5.2.5 The Organization Advisor will evaluate the student on the internship performance on the parameters listed in Annexure 4 and in a format to be provided by the SIP Committee.
- 5.2.6 The Organization Advisor would report any act of indiscipline, insubordination, or any kind of inappropriate behavior by the intern to the Faculty Advisor and/or FLAME University at the earliest possible. Such reports will be treated with utmost seriousness and strict action will be taken as decided by the SIP Committee.

5.3 Expectations from Students

- 5.3.1. SIP is a full-time engagement, and the student should not engage in any other parallel activity, internship, occupation, business, or any other form of involvement which takes time, effort, and attention away from the SIP.
- 5.3.2 The student is required to be in regular contact with the Faculty Advisor and take guidance to improve and enhance the learning from the SIP.
- 5.3.3 In order to ensure an appropriate and adequate learning and organizational experience, the student is expected to follow a professional code of conduct which includes:
- i.) Adhering to the rules, regulations, and code of conduct of the Organization including punctuality, diligence, sincerity, and dedication to complete the work assigned.
 - ii.) Dressing appropriately as required by the Organization and the place of work, especially during all forms of online meetings.
 - iii.) Being prepared for the day's work by preparing in advance.
 - iv.) Respecting the confidentiality of the information provided by Organization
 - v.) Ensuring 100% commitment and result orientation during the tenure of the SIP
 - vi.) Maintain cordial and respectful relations with the Organization Advisor and all employees, customers, vendors, or members of the Organization with whom interaction takes place through any form of communication.
- 5.3.4 In case of issues that involve misconduct and/or inappropriate behavior including but not limited to abuse, bullying, violence, sexual harassment, etc. at the workplace, the student will bring the same to the attention of the Faculty Advisor and the SIP Committee as soon as possible, and the matter will be pursued via the appropriate redressal mechanism of FLAME University.
- 5.3.5 It is NOT recommended that a student interns in more than one Organization. However, in exceptional circumstances, the student may intern in 2 consecutive internships (non-concurrently) in two different Organizations with the prior approval of the SIP committee. In such a case, the student will have to complete all the related processes and formalities twice. In case the internship is sought from the CSO, students must provide a NOC from them before the start of the second internship.

- 5.3.6 It is the responsibility of the student to ensure that the Organization Advisor fills the Internship Completion Certificate (see Annexure 3) and the Evaluation Form (see Annexure 4) in a template provided by the University. If the student fails to ensure that the Internship Completion Certificate and the Evaluation Form are sent within the timelines set by the University, the SIP Committee will review the situation and take a final call.
- 5.3.7 The Final Report and the Internship Completion Certificate are very important documents and proof of the SIP. The student must ensure that the Final Report is submitted on Moodle, and it contains the Internship Completion Certificate. **Non-submission of any one of these will result in an 'F' grade.**
- 5.3.8 The student is advised not to take any undue risk which might cause any bodily harm or otherwise. In case there is a mandate from the organization to take up such an undue risk, please inform the Faculty Advisor and the SIP committee before undertaking such activity.
- 5.3.9 The student should contact the SIP Committee immediately in case of any problem or a clarification is required on any aspect of the SIP.

5.4 SIP Process

The SIP process will involve the following steps:

1. The FLAME University Corporate Relations and Career Services Office will request each student to indicate in writing on whether they require support to obtain an internship (see Annexure 1):
 - Option 1: The student will arrange the internship on their own.
 - Option 2: The student wants support from the FLAME University Corporate Relations and Career Services Office to find an internship. In this case, the student will have to follow the process and guidelines of the said Office.
2. The student attends the SIP Open House. The SIP Committee conducts the open house with the area faculty to provide students with internship ideas specific to their Major/Minor or Area of interest.
3. The student mandatorily completes a LinkedIn course before starting the internship and submits the completion certificate for the LinkedIn course on Moodle.

4. The student joins the internship and submits the Internship Details (Annexure 2) within 15 days of starting the internship using a Google Form link containing overall personal objectives of SIP, possible internship domains, and a broad career plan. The Internship Details should not be submitted before starting the internship.
5. The student, after completing the internship, is required to submit the Final Report on Moodle latest by 13th July 2024 in the prescribed format (see Annexure 2).
6. The student must also obtain an Internship Completion Certificate from the Organization as per the format in Annexure 3 and submit it along with the Final Report.
7. The student is required to follow up with the Organization Advisor to ensure the internship evaluation (Annexure 4) is submitted within the timelines.
8. The Final Report would be checked for plagiarism using the Turnitin software.
9. A presentation and viva will be conducted only after the submission of the Final Report.

5.5 Conflict Resolution

In case any serious differences arise between the student and the Organization Advisor, the SIP committee in consultation with the Faculty Advisor and/or the CSO will interact with the Organization and/or the Organization Advisor and take necessary steps to sort out the matter, wherever possible. The student is expected to report the conflict as early as possible to the Faculty Advisor and the SIP Committee and not wait until the end of the internship to do the same.

6. Deliverables

- 6.1 The student must deliver the following documents to the University within the stipulated timelines:
 1. **Internship Details** (within 15 days of starting the internship)
 2. **Final Report with internship completion certificate** (after completion of the internship, latest by **13th July 2024**)
 3. **Online Presentation and Viva** (date as decided by SIP committee)
- 6.2 The Internship Details (Annexure 2) must be submitted using the Google Form links which would be provided to the students in due course. Submissions made only to the Faculty Advisor will not be treated as a submission.
- 6.3 The Final Report (Annexure 2) must be submitted on Moodle. Submissions made only to the Faculty Advisor will not be treated as a submission.

- 6.4 The Final Report must be submitted as a soft copy (PDF file) on Moodle and written in Times New Roman font with size 12 and 1.5 spacing with referencing in APA 7th edition style.
- 6.5 Any act of plagiarism (defined as “The practice of taking someone else’s work or ideas and passing them off as one’s own” by the Oxford English Dictionary) in any part of the SIP reports will be dealt with under Clause 16 (Academic Honesty) of the Academic Handbook provided by the University. Students are strongly advised to follow the guidelines to avoid any act of intentional or unintentional plagiarism.
- 6.6 A similarity percentage with existing sources in the main text of the submitted report up to an overall of 10% is acceptable subject to references/bibliography, quoted material and small matches up to three consecutive words being excluded from the calculation. A similarity percentage more than 10% will attract the provisions under Clause 16 (Academic Honesty) of the Academic Handbook.
- 6.7 Students are advised to ensure contingencies including connectivity issues are adequately addressed at their end and report submissions are made well before the stipulated deadlines.
- 6.8 Students are advised to ensure contingencies including connectivity issues during their presentation and viva that will be conducted online.

7. Internship Evaluation

7.1 The student internship performance will be evaluated as under:

<i>Evaluator</i>	<i>Components</i>	<i>Weightage</i>
Organization Advisor (Refer to Annexure 4)	<ul style="list-style-type: none"> • Subject knowledge (5%) • Work engagement (5%) • Interpersonal skills (5%) • Quality of deliverables (15%) 	30% total weight

Faculty Advisor	1. Internship Details (5%) 2. Final report (30%) <ul style="list-style-type: none"> Literature review/secondary research/background information (5%) Quantum and quality of work done during the internship (10%) Learning/reflections of the internship (5%) Report formatting, style of presentation (5%) Plagiarism & similarity percentage (5%) 3. Presentation/Viva (25%) <ul style="list-style-type: none"> Understanding of the Organization/ Project (to the extent possible), functions and activities (5%) Work undertaken during the internship and its presentation (10%) Student's ability to answer questions effectively (5%) Sincerity, hard work, and confidence displayed by student (5%) 	60% total weight
SIP Committee (Refer to Annexure 5)	4. Compliance & conduct during Internship (10%)	10% total weight

7.2 The SIP Committee reserves the right to review and moderate the grades given by the Organization Advisor or the faculty on the Final Report and/or the presentation and viva components if it feels that the grades given by one of them are too high/too low with reference to the other.

7.3 The SIP Committee reserves the right to make any changes, additions, or modifications to this Handbook. In case of any difference of opinion/dispute in interpretation of any part of this Handbook, or its non-compliance or violation, the SIP

Committee reserves the right to initiate appropriate action and the decision of the SIP Committee/Dean shall be final.

7.4 In case a student fails to complete any of the evaluation components within the deadlines, the grade will remain incomplete and the student will not graduate in time.

Annexure 1

Declaration seeking support to obtain internship (Please fill in the details in CAPITAL LETTERS Only)

Student Name: _____ Student Number: _____

Degree: _____ Mobile number: _____ Email ID: _____

Specialization: Major _____ Minor _____

I, _____ hereby declare that (tick the option selected):

Option 1

I will obtain an internship as per the guidelines of the SIP Handbook on my own and that I do not require any support from the FLAME University Corporate Relations and Career Services Office for the same.

Option 2

I require support of the FLAME University Corporate Relations and Career Services Office to find an internship for me and that I will abide by their process and guidelines for the same, in particular, Clause 4.1 of the SIP Handbook.

Date: _____ Place: _____

(Signature)

(Name of the student)

Annexure 2

2.1. Format for the Internship Details

The student must provide the following details:

1. Name with student number
2. Student Mobile number
3. Major/minor
4. Organization Name
5. Organization Address
6. Name of the city where interning
7. Organization website
8. Organization Advisor Name
9. Organization Advisor Designation
10. Organization Advisor Mobile Number
11. Organization Advisor Email ID
12. Faculty Advisor Name
13. Title of the internship work or project (can be subject to change)
14. Nature of work (can evolve over the internship period)
15. Area of internship (Major/minor)
16. Internship start date
17. Internship end date
18. Declaration (of no family ownership in the Organization)

2.2. Format for the Final Report

The format is as under and is to be made in a word limit of 2,500 – 3,000 words (excluding references) in Times New Roman font with size 12 and 1.5 spacing with referencing in APA 7th edition style.

1. Cover page (see Annexure 6)
2. Internship Completion Certificate from the Organization
3. Table of Contents
4. Abstract OR Summary
5. Introduction
 - a. About the Organization- Mission, Background of the Organization (history and overview of the entire Organization)
 - b. Nature of the assigned work
6. Literature review/Secondary research/Background work done related to the internship objectives/ Summary of readings/ Industry overview
7. Activities undertaken (Detail major projects and all-important activities taken up during the internship period)
8. Project outcomes/Findings from the assigned work
9. Personal Learning/Reflections
 - a. From the assigned work
 - b. Connecting the internship work with the major/minor area of specialization

- c. How the internship helped in chalking your future plans
- 10. Limitations of the internship (optional)
- 11. Bibliography/References (as per APA 7th edition format)
- 12. Appendices (if required)

2.3. Plagiarism and similarity percentage

If the similarity percentage as per the Turnitin Report is high, marks would be deducted.

2.4. Guidelines for the Presentation and Viva

- The Presentation should not exceed 10 minutes and should have 10-15 slides only
- Students must be dressed in formals

The slides should cover of the following:

1. Background of the Internship
2. About the Organization
3. Nature of the assigned work
 - i. Literature Review/Secondary Research/Background work done on the internship objectives
 - ii. Activities undertaken
 - iii. Outcomes/Findings
4. Personal Learning/Reflections
5. Limitations (optional)
6. Bibliography/References (APA 7th edition)

Annexure 3

Internship Completion Certificate

(To be issued on Organization letterhead. It must contain the postal address and the contact information comprising of the email id and the phone number)

(Date)

This is to certify that Mr./Ms.
undergraduate student from FLAME University, Pune, has successfully completed
the Summer Internship Program in this organization from (date) to (date). The
title/topic of the Summer Internship was

The internship was in-person/ online/ hybrid.

During the duration of the internship, the candidate worked under my supervision
and carried out the responsibilities assigned. I had a chance to closely observe the
internship work and overall, I am satisfied with the output of the internship work.

Date:

Place:

Signature

(Name)

(Designation)

*(The Internship Completion Certificate must contain all the above information and details
for it to be considered complete and acceptable. An unsigned certificate or one without
the name and designation of the signatory or without a date of issue will also be treated
as incomplete and will not be accepted.)*

Annexure 4

Internship evaluation by the Organization Advisor

The SIP Committee will send a communication to the Organization Advisor mentioned in the Internship Details submitted by the student for the evaluation. The student should **not** share this Annexure with the Organization Advisor.

The student performance during the internship would be evaluated on the following competencies demonstrated while executing the work assigned:

Subject knowledge

- The student has comprehensive knowledge about the subject, knows methods required to complete assigned work and understands the contexts of the area of internship. (5%)

Work engagement

- The student is active, enduring, and shows initiative towards goals arising from demands in the work, completes assigned tasks on time and follows deadlines and is motivated and strives for good results in terms of subject and methods. (5%)

Interpersonal skills

- The student approaches others openly and sympathetically, communicates clearly and with confidence, listens and responds well in conversation and can tolerate frustration, is willing and able to work in groups/teams and encourages others to present differing views and opinions openly, and can tolerate different views. (5%)

Quality of deliverables

- The student has delivered an output whose quality is acceptable (15%)

Potential employment opportunity

- Likelihood of the Organization offering a final placement opportunity to the student in your organization

Annexure 5

Compliance & Conduct during internship

- Timely and error free submission of the Internship Details
- Overall conduct during the internship

In addition to the above, in case the internship extends beyond the time period permitted or the student requests for an extension in the Final Report submission date or the presentation date for reasons within the control of the student, the SIP Committee reserves the right to impose a penalty for the same.

Please note that any error in the submission which requires a rectification will be treated as a non-submission of that component and/or document and the date of the rectified submission will be treated as the submission date.

Annexure 6

Cover Page format

(Title of the Report)

Final Report of Summer Internship Program

Presented to

(Name of the Faculty Advisor) (Name of the Organization Advisor)

FLAME University (Name of Organization)

on (date)

By

(Name of the Student)

(Student Number)

In Partial Fulfillment of the Requirements for the UG Program (year)

FLAME University, Pune