STANDARD OPERATING PROCEDURE (SOP) INTERNSHIP PROGRAM

1. Purpose
The purpose of this Standard Operating Procedure (SOP) is to define the structured process for managing the internship program within the organization. This SOP ensures consistency, transparency, and effectiveness in onboarding, training, evaluation, and completion of internships.

2. Scope
This SOP applies to all departments, mentors, supervisors, and interns participating in the internship program. It covers pre-internship planning, onboarding, daily operations, performance monitoring, and completion formalities.

3. Definitions
Intern: A student or trainee who works temporarily to gain practical experience.
Mentor: An assigned employee responsible for guiding and supervising the intern.
Internship Coordinator: The person responsible for managing internship activities and communication.

4. Roles and Responsibilities
Internship Coordinator:
• Plan and announce internship opportunities.
• Coordinate with departments and mentors.
• Maintain intern records and documentation.

Mentor/Supervisor:
• Assign tasks and projects.
• Provide guidance, feedback, and support.
• Monitor intern performance and attendance.

Intern:
• Follow company policies and guidelines.
• Complete assigned tasks within deadlines.
• Maintain professionalism and discipline.

5. Internship Process
Selection: Interns are selected based on eligibility, skills, and interview performance.
Onboarding: Interns receive orientation on company policies, tools, and expectations.
Training: Interns undergo technical and soft skill training as required.

6. Performance Evaluation
Intern performance is evaluated based on attendance, task completion, learning ability, teamwork, and communication skills. Regular feedback sessions are conducted by mentors.

7. Code of Conduct
Interns must adhere to company ethics, confidentiality agreements, and professional behavior standards. Any violation may result in termination of the internship.

8. Internship Completion
Upon successful completion, interns submit a final report and presentation. Certificates or letters of completion are issued based on performance and attendance.

9. Document Control
This SOP is reviewed periodically and updated as required. All changes must be approved by management.

10. Approval
This document is approved and authorized by the management for implementation.