

IT 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.