

## **Guideline for the Summer interns**

**Confidentiality and Login Credentials:** Summer interns are strictly prohibited from sharing their LMS credentials with anyone. Unauthorized sharing of credentials will result in automatic account locking. Each ID is designated for single-user access only.

**LinkedIn Profile Updates:** Upon onboarding to the LMS, interns are required to adhere to the LinkedIn guidelines document provided (Attached in General files). This includes updating their LinkedIn profile with a first post, resetting the cover picture, and uploading the CSI badge as their profile picture.

**Internship Start Date:** The internship officially commences on the date selected during registration.

**Course Curriculum Access:** The course curriculum will be accessible automatically, unlocked on a weekly basis, in alignment with the internship start date.

**Offer Letter Retrieval:** Interns can download their offer letters from the "Achievement" section within the LMS portal.

**Time Commitment:** Interns are expected to dedicate 3-4 hours per day to completing curriculum modules, assignments, and projects.

**CSI Certificate Eligibility:** To qualify for the CSI certificate, interns must complete the assigned projects and a minimum of 80% of the provided assignments.

**Project Submission Deadline:** The deadline for submitting the major project is set 10 days prior to the internship completion date. For example, if the internship concludes on July 20th, 2024, projects must be submitted by July 10th.

**Project Evaluation and Certificate Issuance:** Upon successful project submission, domain experts will review and approve projects for certificate eligibility.

**Certificate Availability:** Certificates will be uploaded to the LMS portal three days prior to the completion date. Interns can download their certificates directly from the portal.

**These guidelines are established to ensure a professional and productive experience for all summer interns.**