

Career and Internship Framework (Updated)



University of Sargodha
2024

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This document has the following PURPOSES:

- To provide clarifications of the mandatory internship requirement of the HEC's Undergraduate Education Policy (V 1.1) and Undergraduate Semester Regulations 2023 of University of Sargodha.
- To provide the framework and guidelines for the implementation of the internship program.

1 | Definitions:

“In order to graduate, every BS student shall have to complete an internship program, of 6-8 week duration, at any time after the completion of their fourth semester, generally during the summer.”

Explanations:

Every undergraduate student must fulfill the field experience/internship requirement in accordance with Section IV of the Undergraduate Education Policy 2023 V 1.1 and Undergraduate Semester Regulations 2023 of University of Sargodha

Credit Hours:

- a) Internships under the UEP V 1.1 for BS programs will have at least 3 credit hours and graded by a departmental committee including the supervisor/advisor.
- b) Performance during internship will become part of the student's academic record and reflected in the transcript.

Time Commitments:

- a) For BS students, an internship/field experience should be for a period of six to eight continuous weeks.

Exception: In case an internship for the stated duration cannot be completed due to unavoidable circumstances, this requirement may be fulfilled by completing a maximum of two roughly equal-duration internships. Reasons for the exception shall be recorded in writing.

For AD students, the internship/field experience of six to eight weeks (preferably undertaken during semester or summer break) must be graded by a faculty member in collaboration with the supervisor in the field. This requirement of 03 credit hours is applicable only in cases where the same is prescribed by the respective Accreditation Council, National Curriculum Review Committee, or the concerned university. Where this requirement is prescribed, the courses within the major will comprise of 30-39 credit hours.

Monitoring and Evaluation:

- a) The work of every student-internee will be monitored and evaluated by the assigned faculty member or/and supervisor at the host institution.
- b) The evaluations will be made part of the students' academic record.

Implementation in Affiliated Colleges:

The requirements of Career and Internship Framework will also be implemented in the affiliated colleges and affiliated colleges are required to make necessary arrangements accordingly.

2 | Why Internships?

Key Benefits:

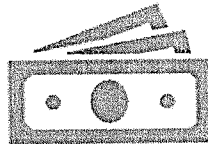
The following are some key benefits of the Internship program to students:

- Gaining practical experience of working in a real work environment. Learning how to deal with practical challenges.
- Developing communication and interpersonal skills.
- Developing positive professional relationships that could possibly be used as future references for employment.
- Developing a better sense of own (student's) work preferences that could help in exploring future career options.

Types of Internships:

Following are various types of internships. However, regardless of the type of internship in which a student is placed, the requirements of the internship must be met.

Paid vs Unpaid



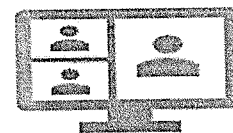
Internship can be either paid or unpaid.

On-site Internships



An on-site internship is a location-based internship. That is, the intern has to be physically present in the host institution.

Virtual Internships



A virtual internship can be completed remotely and does not require student's physical presence at the workplace.

3 | Internship Office:

Establishment:

- a) Placement Office of University will be the Internship Office of the University and will coordinate and oversee all matters pertaining to Internships.
- b) Each teaching unit will designate a faculty member(s) as departmental Internship Coordinator(s) for implementation of Career and Internship Framework under the supervision of Head of the Teaching Unit.
- c) In case of an affiliated college the Principal of the College will be the Internship Coordinator.

Role and Responsibilities of the Internship Office:

The Internship office will have at least the following responsibilities:

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The Internship office will have at least the following responsibilities:

- a) Based on HEC guidelines and international best practices, propose updates in Career and Internship Framework of the university.
- b) Maintain the following updated record for submission to various quarters when needed:
 - List of departmental internship coordinator nominated by each teaching unit.
 - List of host institutions and MOUS signed by teaching departments colleges and affiliated
 - Other record related to internships
- c) Obtain student feedback and process complaints for future improvement of the learning experience.
- d) Arrange periodic on-campus activities such as internship expos, workshops for developing professional skills and recruitment drives in collaborations with potential employers.

Role and Responsibilities of the Internship Coordinators:

The Internship Coordinators will have at least the following responsibilities:

- a) Advisor/supervisor approval of head of teaching unit. Depending on the student- faculty ratio, the number of students assigned to an individual faculty member will vary. A Supervisory Committee comprising of 2-3 faculty members may supervise whole class. In this case payment equivalent to 03 credit hours may be divided equally among the members of internship supervisory committee of each class.
- b) Identify potential host institutions with the help of HODs and enter into MOUs with them for student placement. Students may also be encouraged to locate internship opportunities at their own and inform the Internship Coordinator for formal proceedings.
- c) Arrange the assignment of every student to a site supervisor of the host institution (An individual site supervisor may have more than one internees).
- d) Maintain complete record of Host Institutions, MOUs, List of students and all other documents related to internships.
- e) Maintain liaison with the Internship office of the University and provide the record related to internships as and when required.

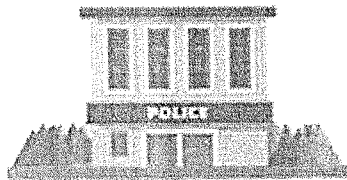
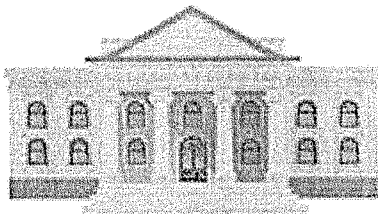
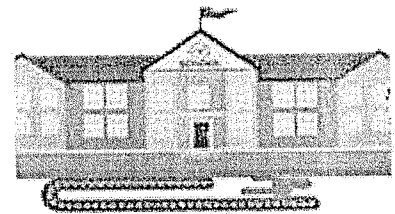
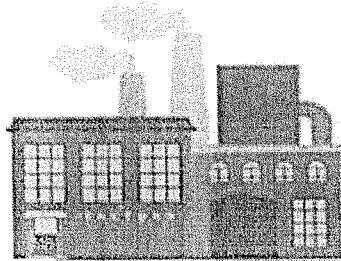
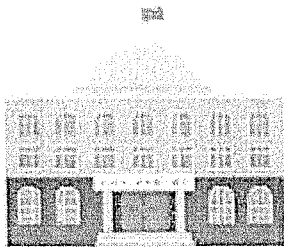
4 | Host Institution:

A host institution is an institution with which the Teaching unit of university or affiliated college has signed an MOU and in which an intern is placed.

Host institutions could be local, provincial, or national government offices; an autonomous body (attached department of a government agency); a business enterprise (industrial and commercial enterprises); an academic institution (university, college, or school; public or private); or a registered NGO.

In case of On Campus Internship Program of University of Sargodha the host institution will be the University.

Students may also be encouraged to locate internship opportunities at their own. However, formal placement will be routed through University, except for the students of affiliated wherein Principal of concerned college will issue placement orders and appoint supervisors and forward copy of the same to Placement office, University of Sargodha.



5 | Supervisors:

The Faculty Supervisor

A member of the teaching faculty will be the faculty supervisor. The Head of the department will assign each group of students to a faculty member for coordination, monitoring and evaluation of their internship.

Roles and Responsibilities:

The following are the expected roles and responsibilities of the faculty supervisor:

- Liaise with the Internship Coordinator regarding relevant industry for MOUs and students seeking internship.
- Meet either physically or virtually with the student at least one every two weeks to discuss internship progress.
- Assist in the development of the student's internship TORs.
- Address student queries, provide advice, and help resolve other issues the student may face during the internship.
- Liaise with the site supervisor as and when the need arises.
- Review and provide feedback on submissions made by the student.
- Review assessments sent by the site supervisor.
- Ensure all relevant documentation for the internship under the guidance of Coordinator/HOD. Internship
- Towards the completion of the internship, give a final evaluation of the student in light of all relevant evaluations by the site supervisor and submissions of the student.

The Site Supervisor:

The Internship Coordinator/Faculty Supervisors will arrange assignment of a site supervisor to every student-intern in the Host institution.

Role and Responsibilities:

The following are the expected roles and responsibilities of the site supervisor:

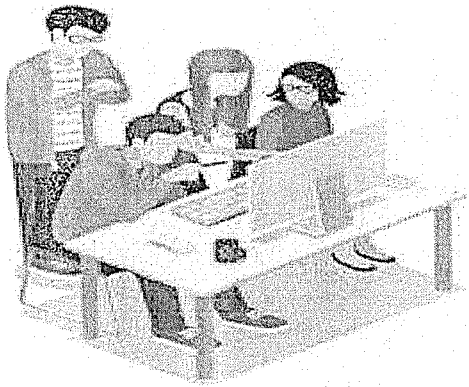
- Liaise with the **faculty supervisor and Internship Coordinator of the concerned department of University.**
- Provide orientation to the intern and explain organizational aspects and the nature of work at the internship.
- Train, guide, and provide feedback to the student intern throughout the course of the internship.
- Complete periodic evaluations every three weeks and submit them to the **faculty supervisor and the Internship Coordinator.**

6 | Student Intern:

Following are some of the expectations from student-interns.

Role and Responsibilities:

- Apply to the Internship for seeking Coordinator/HOD internship.
- Student may also locate internship opportunities at their own.
- However, in that case they will be required to seek formal placement through the University.
- Liaise with the Faculty Supervisor and Internship Coordinator.
- Maintain contact with the faculty supervisor.
- Understand the requirements of the internship and perform assigned tasks under the guidance and supervision of the site supervisor.
- Prepare a report every three weeks reflecting assignments and learning experiences and submit copies of the same to the faculty supervisor.
- Maintain a weekly activity log and submit the log every three weeks (with the report) to the faculty supervisor.
- Try to ensure that the periodic evaluations (every third week), are completed by the site supervisor and submitted to the faculty supervisor.



7 | Operational Steps:

The following are suggested steps of the roadmap for implementing the Internship program.

Step 1: Registration:

- The Head of the teaching unit with the assistance of internship coordinators registers all undergraduate students seeking internships.

Step 2: Assignment to Faculty Supervisors:

- The Head of the Department assigns every student to a faculty supervisor.

Step 3: Student Placement:

- The Internship coordinators in consultation with Head of teaching units secures placements for students in Host institutions with which MOUs have been signed.

However, students may also search for internships on their own, in that case the Internship office will provide a letter of support and review and approve such internships.

Step 4: Assignment to Site Supervisors:

- Once a student has successfully secured a placement with a host institution, the Internship Coordinator will facilitate assignment of site supervisors (from the host institution).

Step 5: The Internship TORs:

- Before the start of the internship, the site supervisor will facilitate the development of internship TORs for each student-intern, which will be communicated to the faculty supervisor and internship coordinator.

Step 6: Working at the Host Institution:

- The student will remain engaged at the host institution under the supervision of the site supervisor. The faculty supervisor will advise and guide the student as and when necessary.

Step 7: Performance Evaluation:

- The performance of every internee will be evaluated every three weeks.
- The student and the site supervisor will submit evaluation documents to the faculty supervisor and the Internship coordinator.

Step 8: Completion:

- On completion, a successful Certificate will be issued or Grade Sheet will be forwarded to the HOD, Internship Office and Controller of Examination, which will be reflected on the student's transcript.

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8 Internship Performance Evaluation:

- a) The site supervisor will evaluate the intern's performance every third week of the internship on the attached evaluation form (Annex-1).
- b) The student-intern will submit his or her report and weekly activity log every three weeks to the faculty supervisor (Annex 2 Section A and Annex 3).
- c) The faculty supervisor will evaluate the student reports (Annex 2 Section B).
- d) The faculty supervisor will compile a final performance assessment, which will be based on the evaluations of the site supervisor, and reports and activity logs of the student-intern.

Evaluation: Key Progress Indicators

Performance will be assessed on at least the following indicators:

- a) Work Accomplishment: The intern meets performance standards for tasks assigned to them.
- b) Creative and Problem-solving skills: The intern demonstrates analytical ability along with breaking down complex tasks and brainstorming ideas and solutions.
- c) Organizational Skills: The intern complies with organizational policies and supports the organization's mission and goals.
- d) Communication Skills: The intern demonstrates requisite written and verbal skills.
- e) Interpersonal Skills: The intern gets along with co-workers and is able to work in a team.
- f) Professional Behavior: The intern demonstrates characteristics such as enthusiasm, motivation, integrity, and reliability.

Tabulating Final Performance Evaluation:

- a) The faculty supervisor will evaluate overall performance by using the following weightages:

Evaluation	Contribution
Site supervisor evaluations	40%
Student reports	30%
Faculty supervisor evaluation	25%
Student's activity log completion	5%

b) The overall obtained score will indicate performance level, which will be reflected on the student's transcript. The following table provides sample descriptions:

Score	Level
85% - 100%	A+
80% - 84%	A
75% - 79%	B+
70% - 74%	B
65% - 69%	B-
60% - 65%	C+
55% - 59%	C
50% - 54%	C-
40% - 50%	D
0% - 40% (unsuccessful)	F

University of Sargodha
Site Supervisor Evaluation Form
 (To be filled by the site supervisor)

Site supervisor (name): _____ Designation: _____

Host Institution: _____

Student-intern (name): _____

Reporting Period: From _____ to _____

Report Number (Circle one number): 1 2 3

Key to fill the form

- 1 = Does not meet expectations 2 = inconsistently meets expectations
 3 = Consistently meets expectations 4 = Above expectations
 5 = Far above expectations

Sr	Indicator	Scale				
		(Circle the number that best describes the student-intern's performance)				
1	Arrives to work on time	1	2	3	4	5
2	Demonstrates respect for organizational staff, policies, and norms	1	2	3	4	5
3	Shows requisite understanding and ability to learn about organization's work	1	2	3	4	5
4	Exhibits basic skills required at the workplace	1	2	3	4	5
5	Conducts self professionally in all work-related scenarios	1	2	3	4	5
6	Takes initiative and seeks opportunities to make contributions	1	2	3	4	5
7	Completes tasks and reports to supervisor on time.	1	2	3	4	5
8	Demonstrates the ability to work with others in a team	1	2	3	4	5
9	Proves to be reliable and dependable	1	2	3	4	5

Site supervisor signature: _____ Date: _____

University of Sargodha
Student Internship Report Form

Student-intern (name): _____ Roll No. _____

Program: _____ Department: _____

Faculty Supervisor: _____ Site supervisor: _____

Host Institution: _____

Reporting Period: From _____ to _____

Report Number (Circle one number): 1 2 3

Section-A

Instructions:

The intern will complete this section:

a) **Task/s performed** (Includes major duties designated to you and assignments you have completed.)

b) **Learning Experience** (Communicate skills and knowledge that you gained or refined through the internship).

c) **Challenges** (Detail major challenges in your role and how you tackled them).

Section-B

Instructions:

This section is to be completed by the faculty supervisor, who will score the intern's report using the following criteria:

1 = Does not meet expectations 2 = inconsistently meets expectations

3 = Consistently meets expectations 4 = Above expectations

5 = Far above expectations

Scoring Rubric					
1. Tasks performed	1	2	3	4	5
2. Learning experience	1	2	3	4	5
3. Overcoming challenges	1	2	3	4	5

Faculty supervisor signature: _____

Date: _____

University of Sargodha
Student Internship Activity Log

Student-intern (name): _____ Roll No. _____

Program: _____ Department: _____

Faculty Supervisor: _____ Site supervisor: _____

Host Institution: _____

Reporting Period: From _____ to _____

Instructions:

1. The student-intern has to fill this form by recording major tasks performed.
2. Respective internship supervisor shall review and evaluate the student's activity log.

Weeks	Tasks Performed	Number of Hours
Week #1		
Week #2		
Week #3		
Week #4		
Week #5		
Week #6		
Week #7		
Week #8		

Student Intern Signature: _____ Date: _____

Site supervisor signature: _____ Date: _____

Faculty supervisor signature: _____ Date: _____