



1.0 Introduction

Internship training is very significant to expose students with real work life situation and to equip the students with necessary skills. Therefore, our curriculum consists of the internship programme. Students are able to realize their ambition and ascertain their career path from the experience gained during Industrial Training. The attachment provides students the opportunity to meet and network with people in the industry, and the industry has the opportunity to identify talents and potential skilled workers.

1.1 Objectives

The objectives of the Internship Training are as follows:

- To provide an opportunity for students to learn and familiarize with the industry of their discipline and acquire interpersonal skills through meeting with professionals in the field of study;
- To provide an opportunity for students to observe real-life practices and implement theoretical knowledge and principles;
- To adopt about ethics in real and career life;
- To develop organizing capacity and professional responsibility;
- To performance efficiently completing given tasks and foster good relationship with employees;
- To produce marketable graduates

1.2 Instructions

1.2.1 Instruction for Students

- a. During the industrial training, students have to
1. fill out particulars of students in the industrial training, and the company's information.
 2. fill out the weekly summary of their internships.
 3. fill out final summary of their internships.
 4. schedule a suitable time for the lecturer to visit the industrial training place, if necessary.
 5. give the employer's evaluation form (detached it from the logbook) to the employer at the end of the industrial training. Then, inform the employer to fill up the form, and



put it in a sealed letter. Students will bring back sealed letter, and give it to the Dean's office. Students are not allowed to open the sealed letter.

6. after finishing the industrial training, students need to fill out the student's evaluation form.
7. submit the hardcopy with the Director/Manager/Supervisor signature of approval to the Dean/ Faculty of Management Studies and Commerce.
8. dress professionally and well groomed.
9. be respectful to all colleagues.
10. punctual for work and adhere to the working hours of the organization.
11. obtain approval from organization's supervisor before going on leave and must record it in Record of Leave Taken Form.

1.2.2 Instruction for Internship Institution

1. Assign the work to internship trainee related with related disciplines.
2. Supervise the trainee's punctuality, time management, communication skills, and completion of task, which will be assigned by you.
3. Certify the weekly report of the trainee whether he/she perform well or not. Please consider evaluation criteria given below.
4. Send a progress report of the trainee to the respective Dean / faculty of management Studies and Commerce, University of Jaffna through the trainee or by post in every month end.
5. End of the training period fill the Evaluation form of the trainee and submit along with the log book.
6. Indiscipline behaviour/ conduct of the trainee should be immediately reported to the respective Dean of the Faculty with the support of evidence he/she could be terminated from the training organization.

1.2.3 Duration

Students should work six hundred (600) hours in the work place. During the industrial training programme, students could not switch off from one industry to another industry. Faculty should monitor the workplace supervisor's signing of the task schedule.



1.2.4 Submission of Report

Students are required to write a complete report and it should be submitted together with Log Book to the Dean/ Faculty of Management Studies and Commerce not later than two (2) weeks after the training has been completed. The report must be in good quality and explain all the industrial experience and knowledge gained. The report must not be in notes form and figurative form. If the report is not satisfactory, the students must rewrite the report until it is deemed satisfactory. Any other important materials can be attached as Appendices.

1.2.5 Content of the Industrial Training Report

Industrial Training Report should have following items. Cover page, executive summary, and background of the organization, vision and mission, structural organization of main activity, title and position of the supervisor in charge, type of assignment/task, Knowledge that students gained during training, Appendices (Industrial Training Log Book, Student Evaluation Form, Students' Perception Before and After Undergoing Industrial Training Form, Any relevant materials.

Written reports should be within 8000- 15,000 words in A4 size paper, and relevant appendixes, report should be in Times New Roman, Size 12. Report should be in spiral binding.

1.3 Assessment

The internship Training assessment will be based on:

S.No	Details	Marks
1.	Presentation	25%
2.	Attendance & Log- book maintenance	15%
3.	Examiner's Evaluation	35%
4.	Mentor Evaluation (industry)	25%
5.	Total	100

Internship Training Report presentation will be evaluated by members of the panel which consisting of five members from faculty of management studies and commerce.

1.4 Presentation Guideline of Industrial Training Report

- Students are expected to present using power point.
- 15 minutes for Presentations, and 5 minutes for questions and discussion.
- Three copies of the power point slides to be submitted before presentation.



2. Student's Details

Photo

Full Name	
Registration No.	
Index No.	
Department	
NIC No.	
Contact Details Address(Private) Telephone E-Mail Address	
Period Start Date End Date	
Number of Weeks	



3. Internship Organization's Details

Name of the Institution	
Contact Details: <ul style="list-style-type: none">• Address (Official) • Telephone No. • Fax No. • E- Mail Address	
Name of the supervisor / Mentor <ul style="list-style-type: none">• Designation • Telephone No. • E-Mail Address	

4. University Details

Name of the supervisor <ul style="list-style-type: none">• Designation • Telephone No. • E-Mail Address	
--	--



5. Attendance Report

The student must complete the report every week and get it signed by his or her supervisor /mentor at the end of each work period. Fill in number of hours per day

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Attend	Absence	Remark	Mentor signature
								Total	total		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											



Faculty of Management Studies & Commerce, University of Jaffna – Sri Lanka
Log Book for Internship Training Programme

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Attend	Absence	Remark	Mentor signature
								Total	total		
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											



6. Weekly Record

To be filled by Students

Week No- 01	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 02	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 03	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 04	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 05	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 06	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No-07	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 08	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 09	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 10	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 11	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 12	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 13	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 14	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 15	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 16	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 17	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 18	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 19	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 20	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 21	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 22	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 23	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 24	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 25	Start Date-	End Date-
Mentor’s Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 26	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 27	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 28	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 29	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 30	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 31	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 32	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 33	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 34	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 35	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 36	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 37	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 38	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 39	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 40	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



Week No- 41	Start Date-	End Date-
Mentor's Remarks and Signature-		
Issues and problems observed by the Students-		
Recommendation-		
Signature of Students –		



7. Internship Programme Evaluation Form (Internship Organization)

To be filled by mentor

<p>1. Student Name:-</p> <p>_____</p> <p>_____</p> <p>2. Student Reg.No:_____</p> <p>3. Internship Organization :_____</p> <p>4. Address :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>5. Training Period-</p> <p>Start Date: _____ Completion Date: _____</p> <p>DD/MM/YYY DD/MM/YYYY</p> <p><i>Overall Project Execution and Outcome</i></p>
--

Note: -Appraisal Qualities Guideline

- 1. Outstanding : Exceptional Performance
- 2. Excellent : Notable achievements beyond normal expectations
- 3. Good : Balanced and consistent performance
- 4. Competent : Requires some development to fulfill all expectations
- 5. Below Average : Requires significant development to improve performance
- 6. Incompetent : Incapable of performing at the required level
- 7. Unacceptable : Fails to meet minimum standard



<i>Student's Assessment</i>							
Details	1	2	3	4	5	6	7
<ul style="list-style-type: none"> • Technical & Learning Skills (e.g. Ability to develop/acquire necessary skills to perform specified activities) 							
<ul style="list-style-type: none"> • Planning and Organizing (e.g. Using time & resources effectively, setting priorities and planning for contingencies) 							
<ul style="list-style-type: none"> • Professionalism (e.g. Possess maturity & confidence in working relationships, appearance & manners) 							
<ul style="list-style-type: none"> • Communication Skills (e.g. Verbal and written communications, asking questions, effective presentation) 							
<ul style="list-style-type: none"> • Motivation & Commitment (e.g. Aiming for perfection, devoting time necessary to meet challenging goals) 							
<ul style="list-style-type: none"> • Responsiveness & Flexibility (e.g. Adapting well to changing circumstances and taking interest in new opportunities) 							
<ul style="list-style-type: none"> • Analysis & Judgment (e.g. identifying inter-relationships from a wide perspective & finding practical solutions to problems) 							
<i>Other general comments (including areas for improvement)</i>							

Supervisor/Manager's Name: _____

Date: _____

Signature: _____

*Institution's/Company's
Stamp*



8. Evaluation of oral Presentation by University

Student Name: _____

Student Regd.No: _____

Internship Organization: _____

Department: _____

Index No:- _____

Starting time of the Presentation _____

Finishing time of the Presentation _____

S.No	Details	Excellent 5	Good 4	Average 3	Below Average 2	Poor 1
01	States ideas clearly (basic reasoning,logical conclusions, adequate evidence)					
02	Selected appropriate and effective organizing methods for message (well- organized sequential information,easy for audience to follow)					
03	Demonstrates competence and comfort with information (well- prepared,knows content,answers questions competently)					
04	Physical composure (Maintains eye contact, appears comfortable,gestures appropriately)					
05	Professionalism (dressed appropriately, uses technical terms correctly, not too casual)					



06	Audio/Visual Support (report is neat and correct, reliable equipment, visuals are appropriate, supports presentation)					
07	Speech Mechanics (voice fluctuation, speaks loudly and clearly, incorporates professional language)					
08	Demonstrates credibility (adheres to time constraints, supports conclusions with relevant and adequate evidence)					

Total Score –

Name and signature of the panel members

- 1.
- 2.
- 3.
- 4.
- 5.

Date



9. Last Day Completion Checklist

Use this section to check that you have completed all requirements prior to leaving on the last day.

1.	Completed attendance register in the log book	
2.	Student performance profile has been completed in the logbook. It has been signed. Alterations and corrections will need to be validated by the trainer.	
3.	Ensure workplace equipment is returned to appropriate locations and trainer is advised.	
4.	Where appropriate, I.D tags and security card s returned	
5.	Thank employer and all trainers personally.	
6.	Log book signed for the final day	

Notes

