

INTERNSHIP COMPANION



Mullai

Meet Mullai. She will be your guide through your internship journey!



Hello.....There !

Congratulations on starting your internship journey!

This internship companion will be a guide throughout your internship journey. We will go through it together. It will help you to enhance your knowledge about internship and the skills you need during this period, along with some activities to keep you engaged.

The internship companion will not only help you to prepare for your internship period but also for future job opportunities by providing some internship skills during your pre - internship period. During this period, you will be able to understand your interested area and the skills you need to develop through your internship and also the areas you need to work on.

Your journey from pre-internship to internship might be like a roller-coaster ride but it will be fun, entertaining and filled with learnings.

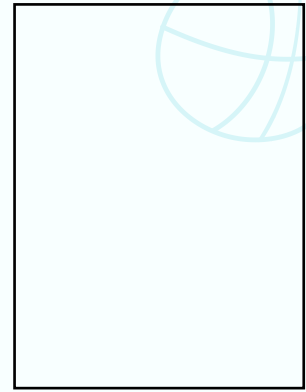
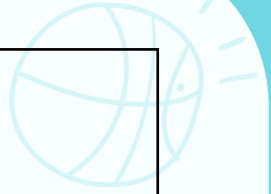
This internship companion will become your best friend during this journey and become your one-stop solution to many of your problems. Till then, You and I will be close friends too.

All The Best!

See You!



A+



STUDENT BIO DATA

Student Name :

Class :

Subject :

School Name :

District :

Register Number :

Student New EMIS ID :

Aadhar Number :

Blood Group : D.O.B

Residential Address :

.....

Parent / Guardian :

.....

Parent / Guardian :

Contact Number :

Parent /Guardian Signature

Headmaster Signature

Point of Contact

Particulars

Phone Number

Head Master

Vocational Teacher

Vocational Trainer

Employer

Child Helpline

1098

Police Helpline

100

Fire Helpline

101

Ambulance Helpline

108



What is an Internship?

- ➔ It provides you with first hand experience of the world of work for a short duration of time.
- ➔ It gives you hands-on experience on the subject and equip you to enter the job market.
- ➔ It builds on your existing skills which are needed for any job opportunity.
- ➔ It builds new ideas & perspectives.
- ➔ It helps you to make informed career decisions keeping in mind all the advantages & disadvantages based on the experiences you have gained during your internship

According to me, an internship can be defined as...?

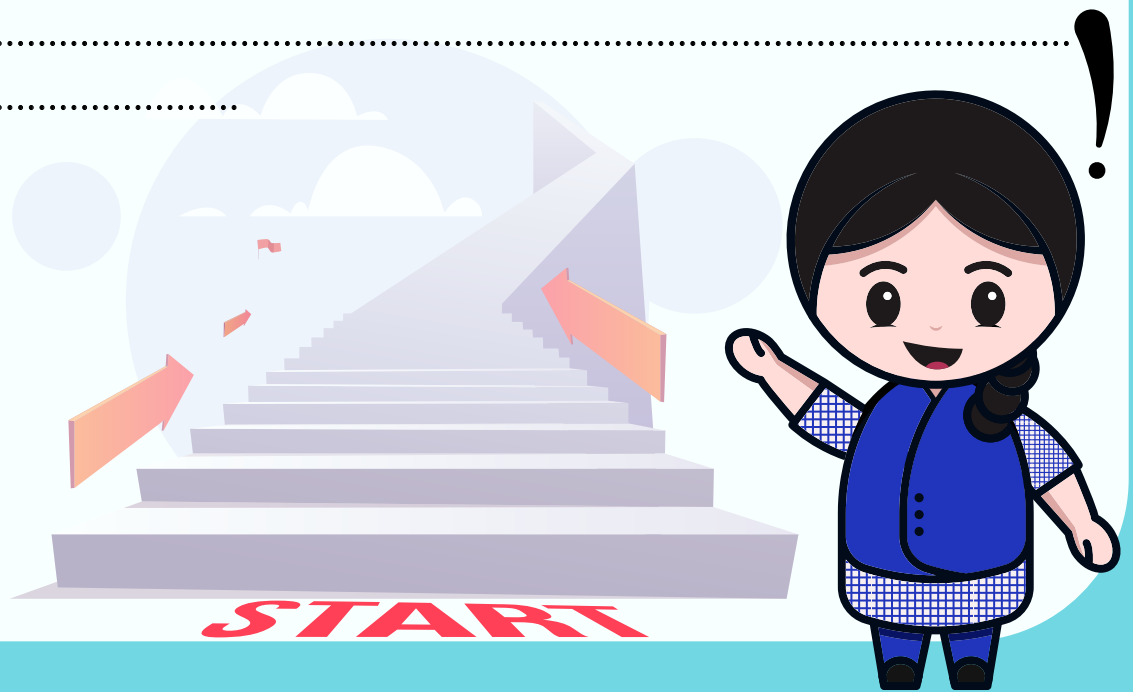
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Benefits of Internship

➔ You will be able to experience the world of work



➔ You can gain practical exposure about the subject



➔ Explore a career path and make informed decisions in future



➔ Helps in creating a professional network



➔ Build confidence and develop personality



➔ Cultivates the idea of adaptability & creativity



➔ Learn industry skills



➔ Helps in providing an edge in the job market



Can you think of any other benefits of internships?
Add on.

Hand-drawn lined area for writing answers, with a cartoon girl character on the right side.

Places of Internship



(For your reference)

Places of Internship (For your reference)

Trade

Place of Internship

Activities

Accountancy & Auditing

Banking and Finance institutions, Micro finance Auditing office, Post office

- Financial management
- Data entry
- Bill making
- Working with different softwares

Office Management & Secretaryship

Banking, Micro finance, Post office, BPO call centre, Finance institutions, Type writing institution.

- Data entry
- Type writing
- Records maintenance
- Writing shorthand notes

Agriculture Science

Agriculture equipment store, farm, nursery, etc

- Nursery management
- Research and development
- Vendor management and relations

Basic Electrical Engineering

Hardware store, electronics & electrical store, etc

- Inventory management
- Customer relations
- Servicing and repairing

Basic Electronics Engineering

Network service provider (BSNL, etc), Hardware store, Electronics & Electrical store, Mobile & Laptop service centre, etc

- Inventory management
- Customer relations
- Servicing and repairing

Basic Mechanical Engineering

Workshop, Automobile Service centres, Fabrication industry, Vehicle body shop, etc

- Servicing and Maintenance
- Customer dealing
- Welding



Nursing

Hospitals, Health care centre etc

- Clinical practices
- Recording medical history and symptoms
- Patient care
- Administering
- Medications and treatments

Textiles and Dress Designing

Garments industry, Spinning Mills, sewing Industry

- Manufacturing
- Designing
- Stitching process
- Customer satisfaction

Basic Civil Engineering

Construction industry, Architecture industry, Builders office

- Planning
- Inventory management
- Customer dealing
- Researching trends

Basic Automobile Engineering

Workshop, Automobile store, Fabrication industry, Vehicle Repair shop, etc

- Servicing and repairing
- Customer dealing
- Welding

Food Processing

Bakery, Hotel, Frozen/cold storage unit, Milk Factory

- Vendor management and relations
- Customer dealing
- Making process
- Hygienic process
- Waste management

Textile Technology

Garments industry, Spinning Mills, Sewing Industry

- Manufacturing
- Designing
- Stitching process
- Customer satisfaction

Note: In case you know any such places of internship and you are interested to join them, talk to the employer or inform your teacher/trainers.

How Will You Prepare Yourself Before Internship Starts?

Put a tick mark [] once you have completed the particular step

Read the sections of 'Internship Companion' thoroughly

Read about the importance and benefits of 'internship'

Know about your career goals and your interest areas

Do some prior research on the particular sector of your internship

Learn about the workplace

Know your employer through your supervisor / VT

Know how will you travel to the workplace regularly

Learn about company/workplace culture

Improve your communication skills

Work on your basic financial literacy skills

Watch videos on 'What are work ethics'

Keep your 'Daily diary' ready

Your Internship Checklist

Put a tick mark [] if you have already completed the below-given points.
If not, make sure that you are planning to complete it.

Pre Internship

- ➔ Students orientations
- ➔ Introduced to Internship Companion and going through it for all the basic information on internship
- ➔ Working on skills like communication, negotiation, self awareness, digital skills
- ➔ Parents/ local guardians/ friends know about the workplace and have necessary employer details (Address and contact number) in case of emergency
- ➔ Ensure you know about all the important documents like:
 - Consent Forms.
 - Child Protection Policy.
 - Necessary Safety Guidelines

During Internship

- ➔ Fill the Daily Diary everyday
- ➔ Wear your school uniform and proper safety gear as suggested at the workplace.
- ➔ Incase of discomfort of any kind, reach out to your parents/ local guardian/ teacher/trainer

Post Internship

- ➔ Provide honest feedback about your internship
- ➔ Prepare a project report mentioning your internship experience after the completion of your internship
- ➔ Collect your internship completion certificate timely

What A Successful Internship Looks Like!



- ★ Minimum 80 hours of internship is completed
- ★ Carry your internship companion (student booklet) to the internship site.
- ★ Maintain proper behaviour and code of conduct at the workplace.
- ★ Internship documents (daily diary, consent forms and project report) should be maintained regularly.
- ★ Adhere to the work time and complete tasks on time.
- ★ Any safety issues at workplace are reported to the trainer or supervisor immediately.

- ★ Technical Safety is ensured at the workplace (trade specific safety, information about all tools and equipments, etc).
- ★ Complete variety of subject specific tasks.
- ★ Keep some prior knowledge regarding the sector and the work space before going to the internship.
- ★ Understanding of how a particular task contributes to overall growth.

A Successful Internship Can Also Be..





Arun is a friend. Let's read Arun's internship experience. He has shared what he did during his internship. Hope this motivates us!



Name : Arun.

School : Government Higher Secondary School, Anna Salai, Rasipuram, Namakkal.

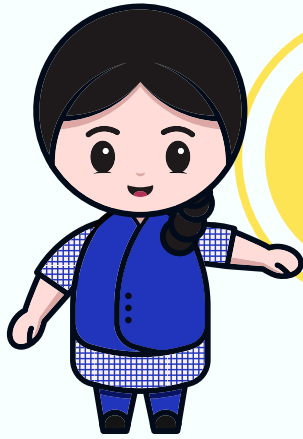
Trade: Basic Electrical Engineering.

Internship Company: S.P.K Traders, Rasipuram, Namakkal.

Arun is a 12th-standard Basic Electrical Engineering student from Government Higher Secondary School, Anna Salai, Namakkal. Arun was highly motivated during internship orientation at his school and started actively looking for places to intern near his residence. He soon found an internship opportunity at S.P.K Traders, a small industry that services home appliances.

Arun says, "Throughout my internship, I learned a variety of things about electronics and methods of finding faults and fixing problems with electrical appliances like fans, mixers, and grinders. Now, if any electric fan or mixer needs to be repaired in my house and nearby houses, I fix it myself. Internships helped me understand my skills and boosted my confidence.

I would like to express my sincere gratitude to all those who have arranged this internship for helping me realise and utilise my skills."



Let's read Asha's internship experience. She has shared what she did during her internship. Hope this motivates us!



Name : Asha

School : Govt Higher Secondary School Elaiyur, Variyankaval, Ariyalur

Trade : Agriculture Science

Internship Company: Liquid Bio Fertilizer Production Center, Jeyankondam, Ariyalur.

Asha is a 12th-standard Agriculture Science student from Government Higher Secondary School, Elaiyur, Variyankaval. Asha underwent internship along with her friends at Liquid Bio Fertilizer Production Center, Ariyalur near her school from 10 to 17 Nov 2022.

Asha says " I did my internships in a Liquid Bio Fertilizer Production Center near our school with my friends. There I got a chance to get hands-on experience of almost everything that I learned from my textbooks.

I learned everything about crop protection, bio-fertilizer, bio-fertilizer equipment, seed treatment, weather conditions and monsoons.

During interactive sessions, I learnt from a senior agricultural officer at the internship site about the usage of bio-fertilizers, the crops for which they are used, and how to apply them.

I am now able to use the knowledge and abilities I gained from having real-world experience during internships for my little kitchen garden at home. Now, I'm excitedly anticipating my next significant learning opportunity - my 12th-standard internships".

Hello Friend, Here are some important pointers that we need to keep in our mind during the internship. It includes points that we should do and we should avoid

Dos & Don'ts of Internship

Do's

- Prepare To - Do - Lists everyday for your work.
- Speak with your employer to understand your roles and responsibilities
- Try relating your work with your education.
- Be communicative during your internship period.
- Maintain respect towards everybody at your workplace. Use words like 'Please', 'Thank you', 'kindly', 'Excuse Me'.
- Ask questions whenever required to have a better understanding of the work.



Don'ts

- Do not enter an internship without preparation.
- Do not involve in any activities beyond the responsibilities.
- Do not stay quiet at work or sit idle
- Do not dress inappropriately to work place
- Do not speak to employer or customers rudely
- Do not remain absent or reach late to the workplace. Incase of emergency, please inform your workplace and trainer about your absenteeism.



Safety Guidelines



During Internship you have to wear school uniform and please carry your Internship companion with you always.



Wear appropriate Personal Protective Equipments (PPE) such as safety goggles, gloves, and shoes when necessary.



Use tools and machinery only if you have been trained and authorised to do so.



Store tools in their places when not in use

Avoid distractions and stay focused on your tasks to prevent accidents.



Keep water away from electrical equipment and outlets, be cautious in the workplace.



Know yourself with emergency exits, fire extinguisher locations.



Do inform your supervisor / Teacher in case of any injury and do first aid immediately.



Remember: Safety is the foundation of a successful internship.



Note: This poster is a visual aid to promote safety awareness during your internship. Always follow your company's specific safety guidelines and policies. Your safety is our top concern!

STUDENT ATTENDANCE SHEET

Student Name : Class :
 Vocational Subject : School Name :
 Work place name & Address : Address :
 Type of work :
 Assigned :

S.No	Date	Total work hours	Details of work done	Student sign	Employer /Manager sign	Teacher /Trainer sign	VC sign and remarks	HM visits and remarks

S.No	Date	Total work hours	Details of work done	Student sign	Employer /Manager sign	Teacher /Trainer sign	VC sign and remarks	HM visits and remarks

Daily Diary

Student Name : Class :
Vocational Subject : School Name :
Work place name & Address : Address :
Type of work Assigned :

S.No	Date	I Observed/worked On The Following Activities Today	I Learnt The Following Things Today	I Faced The Following Challenges Today (If Any)	Vocational Teacher /trainer Signature
1					
2					
3					
4					

S.No	Date	I Observed/worked On The Following Activities Today	I Learnt The Following Things Today	I Faced The Following Challenges Today (If Any)	Vocational Teacher /trainer Signature
5					
6					
7					
8					
9					
10					

S.No	Date	I Observed/worked On The Following Activities Today	I Learnt The Following Things Today	I Faced The Following Challenges Today (If Any)	Vocational Teacher /trainer Signature

Student signature

Vocational Teacher/Trainer Signature

Headmaster Signature

Individual / Group Conversation Debrief

Space to add your thought post the conversation with Teacher /Trainer during the internships

1. How helpful were the internship activities for you?

2. How comfortable did you feel asking questions during your internship so far ?

3. What are your key learnings in your internship so far?

4. What could have been better in your internship so far?

What Do You Think?



Hey there! When we go through the internship process, we learn some of our skills. Name the skills that you think can be enhanced or built during your internship?

1).....

2).....

3).....

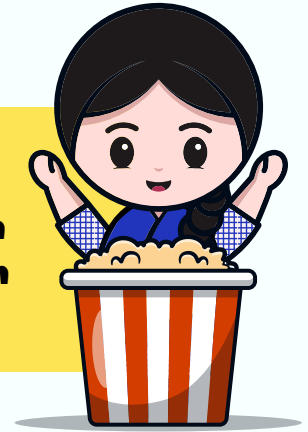
4).....

5).....



Communication Skills

Communication is defined as sharing information between two or more people. It can be with an individual or a group communication



Activity :

Step 1: Watch your favourite movie. Watch it critically.

Step 2: Write down a movie review including elements like, Casting of characters, Acting Skills, Storyline, Message at the end of the movie.

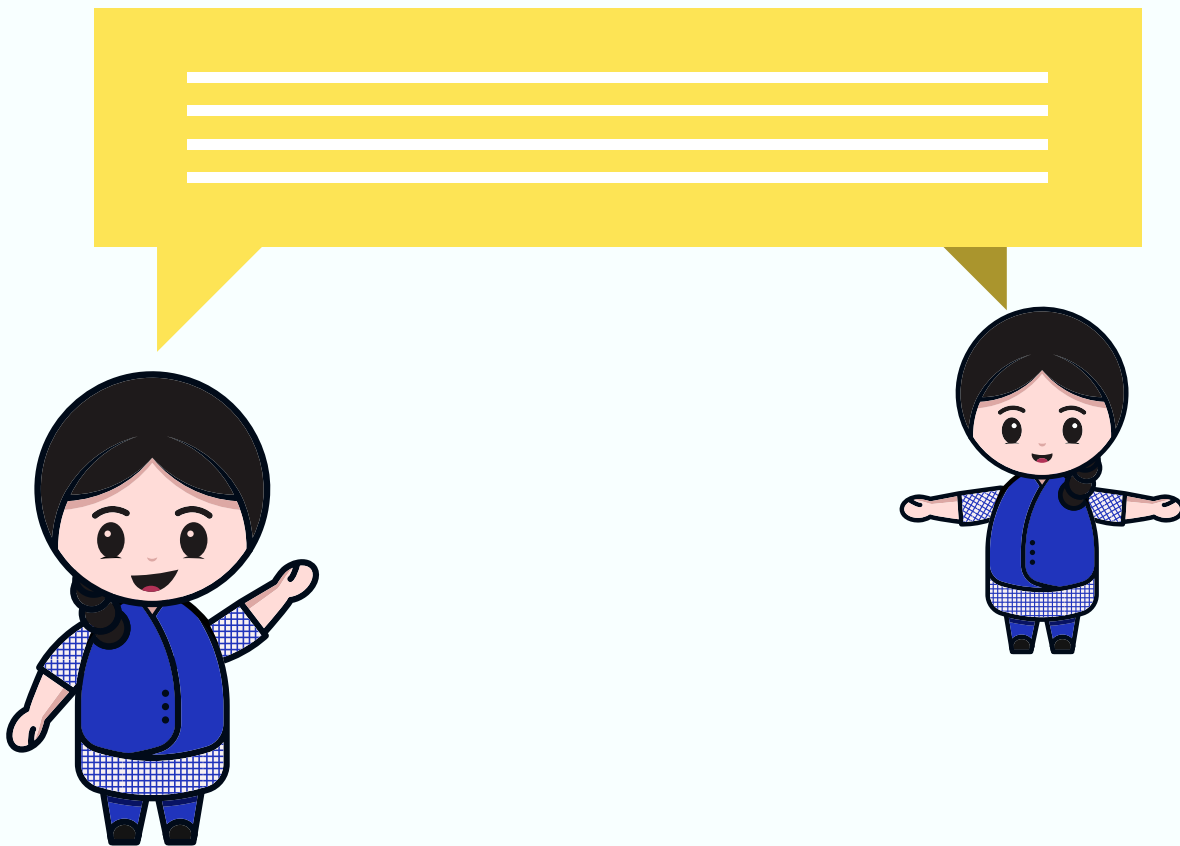
Step 3: Share the same review verbally with your friend.

Step 4: Ask your friend if s/he got a desire to watch the movie after listening to the review or not.

What do you understand about 'Communication Skills' ?

How can you improve your communication skills?

Negotiation Skills



Negotiation is a dialogue between two parties to resolve conflicts or issues so that both parties find the solution acceptable.

Activity:

Given below are some cases on 'Negotiation Skills'. Read each of the cases and if you think it is the RIGHT kind of negotiation done, colour the box in GREEN, if the negotiation technique is NOT RIGHT according to you, colour the box in RED.

Case 1

Radha is attending a job fair for an internship. During the interview, the employer suggests that she work for 3 months without any salary. Radha agrees to it and accepts the offer letter

Case 2

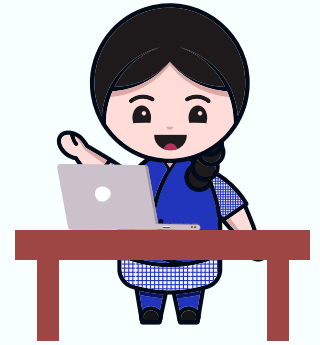
Aadhira takes up an internship opportunity. Later she realises that she is finding it difficult to sit in the office till 7PM! She gets late to reach home. She meets her manager to discuss it. Shares that she will come to the office 1 hour earlier to leave early.

Case 3

Adam wants to do an internship in a NGO. The office is 7-8 kms away from his home. His parents deny sending him this far everyday. Since Adam is passionate about this opportunity, he threatens his parents to leave home if not allowed to go to the NGO.



Digital Skills



What do you understand about 'Digital Skills'?

- 1) _____
- 2) _____
- 3) _____

List down some 'Digital Skills' that we would require in your professional life.

- 1) _____
- 2) _____
- 3) _____

What are the top 3 topics you want to learn in the upcoming 3 months?

- 1) _____
- 2) _____
- 3) _____

According to you, how is 'Digital Literacy' helpful to improve our everyday activities?

- 1) _____
- 2) _____
- 3) _____

Professional Behaviour



Being in a workplace includes some basic guidelines that everyone needs to follow. Guidelines regarding dressing sense, how to communicate and so on.

What is 'Professional Behaviour'?

Is 'Professional Behaviour' important in our life?

Mention some 'Professional Behaviour' that we can follow during our internship?

- 1) _____
- 2) _____
- 3) _____

Now that we completed our internship, let's reflect on our internship journey!



While completing my internship, I realised 3 things I am good at:

- 1) _____
- 2) _____
- 3) _____

3 things I need to improve at:

- 1) _____
- 2) _____
- 3) _____

3 internship activities I enjoyed the most:

- 1) _____
- 2) _____
- 3) _____

Friends, let's do this activity together!

Rate yourself for the given skills on the basis of how much the internship process enhanced it [★★★★★]:

Subject-specific technical skills ★★★★★

Entrepreneurial Ideas ★★★★★

Digital Skills ★★★★★

Verbal Communication Skills ★★★★★

Negotiation Skills ★★★★★

Professional Skills ★★★★★

Customer Handling ★★★★★



Guidelines for Internship Report preparation:

Finally we have come to the end of internship. Kudos! It is time to prepare AAAAAAAan overall internship report.

- Students are required to create an internship report after completion of internship (40/80 hours).
- The objective is to capture overall internship experience and learnings. The report will be a mandatory part of the students portfolio and also used for placements.
- Reports can be created either in English or Tamil. It is recommended to include photos/videos of internship work in the final report.
- You can use any creative format to present their learnings (Project files, PowerPoint, Word document, Photos/Videos, Hand-written, etc.)
- You can include the following information in the Internship report:

Sl.No.	Section	Expected Details
1	Report Title	<ul style="list-style-type: none">◆ Title of the Report◆ Student Name, School, Class, Roll No.◆ Subject/Job Role Name, Vocational Teacher and Trainer Name
2	Internship Overview	<ul style="list-style-type: none">◆ Employer/Workplace Details<ul style="list-style-type: none">• Workplace Name, Address, Supervisor Name, Website, list of Departments, etc.

- Brief Profile of the Organisation (Govt. / Private, Business Activity / Nature of work, etc.)

- ◆ Internship Summary
 - Internship Dates (Start-End), Timings, Number of Hours completed
 - Dept. of Internship, Nature of work done
 - Modes of transportation / commutation used

3

Internship Details

- ◆ Activities performed and observations made during Internship
- ◆ List of Tools and Equipment used during Internship
- ◆ Key Learnings and Challenges faced during Internship
- ◆ Mention any memorable / success incident / story during internship
- ◆ Mention the innovative work if any, you did during the internship.
- ◆ Have you observed any changes in yourself post internship – in terms of communication, confidence, soft skills, personality, etc
- ◆ How learnings from internship help in future career goals?

FEEDBACK FORM



District Name

Name and Address of the School

UDISE Code

Name of the Vocational Teacher

Name of the Vocational Trainer (if available)

Subject

Student EMIS Number

Gender

Mobile Number

Did you participate in the internship orientation?

Yes

No

Was the orientation session useful?

Yes

No

How to improve the orientation session according to you?

Where did you go for Internship?
(Mention name, address and contact details of the Employer)

When did you start your internship?

When did you finish your internship?

How many hours did you work a day?

Did you take leave during the Internships?

Yes

No

Did you feel safe at the Internship Site?

Yes

No

Activities done during the Internship

How satisfied are you with the employer/supervisor support during the Internship?
(1- not satisfied, 5- Fully satisfied)

1)

2)

3)

4)

5)

Feedback for the Employer

Which of the following activities did your Vocational Teacher/Trainer do during your Internship (Select all applicable)

- Accompanied you to the Internship site everyday
- Marked Attendance and checked daily diary everyday
- Ensured your safety at the Internship site
- Other:

How do you rate your overall internship experience? (1 - not satisfied, 5 - Fully satisfied)

- 1)
- 2)
- 3)
- 4)
- 5)

Your Internship Experience/ Learnings (Select all applicable)

- I learned some new concepts
- I understood how work happens in an organisation
- I got hands on experience at the internship site
- I was able to make connections with what I learned in class during the Internship
- Internship gave me insights on job opportunities post 12th
- Internships made me confidence

I was able to practise communication skills during internship

What skills did you develop through your internship?

What are the challenges you faced during internship?

Status of your Daily Diary/ final internship project report?

Completed

Working on it

I do not write any diary/ reports

My Notes

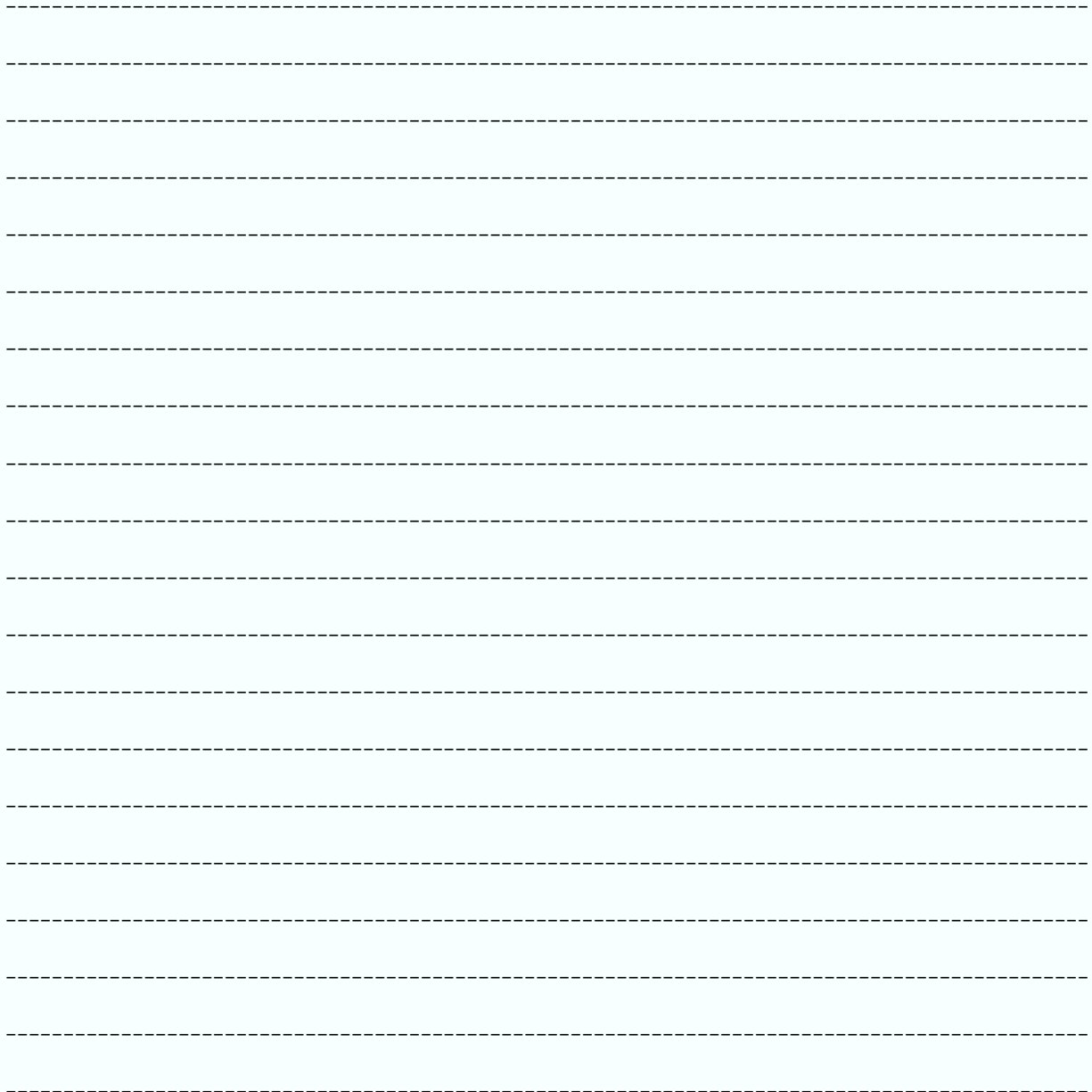


Let's fill this space up. This will help us keep a track of our growth during our internship. This is for personal use only.

A series of 20 horizontal dashed lines providing space for writing notes.

My Notes

Let's fill this space up. This will help us keep a track of our growth during our internship. This is for personal use only.

A series of horizontal dashed lines spanning the width of the page, intended for writing notes.