

Intern's Responsibilities

Before the Training Start	<ul style="list-style-type: none"> a. Attend the Internship pre-placement and the pre-training Orientation Days. Date, time and venue are communicated to interns ahead of time. b. Attend interview with potential Internship provider as and when instructed by ICDC or the company. If students are not able to attend the scheduled interview for a valid reason, students must ask the company or ICDC to reschedule it at least 3 days in advance. c. Comply with all the company Internship placement requirements (e.g. interview, online tests, etc.). d. Collaborate with the ICDC team and follow their Internship guidance. e. Address Internship queries and concern in writing for proper communications and records throughout the internship period. This helps maintain proper communication and records throughout the Internship period. It is important to note that all communication and coordination regarding the student's internship placement should exclusively involve the student, ICDC team, Academic Supervisor and the host company. No third parties such as parents spouses, siblings, or friends should interfere in these matters.
During the Training Period	<ul style="list-style-type: none"> a. Attend the Internship sessions and adhere to the company agreed upon Internship work timings. b. Adhere to the rules and regulations of the company. c. Carry out all legitimate duties and tasks assigned by the Field and Academic Supervisors. d. Meet with Academic Supervisor on a monthly basis to discuss the progress of the Internship and final report. e. Complete /submit the Weekly Report Form (IPF5) Appendix V on Moodle at the end of the week after having them reviewed and approved by the Field Supervisor. f. Do not discontinue internship training during Winter and Spring holidays. g. Do not discontinue their internship training on their own should they face any issue at the workplace. Such decision comes with a recommendation from the Academic Supervisor to the ICDC after proper investigation of the problem, and properly communicated to the company by ICDC.
At the end of the Training Period	<ul style="list-style-type: none"> a. Upload the Internship final report, PowerPoint Presentation on Moodle within 5 days after the end of Internship. Hard copies of the above listed documents should be submitted to respective Academic Supervisor as well. b. Do a 10 minutes' PowerPoint presentation in the presence of their colleagues, Academic Supervisor and Field Supervisor, if available. The presentation should be based on the final report and should not exceed 10 -12 slides. Interns are encouraged to invite Field Supervisors to attend their Internship presentation. c. Stay for the duration of the presentation session to learn about the Internship company and the experience of classmates. d. Complete and submit the Internship Evaluation Form (IPF8) e. Return the company ownerships such as reference material, laptops, mobile phone, parking cards, etc. by last day of Internship program. f. Send a "Thank you" Letter to the Field Supervisor or the company HR in recognition of their support.