

MANUAL FOR INTERSHIP TRAINING PROGRAMME,
Deptt. Of URDU

MANUAL FOR BS INTERSHIP
Course Code: 9034



Department of Urdu
Allama Iqbal Open University Islamabad

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1. Introduction

After completion of compulsory courses for BS Urdu, the students may opt to undertake an internship training programme in any relevant organizations for a period of six weeks. The internship lets the students comprehend how theoretical knowledge of Urdu can be applied practically. The organizations selected should be registered and well established so that the students can acquire the appropriate knowledge.

After completion of the internship, the students are required to submit a draft copy of the internship report to the Urdu department. In case the report is not up to the prescribed standards and format, the students would be asked to improve it as per the comments of faculty members and resubmit. After the incorporation of the suggested comments, the report will be resubmitted for the marks.

1.1 Internship

Internship is a scheme of arrangements, requiring a student to work in an organization for a specific period of time after completing a requisite number of degree courses. Internship has certain specific objectives such as:

- Training in a genuine understanding of the work environment
- Apply management knowledge to practice.
- Improve professional skills i.e., organizational analysis, research analysis, data analysis
- Improve report and creative writing skills
- Building writing skills
- Developing publication skills
- Organizational and Time management skills
- Communication skills

1.2 Selection of an Organization for Internship

A student is advised to select an organization for an internship pertaining to the field of specialization. A student can focus on a specialized organization according to his/her interest. An internee should try to select a public or private organization that will be emerging in the future such as:

- Language and Literature Publishing Centers
- National and provincial institutions supporting the promotion of language and
- National Language Authority
- National, Provincial, and Local Archives Libraries
- National Book Foundation
- Social Welfare organizations
- Urdu Science Board
- Educational Institutions

MANUAL FOR INTERNSHIP TRAINING PROGRAMME,

Deptt. Of URDU

- Academic Departments
- Majlis.E.Taraqqi.E.Adab
- Radio ,Tv, Newspapers

1.3 Working in an Organization as an Internee:

An internee will spend **Six weeks** in an organization. The organization will provide support to a student **free of cost**. An Internee should acknowledge the fact that the staff of an organization helps a student as a courtesy besides doing their routine work. For the internee, it will be an opportunity to develop and sharpen his/her skills. In the best way, this will be a test of an internee to get maximum support from the staff through his/her human relations skills.

1.4. Ethical Values, observed by the Internee:

It is better not to interfere in the regular work of the staff of the organization or to find faults with them. The internee is there to observe and not to offend society. He/she can get some background material such as reports pertaining to that organization by following the proper procedure of permission from the concerned persons. People in an organization generally get offended when an outsider tries to get hold of some documents without permission. The internee can sometimes help staff in their work but not as a regular feature. He/she must be very diplomatic in handling the situation if asked to work for the staff in the organization.

The internee should be well organized while working in an organization. He/she should record it in the table of the people consulted. Whenever the internee reviews a document, it should be recorded in the list of “Documents Consulted”. Some of the required information may be of a confidential nature, and the organization will not be willing to part with it, therefore, an internee should not insist on obtaining such documents. At the end of internship, the students will have to enclose these two tables as an Annexure to report.

The internee is supposed to be in the office during working hours unless there is an emergency.

1.5 Focus of Work

Work must be focused on and well-directed to the subject he/she has selected. One will be expected to give more emphasis to analysis and recommendations. Therefore, an internee should select a section or a unit of a big organization only. In the case of a large organization, the internee can select only a section, where his/her expectations are fulfilled the most at work. The internee should do extensive work on this section and prepare concrete recommendations for its improvement. In short, internship reports must give all necessary information to a person who is interested in implementing the recommendations of the report. In the case of a small-sized organization, it should be reviewed as a whole. The focus of

MANUAL FOR INTERNSHIP TRAINING PROGRAMME,

Deptt. Of URDU

work should be on an achievable target with more emphasis on analysis and recommendations.

1.6 Pre-Internship Readings:

An understanding of the selected organization, its work, and organogram is vital for internees before joining them. Hence, the internee is required to read relevant material and recent reports concerning the selected organization for internship. For example, if a student intends to do internship in a think-tank; s/he has to go through its areas of research, working of various wings/sections, and environment before proceeding with internship, so that he/she should be fit in the day first, and would not be involved in any unintentional act of embarrassment at the organization.

1.7 Work Plan

An internee may develop a work plan to pursue while doing internship, as given below:

Internship Work Plan (6 Weeks)

Time

Activities

Week 1

- Introduction to staff
- Getting an orientation of the overall organization
- Visiting different sections/units
- Gathering all relevant written material
- Beginning of work in the specific section
- Obtaining all relevant written materials in that section
- Information Technology skills

Week 2 & 3

- Studying each aspect of the assigned section.
- Summarizing the reading material for preparing briefs
- Developing Oral skills by interviewing concerned people based on a review of the material collected so far.
- Taking notes of all interviews
- Collecting any missing information
- Doing a write-up based on the interviews, and research material
- Hands-on training in a specified institution
- Computer

Week 4 & 5

- Critical analysis of the given information
- Collecting and incorporating any missing information
- Writing a draft article on the given activities

MANUAL FOR INTERNSHIP TRAINING PROGRAMME,

Deptt. Of URDU

- Finding gaps, shortcomings etc. based on academic background.
- Recording all observations with a view to write an article for publication
- Meeting informed people to get their viewpoint
- Correspondence

Week 6

- Taking down all notes with a view to write concrete recommendations, alternate analyses, and time frames for research publication
- Developing skills to write a research proposal

1.8. Guidelines for Writing Internship Report

1. **Page:** The page should be A4 size. The paper weight should be 75 grams.
2. **Font:** Jameel Noori Nastaleeq.
3. **Justification:** The whole document must be fully (left + right) justified.
4. **Spacing:** The body of the report should have 1.5 line spacing.
5. **Margin:** 3cm all round.
6. **Paragraphs and Sections:** Extra blank line before and after every section and subsection. Paragraphs must be separated by a blank line. Paragraphs must be justified.
7. **Headings & Subheadings:** All headings and their subheadings should be properly formatted using heading rules.
 - i. Main Heading: 20
 - ii. Subheading: 28
 - iii. Text Font: 16
 - iv. Quotations: 15
8. **Volume:** 2700 to 3000 Words Count
9. **Punctuations:** Space after each punctuation mark (such as; . , etc)
10. **Page Numbering:** Every page should be numbered. The page numbers should start with 1 from the first page of your chapter 1. All the pages before the first chapter should be given Urdu Numbers (1 2 3, etc.)
11. **Spelling & Grammar Check:** Apply the Spelling & Grammar check feature of MS Word on the whole document (report).

1.9. Format for Writing BS Internship Report

1. Title Page
2. Certificate of internship training
3. Acknowledgements
4. List of Contents
(This list should contain all headings, sub-headings, and a list of all annexes)
5. List of tables & illustrations (Pictures/Images)

MANUAL FOR INTERNSHIP TRAINING PROGRAMME, Deptt. Of URDU

6. All tables, graphs, and charts of the report should be listed in this list.
7. Summary
8. Objectives of working in the Organization/Project
9. Organizational Structure
10. Services of the Organization
11. Findings and Discussion
12. Recommendations for improvement
13. Annexure

Contents of Internship Report

(These are minimum contents. The academic departments may add more sections, if required)

1. **Introduction of the Organization:** It should cover the Urdu, background, purpose, organizational structure, staff details etc. (min. **500 words**).
2. **Major Services/Products/Sections:** It should describe major services or products/sections of the organization along with the target customers/communities/org. (min. **500 words**)
3. **The task performed during the internship: (min. 500 words)**

Week

1:.....

Week

2:.....

Week

3:.....

Week

4:.....

Week

5:.....

Week

6:.....

4. **Skills Learned During Internship:** These skills may include IT skills, secretarial skills, management skills, office management, record keeping, public dealing etc. (Min. **400 words**)
5. **Strengths and Weaknesses of the Organization:** Describe the major strengths of the organization (i.e. staff, IT, machines, location, services, budget, community

MANUAL FOR INTERNSHIP TRAINING PROGRAMME,

Deptt. Of URDU

benefits etc.) and briefly explain the weakness (staff shortage, budget deficiency, weak liaison etc.) in the operational aspects (**Minimum 500 words**)

6. **Suggestions for Improvement:** Based on your knowledge & observation, suggest some measures to improve the operational aspects of the organization. (**Min.500 words**)

2.0. General Rules Regarding Internship

1. Every student who is enrolled in the internship in a BS program is required to undergo six weeks of on-site internship to gain the practical knowledge. The responsibility to search and approach the organization for the purpose of internship shall lie with the student.
2. After enrolling in the internship, a student may join any organization of his/her choice depending upon the subject nature in which the student is enrolled. The student may search for organization based on their subject, nature and other factors such as the nearness to home, availability of transport etc.
3. Once the organization is selected for internship by the student, a formal letter is issued by the academic department to the concerned organization to allow him/her to join the organization as internee.
4. In every academic department, a faculty member shall be designated as an internship coordinator, and he/she will oversee the whole process of internship; from the orientation workshop to the grading of internship report.
5. At the start of the semester, an orientation workshop (minimum 2 hours) in online mode will be arranged by the academic department to guide students regarding the different aspects of the internship.
6. During internship, the student is expected to enhance his/her learning and relate the theoretical concepts with the practical realities of the fieldwork.
7. At the end of the internship, a certificate of completion of the internship should be obtained by the student from the organization. This certificate should be signed and stamped on the letterhead of the organization and should mention the duration of the internship. This letter (in original form) should be included at the start of the internship report to be submitted to the department.
8. After the completion of the internship, every student is required to submit the internship report to the concerned department in electronic format through LMS. The contents and format of the internship report will cover the necessary sections as discussed above.

MANUAL FOR INTERNSHIP TRAINING PROGRAMME, Deptt. Of URDU

9. The academic department will assign an internship report evaluator to assess the internship report submitted by the student and the marks will be allocated based on the quality of the internship report.
10. In case, a student is already employed in an organization, his/her experience certificate will be counted as an alternate of the internship completion certificate. However, such students will also be required to submit the internship report to the department on the same pattern for grading.
11. The student will be responsible for their conduct during the internship and the university will not assume any financial responsibility in this regard.
12. The pass marks for the internship report are 50 out of 100. In case of failure to obtain the 50 marks, a student will be required to take admission again in the internship code and resubmit the internship report.
13. For grading the internship report, the academic department shall devise a suitable mechanism depending on the number of students. In case of a large number of students, the department can appoint internship report evaluators from the existing pool of registered tutors of the AIOU subject to a maximum of 50 students per tutor.
14. In case of lesser students, the Chairperson of the Urdu Department may divide the evaluation of the Internship reports according to the departmental availability.

MANUAL FOR INTERNSHIP TRAINING PROGRAMME,
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