

## DMG 4267 – INTERNSHIP PROGRAMME

### Objectives of the Internship program

- To provide an opportunity for undergraduates to get an exposure in the world of work.
- Enhance the work related skills of the undergraduates.

### Duration

- Throughout the second semester of the final year (4th year), beginning from the 2nd week of the semester.
- An orientation program including workshops on preparing the students for the working environment and discussions on the preparation of the research report and institutional report will be conducted on the first week of the second semester.

### Operational aspects

- the internship will be a supervised experience in a work place such as government organization (i.e. central, local or semi-government), non-government organization, private sector organization.

### Supervision

- During the course of the internship, students will be allocated two supervisors.
  1. University Supervisor  
Appointed by the Head of the Department of Demography
  2. Institutional Supervisor  
Appointed by the Head of the institution in which the student will be carrying out his/ her internship.

### Work procedure

- As a common work plan for the undergraduates cannot be formulated due to the varying nature of the work available within each institution, the responsibility lies with the two supervisors to workout a work plan for the supervisee. The work will be planned in a manner to enhance the working skills of the students.
- Students are expected to undergo their training in the respective institution 4 working days a week (from Monday to Thursday), while attending university lectures every Friday.
- It will be the choice of the institution to provide the intern with some form of remuneration/allowance if it is the general practice of the institution.

Evaluation	
Method	Weightage
The evaluation will be done on the following basis for each individual	
❖ Orientation assessment This will assess the basic skills acquired at the orientation program	10%
❖ Work performance evaluation The work of the intern will be assessed and awarded a mark by the institutional supervisor at the end of each month during the three months period of internship	20%
❖ Institutional report An independent analytical case study on the institution in which the intern works should be prepared by him/her in the form of a report. The report should contain 3000-5000 words and will be jointly supervised by the University Supervisor and the Institutional Supervisor	70%
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Total	100% =====