



DEPARTMENT OF POLICY STUDIES

M.A (Sustainable Development Practice), 2020-2022

Guidelines for Summer Internship

Objective

Summer internship is a non-credit, student-driven activity designed for M.A (SDP) 1st-year students, placed at the end of the second semester. This is scheduled for six weeks, from **July 12 to August 30, 2021**. For these six weeks, students are expected to work with organizations of their choice on projects in their interest area to gain practical exposure.

The primary objective of the summer internship is to widen the students' perspective by providing professional exposure to real-life issues related to the technical, scientific, management, policy and/or other domains of development interventions/issues. It aims at expanding student's practical skills in conjunction with the knowledge imparted to them in the first two semesters. Summer internship is compulsory for every student. Non-completion of this component will lead to non-award of the degree.

Timeline for Important Activities

Activity	Due date
Dispatch of Joining Report from the host organization (Annexure 1)	July 19, 2021
Submission of the Concept Note and the Progress Report (<i>to be sent by email to Summer Internship Coordinator at TERI School of Advanced Studies</i>) (Annexure 2)	July 26, 2021
Submission of Feedback from the Host Organization (format of the Feedback Form will be sent to the External Supervisor via email)	August 2, 2021
Final Presentation on Summer Internship, at TERI SAS	September 13-14, 2021*
Report submission	September 27, 2021

*The date of the presentation is subject to the availability of the faculty members.

General Guidelines for Summer Internship

A. JOINING THE HOST ORGANIZATION

- Students are required to be present at the host organization for six weeks between July 12, 2021 and August 30, 2021.
- The joining report of the student, duly signed by the external supervisor, must reach the Summer Internship Coordinator at TERI SAS within one week of joining the host organization as per the time schedule. In case the organization does not have any specified format for the Internship Joining Report, the format enclosed in the **Annexure 1** should be adopted.

B. SUBMISSION OF PROGRESS REPORT

- Students are required to submit the concept note and progress report to the Summer Internship Coordinator at TERI SAS, as mentioned in the timeline
- The progress report should be submitted as per the schedule, following the format provided in **Annexure 2**.
- The CONCEPT NOTE should be a brief about the domain and nature of the project with respect to the “sustainable development” or “development” activities, along with the student’s role and responsibilities in the particular project during the internship. The Concept Note should be briefly summarized within 300 words and should not exceed an A4 size page.
- If a student, under the guidance of the external supervisor, had to modify or shift to the other project activities due to an unanticipated reason during the course of the internship, s/he should update these details stating the reason. The changes made should be communicated at the earliest to the Summer Internship Coordinator at TERI SAS.
- The content of the Minor Project Report as well as the presentation should include the following elements:
 1. **Title of the Project:** The title should be framed by the student in such a manner that the central idea of the development project could be imbibed in it. (max. 20 words)
 2. **Aim of the Project:** The key objective(s) of the project should be framed based on the understanding and the briefings by the external supervisor about the student’s specific engagement in the project. (max. 200 words)
 3. **Theory of Change:** The student has to identify the major approach of the project towards addressing the identified problem or the stated objective(s). The student has to critically assess the existing approach/intervention/mechanism to address the stated objective of the project. The student has to identify alternative approaches after reviewing the literature in the respective domain of development practices, and list out their applicability/feasibility, challenges/limitations, and further scope with respect to the existing project. (max. 1000 words)
 4. **Details of the Project Activities:** The student has to describe the major activities of his/her involvement in the project. (max. 1000 words)

5. **Limitation(s) of the Project:** The student has to describe the limitations of the existing project in terms of its coverage, quality, implications, and sustainability etc. (max. 500 words)
 6. **Future Scope of the Project:** The student has to assess the future scope of the existing project in the respective domain or in other sectors or geographies to ensure the optimum reach of the project activities, approaches, and learnings in imminent development practices. (max. 500 words)
 7. **Learnings from the Project:** The student has to specify the personal learnings from the project in terms of specific tools and techniques, or any forms of skills including the development and the management of the development project. (max. 500 words)
 8. **References:** In-text citing as well as the listing of all the references used for compiling the data and information for completing the report should be documented using the Referencing and Citation style developed by the *American Psychological Association*.
- The format for the title page of the project report is given in the **Annexure 3** of this document. Further clarification on the content, style, pattern of the report can be obtained from the Summer Internship Coordinator.

C. REPORTING BACK TO TERI SAS

- Upon completion of the Summer Internship at the host organization, a feedback form for each student will be collected from the External Supervisor at the host-organization. The feedback is purely confidential; however, important highlights would be shared with the student. The form has to be sent directly by the external supervisor to the Summer Internship Coordinator through email. Students will be responsible for ensuring timely submission of feedback forms by the host-organization.
- Students are required to make presentations of their Summer Internship activities during September 13 – 14, 2021 at TERI SAS.
- Students should submit their internship report by September 27, 2021.

Annexure 1: Format of the Joining Report
[In case the organization does not have any specified format of Internship Joining Report]

Date: July ____, 2021

To

__[ORGANISATION'S NAME & ADDRESS]_

INTERNSHIP JOINING REPORT

Sir/Madam,

I extend my sincere thanks to you and the [ORGANIZATION'S NAME] for providing me an opportunity to work as an intern. This is to inform you that I am formally joining as an intern in your organization from July ____, 2021.

I hereby ensure you that I'll abide by the rules and regulations of the organization during the entire period of my internship.

I request you to accept my joining report and provide me with a signed copy of this report for a testimony to be presented to my Institution (TERI School of Advanced Studies).

Sincerely,

[Your Signature]

[YOUR NAME]
Post-Graduate Student,
Sustainable Development Practice,
Department of Policy Studies,
TERI School of Advanced Studies,
New Delhi

SIGNATURE & NAME OF THE
ORGANIZATION'S REPRESENTATIVE
[with Organization's seal]

Annexure 2: Format of the Progress Report

Progress Report

Name of the Student:
Organization:
Project Title:
Aim/Objectives of the Project undertaken:
Progress made towards the objectives in the given period:
Challenges faced (if any) and steps taken to resolve it:
Remaining exercises to be undertaken:

Annexure 3: Title Page format for the Report

[TITLE OF THE PROJECT]

Minor Project Report

Submitted by

[CANDIDATE'S NAME]

For the partial fulfilment of the
Degree of Master of Arts in
SUSTAINABLE DEVELOPMENT PRACTICE



Department of Policy Studies
TERI School of Advanced Studies

September 2021