

B A in Political Science Internship for V Semester / VI Semester

Program Name	B A in Political Science Internship	Semester	Fifth/Sixth
Course Title	Internship	No. of Credits	3
Course Code	Skill Enhancement Course	No. of Credits	3
Contact hours	Semester	Duration of SEA/Exam	Practical
Formative Assessment Marks	40	Summative Assessment Marks	60

INTRODUCTION:

Internship [Organizational work] is an integral part of the curriculum. Its objective is to equip students with job skills and communication abilities, enabling them to bridge the gap between theoretical knowledge and practical application. The internship program incorporates various interventions that offer students exposure to real-life job experiences and expectations, empowering them with insights into the workings of different institutions.

The internship is strategically positioned during the 5th / 6th semester of the Bachelors of Arts in Political Science program. This timing provides students with a strong foundation in Political Science, enabling them to apply their knowledge in real-world settings. Additionally, the program caters to the critical need for teaching skills in administration, enhancing the academic qualifications of students. Overall, the internship program aims to prepare students for the job market, thereby bridging the gap between academia and the professional world.

OBJECTIVES:

The objectives of conducting program are:

- To boost students' employability by imparting soft skills that are essential in everyday life.
- To enable students, discover their professional strengths and weaknesses and align them with the changing Political and Administrative environment.
- To provide an opportunity for students to apply theoretical concepts and knowledge in real life situations at the work place.
- To prepare students to understand political organizational culture and familiarize them with the organization needs.
- To enable students to manage resources, meet deadlines, identify and undertake specific goal-oriented tasks.
- To sharpen domain knowledge and provide core competency skills.

Internship Requirements & General Guidelines:

A. Nature of internship project work:

1. Every Student is required to work in an organization (ZP, TP, GP, Urban Local Self Governments, (Municipalities, Nagarasabhas, Mahanagara palikas) Offices and other Public Administrative Institutions) for at least two months as part of Internship.
2. The student shall identify an internship work place.
3. Maximum five students of the same department from a College/University shall work for Internship in the same organization.
4. Internship work may be to carry out Professional work.
5. While, working from the organizational premises is encouraged, in certain cases, virtual internship shall be considered.

B. Duration of Internship:

1. The Internship works shall be for a period of TWO months [Sixty Days].
2. The internship commences from the first day of the fifth or sixth semester.
3. Student is expected to carry out his/her Internship works during the first FIVE days of the week, and shall report to the department on a weekly basis.
4. The duration of the work shall be specified by the organization at the beginning of the program and the number of hours spent shall be in line with the prevailing rules.

C. Guide and Mentor:

1. An internal mentor shall be assigned by the University/College for the smooth conduct and supervision of the internship program.
2. The internal mentor shall provide guidance maximum 25 students in securing internship and to monitor the progress.

D. Protocol of the Internship work:

1. The head of the institution shall issue an internship work authorization letter during the 5th or 6th semester to the College or Organization where student is expected to join the internship work.
2. Student is expected to take up the preliminary work such as identifying the organization and engaging in securing an offer from an organization
3. During the 5th or 6th semester, students who secured an offer must get consent offer signed by the principal/head to carry out internship.
4. Student must submit the joining report with the date of joining for internship to the department head through internal mentor.
5. In case of professional work, the student is expected to be regular in performing his/her duties/ tasks assigned to him/her by the organization.

E. Evaluation:

1. All the students should obtain a certificate of internship from the workplace. This certificate shall mention the name of the candidate, the organizations name and duration of work. A letter describing the work of the candidate is desirable. The certificate shall be submitted to the department head.
2. The performance of a candidate shall be assessed for maximum of 50 marks.
3. The assessment methods shall be decided by the Universities based on the existing conventions.
4. The assessment method shall consist of an internship report submitted by the students based on the work experience and a viva-voce/presentation.
5. Viva-voce/Presentation: There shall be a viva-voce examination will be conducted for by the department where each student is expected to give a presentation and submit necessary documents.

F. Marks allocation for Internship Work: 40

Statement of Marks Secured		
Item	Maximum Marks	Marks Obtained
Candidate Attendance for teaching/work	6	
Candidate Punctuality for teaching/work	6	
Course Work Preparation/ Work Commitment	6	
Students Feedback/Employer Feedback	6	
Behavioural Attitudes	6	
Overall Observation	10	
Total	40	
Marks Secured by student in Words:		

Viva-voce by Chairman and an Expert Drawn from Other University/College for 30 Marks- 60

Sl. No	Aspects	Maximum Marks	Marks Obtained
1	Presentation Skills		
2	Communication Skills		
3	Subject Knowledge		
Total			

Note: Assessment needs to be done as per the regulation.


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