

INTERNSHIP POLICY (TO BE SHARED WITH FACULTY / STUDENTS / SCHOOL AUTHORITIES)

Field engagement (F course) or internship is a base of the curriculum. Our curriculum prescribes 3 internships in disability specific, cross disability and inclusive set up. This policy statement is created by the team of faculty and alumni to ensure effective implementation of the syllabus document in tune with the program objectives.

Following are the norms to be strictly adhered to by all the three concerned components: College faculty, students and schools / programs where students are placed.

1. Number of hours and tasks listed in the syllabus are minimum required and not all exhaustive.
2. CLOs to be discussed and reflected upon.
3. Attendance to be followed very stringently.
4. School / program to be selected very carefully ensuring advanced professional development of the students and networking with role model set up.
5. Formal letter to the schools on official e mail id to be sent and formal consent for placement to be obtained.
6. MOU s with schools and programs is preferable for first 3 years of collaboration but mandatory after that.
7. Students must be placed in near ideal program closer to the residence.
8. In special cases, schools / programs from other cities / countries will be allowed and encouraged only on the basis of the merit of the program.
9. Ongoing monitoring of the implementation of internship schedule is mandatory for the college supervisors.
10. Faculty is encouraged to have WhatsApp group of all the school supervisors for ease of communication and regular monitoring.
11. Mid internship feedback on formal or informal level must be obtained from both – schools and our students.
12. If need be the schedule can be modified and schools and students can be changed.
13. Minimum 1 session weekly – mostly on Saturday is mandatory to have discussion and reflection on the experience.
14. Journal preparation has to be ongoing and not rushed just before submission date.
15. Rubrics / templates to be shared before field engagement begins.
16. Orientation to be organized before the beginning of the course. (including professional ethics, behavior and organizational decorum, informed consent, access to documentation, dignity of students etc)
17. Reflections during presentation to be carefully analysed while repeating schools next year.
18. Templates for presentation to be used and presentation sessions to be open for all students and all faculty.

All are expected to follow the set norms in the spirit of professional development.

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