



BITS College

Student Internship Guideline

An opportunity for students to achieve personal learning goals

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Addis Ababa**

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1. Purpose and Benefits

The purpose of student internship program is to supplement the College's mission of furthering the professional growth of students by providing them with an opportunity to gain workplace skills. It also promotes increased capacity building of students through experience sharing and transfer of knowledge. Further, internships may help interns focus their specialization interests and offer them exposure to auditing skills and techniques that the training room cannot provide. The internship should provide realistic exposure to career experiences in the intern's chosen professional area of specialization,

In more specific terms, internship experience leads to:

- Increased professional skills
- Increased confidence in one's abilities
- Greater familiarity with the business environment
- Enhanced knowledge of a specific techniques and methodologies
- Deeper appreciation of the key role of communication skills in business
- Greater insight into an organizational culture
- Expanded network of professionals
- Increased relevancy of subsequent training

2. Special Features of Internship Program

The program establishes a three-way partnership agreement among a host company, an intern and BITS College, whereby an intern receives training of a practical nature in his or her area of interest under the supervision and guidance of a qualified professional (intern supervisor) Supervised internship experiences provide an opportunity for the intern to synthesize, transfer and apply learning gained through previous study and practice.

While providing an educational experience that complements an intern's professional knowledge and skills, the internship should also provide value-added elements to the host organization.

3. Parties Involved

The student internship program involves four parties:

1. The Internship Coordinator
2. Host Company
3. The Intern Supervisor
4. The Intern

3.1 Roles and Responsibilities

Internship Coordinator

- Organize and provide Orientation to student who are new interns
- Administering internship program's policies and procedures and assist the interns in preparation for the internship experience.
- Screen the interns per interest and CGPA
- Reviews and compiles submitted documents by interns for a possible match with companies.
- Find companies and industries in consultation with the College Management
- Arrange and organize interviews and the initial meeting between the intern(s) and the Intern Supervisor at the candidate company.
- Provide the required information and support to help the Intern Supervisor select and manage the intern.
- Provide assistance to the intern as needed.

The Host Company

- Identify the specific areas relating to its professional work
- Ensure that adequate institutional arrangements are in place
- Define clear goals in consultation with the internship coordinator of what the interns are going to accomplish.
- Provide a safe, healthy and functional working space that abide by appropriate standards of professional conduct
- assigns an intern supervisor for day to day follow-up
- Provide access to Internet Connection
- Provide Gender-sensitive and harassment free environment

The Intern supervisor

- Select the appropriate intern in accordance with the mission, activities and projects of the company;
- Define and assign project(s), duties and objectives for the intern.
- Provides the intern's job description for the duration of the internship to the Internship Coordinator.
- Supervise the intern to ensure the intern complete the duties assigned as required.
- Ensure the intern(s) completes all internship requirements (i.e., required meetings, etc.) before the end of the internship.
- Complete the Intern Assessment Form.
- Complete any paperwork the intern needs for College credit.
- Ensures the intern's work enriches his /her professional experience.
- Ensure the intern has a positive experience and takes away real life skills.

The Intern

- submits the following documents for consideration for the internship: application form, cover letter and resume.
- Performs duties as assigned by the Intern Supervisor.
- Provides the Intern Supervisor with the appropriate paperwork for College credit
- At the end of the internship, complete the Student Internship Evaluation Form

3.2 Designing learning activities for interns

- Learning activities for interns should be designed and developed in relation to the internship objectives.
- The learning activities may include assignments, briefings, visits, on-site attachments and the like. These activities should constitute new, meaningful, and challenging experiences, and should be determined by the intern supervisor in consultation with the host company and the intern.
- It is important that activities are defined in a precise manner on a weekly basis throughout the span of internship experience. While the detail of most of the activities will be determined by the intern supervisor, the internship coordinator may ask the interns to follow through on other activities (reading, research, interviewing, etc.) that will add an additional dimension to the internship.

3.3 Status of an intern in Host Company

- Interns are considered gratis personnel.
- Interns are not staff members and may not represent the host Company in any official capacity.
- The purpose of the Internship Program may or may not lead to further employment

3.4 Payment to Interns

- The host company is not obliged to make payment for interns, but may consider to cover transport and other incidental expenses.

4. Internship Requirements

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|------------|--|
| Status | Student must complete third year before they are permitted to officially intern for College Credit. |
| Length | Internship shall be a minimum of one semester (four months – 80 hours per month). |
| Schedule | Work schedule will be agreed upon between the intern and the Intern Supervisor. |
| Reports To | The Intern Supervisor. (Contact the Internship Coordinator if the Intern Supervisor is not available) |
| Duties | Perform all duties as assigned by the Intern Supervisor. provide and submit the required forms to the Intern Supervisor for completion. Provide internship report as per the template given by the College |

5. The Process

| Step | Personnel | Activity |
|------|--------------------|--|
| 1 | Intern coordinator | Announces dates for Internship application (start of new academic year) |
| 2 | Intern | Submits required documents within the application deadline |
| 3 | Intern coordinator | Reviews and compiles information on interns |
| 4 | Intern coordinator | Consults with academic dean on possible interested companies for the semester |
| 5 | Intern coordinator | Sends an official email with documents of the intern attached |
| 6 | Host Company | Replies within 5 business days of request and assigns a supervisor |
| 7 | Intern supervisor | Arranges appointment for interview |
| 8 | Intern | Gets interviewed by the intern supervisor at the company |
| 9 | Intern supervisor | Announces whether the intern is selected within two weeks of interview |
| 10 | Intern | Schedules the start date and end date of internship |
| 11 | Intern supervisor | Assign duties to the intern(s) and establish objectives to be fulfilled during the course of the internship |
| 12 | Host Company | Writes an official letter of acceptance of the intern |
| 13 | Intern | Starts work and notifies the internship coordinator |
| 14 | Intern supervisor | Directly supervise the intern and check the quality of work performed to ensure the established standards are met. |
| 14.1 | Intern Supervisor | If unavailable to supervise the intern for a period of time, he/she shall assign a temporary supervisor if assistance is needed. |
| 15 | Intern Supervisor | At the end of the internship, complete the Intern Assessment Form. Return this form to the Host Company. |
| 16 | Host Company | Based on the internship assessment, complete all the paper needed for college credit. |
| 17 | Intern coordinator | Files the completed Intern Assessment Form and Student Internship Evaluation Form electronically |
| 18 | Intern coordinator | Submits report to the research and outreach programmes office and registrar |