

INDIA HEALTH ACTION TRUST's INTERNSHIP GUIDELINES

INTERNSHIP

1. BACKGROUND

India Health Action Trust envisions to impact Public Health Policy and Programmes in the India through the application of Programme Science IHAT defines Internship as: “a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.”

2. INTERNSHIP

The intern’s work area or project is chosen mutually between IHAT and the intern or university /college. If the internship is part of academic curriculum / requirement, the interns have to produce the request letter from their respective universities/college. During the internship the interns get an opportunity to explore, know and contribute in important mainstream work of the organization. The internship will involve field exposures.

3. EXPOSURES

- 3.1 Internship programs are designed to give university /college students an opportunity to complement their formal education with career-related experience. Internships have been initiated by the universities as a formal part of their curriculum. Thus, IHAT supports internship program as it helps students to bring theory into practice and work effectively. Gaining real work experience also helps the interns to make more informed career choices which will result in higher job satisfaction and higher productivity. This form of learning helps students to synthesize classroom theory with real life practice.

4. ADMINISTRATIVE PROCEDURE INTERNSHIP FOR STUDENTS

- 4.1 This requires structured assignments together with appropriate supervision, evaluation, and feedback. Learning objectives will be developed when considering a student internship opportunity. It is beneficial to have clear job duties that identify the learning objectives or a defined project scope that demonstrates how the learning objectives for each individual will be met.
- 4.2 The procedure for establishing a student internship is as follows:
 - (a) **HRD Review of Request & Approval:-** HRD reviews/screens the intern application forms and coordinates with the hiring authority for additional information, if necessary. After processing the required approvals from the Department Head /PD and MT, HRD will approve/deny the request based on the position availability. Following approval of the position request, HRD will submit the approval or rejection status to hiring authority to proceed / reject.
 - (b) **Notify intern of Approval/Denial.** The individual who initiated the request is notified of the approval/denial via e-mail or phone call by HRD

5 DURATION

- 5.1 IHAT is flexible in providing internship opportunities to students or individuals based on their academic requirement. However, for national students 1 month prior written application should be sent to the HR department to be considered for the internship. For

international students 3-6 months prior request has to be sent to the HR for approval. At the completion of internship a certificate is given to the intern upon submission of final report.

6 ELIGIBILITY CRITERIA

- 6.1 A strong belief in and commitment to IHAT's mission and vision.
- 6.2 Should be above 18 years of age, preferably post graduates.
- 6.3 Should have an educational background of social science/public health /research/development./ journalism / management /media /or relevant qualification to the social sector etc
- 6.4 Interns should be able to spend minimum of 2 weeks and a maximum of 6 months duration during internship.

7 STUDENT INTERN POSITION MONITORING

- 7.1 The hiring authority (concerned department) will regularly review the duties performed by student interns to ensure that they are engaged in meeting their learning objectives. It is recommended that the student intern provide a presentation at the end of the internship or at appropriate intervals to demonstrate how the learning objectives were met.

8 WORKING HOURS/HOLIDAYS/LEAVE

- 8.1 Interns will follow IHAT Office working hours and holidays. However Interns are not eligible for any leave as per IHAT Internship policy.

9 COMPENSATION

- 9.1 The internships are not paid, and during the time of internship any travel/expenses is the sole responsibility of the intern unless agreed by the organisation to reimburse the same.

10 TERMINATION

- 10.1 Either party at any time may terminate the internship by 1 week notice with valid reason(s). Student terminating the contract without a valid reason will not be permitted to be an intern in the future. However, the Management has right to terminate internship assignment at any time without cause or prior notice. The referring institution shall be informed of this decision within 48 hours thereof.

11 FINAL REPORT

- 11.1 Upon completion of Internship, the interns have to submit a detailed final report on the assignment/work as part of their internship with IHAT. Internship certificate will be issued upon submission of the final report.

12 HOW TO APPLY

- 12.1 Interns need to submit the online application form by logging to the [website www.ihat.in](http://www.ihat.in)