

## **INTERNSHIP POLICY**

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**Introduction:** The rise in global competition has prompted organizations to devise strategies to have a talented and innovative workforce to gain a competitive edge. Developing an internship policy is an impactful strategy for creating a future talent pool for the industry. The Internship program not only helps fresh pass-outs in gaining professional know-how but also benefits corporate /organizations on fresh perspectives on business issues and even discovering future business leaders.

### **Internships Resourcing Policy Guidelines**

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SUKARYA aims to offer high quality internships which provide interns with the opportunity to: Learn a profession in the workplace and acquire knowledge from experts,

- Work in a framework which will allow them to develop existing and new skills
  - Consolidate learning from their academic studies
  - Work in a diverse environment, contributing to the development of SUKARYA
- In order to promote fair and productive internships, SUKARYA aims to adhere where practical to the following principles: Recruitment Intern, recruitment should be first discussed with concerned Manager/Director. The internship vacancy will need to be uploaded and approved on SUKARYA Recruit in the same way as an employee vacancy. Recruitment should be conducted in an open and transparent way to enable fair and equal access to available internships. The advertisement should give a clear indication of how long the internship will last and, at interview, the intern should be told that there is no expectation the internship will lead to an employee contract.

Induction Interns should receive a proper induction to SUKARYA to allow them to fully integrate. Particularly for those coming straight from university, interns may find the workplace intimidating. It is important to introduce them to the team and the values of the organization to help them integrate smoothly. Where possible, The intern's line manager should ensure they allow sufficient time in their work schedule to provide support, act as a mentor, discuss expectations, review performance and provide constructive feedback. It is particularly important to have frequent meetings with the intern during the initial stages as they get comfortable in the role. Pairing the intern with a work "buddy" can provide further support. Treatment During their time with SUKARYA Interns should be treated with exactly the same degree of professionalism and duty of care as regular employees. Duties Interns should be involved in thematic work, Research, projects which relate to/build on their academic studies. Managers should attempt to offer exposure to a variety of tasks so that internship is a true learning experience for the individual. Duration Internships typically last for 2-3 months. Although they can be extended beyond this point there should be clear benefit to both parties in doing so. Interns are not contractually obliged to work any set hours. Although they can agree to work up to 5 days per week, flexibility should be provided so that they can meet other academic commitments such as study, attending recruitment fares, interviews etc. In certain cases, the number of hours per week that a (current) student can devote to an internship may be limited, for example where the intern is on a student visa or their University imposes its own restrictions.

However, it is expected from interns to adhere the office/workplace time table, discipline, rules & regulations and duty hours as per set organizational norms.

On successful completion of Internship, Interns/students would receive Certificate from SUKARYA.

- Interns at SUKARYA are in voluntary roles, and are therefore unpaid. The team hosting the intern will be required to cover the cost of these expenses from its own budget.

- Interns will be required to abide by the standard SUKARYA policies such as, health & safety, confidentiality and code of conduct, among other relevant policies.

Interns should be given the opportunity to provide feedback on their experience, enabling SUKARYA to reflect on its own performance in delivering internships. As part of the continuous monitoring and evaluation of the internship programme, we welcome suggestions for improvements. These principles should contribute to the experience and development of the intern and improve organizational performance by allowing SUKARYA to get the most out of interns.

## **Intake Capacity**

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As a policy SUKARYA inducts 4-6 Interns at the particular time periods. However, it is subjected to the requirements and availability of resources.

## **Internship Manual**

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**Internship** – SUKARYA Internship program provides opportunities for students to gain experience in their field, determine if they have an interest in a particular career, network, or gain school/college/university credit. One can Intern on the following core areas,

- **Programs**
  1. Education
  2. Health
  3. Women Empowerment & Livelihood
  4. Rural Development
- **Communication, Marketing & Resource Mobilization**

- **Human Resource Development**

## **Scope and nature of Work assignment**

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Interns /Students can be engaged productively on following kind of work activities.

### **Program –**

Learning and assisting in implementation of field activities under the Projects in the area of Maternal Child Health, Nutrition, Adolescent Health, Education, Water, Hygiene & Sanitation, Women Empowerment & Livelihood and Rural Development programs.

### **Communication, Marketing & Resource Mobilization –**

Helping in designing & Preparation of IEC Materials, Preparation of documents, Marketing for the cause , Making phone calls , capturing photographs and making Videos of project activities, Write catch line, punch line, helping in preparation of Newsletter, Success stories and other associated works.

### **Human Resource Development –**

Preparation of formats, Screening and short listing of CVs, Making interview calls, fixing up date for interview, filings and other HR related activities.

### **Research & Documentation -**

Development of questionnaire, Schedule, Interview format, Client Satisfaction Survey format, Research tools, Impact Study format, Survey and Project Documentation work.

## **Calendar**

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We Provide Internship opportunities throughout the year, however, summer and Winter Internship has been given special emphasis keeping in mind the requirements of the Students/Volunteers as per Universality /academic institution's calendar.

Year-Sessions –	Months	Thematic area of Work /Project
Session Quarter 1	Jan.-March	<p><b><u>Health</u></b>  1. Maternal Child Health &amp; Nutrition [MCHN]  2. Adolescent Reproductive &amp; Sexual Health [ARSH]  3. Water ,Sanitation &amp; Hygiene [WASH]</p> <p><b><u>Education</u></b>  1. Education on Wheels for slum children  2. Vocational Education for rural youths</p> <p><b><u>Women Empowerment &amp; Livelihood</u></b>  1. Self-Help Groups [SHGs]and Microfinance  2. Micro entrepreneurship for rural women  3. Health &amp; Microfinance Integration</p>
Session Quarter 2	April –June	<p><b><u>Health</u></b>  1. Maternal Child Health &amp; Nutrition [MCHN]  2. Adolescent Reproductive &amp; Sexual Health [ARSH]  3. Water ,Sanitation &amp; Hygiene [WASH]</p> <p><b><u>Education</u></b>  1. Education on Wheels for slum children  2. Vocational Education for rural youths</p> <p><b><u>Women Empowerment &amp; Livelihood</u></b>  1. Self-Help Groups [SHGs]and Microfinance  2. Micro entrepreneurship for rural women  3. Health &amp; Microfinance Integration</p> <p><b><u>Rural Development</u></b>  1. Integrated Rural development Program</p>
Session Quarter 3	July – September	<p><b><u>Health</u></b>  1. Maternal Child Health &amp; Nutrition [MCHN]  2. Adolescent Reproductive &amp; Sexual Health [ARSH]</p>

		<p>3. Water, Sanitation &amp; Hygiene [WASH]</p> <p><b><u>Education</u></b></p> <p>1. Education on Wheels for slum children</p> <p>2. Vocational Education for rural youths</p> <p><b><u>Women Empowerment &amp; Livelihood</u></b></p> <p>1. Self-Help Groups [SHGs] and Microfinance</p> <p>2. Micro entrepreneurship for rural women</p> <p>3. Health &amp; Microfinance Integration</p> <p><b><u>Rural Development</u></b></p> <p>1. Integrated Rural development Program</p>
<p>Session Quarter 4</p>	<p>Oct.- December</p>	<p><b><u>Health</u></b></p> <p>1. Maternal Child Health &amp; Nutrition [MCHN]</p> <p>2. Adolescent Reproductive &amp; Sexual Health [ARSH]</p> <p>3. Water, Sanitation &amp; Hygiene [WASH]</p> <p><b><u>Education</u></b></p> <p>1. Education on Wheels for slum children</p> <p>2. Vocational Education for rural youths</p> <p><b><u>Women Empowerment &amp; Livelihood</u></b></p> <p>1. Self-Help Groups [SHGs] and Microfinance</p> <p>2. Micro entrepreneurship for rural women</p> <p>3. Health &amp; Microfinance Integration</p> <p><b><u>Rural Development</u></b></p> <p>1. Integrated Rural development Program</p>

## Application Form

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**Select Area of Interest –**

**Duration of Internship -** Select Month – Select Year

**Date of Joining –** Select Date – Select month – Select year

**Interns Name -** First Name - Last Name

**Intern's Email - Contact No.-**

**Gender - Date of Birth –**

**Address - State – Country – PIN Code**

**Name of College - Course –**

**Language Known\***

**Read**

**Write**

**Speak**

English

Hindi

Other

**Education -**

**Brief Profile –**

**Note \* - Recommendation letter from Institution will be required to apply**

## **Current opportunities/ Special Drive for domestic and International Interns**

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### **Sukarya Philanthropic Heart Internship Program – (Winter 2018-19)**

**The mission of *Sukarya* is to focus on ensuring equitable access to quality health services for including the poorest sections of the society, especially women, adolescents and children. All our interventions are designed and implemented to meet the following objectives:**

- To improve maternal and child health
- To advocate, promote and sensitize communities on Primary Health Care, Reproductive Child Health and Family Planning.
- To advocate, encourage and guide positive 'health-seeking behavior with special emphasis on physical, mental and social well-being.
- To empower women by strengthening their physical, emotional well-being and economic stability.
- To educate and empower children and youths to lead a healthier and dignified life

We are currently seeking both domestic and international interns for the winter session (December 2018 -February 2019) committing to a minimum of six weeks, minimum of 20 hours per week.

The Position: The Philanthropy and Fundraising Intern will work in Sukarya's Gurgaon office and will report directly to the Program Director. This is an excellent opportunity to gain hands on experience with a small but busy Program & development team.

The Intern will assist in all aspects of development and fundraising including:

- Corporation and foundation research
- Donor prospect research
- Planning and execution of special events and donor cultivation events
- Research and planning for activities to celebrate the 21st Foundation Day of the organization, including the Annual Benefit dinner
- Creation of marketing and publicity materials
- Drafting of written material for blogs, newsletters and mailings



- Various administrative duties and other projects as assigned including HR, Communications, management & research.

Schedule can be flexible, but must be able to commit to at least 20 hours per week during normal business hours (including a one-hour lunch break) and commit to a minimum of six weeks. The intern will receive a stipend of \$25 per week + lunch and -----.

**Qualifications** We are seeking a college or graduate students with an interest and/or background in non-profit management, fundraising and special events.

The ideal candidate will possess excellent written and verbal communication skills, basic computer knowledge (Microsoft Office suite), be highly organized, have good handwriting and possess a keen eye for details.

**To Apply** Please send resume and cover letter with subject line: "Philanthropy and Fundraising Intern."

In your cover letter, please share why you are interested in working with Sukarya and if you have any familiarity with our organization and your desired term dates and weekly schedule.

Application to [sukarya@sukarya.org](mailto:sukarya@sukarya.org)