

# **Internship Rules at CEMCA**

## **A. Purpose of the Internship Programme**

The purposes of the CEMCA's internship programme are:

1. to offer to selected graduate and postgraduate students (4-12 in a calendar year) in a field related to the work of CEMCA the opportunity to enhance their academic knowledge through practical work assignments;
2. to allow students to gain practical experience in an international Organization;
3. to expose interns to the work of CEMCA, and enable them to gain a better understanding of CEMCA as well as COL's mandate and programmes.

## **B. Assignments**

1. Assignments will primarily have a thematic focus, directly related to the programme sector of CEMCA to which the intern is assigned.
2. When selecting assignments, supervisors shall endeavour, to the extent possible, to match the interests of the intern with the needs of the Organization. This shall be worked out in discussion with the intern and included in the Internship Agreement.
3. Interns will work under the supervision of a staff member of CEMCA.

## **C. Duration of Internship**

1. The duration of an internship shall vary according to the type of assignment, the Organization's needs, as well as the intern's availability and academic requirements. The maximum duration shall be six months, with a minimum duration required of two months.
2. The internship programme is normally on a full-time basis, although assignments may be carried out on a part-time basis in agreement with the Supervisor concerned.

## **D. Eligibility requirements**

To be considered for the CEMCA internship programme, candidates must meet the following conditions:

### *Academic qualifications and field of interest*

1. They must be enrolled in a graduate or post-graduate degree programme in a university or equivalent institution, at the time of application;
2. Applicants pursuing five year integrated post-graduate studies must have completed at least three years of full-time studies in a university or equivalent institution towards the completion of a degree, at the time of application;
3. Students should be undertaking studies in any discipline, but preference shall be given to students of Education, Mass Communication, and related areas);
4. Applicants must have a good track record and recommended by their institution for the Internship;
5. Excellent communication skill in English.

### *Other skills and competencies*

1. Applicants must be able to adapt to an international working environment and work effectively with people from different cultural backgrounds;

2. They should have strong interpersonal and communication skills, and be able to work well in teams;
3. Computer literacy and knowledge of Word, Excel, PowerPoint will be an advantage.

#### **E. Application process**

1. Interested candidates should apply for an internship at CEMCA by sending the following documents:
  - a. An application for internship indicating preferred dates and duration of internship requested
  - b. Copies of academic credentials/certificates and a short resume
  - c. A short write up of about 300 words explaining "My objectives of Internship at CEMCA"
  - d. A recommendation/reference letter from your head of institution/supervisor/ Professor.
2. Application should reach any time during the year to: **Adviser (Administration & Finance), CEMCA, 7/8, Sarv Priya Vihar, New Delhi 110016.**
3. Depending on requirements and availability of internship slots, applicants will be contacted. CEMCA will contact you, only when your profile matches the current requirement.
4. Selection of the Interns shall be based on the available requests, and availability of Internship slots. Adviser (Administration and Finance) and the concerned Programme Officer shall decide the selection of Interns after a telephonic and/or personal Interview.

#### **F. Internship agreement**

1. The intern and the supervisor concerned shall agree upon the following aspects of the internship assignment:
  - a. detailed objectives/expectations of the assignment
  - b. duration
  - c. modalities (full time, etc.)
2. This information shall be attached to the Internship Agreement, which sets out the conditions of the internship.
3. Internship agreements shall be approved by the Director, CEMCA, and signed by the relevant Programme Officer as supervisor.
4. Both parties shall sign the agreement before the start of the internship.

#### **G. Status of Interns**

1. Interns are not CEMCA staff members. They shall not represent CEMCA in any official capacity.
2. Interns shall not be sought or accepted as substitutes for staff members in the implementation of programme and activities.

#### **H. Financial aspects**

1. CEMCA will provide a modest honorarium of INR 10,000/- (INR Ten thousand only) per month to the intern.
2. Arrangements and costs for travel, accommodation and living expenses are under the responsibility of interns or their sponsoring institution(s).
3. Applicants for an internship must provide a medical certificate of good health prior to being admitted to the internship programme.

4. CEMCA accepts no responsibility for the medical insurance of the intern or for costs arising for accidents and illness incurred during an internship. Interns are fully responsible for arranging, at their own expense, life, health and other forms of insurance covering the period of internship at CEMCA.

**I. Evaluation and Reporting of the assignments of interns**

1. The supervisor concerned shall give regular feedback to the intern on the progress of his/her assignment.
2. At the end of the internship period, he/she shall prepare a written evaluation of the intern's performance and organize a meeting with the intern to provide constructive feedback. The report shall also be shared with the Adviser (Administration and Finance).
3. Interns shall provide an evaluation of their internship assignment to their supervisor with a copy to the Adviser (Administration and Finance).
4. If required, the Adviser (Administration and Finance) shall give a certificate of internship to the candidate based on the reports received.