

**UG Internship/Industrial Training/Project Work Guidelines  
(w.e.f. Academic Session 2020-21)**



**Training and Placement Cell  
National Institute of Technology Kurukshetra**

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## 1. Preamble

An internship/Industrial training/Project work is the form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. The students can opt for internship/Industrial training/Project work in any industry/academic institute/R&D/PSU/Government or semi-government organizations. This caters students, the opportunity to gain valuable applied experience and explore networks in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. This will not only help students in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues and even discovering future business leaders.

Keeping this in view, T&P cell of the institute has developed 18 weeks to 22 weeks UG Internship/Industrial training/Provide hand on with latest live R&D projects by joining R&D labs or R&D academia during their Project work guidelines. These guidelines comprise of Steps for Monitoring, Evaluating & ways to execute this program in flawless manner.

## 2. Objectives

The internship, Industrial training, or Project work has to be meaningful and mutually beneficial to the intern, the faculty and the organization. Hence it is important that the objectives and the activities of these programs are clearly defined and understood. Following are the intended objectives for the same:

- a) Provide industrial exposure to the students, which cannot be simulated in the classroom and hence creating competent professionals in the industry.
- b) Provide hand on with latest live R&D projects by joining R&D labs or R&D academia during their industrial training tenure.
- c) Provide opportunity to the faculty mentors; interact with industrial/organization experts to get an insight/exposure of latest technologies used by them.
- d) Provide possible opportunities for interns to learn, understand and sharpen the real time technical / managerial skills required at the job.
- e) Provide opportunity to the students to work directly under the faculty mentor on dedicated projects.
- f) To evaluate the student's competency on the basis of feedback received from industrial mentor so that the faculty can guide the student in the required area.
- g) To evaluate industrial experience of students (Student Feedback form - to be filled by students on internship completion).

## 3. Roles and Responsibilities of the T&P Cell

Training and Placement Cell, NIT Kurukshetra is a nodal point of contact for companies seeking to establish a meaningful relationship with the Institute. The placement team consists of Faculty In-charge, Training and Placement officer, Student coordinators and the secretariat. The T&P cell will actively implement following roles and responsibilities for UG Internship and Industrial training program:

The cell will put its best efforts to ensure that top notch opportunities are brought for internship and Industrial trainings.

- a. The cell will send Invitation mail to Industries/Organization and will invite them for 18-22 weeks Internship and Industrial trainings program or Industries can reach directly T&P cell for hiring interns. During their visit, the cell will manage all interactions between the visiting companies and the Institute and will provide all the possible assistance to the recruiters for Pre-Placement Talks, Conducting Tests and Interviews to the company personnel.
- b. The cell will collaborate or sign MoU with the Industries /organization/ Recruitment Platforms for availing internship and Industrial trainings opportunities for the students, if required.
- c. For building relationship and understanding industry needs, the T&P cell officials will also visit organizations. (In some cases visits can be planned with faculty mentors).

- d. Any disciplinary issues reported during the Internship and Industrial trainings tenure will be referred to the T&P cell.

#### 4. Roles and Responsibilities of the Industry/Organization

Being an important pillar of the UG internship program, the Industry/Organization has diverse role to play. In order to create resonance between the Institute and the industry official's certain guidelines need to be mapped. Albeit, the industry will be monitoring and evaluating interns/industrial training as per their standard criteria. Still the organizations/Industry should maintain the basic guidelines shared by the Institute, so that it can be a win-win situation for both.

- The industry/organization will allot at least one mentor, who will be mentoring the interns during the internship/industrial training tenure.
- Assigned Industrial mentor will monitor and evaluate the interns and also will share the assessment form with the faculty mentor (*refer Annexure–F*) on completion of internship/industrial training, so that students can be groomed in right direction.
- The industry/organization policies and job description should be clearly shared with the interns.
- Industry/organization must maintain the attendance record of the interns.
- To evaluate the students' performance based on their experience with the students (please *refer Annexure - E* for details).
- To assist the faculty mentor/T&P cell officials in their visit to your organization, as this is a part of internship evaluation process.
- To provide an Internship/Industrial training/Project work completion certificate to the students.

#### 5. Roles and Responsibilities of the Department

As internship/industrial training/project work programs are defined as a learning experience of students, hence the active involvement of concerned departments along with their internship committee, Internship coordinator and faculty mentor will add value to it. The departments will make arrangements for all those UG students who do not get any opportunity for industrial training/Internship/Project work through T&P cell and assign faculty mentors to assist them for In-house Industrial training program/special assignments/ projects/ research problems. The genesis of performance evaluation will remain the same in such cases and the role of industrial mentor will be performed by the assigned faculty mentor. (*refer evaluation process for further details*)

- The Heads of respective departments, in coordination with the Internship coordinator (*refer heading*), will assure the streamlining of the complete process. The internship coordinator will assure that a faculty mentor will be allotted to each student before they start their internship. Ideally, 3 to 7 students should be assigned to each faculty mentor, who will do industrial visit, guide and evaluate them during their internship tenure.
- In case, because of any reason any student is unable to grab internship opportunity, then it is the responsibility of HoD/Internship coordinator, to assign a faculty mentor who will allocate In-house Industrial training program/special assignments/ projects/ research problems during internship tenure to the student.
- While assigning faculty mentor, the department should map the synergy of faculty expertise/research area with the industry/organization where the student is going for internship as far as possible.
- For conducting a student's Final assessment - B, the HoD will constitute different Evaluation Committee to evaluate the internship report/presentation of all the students.
- In case faculty mentor members get any disciplinary issue report/feedback from the industrial mentor, it may be shared with the Internship Coordinator for further action. The Internship coordinators may share the same with the T & P office ([tnpoffice@nitkkr.ac.in](mailto:tnpoffice@nitkkr.ac.in)).

### ***Roles and Responsibilities of a Faculty Mentor***

- Once the student has joined his internship, the faculty mentor is solely responsible for the further monitoring and evaluation of the student. The faculty mentor will act as SPOC for the students during their internship drive.
- For effective intern supervision, the faculty mentors are expected to have discussion (Telephonic or skype) with the interns to review their progress on projects, touch base, and provide them feedback.
- The faculty mentor will visit the industry/organization only once during the internship/industrial training tenure for student's feedback. (Recommending visiting in between 8th week to 12th week from the joining date of the internship). Since, there is no provision of foreign travel for student assessment. Indeed, the student feedback in such cases may be taken through Skype call/mail or other possible medium of communication.
- The faculty mentor must have details of SPOC from the industry/organization to coordinate directly with him/her for any site visit/assessment discussion.

## **6. Internship Coordinator**

The internship coordinators are the faculty members, selected by the competent authorities to represent and coordinate regarding the UG Internship program in their respective department. All Internship coordinators will work closely with the team of T&P Cell.

### ***Roles and Responsibilities of the Internship Coordinator***

- The internship coordinator of the respective departments act as a SPOC between the T&P Cell and the department. All queries/doubts related to the internship process should be routed through the internship coordinators of the respective departments.
- For Off-campus Internship opportunity the student will need approbation from the Internship Coordinator of respective departments. Indeed, they may write an application/mail for that to the Internship coordinator. Once the Internship coordinator forwards the approved request to the T&P Office ([tnpoffice@nitkkr.ac.in](mailto:tnpoffice@nitkkr.ac.in)), the NOC may be granted by T&P Cell (Refer –Annexure A).
- The internship coordinators will facilitate the T&P office in streamlining the internship process by assisting the cell in coordinating with departments for the required information/details.

## **7. Evaluation**

Since a defining characteristic of internships/Industrial training/project work is a focus on learning, providing feedback is even more important for interns. In fact, it is crucial to the learning process that interns know in which areas their performance is meeting or exceeding employer standards, and in which areas they need to work harder or make adjustments (as well as suggestions for what those adjustments might be). While it is up to the organization which way they want to go, we recommend the below mentioned evaluations process to be part of the industry feedback mechanism.

Student's performance evaluation will majorly be segregated into three phase –

- **First Assessment:** It will be done within 4 weeks by the faculty mentor of the concerned student and the objective is to understand the student's vision and strategy for internship tenure. The faculty mentor will assist the student in grooming, goal setting and defining milestones for internship tenure. This assessment will be more of Key Performance indicators (KPI) settings on which students and faculty mentors mutually agree (refer Annexure-D for further details).
- **Mid Assessment:** It will be conducted by the faculty mentor by visiting the organization and post interaction with the industrial mentor and students' credits will be given on the basis of the outcomes of milestones set during the first assessment (refer Annexure-E for further details).
- **Final assessment-A:** It will be done by the Industrial mentor. (refer Annexure- F for further details).
- The Final Assessment-B i.e. End semester assessment will be done by the Evaluation Committee

constituted by the Head of the respective departments (refer Annexure-G for further details).

- For appearing in final Assessment-B (End Semester) the student must obtain cumulative passing marks during First Assessment, Mid- Assessment and Final Assessment-A. Failing to the same, the student has to **repeat** the course (Internship/Industrial training/Project work) after 8<sup>th</sup> Semester.
- In case any student fails in Final Assessment-B i.e. End Semester assessment, he/she has to **reappear** for the same.

Aggregation of above three phase will be used for assigning final marks. For further suggested weightage details, please refer the below table:

Activity	Submission timeline (from internship starting date)	Assessment/Marks awarded by	Marks
First Assessment	Within 4 weeks	Faculty Mentor	10
Mid- Assessment	Between 8th week – 12th week (to be evaluated during the field visit)	Faculty Mentor	20
Final Assessment-A	Within last 2 weeks of the internship	Industrial Mentor	30
Final Assessment -B (End Semester Assessment)	Internship/Training/Project Report	Evaluation Committee	40

*\*The complete evaluation process should be concluded and handed over to the academic branch by 10th June.*

## 8. Guidelines for Students

Internship, Industrial training and Project work are student centric activities. These are great opportunities for them to learn in an industrial environment without being an employee of the company. Following are the guidelines for the students:

- a) In case any student needs NOC for applying off-campus internship opportunity, then he/she should write an application/mail to the internship coordinator of their respective department. Post approbation, the internship coordinator will share the request with the T&P Cell for further process. The T&P cell will issue the NOC and the same may be collected over email. For off-campus a student can get a maximum 4 NOC.
- b) The office of Dean (I&IR) will assist the students in required formalities/NOCs to apply for international internships. The students may request their respective Internship coordinator to share their case/requirements with the office of Dean (I&IR) for further process.
- c) Selected students may collect their confirmation letter from the T&P cell (refer **Annexure -B**) before joining their respective organization.
- d) Before starting their internship or Industrial training, every student should coordinate with their department for assigning a faculty mentor to monitor and guide them during their internship/industrial training tenure.
- e) Students on joining internship/industrial training at the concerned Industry / Organization should submit the Joining letters to their respective supervising faculty mentor with the contact details of their internship mentor. (Refer **Annexure-C**).
- f) The training and Placement Cell will follow the Pre-Placement Opportunities (PPO) protocols for monitoring the internship and Industrial training process. (Refer T&P cell guidelines).
- g) The T&P cell guidelines will be applicable on the students throughout the process. Hence they must go through these guidelines before participating in an Internship drive.
- h) Students may submit their Internship experience through the Student Feedback form (refer **Annexure – I**) to T&P cell for future reference.

### **Guidelines for Foreign Students/Internship**

Internships abroad offer valuable and unique opportunities and challenges for students and the institutions and organizations that organize them. For students, adjusting to a new setting and culture is common to all education experiences. Interns abroad must also learn to navigate the intricacies of the work culture in their host location. Additionally, an internship abroad may represent a student's first

professional work experience, which may include workplace stress and demands. Together, these factors require additional preparation, support, and reflection.

The egalitarian implementation of UG guidelines is the backbone. Indeed, the guidelines for the foreign students will remain the same. Respective students may also apply for internship opportunities to their native place. The office of Dean (I&IR) will facilitate the required process by providing support in documentation/Visa formalities/NOCs. The Dean (I&IR) office will make efforts to establish trusting and sustainable relationships so that the internship is mutually beneficial to the student and the internship site. **The student, going abroad for internship should follow following code of conduct and disciplinary measures, along with general instructions.**

- The students should be aware of their obligation to act within the limits of their knowledge and competencies and within the role prescribed for them as interns.
- The students should identify any confidentiality, non-disclosure and/or non-compete, licensing, research ethics, data privacy and security, etc. with which the student and/or the participating institution and organizations are required to comply.
- The faculty mentor will be the SPOC for the students during their internship tenure. The student should coordinate with them at regular intervals for better understanding and coordination.

## 9. Annexures

- a) NOC for Off-Campus Internship **Annexure – A**
- b) Confirmation Letter (To Industry/Organization) **Annexure – B**
- c) Joining Report (to be shared by the student within a week of joining any organization) – **Annexure – C**
- d) First Assessment Report (To be filled by the Student and the Faculty Mentor) **Annexure – D**
- e) Mid-Assessment Report (Field Visit + Assessment Report -To be filled by Faculty Mentor) – **Annexure – E**
- f) Final Assessment -A Report (To be filled by Industrial Mentor). – **Annexure – F**
- g) Final Assessment -B End Sem. Report (to be filled by Evaluation Committee) – **Annexure – G**
- h) Final Marks Report – **Annexure - H**
- i) Student Feedback Form (To be filled by Students after Internship completion) **Annexure – I.**

**NO OBJECTION CERTIFICATE**

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

To,

.....  
.....  
.....  
.....

Dear Sir/Madam,

This is to certify that Mr / Ms ..... Roll No..... is a bonafide student of B.Tech. 5th Semester, of .....Engineering at National Institute of Technology Kurukshetra. Industrial internship/ research project is essential for the students in the 6th semester as per the UG curriculum. For continuous monitoring and evaluation, each student is assigned a faculty mentor in his/ her department. Moreover, one field visit is also managed by the concerned faculty mentor. It is required to have at least one mentor from your organization broadly for the following purposes:

- To assist student in defining the objectives of the internship with proper timeline.
- To guide and keep a record of student’s work carried out during internship.
- To interact with the faculty mentor during his field visit for the midterm evaluation.
- To email assessment report to the faculty mentor after successful completion of the internship.

You are requested to allow Mr / Ms..... to do internship/research Project for the duration of 18 to 22 weeks (January 2021 to June 2021) at your esteemed organization. Your efforts in this regard will positively enhance knowledge and practical skills of the students. Your cooperation will be highly appreciated.

In anticipation of a propitious response.

Authorized Signatory  
(T&P Cell)

For more details, internship, please visit [https://nitkkr.ac.in/docs/UG%20Internship\\_Guidelines.pdf](https://nitkkr.ac.in/docs/UG%20Internship_Guidelines.pdf)



**CONFIRMATION LETTER\***

To

.....

.....

**Subject: UG Internship Confirmation letter**

Dear Sir,

Kindly refer your letter/e-mail dated..... on the above cited subject. As permitted by your good self the following students will undergo 18 to 22 weeks Internship in your esteemed organization.

Sr. No.	Name of student	Roll No.	Branch	Faculty Mentor	Faculty Mentor Email ID

This internship being an essential part of the UG curriculum, the following guidelines have been prescribed in the curriculum for the internship. You are therefore, requested to please issue following guidelines to the concerned manager/Industrial Mentor.

Internship schedule may be prepared and a copy of the same may be sent to the faculty mentor.

- The attendance record should be maintained and the same will be shared with the faculty mentor.
- The faculty mentor will connect with industrial mentor for Industrial visit to evaluate student's performance.
- Each student is required to prepare Internship report under the supervision of industrial mentor.
- On completion of internship, the assessment report may please be forwarded to the undersigned in sealed envelope or Scanned copy to faculty mentor mail ID.
- The students will abide by the rules and regulation of your organization and will maintain a proper discipline with keen interest during their Internship.

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated and we shall feel obliged.

Yours sincerely,

Authorized Signatory  
(T&P Cell)

.....

**\*to be printed on letter head of T&P Cell**

**JOINING REPORT**

*(To be sent by student within a week of joining by Registered Post/scanned copy to the faculty mentor)*

- 1. Roll No. \_\_\_\_\_
- 2. Name \_\_\_\_\_
- 3. Name of the Project (s) \_\_\_\_\_
- 4. Name & Address of the Organization \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_  
E-mail (Concerned HR Officer): \_\_\_\_\_
- 5. Residential Address of the Student: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact / Mobile No. \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Stipend (If any) \_\_\_\_\_  
Any Other Facility provided \_\_\_\_\_  
(Like meals/ Accommodation/Conveyance etc.)

I hereby inform that I have joined the organization on \_\_\_\_\_ for the \_\_\_\_\_ semester.

Date:

Signature of the Student

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**CERTIFICATE BY THE INDUSTRIAL MENTOR/CO-ORDINATOR**

Certified that Mr/Ms. \_\_\_\_\_ has joined our organization for project semester.

Date:

Signature of the Coordinator  
(With Seal)

- 1.Name of the Ind. Coordinator : \_\_\_\_\_
- 2.Designation : \_\_\_\_\_
- 3.Phone No. : \_\_\_\_\_
- 4.E-mail : \_\_\_\_\_

**FIRST ASSESSMENT REPORT**  
(Submit the feedback for to your faculty mentor)

UG INTERNSHIP - FIRST ASSESSMENT	
Student Name:	Roll No:
Branch:	Faculty Mentor:
Host Organization & Address:	
Industry Mentor with email and contact number:	
Mode of interaction with student -	
Note - During the Internship tenure, the Student will work in the direction to achieve below mentioned milestones. It is mandatory to set at least 3 Milestones.(Interns should discuss with their faculty mentor before setting milestones).These milestones progress will also be discussed and evaluated during the faculty mentor field visit.	
Student Input	Faculty Mentor Comments
A1.	
A2.	
A3.	

Students Signature

Faculty Mentor Signature

**MID ASSESSMENT REPORT**

Department of .....

**UG Internship Session 2019-20**  
(Field Visit Report)

**Date of Visit:** .....

Name of Student: ..... Roll No. ....

Name of Organization .....

Address .....

Name of HR Person: .....

Phone No. : ..... Email .....

Name of Industry Mentor.....

Phone No. .... Email .....

Stipend ( if any ) .....

**BRIEF PROGRESS REPORT**

i) Topic/Title of the Project.

.....

ii) Type of Project .....

Details of Project Assignment

.....

.....

.....

.....

.....

.....

Assistance required from the

Institute.....

.....

Response from the Industry/Remarks of Industry Coordinator

.....

.....

.....

Remarks of the Faculty Mentor

.....

.....

.....

(Signature of Faculty Mentor)

Name : .....

Designation : .....

(Signature of Industry Mentor)

Name .....

Designation .....

UG INTERNSHIP - FIELD ASSESSMENT (by Faculty Mentor)	
Student Name:	Roll No:
Branch:	Faculty Mentor:
Host Organization & Address:	
Industry Mentor with email and contact number:	
Mode of interaction with student -	
Recommendation – The industrial mentor, faculty mentor and the student should sit together and evaluate the efforts put be the students to achieve the Milestones set during the first assessment.	
Outcome ( refer the first assessment milestone)	Faculty Mentor Assessment
A1.	
A2.	
A3.	

Industrial Mentor Remarks

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Student Signature

Faculty Mentor Signature

Date: \_\_\_\_\_

**FINAL ASSESSMENT (A) REPORT**

*(to be filled by industrial mentor)*

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Roll No. \_\_\_\_\_

Industrial Mentor: \_\_\_\_\_ Title \_\_\_\_\_

Organization Name: \_\_\_\_\_

Dates of Internship: From \_\_\_\_\_ To \_\_\_\_\_

**Please evaluate the intern on the basis of top 6 relevant metrics from the below mentioned table.**

<b>ASSESSMENT MATRIX</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Technical Knowledge((refers to knowledge, clarity of fundamentals, and latest development))					
Job Knowledge (refer to the ability to generate new and practical ideas for improvement of systems and operations related to the job).					
Work Quality ( refer to the value of work delivered by the student, accuracy and competency level)					
Interpersonal Relationship (refers to ability to work harmoniously with superiors and subordinates)					
Problem Solving Skills (refer to the involvement to find best alternative for any problem)					
Communication Skills (refer to the way of expression/ communication/ presentation of idea/thought					
Professional Attitude (refer to the way of handling the problems)					
Regularity And Punctuality (toward assigned tasks)					
Time Management (complete task in given time frame)					
Adaptability To New Environment (refers to the ability to acclimatize with new work environment/culture)					

Remarks/Suggestion for the Institute (Can be related to academic curriculum/Core subjects etc.)

Signature of the Industry Mentor \_\_\_\_\_

**FINAL ASSESSMENT -B (END SEMESTER)**

<b>FINAL ASSESSMENT – B (End Semester)</b>	
Student Name:	Roll No:
Branch:	Evaluation Committee:

<b>ASSESSMENT METRIX</b>	<b>Excellent 8</b>	<b>Good 6</b>	<b>Fair 4</b>	<b>Average 2</b>	<b>Poor 0</b>
Application of Engineering Principles and software/mathematical tools/Latest technology					
Quality of the report writing(layout, structure, written and graphical material, referencing)					
Presentation Skills					
Innovation and understanding (level of difficulty, innovation and understanding of work completed)					
Outcomes (results, conclusions and learning outcomes achieved)					

Specific Remarks, if any:

--

Signature of the Evaluation Committee

**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA**  
**Final Marks Report**

Program: B. Tech.

Semester: 6th

Course Code: \_\_\_\_\_

Branch: \_\_\_\_\_

Title: (Internship / Industrial Training / Project Work)

Session: \_\_\_\_\_

Sr. No.	Roll No.	Marks						Grade
		Internal Evaluation				External Evaluation		
		First Assessment (10)	Mid Assessment (20)	Final Assessment -A (30)	Total (60)	Final Assessment -B End Semester (40)	Total (100)	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Signature of the Faculty Mentor

Signatures of the Evaluation Committee

Signature of the Course Coordinator



**STUDENT FEEDBACK FORM**

*(to be filled after completion of internship)*

Student Name: \_\_\_\_\_ Branch: \_\_\_\_\_ Roll No: \_\_\_\_\_

Internship was: Paid \_\_\_\_\_ Unpaid \_\_\_\_\_

Organization Name: \_\_\_\_\_

Faculty Mentor: \_\_\_\_\_

Dates of Internship: From \_\_\_\_\_ To \_\_\_\_\_

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study? \*

Yes, to a large extent    Yes, to a slight extent    No, not related at all

Rate the organization in term of quality of projects offered to you during the internship tenure? \*

Excellent                       Good                                       Large Scope of improvement

Were you given responsibilities that enabled you to apply the knowledge and skills you are learning through institute course work? \*

Yes                                       No

Were you allowed to take the initiative to work beyond the basic requirements of the job? \*

Yes                                       No

Did the Organisation and/or industrial mentor work with you regularly? \*

Yes                                       No

Would you recommend this internship to other students? \*

Yes                                       No

Briefly note new skills, techniques and knowledge gained in this position. \*

Submit