



Engineering Internship Final Presentation



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OBJECTIVES

- ▶ Will expose students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- ▶ Provide possible **opportunities** to learn, understand and sharpen the real time technical / managerial skills.
- ▶ Exposure to the current technological developments relevant to the subject area of training.
- ▶ Learn to apply the Technical knowledge in real industrial situations.

OBJECTIVES (Cont.)

- ▶ Gain experience in writing Technical reports/projects.
- ▶ Expose students to the engineer's responsibilities and ethics.
- ▶ Expose the students to future employers.
- ▶ Understand the social, economic and administrative considerations that influence the working environment of industrial organizations.
- ▶ Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

BENEFITS OF INTERNSHIP

Benefits to the Industry

- ▶ Availability of ready to contribute candidates for employment.
- ▶ Students bring new perspectives to problem solving.
- ▶ Visibility of the organization is increased on campus.
- ▶ Quality candidate's availability for **temporary or seasonal positions and projects**.
- ▶ Freedom for industrial staff to pursue more **creative projects**.
- ▶ Proven, cost-effective way to **recruit and evaluate potential employees**.
- ▶ Enhancement of **employer's image** in the community by contributing to the educational enterprise.

BENEFITS OF INTERNSHIP

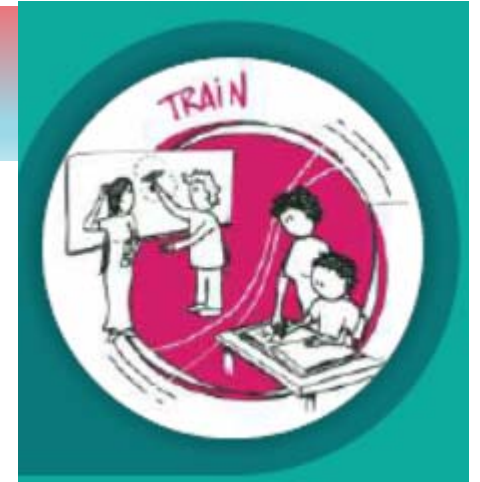
Benefits to the students

- ▶ Opportunity to get hired by the Industry/ organization.
- ▶ Practical experience in an organizational setting.
- ▶ Helps to decide if the industry and the profession is the best career option to pursue.
- ▶ Opportunity to learn new skills and supplement knowledge.
- ▶ Opportunity to practice communication and teamwork skills.
- ▶ Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup.
- ▶ Opportunity to meet new people and learn networking skills.

BENEFITS OF INTERNSHIP

Benefits to the institute

- ▶ Build industrial relations.
- ▶ Makes the placement process easier.
- ▶ Improve institutional credibility & branding.
- ▶ Helps in retention of the students.
- ▶ Curriculum revision can be made based on feedback from Industry/ students.
- ▶ Improvement in teaching learning process.



Why Are Summer Internships Important?

- ▶ 1. Discover the real world
- ▶ 2. Create your network
- ▶ 3. Top up your resume
- ▶ 4. Earn university credit
- ▶ 5. Test your career plan
- ▶ 6. Gain confidence



INTERNSHIP GUIDELINES

- ▶ **Step 1:** Request Letter/ Email from the office of Training & Placement cell of the college should go to industry
- ▶ **Step 2:** Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email.
- ▶ In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Training & Placement.
- ▶ **Step 3:** Students on joining Training at the concerned Industry / Organization, submit the Joining Report/Letters / Email.

INTERNSHIP GUIDELINES (Cont.)

- ▶ **Step 4:** Students undergo industrial training at the concerned Industry / Organization. In-between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in department office/TPO with the consent of Industry persons/Trainers.
- ▶ **Step 5:** Students will submit **training report** after completion of internship.
- ▶ **Step 6:** Training Certificate to be obtained from industry.
- ▶ **Step 7:** List of students who have **completed their internship successfully** will be issued by Training and Placement Cell.

Internship Report

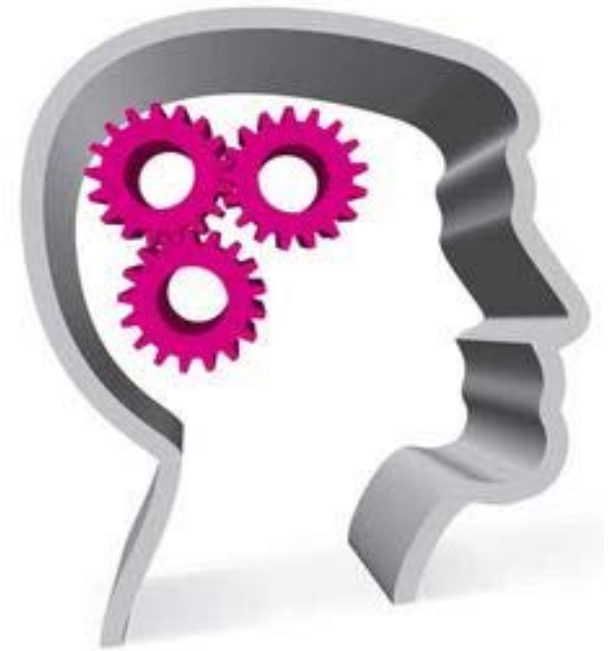
The Internship report will be evaluated on following criteria:

- ▶ Originality.
- ▶ Adequacy and purposeful write-up.
- ▶ Organization, format, drawings, sketches, style, language etc.
- ▶ Variety and relevance of learning experience.
- ▶ Practical applications, relationships with basic theory and concepts taught in the course.



Ideas for improvement

- ▶ Intern-specific orientation
 - Give better understanding of program
 - Increase interaction across departments
 - View internship final presentations
- ▶ Cross-department updates
 - Periodic update on what others have been working on
- ▶ Advice from former interns



Formats

FORMAT1. STUDENT INTERNSHIP PROGRAM APPLICATION

Complete and submit to the TPO/ Internship Program Coordinator. Type or write clearly.

1. Student Name:			
2. Campus Address:		Phone:	
3. Home Address:		Phone:	
3a. Student email address:			
4. Academic Concentration		5. Internship Semester: _____ Year.	
6. Overall GPA:			
9. Internship Preferences			
	Location	Core Area	Company/ institution
Preference-1			
Preference-2			
Preference-3			
Faculty mentor Signature: _____ Date _____.			
Signature confirms that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her Advisor..			
Student Signature: _____ Date _____.			
Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program			

Request Letter

To

The General Manager (HR)

.....

.....

Subject: REQUEST FOR 04/06 WEEKS INDUSTRIAL TRAINING of M.Tech/4 years Degree Programme,

Dear Sir,

Our Students have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years.

/ (For first time industry) You must be aware that AICTE has made internship mandatory for all technical education students.

In view of the above, I request your good self to allow our following _____ students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

S. No.	Name	Roll No.	Year	Discipline

If vacancies exist, kindly do plan for Campus/Off Campus Interview for _____ batch passing out students in above branches. CHECK THIS

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Training & Placement Officer

Relieving Letter

To

.....
.....

Subject: Relieving letter of student and Industry.

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 Industrial Internship in your esteemed organization under your sole guidance & directions:

S.No.	Name of Students	Roll No.	Branch

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

1. Internship schedule may be prepared and a copy of the same may be sent to us.
2. Each student is required to prepare Internship diary and report.
3. Kindly check the Internship diary of the student daily.
4. Issue instruction regarding working hours during training and maintenance of the attendance record.

You are requested to evaluate the student's performance on the basis of grading i.e. Excellent, Very Good, Satisfactory and Non Satisfactory on the below mentioned factors. The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

S.No.	Name of Students	Evaluation Ranking
a	Attendance and general behaviour	
b	Relation with workers and supervisors	
c	Initiative and efforts in learning	
d	Knowledge and skills improvement	
e	Contribution to the organization	

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.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on dated..... along with a copy of this letter.

Yours sincerely,

Training & Placement Officer

How to write a cover letter for an internship

- ▶ State the exact role you're applying for
- ▶ Use the right keywords
- ▶ Include your relevant coursework
- ▶ Call out relevant skills
- ▶ Explain why you're a good fit for the internship
- ▶ Describe what you feel you would gain from the internship
- ▶ Review your cover letter before sending

Write an Email Asking for an Internship

- ▶ Create a professional email address



- ▶ Research the company



- ▶ Find a mutual contact
- ▶ Determine the recipient

- ▶ Be specific with your subject line

Sample Internship Cover Letter

Dear Mr. Smith,

I am submitting my resume for consideration for the summer application design internship program at ABC Company. Given the skills and experience outlined in my enclosed resume, I believe I will be a worthy asset to your team.

In my three years at XYZ College, I've completed a great deal of coursework on cutting-edge design trends and best practices, including Principles of User Experience Design and Mobile Application Design, where I learned and applied skills such as user journey mapping, application wireframing and designing software for a variety of mobile devices and operating systems.

In addition, I spent the past semester volunteering my time with a local non-profit that collects donated clothes and furniture and redistributes it to families in need. I helped the web team update and re-launch an application that allows people in the community locate nearby drop-off points and schedule pick-ups.

Finally, my two years working as a barista at the student center has taught me the importance of building a convenient and memorable consumer experience that aligns with the brand. It also helped me grow my skills in team collaboration, verbal communication and project leadership.

I believe I would make an excellent addition to your team. This internship would help me grow my real-world experience in the technology industry and help me further develop and refine my application design skills.

I look forward to hearing from you!

*Sincerely,
Erica Garcia*

Thanks for a great participation!



Questions?

