

## Symbiosis School for Liberal Arts - Internship Overview Document for Students

### **Internship Outlook**

The internship is a necessary component of the 4 year undergraduate degree program at the Symbiosis School for Liberal Arts (SSLA), Pune. Official requirement and credit information is provided in detail in the 'Requirements & Credits' section below. Apart from satisfying the official required internship time and work, SSLA encourages students to take up internships during their summer break and winter break if possible.

SSLA believes that exposure to varied work environments is important for the growth and evolution of a student, especially those due to graduate within the next two years. Exposure to working styles, along with the opportunity to be involved with an active company / organisation gives students a taste of what they should expect once they graduate from SSLA and enter their chosen careers / higher education.

SSLA does not push any particular sector of industry and treats work experience in any field or sector, whether it be for profit or not-for-profit, as equivalent.

### **Internship Placement Process**

If you're a student and wish to get an internship while studying at SSLA, here are the different ways in which you may go about doing so::

1. Through the SSLA Career Cell
  - a. Contact the career cell at [careercell@ssla.edu.in](mailto:careercell@ssla.edu.in). In your email, please specify the following:
    - i. Your Full Name
    - ii. The SSLA batch to which you belong
    - iii. After which semester you wish to do your internship
    - iv. How long you wish to intern for (requirement is two months)
    - v. Your major & minor at SSLA
    - vi. Industry within which you wish to intern (if decided)
2. Through your family & Friends
  - a. Family and friends are often a great help when it comes to securing an engaging internship. A personal connection with the organisation you intern at often translates into broader exposure when at the workplace.
  - b. One way to go about this is to send out an email to all your family and friends informing them of your internship plans. Ask whether anyone would be able to help you out.
3. On your own
  - a. In you know which industry you want to work in and you are able to identify a number of organisations you would like to intern at, you could take the initiative and send them an email / give them a call. Express your desire to intern with them and explain to them what value you could bring to their organisation.
  - b. SSLA will help you out in any way it can with regard to this. We could give you letters of recommendation and could also communicate with the organisation on your behalf.

### **Requirements & Credits**

The official Symbiosis School for Liberal Arts internship requirements are as detailed below:

**Requirements:**

- 2 months of work for 4 credits
  - Students are required to complete a two month internship during their program at SSLA. They are awarded 4 credits for the same. Interning for a fewer number of weeks and accepting lower credits is not an option. Extra credits may be awarded for work done above the stipulated two months, but these are not guaranteed and will be awarded on the discretion of the institute. Students may choose to split their internship into two blocks of one month each, at the same or different organisations.
  - Internship Letter - The intern is required to secure a letter from the organisation he / she is working at. This letter should list out the terms of the agreement worked out between the interning student and the organisation itself. The terms would include the number of days / weeks spent at the organization, number of hours worked per day and the kind of work done.
  - Students are expected to maintain a professional work ethic while at the organisation of work. This is to be attested to by the concerned person at the organisation itself. The internship letter mentioned above will be testament to this.
  - Students are required to maintain a weekly journal. This journal must include details of the type and amount (in hours) of work done during the week gone by.
  - Internship Presentation / Report - Students must deliver a presentation on the work that they did during their internship and must submit a copy of the same to SSLA. The presentation and report are both due by the 30th of March, semester six.
  - Viva - Students will have to sit for a viva based on their internship work, report and presentation.

**Get in touch**

For further information on internships while at SSLA, and to access various required forms, formats and documents, please [click here](#). You may also email us at [careercell@ssla.edu.in](mailto:careercell@ssla.edu.in)