

Internship Policy

IISD was founded in 1994 by young talented, enthusiastic, like minded and experienced persons to undertake various social and developmental activities in rural and urban areas. Vision of IISD to help and transform the underprivileged and downtrodden sections into equitable and knowledgeable society with growth opportunities for everyone through community sharing and caring" **IISD** has emerged as a leading NGO in north India working for sustainable livelihood of small, marginal and women farmers. The main thrust of its activities is around sustainable (ecological) agriculture. Other livelihood related intervention areas of the organization are environment and health, natural resource management and disaster management. Working directly with the communities, action researches, participatory planning and community-monitoring, advocacy and networking are a few key modes of intervention, **IISD** has adopted in its activities. The institute seeks to identify and contribute to the solution of the environmental and social developmental problems of the state, national and/or of international importance. The institute works mainly in the field of action oriented work, training, experimentation, welfare and developmental efforts which are innovative in nature

Issues, we work on:

With a view to its vision and achieve the objectives, **IISD** conducts research and evaluation studies, organises training programmes and provides documentation and identification services and prepares status reports in the areas mentioned in the objectives. It also provides consultancy to governmental and non-governmental agencies in planning, promotion and implementation of environmental and social policies and programmes. In addition, the institute collaborates with international, national and state level organisations, research institutions, universities, technical bodies and other organisations. At the ground level, the interventions are in the following programmatic area:

- Rural Development
- Health and Sanitation
- Women Empowerment
- Youth Issues
- Income Generation
- Environment Education
- Organic Farming

In addition there are a couple of other issues, which do not fall in the above programmatic sectors, but are critical to meet needs of the community it works.

Area of Work:

At present **IISD** is working in Uttar Pradesh and is willing to extend its activities all over India and neighbouring countries, through its branch offices which would be established

in any part of the country or the neighbouring countries as and when required. Grassroots work of the institute is, however, concentrated in five districts (Lucknow, Barabanki, Unnao, Sitapur & Bahraich), 12 development blocks and 165 villages of Uttar Pradesh, India.

Internship Program:

The internship program at IISD is designed to provide hands on experience to the students of the real challenges faced in the various facets of rural development. During the course of internship, students put into use their academic learning for real life contexts. Interns obtain experience in their field of study and acquire skills which are helpful in their professional life.

In order to attract motivated and talented students & other interested individuals to work in the fields of health, livelihood, agriculture, youth, adolescents and women in India has initiated an Internship Programme. The objective of the internship programme is given below:

1. to provide a framework by which graduate and post-graduate students, from diverse academic backgrounds may work in the organization for a short period of time to enhance their educational experience through practical work assignment; and
2. to provide the different institutes staff members with the assistance of highly motivated and talented students to execute work in key thematic areas in health, livelihood, agriculture, youth, adolescents and women. Under this internship program, interns with good analytical and research aptitude and capable of hard and diligent work under the guidance of Institute's faculty/staff/experts will be selected.

Eligibility:

IISD welcomes interns in the following areas: Rural development, Social Work, Science/Governance, Mass Communication, Women's Studies, Education, Law, Agriculture, Community Health, Environmental Science, and Human Rights. Masters degree students, Masters Degree holders, and those who have completed a Bachelors degree are eligible to apply with following criteria as given below:

Application Process:

An applicant should study IISD's website, www.iisdindia.org, and identify areas of IISD's work that are of interest. To apply, submit the following documents by E-mail / post for internships the following summer:

- Curriculum Vitae
- Statement of purpose
- Proposed area of research at IISD
- Two academic references
- Applications for the Internship Programme must be duly forwarded by the Principal/Dean/Registrar of the College/University/Institution, in which the student is currently studying.
- A commitment of at least one month internship and full time work from the intern.

Selection Process :

- The duly filled-in application form for the Internship Programme, in the prescribed format shall be sent by the students to the Director, IISD by Email. The E-mail address is: sunit31@gmail.com or By Post, addressing to the Director, IISD, A-89, Kamla Nehru Nagar (Opp. Sai Mandir), Khurram Nagar, Lucknow-226022, UP.
- Director and team will review internship applications for the following Internships and get back by the email/post to applicant.

Documents to be submitted by the Interns:

1. External Documents:
 - (i) A letter from the college /institution for internship;
 - (ii) Statement of intent indicating proposed work;
 - (iii) A resume showing academic accomplishments, work experience, language studies, volunteer experience etc. Please include the email address and tel. numbers.
2. Internal Documents:
 - (i) The recommendation of the concerned coordinator/supervisor or Director, taking the intern.
 - (ii) Terms of Reference for the project.

Duration:

The duration of the internship will be :

1. Minimum period : 1 month
2. Maximum period: one year.

Terms of Internship:

- I. The terms of an internship will be spelled out in the letter of invitation. No Stipend will be paid as per current Policy in office.
- II. If the internship includes fieldwork, facilities such as transportation, field staff support and accommodations in the village guest house will be not provided to the intern.
- III. Depending on project priority and available resources, IISD may offer travel and food to interns relocating from office to field or other parts of state, India.
- IV. For the specified and approved field visits, as part of the internship work, the Director will facilitate the procurement of necessary permission and other documents and will liaise with the concerned project coordinator or any other staff of institution. However, the costs/expenses on travel, lodging and board and field expenses for project work, if any will have to be borne by candidate.
- V. There will be a person, mentor or staff responsible for each Intern, so detailed by the project. He/ She will be authorized for approving their travel, leave etc.
- VI. Candidates admitted to IISD for above mentioned internship will not normally be issued any equipment. If for any purpose, the equipment is issued to them, the same is to be well used and returned to IISD in good condition.

- VII. IISD will not be responsible for any casualty/mishap including any type of accident and resultant death or injury to body or any other type of loss of property etc, to the candidate while staying at IISD office or in field or during tour/transit. A bond to this effect has to be filled and signed by the intern, the format of which will be available with concern staff.
- VIII. Candidates will be eligible to have access to computer, official equipments and library.
- IX. The cost of photocopying for personal papers will have to be borne separately as per the prevailing rate of the admin.
- X. IISD will not provide any medical facility to the above interns. It is advised that the interns may obtain their individual insurance (life, accident and medical) to cover any exigencies. No medical bill of the intern(s) will be reimbursed by the organization.
- XI. IISD does not provide any relocation or moving related reimbursements. After satisfactory internship performance and submission of the final report, an intern will receive a certificate issued by his/her direct supervisor/Director.
- XII. IISD may terminate the internship of a candidate at any time, if he/she is found defaulter in any rules/regulations of the organization.

Conduct:

- 1. The intern will have to give an undertaking in a prescribed format for any loss, damage or mishap happening to the intern himself/herself while working at the office or field or during tour/transit.
- 2. The intern himself/herself will be responsible for the proper conduct, and the admission will be cancelled if the intern is found to disobey IISD's rules, norms, guidelines, and indulges in any unwarranted activities, which harm organisation's reputation.
- 3. In general, interns will have to follow the rules and policy as applicable for employees of IISD.

Orientation of the Intern:

- I. Welcome and orientation with the Director and key staff to discuss IISD work and the internship expectations.
- II. Introduction to Administration and Finance, completion of formalities and briefing the rules and regulations of the office.
- III. Planning session with the project staff/supervisor and discussion of project conduct.
- IV. General introduction on rural development in India, with a detailed overview on the social, cultural and economic environment of IISD's work area.
- V. Sharing of relevant documents, publications, films and documentaries.
- VI. Orientation at the field offices and a village visit.
- VII. IT orientation on the network and email systems, safety precautions against virus, downloading norms and any other relevant information.

Project work for Interns & Supervision:

- The relevant topic/ project for work by intern, if being accepted, will be jointly by the concerned staff and the candidate, and will be based on the availability of such project work
- IISD will assign a project supervisor. Questions about research to be conducted prior to the start of the internship can be directed to him/her.
- Interns will work out an internship plan in conjunction with the supervisor.
- The supervisor and intern will meet according to a supervision schedule.
- The intern will prepare mid-term and final reports on the project.
- A certificate/letter of work/appreciation may be given to an intern once the supervisor has found the final report acceptable.

What's Expected of the Intern:

1. The interns will be required to keep a notepad/paper to record activities, learning, inputs and/or gaps with theoretical perspectives.
2. A 15-20 page paper/ PPT presentation/ paper/research/ document/report/ will be required at the end of the internship, describing in detail the internship experience, evaluation of personal growth as well as address any relevant theoretical and /or applied issues. A five minutes presentation to the IISD staff, on the project work done by them is also required from the intern at the end of Internship.
3. Final document/ PPT presentation/ paper/research/ document/report/ will be submitted in IISD office.
4. Interns will be provided with an internship evaluation form to submit within 10 days of completion of the project

Exit Interview with Director:

Upon completion of their projects, the interns are required to hand over charge to his/her supervisor. The Director will hold an exit interview at the time of departure of the interns.

Foreign Students:

The foreign students could also apply for internship, on the projects, related to aforesaid issues/area/project, at Uttar Pradesh, India. The process for submission of applications, provision of inputs from IISD on various possible projects for foreign students and the intern selection process will remain the same, as for internal candidates. However, if any regulatory issues will arise with regard to internship by foreign students, the same will be met by Director.