

Student Workshop & Internship Program Guide

AK Smart Solution

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ABOUT THE PROGRAM

Workshop & Internships at the State of India are positions providing students with practical experience. The department can offer internships to students as volunteers or for academic credit. Departments employ interns during the college year and also in the summer. Students can earn work experience by participating in an internship.

Interning in a field of choice will stand out on a student's resume and help them with their job search after graduation. Participating interns gain on-the-job training that integrates education, career development and public service, while agencies hosting interns benefit from the contributions of creative and innovative students.

Everyone a student meets during the course of their internship is now a contact. These people can help guide their career path as they make their way into the business world. These people know other people in the industry as well and can provide introductions. The fellow interns they meet may also become great contacts in the future.

All students should explore the possibility of earning academic credit through their college.

Workshop cum Internship (Conditions)

1. Interns cannot displace regular employees.
2. Interns are not guaranteed a job at the end of the internship
3. If the employer and the interns understand that the interns are not entitled to wages during the internship period.
4. Interns' training must primarily benefit them, not the company.

Why Workshop is necessary for Internship?

Workshop will contains guidelines to be follows in internship and required technical skills to complete projects successfully.

Internships allow students the opportunity to apply their knowledge and skills in a professional setting while still in college. Internships offer carefully planned and monitored work experience with the goal being to gain additional knowledge from on the job exposure.

Internships may also be part of an educational program in which students can earn academic credits from their college. Internships may be arranged independently from the curriculum in which students would gain work experience only.

Benefits to Department

- Immediate assistance to support projects
- Students will provide new ideas and viewpoints
- Salary Savings = No cost to department
- Effective public relations ambassadors for department; Recruitment and Workforce Planning
- Department/University ties are strengthened and communication is improved
- Permanent State employees can be relieved from performing minor or routine tasks allowing them to perform higher priority work
- Students energize a workplace with their enthusiasm and desire to learn

Benefits to Students

- Career related experience
- Gains practical knowledge
- Opportunity to explore career avenues
- Valuable work experience for their resumes
- Potential to earn academic credit
- Increased self-confidence
- Enhances conventional classroom learning methods
- Obtain references from co-workers

Duties

INTERNSHIP COORDINATOR

- The Internship coordinator will: Conduct on-campus recruiting to ensure students are aware that the department is offering internship opportunities
- Advertise the department's recruitment opportunities
- Coordinate the recruiting and screening of year-round intern applicants
- Assist in the selection of interns
- Promote internship opportunities within the department
- Serve as the contact regarding the department's internships
- Review and revise the department's internship procedures as needed
- Serve as a liaison between intern supervisors and colleges

INTERNS

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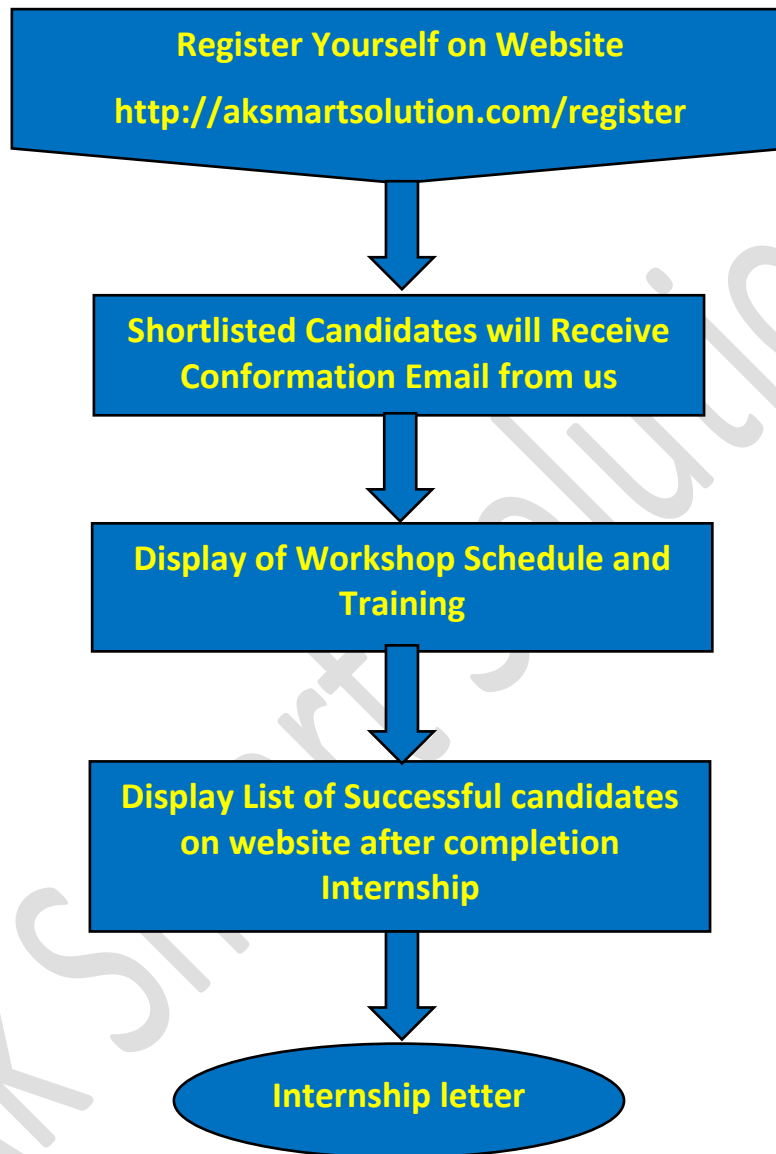
How to Begin

Interns should:

- 1) Analyse their skills, values and interests to determine the location and working environment desired.
- 2) Check with their department for college/department qualifications and requirements on academic credit.
- 3) Prepare a resume and cover letter and have them critiqued at their career centre.
- 4) Network with alumni, college professors, friends, and family.

How to Apply

Internships are advertised on a department's website (www.aksmartsolution.com), at Student Internship Positions. Please follow the directions on each individual internship flyer.



Responsibilities

Interns should:

- Adhere to agency policies, procedures, and rules governing professional behaviour.
- Be punctual, and work the required number of hours at times agreed to by the intern and their supervisor.
- Notify their supervisor if they are unable to attend as planned.
- Behave and dress appropriately to the particular workplace.
- Respect the confidentiality of the workplace, its clients and its employees.
- If things are slow, take the initiative and volunteer for different tasks or other work.
- Discuss any problems with their supervisor and, if necessary, with the Internship coordinator at the department.

SUPERVISING AN INTERN

An intern must have a designated site supervisor who is responsible for providing orientation and supervision. This should be someone who will be available to the student on a regular basis, and who possesses expertise in the area in which the intern will work. Even if the intern will rotate through various departments in order to gain broad-based experience, there still should be a single overall supervisor who oversees the internship as a whole. When choosing a supervisor, it is important to choose someone who is interested in working with college students; has the time to invest in the internship, especially during the first few weeks; and possesses qualities such as leadership, strong communication skills, and patience.

Because an internship is defined as a learning experience, proper supervision of the intern is essential. The supervisor serves as a teacher, mentor, critic, and boss. Ongoing supervision of the student intern is the key to the success of the internship. This is especially true for students who do not have extensive work experience. Acknowledging and identifying the different expectations between the workplace and school can help interns make a successful transition to the world of work.

An effective method of intern supervision is to have a set time (bi-weekly is recommended) to meet with the intern to review progress on projects, touch base, and provide feedback. Some supervisors do this over lunch; others choose a more formal setting.

The supervisor will oversee and assign the student intern's work. Supervisors will need to monitor the intern's time and submit an intern evaluation form provided by the intern's college for those receiving academic credit. The intern supervisor will also provide the student with a letter of recommendation

Student Work Schedules

Workshop & internships are available during the winter, spring, summer and fall semesters/quarters. Work schedules will be flexible depending upon individual office requirements and whether or not the student is interning for credit (academic credit is obtained by fulfilling the college's predetermined number of hours). Applicants should be able to work at remote location a minimum of 5-25 hours per week.

Training /Workshop

Training is as important as supervision. Establish a training program that will give the intern a clear understanding of what is expected, and include information about the duties that will be supervised and evaluated.

Following topic will cover during workshop

- Introduction to Software architecture
- Cloud computing
- AWS Solution Architect
- Linux Course
- Python 3.6

Internship Completion

An internship should have a clearly stated end date that is identified before the internship begins. Completing a formal evaluation process such as the one described above can help both the site supervisor and the intern bring closure to the experience. A letter of recommendation from the Intern supervisor shall be given to the intern on the last day of work.

At the end of successful completion internship each intern will receive internship letter from AK smart Solution PVT LTD. The student Intern will evaluate the overall internship experience. The evaluation form must be returned to the internship coordinator.

Note:-Duration of internship will be 6 moths.

Student Internship Positions (listing on website)

After successful completion of workshop and Internship candidates list will display on our website.

<http://www.aksmartsolution.com>

INTERNSHIP APPLICATION FORM**Full Name:-** _____**Address :-** _____**Mobile number:-** _____ **Gender:-** _____**Branch:-** _____ **Diploma/Degree:** _____**Technical skills:** _____**Area of Interest:** _____**Current College/University:-** _____**College Address:-** _____**City:** _____ **State:** _____ **PIN:** _____**Email Id:-** _____**College Internship Coordinator:** _____**Date: / /2019****Signature**

CONTACT INFORMATION

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Thank You!!

NOTE:-It's paid Workshop with cost rupees 6000 for Diploma Students and Degree Students.