**Instructions – This form (A) is to be filled by students prior to registration for the subject (Internship in Information Systems)**

**DEPARTMENT OF INFORMATION TECHNOLOGY UNIVERSITY OF SRI JAYEWARDENEPURA**

**FORM A - INTERNSHIP INSTRUCTIONS**

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| Surname |  Click or tap here to enter text. |
| First Name / Other Names | Click or tap here to enter text. |
| Reg. No. (MC) | Click or tap here to enter text. |
| Index No. (CPM) | Click or tap here to enter text. |

**Instructions for the Students**

1. The approved Internship Organisation List is provided on the [Department Website](https://mgt.sjp.ac.lk/itc/internship-and-career-guidance/). Students are encouraged to consider an organisation from this list. You cannot apply for an organisation that is not on this list without prior approval via email from the Internship Coordinator (i.e., if you wish to apply for an organisation which is not on this list, please contact the Internship Coordinator).

2. Internship in Information Systems is a course that requires you to apply the knowledge, skills, and professional attitudes acquired across subjects followed within the degree programme. As such, interns are only permitted to undertake internship placements that utilise competencies obtained within the degree, specifically in relation to Information Systems.

3. Students will be onboarded to the Internship Management System (IMS) by the first week of the second semester of their final year. This facilitates the issuance of automated letters supporting internship applications, when such letters are required to be submitted to an organisation. All students undertaking internships will need to generate this letter for any organisation with which they seek an internship. The Research Supervisor allocated to the student will also serve as their Internal Internship supervisor, unless otherwise communicated via the Internship Coordinator. (This data will be visible in the system.)

4. Students are not permitted to commence their internship until the official start date is announced by the Department (usually within the first semester of the final year). Any student who begins work prior to this date will be deemed to have commenced without departmental approval, and such periods will not be counted towards the required internship hours.

5. During this preparatory period, students are permitted to apply for internships from the organisation list mentioned in #1 above, as well as participate in selection processes, including tests and interviews. However, during interviews, they must clearly indicate the approved commencement date for their internship.

6. Once the organisation confirms selection for an internship placement (usually via email), the student is expected to complete the internship details in the IMS and submit them.

7. Students are expected to proceed with an approved Internship Agreement to commence their internship. They are required to maintain updated records of their internship in the IMS throughout the engagement period.

8. Once the Internship Agreement has been signed, the intern will be officially assigned an External Internship Supervisor (from the host organisation) as stipulated in the agreement.

9. At all times during the internship period, the intern must adhere to the Internship Guidelines published by the Department of Information Technology (DIT) in the Internship Guidelines Handbook.

10. The internship must cover a minimum total of 600 hours. A 40-hour cap is specified for weekly logs (approximately 4 months at a maximum of 8 hours per day and a 5-day work week); however, the host organisation may assign tasks beyond this limit.

11. Interns are expected to record daily tasks assigned and undertaken during the internship in the IMS. These entries must be made in the Daily Diary section of the IMS at the end of each working day, and the Daily Diary should be maintained in a professional manner.

12. The intern must obtain certification from the External Internship Supervisor on work completed, as recorded in the Daily Diary of the IMS.

13. Interns are required to communicate with their Internal Internship Supervisor at least once a month during the internship period.

14. Late submission of Progress Reports or incomplete Daily Diary records will be noted by the Internal Internship Supervisor and may result in penalties as determined by the Department.

# Declaration by the Intern

I have read the above instructions and hereby declare that I will follow the instructions fully. I am aware that failure to follow the above instructions as well as information in the Internship Guidelines Book, may lead to penalties determined by the department.

Signature of the Intern: Date: Click or tap to enter a date.