



S M Sehgal Foundation's Virtual Internship Policy

S M Sehgal Foundation ("Sehgal Foundation") is a public, charitable trust registered in India since 1999. Our mission is to strengthen community-led development initiatives to achieve positive social, economic and environmental change across rural India.

Sehgal Foundation's key programs are carried out with support from donors and partners in the corporate, government and social sectors and based on the most critical needs in villages that is water management, agriculture development and local participation and sustainability, Transform Lives *one school at a time*, and Outreach for Development. The interventions in these areas are supported by research and focus on gender equality and women's empowerment as cross-cutting themes.

Through research and dialogue, we design and deliver rural development interventions that create opportunities, build resilience and provide solutions for India's poorest communities to overcome their most pressing social, economic and environmental challenges.

Read about the founders of Sehgal Foundation in '*Seeds for Change: The Lives and Work of Suri and Edda Sehgal*' by Marly Cornell, now available as an eBook on Amazon.com: http://www.amazon.com/Seeds-Change-Lives-Work-Sehgal-ebook/dp/B00TXHX2JW/ref=sr_1_fkmr0_1?ie=UTF8&qid=1424726942&sr=8-1-fkmr0&keywords=seeds+for+change+by+marly+cornell

Read about the fifteen-year history of S M Sehgal Foundation's history in *Together We Empower: Rekindling Hope in Rural India* <https://www.amazon.com/Together-We-Empower-Rekindling-Rural-ebook/dp/B0182K6NBO>

Sehgal Foundation's Internship Program

The internship program at Sehgal Foundation is designed to provide a good experience to students of the real challenges faced in various facets of rural development. During the course of the internship, students put to 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.

An internship is offered for a specific project under the supervision of the Internship Coordinator and the guidance of one or more Project Supervisors. The duration of virtual internship will be two months. A list of virtual internship projects is available on <https://www.smsfoundation.org/>

An intern updates the Project Supervisor on her/his project progress through weekly/fortnightly web-meetings and submits a brief weekly report on the same as requested by the Project Supervisor(s). Towards the end of the internship, an intern makes a final presentation virtually on her/his project work to the staff and submits a detailed report during her/his final evaluation.



Eligibility

Students pursuing a project for a Diploma, Bachelors, Masters or higher degree are eligible to apply. Students of other academic disciplines relevant to the Sehgal Foundation's work are also welcome to apply.

Application and Selection Process

Application

Sehgal Foundation announces its internship projects on its website www.smsfoundation.org. Candidates should browse through the policies and list of projects on the Internships tab on the website Home page. Interested candidates can find a project of interest and draft a one-page abstract (reason behind selecting the internship topic and academic background/experience for doing the project) and submit the topic along with the following documents to the Internship Coordinator at internship@smsfoundation.org at least **two months** prior to the proposed project start date:

- Current copy of Curriculum Vitae
- Statement of purpose
- Two academic references

Applications will be reviewed by the prospective Project Supervisor(s) and will be evaluated based on the match between the academic background and the project, the match between the project and Sehgal Foundation's needs, and the level of motivation to contribute towards rural development. If a project is proposed by a student, the reviewers will assess the relevance of the proposed project to the Sehgal Foundation's work.

Students seeking to receive academic credit for their internship should specify this requirement in their application along with the name and contact details of their home institution's internship supervisor. If specific credentials are required for a supervisor to qualify, the applicant must mention those criteria.

Interview

Short-listed candidates are interviewed in person, telephonically, or virtually.

Selection

Successful candidates receive a formal letter of invitation to intern at Sehgal Foundation. The letter states the project title and the Project Supervisor(s).

Terms of Internship

The terms of an internship will be further spelled out in the letter of acceptance.

1. The interns are expected to go through the detailed internship policies and topics available on www.smsfoundation.org under the 'get involved section' >> Internship and Volunteer Projects.
2. Students work out an internship plan in conjunction with the Project Supervisor(s). This includes the content of the project, the methodology to be undertaken and project deliverables.
3. Towards the end of an internship, each student makes a final presentation virtually before staff members and is responsible for the submission of all final reports and documents to the Project Supervisor(s) and Coordinator.
4. At the end of the internship, an exit interview form will be sent to the interns to share their feedback and suggestions.
5. After a satisfactory internship performance and the Project Supervisor's approval, the Sehgal Foundation Coordinator will issue a letter of experience (if required) to the intern.
6. An intern must adhere to Sehgal Foundation's administrative policies. In case of any indiscipline or misconduct, Sehgal Foundation reserves the right to terminate the internship.



Internship Administration

The Internship Coordinator at Sehgal Foundation oversees the internship programme through performing the following tasks:

- Facilitating the application and selection process for interns.
- Orienting interns to familiarize them with the Sehgal Foundation's work, the area of intervention and their colleagues.
- Coordinating all communications with prospective/existing/former interns.

Orientation

Internship Coordinator/Project Supervisor virtually orients the new interns to familiarize them with Sehgal Foundation's work and to ease them into their roles.

- Welcome by the internship coordinator or project supervisor
- An overview of the Sehgal Foundation
- A briefing on the internship project by the project supervisor(s)
- Completion of formalities and a briefing on the rules and regulations of the Sehgal Foundation.

Project Supervision

- Sehgal Foundation assigns one or more Project Supervisor to every intern. At the beginning of the project, the student prepares a draft work plan with input from the Project Supervisor (see Terms of Internship above).
- The Project Supervisor(s) and intern meet virtually to discuss the project progress.
- Meetings are usually weekly/fortnightly (every two weeks), with email updates as needed in between.
- The intern prepares a project reports for review, feedback and approval by her/his Project Supervisor(s).

Exit Interviews

The departing intern is to complete a feedback form and submit it to the Internship Coordinator before the end of the internship project.

For further queries contact:

Internship Desk
S M Sehgal Foundation
Plot No.34, Sector 44, Institutional Area
Gurgaon, Haryana - 122003 (INDIA)
Tel: +91-124-4744100
Fax: +91-124-4744123
Email Id: internship@smsfoundation.org
Website: www.smsfoundation.org