

Manual for BS Internship

Code No: 9464



Department of Sociology
Faculty of Social Sciences & Humanities
ALLAMA IQBAL OPEN UNIVERSITY

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Allama Iqbal Open University Islamabad

1. INTRODUCTION

After completing the core and compulsory courses of the BS Sociology program, students are required to complete a six-week internship in a relevant organisation. This internship is designed to enable students to apply theoretical sociological knowledge to real-world social settings and practices. The organisation selected should be well-established, preferably working in the social sector, such as a non-governmental organisation (NGO), a research institute, a community development agency, or a government social welfare department. Upon completion of the internship, students are required to submit a draft internship report to the Department of Sociology. If the report does not meet the prescribed academic and formatting standards, the student will be required to revise it, considering feedback from the supervising faculty member and resubmit the improved version.

1.1 Internship

The internship is a structured learning arrangement that requires a student to work in a relevant organisation for a specific period after completing a sufficient number of degree courses. The main objectives of the internship in sociology include:

- Gaining practical exposure to social realities and institutions
- Applying sociological theories, research methods, and analytical frameworks to fieldwork
- Enhancing professional skills, such as communication, teamwork, and organisational behaviour
- Developing competencies in data collection, analysis, and report writing
- Learning to design short-term and long-term social interventions or development plans

1.2 SELECTION OF AN ORGANISATION FOR INTERNSHIP

Students are encouraged to select organisations that provide field experience aligned with their sociological interests. The internship should offer an opportunity to observe and contribute to real-life social issues, policies, or programs. The following types of organisations are recommended for internship placements:

- a) Non-Governmental Organisations (NGOs) working in health, education, or community development
- b) Social welfare departments at the district or provincial level
- c) UN and international development agencies (e.g., UNDP, UNICEF, ILO)
- d) Research institutes and policy think tanks (e.g., SDPI, PIDE, SPDI)
- e) Community-based organisations (CBOs) or grassroots movements
- f) Educational and training institutions involved in social work and human development
- g) Population welfare departments or demographic research centres
- h) Organisations focusing on gender rights, child protection, or human rights

- i) Public health departments or institutions working on the social determinants of health
- j) Rural development organisations, law enforcement organisations, disaster relief/management organisations, etc.

The following table provides a selection of organizations from the Federal, Punjab, Sindh, Khyber Pakhtunkhwa, Balochistan, and Gilgit-Baltistan/AJK regions, including local NGOs, public institutions, and development organizations, as a ready reference to assist students in selecting suitable internship placements, but it is not limited to this list.:

Region	Organisation / Department	Focus Area
Federal (Islamabad)	- Sustainable Development Policy Institute (SDPI) - Ministry of Human Rights - Pakistan Institute of Development Economics (PIDE) - UNHCR Pakistan - Rozan	Policy research, rights, gender, and refugees
Punjab	- Punjab Social Protection Authority (PSPA), Lahore - Akhuwat Foundation, Lahore - Aurat Foundation, Lahore Branch - The Citizens Foundation (TCF), Punjab Region - Idara-e-Taleem-o-Aagahi (ITA), Lahore	Microfinance, social protection, education, and gender
Sindh	- Edhi Foundation, Karachi HQ - Saylani Welfare International Trust, Karachi - HANDS Pakistan, Karachi - Social Policy and Development Centre (SPDC), Karachi - The Indus Hospital, Karachi	Welfare, health, social development, and poverty
Khyber Pakhtunkhwa	- Sarhad Rural Support Programme (SRSP), Peshawar - Aghosh Alkhidmat Foundation, Swat - Directorate of Social Welfare, Peshawar - Da Hawwa Lur (Women's Rights Org), Peshawar - Khwendo Kor, Kohat	Community development, women's rights, rural support
Balochistan	- BRSP (Balochistan Rural Support Programme), Quetta - Strengthening Participatory Organisation (SPO), Quetta - UNICEF Field Office, Quetta - Women Development Department, Quetta	Rural development, women's welfare, and child protection
Gilgit-Baltistan / AJK	- Aga Khan Rural Support Programme (AKRSP), Gilgit - Hashoo Foundation, Gilgit - Local Government Department, GB - Civil Society Support Programme (CSSP), GB - Save the Children, AJK Region	Livelihoods, disaster recovery, and child protection

1.3 WORKING IN AN ORGANISATION AS AN INTERN:

An intern will spend six weeks in an organisation. The organisation will provide support to a student free of cost. An intern should acknowledge the fact that the staff of an organisation helps a student as a courtesy, besides doing their routine work. For an intern, it will be an exercise to know he/she can utilise this opportunity. In the best way, this will be a test of an internee to get maximum support from the staff through his/her human relation skills.

It is better not to interfere in the regular work of the staff of the organisation or to find faults with them. An internee is there to observe and not to offend society; He/she can get some background material, such as reports to that organisation, by following the proper procedure of permission from the concerned persons. An intern can sometimes help staff in their work, but not as a regular feature. The intern should be well organised while working in an organisation. An intern is supposed to be in the office during working hours unless there is an emergency.

1.4 FOCUS OF WORK

The internship work must be aligned with the discipline of sociology and the specific social issue or theme chosen by the student. The focus should be on analysing social dynamics, institutional practices, or community interventions, rather than general observations. In the case of placement in a large organisation, the student should select a specific department, program, or unit (e.g., gender unit, community outreach wing, or research division) to ensure a focused and in-depth study. The student is expected to carry out thorough fieldwork, critically engage with practices and policies, and offer sociologically informed recommendations for improvement. These recommendations should be realistic, actionable, and relevant, possibly including resource considerations and timelines for implementation. The final internship report should provide comprehensive yet focused insights, enabling any reader or stakeholder to understand the issue addressed and the proposed sociological solutions. The emphasis should remain on the depth of analysis and practical relevance, making the report a potentially usable document for the host organisation.

1.5 PRE-INTERNSHIP READINGS:

The intern is required to review relevant literature, organisational documents, and recent reports related to the selected organisation before starting the internship. This background study will help the student gain a basic understanding of the organisation's structure, objectives, and ongoing social programs or interventions. For instance, if a student plans to intern at a non-governmental organisation working on women's rights or community health, they should first study the organisation's mission, recent project reports, and sociological literature related to its area of focus. This preparation will enable the student to engage more meaningfully during the internship and carry out a contextually informed sociological analysis.

1.6 WORK PLAN

An intern may develop a work plan to pursue while doing an internship, as given below:

Internship Work Plan (Six Weeks)

Time	Activities
Week 1 & 2	<ul style="list-style-type: none"> - Introduction to staff and orientation session with the internship supervisor. - Overview of the organisation's mission, structure, and social programs. - Visits to different departments, programs, or community outreach units. - Collection of organisational documents such as reports, brochures, policies, and relevant case studies. - Assignment to a specific unit or program related to the student's sociological interest (e.g., gender, health, education, youth, environment, social welfare, etc.). - Review of written materials and relevant research literature on that unit's activities.
Week 3 & 4	<ul style="list-style-type: none"> - In-depth study of the assigned unit's roles, activities, and community engagement strategies. - Participation in field activities, workshops, awareness sessions, or social campaigns where applicable. - Conducting informal interviews or structured discussions with staff, beneficiaries, and stakeholders. - Observation and note-taking on institutional processes, service delivery, and challenges. - Identification of key social problems or issues the organisation is addressing. - Drafting a descriptive chapter/report on the existing situation of the selected unit or program. - Begin analysis of sociological relevance using appropriate concepts or theoretical lenses.
Week 5 & 6	<ul style="list-style-type: none"> - Applying sociological tools such as SWOT analysis, stakeholder mapping, or gender analysis to assess the program. - Identifying structural and functional gaps, challenges, or contradictions in service delivery. - Recording observations, reflections, and patterns relevant to social theory and practice. - Preparing a chapter on critical analysis of the unit/program and its impact on the community. - Developing practical and implementable recommendations based on field experiences and academic knowledge. - Discussing recommendations with key staff for feedback on their feasibility and sustainability. - Finalising the internship report with recommendations, timelines, and, where applicable, suggestions for improvement or policy input.

Guidelines for Writing the Internship Report

(For BS Sociology Students)

1. Page Size
 - Use A4-size paper for the entire report.
2. Font Style and Size
 - Font: *Times New Roman*
 - Font Size: 12-point for main text; appropriate sizes for headings and subheadings.
3. Text Justification
 - The entire document must be fully justified (aligned both left and right).
4. Line Spacing
 - Use 1.5 line spacing throughout the body of the report.
5. Margins
 - Maintain a 3 cm margin on all sides of each page.
6. Paragraphs and Sections
 - Leave an extra blank line before and after each section and subsection.
 - Separate each paragraph with a blank line and ensure that all text is justified.
7. Headings and Subheadings
 - Format all headings and subheadings consistently using standard heading styles (e.g., bold, size 14 for main headings; bold, size 12 for subheadings).
8. Word Count
 - The final report should contain approximately 2700-3000 words.
9. Punctuation
 - Ensure there is a space after each punctuation mark (e.g., comma, full stop, semicolon).
10. Page Numbering
 - Number all pages.
 - Use Roman numerals (i, ii, iii, etc.) for preliminary pages (e.g., contents, acknowledgements).
 - Start Arabic numbering (1, 2, 3, ...) from the first page of Chapter 1.
11. Spelling and Grammar
 - Use the Spelling and Grammar check tool in MS Word to ensure language accuracy across the report.

Format for Writing BS Internship Report
(For BS Sociology Students)

1. Title Page
2. Certificate of internship training
3. Acknowledgements
4. List of Contents
5. This list should contain all headings, sub-headings, and a list of all annexes.
6. List of tables & illustrations
7. All tables, graphs, and charts of the report should be listed in this list.
8. Summary
9. Introduction of the organisation
10. Major services/products/sections of the organisation
11. Tasks performed during internship
12. Skills learned during internship
13. Strengths and weaknesses of the organisation
14. Suggestions for improvement
15. Annexure

Contents of Internship Report

(For BS Sociology Students)

Note: These are the minimum required sections. You may include additional components as needed.

1) **Introduction of the Organisation**

This section should provide a comprehensive overview of the organisation, including its history, vision and mission, objectives, legal status (e.g., NGO, government, semi-government), organisational structure, staffing, and areas of operation. Also include the social issues or communities the organisation addresses.

Minimum: 500 words

2) **Major Programs, Services, or Interventions**

Describe the organisation's key programs, services, or interventions related to social welfare, education, health, gender equality, youth empowerment, poverty alleviation, or any other sociological theme. Identify the target population or communities and briefly explain how these services are delivered.

Minimum: 500 words

3) **Weekly Internship Activities**

Detail the work and learning experiences during each week of the internship. Focus on field visits, community engagement, data collection, participation in events or meetings, and any observation of institutional practices.

Minimum: 500 words (divided across weeks)

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

4) **Skills and Knowledge Gained During Internship**

Discuss the practical skills and sociological insights gained during the internship. These may include field research skills, interviewing, observation, communication, report writing, public dealing, teamwork, use of ICTs in social work, or participatory approaches in community engagement.

Minimum: 400 words

5) **Organisational Strengths and Weaknesses**

Provide a sociological assessment of the organisation's strengths and limitations. Strengths may include community trust, staff expertise, partnerships, or innovative programs. Weaknesses could include resource constraints, lack of outreach, gender imbalance, or limited impact assessment mechanisms.

Minimum: 500 words

6) **Suggestions for Improvement**

Based on your fieldwork, academic knowledge, and observations, offer practical and sociologically sound recommendations to improve the organisation's services, outreach, or structural functioning. You may also suggest areas for policy advocacy, participatory planning, or community inclusion.

Minimum: 500 words

General Rules Regarding Internship

1. Every student who is enrolled in the internship in a BS program is required to undergo six weeks of on-site internship to gain practical knowledge. The responsibility to search and approach the organisation for an internship shall lie with the student.
2. After enrolling in the internship, a student may join any organisation of his/her choice, depending on the subject in which the student is enrolled. The student may search for an organisation based on their subject, nature and other factors such as the nearness to home, availability of transport, etc.
3. Once the organisation is selected for internship by the student, a formal letter is issued by the academic department to the concerned organisation allowing him/her to join the organisation as an intern.
4. In every academic department, a faculty member shall be designated as an internship coordinator, and he/she will oversee the whole process of the internship, from the orientation workshop to the grading of the internship report.
5. At the start of the semester, an orientation workshop (minimum 2 hours) in online mode will be arranged by the academic department to guide students regarding the different aspects of the internship.
6. During the internship, the student is expected to enhance his/her learning and relate the theoretical concepts to the practical realities of the field work.
7. At the end of the internship, a certificate of completion of the internship should be obtained by the student from the organisation. This certificate should be signed and stamped on the letterhead of the organisation and should mention the duration of the internship. This letter (in original form) should be included at the start of the internship report to be submitted to the department.
8. After the completion of the internship, every student is required to submit the internship report to the concerned department in electronic format through LMS. The contents and format of the internship report will cover the necessary sections as discussed above.
9. The academic department will assign an internship report evaluator to assess the internship report submitted by the student, and the marks will be allocated based on the quality of the internship report.
10. In case a student is already employed in an organisation, his/her experience certificate will be counted as an alternative to the internship completion certificate. However, such students will also be required to submit the internship report to the department on the same pattern for grading.
11. The student will be responsible for their conduct during the internship, and the university will not assume any financial responsibility in this regard.

12. The pass marks for the internship report are 50 out of 100. In case of failure to obtain the 50 marks, a student will be required to take admission again in the internship code and resubmit the internship report.
13. For grading the internship report, the academic department shall devise a suitable mechanism depending on the number of students. In case of a large number of students, the department can appoint the internship report evaluators from the existing pool of registered tutors of the AIOU, subject to a maximum of 50 students per tutor.

Dr. Nasim Khan Mahsud
Assistant Professor/Internship Coordinator
nasim.khan@aiou.edu.pk
+92-51-9756676



ALLAMA IQBAL OPEN UNIVERSITY
Department of Sociology
BS Sociology Internship Application Form

<p>Place here your photograph with visible face for identification</p>	<p>Place here your CNIC Front Side</p>
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Personal Information:

Name of Student:	
Roll Number:	
Registration Number:	
CNIC Number:	
Father's Name:	
Current Address:	
Email Address:	
Mobile Number:	
WhatsApp Number (if different):	

Academic Details:

Program:	BS Sociology
Current Semester:	
Total Credit Hours Completed:	
Number of Courses Passed:	
Area of Specialisation (if applicable):	
Name of Academic Supervisor (if assigned):	

Internship Details:

Name of Organisation / Institution:	
Type of Organisation:	<input type="checkbox"/> NGO <input type="checkbox"/> Government <input type="checkbox"/> Research Institute <input type="checkbox"/> Social Welfare Office <input type="checkbox"/> Other (Specify):
Address of Organisation:	
Name and Designation of Supervisor at Host Organisation:	
Email and Contact Number of Supervisor:	
Proposed Area of Work (e.g., Gender, Health, Youth):	
Preferred Internship Mode:	<input type="checkbox"/> Physical <input type="checkbox"/> Online/Remote <input type="checkbox"/> Hybrid
Intended Start Date: Week: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th Month: _____ Year: _____	
Duration:	6 Weeks

Attachments Required:

- ☐ Copy of CNIC (Front Side)
- ☐ One recent passport-size photograph (visible face)
- ☐ CV/Resume (optional but recommended)
- ☐ Letter of Intent / Motivation (optional)

Student Declaration

I hereby declare that the information provided in this form is accurate to the best of my knowledge. I have read and understood the internship guidelines provided by the Department of Sociology. I understand that this internship is part of my academic requirement and will follow all institutional protocols and ethical standards.

Signature of Student: _____

Date: _____

Instructions:

- Read internship guidelines thoroughly available at: <https://aiou.edu.pk/>
- Email the completed form with attachments to: sociology@aiou.edu.pk
- Do not send this form via post or courier.
- For queries, contact: 051-9576695, 051-9576676

Allama Iqbal Open University

Department of Sociology

Site Supervisor Evaluation Form

Site supervisor (name): _____

Designation: _____

_____ Host Institution: _____

Student-intern (name): _____ Reporting Period: _____

Report Number (Circle one number): 1 2 3

Instructions:

1. This form is to be filled by the site supervisor.
2. The following key is to be used for evaluation.

Key

1= Does not meet expectations
expectations

2= inconsistently meets

3= Consistently meets expectations

4= Above expectations

5= Far above expectations

	Scale (Circle the number that best describes the student-intern's performance)				
1. Arrives to work on time	1	2	3	4	5
2. Demonstrates respect for organizational staff, policies, and norms	1	2	3	4	5
3. Shows requisite understanding and ability to learn about organization's work	1	2	3	4	5
4. Exhibits basic skills required at the workplace	1	2	3	4	5
5. Conducts self professionally in all work-related scenarios	1	2	3	4	5
6. Takes initiative and seeks opportunities to make contributions	1	2	3	4	5
7. Completes tasks and reports to supervisor on time.	1	2	3	4	5
8. Demonstrates the ability to work with others in a team	1	2	3	4	5
9. Proves to be reliable and dependable	1	2	3	4	5

Site supervisor signature: _____