

INTERNSHIP

Program: PGD Entrepreneurship in Early Childhood Education (ECE)

Code No. 8304

Units: 1-9



Early Childhood Education & Elementary Teacher Education Department
Faculty of Education

ALLAMA IQBAL OPEN UNIVERSITY
ISLAMABAD

INTERNSHIP

(Course Code: 8304)

**Program: PGD Entrepreneurship in Early Childhood
Education (ECE)**



**Early Childhood Education & Elementary Teacher Education
DepartmentFaculty of Education
Allama Iqbal Open University Islamabad**

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COURSE TEAM

Dean	Prof. Dr. Fazal Ur Rahman
Chairman	Dr. Muhammad Athar Hussain
Course Development Coordinator	Dr. Mubeshera Tufail
Editor	Mr. Fazal Karim

1) INTRODUCTION

This manual is designed to guide students, who are enrolled in the PGD Entrepreneurship in Early Childhood Care and Education (ECCE), about the requirements of the internship course- course code 8304 (03 credit hours). This course provides a hands-on opportunity to apply theoretical knowledge in real-world settings and develop entrepreneurial skills specific to the ECCE sector. Through various activities at the internship site, students will identify community needs, create innovative solutions to the problems, and contribute to early childhood education initiatives in their areas.

The manual outlines the internship process including planning, reporting the work by student/intern to the supervisors and the assessment of that work. By following this manual, students can complete the course requirements, and achieve their learning goals while contributing to the improvement of early childhood education practices in their area.

2) OBJECTIVES

After successfully completing this course, students would be able to:

- (i) Plan and manage the activities in the field of Early Childhood Care and Education (ECCE) in their local areas.
- (ii) Identify the needs of children, families, and communities related to ECCE.
- (iii) Create simple solutions to ECCE challenges in their local areas.
- (iv) Develop collaboration skills to work effectively with parents, teachers, and other stakeholders.
- (v) Enhance communication skills to connect with ECCE stakeholders.
- (vi) Solve problems and make decisions in practical situations.
- (vii) Learn about running an ECCE-related business.
- (viii) Gain practical experience in managing ECCE tasks.
- (ix) Reflect on their learning experiences for self-improvement.
- (x) Improve early childhood education services in their area.

3) Components of ‘Internship’ (Course Code: 8304)

‘Internship’ course consists of the following components:

(i) Workshop - 12 hours of work

- a) 06 hours for online interaction for guidance about the purpose and requirements of the internship and the internship progress report
- b) 06 hours for home tasks related to the development of internship proposal during workshop days

(ii) Internship site- 142 hours of work (09 weeks)

- a) ***Needs Assessment and Proposal Implementation - 20 Hours:*** Implement the approved internship proposal. For example, identify the needs of the children in the local area and launch a project to introduce reading corners in ECCE classrooms.
- b) ***Teaching, Resource Development and Engagement Activities - 36 hours*** [1-2 hours/day to teach/work with ECE children during the internship]: Deliver structured sessions or activities for children. For example, conduct storytelling sessions incorporating local culture and values, and introduce entrepreneurial projects such as creating learning kits from recyclable materials.
- c) ***Entrepreneurial Support Activities - 70 Hours:*** Support ECCE staff in organizing activities, events or projects. Few examples are given below.
- Organize parent workshops for creating simple learning activities for their children.
 - Arrange sessions for young children to play with locally made or low-cost educational toys.
 - Organize sessions for parents and children on topics like handwashing, healthy eating habits, and general hygiene.
 - Plan and execute a "Learning Day" where children showcase art or learning projects to their parents.
 - Organize small-scale events, such as storytelling competitions or reading sessions, to engage children and parents.
 - Conduct sessions where parents learn to create simple educational tools, such as flashcards or storybooks, using readily available materials.
 - Create a collection of educational toys and books that can be transported to different villages on a scheduled basis.
 - Arrange regular gatherings where elders share traditional stories, and children are encouraged to narrate their own tales.
 - Design and introduce games that teach basic numeracy and literacy skills, utilizing local materials.
 - Train parents to deliver simple, home-based educational activities tailored to their children's developmental stages.
 - Set up a small resource hub or library with basic learning materials like books, charts, and teaching aids.

(iii) Two Virtual Meetings- 08 hours of work

- a) Duration of the virtual Meeting – (2 hours× 2 meetings= 04 hours)
- b) Offline preparation of documents for the meeting- (2 hours× 2 meetings 04 hours)

(iv) Final Presentation - 08 hours of work

- c) Presentation of internship report and portfolio through online mode in front of faculty supervisor (2 hours× 2 days= 04 hours)
- d) Offline preparation for the Presentation (Portfolio and internship report= 04 hours)

Plan of Action

At the start of the semester, there will be 03 days (02 hours each day) of online workshops through the Learning Management System (LMS). In this workshop, the workshop coordinator/faculty supervisor will provide orientation to the student-interns about the purpose and requirements of the internship. The student-intern will work on his/her internship proposal (Annex-C) and seek guidance from the faculty supervisor to improve it. During this workshop, the student-intern will identify an organization/host institution (a school with preschool classes/ECD centre/Day care centre/NGO working in the ECCE sector/Community-Based ECCE Organizations/Private Enterprises in ECCE) where s/he plans to complete the internship. For this purpose, the student-intern will submit the site approval form (Annex-A) after filling it, to the faculty supervisor/workshop tutor. After the approval of that host institution by the workshop tutor/faculty supervisor, the student-intern will complete 09 weeks of internship .

After the successful completion of the online workshop, the student-intern will work in the host institution for an internship under the guidance of the site supervisor. The site supervisor will evaluate the intern's performance every third week of the internship using the provided evaluation form (sample in Annex-E). There will be two virtual meetings through LMS between student-intern and faculty supervisor during the internship: one after three weeks of internship and the second meeting after six weeks of internship. The student intern will submit this site supervisor's evaluation report (sample in Annex-E) and the progress report (sample in Annex-D) to the faculty supervisor during these virtual meetings (samples provided in Annex-2 Section A and Annex-3). The faculty supervisor will review and assess these submissions using the evaluation criteria (faculty supervisor evaluation form in section B of Annex-F).

The student-intern will maintain a portfolio throughout the internship, including his/her internship proposal, progress reports, weekly activity log, internship report, site supervisor's and faculty supervisor's evaluation report, and internship completion certificate. This portfolio will be submitted at the end of the internship and used as part of the final evaluation. It will be submitted through LMS. After the successful completion of 09-weeks internship, the student-intern will present his/her internship report in front of the faculty supervisor through a virtual meeting through the Learning Management System (LMS).

The exact dates of the workshop will be communicated to the student at the start of the semester. The exact dates for the virtual meetings, the submission of work for components of internship on LMS and the final presentation will be communicated during the workshop. An overview of the course components, marks, details of components and documents to be submitted in each component are given in Table 01. Table 02 contains the responsibilities/role expectations of the stakeholders in the internship course. Please check Table 03 for component-wise marks. Table 05 contains the details about the sessions and activities of the workshop.

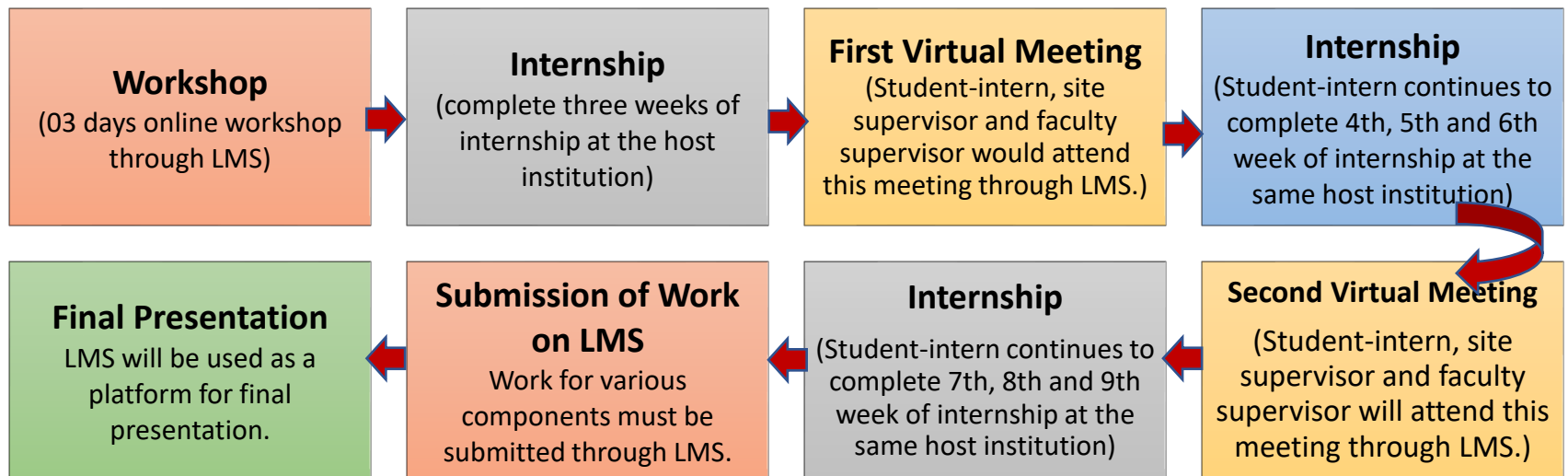


Figure 01. Components of the Internship Course

Table 01: Course Activities, Marks, Detail and Documents to be Submitted in the Internship Course

S#	Course Components	Marks	Detail	Documents to be Prepared/Submitted by the Student-Intern
1.	Workshop	10	i) Online interaction for guidance about the purpose and requirements of the internship and the internship progress report. ii) Home tasks related to the development of internship proposals during workshop days and finalized by faculty supervisor. It will be submitted through the Learning Management System two days after the workshop ends. iii) Student-intern and faculty supervisor will attend the workshop.	a) Internship Site Approval Form as approved by Workshop Coordinator/Faculty Supervisor (Annex-A) b) Internship Proposal as approved during the workshop by workshop tutor/Workshop tutor (Annex-C)
2.	First Virtual Meeting (after 03 weeks of internship)	Compulsory	i) Student-intern shares his/her work progress and problems/challenges faced during the first three weeks of the internship. ii) The faculty supervisor and site supervisor will guide the student-intern about it during this meeting. iii) It is compulsory for the student-intern, faculty and site supervisor to attend this	a) Progress report [1-3 weeks] (Annex-D) b) Site supervisor evaluation report [1-3 weeks] (Annex-E) c) Student Internship Report [1-3 weeks] (Annex-F) d) Faculty supervisor evaluation report [1-3 weeks] (Section B of Annex-F)

			meeting. The documents compiled at this stage will only be displayed in the meeting.	
3.	Second Virtual Meeting (after 06 weeks of internship)	Compulsory	i) Student-intern shares his/her work progress and problems/challenges faced during the fourth, fifth and sixth weeks of the internship. ii) The faculty supervisor and site supervisor will guide the student-intern about it during this meeting. iii) It is compulsory for the student-intern, faculty and site supervisor to attend this meeting. The documents compiled at this stage will only be displayed in the meeting.	a) Progress report [4-6 weeks] (Annex-D) b) Site supervisor evaluation report [4-6 weeks] (Annex-E) c) Student Internship Report [4-6 weeks] (Annex-F) d) Faculty supervisor evaluation report [4-6 weeks] (Section B of Annex-F)
4.	Internship Portfolio	30	i) This portfolio is a reflection of all the learning experiences of student-interns for the internship of nine weeks. Therefore, the Student-intern will compile it at the end of the internship and submitted through the Learning Management System (LMS). ii) It consists of the documents presented during the workshop, and two virtual meetings, in addition to the documents for the seventh, eighth and ninth week of the internship, the activity log and the internship completion certificate.	a) Title page of the internship report (Annex-B) b) Progress reports [1-3, 4-6 and 7-9 weeks] (Annex-D) c) Student Internship (weekly) activity log (Annex-G) d) Internship completion certificate (Annex-H)

5.	Site Supervisor evaluation reports	30	i) The evaluation reports will be filled by the student-intern and signed by the site supervisor. ii) Three evaluation reports of the site supervisor will be submitted by the student-intern on the Learning Management System (LMS).	Site supervisor's evaluation report [1-3, 4-6 and 7-9 weeks] (Annex-E)
6.	Faculty Supervisor evaluation reports	15	i) The evaluation reports will be filled out by the student-intern and signed by the faculty supervisor. ii) Three evaluation reports of the faculty supervisor will be submitted by the student-intern through the Learning Management System (LMS).	a) Internship report [1-3, 4-6 and 7-9 weeks] (Annex-F) b) Faculty supervisor' evaluation report [1-3, 4-6 and 7-9 weeks] (Section B of Annex-F)
7.	Final Presentation (after the completion of 09 weeks of internship)	15	i) The student will present the internship report and activity log with the help of a PowerPoint presentation and i artifact (s) developed by the student-intern during the internship. ii) This presentation will take place through the Learning Management System (LMS). iii) The faculty supervisor will grade the student-intern work and presentation.	a) Presentation of Student Internship (weekly) activity log and Internship Report through PowerPoint/Chart/AV Aids/Artifact(s) b) Internship Portfolio

Table 02: Responsibilities of the Stakeholders with Reference to Internship

S#	Stakeholder	Responsibilities
1.	Workshop Tutor/Faculty Supervisor	i. Conduct a workshop before the intern/student starts the internship at the host institution ii. Conduct at least two meetings (online) with the intern/student after three and six weeks of the internship to discuss his/her progress. iii. Review and provide constructive feedback on submissions by the intern/students. iv. Ensure alignment of the work of the intern/student with the objectives of the internship. v. Liaise with the site supervisor for the intern/student's performance. vi. Ensure that all internship documentation is complete, including internship proposal, progress reports, activity log, site supervisor evaluations, and final report. vii. Towards the completion of the internship, give a final evaluation of the student in light of all relevant evaluations by the site supervisor and submissions of the student in accordance with the assessment criteria.
2.	Host Institution (where intern/students will complete his/her internship)	i. Assign a site supervisor to the intern/student at the host institution ii. Offer a space, the tools, materials, and support to the intern/student for internship tasks. iii. Ensure the availability of opportunities related to entrepreneurship in ECCE for the intern/student. iv. Provide a certificate of completion to the intern/student for the internship work s/he has completed in that institution
3.	Site Supervisor	i. Provide orientation to the intern and explain organizational aspects and the nature of work at the internship. ii. Train, guide and provide feedback to the student intern throughout the course of the internship.

		iii. Complete periodic evaluations every three weeks and hand them over to the intern/student for the faculty supervisor. iv. Communicate any issues or concerns about the internship to the faculty supervisor. v. Collaborate with the faculty supervisor to resolve challenges faced by the student.
4.	Intern/Student	i. Demonstrate professional behaviour depicting punctuality, responsibility, dedication, respect, integrity, teamwork and self-reflection during the workshop and internship. ii. Stay in contact with the faculty supervisor. iii. Understand the internship requirements and complete tasks under the site supervisor's guidance. iv. Write a report every three weeks about your work and learning. Submit it to the faculty supervisor and Internship office. v. Maintain a weekly activity log and submit it with the report every three weeks. vi. Ensure the site supervisor completes and submits evaluations every three weeks to the faculty supervisor and Internship office. vii. Reflect on his/her learning progress. viii. Develop a portfolio containing work completed by the intern/student and a certificate of completion of an internship for the required duration i.e., 09 weeks.

4) ASSESSMENT

As there is no written exam in this course, the intern/student will be assessed by the site supervisor and the faculty supervisor on his/her performance on the internship proposal during the workshop, and progress reports, activity log, site supervisor and faculty supervisor evaluations, and internship report during and after the completion of the internship. The intern/student will discuss and get feedback about his/her performance from the site supervisor and the faculty supervisor during this course.

Marks Distribution & Passing Marks

The faculty supervisor will evaluate the overall performance of the intern/student based on the following weightage:

Table 03: Component-wise Marks Distribution

S#	Component	Marks
1.	Workshop work (class participation and presentation of internship proposal)	10
2.	Portfolio (progress reports, internship reports and other work completed by the intern/student during the internship)	30
3.	Site Supervisor evaluation reports	15
4.	Faculty Supervisor evaluation reports	15
5.	Final Presentation of Internship Report	30

The overall score will represent the student's performance level, which will be recorded on their transcript. The table below provides some descriptions:

Table 04: Level-wise score and its Description

Score	Level	Level Description
80% - 100%	Level 1	The intern delivered outstanding output and exceeded workplace standards.
65% - 79%	Level 2	The Intern demonstrated outstanding achievement.
50% - 64%	Level 3	The intern's performance was considered satisfactory.
0% - 49% (Unsuccessful)	Level 4	The intern's performance was not satisfactory.

5) Workshop Sessions

The workshop will be conducted through the Learning Management System (LMS) before the start of the internship. The details of the workshop sessions are given below in Table 05.

Table 05: Workshop Sessions

Day	Activity	Responsibility	Duration
01	(i) Introduction to the Internship course	Workshop Tutor/Faculty Supervisor	30 minutes
	(ii) Overview of Internship Structure and Objectives	Workshop Tutor/Faculty Supervisor	30 minutes

	(iii) Understanding the Role of Student-Interns and supervisors	Workshop Tutor/Faculty Supervisor	30 minutes
	(iv) Q&A and Discussion	Workshop Tutor/Faculty Supervisor and Student-Interns	30 minutes
	Homework a) Review internship manual b) Identify areas of interest for the host institutions in the local area of the student-intern	Student-Interns	120 minutes
02	(i) Components of the Internship Proposal	Faculty Supervisor	45 minutes
	(ii) Steps for Drafting a Strong Proposal	Faculty Supervisor	45 minutes
	(iii) Activity on development of Internship Proposal		30 minutes
	Homework Preparation of the first draft of the internship proposal	Student-Interns	180 minutes
03	(i) Group Discussion and Peer Review of Draft Proposals	Student-Interns (guided by Faculty Supervisor)	60 minutes
	(ii) Faculty Feedback and Adjustments	Faculty Supervisor	30 minutes
	(iii) Next Steps and Submission Guidelines	Faculty Supervisor	30 minutes
	Homework Finalization of the internship proposal as suggested and get the final draft checked by the workshop coordinator/faculty supervisor	Student-Interns and the workshop coordinator/Faculty Supervisor	60 minutes

Annex- A
Internship Site Approval Form
Allama Iqbal Open University
Postgraduate Diploma (PGD) in Entrepreneurship in ECCE

1. Student-Intern Information (To be completed by the Student-Intern) (i) Name: _____ (ii) Registration Number: _____ (iii) Contact Number: _____ (iv) Email: _____
2. Internship Site Details (To be completed by the Student-Intern) (i) Organization Name: _____ (ii) Address of the Organization: _____ _____ (iii) Site Supervisor Name: _____ (iv) Site Supervisor's Contact Number: _____ (v) Site Supervisor's Email: _____
3. Approval Section by Site Supervisor (To be completed by the Site Supervisor) I confirm that the organization agrees to host the intern/student for the proposed internship. Supervisor Name: _____ Signature: _____ Date: _____
4. Approval Section by Course Coordinator (To be completed by the Course Coordinator): Internship site: ☐ Approved ☐ Not Approved Comments (if any): _____ Course Coordinator/Faculty Supervisor Name: _____ Signature: _____ Date: _____

Annex- B

Title Page of Portfolio

Portfolio

**PGD Entrepreneurship in Early Childhood Care and
Education**

**[Enter the name of the Host Institution where the intern/student has
completed the internship]**



Submitted by:

Student-Intern Name: _____

Registration #: _____

Date of Submission: _____

**Department of Early Childhood Education and Elementary Teacher
Education**

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD

Annex- C
Internship Proposal Template

Student-Intern's Name:	Registration Number:
Program: PGD Entrepreneurship in Early Childhood Care and Education	Tehsil-District/City of Student-Intern:
1) Identified Need/Problem (Briefly describe the specific issue or need in your local area related to services in the field of Early Childhood Care and Education (ECCE)) i) ii) iii)	
2) Objectives (Which competencies and skills do you aim to achieve during the internship?) i) ii) iii)	
3) Activities (which activities you would perform to achieve the above-mentioned objectives?) i) ii) iii)	
4) Target Beneficiaries (Who will benefit from your activities during the internship? For example, parents, children, teachers etc.)	
5) Resources Required (List the resources you will need (e.g., materials, tools, online support).	
6) Supervisor Support Required (Any specific guidance or support required from the site and faculty supervisor.)	

Annex- D

Progress Report (03 Weeks)

Intern Name: _____ **Registration Number:** _____

Host Institution: _____ **Site Supervisor (Name):** _____

Faculty Supervisor (Name): _____

Reporting Period: (DD/MM/YY-DD/MM/YY)

Instructions: The student-intern is to fill this form after every week of internship. There will be 03 progress reports for each student-intern. Respective internship supervisors are to review, evaluate the student's activity log, and write their comments.

Week 01				
Day	No. of work hours	Responsibilities/tasks/ activities which were performed by the Intern	Challenges faced during these activities	Lessons Learned/ Reflections
1				
2				
3				
4				
5				
Week 02				
Day	No. of work hours	Responsibilities/tasks/ activities which were performed by the Intern	Challenges faced during these activities	Lessons Learned/ Reflections
1				
2				
3				
4				
5				
Week 03				
Day	No. of work hours	Responsibilities/tasks/ activities which were performed by the Intern	Challenges faced during these activities	Lessons Learned/ Reflections
1				
2				
3				
4				
5				

Intern/Student's signature: _____

Faculty Supervisor's Comments:

Site Supervisor's signature: _____ Faculty Supervisor's signature:

Annex- E

Site Supervisor Evaluation Report

Site supervisor (Name): _____ Designation: _____

Student-intern (Name): _____ Registration Number: _____

Host Institution: _____ Reporting Period: (DD/MM/YY-DD/MM/YY)

Report Number (Circle one number): ☐ 1 (1-3 weeks of internship)

☐ 2 (4-6 weeks of internship)

☐ 3 (7-9 weeks of internship)

Instructions:

1. This form is to be filled out by the site supervisor.

2. The following key is to be used for evaluation.

Key

1= Does not meet expectations

2= inconsistently meets expectations

3= Good/Consistently meets expectations

4= Very Good/Above expectations

5= Excellent/Far above expectations

Scale (Circle the number that best describes the student-intern's performance)					
1. Arrives to work on time. کام کے لیے وقت پر پہنچتا/پہنچتی ہے۔	1	2	3	4	5
2. Respects staff, rules, and workplace norms. عملے، قواعد، اور ادارے کے اصولوں کا احترام کرتا/تی ہے۔	1	2	3	4	5
3. Understands and learns about the organization's work. ادارے کے کام کو سمجھتا/سمجھتی اور سیکھتا/سیکھتی ہے۔	1	2	3	4	5
4. Shows basic skills needed for the work. کام کے لیے ضروری بنیادی مہارتیں دکھاتا/تی ہے۔	1	2	3	4	5
5. Behaves professionally at work. کام کے دوران پیشہ ورانہ رویہ اختیار کرتا/تی ہے۔	1	2	3	4	5
6. Look for opportunities to work and takes initiative. کام کے مواقع تلاش کرتا/تی ہے اور کام میں خود سے پہل کرتا/تی ہے۔	1	2	3	4	5
7. Completes tasks and reports to supervisor on time. کام مکمل کرتا ہے اور وقت پر نگران کو رپورٹ دیتا ہے۔	1	2	3	4	5
8. Works well with others in a team. ٹیم میں دوسروں کے ساتھ اچھے طریقے سے کام کرتا/تی ہے۔	1	2	3	4	5
9. Is reliable and dependable. مستقل مزاج اور قابل اعتماد ہے۔	1	2	3	4	5

Site supervisor's signature: _____

Annex- F Student Internship Report

Student-Intern (Name): _____ **Registration Number:** _____

Host Institution: _____ **Site Supervisor (Name):** _____

Faculty Supervisor (Name): _____

Reporting Period: (DD/MM/YY-DD/MM/YY)

Report Number (Circle one number): ☐ **1 (1-3 weeks of internship)**

☐ **2 (4-6 weeks of internship)**

☐ **3 (7-9 weeks of internship)**

Section -A

Instructions:

The student-intern will complete this section:

- a) **Task/s performed** (Includes major duties designated to you and assignments you have completed.)

- b) **Learning Experience** (Communicate skills and knowledge that you gained or refined through the internship).

- c) **Challenges** (Detail major challenges in your role and how you tackled them.

Section-B

Instructions:

This section is to be completed by the faculty supervisor, who will score the intern's report using the following criteria:

- 1=** Does not meet expectations **2=** Inconsistently meets expectations
3= Good/Consistently meets expectations **4=** Very Good/Above expectations
5= Excellent/Far above expectations

Scoring Rubric					
1. Tasks performed	1	2	3	4	5
2. Learning experience	1	2	3	4	5
3. Overcoming challenges	1	2	3	4	5

Faculty supervisor's signature: _____

Annex- G

Student Internship Activity Log (09 weeks Internship)

Student-Intern (Name): _____ Registration Number: _____

Host Institution: _____ Site Supervisor (Name): _____

Faculty Supervisor (Name): _____

Reporting Period: (DD/MM/YY-DD/MM/YY)

Instructions:

1. The student-intern is to fill out this form by recording major tasks performed by them.
2. Respective internship supervisors are to review and evaluate the student's activity log.

Weeks	Task Performed	Number of hours
Week #1	○	
Week #2	○	
Week #3	○	
Week #4	○	
Week #5	○	
Week #6	○	
Week #7	○	
Week #8	○	
Week #9	○	

Student-Intern's signature: _____

Site Supervisor's signature: _____

Faculty Supervisor's signature: _____

Annex- H

Sample of Internship Completion Certificate

(Instruction: This letter must be printed on official letterhead of the host institution.)

Internship Completion Certificate

This is to certify that **[Student-intern's Full Name]**, **[Student-Intern's registration number]**, has successfully completed the internship as a part of the Postgraduate Diploma of Entrepreneurship in Early Childhood Care and Education (PGD Entrepreneurship in ECCE) under the supervision of **[Site Supervisor's Name]** at **[Host Institution Name]**.

The internship was conducted from **[Start Date]** to **[End Date]**, during which the student-intern demonstrated commendable performance in meeting the learning objectives of the internship, completing assigned tasks, and acquiring valuable skills relevant to Entrepreneurship in Early Childhood Care and Education.

We acknowledge and appreciate the dedication, enthusiasm, and professionalism exhibited by **[Student-intern's Full Name]** throughout the internship period.

We wish him/her continued success in his/her future endeavors.

Head of the Organization-Signature: _____

Name: _____

Designation: _____

Date: _____

[Official Stamp]

Annex-I

Student Feedback and Complaint Form

Student-Intern's Information	
Name: _____	Registration No.: _____
Host Institution: _____	Site Supervisor: _____
Faculty Supervisor: _____	Program: PGD Entrepreneurship in ECCE
How was your overall internship experience? Excellent ☐ Good ☐ Average ☐ Poor ☐	
What was most helpful during the 'internship' course? 	
Any suggestions for improvement of the 'internship' course? 	
What issue or concern did you face in the 'internship' course? 	
What do you suggest to resolve the above-mentioned issue/concern(s)? 	

Student-Intern's Signature: _____ **Date:** _____