



Internship Record Book - 2022

Department of Mass Media Studies,

Sri Palee Campus, University of Colombo

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1. Introduction

Undergraduates reading for Bachelor of Art (Mass Media Studies) at the Department of Mass Media Studies, University of Colombo must undergo an internship training programme at the end of the semester in final year. They are allowed to select the internship placement according to their field of specialization. This type of internship programme provides an opportunity for them to join in workplace setting and perform duties related to different occupations. The campus expects that this would assist the undergraduate to add value to the learned theoretical concepts by providing a hands-on experience in the media industry. Thereby the internship programme contributes to uplift the standards of the Degree programme offered by the Campus and to enhance the employability of our graduates. The Internship Record Book referred to as IRB, sets out the basic guidelines and rules and act as the primary documentation concerning the primary documentation concerning the internship training primary documentation concerning the internship training of undergraduate students.

2. Objectives

The internship training programme is designed to achieve following objectives.

- To acquire practical knowledge and understanding about the industrial practices.
- To encourage the undergraduates to build relationships with

media Institute and industry professionals for successful career development.

- To provide an opportunity for the undergraduates to apply their knowledge and skills to actual work situations.
- To develop interpersonal communication, personality, problem solving, research and practical skills of the undergraduates.

3. Duration

The duration of the training programme is Two (02) months (8 weeks) commencing from the beginning of the Second Semester of the final year of the degree program.

4. General Rules

- Undergraduates should commence the training at the beginning of the Second Semester of the final year.
- The trainees must maintain this Internship Record Book (IRB) issued by the Department of Mass Media Studies, Sri Palee campus, University of Colombo.
- The IRB remains as a property of the Department of Mass Media studies, Sri Palee Capus, UOC.
- Trainees should be able to provide the IRB whenever it is been called for supervision By the Rector of the Campus, Head of the

Department of Mass Media studies.

- The photograph of the trainee must be authenticated by the Department with its rubber stamp.
- Trainees should represent the Department and the employer by showing honesty, punctuality, courtesy, a cooperative attitude, appropriate dress, and a willingness to learn.
- Trainees are required to update the IRB weekly based on the given guidelines. At the end of each week, the trainees should get the entries reviewed and certified by their training supervisors.
- At the end of the internship programme, the trainees should state overall reflection of the work experience and training supervisor should record the comments in the space provided in the IRB.
- This IRB shall be examined by a Board of Examiners appointed by the Department at the Viva- voce examination.

5. Profile of the Trainee

Photograph
(Passport
Size)

Full Name : _____

Name with Initials : _____

Registration Number: _____

Permanent Address : _____

MDS Number : _____

Contact Number : _____

E-mail : _____

Field of Specialization: _____

Internship Period : From _____ To _____

Trainee's Signature : _____ Date: _____

6. Profile of the Training Organization

Name of the Organization : _____

Nature of the Division : _____

Address : _____

Contact Number : _____

Fax : _____

E-mail : _____

7. Profile of the Training Supervisor

Name : _____

Designation : _____

Contact Number : Fixed _____

Mobile _____

Fax : _____

E-mail : _____

Week 1

From _____ **To** _____

Signature of the
Supervisor

Date: _____

From _____ **To** _____

Signature of the
Supervisor

Date: _____

From _____ **To** _____

Date: _____

Date: _____

From _____ **To** _____

Date:

Date:

From _____ **To** _____

Date:

Date:

From _____ **To** _____

Date:

Date:

From _____ **To** _____

Date:

Date:

From _____ **To** _____

Date:

Date:

Date _____

10. Overall Remarks of the Training Supervisor

	Excellent	Good	Satisfactory	Needs Improvements	
Job performance					
Human relations skills					
Communication skills					
Demonstration of ethical practices					
Attendance					
Punctuality					
Appearance and grooming					
Level of productivity					
Accuracy of record keeping					
Compliance with directions					
Adaptability to new situations					
Reliability					
Compliance with company policies					

Date

11. Evolution of the Board Examination

Name of the Examiner

Designation

Signature

1.

2.

3.

Date of Assessment:

12. Contact Details

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