



TIS/CIR/18/24-25

CIRCULAR

23 April 2024

Classes: X, XI & XII - INTERNSHIP PROGRAM 2024

Dear Parents,

Making career decisions profoundly influences students' future growth and development. In today's landscape of abundant options, it's crucial to equip our students with the skills necessary to pursue a career path of their choice and thrive.

We're pleased to announce that the school is offering internship opportunities in June 2024 for students in Classes X, XI, and XII. Participating in an internship is a fantastic way for students to enhance their resumes and acquire valuable skills. They'll have the chance to work alongside accomplished professionals in their chosen field, gaining first hand insights into organizational operations. This experience is invaluable, helping students distinguish themselves when applying to college and pursuing future employment opportunities.

Application Timeline

DATE	EVENT
Wednesday, 24 April 2024	Internship instructions mailed to the students with details of internship offers from the industry
Friday, 26 April 2024	Submission of Applications for internship & Email confirmation due from students and their parents regarding accepting internship
Wednesday, 01 May 2024 Thursday, 02 May 2024	Interview with Administration for internship. (Students must conduct detailed research on the professional/ organization/ industry of the internship chosen by them before interview)
Friday, 10 May 2024	Internship training session. Students can contact employers.
First fortnight of June 2024 *Subject to change as per availability of the employer	Duration of internships. Length of each internship is decided on an individual basis.

Application Instructions

A list of internships available is also mailed. Students must choose two internships, list them in order of preference in the application form and complete the short essay questions.

- The students must submit their CV / résumé, which should be **no longer than 2 pages**. It must include the student's class IX and Class X Pre Board exams (aggregate and subject- wise), the personal details (date of birth, address, **contact details**) and language proficiency. Students must also list their notable involvement in co-curricular activities, achievement and awards.
- For creative internships (designing, film-making, writing), please also submit a sample of your work in png/ mp4 format.
- **If a student wishes to do an internship in a field not covered in the list, they must contact Ms Arti Anand (artianand@tagoreint.org) by Wednesday, 01 May 2024 to discuss the alternative possibilities.**
- Please note: We will be unable to organize internships with Pilots, the Armed Forces, most MNCs, News channels (due to child labour laws), United Nations agencies (due to internal policies), and high-level Defence Science research organizations. Please find below the list of possible areas of Internship

Warm regards

(Mallika Preman)
PRINCIPAL