

Master Your Internship: The 7-Step Protocol



Step 1 **Verify Requirements and Documentation**

Confirm degree-specific credits and request an official CDOE recommendation letter if required.



Step 2 **Apply to Target Organizations**

Approach organizations that align specifically with your study area and career goals.



Step 3 **Execute 4-6 Weeks of Training**

Complete training before Semester 5 (UG) or Semester 3 (PG) to avoid delays.

Phase 1 | Phase 2



Step 4 **Secure Evaluation Certificate**

Obtain the mentor's signature on the official certificate immediately upon training completion.



Step 5 **Submit the Internship Report**

Deliver your formatted report and signed certificate to the CDOE per guidelines.



Step 6 **Final Evaluation and Credits**

Wait for the CDOE to grade the report and grant program credits.



Step 7 **Protocol Complete**

KNOW YOUR INTERNSHIP/TRAINING PATH

1. Verify Programme Requirements: Preparation Phase.

Review the specific internship and training guidelines for your degree program through CDOE (Center for Distance and Online Education) to understand required credits, duration, and eligible domains.

2. Obtain Official Recommendation: Documentation Phase.

If prospective employers require a formal introduction, request a Recommendation Letter directly from CDOE before applying.

3. Apply to Target Organizations: Outreach Phase.

Reach out to organizations aligned with your study area. Ensure the company structure fits CDOE training parameters.

4. Execute 4-6 Weeks Training: Critical Deadline Control.

Complete your **4 to 6 weeks** of training within the official timeframe:

- **Undergraduate (UG):** Finish *before* the commencement of Semester 5.
- **Postgraduate (PG):** Finish *before* the commencement of Semester 3.

Missing these cutoffs risks delaying your semester result processing.

5. Secure Evaluation Certificate: Verification Phase.

Upon completion, request your workplace mentor to fill out and sign the official evaluation certificate using the exact format provided in the CDOE Internship Evaluation Guidelines.

6. Submit Report to CDOE: Submission Phase.

Format your final Internship Report according to CDOE guidelines and submit it along with your mentor's evaluation certificate.

7. Await Evaluation: Final Phase.

CDOE reviews and grades your report according to established evaluation rules to grant program credits.