

RTC INTERNSHIP PROGRAMME GUIDELINES

FULL-TIME INTERNSHIP INTO EMPLOYMENT

Academic Year : 2023 - 2024

(Applications Open June 19 and are due online by 5:30 PM, July 5th, 2023)

I. Internship Overview

General Objective: This training intends to incorporate the general skills and knowledge needed in order to obtain a full time position at RTC after the successful completion of the programme. Interns will incorporate professional email skills, telephone skills, report creation, professional communication, presentation skills, and following supervisor direction to familiarize themselves with RTC and the collaboration needed between departments. Interns are expected to work full-time for the duration of a semester and will be hired based on their performance reviews, desired area of expertise, and interest as jobs become available at RTC.

Remuneration: Nu. 15,000/month within the internship period of July 24 - December 16, plus Nu. 5,000 - 20,000 variable performance bonus upon successful completion of the internship on December 16.

Regularized job offers may be made anytime during the internship, or for openings that come up any time at RTC after the internship completion for those having a certificate of successful completion.

Learning Outcomes:

- 1) Draft general work plans and timelines based on assigned work.
- 2) Communicate to peers and supervisors about work issues, disruptions, and updates needed to complete tasks.
- 3) Compose professional emails and reports for submission to supervisors and peers.
- 4) Present RTC and department presentations.
- 5) Document and explain projects completed with a handing/taking document.
- 6) Incorporate feedback in the form of supervisor and self reflection into projects.

Period	Approach	Hours Per Week	Submission
Week 1 Jul 24 - 29	Orientation to RTC/ Expectations/ Time Management	Orientation-20 hours	Reflection Journal Entry
		Tutor Led-10 hours	
		Independent-10 hours	
Week 2 Jul 31 - Aug 4	RTC History/ Departments Introduction/ Intern Performance Goals & preferred departments & offices	Orientation-10 hours	Online Test, Journal Entry
		Tutor Led-10 hours	
		Independent-20 hours	
Week 3-6 Aug 7 - Sep 1	Supervisor Assignment 1st Rotation	Supervisor Intro-5 hours	Journal Entry, Hourly Log, Report (as needed)
		Tutor Led-4 hours	
		Department Assignments-30 hours	
		Independent-1 hour	

Period	Approach	Hours Per Week	Submission
Week 7-10 Sep 4 - 30	Supervisor Assignment 2nd Rotation	Supervisor Intro-5 hours	Journal Entry, Hourly Log, Report (as needed)
		Tutor Led-4 hours	
		Department Assignments-30 hours	
		Independent-1 hour	
Week 11-14 Oct 2 - 28	Supervisor Assignment 3rd Rotation	Supervisor Intro-5 hours	Journal Entry, Hourly Log, Report (as needed)
		Tutor Led-4 hours	
		Department Assignments-30 hours	
		Independent-1 hour	
Week 15-18 Oct 30 - Nov 25	Supervisor Assignment 4th Rotation	Supervisor Intro-5 hours	Journal Entry, Hourly Log, Report (as needed)
		Tutor Led-4 hours	
		Department Assignments-30 hours	
		Independent-1 hour	
Week 19 Nov 27 - Dec 1	Presentation to 4 Departments with feedback	Supervisor Meetings-4 hours	Presentation to Departments, Work Portfolio, Matching Preferences & Future Plans, Recommendations
		Presentation-4 hours	
		Tutor led-4 hours	
		Independent-28 hours	
Week 20 Dec 4-8	Utilizing Feedback	Independent-40 hours	Revision to Intern Performance Goals, Gap Assessment, Resources needed, Suggestions for efficiency, Feedback Collection

December 11-16: Intern to Department matching based on immediate employment needs. Interns that are not immediately needed can extend their internship until a department requires them for a full-time position based on performance and completion of this internship training.

II. Application Guidelines

The mode of application submission is online hence interested students may visit www.rtc.bt and submit the online application form along with all the needful documents and video submissions asked. The deadline for the submission of the applications is on **5th July, 2023**.

Eligibility

Recent graduates (of 2021 onwards) with less than 1 year of experience in full-time employment and those expected to graduate from an undergraduate degree program within July, 2023.

III. Selection Criteria

The Committee is looking for the following broad characteristics:

Academic Results:

- **Undergraduate Results**
- If you are projected to graduate in July, you will be asked to supply the most recent transcripts and update your documents as soon as available.

Experience:

- Candidates will discuss any activities they have participated in outside of the classroom. These may include activities where you interned, worked, volunteered or otherwise can produce documentation that you were involved in.
- Candidates should be able to produce college-wide activities as evidenced through participation in leadership roles (student government, RA, club coordinator, etc.), or have taken an active role in cultural programs (music, dance, song, etc.), games/sports, social/community work, or literary work, etc.

Written Samples:

- Applicants will complete the prompts provided within the parameters given.

Video Submissions:

- Applicants will create and upload a video answering the prompts given. The video submissions are not ranked on the composition and video quality, but rather the content within the video. Applicants should be visible in the video.

A. Short-list criteria:

1. Academics – 25% (Marks & Dean/President's List reflected as percentile rank in one's own programme, Attendance in current & previous semester, Participation in academic activities)
2. Extra-curricular activities and experience – 25% (College Team; Organizing and participating in tournaments organized by College, Other sporting activities, Cultural activities, Other clubs, Student Government, Resident Assistant, Club Coordination, Class Representative, Volunteering, Part-time job—must be substantiated by a certificate or letter on official letterhead of the organization)
3. Video Submission – 25% (Applicant uploaded and answers the question prompts within the timeframe given)
4. Written Submission – 25% (Applicant uploads and answers the question prompt within the word limit)

B. After shortlisting, the shortlist score will be scaled and combined with the simulated class and interview to calculate the final candidate score as follows:

- Short-list score: 50%
- Interview: 50%

IV. Selection and timeline (approximate)

Date	Event timeline
5th July	Last date for the submission of applications & uploaded documents
5th - 10th July	Committee meeting to shortlist applicants Shortlisted candidates announced
10th-11th July	Shortlisted applicants contacted for interview
11th & 12th July	Interviews on RTC campus or virtually
14th July	Selection, Announcement of Internship Cohort
24th July	Internship begins at RTC campus from 0930 am

V. Expectations:

In order to successfully complete the internship programme, applicants must attend the entire internship programme, complete the internship assessments, and feedback sessions to receive their certificate. After receiving their certificate, interns will be prioritized into full-time employment based on their skills and match to the relevant departments with a possibility of internal transfer if they were not selected for their prioritized department.

NOTE: All candidates must submit the online application form with the necessary uploaded files.