

GUIDELINES FOR INTERNSHIP WITH ASHA SCHOOL

1. **Introduction.** Internship services for training and education of special children is a rewarding and enriching experience for anyone. However, there are certain aspects about internship that interns need to be aware of while working with Differently-Abled Children. This document lays down guidelines for reference of interns who would like to work with the students of Asha School.

2. **Eligibility.** Any individual above 18 years of age can apply for an internship.

3. **Background Knowledge.** The individual is advised to acquire basic knowledge of various types of Intellectual and Physical Impairments. Information booklet of the same is available in Asha Schools. A list of detailed guidelines that an intern needs to know is enclosed as **Appx A**.

4. **Areas of Interest.** Asha School curriculum is a healthy mix of academic, social, behavioral and ADL (Activities of Daily Living) modules apart from sports, craft, dance and music. The same is customized for each student based on her/his level of learning and attainable targets. The intern, depending upon her/his expertise, interest and disability specialization can apply for working in one or more of the above areas.

5. **Duration and Timings.** Standard internship programme is for a period of four weeks, extendable to six weeks or more at the discretion of the School Principal/Management and as per RCI norms & guidelines for the course. Initially, the interns will be engaged in classroom observation for a period of minimum 10 days. Thereafter, an internship programme that entails classroom teaching, preparation of lesson plans, IEP and teaching-learning material in major disability specialization for 4 weeks and in other than major disability specialization by another 4 weeks may be undertaken by interns. Timings for interns will be as per school timing. These timings need to be adhered to sincerely. Interns have to be regular in attendance, failing which the individual may be debarred from continuing further.

6. **Applications.** The individual needs to submit an application addressed to the Principal, Asha School Delhi Cantt for participating in the internship programme, listing his/her areas of interest (format att at **Appx B**). A letter of recommendation from her/his Institute/workplace is also desirable.

7. **Selection.** Based on the application, the individual may be called for an interview with the Principal. Once approved, the applicant will be informed of her/his acceptance along with, the duration of the programme. Approval for the internship is also dependent on the number of applicants in the school at any point in time.

8. **Duties of Intern.** Principal will assign the interns to a specific section of the school. Depending on the area of interest and the section assigned, specific targets for working with the group of children will be given to the intern. The intern will work under supervision of assigned teachers /therapist of the school. Work as per the school ethos and vision which promotes a positive, supportive and secure environment where all children and adults are respected and valued.

9. **Monitoring.** For guidance and monitoring of the internship programme, the teacher/therapist will supervise the intern on all matters related to the daily program in school and discuss progress with the Principal on a weekly basis. Institute/college faculty supervisors are recommended to visit regularly to monitor the progress of interns at the school.

10. **Completion Report.** At the end of the internship programme, the participant will submit a report on the activities undertaken by her/him, listing out the targets achieved. The intern is welcome to submit suggestions on the programme for further improvements, if any.

11. **Certificate of Appreciation.** A certificate signed by the Chairperson, will be awarded to the participant on successful completion of the programme. Stipend may be provided on the discretion of Chairperson.

12. **Code of Conduct for the Intern**

No intern of the school shall ever:-

- (i) Hit or otherwise physically abuse a child.
- (ii) Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- (iii) Act in any ways that intends to embarrass shame, humiliate, or degrade a child.
- (v) Touch a child in any way that maybe considered inappropriate or culturally insensitive, and which may or may not be construed as sexual abuse.
- (vi) Discriminate against a child on the basis of race, economic status, culture, age, gender, ability, religion, sexuality, political persuasion or any other status.
- (viii) Allow children to engage in sexually provocative games with each other.
- (x) Expose children to or facilitate access to anything defined as harmful influences.

(xi) Facilitate or give access to unsupervised access to Internet to avoid exposure to harmful influences or strangers online.

(xii) Promise to keep secrets that may harm the child.

(xiii) Any person breaching the policy or receiving a disclosure of abuse or noticing signs or indicators of abuse, must report the same to the Principal and/or administration at once.

13. **Misc.** Interns will not be eligible for transport facilities. The internship programme can be discontinued in case of any untoward incident or intern's inability to follow the laid down guidelines keeping in mind the best interests of the School.

14. These guidelines will come into effect from date of issue and will be reviewed annually.

15. AWWA will offer a stipend the deserving interns during the period of their internship.

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BASIC GUIDELINES FOR INTERNS

1. **Interact.** Interaction and introduction are the basis of communication and how it is done sets the tone for friendship and bonding. First, introduce yourself and explain how you are connected to the child. Talking about oneself in clear and short sentences while making as much eye contact as possible is important at every stage.
2. **Observe.** Some children with special needs perceive sensory input in different ways and may be unable to verbalize discomfort. Remember that all behavior is communication. Always keep a lookout for these differences and think about what the child's behavior is communicating to you. If you're not sure what you're seeing, ask the special educator for advice.
3. **How to Communicate.** Avoid too many questions while interacting with the child. For example, rather than asking "what is the colour of this flower?" say, "look, the flower is the same colour as your bag. Both are red!". Sit at the same level as the child and maintain eye contact while talking.
4. **Motivate.** Children respond well to encouragement and praise. Giving small rewards can help children with special needs feel motivated to complete a difficult task or get through a challenging social situation.
5. **Use Visual, Auditory Or Tactile Cues.** Make use of pictures/flash cards/music etc to grab attention of the child, in case he or she does not respond to your spoken words or gestures. Nowadays many AAC Assistive Adaptive Communication apps are available that assist special children in communicating by way of pictures/auditory clues.
6. **Be Positive.** A positive attitude is the single most important quality for anyone who works with children with special needs. While each child is different and uniquely special, a patient understanding of his/her verbal/non-verbal expressions and a caring and positive approach will yield best results.
7. **Use Common Sense.** Every non-verbal indication of a child has some meaning. Also, each child is different, and will respond differently to your actions. Use your common sense to make them feel safe and physically and emotionally comfortable at any place before doing any activity and understand what they are trying to communicate.

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APPLICATION FOR INTERNSHIP PROGRAMME WITH
ASHA SCHOOL, DELHI CANTT

1. Name Mr/Mrs/Ms_____
2. Age_____
3. Address_____
4. Educational Qualification_____
5. Profession/Occupation_____
6. Qualification, if any, in special education_____
7. Experience, if any, in special education_____
8. Area of interest in volunteering program_____
9. Period applied for from _____ To _____

Place : New Delhi

(Signature of Applicant)

Date :

RECOMMENDATION OF PRINCIPAL

APPROVED/NOT APPROVED