RAKSHAK
FOUNDATION

2012

Mentor Handbook



Information and Suggestions For Mentors

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Preface

Its a great pleasure to have esteemed professionals like you to be a part of our Summer Internship Program 2012. Rakshak Foundation is a 501(c)(3) non-profit organization headquartered in Santa Clara, California, which researches different public policy issues and creates awareness about them. We sponsor Seminars on public policy matters, sponsor activities to involve the youth and sensitize them to the real life problems of the society. Rakshak has a very vibrant presence on social sites. Twitter and Facebook displays the activities of Rakshak and the enormous followers of the same.

Rakshak Foundation's Internship program is a professional development program intended to advance Foundation's goals with the involvement of eminent academicians and decision makers as mentors to provide students with practical learning experience in the area of public policy issues and citizen participation in governance.

It provides the students with an opportunity to experience real-world problems to which they must apply fundamental academic and interpersonal skills. It links academic excellence to workplace experience. Provides students with opportunity to be creative in finding innovative solutions to actual problems. It motivates students to develop a strong work ethics and achievement orientation with some supervision. It provides them the opportunity to recognize their true passions and potential. It lets them experience a sense of success and accomplishment, which will enhance their self-esteem and may motivate interest in their academic subjects and activities too. It drives youth towards the welfare of country and creates a sense of responsibility and care.

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Insight Into The Internship Program 2012

Interns have been recruited and selected based upon their educational standing, curriculum, expression of their interest and potential. The program allows Rakshak Foundation to inculcate the sense of responsibility and true meaning of a good citizen in the interns by having them work towards real social projects and issues. The focus of the program is for students to learn about the vast opportunities available for them to make a positive impact with limited time and resources.

The position carries a stipend of Rs 10,000 subject to completion of project. However, any expenses incurred towards the internship are reimbursable on actuals basis, once approved. The details of the internship program are outlined at: http://internship.rakshak.org . The intern is required to stay in the premises of IIT Kanpur and complete their research reports.

Each intern will be assigned a mentor to guide him/her during the process of research program. Rakshak coordinators will be present in IIT Kanpur to smoothen the process of internship program and help all the interns during their stay at IIT Kanpur. Each intern needs to maintain a rough log book in which he/she would note down any and all information directly with dates to serve as a record of activities in a chronological sequence. Except for a few mentors from IIT Kanpur most others would be from outside Kanpur and maintaining regular telephonic and internet communication is the responsibility of interns.

Rakshak Foundation intends to select up to 10 project reports at the conclusion of this program which show promise and potential for further research and provide some financial assistance to take the work forward.

Project Assignment and Mentoring:

1) Mentors will be assigned the projects as per their area of interest. Prior confirmation will be obtained from the mentors.
2) One mentor may be assigned more than one intern with his/her approval. Normally, only one intern would be working on a project.
3) If in the judgement of the mentor, the project details and its scope need to be modified, the same should be done preferably within the first week. The changed details of the project should also be communicated to the Rakshak Management.
4) Weekly progress reports will be prepared by the interns and they will discuss it with their respective mentors.

5) A mentor facilitates personal and professional growth in an individual by sharing the knowledge and insights that have been learned through the years.
6) A mentor has to assume many roles as the situation demands, of being a friend, a cheerleader, a policy enforcer, a role model, a counsellor and a guru.
7) Mentors can set the targets and time line for interns to ensure that the interns are putting adequate efforts.
8) Mentors can exercise their own discretion regarding the way the research should be carried forward by the interns.
9) Rakshak coordinators will be available to help the mentors in all the ways possible and will try to ensure regular communication with the interns.
10) Any misconduct at the intern's end should be communicated to the Rakshak management so that suitable corrective action can be taken quickly.
11) Mentors have to guide the interns about the contents of the final report and approve it.

Communication with the Interns

1) Interns are required to maintain regular communication with the assigned mentors at least once a week.
2) Mentors would keep their mentees informed about the mode, frequency, time of the day etc for being contacted.
3) Mentors are requested to keep their mentees and the coordinator informed about periods, if any, when they can not be contacted. Mentors would assign work and activities to the intern in advance for such periods.
4) No Communication from the intern for over one week except under exceptional situation will be considered a violation of the terms and conditions of this program.
5) Most interns would be working on such a project for the first time and have had no background in the project area. The mentor needs to be patient with the intern in helping him navigate through the uncharted waters and in keeping his enthusiasm high.

Project Completion

An intern needs to successfully complete the project in order to get the certificate of internship and the stipend promised. Successful completion of project requires the following guidelines to be followed:

1) *Successful submission of project report within the given timeline.*
2) *Mentors must be satisfied with the efforts of interns and their quality of work and can report any glitch in the report to the management of Rakshak.*

3) *Intern may collect the information from various sources; the contents should be prepared by careful assimilation. The information should be properly understood and the write up should be in one's own language. It should not be a 'cut' and 'paste' write-up.*
4) *It is essential to consult the Mentor frequently and follow his instructions.*
5) *Plagiarism must be absolutely avoided by the interns and if noticed any by the mentors, should be reported to the management.*

Mid Term Assessments:

Within four weeks of this internship program a mid-term assessment would be done. This is very important for this program as:

a) It provides structured feedback to the interns based on assessments of the strengths and weaknesses of their performance to date;

b) It offers an opportunity for intern and the mentor to re-establish or set new goals which can be used to further their development over the course of the remaining part of the internship.

This midterm assessment would require the interns to present their research report prepared till date to the mentors and all the other interns present. This will afford an opportunity to the interns to learn from other interns and to widen their area of research. Mentors who are not present in person during these presentations will assess the research report of his/her mentee till date and communicate their comments and review to the mentee and to Rakshak Management.

General Guidelines to Prepare the Research Report:

1) *The report should be in English and should be based on available literature and information gathered first hand by the intern.*
2) *Plagiarism must be avoided. Due credit and proper reference must be included in the report.*
3) *It should be prepared under the instructions of assigned mentor.*
4) *The write up should be easy to review and must be in the form of a research report. It should be well presented by dividing it into chapters/topics.*
5) *A brief introduction of report should be written in the beginning to explain the purpose of the research and briefly describe the structure of the report.*
6) *There should be a concise summary of the significant findings in the report in the beginning of the report. It should not include references, tables, or illustrations.*

7) *References used must be individually numbered and included at the end of the report. They must be complete so that anyone could locate that reference on internet or in a library. The serial number of each reference must occur in the body of the report where it has been referred to.*
8) *General references which are not referred specifically in the body of the report can be included under the title, "Suggested Reading", in consultation with the mentor.*
9) *The number of pages may be restricted to 20 to 25 A4 size pages. The number is only indicative.*
10) *Preferred Font- Times New Roman ; Size: (i) Topic/titles – 14 points ,bold (ii) Subtopic titles- 12 point, bold (iii) Running Matter – 12 points*
11) *Main body of the report should be divided into chapters to present different major aspects of the report. Adopt a clear and consistent style of writing. Avoid long sentences in which the meaning may be obscured by complicated or unclear construction.*
12) *Graphical representation of data is highly recommended.*
13) *All the pages should be numbered.*
14) *Do not use transparent plastic sheets for binding.*

The above mentioned guidelines are not exhaustive in nature. Mentors as per their own discretion can amend any of the guidelines and can even suggest their own ideas for the documentation and presentation of research report. Though it would be desirable if all the research reports prepared during this program are documented in the same format.

Several activities have been planned too for the weekends so as to keep the interns motivated and give them a new experience and learning. All those mentors who are staying on the premises of IIT Kanpur are requested to supervise these activities if their busy schedule would permit.