

POLICY ON INTERNSHIP PROGRAMME

Purpose and Aim

1. The USI Internship Programme is instituted to support the Institution's research, analytical, and publication objectives while providing structured academic exposure to young scholars. The programme aims to:

- (a) Develop research capacity in the domains of geopolitics, emerging technologies, United Nations & Humanitarian studies, military history, and conflict studies.
- (b) Create a talent pipeline for future research and academic roles within USI.
- (c) Familiarise interns with professional research standards, institutional processes, and applied policy analysis.

2. **Intake Capacity.**

- (a) The programme shall, for entire USI, accommodate 15 to 25 interns per cycle.
- (b) Interns could also be enrolled for specific projects.

3. **Fields of Engagement.** Interns shall be assigned research and support tasks in one or more of the following areas, wherein assignments will be aligned with ongoing institutional research, publications, and events:

- (a) Geopolitics and Strategic Studies.
- (b) Emerging Technologies, including Cyber/ AI and Security Analysis.
- (c) United Nations and Humanitarian Studies.
- (d) Military History., museums / heritage and Conflict Studies
- (e) Library Sciences.

4. **Selection and Qualifications.**

- (a) **Unpaid Internship:** Minimum qualification will be graduate or undergraduate students (in the 3rd / final year).
- (b) **Paid Internship:** Minimum qualification will be Post Graduate degree in relevant discipline, or satisfactory performances / selection on completion of unpaid internship.
- (c) Selection and allocation to Centres shall be based on academic background, statement of interest and institutional requirements.

5. **Duration and Structure.**

- (a) **Phase I:** Unpaid Internship.
 - (i) Duration: Minimum two months, extendable on mutual consent.

- (ii) Nature: Probation/ Unpaid, with on-the-job training.
- (iii) Objective: Orientation to research methods, institutional workflows, and applied analysis.

(b) **Phase II: Paid Internship.**

- (i) Duration: Upto one year extendable on mutual consent.
- (ii) Honorarium: 20,000 per month
- (iii) Entry into this phase shall be based on performance assessment and institutional need.

6. **Orientation and Methodology.** A one-week orientation programme shall be conducted at the commencement of the internship for the each batch of interns, coordinated by CADM, with execution by nominated Centres. The orientation programme shall be conducted during the first week of the internship to familiarise interns with the institutional ethos, research expectations, and professional standards of work. The programme shall comprise the following components:

(a) **Institutional Orientation.**

- (i) Overview of the United Service Institution of India: mandate, history, and role as a national think tank.
- (ii) Organisational structure, Centres, Sections, and functional responsibilities.
- (iii) Code of conduct, professional ethics, confidentiality norms, and data sensitivity.
- (iv) IT/ Cyber Security

(b) **Internship Objectives and Expectations.**

- (i) Purpose and learning outcomes of the internship programme.
- (ii) Roles, responsibilities, and deliverables expected from interns.
- (iii) Attendance norms, reporting mechanisms, and supervision structure.

(c) **Administrative and Logistical Briefing.**

- (i) Use of institutional resources, libraries, and digital tools.
- (ii) IT systems, documentation procedures, and communication protocols.
- (iii) Grievance redressal and administrative support mechanisms.
- (iv) Access Control and Security

(d) **Research Methodology and Academic Standards.**

- (i) Fundamentals of qualitative and quantitative research.
- (ii) Policy research methods, literature review techniques, and source evaluation.
- (iii) Academic integrity, plagiarism standards, and citation practices.

- (iv) Introduction to structured analytical frameworks and critical thinking tools.
- (e) **Research Domains and Thematic Familiarisation**. Introduction to core research areas, with specific area of research that the intern would be nominated for, based on the combination of vacancy and choice.
- (f) **Writing, Editing, and Publication Processes**.
 - (i) Research note, article, and policy brief writing formats.
 - (ii) Editorial workflows, peer review processes, and revision protocols.
 - (iii) Introduction to institutional publication standards and style guidelines.
 - (iv) Referencing standards from authentic sources

7. **Provisions.**

- (a) If the number of interns is more than five, orientation shall be centralised.
- (b) If five or fewer, orientation may be conducted within a nominated Centre.
- (c) Interns will be assigned mentors/ supervisors and engaged in:
 - (i) Research assistance.
 - (ii) Data collection and analysis.
 - (iii) Drafting and editorial support.
 - (iv) Conduct of seminar, conference, and publication-related tasks.

8. **Activities During Internship.** During the first two months, interns shall undergo structured on-the-job training and applied research exposure, comprising the following activities:

- (a) **Centre-Specific Induction.**
 - (i) Detailed briefing on the mandate, focus areas, and ongoing work of the allotted Centre.
 - (ii) Familiarisation with current research projects, publications, and priority themes.
 - (iii) Introduction to supervisors, mentors, and research teams.
- (b) **Writing and Analytical Outputs.**
 - (i) Drafting short research notes, summaries, and analytical briefs.
 - (ii) Assisting in preparation of articles, policy papers, monographs, or reports.
 - (iii) Revising drafts based on editorial and supervisory feedback.
- (c) **Methodological Application.**

- (i) Applying research methodologies introduced during orientation to live projects.
 - (ii) Use of analytical frameworks, timelines, and comparative assessments.
 - (iii) Developing critical thinking and structured argumentation skills.
- (d) **Applied Policy Analysis and Practical Exposure.**
- (i) Translating research into policy-relevant outputs.
 - (ii) Exposure to case studies, historical examples, and contemporary issues.
 - (iii) Interaction with mentors, researchers, and domain experts.
- (e) **Seminars, Lectures, and Internal Interactions.**
- (i) Attendance at lectures, seminars, workshops, and internal discussions.
 - (ii) Participation in Centre-level meetings and research presentations.
 - (iii) Interaction with senior researchers, visiting scholars, and practitioners.
 - (iv) Attending Lectures / Seminars at other think tanks.
 - (v) Report writing.
- (f) **Performance Review and Mentoring.**
- (i) Monthly review of progress, work quality, and engagement by supervisors.
 - (ii) Mentoring inputs to improve research, writing, and analytical skills.
 - (iii) Identification of interns suitable for recommendation for extended engagement.
 - (iv) Submission of Article and Feedback sessions.
- (g) **Review and Retention Decision.** After six weeks, interns shall be assessed for Voluntary retention into the paid internship programme (subject to vacancies and merit), or release upon completion of the unpaid internship or extension of unpaid internship.

9. **Exit, Notice, and Certification.**

(a) **Unpaid Internship.**

- (i) Interns may leave without notice during the first two months.
- (ii) In such cases, no internship certificate shall be issued.

(b) **Paid Internship.**

- (i) Interns opting to leave must provide 15 days' notice and shall be provided with an internship certificate after exit clearance.

10. **General Provisions.**

- (a) The Internship Programme does not create any right to employment.
- (b) USI reserves the right to amend, suspend, or terminate the programme or any part thereof in the interest of the Institution.
- (c) All interns shall adhere to institutional discipline, confidentiality norms, and ethical research standards.