

3 Credit Hours Mandatory for Undergraduate Programs	6-8 Weeks or as prescribed by degree plan; HEC: after 4 semesters or 72 Cr. Hrs	For Associate Degrees prescribed by the respective Accreditation Council or University	4 Modes On-site · Virtual · Hybrid · In-house (on-campus internship, simulation work or boot camps)	Paid or Unpaid same academic requirements
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APPROVAL & PROCESS TIMELINE *Step 1 onwards: who does what*

STEP 1 >	STEP 2 >	STEP 3 >	STEP 4 >	STEP 5 >	STEP 6 >	STEP 7 >	STEP 8
Register Eligible student registers for the internship through course selection	Supervisors Assigned Department assigns Faculty Supervisor; host assigns Site Supervisor	Letter Issued Placement Office issues the internship recommendation letter	Find Placement Placement Office facilitates, or student self-finds (needs Faculty + Placement approval)	Site Evaluation Site Supervisor evaluates intern every 3rd week (Annex-1 form)	Student Submissions Student submits internship report and activity log to Faculty Supervisor (Annex 2 & 3)	Final Assessment Faculty Supervisor scores report and compiles final score and level	Transcript Clearance Signed forms + Completion Certificate Submit to Exam office. Failed students re-register
Student	Department & Host	Career Services	Career Services	Site Supervisor	Student	Faculty Supervisor	Career Services

ROLES & RESPONSIBILITIES

DEPARTMENT	FACULTY SUPERVISOR <i>Academic oversight</i>	SITE SUPERVISOR <i>Host organization</i>	CAREER SERVICES OFFICE <i>Placement, Alumni & Corporate Liaison</i>
- Department shall constitute a departmental level Placement Advisory Committee (PAC) Which: - Handles internship registration - Assigns Faculty Supervisors - Verifies host institutions - Circulates evaluation forms - Maintains documentation and records	- Provides academic oversight and mentorship - Supports development of TOR - Reviews student submissions periodically - Scores student reports (Annex 2-B) - Compiles final score and performance level - Evaluation weight: 25%	- Supervises on the ground; allocates tasks - Monitors attendance, performance, conduct - Gives feedback to the intern - Evaluates every 3rd week (Annex-1) - Issues Internship Completion Certificate - Evaluation weight: 40%	- Facilitates internships; employer relations - Approves self-found internships (with Faculty) - Issues recommendation letters - Collects signed evaluation forms by faculty & site supervisor + certificate - Photocopy will be sent to exam department and original will be kept by CSO

INTERNSHIP SCOPE BY MAJOR

ADVERTISING & PR	ANIMATION	ELECTRONIC MEDIA
Roles: Account / Brand Management, Media Planning, Digital Marketing, Content Creation, Social Media, Copywriting, Creative Strategy Sectors: Advertising agencies, digital marketing firms, media houses, corporate marketing departments, NGOs, startups Tools: Photoshop, Illustrator, Premiere Pro Not approved: Sales-only or administrative roles with no marketing or communication learning	Roles: 2D / 3D Animation, Motion Graphics, Storyboarding, Character Design, Visual Development, Post-Production Sectors: Animation studios, game development, digital media and advertising agencies, production houses, creative studios Tools: Photoshop, After Effects, Moho, Maya Not approved: Internships unrelated to animation, design or visual storytelling	Roles: Production Assistant, Script Development, Direction, Art Direction, Cinematography, Editing, Sound Production, Broadcast Operations, Content Production Sectors: TV channels, production houses, digital content studios, film companies, streaming platforms Tools: Premiere Pro, DaVinci Resolve, Reaper Not approved: Administrative roles with no involvement in media production

EVALUATION, DELIVERABLES & TRANSCRIPT

EVALUATION WEIGHTAGE - Site supervisor evaluations: 40% - Student reports: 30% - Faculty supervisor evaluations: 25% - Activity log completion: 5% KEY INDICATORS Work accomplishment · Problem-solving · Organizational skills · Communication · Interpersonal skills · Professional behaviour FMS ADDITIONAL KPIs Creativity and innovation · Quality of media content · Technical proficiency in tools · Portfolio, case study or lab work	MANDATORY DELIVERABLES - Internship report - Portfolio / project / case submission - Presentation - Site Supervisor Evaluation Form (Annex-1) - Weekly activity log (Annex-3) - Photographic evidence, screenshots and supporting documents - Internship Certificate (from employer)	WHAT SHOWS ON THE TRANSCRIPT The overall score decides the performance level that is reflected on the student's transcript. <table> <tr> <td>Level 1</td><td>80-100%</td><td>Outstanding; exceeded workplace expectations</td></tr> <tr> <td>Level 2</td><td>65-79%</td><td>High levels of achievement</td></tr> <tr> <td>Level 3</td><td>50-64%</td><td>Satisfactory work performance</td></tr> <tr> <td>Level 4</td><td>0-49%</td><td>Did not demonstrate satisfactory performance</td></tr> </table> On completion: Level 1-3 shows on transcript after TAS Portal clearance (signed forms + certificate). On failure (Level 4): student must re-register for the course and pass before the program is completed.	Level 1	80-100%	Outstanding; exceeded workplace expectations	Level 2	65-79%	High levels of achievement	Level 3	50-64%	Satisfactory work performance	Level 4	0-49%	Did not demonstrate satisfactory performance
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Level 4	0-49%	Did not demonstrate satisfactory performance												

Ethics & risk: comply with copyright and intellectual property laws · respect confidentiality and organizational policies · follow ethical media practices in content creation and representation · maintain professional conduct · handle equipment and technical operations safely.

Internship completion is mandatory for the award of the degree.
Source: FMS Undergraduate Internship Handbook 2026