

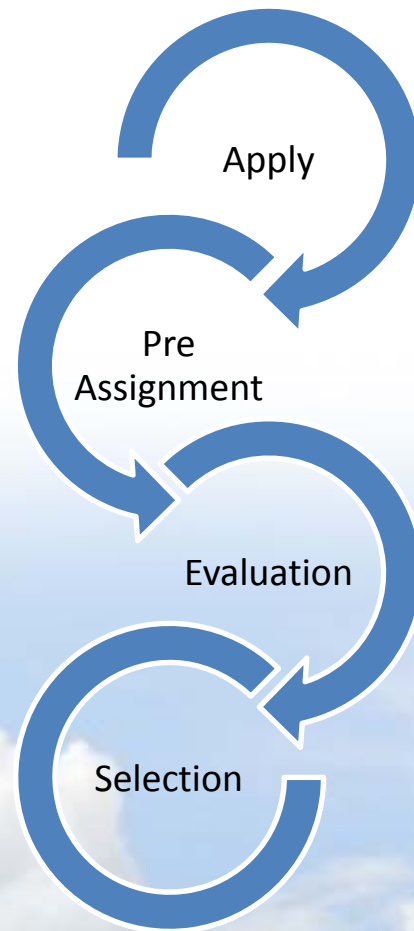


Zav FoundationTM
Alter | Change | Transform

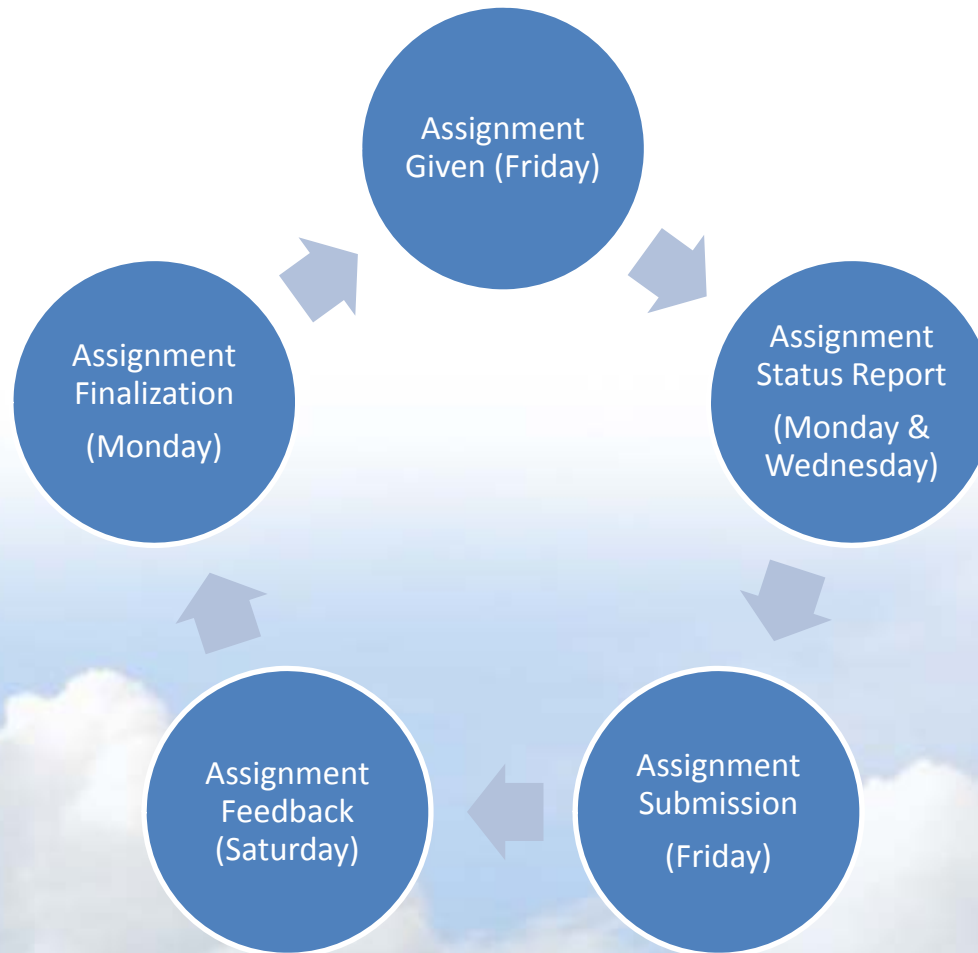
Internships @ Zav Foundation



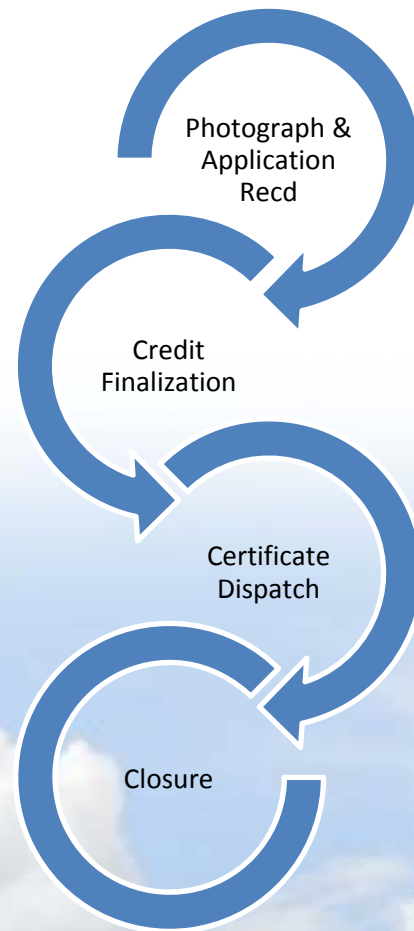
Pre Internship Process



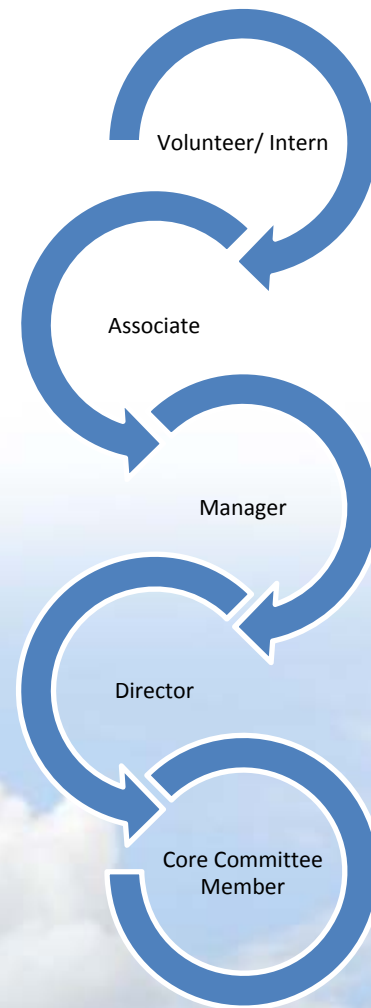
Internship Process



Post Internship Process



Career Progression



Internship Categories



Credit System

- Per Completed Assignment – 4 Credits
- Duration of Internship – 4 weeks (5 - 8 hours/ week)
- Total Credits to be earned – 16 Credits
- Grace Period – 2 weeks (making it a maximum of 6 weeks)
- Minimum Internship Certification Requirement – 12 credits
- Promotion Requirement – 16 credits



Assumptions (for both of us)

- Internship Manager should send a assignment completion mail along with credits earned only then a assignment is deemed completed.
- Completion status is always given by the reporting manager and not decided by a student him/ herself.
- Internship once discontinued is deemed incomplete and closed
- Internship will be terminated if:
 - No communication for more than a weeks time
 - Submissions for 2 consecutive weeks in not complete

Formats

Word Document

- Font – Calibri/ Arial
- Font Size – 16 (headings) & 12 (others)
- Footer – Page No, Website Address
- Not more than 12 pages

Power Point Presentation

- Zav Presentation Template
- Font – Calibri/ Arial
- Font Size – 16 (headings) & 12 (others)
- Footer – Slide No, Website Address
- Not more than 15 slides

Graphics Design/ Video

- Zav Foundation Logo to be present
- Website Address, Email Address, Mobile No to be present
- Any Size/ Length
- PNG, PSD, JPG, PDF Formats required
- 3 different samples always for each assignment

Pre-requisites

Internship Category	Pre-requisite	Virtual/ Live
Creative Writing	College Grad/ Post Grad Student + Prior writing experience, proof of the same will be required	Virtual
Instructional Designing	College Grad/ Post Grad Student + Basic knowledge of non educational topics to be delivered as workshop content	Virtual
Marketing	College Grad/ Post Grad Student + Ability to network with people from cross functions	Live / Virtual
Event Management	College Grad/ Post Grad Student + Prior School/ College event organizing experience	Live
Graphics Designing/ Videography	College Grad/ Post Grad Student + Prior designing experience, Adobe Photoshop/ Corel Draw/ Movie Making S/w knowledge compulsory	Virtual
Training & Development	College Grad/ Post Grad Student + Prior public speaking experience with local language proficiency	Live
Research & Development	College Post Grad MSW/ MEd Student + Prior social sector research experience	Live
Social Media Management & Search Engine Optimization	College Grad/ Post Grad Student + Thorough knowledge of SEO & SMM required	Virtual



Creative Writing/ Poetry Writing/ Instructional Designing

Assignment	Description	Credits	Samples
Articles/ Blogs/ Poetry Writing (CW)	Word count + theme/ topic will be assigned by us. Brief input information will be given.	2 Credits/ 500 words of content	http://goo.gl/kOrJw
Training Material (ID)	Word count + theme/ topic will be assigned by us. Brief input information will be given. Design and Formats will be given by us.	2 Credits/ Training Material	http://goo.gl/qd30G
Website/ Collateral Content (CW)	Word count + theme/ topic will be assigned by us. Brief input information will be given.	2 Credits/ 500 words of content	http://goo.gl/FCq7d
Newsletter (CW)	Brief input information will be given. Design and Formats will be given by us.	8 Credits/ Newsletter	http://goo.gl/1QRV3
Web Ads/ Social Media Content (CW)	Word count + theme/ topic will be assigned by us. Brief input information will be given.	1 Credit/ 2 Ads content	http://goo.gl/f0Q6o

Graphics Designing

Assignment	Description	Credits	Samples
Poster/ Flyer	A4/ A3/ A5 Page poster/ flyer to be designed. Theme or Topic will be assigned. Minimum of 3 designs should be submitted for one of them to be selected.	2 Credits/ Selected Poster	http://goo.gl/7AnEY
Brochure	A4/ A5 size Brochure to be designed. Theme or Topic will be assigned. Content will be given. Minimum of 2 designs should be submitted for one of them to be selected.	1 Credit/ 2 Pages of finalized Brochure	Not Available
Web Ads	A6 size Web Ads to be designed. Theme or Topic will be assigned. Minimum of 2 designs should be submitted for one of them to be selected.	1 Credit/ 2 Selected Web Ads	http://goo.gl/IB0xD
Banner/ Standee	6 feet x 3 feet Banner to be designed. Theme or Topic will be assigned. Minimum of 2 designs should be submitted for one of them to be selected.	2 Credit/ Selected Banner	http://goo.gl/ZZi2Q

Videography

Assignment	Description	Credits	Objective
About Zav/ Zav Initiatives Videos	Ideation, Scripting, Recording, Editing & Finalizing the video has to be done and submitted by you as per the framework provided by us, basic knowledge of timeline based video editing which can be implemented into basic softwares such as camtasia to high end softwares such as avid, final cut pro etc. Additional knowledge of node based editing can be useful for high end editing in applications such as nuke or autodesk smoke.	4 Credits/ Video of 3 minutes 6 Credits/ Video of 5 minutes	To introduce more technology friendly ways of knowing Zav and its initiatives.
Training Videos		4 Credits/ Video of 3 minutes 6 Credits/ Video of 5 minutes	To make complex explanations simple via a video.
Feedback Videos		4 Credits/ Video of 3 minutes 6 Credits/ Video of 5 minutes	To collect video feedbacks and upload it to our youtube page for larger coverage.
Awareness Videos		4 Credits/ Video of 3 minutes 6 Credits/ Video of 5 minutes	To create videos on various social and community issues for online platforms.

Training & Development

Assignment	Description	Credits	Process
Support Classes (Academic Subjects)	Classes to be handled as per the requirement of the Government School.	2 Credits/ Class	Photographs + Video + Acknowledgement Letter to be submitted on an every week basis.
Project Neev Workshops (All 5 Categories)	Workshops to be handled as per the designed prescribed by us.	2 Credits/ Workshop	Photographs + Video + Acknowledgement Letter to be submitted on an every week basis.
Careerz Workshops	Workshops to be handled as per the designed prescribed by us.	4 Credits/ Workshop	Photographs + Video + Acknowledgement Letter to be submitted on an every week basis.
Spoken English Classes	Classes to be handled as per the requirement of the Government School.	2 Credits/ Class	Photographs + Video + Acknowledgement Letter to be submitted on an every week basis.
Sports Coaching	Sessions to be handled as per the requirement of the Government School.	2 Credits/ Session	Photographs + Video + Acknowledgement Letter to be submitted on an every week basis.

Marketing/ Event Management

Assignment	Description	Credits	Objective
Introductory Talks @ Colleges & Schools	Complete Training will be provided by us, lead generation has to be done by you, talk has to be organized & executed by you	2 Credits/ Talk + 2 Credits for a follow up action.	To generate volunteers/ interns from the college or To get positive leads to conduct a workshop from any of our school category initiatives at a minimum honorarium.
Fund Raising Events	Ideation, Organization, Execution & Closure of the fund raising event has to be done by you within the framework of the organization as prescribed by us.	8 Credits/ Event – Small Scale & 16 Credits/ Event – Large Scale	To generate funds to cater to the expenses of our existing initiatives.
Organize Events (YOUreka, YOUreka+, Careerz, Neev, Prayati, CDSR)	Ideation, Organization, Execution & Closure of the event has to be done by you within the framework of the organization as prescribed by us.	8 Credits/ Event – Small Scale & 16 Credits/ Event – Large Scale	To increase the bandwidth and magnitude of the programs under Zav Initiatives.
Media Coverage	Articles about Zav, Zav Initiatives, Zav Events etc to be published in any of the Media Platforms (Newspaper, Magazines, Online Platforms, Radio, TV etc)	4 Credits/ Article in well known platform	To create awareness amongst people about the organization and its initiatives.

Social Media Marketing/ Search Engine Optimization

Assignment	Description	Credits	Objective
Updates on Facebook, Twitter, Instagram & LinkedIn	One liners have to be created by you as per the framework given by us. This has to be approved by your Reporting Manager and done on an everyday basis.	1 Credit/ 2 Status Updates	To maintain our online presence constant throughout.
Online Events	Ideation, Organization, Execution & Closure of the online event has to be done by you within the framework of the organization as prescribed by us.	8 Credits/ Online Event	To maintain our online presence constant throughout.
Increase our visibility in Search Engines	Apply SEO strategies as per the requirement shared by us.	4 Credits/ Increase in 25 percent traffic	To increase our website traffic.

Contact Us

