

Internship Guideline Handbook

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INTRODUCTION

Overview of The Internship Guidelines Handbook



Welcome to our Internship Guideline Handbook — your go-to resource for understanding the expectations, values, and day-to-day functioning of our internship program. This comprehensive guide is designed to equip you with the essential information and support needed to make the most of your learning experience and contribute meaningfully during your time with us.

From understanding our core values to upholding professional conduct, this handbook outlines your responsibilities, opportunities for growth, and the rules and regulations you are expected to follow throughout your internship. It is designed to support a respectful, productive, and enriching experience for you and the entire team.

For any clarifications or concerns, interns are advised to contact the intern coordinator or an authorized clinician at the center.

GOAL BEHIND RENYOU

Mission and Values of the Company

Mission

At ReNyYou Counselling, our mission is to provide a compassionate and empowering space where individuals can relive their experiences with courage, recover with support, regain their sense of self, and renew their inner strength. We are committed to helping each person find their voice, fostering resilience, healing, and personal growth through evidence-based, client-centered therapeutic practices.



CEO Karthika Thomas

Values

At ReNyYou Counselling, we value empathy, empowerment, and integrity. We offer a safe, supportive space where individuals can heal, grow, and reclaim their voice. Our approach is client-centered and holistic, respecting each person's unique journey while upholding the highest standards of ethics and confidentiality. Above all, we are committed to fostering resilience and renewal, helping clients move forward with strength and clarity.



COO Kanika Menon

Workplace Behavior and Professionalism

Behavior

In our organization, behavior and professionalism go hand in hand. We prioritize a culture of respect, integrity, and collaboration. Your behavior in the workplace is not only a reflection of yourself but also a representation of our collective commitment to excellence.

Professionalism

Professionalism, for us, means embracing a positive attitude, effective communication, and a strong work ethic. Together, let's create an environment where everyone feels valued, supported, and inspired to bring their best selves to work each day.



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An internship is not just a role—it's a journey of learning, growth, and discovery. Step in with curiosity, stay with commitment, and leave with purpose.

Dress Code

- Interns are expected to dress in a manner appropriate for a professional clinical setting. Clothing should be modest, non-revealing, and allow for ease of movement.
- Attire deemed inappropriate or unprofessional will result in a private conversation with a senior clinician to provide clarity on expected standards.
- Repeated non-compliance following the initial warning may lead to the intern being asked to leave the premises for the day, and an absence will be marked.
- For clarification on suitable attire, interns may consult the intern coordinator or any clinician.

Evaluations

- Interns will be evaluated continuously throughout the internship period.
- Upon completion of the internship, each intern will receive an evaluation sheet containing final comments and grades from all supervising clinicians.
- The evaluation outcomes are final, and no requests for revisions or changes will be considered.
- Interns are encouraged to proactively engage with clinicians regarding work-related queries, provided they are appropriate in nature.

Leave Policy

- Interns are allowed a maximum of two sick leaves during the course of the internship. It should be conveyed prior via mail.
- Any additional leaves must be substantiated by a medical certificate or documentation indicating medical consultation or treatment.
- For pre-scheduled engagements, a minimum of one week's prior notice is required.
- In cases where multiple interns apply for leave during the same period, precedence will be given based on urgency and importance.
- Any leave taken beyond the two allotted sick days must be compensated for after the completion of the official internship term. This requirement is mandatory.

Shadow Assistance

- As outlined in your internship offer letter, shadowing responsibilities are a mandatory component of your role.
- Refusal to participate in shadow assignments without a valid and justified reason will not be accepted.
- If assigned to accompany a child to a school, punctuality is essential. Interns must report 5 minutes prior to the reporting time (if the reporting time is at 8 am, be there max by 7:55 am). Any anticipated delay must be promptly communicated to the intern coordinator.
- Children must not be left unattended at any time. In cases of temporary absence (e.g., restroom break), interns must inform school staff who can supervise the child in their absence.
- Mobile phone usage during school visits is strictly prohibited except for professional purposes (e.g., seeking assistance, or if the device is being used as an aid during the session). Recreational use, including watching reels, is not permitted.
- Physical discipline or raised voices are strictly prohibited. Any uncertainty in managing behaviour should be addressed through consultation with clinicians.

Assignment submissions

- Timely submission of assignments is an essential part of intern evaluation and fosters professional responsibility.
- Delays in submission must be communicated to the respective clinician with a valid explanation.
- Active participation in assignments, discussions, mock sessions, and other learning opportunities will be positively reflected in your evaluation. Demonstrated enthusiasm and consistent performance are encouraged and appreciated.
- In case any assignment or course video is missed, it must be completed on the Saturday of the same week. Failure to comply will reflect accordingly in the evaluations.

Internship Timings

- The working hours for interns are from 9:00 AM to 6:00 PM, as stated in the offer letter.
- Punctuality is mandatory. Interns must inform the intern coordinator in advance in case of any delays.
- Repeated tardiness will be noted and reflected in the final evaluation.
- Lunch break is from 1:00 PM to 2:00 PM. Interns should plan accordingly to return on time.

Client Sessions

Online sessions

- Interns must log in on time for online sessions.
- The consent form must be sent at least 30 minutes prior to the session.
- The session link must be shared at least 5 minutes before the scheduled start time.
- Session duration must not exceed 45–60 minutes.
- A session report, following the prescribed format, must be submitted by the end of the day (EOD). For late evening sessions, reports should be submitted the following morning without fail.
- Reports may be submitted via WhatsApp or email.

Offline Sessions

- Interns must log in on time for online sessions.
- The consent form must be sent at least 30 minutes prior to the session.
- The session link must be shared at least 5 minutes before the scheduled start time.
- Session duration must not exceed 45–60 minutes.
- A session report, following the prescribed format, must be submitted by the end of the day (EOD). For late evening sessions, reports should be submitted the following morning without fail.
- Reports may be submitted via WhatsApp or email.

In cases of discomfort, distress, or safety concerns during a session, interns are authorized to terminate the session immediately and notify the nearest available clinician.

Working with children at the center.

- Interns will be assigned to work with children by either the intern coordinator or a supervising clinician.
- All interactions and activities with the child should follow the instructions provided by the clinician.
- Interns are encouraged to clarify doubts and seek guidance when needed; such initiative will positively influence their evaluation.
- Behavioural observation reports must be submitted via WhatsApp on the same day:
 1. For morning sessions: report submission may follow the session.
 2. For evening sessions: report must be submitted by end of day (EOD).

LEARNING OUTCOMES AND BENEFITS

Internship perks

A

Exposure

You will have the exposure to work with clients and hands on experience in assisting neurodivergent kids.

B

First-hand learning

You will have the opportunity to work with clinicians, specialized in various fields and can learn directly from them.

C

Flexibility

The internship is tailored to be a flexible space to encourage learning and growth for individuals.

D

Certificate

There will be certificates awarded by the end of your internship period.

E

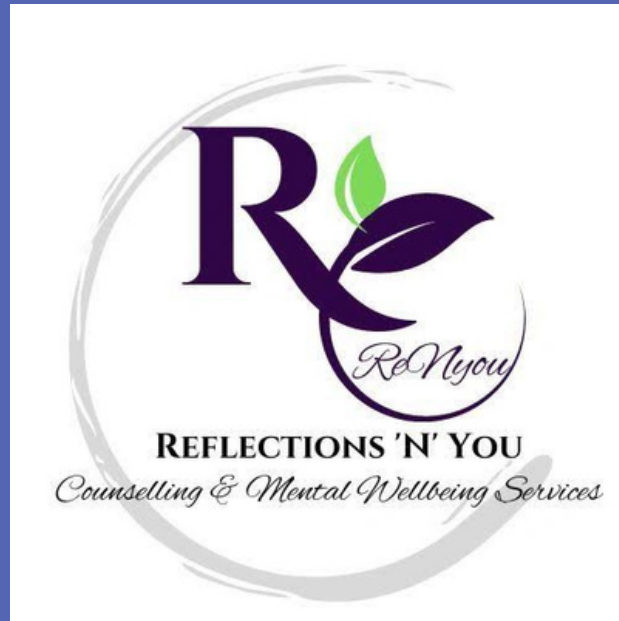
Evaluation sheet

Your performance is evaluated throughout the internship based on your eagerness and dedication towards the work. This is a learning space so we do not evaluate based on your knowledge but your zeal to learn more.

Placement opportunities



At the end of the internship, there may be opportunities for placement based on an intern's overall performance and engagement during their time with us. While opportunities are open to all, those who have consistently shown dedication, enthusiasm, and a strong work ethic will be given priority. This reflects our recognition of their commitment and potential for continued growth in a professional setting.



Thank You