Shilpa Ahuja Media Internship Program

Week	Stage 1	Day	Discussion	Assignment	Deadline
Week 1	Orientation	Day 1	Orientation	Interns are to submit their learnings from given readings in 3 areas: structure & composition, writing style, content & research	2 days
	Assignment 1		Topic Selection for Assignment 1 (unpaid)	Interns are to submit their topic of choice from the given list & 1 back-up topic. Topics will be assigned on first come first served basis	1 day
		Day 3	Finalized Topic List; How to approach	Before commencing research or writing, interns are to brainstorm & submit their notes on approach, research methodology & expectation of final draft.	1 day
		Day 4	Feedback; Research & Outline brief	Interns begin research & article structure; Submit image ideas, scope & outline	2 days
		Day 6	Revision	Interns to submit revised images, scope & outline as per feedback	1 day
		Day 7	Brief: Writing techniques, Structure, Understanding audience, required tone	Interns to submit their first draft (1500-2000 words)	2 days
Week 2		Day 9	Feedback; Editing techniques, word count modulation, SEO	Interns to submit revision after feedback; Selection criteria for publication in the magazine: writing quality, well-structured, cohesiveness, relevance, clarity, tone, editing quality, attention to detail and level of completion. Interns whose article is not selected are to move on to their next topic & follow same schedule.	2 days
		Day 11	Team feedback	Interns to submit feedback & edits on each others' articles as required	1 day
		Day 12	Wordpress & SEO	Interns to compose selected articles & images on Wordpress, do SEO and improve readability as per brief	2 days
		Day 14	Edits	Interns to submit article & images after final editing	2 days
Week 3		Day 16	Topic Selection for Assignment 2 (paid)	Interns are to submit their topic of choice & 1 back-up topic. Topics will be assigned on first come first served basis; briefs & deadlines will not be given for assignment 2 onwards, Interns are to take the responsibility to submit & follow up on these tasks as per program schedule.	1 day

	Assignment 2	Day 17	Finalized Topic List; Approach	Submit notes on approach before doing research.	1 day
		Day 18	Outline	Submit scope & outline	2 days
		Day 20	Brief & feedback	Interns to submit their first draft (1500-2000 words) with images	3 days
Week 4		Day 23	Feedback; Editing ideas, Advanced SEO: image selection, SEO Title, Keyword density	Interns to submit their final draft after feedback	2 days
		Day 25	Revision	Interns to submit revision after feedback.	2 days
Week 5-11	Assignments 3-7		Topic Selection for Assignment 3-7 (paid)	Interns to select & submit next 2 topics & complete editing & composition of 2nd article	Deadlines will be given for outline & final draft, based on topic
			Writing	Interns to submit outlines, first draft & final draft, revised as per feedback; Continue required tasks to complete articles, including image selection, editing & revisions; Articles will be selected for publication as per the same criteria & only fully completed articles will be published.	During this period, interns are able to set their own deadline; they may complete their articles sooner than 1 week, depending on topic.
Week 12	Completion Activities		Individual Sessions for feedback, Q&A	Interns will receive feedback for their overall work, and advice on writing style, etc. Career advice may also be on the agenda upon request	
			Certificate of Completion	This will be granted to interns who complete 90 day internship program AND have published 6-7 articles	
			Letter of Recommendation	This will be granted based on individual performance	

Please note	Stipend is incentive based, @Rs 250 for first published article; Rs 550 per published article (not submitted drafts) for subsequent articles; For publication, interns are responsible for completion of their articles including SEO, editing, revision & imagery.
	Feedback sessions will be scheduled regularly over a call. Feedback may change depending on evolution of the written piece, interns are expected to incorporate any and all feedback & revisions.
	Interns are expected to work part-time (3-6 hours per day) & be responsible for their deadlines.
	Interns are expected to be professional and courteous in communication.
	Any plagiarism found in your work will result in immediate termination of internship.
	Interns are expected to work from home; must have their own laptop, high-speed internet connection (most of the communication will be via email), Whatsapp (for receiving voice notes) & install AnyDesk (for team meetings).
	You may write one article for other websites owned by Shilpa Ahuja Media (genre: career, opinion, fashion, lifestyle)
	Interns may be allowed to select their own topics from a given list, subject to topic approval.

Team Shilpa Ahuja Media
Office: (+91) 44-4270-7986
Email: contact@shilpaahuja.com
Our Websites:
ShilpaAhuja.com
CareerNuts.com
HowtoGetinto-Harvard.com
OpiniOwn.com