

MGSHSS

Internship-for-Credit Programme

Student Guide to Placements

Rizq

Food, Agriculture & Impact

Punjab Probation & Parole

Criminal Justice & Reform

World Bank

Reproducible Research Initiative

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Section 1: How the Programme Works

What is this programme?

The MGS HSS Internship-for-Credit programme allows eligible students to earn 1 academic credit hour (Pass/Fail) for a supervised summer internship. It integrates real-world professional experience with academic learning through structured reflection and faculty oversight.

Eligibility — check all boxes

| |
|---|
| ✓ Batch 2027 and Batch 2028 (minimum 60 completed credit hours) |
| ✓ Minimum 2.70 Cumulative GPA |
| ✓ Have not exceeded 12 total Directed Course Work (DCW) credits (includes Independent Studies, DRPs, and Senior Projects) |
| ✓ Can complete the internship over 6–8 weeks during summer |

What you will submit

| Component | Weight | Evaluated By | Details |
|----------------------------|--------|--------------------|--|
| Final Reflective Paper | 50% | Faculty Supervisor | 3,000 to 4,000 words. Reflective essay, research report, or hybrid format. |
| Site Supervisor Evaluation | 30% | Site Supervisor | Final evaluation in last week. Uses a 5-point professional competency scale. |
| Bi-Weekly Reflection Logs | 10% | Faculty Supervisor | Min. 300 words each. Submitted every 2 weeks (3–4 total). |
| Student Evaluation of Org | 10% | Faculty/PCO | Comprehensive form covering placement quality and self-assessment. |

Minimum passing score: 70% aggregate. Pass earns credit (no CGPA impact). Fail earns zero credit and negatively affects CGPA.

Application steps

1. Review and apply for internship opportunities circulated by the MGS HSS Dean's Office
2. Independently draft your Letter of Interest (Statement of Interest + three Learning Objectives)
3. Submit your Letter of Interest for review and upload it in the application process
4. If shortlisted, you will be informed and force-enrolled by the Registrar's Office in one credit hour
5. Approval will be confirmed by: Faculty Supervisor → PCO → Office of the Registrar. You must not begin your internship until you receive final confirmation.

Important: No retroactive credit under any circumstances. Approval must be in place before Day 1 of your internship.

Section 2: Rizq — Internship Placement Guide

Rizq is a Pakistani social enterprise working at the intersection of food security, sustainable agriculture, emergency relief, youth advocacy, and social business. Internships at Rizq are structured across three tracks, suited to different academic interests and career goals.

The Three Tracks at a Glance

| Track A: Professional Development | Track B: Research Capstone | Track C: Social Business Capstone |
|--|--|---|
| Structured exposure to NGO operations. Work in HR, Marketing, Finance, Donor Relations, or Operations. | Evidence-based research using Rizq datasets. Produce a report or policy brief that Rizq can use. | Build a market-ready business model and feasibility study for a social enterprise within Rizq's pipeline. |
| Best for: Students wanting a structured org experience in a social enterprise setting. | Best for: Students with an interest in research, policy, or applied social science. | Best for: Students interested in social entrepreneurship, business, or development economics. |

Track A: Professional Development Internship

Students work under departmental supervisors, contributing to ongoing projects in one of Rizq's core functional departments.

Available departments:

- HR & People Operations
- Marketing & Communications
- Finance & Administration
- Donor Relations
- Field Operations

What you will do:

- Support documentation, coordination, and event management tasks
- Contribute to content development and communication campaigns
- Gain firsthand exposure to how a social enterprise is managed day-to-day

Track B: Research Capstone Internship

Students select a research topic within Rizq's thematic areas, design and execute a study using Rizq's datasets, and produce a final report that Rizq can use for strategic or policy purposes. Selected works may be considered for co-authored publication.

Choose your thematic area:

| Theme | Focus |
|--|---|
| Food & Nutrition | Food waste reduction, food distribution networks, nutrition access — using data from Rizq Bachao, Rizq Khana, and Rizq Ration programs. |
| Sustainable Agriculture & Livelihoods | Smallholder farmer resilience, zero-interest credit models, regenerative farming, and women's livestock livelihoods. |
| Emergency Relief & Resilience | Flood rehabilitation, eco-housing, COVID-era social safety nets, and disaster response logistics. |
| Youth Mobilization & Advocacy | Volunteer engagement, fundraising effectiveness, and gamification models via Rizq Youth Republic. |

Core research projects available for 2025–26:

- Food waste mapping in Lahore — mapping the urban food waste ecosystem to identify recovery and redistribution opportunities
- Inclusive Food Distribution Networks — studying how interventions can be made more gender-inclusive and equitable
- Farmer resilience post-floods — examining long-term livelihood impact of Kisaan Dost's zero-collateral agricultural loans
- You may also propose original research using Rizq's existing anonymized datasets

Data you can access:

- Food waste rechannelisation, food bank inventory, and donor engagement records
- Farmer profiles, yield data, loan recovery rates, and regenerative agriculture outcomes
- Relief and eco-housing beneficiary data, volunteer records, and impact surveys
- Youth Republic volunteer and fundraising metrics

Outcome:

A final research report or applied project Rizq can use for strategic, policy, or program development. Selected works may be considered for co-authored publication under Rizq's Research & Policy unit.

Track B: Week-by-Week Research Plan

| Wk | Phase | Key Activities |
|----|------------------------------------|--|
| 1 | Onboarding & Initiation | <ul style="list-style-type: none"> • Orientation on Rizq mission, teams, and programs • Deep dive into chosen thematic area • Research ethics and field protocol briefing • Assigned faculty and Rizq, supervisors |
| 2 | Problem Framing | <ul style="list-style-type: none"> • Literature review and internal report review • Identify research gaps and refine the question • Draft short research proposal • Feedback session with Rizq research team |
| 3 | Methodology Design | <ul style="list-style-type: none"> • Select qualitative and/or quantitative methods • Design surveys, interview guides, or observational tools • Submit tools for approval • Begin literature review |

| Wk | Phase | Key Activities |
|----|--------------------------|--|
| 4 | Field Immersion | <ul style="list-style-type: none"> Meetings with field partners, community leaders, or farmer clusters Stakeholder mapping exercise First round of interviews or data collection |
| 5 | Data Collection | <ul style="list-style-type: none"> Conduct surveys, interviews, or field observations Site visits, depending on the theme Submit daily field logs to supervisor |
| 6 | Data Cleaning & Analysis | <ul style="list-style-type: none"> Enter, organize, and clean data Code interviews or transcribe notes Present preliminary findings in internal briefing |
| 7 | Report Drafting | <ul style="list-style-type: none"> Statistical or thematic analysis Create visualizations and narrative summaries Draft report structure and begin writing Internal feedback session |
| 8 | Finalization & Showcase | <ul style="list-style-type: none"> Add recommendations aligned with Rizq's operational realities Finalise report and applied outputs Final presentation to Rizq team and LUMS supervisor |

Track C: Social Business Capstone Internship

Students develop a complete business model, feasibility study, and investment strategy for a social enterprise initiative under joint mentorship from Rizq and LUMS faculty.

Sample problem statements:

- Farmer microcredit model expansion — scaling zero-interest credit to new geographies
- Community kitchen and school nutrition franchise — building a sustainable food-access model
- Urban waste-to-value social enterprise — converting food waste into viable products

Outcome:

A complete business model, feasibility study, and market strategy that contributes directly to Rizq's social enterprise pipeline.

Eligibility — All Rizq Tracks

| Requirement | Standard |
|----------------------------|--|
| Minimum CGPA | 2.70 required for all tracks |
| Academic standing | Batch 2028 or 2027 (minimum 60 credit hours) |
| Preferred skills — Track B | Basic research methods; familiarity with SPSS, R, Excel, or MAXQDA |
| Preferred skills — Track C | Demonstrated interest in social impact, development economics, or sustainability |

Section 3: Punjab Probation & Parole Service (PPPS)

The Punjab Probation and Parole Service (PPPS) operates under the Home Department, Government of the Punjab. This 6-week internship offers direct immersion into Pakistan's criminal justice system — covering probation, parole, offender rehabilitation, juvenile justice, and human rights. It is especially suited to students in Sociology, Anthropology, Political Science, Psychology, or Law.

Programme Overview

| | |
|--------------------|---|
| Duration | 6 weeks |
| Schedule | 4 days per week (Monday–Thursday) |
| Venue | DG Complex, Punjab Probation & Parole Service, Lahore |
| Disciplines | Sociology, Anthropology, Criminology, Psychology, Political Science |

What You Will Experience

- Orientation to the department: probation and parole processes, legislation, and forms
- Techniques for dealing with and interviewing offenders
- Counselling, rehabilitation, and reintegration methods
- Case management of actual probationers under supervisor guidance
- Risk and need assessment tools (static, dynamic, and professional override factors)
- Juvenile justice system overview
- Social Investigation Report (SIR) writing
- Human rights of prisoners — session with UNDP expert
- Educational visits to courts, Kot Lakhpat Jail, Punjab Forensics Science Authority, and social welfare departments

Week-by-Week Plan

| Wk | Phase | Key Activities |
|----|--|--|
| 1 | Orientation & Introduction | <ul style="list-style-type: none"> • Welcome and department overview • Introduction to probation legislation, rules, and forms (A–D) • Techniques for dealing with and interviewing probationers • Counselling, rehabilitation, and reintegration methods • Offender Management Information System |
| 2 | Parole, Community Sentencing & Human Rights | <ul style="list-style-type: none"> • Integrity leadership session • Introduction to the parole system — overview, legislation, probation vs parole • Community sentencing — guest session with AIG (Judicial), Prisons Dept • Parole process: documentation, board, employment, supervision, violations • Human rights of prisoners — UNDP expert session • Juvenile justice system overview |

| Wk | Phase | Key Activities |
|----|--|--|
| | | <ul style="list-style-type: none"> Social Investigation Report (SIR) writing |
| 3 | Offenders' Case Management & Court Visits | <ul style="list-style-type: none"> Fieldwork — dealing with offenders, collecting history Court visit — data collection, case background documentation Behavioral assessment of offenders Techniques for rehabilitation and reintegration (take up 2 cases mandatory) Educational visits: Home Dept, Prosecution Dept, Punjab Forensics Science Authority |
| 4 | Parolees & Risk Assessment | <ul style="list-style-type: none"> Role of the judiciary — session with District & Session Judge Data collection from female offenders — case evaluation and assessment Interactive session with parolees: interview, criminal history, risk assessment Educational visits: Inspectorate General of Prisons, Kot Lakhpat Jail, Social Welfare Dept |
| 5 | Risk & Need Assessment Tools | <ul style="list-style-type: none"> Educational visit: Punjab Emergency Service (Rescue 1122) Briefing on parolee assessment methods Deep dive: static vs dynamic risk factors, professional override Risk and need assessment tools — purpose, preparation, international practices |
| 6 | Presentations & Evaluation | <ul style="list-style-type: none"> Final case presentations by interns Evaluative reports submitted Certification session |

Professional Standards at PPS

PPS maintains strict professional SOPs. Students must observe the following throughout:

- Regular attendance is mandatory — no leave without a written application to your supervisor
- Active participation in all sessions is expected and forms part of your evaluation
- Interactions with offenders, parolees, and external parties must remain professional and within supervised settings
- Daily outcome reports must be submitted to your supervisor at the end of each session
- Respectful conduct towards facilitators, supervisors, and fellow interns is required at all times

Who Should Apply for PPS?

This placement is best suited to students in Anthropology & Sociology who are interested in criminal justice reform, rehabilitation, public administration, or human rights work. The structured week-by-week format and active case management make it particularly valuable for those considering careers in government service, social work, law, or policy.

Section 4: World Bank — Reproducible Research Initiative

The World Bank Reproducible Research Initiative is dedicated to enhancing transparency and rigour in empirical research. Over the past two years, the team has published nearly 300 reproducibility packages for World Bank papers and reports in the World Bank Reproducible Research Repository. The initiative has recently expanded to include papers from the Policy Research Working Paper (PRWP) series. This internship offers a unique opportunity to contribute to global research standards and gain hands-on experience in research verification.

What You Will Do

Interns report to junior data scientists and analysts within the DECDI Analytics team. Key responsibilities include:

- Verifying the stability of results in reproducibility packages analysed from the PRWP series
- Checking the reproducibility of exhibits in working papers from the PRWP series
- Reviewing reproducibility packages posted in the World Bank's Reproducible Research Repository and flagging incomplete packages or inconsistent metadata

Requirements

| Requirement | Details |
|-----------------------------|--|
| Data literacy | General data literacy and strong attention to detail |
| Research familiarity | Familiarity with the structure of empirical economics papers |
| LaTeX | Willingness to learn LaTeX for review reports — guidance will be provided |
| Stata / programming | Knowledge of Stata preferred but not required; no prior programming experience necessary |

Selection Process

The World Bank placement involves a competitive selection process. Your Letter of Interest will be reviewed directly by the organization. Prepare particularly strong, academically grounded learning objectives tied to empirical research, data reproducibility, or development economics. Students shortlisted by the World Bank will be informed by MGS HSS and force-enrolled by the Registrar's Office.

Section 5: Writing Your Letter of Interest

The Letter of Interest is your most important pre-internship document. You draft it independently — it demonstrates initiative, preparation, and intellectual seriousness. It has two mandatory parts.

Part 1: Statement of Interest (600 words)

Address all of the following:

- Why this specific internship and organization?
- How does it connect to your major and career goals?
- What do you understand about the organization’s mission and work?
- What do you hope to learn and how will this contribute to your development?

Part 2: Three Learning Objectives

Use the suggested Triple-Tier framework: you can pick any two of the suggested goals.

A. Technical Goal — a specific skill you will develop

- Rizq Research: "Develop proficiency in qualitative coding using MAXQDA to analyze beneficiary interview data"
- PPPS: "Develop skills in writing Social Investigation Reports and behavioral assessment documentation."
- Social Business: "Build financial modelling skills for social enterprise feasibility analysis."

B. Theoretical Goal — an academic framework you will apply or test

- Rizq: "Apply social capital theory to analyze barriers in food access among Rizq Ration beneficiaries."
- PPPS: "Use labelling theory to examine how stigma shapes probationer rehabilitation outcomes."
- Social Business: "Apply hybrid value chain frameworks to assess Rizq's microcredit model viability."

C. Professional Goal — a workplace competency you will cultivate

- "Develop stakeholder communication skills working with diverse communities and government departments."
- "Build project management competencies through multi-phase research or case management work."
- "Strengthen ethical reasoning in professional contexts involving vulnerable populations."

Common mistakes to avoid

| ✗ Weak | ☑ Strong |
|------------------------------------|--|
| "I want to gain experience." | Specific, placement-tied motivation linked to your academic trajectory |
| "Improve my communication skills." | "Develop stakeholder communication with marginalized farming communities." |
| No connection to coursework | Explicit link to a theory, method, or concept from your courses |

| ✘ Weak | ✔ Strong |
|----------------------------------|--|
| Generic organization description | Demonstrated understanding of this specific org's work and your role in it |

Key Rules — Read Carefully

- No double-dipping — same hours cannot be counted for multiple courses
- All rules and regulations will be followed as per the LUMS handbook 2025–2026 for withdrawal and dropping a course

Questions?

Contact Shah Zain Tassawur (shah.tassawur@lums.edu.pk) at the MGSHSS Dean's Office.