



# CYLONIES

Internship program for  
Agricultural Undergraduates  
2023



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The Dean,  
Faculty of Agriculture.

### **Offering an Internship Program**

We are writing to inform you that we are pleased to offer an internship program for the Agriculture faculty of your university and it would be an honor to work with you.

We SILKPORT INTERNATIONAL LTD, is a leading export and trading multinational firm that owns a diversified and dynamic group with global perspectives and operates via Sri Lanka, Australia, Canada, the United States of America, Canada, New Zealand, China and the United Kingdom. Tea, spices, fruits, vegetables, roots and tubers, essential oils, coconut products, and other agricultural food products are dealt under the name CYLONIES. We have a strong business network of suppliers mainly based in above-mentioned regions as well as buyers globally.

And we want to note that, we are pioneers in introducing a smart business environment in which all the aspects of business concepts have been interlinked via all kinds of online platforms.

The program layout and additional information have been attached for your reference and there will be a room for 5-10 interns. We firmly believe that this partnership will prove to be a wonderful opportunity for both parties as we would be contributing to social responsibility while the students may get armed with knowledge and experience. We eagerly look forward to a quick response from your end and we are available to talk at your convenience.

Thanks and Best regards.



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## Internship Program for Agricultural Undergraduates

### **Duration:**

- 6 months

### **Procedure**

Interns would Work From Home (WFH) while occasional factory visits and meetings will be assigned during the period of internship.

#### *What we deliver the interns*

##### 1. Practical and theoretical aspects on,

- International branding
- Outsourcing and private labelling concepts
- Digital marketing and E commerce - B2B
- Logistics and supply chain management
- Communication skills and customer handling
- Supplier networking
- Developing business proposals

##### 2. Visits

- No of visits: Minimum 2
- Factory visits to inspect production processes.

#### *What we expect from interns*

- Complete following Tasks [see page 3-5] (combination of Major Task + Task No 1-5 accordance with the period of time), gather and organize the information individually.
- Then prepare a feasibility report and a final presentation by each person.

### **Evaluation**

- Weekly evaluation: Maintain and update daily report of tasks and submit at end of the week.
- Final evaluation: Submission of final report and performing final presentation.

## Major Task

A study on the possibility of establishment of a plantation site with export potential.

Food component									
	Geographical location	List suitable plantation crops	Select 2 suitable crops	Export			Plantation		
				Export potential for each crop	Export quality	Export procedure	Qualities of suitable land	Management procedures in brief	Proposed budget (for management only)
<b>Intern 1</b>	Central province / or can name a district/s		Selection criteria must be <ul style="list-style-type: none"> <li>• Export potential</li> <li>• Suitability of geological location</li> </ul>	<ul style="list-style-type: none"> <li>• Different products</li> <li>• Value addition</li> <li>• Past export statistics</li> <li>• Export potent countries</li> <li>• Target market</li> </ul>	<ul style="list-style-type: none"> <li>• Required quality parameters (physical, microbiological, chemical)</li> <li>• How to maintain and drawbacks of failure in quality parameters</li> <li>• Certifications</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant government bodies</li> <li>• Required certifications</li> </ul>		<ul style="list-style-type: none"> <li>• From establishment – harvest</li> <li>• Special management practices</li> <li>• Diseases and pest care</li> </ul>	Ex. Cost/ acre
<b>Intern 2</b>	Southern province								
<b>Intern 3</b>	North Eastern province								

## Task 1

A study on the export potential of non food products.

Non-food component						
	Geographical location	List suitable non food products with export potential	Select 2 suitable product	Export		
				Export potential for each crop	Export quality	Export procedure
<b>Intern 1</b>	Central province / or can name a district/s		Selection criteria must be <ul style="list-style-type: none"> <li>• Export potential</li> </ul>	<ul style="list-style-type: none"> <li>• Different products</li> <li>• Value addition</li> <li>• Past export statistics</li> <li>• Export potent countries</li> <li>• Target market</li> </ul>	<ul style="list-style-type: none"> <li>• Required quality parameters (physical, microbiological, chemical)</li> <li>• How to maintain and drawbacks of failure in quality parameters</li> <li>• Certifications</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant government bodies</li> <li>• Required certifications</li> </ul>
<b>Intern 2</b>	Southern province					
<b>Intern 3</b>	North Eastern province					

## Task 2

A digital marketing campaign for a selected product/ product category.

	Product/ product category	Procedure
Intern 1	Ceylon cinnamon/ spices	<ul style="list-style-type: none"> <li>• Ask to refer resources and submit a proposal.</li> <li>• After review and approval, allow to implement.</li> <li>• Submit weekly/ monthly progress of marketing and review.</li> <li>• Submit report of suggestions and conflicts faced.</li> </ul>
Intern 2	King coconut water/ Coconut product/s	
Intern 3	Coconut charcoal/ non food item	

## Task 3

A study on underutilized fruit component with export potential.

	List suitable non underutilized fruit with export potential	Select 1/2 suitable fruits	Export		
			Export potential	Export quality	Export procedure
Intern 1		Selection criteria must be <ul style="list-style-type: none"> <li>• Export potential</li> <li>• Availability</li> </ul>	<ul style="list-style-type: none"> <li>• Different products</li> <li>• Value addition</li> <li>• Past export statistics</li> <li>• Export potent countries</li> <li>• Target market</li> </ul>	<ul style="list-style-type: none"> <li>• Required quality parameters (physical, microbiological, chemical)</li> <li>• How to maintain and drawbacks of failure in quality parameters</li> <li>• Certifications</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant government bodies</li> <li>• Required certifications</li> </ul>
Intern 2					
Intern 3					

## Task 4

A market research on the selected product in Task 4

	Product/ product category	Export market	Limitations/ drawbacks
Intern 1		<ul style="list-style-type: none"> <li>• Different product types</li> <li>• Value addition</li> <li>• Export potent countries</li> <li>• Target market</li> </ul>	<ul style="list-style-type: none"> <li>• Barriers to export</li> <li>• Competitors, etc</li> </ul>
Intern 2			
Intern 3			

## Task 5

A proposal for finding potential buyers in online platforms.

	<b>Suggestions/ proposal</b>
<b>Intern 1</b>	<ul style="list-style-type: none"><li>• Ask to refer resources and submit a proposal.</li><li>• After review and approval, allow to implement.</li><li>• Submit weekly/ monthly progress and review.</li><li>• Submit report of suggestions and conflicts faced.</li></ul>
<b>Intern 2</b>	
<b>Intern 3</b>	

## **Appendix**

### **Employer's Responsibilities for Internship**

The employer becomes a teacher by providing the student with meaningful learning opportunities. The student should learn to perform worthwhile tasks. The employer's responsibilities are,

1. Provide the opportunity for a meaningful educational experience for their valuable time. The student is to be employed as a full abide by the company's policy and procedures the same as other employees.
2. As much as possible involve the student in aspects of the operation/business, particularly discussing management challenges.
3. Guide the student's experience through regular counseling and evaluation.
4. Participate in evaluation of the student and internship. Student will provide weekly report e forms as well as overall evaluation forms to the employer for evaluation.
5. Allow the student the opportunity to be evaluated on site visit by a faculty member or representative of the college. Contributions to the coordinator for the improvement of the internship program are always welcomed.

### **Student Intern Responsibilities**

1. Secure an appropriate training site to meet career objectives. Meet with your academic advisor and complete advisor's approval form of the training site.
2. It is the intern's responsibility to benefit as much from the training program as possible. Read and understand all information in the training packet. Complete all assignments as specified by the deadline sheet, provide the employer with all the necessary information, and learn as much as possible.
3. Interns are to perform daily tasks as required by the employer. A daily report of activities should be completed and then summarized on the weekly report. Both the daily reports and weekly report summary are to be submitted to the internship coordinator each week either via email.
4. It is the intern's responsibility to: effectively perform all duties and responsibilities in a professional manner. avoid discussing or criticizing the employer, supervisor or company. report to work on time, be neat in appearance and be courteous at all times.
5. Potential responsibilities of Intern during training:
  - Become familiar with the general operation of the company.
  - Seek opportunities to become exposed to each specific area of responsibility of the operation from labor to management.
  - Seek responsibilities associated with initiating and/or managing specific projects.
  - Seek responsibilities associated with managing people
  - Evaluate effective time management relating to tasks performed.
  - Practice record keeping and communication skills relating to the daily management of the operation.
  - Observe current operation practices and consider modifications.
  - Work and train according to project and task needs rather than by hourly requirements.