**College of Computer Studies Office**

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**PRACTICUM/INTERNSHIP GUIDELINES**

1. **OBJECTIVE**

This guide aims to assist students relative to the conduct of their Internship/Practicum/OJT from application to completion. Specifically, the training aims to:

1. Provide students with opportunities to apply relevant knowledge and skills acquired from formal education to actual work setting provided by reputable Host Training Establishments (HTEs) in the country;
2. Enhance the knowledge and skills acquired in formal education of student interns through employer-based training, in order for them to become more responsive to the future demands of the labor market;
3. Develop life skills of student interns, including those relevant to the values of professionalism and work appreciation.
4. Provide a platform for the students to acquire soft skills necessary to address the demand of the employers such as communication skills, interpersonal skills, financial literacy, etc; and
5. Provide an opportunity for the students to acquire a professional work ethic in the course of internship.

**B. PROCESS**

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| **STEP** | **RESPONSIBILITIES/**  **AUTHORITIES** | **ACTIVITIES** |
| 1 | Student | Attends the MANDATORY ORIENTATION MEETING for Pre-Internship/Practicum/OJT requirements |
| 2 | Student | Look and apply for possible Host Training Establishment(HTE) to conduct internship training. |
| 3 | Student | Submits requirements to the College. |
| 4 | College | Evaluates if the student and HTE qualifies for Internship. If qualified, coordinator endorses student for medical assessment. |
| 5 | Student | Enrolls internship subject. |
| 6 | College | Prepares the Endorsement/Recommendation Letter. |
| 7 | Student | Submits Endorsement/Recommendation Letter to the company |
| 8 | HTE | Accepts/Processes request |
| 9 | College | Deploys and endorse student interns to the THE. |
| 10 | College | Monitors student performance through site visitation, phone call, online follow up, or periodic meetings in school. |
| 11 | Student | Completes the training |
| 12 | HTE | Issues Certificate of Completion and accomplishes Performance Evaluation |
| 13 | Student | Submits all documents and requirements to assigned subject teacher |
| 14 | College | Evaluates the documents and submits student grade report |

**C. PERFORMANCE INDICATORS**

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| --- | --- | --- |
| **Grading Components** | **(%)** | **Parameters** |
| Creative Academic  Performance (CAP) | 60 | Performance Evaluation (by training site supervisor) with COC |
| Major Examination | 40 | Class attendance, and compliance with documentary requirements such as:   1. Internship Meeting 2. Internship Narrative Report 3. Pre and Post internship requirements |

**D. OFFENSES AND SANCTIONS**

1. Verbal Warning
2. Rectify the situation through a written apology. Written warning will be issued
3. Termination from Internship / OJT / Practicum Work

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| --- | --- | --- | --- |
| **Offenses** | **Sanctions** | | |
| Transfer to another host company without permission or approval from the Center | A | B | C |
| Absences without prior notice to the immediate supervisor or subject teacher | A | B | C |
| Accumulated, unjustified absence, or habitual tardiness | A | B | C |
| Acts of disrespect in words, gestures, signs, or deeds which ridicule any OJT instructor, company personnel and/or fellow OJT | A | B | C |
| Playing computer/mobile games or watching movies as well as using cellphone while on-duty | A | B | C |
| Provoking violence |  | B | C |
| Refusal to cooperate with persons in authority |  | B | C |
| Posting defamatory comments or statements directed against the University, any of its units, and / or any member of the academic community as well as the host training establishment and its personnel |  | B | C |
| Direct assault or attempt to inflict bodily injury to any personnel of the University and or any personnel of the host training establishment |  |  | C |
| Romantic or sexual involvement with any office personnel or fellow OJT students |  |  | C |
| Misuse of evaluation forms or tampering official records or documents |  |  | C |
| Vandalism, destruction, and / or stealing property or equipment |  |  | C |
| Accessing a record or file without consent of authority |  |  | C |
| Disclosure of confidential information |  |  | C |

**E. CONFIDENTIALITY**

I understand that all information on technology, manufacturing process, process standards, quality assurance methodologies, quality standards, production capabilities, raw material purchasing, marketing, finance, and all other related documents, manuals, operational and technical matters that the Host Training Establishment shall make available to me, shall be considered as Confidential Information.

**CONFORME**

I have been oriented of the internship procedures, policies, and regulations and I accept full responsibility for the knowledge and observance of all procedures, policies, and regulations.

MARL REYNAN E. PALANOG MARLYN E. PALANOG

Student’s Signature over Printed Name Parent’s/Guardian’s Signature over Printed Name/Date