**JOSE RIZAL UNIVERSITY  
Summer Term, SY 2019 – 2020   
ITC 53 – OJT/PRACTICUM**

**INTERNSHIP PLAN**

|  |  |  |
| --- | --- | --- |
| **Student Number:** | **19-403396** | |
| **Student Name:** | **Evalyn Grace P. Estrera** | |
| **Program:** | **BSIT** | |
| **Name of Host Training Establishment:** | **Cornersteel Systems Corporation** | |
| **Address of HTE:** | **568 Calbayog St. Mandaluyong City** | |
| **Internship Period:** | **Start Date:** | **Expected End Date:** |
| **Feb. 5, 2024** | **May , 2024** |

1. **INTRODUCTION**

In the duration of the internship program, the student interns are deployed to different information and communications technology companies where they are given actual work experience and participate in the completion of projects anchored on a variety of ICT specializations. The Higher Education Institution facilitates the transition from school to workplace while the Host Training Establishment provides the actual learning and training experience for all student interns. Listed in the following sections are the detailed plan on how each student intern is intended to complete the Internship Program.

1. **GOALS AND OBJECTIVES**

At the end of the Internship Program, all student interns should be able to:

1. Apply the skills, knowledge, and techniques learned within the classroom on tasks assigned in the workplace;
2. Define and understand the operational and professional procedures in the department where they are assigned; and
3. Harness the experiences learned in the duration of the internship in their chosen career after graduation.
4. **REQUIREMENTS OF THE PROGRAM**

The following are the requirements of the Internship Program as specified in CHED Memorandum Order 104 Series 2017 and the Internship Manual of Jose Rizal University.

1. **List of documents stipulated in the CMO**
   1. Memorandum of Agreement
   2. Internship Contract/Agreement
2. **List of documents required by Jose Rizal University to be compiled in individual portfolios**
   1. Pre-deployment
      1. Internship Orientation
      2. Mock Interview
      3. Medical Certification
      4. Psychological Examination
      5. Certificate of Good Moral Character
      6. Recommendation Letter
      7. Resume
   2. Upon Deployment
      1. Parental Consent
      2. Communication with the Class Adviser
      3. Internship Plan
      4. Weekly Accomplishment Report
   3. Post-deployment
      1. Performance Evaluation
      2. Student Evaluation
3. **Orientation and Briefing**

Internship orientation will introduce the Internship Program to prospective graduating students so that they will be informed of the requirements and stipulations set by CHED and Jose Rizal University. Students who will attend the orientation shall be given a Certificate of Attendance as proof of participation. The said certificate will be included in the class document compilation.

1. **Internship Contract**

An Internship Contract/Agreement shall be signed by the student intern, a representative of Jose Rizal University, and a representative of the Host Training Establishment. The agreement shall define the student intern’s tasks and responsibilities and some policies of the internship program. Other stipulations set by the HTE may also be included in the contract. After all representatives have affixed their signature, the contract shall be duly notarized and included in the class document compilation.

1. **Performance Evaluation**

The conclusion of the internship program is the evaluation of the student intern program. Jose Rizal University shall provide a uniform Practicum/Internship Evaluation which shall be accomplished by the student intern’s supervisor and shall be submitted to the class adviser as soon as the prescribed training hours are completed. This Practicum/Internship Evaluation shall be one of the major grading component. The graded Practicum/Internship Evaluation form shall be included in the class document compilation.

1. **Certification**

A Certificate of Completion shall be issued by the HTE to the student intern once the prescribed number of training hours are already completed. The certification bears the seal, signed by the HTE’s authorized representative. The Certificate of Completion shall be included in the class document compilation.