

**COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY EDUCATION
OJT WORK-SITE AGREEMENT**

THIS AGREEMENT is entered into by and between the ASIA TECHNOLOGICAL SCHOOL OF SCIENCE AND ARTS SANTA ROSA CITY, an institution of higher education, with business address at Brgy Dila, City of Santa Rosa, Laguna, hereinafter known as ASIATECH and:

(Name of Company)

(Company Address)

Hereinafter known as "HOST"

WHEREAS, ASIATECH wishes to offer its students opportunities for practicums in their field of study and WHEREAS, the HOST wishes to cooperate with ASIATECH by being a host company for student practicum opportunities

NOW, THEREFORE, the parties agree as follows:

1. PARTICIPATING STUDENTS

The number of students to participate shall be mutually determined prior to or at the start of each term including the selection method/s to be used.

2. PRACTICUM STANDARDS

The specific practicum to be provided the duration, the criteria used to determine successful completion, and the granting of academic credits shall comply with ASIATECH's academic standards established for such experiences. Such details of each arrangement shall be documented in writing and made a part of this agreement.

3. DISCRIMINATION

Neither party shall engage in discrimination in the treatment of any participant connected with the experimental learning program. Discrimination means any act that unreasonable differentiates selection and treatment, intended or unintended, based upon age, disability, marital status, religion, gender, or orientation.

4. TERMINATION OF STUDENT PARTICIPATION FOR CAUSE

HOST may request ASIATECH withdraw from the program any student who, in the HOST's judgment is not performing satisfactorily, or who refuses to follow Host's administrative and operating policies, procedures, rules and regulations. Such request must be made in writing and must include incident reports which shall not be based on discriminatory treatment.

5. CONSIDERATION

- a. The basis of this agreement is that the Host agrees to provide the experience to the ASIATECH Student and the student completes the practicum for the granting of academic credit. Any Additional special arrangements in which ASIATECH agrees to provide supplies, equipment, etc. as part of this agreement shall be document and in writing and made part of this agreement.
- b. The student is not an employee of ASIATECH. Any compensation arrangements made between the HOST and the student are outside of the agreement, any associated with monetary value must be dispersed by ASIATECH through its Finance Office. Except for special arrangements specifically documented as referenced in the above paragraph, the student is responsible for his/her transportation, and other expenses associated with the practicum.

6. TERM

This agreement becomes effective upon the last date accompanying the signature to the agreement and remains effective until terminated by mutual consent of the parties, or by one party upon 30 days prior notice in writing to the other party. The terms of this agreement may be modified, supplemented, or amended only by signed written agreement.

IN WITNESS WHEREOF, the parties by signature below their authorized representatives acknowledge that they have read and understood the agreement and agree to be bound by its terms and conditions.

HOST ORGANIZATION

ASIATECH COLLEGE Santa Rosa City

Name of Authorized Representative/Designation

Ms. Rozaida C. Tuazon
Dean, College of Engineering and Information
Technology Education

Signature / Date

Signature / Date