



STUDENT INTERNSHIP TRAINING PLAN

General Objectives:

1. Dress appropriately.
2. Reports to work as scheduled.
3. Demonstrates an interest and ability to learn.
4. Works cooperatively with others.
5. Communicates effectively both written and orally.
6. Make sound judgments.
7. Produces quality and quantity of work.
8. Completes work on schedule.
9. Take initiative in assigned tasks.
10. Demonstrates leadership qualities.

SPECIFIC LEARNING OBJECTIVES

(This section to be completed by the Student, Faculty Intern Coordinator, and Host Training Establishment Supervisor)

Student Trainee	Host Training Establishment (HTE)
1. To enhance my skills in networkin, graphic design and video editing.	1. Master advanced techniques in video editing software to produce high-quality and engaging content.
2. Enhance verbal and written communication skills	2. Develop proficiency in graphic design tools and principles to create visually appealing and impactful graphics for various projects
3. Stay updated on industry trends and best practices	3. Acquire a comprehensive understanding of networking concepts and technologies to effectively troubleshoot and maintain network infrastructure.
4. Cultivate leadership abilities through project management and mentorship.	4. Enhance verbal and written communication skills through regular practice and feedback, enabling clear and concise interaction with colleagues.
5. Improve time management and task prioritization skills	5. Adapt professional workplace etiquette and norms to foster a positive and collaborative environment while delivering results.
6. To improve time management skills to efficiently prioritize tasks and meet deadlines.	6. Implement effective time management strategies to prioritize tasks efficiently, ensuring timely completion of assignments and projects.
7. Acquire technical skills relevant to the role, troubleshooting and things related to hardware.	7. Actively seek out opportunities to gain hands-on experience across different departments or projects within the company to broaden skillset and knowledge base.

*Additional sheet(s) may be attached



QUEZON CITY UNIVERSITY

SAN BARTOLOME | SAN FRANCISCO | BATASAN HILLS



Marvin O. Gozo

02 / 05 / 2024

Student Intern

Date

Mr. Juster F. Base

02 / 05 / 2024

HTE Supervisor

Date

Lalaine Josefa L. Carrao, LPT, MSIT

____/____/____

Faculty Intern Coordinator

Date

* _____ see attachment(s)

Original: Internship Portfolio

Copies: Host Training Establishment & Student