**STUDENT INTERNSHIP TRAINING PLAN**

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

**SPECIFIC LEARNING OBJECTIVES**

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

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| **Student Trainee** | **Host Training Establishment (HTE)** |
| 1. To learn and have a good communicate skills by working with others | 1. Respond to requests for technical assistance in person or email and advise users on appropriate action. |
| 1. To learn how to troubleshoot computers | 1. Troubleshoot, diagnose, and resolve technical hardware and software issues. |
| 1. To learn how to do the shortcut key in excel | 1. Setting up computers, networks, IP phones and software for new employees. |
| 1. To learn how to Diagnose and resolve technical hardware and software issue. | 1. Assist and guide users on reimaging and file backup. |
| 1. To learn more about configuration using cmd | 1. Participating in system configuration, hardware upgrades, asset movements. |
| 1. To learn on how to configure a software management and patch management. | 1. Participating in configuration management, software, and patch deployment. |
| 1. To learn on how to troubleshoot a LAN network | 1. Basic network troubleshooting (LAN). |
| 1. To learn how to troubleshoot a server and learn the common issues in the server | 1. Basic server troubleshooting (DHCP, AD). |
| 1. To learn how to work as an IT support. | 1. Lending IT support in areas such as asset management, inventory, and processing paperwork. |
| 1. To learn on how the maintenance procedures works as an IT Support | 1. Lending IT support in maintenance of intermediate and main distribution frame. |

\*Additional sheet(s) may be attached

Stephen Zion S. Heraldo

01 30 2024

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Student Intern Date

01 30 2024

Dexter Jake Torre

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HTE Supervisor Date

Lalaine Josefa L. Carrao, LPT, MSIT

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Faculty Intern Coordinator Date

see attachment(s)

Original: Internship Portfolio Copies: Host Training Establishment & Student