# INTERNSHIP MEMORANDUM OF UNDERSTANDING

This document hereby confirms the training understanding between

**PARTY A: {Name of Company/Office}**   
(the “**Industry Partner**”)

represented by {indicate point person for OJT}

**PARTY B:** Computer Science Department, College of Science and Information Technology, Ateneo de Zamboanga University

(the “**School**”)

represented by Jessica Partosa, Chair CS Department/Faculty In-charge for BSIT/BSCS OJT

and {Name of Student(s)}, is/are bonafide students of the aforementioned school is/are hereby declared as PRACTICUMER/INTERN.

**Article 1 Objective**:

**PARTY A:** *{Please add terms and conditions here as you see fit}*

**PARTY B:** The purpose of the internship is to allow for experiential learning. Thus, active participation is expected from the students. Students shall integrate theoretical concepts and skills learned in their undergraduate course works.

**Article 2 Requirement:**

**PARTY A: 1.** The students are required to go through a 300-hr internship. Students

are expected to report to office.

Or

The students are expected to create the following outputs at the end of the OJT. *{List expected outputs}*

**PARTY B:** Students are expected to accomplish weekly journal reports and submit

to faculty-in-charge for OJT under CS department.

**Article 3 Area of internship**: The Industry Partner will define the best designation for the student

to achieve the objective. *{Please add or rephrase as you see fit}*

**Article 4 Duration of Internship:** The duration of internship will run for 300 hours or after all projects/expected outputs have been accomplished and turned over. It will commence and proceed once placement of the students are secured, unless earlier terminated in accordance with this Agreement.

**Article 5** The internship program will be prepared by the Industry partner in agreement with the School.

**Article 6** The students will abide by local laws and all house rules during the time of the internship.

# Article 7 Stipend or salary will not be provided by the Industry partner.

**Article 8** The Agreement shall not be construed to create any association, partnership, employee or labor relationship between the student and the Industry Partner for any purpose within the duration of the internship of the student. The student can therefore make no appeal for compensation, or the application of laws concerning social security and labor accidents.

**Article 9** In case of misconduct and/or other disciplinary problems, the Industry Partner has the right to end the internship at any time. Before the student departs, the Industry Partner must ensure that the warning letter has been received by the faculty in-charge of OJT placement.

**Article 10** The student commits himself/herself not to make public, publish or reveal directly or indirectly in any way, proceedings, special process information, business secrets, industrial secrets, technical or accountancy information he has knowledge about.

**Article 11** The student will work at his/her best within the frame of his/her abilities and strengths. The student will respect the internal rules of the Industry Partner and is responsible for damage to property that is a result of his/her negligence.

**Article 12** The Industry Partner will require the student to carry out duties and tasks strictly related to the professional internship of the Student. The Industry Partner will familiarize the student with the various tasks to be done within the operation. In order to develop a sense of responsibility and to ensure that professional improvement, the Industry Partner should assign responsible tasks.

**Article 13** This Agreement shall be governed by and construed in accordance with the laws of the Industry Partner’s country. Any dispute arising out of or based upon this Agreement shall be under the jurisdiction of the people’s court in the place where the Industry Partner is located.

**PARTY A** At the end of the internship, the Industry Partner must issue a Certificate of Training Completion and Grade Report to the Student which should indicate the length of the internship and the duties performed.

**PARTY B** The faculty-in-charge shall monitor the student’s progress, from application, to hiring, to completion of immersion. As part of monitoring, weekly notes or journal shall be solicited from the students. The notes will specify the students progress, experiences, new leanings, and or challenges during the immersion.

# Industry Partner

Name of Point Person in Industry Partner  
Position

**Computer Science Department, Ateneo De Zamboanga University**

**Jessica Partosa, Chair CS Department/Faculty In-Charge for Internship**

**Interns**

**Name of Student(s)**