

## INTERNSHIP GUIDELINES

### A. OBJECTIVE

This guide aims to assist students relative to the conduct of their Internship / Practicum – from application to completion. Specifically, the training aims to:

1. Provide students with opportunities to apply relevant knowledge and skills acquired from formal education to actual work setting provided by reputable Host Training Establishments (HTEs) in the country;
2. Enhance the knowledge and skills acquired in formal education of student interns through employer-based training, in order for them to become more responsive to the future demands of the labor market;
3. Develop life skills of student interns, including those relevant to the values of professionalism and work appreciation.
4. Provide a platform for the students to acquire soft skills necessary to address the demand of the employers such as communication skills, interpersonal skills, financial literacy, etc; and
5. Provide an opportunity for the students to acquire a professional work ethic in the course of internship.

### B. PROCESS

STEP	RESPONSIBILITIES/ AUTHORITIES	ACTIVITIES
1	Student	Attends the MANDATORY ORIENTATION for Internship/Practicum/OJT/Work Integrated Learning.
2	Student	Apply for internship at the Center
3	CSI Adviser	Evaluates if the student qualifies for Internship
4	Student	Submits requirements to the Center
5	Student	Enrolls internship subject
6	CSI Adviser	Prepares the Endorsement/Recommendation Letter
7	Student	Submits Endorsement/Recommendation Letter to the company
8	Company	Accepts/Processes request <i>If accepted, returns Acceptance Letter to the student.</i>
9	CSI Adviser	Monitors student performance through site visitation, phone call, online follow up, or <b>periodic meetings in school.</b>
10	Student	Attends meetings with adviser <b>Note:</b> <i>Notice of meeting and other announcements will be posted on our official FB page</i>
11	Student	Completes the training
12	Company	Issues Certificate of Completion and accomplishes Performance Evaluation
13	Student	Submits all documents and requirements to assigned CSI Adviser
14	CSI Adviser	Evaluates the documents and submits student grade report

### C. PERFORMANCE INDICATORS

Grading Components	(%)	Parameters
Creative Academic Performance (CAP)	60	Class attendance, and compliance with documentary requirements such as: <ol style="list-style-type: none"> <li>1. Internship Meeting (20%)</li> <li>2. Monthly Work Journal / SFT (10%)</li> <li>3. Internship Narrative Report (30%)</li> </ol>
Major Examination	40	Performance Evaluation (by training site supervisor) with COC

**D. OFFENSES AND SANCTIONS**

- A. Verbal Warning
- B. Rectify the situation through a written apology. Written warning will be issued
- C. Termination from Internship / OJT / Practicum Work

Offenses	Sanctions		
Transfer to another host company without permission or approval from the Center	A	B	C
Absences without prior notice to the immediate supervisor	A	B	C
Accumulated, unjustified absence, or habitual tardiness	A	B	C
Acts of disrespect in words, gestures, signs, or deeds which ridicule any CSI, company personnel and/or fellow OJT	A	B	C
Playing computer games or watching movies while on-duty	A	B	C
Provoking violence		B	C
Making personal arrangements/favors with the company or its representative		B	C
Refusal to cooperate with persons in authority		B	C
Posting defamatory comments or statements directed against the University, any of its units, and / or any member of the academic community as well as the host training establishment and its personnel		B	C
Direct assault or attempt to inflict bodily injury to any personnel of CSI and or any personnel of the host training establishment			C
Romantic or sexual involvement with any office personnel or fellow OJT students			C
Misuse of evaluation forms or tampering official records or documents			C
Vandalism, destruction, and / or stealing property or equipment			C
Accessing a record or file without consent of authority			C
Disclosure of confidential information			C

**E. CONFIDENTIALITY**

I understand that all information on technology, manufacturing process, process standards, quality assurance methodologies, quality standards, production capabilities, raw material purchasing, marketing, finance, and all other related documents, manuals, operational and technical matters that the Host Company shall make available to me, shall be considered as Confidential Information.

**CONFORME**

I have been oriented of the internship procedures, policies, and regulations and I accept full responsibility for the knowledge and observance of all procedures, policies, and regulations.

\_\_\_\_\_  
Student's Signature over Printed Name/Date

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Parent's/Guardian's Signature over Printed Name/Date