DAVAO ORIENTAL STATE UNIVERSITY

A University of excellence, innovation, and inclusion.

Guang - Guang, Dahican, City of Mati, Davao Oriental, 8200
Republic of the Philippines

STUDENT INTERNSHIP 2025 JOURNAL

Presented by:

Coordinator:

DAVAO ORIENTAL STATE UNIVERSITY

VISION

A university of excellence, innovation, and inclusion.

MISSION

- To elevate knowledge generation, utilization and distribution.

- To promote inclusive sustainable development through R&D-based higher quality education, technical-vocational skills, responsive to the needs of local and global community; and

- To produce holistic, creative, and inclusive human resource who are responsive and resilient to global challenges while maintaining a strong sense of nationhood.

CORE VALUES

- God-centered
- Critical Thinking
- Discipline
- Commitment
- Resilience

- Humaneness
- Creativity
- Competence
- Collaboration
- Sustainability

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Student Profile

Republic of the Philippines

DAVAO ORIENTAL STATE UNIVERSITY

"A university of excellence, innovation, and inclusion"

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PASTE A BUST
PICTURE WEARING
TYPE "A" UNIFORM
WITH WHITE
BACKGROUND
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Personal Information

Preface

The BSIT internship program is an immersion program that is designed to provide opportunity for the IT students to experience the environment of working in an IT industry. This program will give the students an overview on what the IT industry is like as well as give the students a chance to show what they have learned the whole time that they were enrolled in the BSIT course the including the application of their skills, the knowledge they have acquired as well as the attitude to the task they were assigned to do. Furthermore, it would also help the students to hone their capabilities and act like they are actual employees so that they would be ready to face the actual world.

This Student Internship Journal is created as a guide for BSIT students in the whole duration of the internship since the manual contains the basic information that the students need to know in order to understand the program.   The Journal also contains the daily time record, work summary and performance evaluation which will help students keep track their progress and learnings during the internship.

University Vision

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University Mission
- ❖ To elevate knowledge generation, utilization and distribution

- ❖ To promote inclusive sustainable development through R&D-based higher quality education, technical-vocational skills, responsive to the needs of local and global community

- ❖ To produce holistic, creative, and inclusive human resource who are responsive and resilient to global challenges while maintaining a strong sense of nationhood

Core Values

- ❖ God-centered and Humane
- ❖ Critical Thinking and Creativity
- ❖ Discipline and Competence
- ❖ Commitment and Collaboration
- ❖ Resilience and Sustainability

Quality Policy

Davao Oriental State University is an educational institutional established and sustained by quality education. It seeks to implement and improve its Quality Management System (QMS) in order to better serve its students and community, further contributing to nation-building.

To sustain this culture of quality, DOrSU is committed to:

- ✓ Deliver only quality education, research, and extension and progressive leadership to its stakeholders;
- ✓ Offer relevant and value-adding programs and products responsive to the Sustainable Development Goals;
- ✓ Sustain a conducive environment for learning, research, and extension through continuous professional development and providing state-of-the-art technologies, facilities and infrastructure;
- ✓ Comply with all applicable statutory and regulatory requirements;
- ✓ Serve its stakeholders better by implementing value-adding improvements using different tools such as Risk Management and 5S; and
- ✓ Transfer its organizational knowledge and QMS expertise to other institutions.

Program Educational Objectives

The BS Information Technology Program aims to produce graduates that:

- Engage or established an ICT enabled/ICT based business start-up 5 years after graduation and onwards,
- Work effectively and independently in multi-disciplinary and multi-cultural teams (PQF level 6 descriptor) (Graduate Outcomes: CS07, IS07, IT08),
- Design and develop computing solutions using a system-level perspective (Graduate Outcomes: CS03-05, IS04-05, IT05)
- Articulate and discuss effectively both orally and in writing, in English or Filipino the latest developments in ICT for utilization. (Basis: PQF level 6, IT13, IT10, IT07),
- Become globally competent, innovative, and socially and ethically responsible computing professionals engage in life-long learning endeavors and generation of new knowledge or in research and development projects. (Basis: ITE PSG-5.3 Program Goals, 6.4 Common to Horizontal Type of School per CMO 46 S. 2012, IT12),
- Preserve and promote "Filipino historical and heritage". (based on RA. 7722)

Background

The BSIT Internship program is designed to prepare the BSIT students to work in the IT industry. It provides an opportunity for the students to experience the real world scenario where they can apply the learning that they have learned while being enrolled in the BSIT course.

The interns, the term used to call those students who are having their internship, will be deployed to a host establishment in which they will be managed by a site supervisor. The site supervisor handles the interns and is responsible for giving them tasks for the whole duration of the internship period in which will be rated and will be given remarks. These ratings and remarks will be used as a means of evaluation for their overall performance at work. The final ratings will be given by the OJT Coordinator who is responsible for finalizing the grade of an intern.

This internship becomes a tool to determine the capability of an intern to adjust to a new environment and deal with what the industry requires. Since the intern becomes exposed to the possible opportunities in the IT field, it would become much easier for the intern to know his/her specific field of interest. Moreover, it also becomes a significant way to develop the intern's personal and interpersonal skill which is required and expected from IT graduates as cited in CHED Memorandum Order 25, s. 2015. The personal skills that an intern must enhance are: personal – discipline skills, critical – thinking skills, inter and intra person motivation skills, problem – solving skills, planning and organizing skills, ethical thinking, entrepreneurial thinking and innovative perseverance in pursuing goals and continuous improvement; while for interpersonal skills includes team work and collaborative skills, oral and written communication skills and conflict resolution skills.

Since internship is a preparation for an intern to the actual application of the concepts learned, it helps the intern to become physically, mentally and emotionally ready. This way, it would be easy to point the strengths and weaknesses of an intern and provide a possible solution to improve what needs to be improved.

Furthermore, to support such goal, this manual has been prepared specifically for the interns as a way of assisting them in understanding the aims and objectives of this practicum program to help in improving the quality of IT education that is being offered in the institution.

Course Information

1. **COURSE NUMBER** : ITP 142
2. **COURSE TITLE** : Practicum (486 hours)
3. **PRE-REQUISITE** : Completed courses from 1st year to 4th year 1st semester
4. **CO- REQUISITE** : None
5. **NUMBER OF UNITS** : 6
6. **CONTACT HOURS** : 486 hours
7. **COURSE DESCRIPTION** : The course exposes students to IT workplaces, giving them real-world experiences and learning. Students will be placed in cooperating public and private entities, either locally, regional or national or students can adopt several schemes of compliance that could give students the same level of experiences.

Course Learning Outcomes

CL01	Apply the concepts and practices learned in the BSIT program into its implementation in the actual work setting.
CL02	Demonstrate individual skills and abilities in the IT industry.
CL03	Demonstrate the social skills as well as the proper work attitudes in handling people involved in the information technology sector.
CL04	Document the experiences, insights and activities in the IT industry.

Mode of Compliance/Delivery

The internship program shall be arranged in such a way that inclusivity, efficiency and effectivity measures are maintained. The delivery shall be nondiscriminatory regardless of sexual orientation, ethnicity, physical quality and social status of interns. A blended of online and on-site approach shall be explored and implemented as deemed necessary.

The following modalities shall be observed:

a. On-site Internship
This will the first option if permitted by the authorities provided that the interns, the University and the Host Training Establishment are compliant with the requirements/prerequisites set by the parties involved and/or the government;

b. Online Internship

Students will be assigned to HTE's which allows online internship as an alternative to onsite practicum. Most of the IT industries now are embracing the work from home schemes so this will be applicable to internship as well.

c. In-Campus Internship

The students will be given tasks by the coordinator, which will be monitored online or in-campus but on scheduled basis depending also on the guidelines on student engagements. Also, relevant IT seminars and trainings will be participated by the students.

The three options can be mixed by the coordinator which means that the 486 hours will be divided into Online Internship, In-Campus Internship and On-site Internship so that students will experience all options. Necessary arrangements should be done for each of these modes.

Requirements

a. Eligibility Requirements

As embodied in CMO no. 25, s. 2015, ITP 142 Practicum is a program in which students were required to enroll as a part of the BSIT curriculum. Students should be a bona fide student of DORSU and is currently enrolled in the semester in which the program is being offered. The student must be determined by the university through the Faculty of Computing, Engineering, and Technology and is required to complete all subjects from 1st year to 4th year 1st semester of the BSIT curriculum. The student must not also be connected of any sort to the host training establishment in which the student is assigned to apply.

b. Course Requirements

The requirement that the student needed to submit in order to achieve the completion of this course includes the student's personal profile, filled-up detailed daily report and work report summary found in this manual. Also, necessary attachments are to be completed.

c. Grading System

The final grade will be divided into two: 75% from the company and 25% from the OJT Coordinator. The company supervisor will fill-up an evaluation sheet.

Responsibilities of the Involved Parties

The following are the responsibilities that should be performed by each individual concerned including the Host Training Establishment, the University, the OJT Coordinator, the OJT Supervisor and the student trainee:

Roles and Responsibilities of the Host Training Establishment

1. To provide a Supervised Applied Learning Experience for the Student Trainee consistent with the BSIT Program's curriculum and objectives.
2. To provide alternative work arrangements for work from home practicum/online practicum.
3. To assess/rate competencies and the overall performance of the Student Trainee after completion of the required number of hours of On-The-Job Training.
4. To provide optional compensation to Student Trainee subject to the full discretion of the Host training Establishment.
5. To provide emergency care in case of workplace accident to the participating Student Trainee of the College, and;
6. To issue Certificate of Completion of the Student Trainee after the completion of the training.

Roles and Responsibilities of the University (DOrSU)

1. To plan and oversee the Program.
2. To ensure that the course/subject and competency requirements are complied with.
3. To coordinate to the Host Training Establishment for the program particular such as the number of Student Trainee that will be catered by the Host Training Establishment for a particular time frame.
4. To provide and maintain the records and reports necessary for conducting the Student Trainee's Learning Experience;
5. To provide the Host Training Establishment with the description of the Program, curriculum and objectives to be achieved at the Host Training Establishment.

Roles and Responsibilities of the OJT Coordinator

1. Have a good relationship with the host establishment and exchanges information with regards to the performance of the student trainees by coordinating with the OJT Supervisor.
2. Provides orientation on the use of the evaluation forms to the host establishment.
3. Monitors the student trainees and check if there is a progress on their performance and work attitude.
4. Gives the final ratings of the student trainees based on their performance as shown in the evaluation given by their respective supervisor as well as with the complied requirements.
5. Produce monitoring report every monitoring session.
6. Ensure that all requirements for deployment is complete by checking a checklist.

Roles and Responsibilities of the OJT Supervisor

1. Provides orientation on what the student trainee should do as well as what would be expected by the student trainee during the internship period.
2. Responsible for the introduction of the student trainee to all the staff and the facilities of the company in which the student was assigned.
3. Provides daily time record for the student trainee to record his/her daily time in and out during the internship period.
4. Helps in encouraging the student trainee to do exploration when it comes to solving problems.
5. Coordinates with the student trainees weekly to address the student trainees on their concerns with regards to their performance as well as with the OJT Coordinator with regards to the performance of the student trainees.
6. To assign tasks and responsibilities appropriate for the training needs of the Student Trainee;
7. To supervise the Student Trainee in the performance of his/her assigned tasks and responsibilities;
8. To monitor the progress at work of the Student Trainee while on training and report the same to the College authorities;

Roles and Responsibilities of the Student Trainee

1. Observe the rules, regulations and policies imposed in the host establishment and do his/her best to comply with it.
2. Perform and complete the tasks given by their respective OJT Supervisor as required for the student trainees training needs.
3. Communicate with the OJT Supervisor by providing feedbacks as well as asks for possible solutions with regards to the problems encountered in their work setting.
4. Make sure to complete all the requirements asked and submit it to the OJT Coordinator as a requirement for the completion of this course.

Health and Safety Management

The following protocols shall be observed by the student trainee during the internship program;
1. Possession of portable personal hygiene supplies such as but not limited to hand sanitizer or alcohol;
2. Maintain safe physical distancing and observance of proper hygiene;

3. Nonphysical reporting and submission to government prescribed quarantine protocols in case of infection with seriously contagious disease.
4. Nonparticipation to any activity in case of the presence of any emerging health hazards within the work environment;
5. Adherence to honest health status declaration;
6. Observance of Safety and Health Program and/or policy of the HTE.

List of Activities and Projected Risks and Mitigations

Activity/Threats and Risks	STRATEGIES	
	HTE/School/Coordinator's Role	Parent's/Guardian's Role

Transportation from Mati City to Davao City, or any place of destination, and vice-versa.
   o Travel Dizziness and other related illness
   o Road accidents
	Coordinator/Faculty:
	- Established Student's Directory that includes information of parents.
	- Established a buddy system to further strengthen safety measures
	- Check student's attendance before travel, head count during travel, and head count on arrival.
	- Inform parents through SMS of information of travel.
	- Inform parents on any information during the travel such as encountered incidents and among others.
		- Help their students to prepare and satisfy necessities before travel.
		- Perform constant follow-up to their students before, during, and after travel.
		- In any circumstances, should contact and coordinate the school authorities.

	- Inform school authorities of any encountered incidents during travel	-
	- Inform nearby proper authority if in case accident or any negative circumstances happens.	-
Going to and from lodging house and HTE (Host Training Establishment) - Vehicular accident	- Conduct SMS follow-up to students. - Inform school authorities for the incident - Facilitate or extend help to comply requirements for	- If possible parent or guardian should accompany and stay in lodging houses. - If possible daily follow-up of their students.

	insurance claim whenever applicable.	- In case of unfavorable circumstances, inform school authorities through the coordinator, use emergency hotline like 911 for complain or ask help to proper authorities.
- Safety during stay at boarding house		
		- Parents/guardian shall be the main or primary custodian to their students.
Performing OJT in the workplace -Workplace accident	- School and HTE shall establish Internship accident protocol. - Inform parents and school authorities for the unfortunate incident.	-Coordinate to school authorities
Identification of Boarding House	- Inform parents of the establishment where the students will be deployed including its details.	- Parents shall identify and ensure boarding house or residence for their students.
Case of infection with seriously contagious diseases.	- School and HTE shall establish clear protocols on handling case of infection of contagious diseases. - School and HTE should be informed of the actual situation.	- Parents shall be informed of the situation and provide appropriate assistance for their children.

Monitoring and Evaluation

The performance of the student interns will be monitored and evaluated by both the practicum coordinators from the university and the site supervisors from the Host Training Establishments (HTE).

In monitoring the performance of the student trainees, the coordinator may use any of the following:

1. Monthly host training establishment (HTE) site visits;
2. Detailed weekly report submissions; and
3. Regular interview sessions and/or conferences with the student trainees.

At the end of the practicum period, the representatives from the Host Training Establishments shall issue the documents needed by the student trainees for their evaluation, which includes the following:

1. Certificate of Completion;
2. Duly accomplished evaluation sheets; and
3. Other pertinent reports, information, and/or documents which may be included for the purposes of describing student trainee's performance.
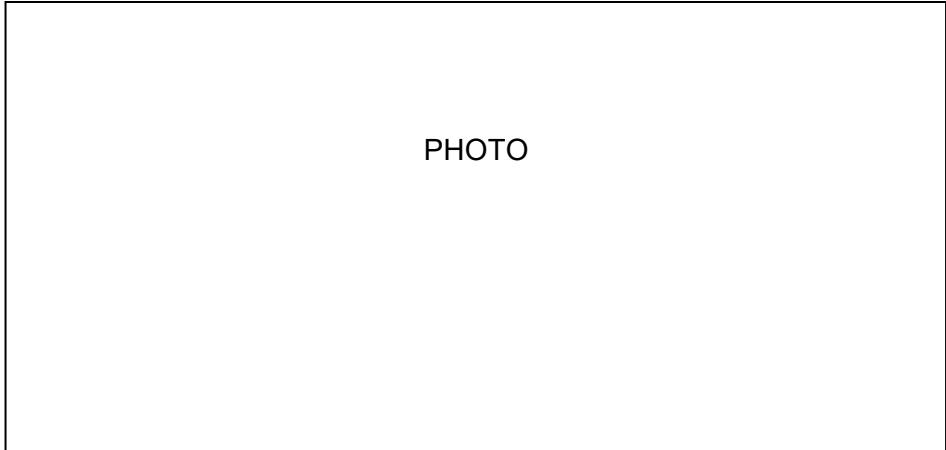
Moreover, the student trainees must submit their duly accomplished self-evaluation sheets and practicum manual, as one of the requirements of the course. Presentation of their overall practicum outputs and experience will be done on a date scheduled by the Coordinator after their practicum period.

As for the evaluation and ratings, it will be given by both the University and Host Training Establishments through the OJT/Practicum Coordinators and their representatives, respectively. The overall rate/final grade of the student trainee will be divided into two: 70% from the Host Training Establishment and 30% from the OJT/Practicum Coordinator.

Furthermore, in terms of the evaluation, it will be used to assess the student trainee's progress in the Practicum program. The evaluation scheme will be based on the duly signed and accomplished evaluation sheet from the Host Training Establishment representatives with the following criteria: work performance, and personal qualities that involves communication skills, interpersonal skills, punctuality, flexibility, attitude and reliability. The evaluation will also include feedback from the Host Training Establishment representatives about the student trainee's growth and achievement in relation to the demonstration of their skills acquired within their four (4) years in the program. This will also aim to evaluate the quality of the student trainee's performance on specific tasks during the entire duration of the practicum.
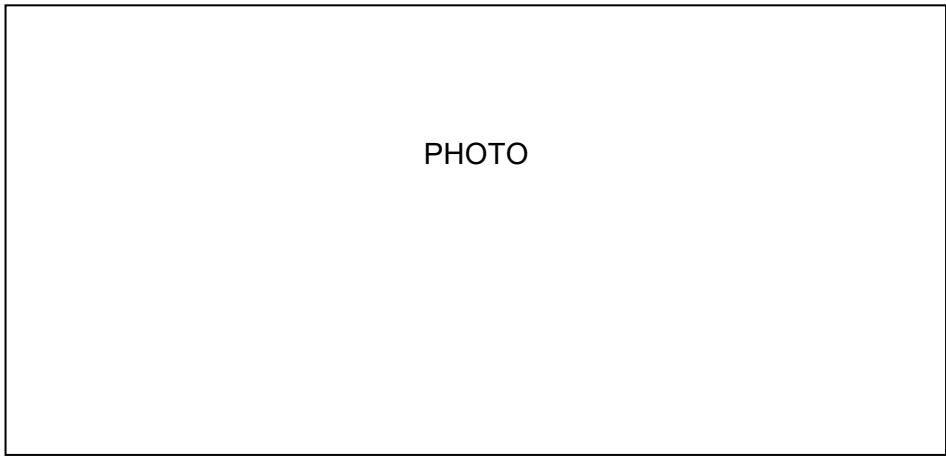
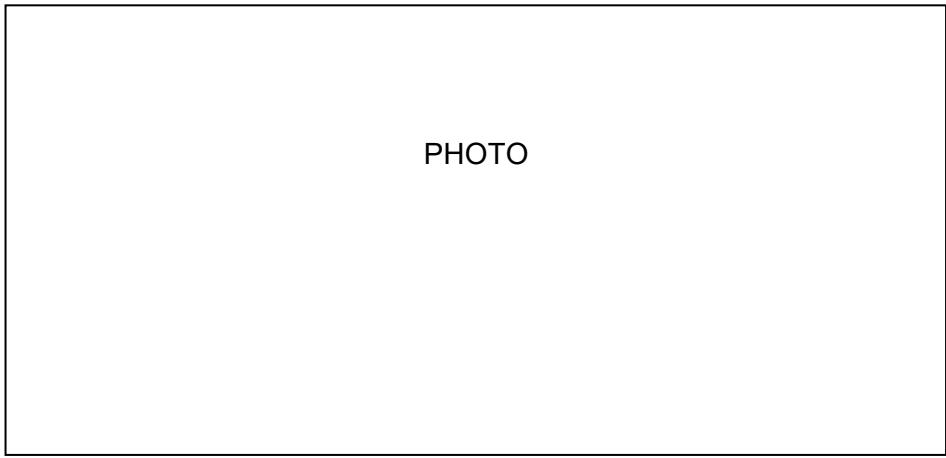# Host Establishment Profile

PHOTO

Host Establishment Profile

PHOTO

Host Establishment Profile

PHOTO

Received Communication

Attendance Record/DTR

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Bachelor of Science in Information Technology

Daily Time Record

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PRACTICUM REPORT SUMMARY

Republic of the Philippines

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Internship Plan

I.   INTRODUCTION:

Internship/OJT/Practicum is an immersion program wherein students will have the chance and opportunity to be with the IT industry or IT enabled business.

As part of the BSIT curriculum, the BSIT student need to undergo a minimum of 486 hours internship/OJT on a specific training agency as stipulated in CMO 25, s. 2015. This practicum allows the students to develop their skills and will have the chance to apply the skills, knowledge and attitude learned in the school and at the same time to have an opportunity to experience the corporate environment or the real-world ICT workplace.

II.   GOALS/OBJECTIVES:

- Apply the concepts and practices learned in the BSIT program into its implementation in the actual work setting.
- Demonstrate individual skills and abilities in the IT industry or ICT enabled establishments.
- Demonstrate the social skills as well as the proper work attitudes in handling people involved in the information technology sector.
- Document the experiences, insights and activities in the IT industry or ICT enabled establishments.

III.   REQUIREMENTS OF THE PROGRAM:

A. List of documents for the student internship

The following documents must be submitted to the respective Internship Coordinator/Internship Supervisor before the Internship:

a. Copy of a Recommendation Letter/ Endorsement Letter for the internship program;

b. Copy of Acceptance Letter from the host training establishment;

c. Photocopy of the Notarized Training Agreement and Liability Waiver;

d. Photocopy of Student-Trainee's History Statement/Resume;

e. Photocopy of Certificate of Registration (COR);

f. Photocopy of Insurance Certificate;

g. Medical Certificate;

h. Official Copy of Grades Evaluation;

B. Orientation and Briefing

Once the documents have been submitted, orientation and pre-internship seminars shall be conducted on a pre-determined schedule. During the orientation, training expectations, guidelines, rules and regulations, and course requirements shall be discussed with the students. Certain issues must be addressed through the conduct of an open forum, which will serve as an avenue to establish the guiding rules and principles for the internship; hence, the speakers from the Host Training Establishment (HTE) may be invited to share their insights, expectations, and experiences.

C. Performance

The culmination of the internship program will happen once the student intern completes his/her required hours of service rendered. To measure the performance of the student interns, an evaluation report must be accomplished.

F. CERTIFICATION

A certificate with the HTE's logo is issued by the HTE to the student interns after the completion of the required number of hours rendered service. The certification will include a seal, signed by the HTE's authorized representative.

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INTERN FEEDBACK FORM

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INTERN FEEDBACK FORM

Performance Evaluation Report

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Certificate of Completion

Certificate of Completion

Other Attachments