|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Intern:** |  | | | | **Course/Student No.:** | |  | |
| **Name of Company:** | |  | | | | | |
| **Company Address:** | |  | | | | | |
| **Site Internship Supervisor:** | | |  | **Contact Details:** | |  | |

Accomplish in computerized format. Please add additional sheets, if necessary.

**I. GENERAL INFORMATION**

|  |  |
| --- | --- |
| a. Company assignment  (Indicate department/production site/s where the Student Intern is assigned.) |  |
| b. Reporting schedule  (Indicate time and day of reporting of the Student Intern.) | * Monday Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Tuesday Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Wednesday Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Thursday Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Friday Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Saturday Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| c. Site location  (Address/es of site/s where will the Student Intern be assigned.) |  |

**II. LEARNING INFORMATION**

|  |  |
| --- | --- |
| a. Agreed program of work for placement.  (Provide outline of expected duties to be performed by the Student Intern.) |  |
| b. Agreed learning aims.  (Please outline specific learning aims of the Student Intern.) |  |
| c. Agreed on-placement learning opportunities.  (Please provide brief details of project to be undertaken by the Student Intern during placement.) |  |
| d. Describe the structure of supervision.  (How will the Student Intern be supervised throughout the program?) |  |
| e. Describe the range of experiences planned for the Internship.  (Describe the planned and programed sequence of training activities that provide breadth and quality of training) |  |

|  |  |
| --- | --- |
| **Site Internship Supervisor:**  *(Signature Over Printed Name)* |  |
| **Student Intern:**  *(Signature over printed name)* |  |
| **OJT Coordinator:**  *(Signature over printed name)* |  |