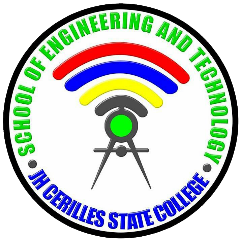
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**J.H. Cerilles State College**

School of Engineering and Technology

**INTERNSHIP PROGRAM**

**SITE COORDINATOR GUIDELINES**

Thank you for supporting the JHCSC IT Internship Program and your willingness to share your time and talent. We hope the following information will help you understand what is expected of our Interns for the Program.

In order to avoid any conflict of interest, an Intern will not be assigned to a Company whose Site Coordinator is a relative.

A student who is earning academic credit for the Internship is expected to meet certain requirements:

1. An Intern will apply for an internship to any Company/Agency with the recommendation by the OJT Coordinator, endorsement by the Program Head.
2. Each Intern is expected to fill up his/her Daily Time Record honestly.
3. Each Intern is expected to act as a professional in the Company where he/she is assigned, following all written and unwritten rules of the Company/Agency
4. Each Intern is expected to follow the rules and regulations, and perform his/her duties and responsibilities as stipulated in the SET Internship Program Manual

The following duties and responsibilities serve as a guide for you, as a Site Coordinator, to make the Internship go smoothly:

1. At the beginning of the Internship, you might set aside time to give an orientation to the Intern/s regarding Company/Agency policies, rules and regulations (the orientation may be given by another employee in your Company/Agency)
2. During the orientation, you could also specify the work results that are expected of the Intern at the end of a Phase
3. A written evaluation by the Site Coordinator is required at the end of each Phase. Evaluation Forms will be provided for you to assess the performance of each Intern. For proper assessment, please:
   1. Oversee the work of the Intern/s
   2. Monitor the Interns’ DTRs
   3. Communicate with the OJT Coordinator any feedback, problems or incidents regarding the Intern/s no matter how small the issue. Early communication can prevent minor issues from growing into bigger problems.
   4. Communicate with the OJT Coordinator regarding the situation of the Interns with special needs
   5. Submit an evaluation to the OJT Coordinator at the end of internship.

The Interns will benefit greatly from this Program when they are treated as you do with your professional/regular employees.