



Internship Program Parental Consent and Undertaking

BASIC GUIDELINES:

- I. Students must undergo on-the-job training as an intern at a Host Training Establishment as part of the requirements for the courses **BS Information Technology (BSIT)** and **BS Computer Science (BSCS)**. A Practicum Course is offered for this purpose.

The **Practicum Course** is intended to provide the students with the opportunity to:

1. learn about the actual work environment and practices in the industry
2. enhance and/or apply one's theoretical knowledge and skills in the field
3. demonstrate professionalism, productivity, creativity and initiative in the workplace
4. utilize ICT hardware and software used in the industry
5. learn about the various phases of software development in a real-world setting
6. improve soft skills such as communication, collaboration, time management, and adaptability

II. Participants

1. STUDENT
2. SCIS (School of Computing and Information Sciences):
3. HTE (Host Training Establishment)

- III. **Academic Units and Duration.** Note that hours may be extended as required and approved by all participants, in order to complete the program.

1. BSIT- 6 units: 320 hours
2. BSCS - 3 units: 240 hours

IV. Responsibilities

1. STUDENT:
 - a. Apply as a trainee in the desired HTE and process the necessary paperwork required for the internship (Endorsement, Consent Form, MOA) in accordance to the guidelines provided by SCIS.
 - b. Since the STUDENT will be in an actual work environment, the STUDENT is expected to complete the internship, fulfill assigned tasks and comply with company/office guidelines.
 - c. Submit the Weekly Work Report and other pertinent documents to SCIS through an assigned adviser.
 - d. Monitor announcements through the Google Classroom created by SCIS and maintain communication with the assigned adviser.
 - e. Provide a notification of retraction (to be noted by SCIS) should it be necessary for the STUDENT to stop working at the HTE for any reason.
 - f. Accomplish the terminal requirements for the course.
2. SCIS:
 - a. Process the placement of the students by providing a list of potential HTEs, endorse the students to the HTE, provide templates for pertinent documents and prepare the MOA.
 - b. Assign an adviser for the STUDENT and ensure that the adviser monitors the STUDENT's training and accomplishes the grades of the student based on the grading guidelines for the course.
 - c. Communicate with the students and the HTE regarding relevant information and announcements regarding specific details of the internship program..
 - d. Conduct a company visit prior to the completion of the internship period.
 - e. Provide the tool that will be accomplished by the HTE in evaluating the STUDENT intern.
3. HTE:
 - a. Provide the necessary training to the STUDENT based on a practical internship plan.
 - b. Mentor, supervise and monitor the STUDENT during the internship period.
 - c. Orient the STUDENT on the rules and regulations of the HTE.
 - d. Facilitate the processing of documents of the STUDENT in coordination with SCIS.
 - e. Inform SCIS of any issues that require attention or intervention in relation to the performance of the STUDENT intern.
 - f. Accomplish the evaluation form, which will constitute part of the grade of the STUDENT for the course.
 - g. Issue a Certificate of Completion to the STUDENT after the internship has been completed.



Parental Consent/Waiver

PARENT’S/GUARDIAN’S APPROVAL and CONSENT

I, _____,
have read the guidelines on the Internship Program and hereby allow my child/ward,

to participate in the Practicum Course as an intern of

(name of Host Training Establishment)

located at

(address of Host Training Establishment)

for the prescribed number of hours.

I agree to waive any claims and actions against the School of Computing and Information Sciences (SCIS) of Saint Louis University, _____, any representative of Saint Louis University and any representative of _____ in case of any untoward incident that may happen to my child/ward during the internship period.

I understand that the representatives of SCIS, Saint Louis University and _____ shall exercise due diligence and attention in ensuring the safety and well-being of my child/ward during the conduct of the internship.

Parent’s/Guardian’s Signature over printed name

Date

Undertaking of Student

I, _____, a student of SCIS enrolled in the program Bachelor of Science in _____, have read and understood the provisions regarding my enrollment in the Practicum Course for the Short Term, AY 2017-2018 and my internship at _____. I shall faithfully observe and follow the above provisions, comply with pertinent university and HTE policies and guidelines, as well as commit to achieving the objectives of the course.

Student’s Signature over Printed Name

Date

For company personnel only:

Received:

Signature over Printed Name

Date

Prepare two copies of this page (duly signed by the student and guardian).

Copy 1: HTE copy

Copy 2: To be signed by the HTE personnel on the lower portion and submitted by the student to SCIS