



Management
System
ISO 9001:2015

www.tuv.com
ID 9108653929



Republic of the

Philippines

UNIVERSITY OF RIZAL SYSTEM

Province of Rizal

Name of Student: _____ Year and Section: _____

Course and Major: _____ College: _____

Campus: _____ Semester/Summer 20____-20____

CHECKLIST OF REQUIREMENTS FOR INTERNSHIP

Before the Internship:

- _____ 1. Parental Consent for Student Internship
- _____ 2. Recommendation Letter
- _____ 3. Notarized Memorandum of Agreement (MOA)
- _____ 4. Internship Contract Agreement

_____ 5. Certification of Acceptance

_____ 6. Others: Internship Orientation

During the Internship:

_____ 1. Journal/Logbook (weekly checking)

_____ 2. Daily Time Record (monthly checking)

_____ 3. Others: Internship IT Related Seminar

After the Internship:

_____ 1. Evaluation Form accomplished by the HTE's Representative sealed in the envelope.

_____ 2. Certificate of Completion/Training

with company LOGO

with designated number of hours

originally

signed by the HTE's Representative.

_____ 3. Narrative report by the student intern.

Submitted: _____ Date: _____

Signature of Student

Verified: _____ Date: _____

Printed Name and Signature of SIPP Coordinator