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*