

## STARTING YOUR PRACTICUM/INTERNSHIP JOURNEY

**Are you an undergraduate or graduate student who plans to enroll in practicum/internship this coming Term 3, AY2024-2025? If yes, please START following the steps below:**

### **Step 1: Choose the practicum site**

Choose an institution or Host Training Establishment (HTE) that is aligned with your chosen career path. If you need guidance in choosing your career path and/or the HTE related to it, you may schedule a career counseling session with an SSC [Career Development Counselor](#).

If your department allows, you may also choose to do your practicum in one of the DLSU units/offices/centers/departments that provide training related to your career path. **This option will not require an Institutional OJT-MOA (IOM). You may skip Step 2 and go directly to Step 3.**

Make sure to attend the practicum/internship orientation conducted by your Department Practicum Coordinator so you will know the course requirements, practicum processes and policies. The schedule of the orientation is announced through the Help Desk Announcement (HDA).

### **Step 2: Process the Institutional OJT-MOA (IOM)**

Check if the HTE has an existing and valid IOM with De La Salle University on this [list](#) (Do not forward this link to anyone outside of DLSU). **If there is an existing IOM, you may go directly to Step 3.**

If the company has no existing IOM or if the IOM is no longer valid, inform your Department Practicum Coordinator (DPC). The DPC will request the Student Success Center (SSC) Internship Placement Coordinator (IPC) to process the Institutional MOA with the company.

When the processing has been completed, **copies of the notarized IOMs will be delivered by SSC to the Department that requested the IOM processing.** You may now obtain the MOA from their DPC and submit to your HTE.

**Step 2 will take 7 to 14 business days.** This includes drafting of the IOM, approval of the Office of the University Legal Counsel (OULC), signing of the Provost and the HTE representative, and notarization. This is why **it is best to request the processing the term before your practicum term** so you can start reporting to your HTE at the beginning of your practicum term. **Some departments set their own deadlines for IOM processing and HTE application which they announce during their orientation.** Kindly follow those deadlines.

### **Step 3: Submit practicum application to the HTE**

You may now apply for as an intern to your chosen HTE. Some HTEs allow you to apply even before the IOM is processed. However, **starting your practicum/deployment without an existing IOM is not allowed. This is a violation of the CHED policy.**

### **Step 4: Process the Student MOA and Internship Plan**

The [Student MOA](#) is an agreement between you and your practicum site. It is processed together with the [Internship Plan](#). Both documents are processed and stored by your department and the approval of the OULC is no longer required. Some HTEs will require waiver forms. This will be processed by the departments.

**Step 5: Maximize your learning and enjoy your practicum experience**

Having a meaningful practicum experience makes your career path clearer. This is a good opportunity to show your Expected Lasallian Graduate Attributes ([ELGAs](#)). If faced with challenges, let the Lasallian Reflection Framework ([LRF](#)) help you find solutions.