



The Student-Professional Experiences or commonly known as Practicum, Internship, Community-Industry Immersion or On-the-Job Training are courses in which students participate in a professional work environment, and properly documenting their experiences. Students apply their knowledge and attain experiences related to their chosen academic fields by working within a professional work setting supervised by a Career Training Coordinator (CTC) of ICCT Colleges together with the assigned officer of the Host Training Establishment (HTE). The Student Internship Program (SIP) is designed to allow students enhanced their professionalism, gain career knowledge, work environment observation and may consider various career options.

### **Introduction**

The ICCT Colleges Foundation, Inc. - Career Development & Job Placement Center (CDJPC) was created as a response for comprehensive implementation of this Student Internship Program (SIP) in compliance with CMO No. 23 series of 2009 of the Commission on Higher Education (CHED) in accordance with RA 722, otherwise known as the "Higher Education Act of 1994", and pursuant to the Commission en banc Resolution No. 148 dated April 19, 2009. The SIP is also extended for the students under the Technical Education Skills Development Authority (TESDA) courses. The said office is responsible to effectively manage and monitor students-professional experiences in coordination with their respective College Deans and Department Heads.

In addition to academic coursework, CDJPC in collaboration with the Office of the Academic Affairs (OAA) and the Office of the Student Affairs (OSA) require students to complete the Student Internship Program as part of their respective curriculum and completion of their degree and non-degree courses. This requirement offers the chance to apply coursework in real-world settings and be more effectively prepare students for their professional career. Aside from the exposure of students to the work environment, they will also undertake procedures before, during and after the SIP period, and integrating Career Development & Job Placement Program.

The Special Projects & Affiliations Office (SPAO) will undertake the Community-Industry Partnership & Linkages in order to strengthen the affiliation and coordination of the Student Internship Program with various industries including local government units and other organizations. Accreditation of Host Training Establishments (HTE) is implemented to protect and manage effectively the outcome of the SIP.

Thus, this Student Internship Program Manual that provides instructions and guidelines needed for the successful completion of the course should be read carefully prior to the beginning of your internship experience.

### **Philosophy**

The primary purpose of the internship requirement is to provide experiential learning outside of the classroom stressing self-motivation. Students will gain vital skills and experience that they will be able to use throughout their professional career. Through these experiences, students explore workplace culture, diversified work tasks, and gain the experiences necessary to build a marketable résumé. Additionally, internships provide students with an opportunity to build up their community of relationships, which become useful when seeking employment after graduation. Work training experience allows students the opportunity to apply their knowledge and skills in a real-life situation and to develop professional experience in a structured nurturing environment. During the internship, students become a part of the organization or company, and are expected to conduct themselves in a professional manner at all times, in accordance with the CDJPC Internship Code of Conduct.

## Goals and Objectives

1. To acquire professional experiences:
  - Understand professional practice and adherence to codes of professional ethics, including ethical decision making;
  - Sharpen aspects of professionalism, including honesty/integrity, reliability /responsibility, respect for others, compassion/empathy, and even advocacy;
  - Develop new knowledge and skills;
  - Work independently and/or with others, both within and outside the organization/company by applying professional knowledge and skills;
  - Observe the functioning of the organization/company, including the administration and activities;
  - Build upon previous knowledge and experiences by working within and critically appraising a professional setting;
  - Gain career knowledge and evaluate career options and goals.
2. To apply theories and research:
  - Apply concepts and skills gained from academic experience to a professional work setting;
  - Apply technology and analytical skills to a specific work setting;
3. To further develop and integrate personal characteristics:
  - Self-awareness and emotional stability, interpersonal and group process skills, communication, collaboration, problem-solving skills, cultural competence, professional ethics and behavior.

## The Internship Network

The student-intern, the Host Training Establishment (HTE)/Organization/Company, and the Office of the Career Development & Job Placement (CDJP) represent the essential components of the ICCT Colleges Student Internship Program. It is important that all participants' roles be integrated to assure success of the program, each of the components has distinct functions and responsibilities.

### A. Career Training Coordinator Role and Responsibilities

The Career Training Coordinator (CTC) of the Career Development & Job Placement Office serves as a liaison between the student intern and the HTE/Organization/Company, and will monitor the internship experience.

- Orient and assist the student in the internship application process, fulfilling the requirements as well as the goals of the Student Internship Program.
- Administer student intern placement with accredited or recognized HTEs/ Organizations/ Companies. Guide them in formulating an internship search strategy, share information concerning potential HTE placements, and assist them in making final internship site selection.
- Facilitate SIP Orientation Program. General rules and procedures must be discussed.
- Provide the student intern and the HTE with information and documents needed to establish the SIP and complete the required reports. Discuss responsibilities and requirements for the internship completion.
- Collaborate with the student and with the HTE mentor/supervisor in developing a satisfactory plan for the internship.
- Promote and facilitate communication between the HTE and student intern. Serve as intermediary between them if problems should develop.
- Provide student guidance, direction, and monitor internship progress.
- Implement program improvements and student input.

### B. Student Intern Role and Responsibilities

The student intern represents an academic department and the educational institution, ICCT Colleges. He/she is a guest of the Host Training Establishment (HTE) or the internship site.

- Apply your internship course at the Career Development & Job Placement Office (CDJP).
- Prepare a resume with your latest passport size color picture. Picture must be in business attire with white background.
- Attend the CDJP SIP Orientation Program.

- Get a formal recommendation letter at the CDJP Office. Make sure to give the details of the HTE/Organization/Company.

<b>Company Name</b>	San Miguel Corporation
<b>Address</b>	Ortigas Center, Pasig City
<b>Contact Person</b>	Mr. Jose Concepcion
<b>Designation</b>	HRD Manager
<b>Contact No.</b>	655.9394 / 0922.899.1234

- Complete the SIP Internship Waiver Form and submit it at the CDJP Office before internship starts / commences.
- Dress professionally and appropriately. Check with your mentor or supervisor about what is appropriate to wear while on duty.
- Collaborate with the HTE's assigned officer in the development of a set of learning objectives for the internship experience.
- Complete all the SIP or Internship Course requirements and the required number of internship duty hours.
- Familiar with and adheres the HTE/Organization/Company's rules, policies, regulations, and standards.
- Exhibit professional behavior and respect for the other interns, HTE's personnel and client.
- Develop professional, technical, verbal and written communication skills.
- Maintain a regular work schedule and avoid absences and/or tardiness. Demonstrate commitment to completing assigned duties and/or projects in a professional manner under the supervision of the assigned HTE's officer and to seek help as needed.
  - Negotiate your hours with the HTE particularly if you are still attending classes;
  - Notify your mentor / supervisor of any illnesses and emergencies as soon as possible;
  - Communicate / interact with your mentor / supervisor and CDJP Career Training Coordinator about the internship as it progresses;
  - Seek advice or assistance when unsure about assigned tasks;
  - Try to resolve problems and concerns with your HTE mentor/supervisor. If this does not seem feasible, contact the CDJP Career Training Coordinator immediately;
  - Be aware that the HTE gains some staff time from you, but invests a great amount of experienced staff time in your supervision. Try to "fit-in" and make the experience a good one for both the HTE and yourself.
  - Maintain confidentiality. Client information and what is said by co-workers is generally confidential.
- Record all activities in a daily basis. Submit a Student Internship Activity Report every 100 hours or during Prelim, Midterm and Final Examination schedule at the CDJPC or log-in at [www.icct.edu.ph/internship](http://www.icct.edu.ph/internship).
- Prepare an Internship Summary Report (ISR) near completion of the internship assignment.
- Provide input to the HTE, CDJP Career Training Coordinator for program improvement.
- Submit original copy of your Internship Certificate of Completion (ICoC) to the Registrar's Office and a photocopy at the CDJP Office together with your ISR.
- Have your Internship Performance Evaluation Form (IPEF) completed by your HTE mentor or supervisor, and submit the sealed IEF at the Registrar's Office.
- Accomplish and submit your Student Self Evaluation of Internship Form at the CDJP Center;
- Abide by all terms and conditions specified in this SIP Manual.
- Send a letter of appreciation or thank you card to your HTE mentor/supervisor after completing the SIP.

Before the Internship Begins	During the Internship
<ul style="list-style-type: none"> <li>• Check academic eligibility;</li> <li>• Secure an Internship Application Form;</li> <li>• Complete and submit approval request at the CDJPC together with latest copy of Registration Form;</li> <li>• Prepare a resume;</li> <li>• Attend the SIP Orientation;</li> <li>• Secure Recommendation Letter and Waiver Agreement Form;</li> </ul>	<ul style="list-style-type: none"> <li>• Complete required hours of the course;</li> <li>• Communicate issues with CDJPC through the Career Training Coordinator;</li> <li>• Submit a Student Internship Activity Report every 100 hours or during Prelim, Midterm and Final Examination schedule at the CDJPC or log-in at <a href="http://www.icct.edu.ph/internship">www.icct.edu.ph/internship</a>;</li> </ul>
As the Internship Concludes	Forms

<ul style="list-style-type: none"> <li>• Submit an Internship Summary Report and copy of the Certificate of Completion (COC) at the CDJPC</li> <li>• Submit original copy of COC at the Registrar's Office and get Internship Evaluation Form (IEF);</li> <li>• Once IEF is completed by HTE, submit it at the Registrar's Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Internship Application Form;</li> <li>• Internship Activity Report;</li> <li>• Internship Performance Evaluation Form;</li> <li>• Internship Self Evaluation Form.</li> </ul>
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Note: Privileges and responsibilities extended to the student intern by the HTE/Organization/Company and ICCT Colleges can be revoked at the discretion of the CDJP Career Training Coordinator if, in their professional opinion, the mission of HTE and the College is at risk.

#### C. Internship Mentor Role and Responsibilities

The Internship Mentor/Supervisor from the Host Training Establishment provides valuable service to the student intern, CDJP and ICCT Colleges. He/she is committed to the student intern and the training process.

- Accept responsibility for providing a context in which the student intern can build upon his/her knowledge and skill base related to human development.
- Assist the student intern in identifying learning opportunities and setting goals and objectives for the internship period that are consistent with competencies and areas of strength.
- Serve as a mentor to guide the student's professional development, and suggest learning experiences and activities that will provide opportunities to develop and practice skills needed.
- Provide appropriate office/work space so that the student intern can work effectively and efficiently, and can draw upon the HTE's resources.
- Provide orientation, materials and experiences that familiarize the student intern with the HTE's mission and objectives.
- Insure that professional level job experiences are provided.
- Certify and evaluate student intern performance. Provide timely and honest feedback to the student intern and CDJP Career Training Coordinator regarding the performance and areas of strength or areas that need improvement.
- Issue an Internship Certificate of Completion to the student intern upon the completion of minimum required work hours of the course.
- Complete the Internship Evaluation Form (IEF) and sealed it for submission of the student intern at the Registrar's Office of the College.
- Work with CDJP Career Training Coordinator to make program improvements.

#### Student Internship Academic Eligibility

The CDJP Career Training Coordinator, College Dean and VP for Academic Affairs must approve your internship prior to your internship commencement / starting date. Student must meet the 80% required pre-requisite based on the prospectus of your degree or non-degree program to be academically eligible for their internship. Advisers during enrollment period provide assistance in the assessment of your updated prospectus.

#### Student Internship Program Procedure

The CDJP Office will accommodate those who are approved and enrolled Internship/Practicum/On-the-Job Training and/or any other related internship course under the academic curriculum of the college. The following are the procedures to register in the Student Internship Program:

- Step 1:** Student must complete the SIP Internship Application form and attach copies of school ID, official registration form and the updated prospectus or summary of grades. Submit these documents to the Career Development & Job Placement Office and secure a

- request form for the Internship Recommendation Letter (IRL) and Internship Waiver Agreement Form (IWAF);
- Step 2:** Pay the corresponding fee of PESOS:30.00 for the IRL and IWAF at the Accounting Payment Window. Securing another set of IRL and IWAF requires another payment;
- Step 3:** Submit your Official Receipt (OR) as proof of payment at the CDJP Office. Make sure to keep a photocopy of OR with you. You will receive a CLAIM STUB;
- Step 4:** Log in to the pre-registration for **SIP Orientation and Resume & Interview Mock Program**; attend the schedule of the orientation to strictly facilitate or proceed to step no. 5;
- Step 5:** Submit a copy of your resume, letter of application and the data of your prospect Host Training Establishment (HTE) / Organization / Company for the issuance of IRL and IWAF;
- Step 6:** Personally forward your IRL and IWAF to the HTE; Make sure to prepare yourself for the application procedure of the HTE just like in a normal application for employment; Present your documents by compiling them in a long folder with the following sequence:
- Letter of Application
  - Internship Recommendation Letter (IRL)
  - Internship Waiver Agreement Form (IWAF)
  - Resume
  - Photocopy of School ID
  - Photocopy of Registration Form
- Step 7:** Return the IWAF completely signed by the Host Training Establishment to officially acknowledge or register the start of your internship to the CDJP Office; attach to it a photocopy of your parent / guardian's valid identification card bearing his/her signature (ID must be from the your parent or guardian who signed your IWAF);
- Step 8:** During the internship period, submit **Student Internship Activity Report (SIAR)** every 100 hours (300 hours OJT), 200 hours (600 hours OJT) or during Prelim, Midterm and Final Examination Schedule through [careers@icct.edu.ph](mailto:careers@icct.edu.ph) or log-in at [www.icct.edu.ph/internship](http://www.icct.edu.ph/internship); All permits must be signed by the Career Training Coordinator to validate your SIP;
- Step 9:** Prepare your Internship Summary Report (ISR) during the last period of your internship;
- Step 10:** Submit the original copy of your Internship Certificate of Completion (ICoC) at the Registrar's Office; Get your Internship Evaluation Form (IEF) and must be completed by your HTE mentor; IEF must be returned sealed to the Registrar's Office;
- Step 11:** Provide a photocopy of your ICoC and submit it together with your Internship Summary Report, Student Self-Evaluation of Internship Form (SSEI) and photocopy of your Final Exam Permit at the CDJP Office to recognize completion of your SIP.

Reminders:

- Student intern must complete the required number of hours within the trimester period when the internship course is enrolled.
- Internship Certificate of Completion (ICoC) must be in the HTE /Organization /Company's Official Letterheads. It must contain your complete name, course, training period (dates when you started and completed), total number of hours completed, department or office assigned, and the name and designation of the certifying officer.

### General Internship Information

#### A. Information on Time Requirements and Course Registration:

Course Code	Subject Code	Title	Total Units	Total Hours	Pre-Requisite
<b>DEGREE / BACHELOR PROGRAMS</b>					
BSP	PSY-PRAC	Practicum	6	300	Completed all academic requirements
ABComm	COMM 411	Internship/Practicum in Tri-Media	6	300	Must completed all academic subjects
ABEng	ENG410	Industry Practicum	6	300	Must completed all academic subjects
ABA	INT-ABA	Industry Practicum	3	300	Must completed all academic subjects
BSBA-IM	INT-IM	Internship	6	300	Must completed all academic subjects
BSBA-MKTG	INT-MKTG	Internship	6	300	Must completed all academic subjects
BSBA-FM	INT-FM	Internship	6	300	Must completed all academic subjects
BSBA-OM	INT-OM	Internship	6	300	Must completed all academic subjects
BSBA-HRDM	INT-HRDM	Internship	6	300	Must completed all academic subjects

BSA	INT-BSA	Internship	6	300	Completed all academic requirements
BSAT	INT-ACT	Internship	6	300	Must completed all academic subjects
ACT	IP001	Industry Practicum	6	300	Second year standing
BSCS	IP001	Industry Practicum	6	300	Second year standing
BSCS	IP002	Apprenticeship / Internship	9	450	Must completed all academic subjects
BSIT	IP001	Industry Practicum	6	300	Second year standing
BSIT	IP002	Apprenticeship / Internship	9	450	Must completed all academic subjects
BSC	PRAC 1/2	OJT & Community Immersion	6	540	Completed all academic requirements
BEd	EDFOS7	Student Teaching	6	1 trim + 3 mons	Must completed all academic subjects / EDFOS6
BSED-IT	EDFOS7	Student Teaching	6	1 trim + 3 mons	Must completed all academic subjects / EDFOS6
BSED-Eng	EDFOS7	Student Teaching	6	1 trim + 3 mons	Must completed all academic subjects / EDFOS6
BSED-Math	EDFOS7	Student Teaching	6	1 trim + 3 mons	Must completed all academic subjects / EDFOS6
BSED-Fil	EDFOS7	Student Teaching	6	1 trim + 3 mons	Must completed all academic subjects / EDFOS6
BSED-PS	EDFOS7	Student Teaching	6	1 trim + 3 mons	Must completed all academic subjects / EDFOS6
BSECE	ECE 516	Practicum / Project Study	3	300	Fifth year standing
BSEE	ECE-PRAC	Practicum	3	300	Completed all academic requirements
BSCoE		No Practicum	NA	NA	
BSMT	INT	Internship	18	1,080	Completed all academic requirements
BST	IP 001	Industry Practicum	6	300	Must completed all academic subjects
BSHRM	PRACTICUM	Practicum	7	500	Must completed all academic subjects
<b>NON-DEGREE / TECHVOC / DIPLOMA PROGRAMS</b>					
DHRM1	HRM OJT1	Front Office, Bartending, Housekeeping	3	300	Front 1 & 2, HS, Bar
DHRM2	HRM OJT1	Front Office, Bartending, Housekeeping	3	300	Front 1 & 2, HS, Bar
DHRM2	HRM OJT2	Baking Pastry, Cookery, Food & Beverages	3	300	BP, CKC, F&B
DOSM	DOSM-PRAC	Practicum	6	300	
DCCS	DCCS-PRAC	Practicum	6	300	
DSDA	DSDA-PRAC	Practicum	6	300	
DHWA	DHWA-PRAC	Practicum	6	300	
DTMA	DTMA-PRAC	Practicum	6	300	

Interns may be paid, receive allowances or as a volunteer, depending on the resources available and agreement made between the student intern, the mentor/supervisor, the HTE/Organization / Company and/or sponsors.

Internships at a student's current place of employment is not recommended. However, if a student submits an internship approval request for his/her current place of employment:

- Internship activities must be substantially related to his/her course. In addition, internship activities should require a level of competence not presently with the intern's skill base or areas of expertise.
- There must be no ethical conflicts of interest.
- The supervisor must be able and be willing to recognize the intern as a professional-in-training and to provide him/her with tasks and activities that meet the goals of the internship experience.
- The boundaries between regular and work activity and internship tasks must be clearly spelled out in any agreements between the student, supervisor, and Host Training Establishment / Organization/ Company.

#### **B. Securing an Internship Site:**

Students are responsible for securing an internship like in the same professional manner one would search for employment. The selection of the site should be matched with your needs to best fulfill your professional goals, generally with organizations or companies that suit your academic training and career goals.

- Explore internship sites based on your career goals. You can locate internship independently or with the help of the CDJPC or the Career Training Coordinator.
- Many students choose internship sites in their hometown or other areas away from their Province or Region.

- Develop a professional resume and cover letter for each internship for which you apply. You may seek the Career Training Coordinator to assist you in critiquing your application materials to ensure that they have been developed properly for each position.
- Following your interview(s), determine which internship site is best suited for your professional development.

**C. Complete an Internship Approval Request:**

Once the HTE / Organization / Company has hired you as an intern, complete and submit the Internship Approval Request on the Office of the Career Development & Job Placement. In cooperation with your supervisor, identify tasks and responsibilities to be performed during the internship experience (e.g. job description). These goals and objectives can then be outlined in your Approval Request. Below you will find the questions that you are required to complete on your Approval Request. They will help you when you are talking to your supervisor about your internship projects and responsibilities.

- Detailed overview of specific internship responsibilities
- Internship Project Title(s)
- Thorough overview of internship project(s)
- What do you want to learn from this experience?
- How will you incorporate this experience into your career goals?

Note that your internship approval request must be completed and submitted before you start interning likewise, check if your chosen HTE / Organization / Company has an existing Memorandum of Agreement (MOA) or Recognized by the institution, if not, the following procedure must be followed:

- Submit an Affiliation Application Form (AAF) to your chosen HTE / Organization / Company; the said form is available at the CDJP Office;
- Once the said form was completed, bring it back to the CDJP Office and get a letter of intent and copy of MOA at the Special Projects & Affiliation Office located at Building 1, 3<sup>rd</sup> Floor of ICCT Colleges Cainta Main Campus; make sure to furnish a copy of the AAF to the SPAO for documentation purposes;
- The SPAO will facilitate the signing of the said MOA within seven working days or depending on the approval of your chosen HTE / Organization / Company; Approval is at the institution's discretion. The legal agreement must be approved by ICCT Colleges and the internship site before you begin interning. For Health Sciences related internships, it is important that you emphasize to your supervisor or HR personnel that you are strictly an administrative intern. You should not be working with patients, implements, or anything dangerous requiring insurance forms or liability waivers. For this reason, some hospitals or medical related companies will waive the Memorandum requirement, others will not.

**D. During the Internship:**

Communicate with your site supervisor and the Career Coordinator of the Institution. Remember that staff at CDJP and ICCT Colleges can act as advocates for you if should issues arise in the middle of your internship. The key to success and to resolving issues is open communication. If we do not know there is a problem, there is nothing we can do to solve it.

**E. Professional Conduct:**

Your conduct during your internship is important. Issues such as dress, attitude, punctuality, dedication, ethical conduct, confidentiality, and notification to the supervisor if you cannot keep a specific commitment will be reported by your supervisor to CDJP / Career Coordinator. If there are any problems that arise, please be sure to communicate those issues as explained above. If you fail to meet your supervisor's and CDJP's expectations in regards to professional conduct (see SPEA's Internship Code of Conduct), your internship will either be voided and you will need to complete another internship OR you will be given a failing grade for your internship. Failing an internship can result in expulsion from the CDJP. The degree that you are earning is a professional degree, so it is expected that you will learn proper professional conduct both from your classes and at your internship.

**F. As the Internship Concludes:**

**1. Internship Summary Report (ISR)**

Complete your ISR and submit it at the Office of the Career Development & Job Placement. This should be completed during the final week of your internship. Process your Internship Evaluation Form provided your Internship Certificate of Completion (ICoC) has been submitted to the Registrar's Office. Submit your ISR and a copy of ICoC to the Career Training Coordinator of the CDJP Office. (see Appendix N for the Internship Summary Report Guidelines)

**2. Internship Certificate of Completion (ICoC)**

Process your ICoC with your mentor / supervisor of the Host Training Establishment during the final week of your internship or after completion of the required hours. Submit original copy at the Registrar's Office and a photocopy together with photocopy of Final Exam Permit at the CDJP Office. (See Appendix K for the sample of ICoC.)

**3. Mentor/Supervisor Evaluation**

Upon submission of the ICoC at the Registrar's Office, you may get the Internship Evaluation Form (IEF). Remind your mentor/supervisor to complete the IEF based of your work performance and progress. Once completed and submit the sealed evaluation form at the Registrar's Office. IEF will be strictly accepted only in sealed envelope. Your final grade varies on the result of your evaluation form. If you failed the Internship Course, you are required to enroll it on the following trimester period.

Be reminded that as an intern, it is your solely responsibility to follow up with your mentor/supervisor and ensure that they fill out the evaluation form completely and submitted to the Registrar's Office. Also, make sure to keep safe a receive copy of your ICoC and other pertinent documents for future references or for any unavoidable circumstances.

The final deadline for submission of the summary and evaluation is announced during SIP Orientation and/or announcement made by the Registrar's Office. If your internship file is not complete by that time, your graduation will be delayed. For this reason, it is very important that you promptly follow up with your supervisor to ensure that your paperwork has been completed.

**4. Student Self-Evaluation of Internship**

This form is downloadable from the official school website. It must be completed and e-mailed to the CDJP Office as part of the completion and/or requirement of the internship program. Once the said form is received, an acknowledgement letter will be sending to your e-mail address and must be printed as proof of submission during signing of graduation clearances. (see Appendix O for the Student Self-Evaluation of Internship Form)

**Contact Information of the College**

All interns must take note of the contact information of the CDJP and other offices that may provide assistance.

**Career Development & Job Placement Office**

ICCT Colleges – Cainta Main Campus

Ground Floor, ICCT Building 1, V. V. Soliven Avenue II, Cainta, Rizal

Tel. No.: 682.5914 local 130 ; Fax No.: 249.1176

E-mail: [career@icct.edu.ph](mailto:career@icct.edu.ph)

**Guidance & Counseling Center**

ICCT Colleges – Cainta Main Campus

Ground Floor, ICCT Building 1, V. V. Soliven Avenue II, Cainta, Rizal

Tel. No.: 682.5914 local 130 ; Fax No.: 249.1176

E-mail: [guidance@icct.edu.ph](mailto:guidance@icct.edu.ph)

**Office of the Student Affairs**

ICCT Colleges – Cainta Main Campus

Ground Floor, ICCT Building 1, V. V. Soliven Avenue II, Cainta, Rizal

Tel. No.: 682.5914 local 130 / 120 ; Fax No.: 249.176

E-mail: [osa@icct.edu.ph](mailto:osa@icct.edu.ph)

**Office of the Registrar**  
ICCT Colleges – Cainta Main Campus  
Ground Floor, ICCT Building 1, V. V. Soliven Avenue II, Cainta, Rizal  
Tel. No.: 682.5914 local 120 ; Fax No.: 249.1176  
E-mail: registrar@icct.edu.ph

**Office of the Academic Affairs**  
ICCT Colleges – Cainta Main Campus  
3rd Floor, ICCT Building 1, V. V. Soliven Avenue II, Cainta, Rizal  
Tel. No.: 682.5914 local 236 ; Fax No.: 249.1050  
E-mail: dean@icct.edu.ph

**Administration Office**  
ICCT Colleges – Cainta Main Campus  
3<sup>rd</sup> Floor, ICCT Building 1, V. V. Soliven Avenue II, Cainta, Rizal  
Tel. No.: 682.5914 local 220; Fax No.: 249.1176

**Special Projects, Affiliation & Marketing Office**  
ICCT Colleges – Cainta Main Campus  
3<sup>rd</sup> Floor ICCT Building 1, V. V. Soliven Avenue II, Cainta, Rizal  
Tel. No.: 682.5914, 249.4228, 249.1178; Fax No.: 249.1176  
E-mail: info@icct.edu.ph

### **Amendments**

This Student Internship Program Manual may be amended, modified and/or changed by the management/administration as the need arises.

### **Effectivity**

This Student Internship Program – Guidelines and Procedures Manual and its provisions contained herein shall take effect this AY2016-2017.

Cainta, Rizal, Philippines.

## **Appendix A: What Counts as an Internship?**

When searching for an internship, how will I know what will “count”?

ICCT Colleges Student Internship Program (SIP) provides experience through learning so that students gain hands-on skills in positions related to the students’ fields of interest. Additionally, internships provide structured supervision to students in a professional environment so that students can become more skilled and more marketable once they enter the workforce. Hopefully throughout the internship students will work on a variety of projects and tasks to allow them to leave the internship with tangible skills to add to their resume.

### **Some Basic Internship Requirements:**

- Public relations/affairs (can include communication systems and design components, media development, design and implementation of exhibits, and public sector marketing)
- Project management (including curatorial work and database management)
- Job shadowing of senior-level staff
- Managing other employees, setting work schedules, and assisting with training/orientation of new employees
- Management of payroll and employee performance assessments
- Organizational innovation (development and implementation of new systems, new delivery systems, and efforts designed to improve the performance of public organizations)

### **What is NOT considered an Internship:**

Internships give work-related hands-on experience under direct supervision with a supervisor or mentor. This is experiential learning that is directly related to a student’s possible career path, and there are other forms of experiential learning that don’t count as internships, which include Externships, Service Learning, Volunteering, and Cooperative Education (Co-op).

### **Potential Red Flags in the Internship Search:**

- Promise of lots of fast money- goes back to “if it sounds too good to be true, it probably is”
- Small organizations not found in the Yellow Pages
- Agency has tons of flyers advertising its “internships”
- Pay is based on commission like a sales-related job
- No inquiry about the student’s background, experience, or career aspirations
- No direct information about what kind of work the student will be doing
- Employer’s office is in a shady place, such as at a person’s house or in an off the road strip mall
- Agencies requiring students to pay for their internship or training
- Agencies that guarantee that your school will count it as an internship – only the school can make that judgment
- Any requirement of personal information (credit card numbers, social security number, etc.)
- Questionable postings with misspellings, unprofessional information, or automated email responses

### **CDJP Does NOT approve experiences for internship credit if:**

- The student does not meet all pre-requisite requirements before completing an internship approval request
- The HTE /Company/Organization requires you to take out a line of credit, regardless of whether or not you are liable for monetary losses
- The HTE/Company/Organization has been banned from recruiting by ICCT Colleges – if you are unsure whether or not an employer has been banned, contact the Career Coordinator
- The intern supervisor is related to the intern. If you are interning with a family business, you will need to find a supervisor who is not related to you who can comment on your work at the end of your internship via the supervisor evaluation

## **Appendix B: Internship Code of Conducts**

Student interns will be expected to act in a professional and ethical manner. The student intern's conduct should make the employer want to host interns from this college in the future.

### **Etiquettes for Internship**

- Adhere to the ICCT Colleges Student Handbook with specific regard to the drug and alcohol policy. Students, regardless of age, may not use or be in possession or under the influence of alcohol or unauthorized drugs in any campuses. Violation of this regulation may result in citation and/or suspension or expulsion from college. This includes internship sites.
- Maintain confidentiality of work-related projects and personnel.
- Familiarize yourself with, and adhere to, relevant organizational arrangements, procedures, and functions.
- Understand what constitutes a permissible work absence and who to notify if absent, be prompt with being on time to work and with assignments; give it your best effort.
- Changes in work schedule, supervision, or problems at the site must be reported to ICCT Colleges Career Development & Job Placement Office through the Career Training Coordinator.
- If the intern feels victimized by a work-related incident, contact the Career Training Coordinator immediately.
- Dress appropriately for the work setting.
- Follow through on commitments.
- Do not conduct personal business during internship working hours (i.e. e-mails, cell phones, and internet).
- Keep a positive attitude.
- Keep an open mind; avoid jumping to conclusions; try to make informed judgments.
- Be observant – see how people organize their ideas and respond to situations.
- Communicate – keep people informed in a useful and succinct way, listen and ask questions.
- Be fair, considerate, honest, trustworthy, and cooperative when dealing with co-workers.
- Assert ideas in an appropriate and tactful manner.
- Seek feedback from supervisors, accept suggestions for corrective changes in behavior and attempt to improve performance.
- Accept constructive criticism and continuously strive to improve performance.
- Seek to enhance professional effectiveness by improving skills and acquiring new knowledge.
- Submit all requirements and reports needed for the completion of the Student Internship Program (SIP).

## Appendix C: Possible Internship Objectives/Duties

<b>BSP</b>	<b>Bachelor of Science in Psychology</b>		
PSY-PRAC	Practicum	6 units	<b>300 hrs</b>

The Bachelor of Science in Psychology is a four-year program designed to perform and supervised individual and group counseling, supervision, crisis intervention, and consultation / outreach. It provides psychological assessments, intakes and appropriate referrals. May perform other related tasks that are a part of the agency's operation. Work is supervised by professional staff, and individual clinical work is supervised by a licensed psychologist.

### **Knowledge, Skills and Abilities that you should learn:**

- Knowledge and basic skills in counseling practices and methods.
- Ability to plan, implement, evaluate and report activities conducted.
- Ability to communicate effectively in writing and to prepare written and electronic documents.
- Ability to communicate orally, both in person and by telephone.
- Ability to travel to meetings, other campuses and counseling sites.
- Ability to establish rapport with others as a requisite for healthy and therapeutic relationships
- Ability to present oneself in an appropriately personable and professional manner to students and staff.
- Ability to receive and utilize constructive feedback regarding performance, presentation and relationships with others.
- Ability to be both consistent and flexible as circumstances warrant.
- Ability to effectively weigh and evaluate personal needs, client needs and the aims and policies of the agency and to respond and negotiate these competing needs as appropriate.
- Ability to remain calm and supportive in psychological emergencies and/or crises when provided with appropriate supervision and direction.
- An enhanced level of self-awareness as to how he or she relates to others and an ability to effectively modulate this personal style as conditions warrant.

<b>ABComm</b>	<b>Bachelor of Arts in Communication</b>		
COMM 411	Internship/Practicum in Tri-Media	6 units	<b>300 hrs</b>

The Bachelor of Arts in Communication is a four-year degree program which centers on the study of the different ways to relay information to the public through mass media. This program has five core topics namely, Journalism, Film and Television, Public Relations, Advertising, and Multimedia Design.

In this course, you will also learn about the history, theories, concepts and ethics of the various practices in media and mass communication. The curriculum is designed to equip students with the necessary skills for their future careers in print, broadcast, electronic, and digital media.

### **Knowledge, Skills and Abilities that you should learn:**

- **Communication Skills** – the ability to present information both in verbal and written form. You will be required to accomplish written reports on assigned tasks and present them orally to your professors and classmates.
- **Writing Skills** – students must have the ability to write with clarity because in this course, they will be required to accomplish different kinds of writing exercises.
- **English Skills** – the ability to read, write, and communicate well in English is necessary because most of the literature and required reading materials are in this language.
- **Interpersonal Skills** – the ability to communicate and interact harmoniously with other people will definitely help you work on group projects and class activities with your classmates.
- **Creativity** – the ability to come up with unique and interesting concepts that you might use in writing and accomplishing other assigned tasks.
- Students who are **outspoken** and have high levels of **confidence and self-esteem** can gain an advantage because this program involves activities and exercises that require these personal traits.

<b>ABEng</b>	<b>Bachelor of Arts in English</b>		
ENG410	Industry Practicum	6 units	<b>300 hrs</b>

The Bachelor of Arts in English is a four-year degree program which centers on the theoretical aspects and practical applications of the English language and literature. Not only does this course aim to furnish students with deep insights regarding the nature of the language, but also with the unique features and structure as well.

Its curriculum was designed in a way that it will equip students with the right knowledge and skills in order for them to become articulate English speakers and achieve a high level of English proficiency in general.

#### **Knowledge, Skills and Abilities that you should learn:**

- **English Skills** – the ability to read, write, and communicate well in English is necessary because obviously, most of the literature and required reading materials are in this language.
- **Writing Skills** – students must have the ability to write with clarity because aside from being asked to construct several written compositions, they are also required to write a thesis.
- **Reading Comprehension** – this skill is necessary because AB in English involves a lot of required reading materials that students must read and understand.
- **Communication Skills** – the ability to present information both in verbal and written form. You will be required to accomplish written reports on assigned tasks and present them orally to your professors and classmates
- **Interpersonal Skills** – the ability to communicate and interact harmoniously with other people will definitely help you work on group projects and class activities with your classmates.
- **Analytical Skills** – this course entails literary analysis tasks, which is why students must have the ability to delve deeper and analyze the underlying meaning of texts.
- **Creativity** – the ability to come up with unique concepts that you might use in writing assigned essays and other literary pieces.

<b>ABA</b>	<b>Associate in Business Administration</b>		
INT-ABA	Industry Practicum	3 units	<b>300 hrs</b>

An associate of bachelor Business Administration degree is a low-level undergraduate degree awarded to students who have completed a post-secondary program with a focus on business administration. Business administration is the study of managing business operations and processes. An associate of business administration degree may also be known as an Associate of Business Degree.

#### **Knowledge, Skills and Abilities that you should learn:**

- **Adaptability**
  - Demonstrates flexibility in the face of change
  - Projects a positive demeanor regardless of changes in working conditions
  - Shows the ability to manage multiple conflicting priorities without loss of composure
- **Organization**
  - **Time Management:** Determines the appropriate allocation of time
  - **Space Management:** Effectively manages the workspace (i.e. keeps a clean and organized office, appropriately handles all paperwork, maintains control over the physical environment, etc.)
  - **Task Management:** Balances conflicting priorities in order to manage workflow, ensure the completion of essential projects, and meet critical deadlines
- **Proactive**
  - Demonstrates the ability to foresee problems and prevent them by taking action
  - Utilizes analytical skills and a broad understanding of the business to effectively interpret and anticipate needs
- **Communication Skills**
  - **Listening skills:** Understands that the most important aspect of communication is the act of listening and actively works to improve those skills
  - **Oral skills:** Speaks with confidence using clear, concise sentences and is easily understood
  - **Written skills:** Produces well thought-out, professional correspondence free of grammatical and spelling errors

- **Telephone/E-mail:** Uses high quality, professional oral and written skills (as described above) to project a positive image of the business and a courteous demeanor
- **Client Service**
  - Interacts professionally with clients and associates at all times
  - Promptly responds to requests with accuracy
- **Business Understanding**
  - Demonstrates an awareness of fundamental business principles as well as an understanding of the overall industry in which the business operates
- **Team Player**
  - Works as a competent member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting group goals
- **Computer/Technical Skills**
  - Displays proficiency using standard office equipment such as a computer, fax, photocopier, scanner, etc.

BSBA	<b>Bachelor of Science in Business Administration</b>		
	<b>Major in Information Management</b>		
INT-IM	Internship	6 units	300 Hours

The BSBA in Information Management program teaches students operations and processes that occur within an organization such as procurement, logistics, quality control, project management, manufacturing and marketing.

#### **Knowledge, Skills and Abilities that you should learn:**

- **Problem-solving skills** – the ability to identify, assess, create alternative solutions and solve the actual problem while continuously evaluating for outcomes.
- **Computer Literacy** – knowledge of computer use and being able to understand application programs.
- **Communication skills** – has excellent written and oral communication skills; a strong command of the English language is important because your work will involve dealing with different kinds of people.
- **Interpersonal skills** – establishes and maintains positive mutual working relationships with superiors, workmates and clients
- **Decision making skills** – the thought process of selecting a logical choice from the available options.
- **Strategic thinking** – involves the generation and application of unique business insights and opportunities intended to create competitive advantage for a firm or organization.
- **Organization** – the ability to establish priorities systematically, differentiating between urgent, important, and unimportant tasks.
- **Time Management** – able to divide time equally and accomplish tasks on time.

BSBA	<b>Bachelor of Science in Business Administration</b>		
	<b>Major in Marketing Management</b>		
INT-MKTG	Internship	6 units	300 Hours

The BSBA in Marketing Management program is designed to equip you with the knowledge and skills for effective marketing and sales strategies: how a company determines what product or service to sell, how customers and markets are delineated into target demographics, and the methods of reaching them. The course also focuses on strategic marketing issues which marketing managers assess before findings are presented to their executives. By learning to be an effective marketer and manager, you will learn to respond to the demands of competitors, the government, and larger social issues. Among the concepts and theories that will be discussed are sales management, brand, distribution, e-commerce, franchising, retailing, information technology and corporate social responsibility.

#### **Knowledge, Skills and Abilities that you should learn:**

- **Interpersonal skills** – you must be able to grasp the needs and demands of the various demographics in society in order to determine what appeals to them.
- **Communication skills** – marketing is about getting your message across to your market in ways that appeal to them.

- **Creative skills** – the ability to think out of the box to find creative solutions for unique marketing problems.
- **Analytical skills** – to create detailed feasibility studies you must be able to take entire marketing sectors and analyze them one by one.
- **Product Planning/Management**
- **Development of Advertising Campaigns & Materials**
- **Product pricing Analysis**
- **PR Designing**
- **Distribution & Retail Management**
- **Events Planning**
- **E-Marketing**
- **Customer Service (Service Management)**
- **Corporate Social Responsibility**

BSBA	<b>Bachelor of Science in Business Administration</b>		
	<b>Major in Financial Management</b>		
INT-FM	Internship	6 units	300 Hours

The BSBA major in Financial Management is a four-year college course recommended for people who plan to make a career in Banking and Finance Industry. The program aims to help students acquire analytical skills, perception, and competencies necessary for sound financial decision making in the business world.

#### **Knowledge, Skills and Abilities that you should learn:**

- **Logical and analytical approach to problem solving** – ability to link data, knowledge and insight to make informed decisions.
- **Being good with numbers** – numbers and arithmetic are fundamental components of finance so it's vital to be comfortable with numbers and arithmetic.
- **Communication skills** – the ability to write and converse in English is helpful, especially in classroom discussions and reporting
- **Interpersonal skills** – will help you in studying together with classmates, doing group assignments and forming connections with friends and colleges.
- Knowledge in computers is not a prerequisite for this course, but it helps to be able to learn and operate computer applications.
- **Events Planning**
- **Customer Service**
- **Facilities Management**
- **Purchasing Administration**
- **Corporate Social Responsibility**
- **Business Environment Analysis**

BSBA	<b>Bachelor of Science in Business Administration</b>		
	<b>Major in Operations Management</b>		
INT-OM	Internship	6 units	300 Hours

The Bachelor of Science in Business Administration major in Operations Management (BSBA-OM) is a four-year degree program designed to provide students with knowledge and skills in product creation, development, distribution, substantial measurement and analysis of internal processes.

#### **Knowledge, Skills and Abilities that you should learn:**

- **Inclination to Mathematics** – almost every subject in the program requires the use of certain mathematical concepts and operations thus it's very important to have strong foundation in mathematics
- **Problem-solving skills** – the ability to identify, assess, create alternative solutions and solve the actual problem while continuously evaluating for outcomes.
- **Analytical skills** – the ability to solve both complex and uncomplicated problems and concepts and make decisions that are sensible and based on available information.
- **Strategic thinking** – involves the generation and application of unique business insights and opportunities intended to create competitive advantage for a firm or organization.

- **Computer Literacy** – knowledge of computer use and being able to understand application programs.
- **Interpersonal skills** – allows you to deal with different kinds of people who are part of a team in the production and distribution of goods and services therefore it is important to establish and maintain positive mutual working relationships with superiors, workmates and clients
- **Communication skills** – has excellent written and oral communication skills; a strong command of the English language is important because your work will involve dealing with different kinds of people.

<b>BSBA</b>	<b>Bachelor of Science in Business Administration</b>		
	<b>Major in Human Resources Development</b>		
<b>INT-HRDM</b>	<b>Internship</b>	<b>6 units</b>	<b>300 Hours</b>

The BSBA major in Human Resource Development Management is a four-year college course that incorporates employment issues with business management. The program provides students with knowledge and abilities in workforce organization, job analysis, manpower recruitment and compensation, personnel training, legal provisions and other labor concerns.

There are no specific skills required for BSBA-HRDM students. However, possession of certain attitudes and qualities are of great advantage in this course.

#### **Knowledge, Skills and Abilities that you should learn:**

- **Communication skills** – the ability to write and converse in English and in vernacular is helpful, especially in classroom discussions and reporting
- **Interpersonal skills** – will help you in studying together with classmates, doing group assignments and forming connections with friends and colleges.
- **Organization and time management skills.**

<b>BSA</b>	<b>Bachelor of Science in Accountancy</b>		
<b>INT-BSA</b>	<b>Internship</b>	<b>6 units</b>	<b>300 hrs</b>

The Bachelor of Science in Accountancy (BSA) program is composed of subjects in accounting (financial, public, managerial), audit, administration, business laws and taxation. Its primary focus is not limited to business subjects, but to other fields as well, such as banking and finance, government, social services, education, and more. The program also teaches students to integrate information technology concepts into business systems, in order to create a more systematic and organized way of storing business related data. As a student, you will be taught computerized accounting systems, and basic understanding of computer programming and auditing systems. The program also instills in students the importance of computational and communication skills both in written and oral English.

#### **Knowledge, Skills and Abilities that you should learn:**

- A student who is to take BS in Accountancy must be intellectual enough to carry out problems that need **abstract logical thinking**.
- **Reasoning skill** is important because this will help in the discovery of underlying principles between two or more objects and use it to solve a problem.
- **Analytical skill** is a must because it is imperative to be able to review, interpret, evaluate financial data and systems and operational data/controls in order to form conclusions.
- **Problem solving** - the ability to discern the true nature of a situation and evaluate applicable principles and techniques – is also important, as well as the ability to link data, knowledge and insight together from different sources and disciplines to make informed decisions.
- **Interpersonal and effective communication skills** are essential as well because you will be working in groups, so being a team player helps.
- A good grasp of the **English** language is also required.
- Commitment, patience, and hard work complete the necessary attitude that will help you succeed in this course.

<b>BSAT</b>	<b>Bachelor of Science in Accounting Technology</b>		
INT-ACT	Internship	6 units	<b>300 hrs</b>

The Bachelor of Science in Accounting Technology program centers on the basic accounting skills, as well as business and finance skills that will help students pursue careers in bookkeeping, auditing, tax preparation, and business analysis. This program is designed to equip students with knowledge, skills and values that will make them competent professionals in the field of accounting.

#### **Knowledge, Skills and Abilities that you should learn:**

- **Being comfortable with numbers** – accounting is all about numbers. You will be working with numbers all the time so being comfortable with that is a must.
- **Being organized and punctual** – in bookkeeping and accounting everything needs to be just right, all the numbers need to be correct and being organized and orderly is a big plus.
- **Basic mathematical skills** – you just need to have basic computational skills and be equipped with a strong foundation of basic mathematical concepts in order for you to solve problems.
- **Problem solving** – the ability to discern the nature of the problem, link the different information and data at hand in order to arrive at the best solution, as well as the ability to evaluate the different applicable solutions available.
- **The ability to quickly learn how to operate software** – most tasks related to accounting are done with the use of specialized software.
- **English skills** – the ability to read, write, and communicate well in English is necessary because most of the technical literature and required reading materials are in this language.
- **Interpersonal skills** – the ability to communicate and interact harmoniously with other people will definitely help you work on group projects and activities with your classmates.

<b>ACT</b>	<b>Associate in Computer Technology</b>		
IP001	Industry Practicum	6 units	300 Hours

The Associate in Computer Technology (ACT) program provides knowledge and skills in the fundamental of computer programming and basic computation. The program also includes topics related to data structures, network concepts, computer organization, database management system and system analysis and design. It aims to promote analytical, critical thinking, software troubleshooting and programming skills.

#### **Knowledge, Skills and Abilities that you should learn:**

- **Analytical skills** – identify and assess inefficiencies and problems in software and hardware processes
- **Logical and critical thinking skills** – ability to solve problems systematically and understand the logical connection between ideas
- **Technical skills** – the ability to comfortably work with computers, networks and software without the anxiety some people feel when dealing with "technical" stuff.
- **Mathematical skills** – on a medium level
- **Interpersonal skills** – the ability to work efficiently with a group and be a team player

<b>BSCS</b>	<b>Bachelor of Science in Computer Science</b>		
IP001	Industry Practicum	6 units	300 Hours
IP002	Apprenticeship/Internship	9 units	450 Hours

The Bachelor of Science in Computer Science program prepares you for proficiency in designing, writing and developing computer programs and computer networks. The field incorporates the study of computer algorithms and their implementation through computer software and hardware. You will study the intricacies of software applications, data processing, web development, programming and computer architecture. You will also attain skills in building computer networks.

**Knowledge, Skills and Abilities that you should learn:**

- **Analytical skills** – you must be able to think logically and understand how a chain of events happens through the cause and effect process.
- **Quick learning** – computer science requires constant learning of new concepts and programming languages.
- **Mathematical skills** – the computer science program contains a few subjects that require above average grasp of math.
- **Communication skills** – communication skills are needed to interact with your colleagues both at college and at your work place.
- **Creative skills** – creating efficient applications and solving complex problems through code requires creativity.

BSIT	Bachelor of Science in Information Technology		
IP001	Industry Practicum	6 units	300 Hours
IP002	Apprenticeship/Internship	9 units	450 Hours

The Bachelor of Science in Information Technology (BSIT) program prepares students to be IT professionals who are able to perform installation, operation, development, maintenance and administration of computer applications. The goal of the program is to gear up students as "information technologists" who can assist individuals and organizations in solving problems using Information Technology (IT) techniques.

The BSIT program equips students with the basic ability to conceptualize, design and implement software applications. It also provides experience in the development of office support (word processing, spreadsheet, database and accounting), intranet and internet and specialized professional software (multi-media, website development and e-Commerce). It also offers background in mathematical and computing principles.

**Knowledge, Skills and Abilities that you should learn:**

- **Analytical skills** – identify and assess inefficiencies and problems in software and hardware processes
- **Logical and critical thinking skills** – ability to solve problems systematically and understand the logical connection between ideas
- **Technical skills** – the ability to comfortably work with computers, networks and software without the anxiety some people feel when dealing with "technical" stuff.
- **Mathematical skills** – on a medium level
- **Interpersonal skills** – the ability to work efficiently with a group and be a team player

BSIT	Bachelor of Science in Information Technology		
	Specializing in Animation and Game Technology		
IP001	Industry Practicum	6 units	300 Hours
IP002	Apprenticeship/Internship	9 units	450 Hours

The Bachelor of Science in Information Technology program is designed to provide students with a methodological and systematic knowledge of the concepts, preproduction, production and testing stages of the information and technology resources and services. Students will be introduced to different theories, examples and practices of gaming environment and 3D animation. They will also experience to unleash their potential as future game programmers and designers. By specializing in the field of Animation and Game Development, students will obtain skills and knowledge in game conceptualization, mechanics, story, interactivity, design and 3D animation. The discipline is towards the approach in the studies of games, game genres and software package that delivers game across different platforms.

**Knowledge, Skills and Abilities that you should learn:**

- Gain knowledge and skills in game criticism and analysis
- Create visually rich content for virtual media
- Acquire skills in the web and interactive media
- Plan, create and deliver with an intelligent production solution
- Understand the abilities of game in dynamic systems

- Design, build and create game environment
- Gain knowledge and apply game design essentials, computer graphics, programming languages, 3D and 2D modeling in developing the game.
- Gain knowledge and skills in 3D animation

BSIT	<b>Bachelor of Science in Information Technology</b>		
	<b>Specializing in Digital Arts</b>		
IP001	Industry Practicum	6 units	300 Hours
IP002	Apprenticeship/Internship	9 units	450 Hours

The Bachelor of Science in Information Technology program is designed to provide students with methodological and systematic knowledge on the acquisition, deployment and management of information technology resources and services. Students will be introduced to different techniques and processes of technology assimilation in an Information Technology environment. Students will experience ways in delivering rich creative experiences across various media. By specializing in the field of Digital arts, students will obtain foundation in print, web, interactive and mobile Technology. The course is focused on the production of powerful creative environment and expansion of students' creative capacity to deliver across media platforms. The program will enhance the mastery of the user interaction, design, application, and other digital experience from prototype to final output.

**Knowledge, Skills and Abilities that you should learn:**

- Create visually rich content for virtual media
- Develop skills on maintaining competency-edge web media
- Acquire skills on the web and interactive media
- Develop skills on print and graphic design and apply them on multiple platforms
- Implement solutions to common business challenges using object-oriented programming languages
- Work with database management systems and find the most compelling solutions
- Analyze users' needs and provide solutions through streamline collaboration and brilliant creativity
- Refine skills in design and accomplish core tasks on different types and multimedia workflow
- Plan, create and deliver an intelligent production solution

BSIT	<b>Bachelor of Science in Information Technology</b>		
	<b>Specializing in WEB &amp; Mobile Application</b>		
IP001	Industry Practicum	6 units	300 Hours
IP002	Apprenticeship/Internship	9 units	450 Hours

The Bachelor of Science in Information Technology program aims to provide students with a methodological approach in advanced understanding on the deployment, acquirement and management of information resources and applications. Students taking up BSIT with specialization in Web and Mobile Applications will be introduced to different techniques of technology assimilation and deployment in a real-world environment. They will design, employ and deploy the needs of information resources to support an organization. By specializing on Web and Mobile Applications, they will gain a broad foundation in user interaction and global communication as well as digital technologies using the state of the art computer system focused on the development of mobile web.

**Knowledge, Skills and Abilities that you should learn:**

- Develop skills on web design and development and maintain a competitive edge in the industry
- Implement solutions to common business, scientific and computing problems and deploy them in a mobile web platform
- Work with database management systems software and determine ways to effectively implement data and file organization, storage and retrieval
- Analyze user's needs through designing, creating, and modifying general computer applications software or specialized utility programs to meet individual needs of an organization
- Design, implement and maintain network infrastructure of an organization

BSIT	<b>Bachelor of Science in Information Technology</b>		
	<b>Specializing in WEB Application &amp; Development</b>		
IP001	Industry Practicum	6 units	300 Hours
IP002	Apprenticeship/Internship	9 units	450 Hours

The Bachelor of Science in Information Technology program aims to provide students with methodological approach needed for advanced understanding of the deployment, acquisition and management of information resources and applications. Students taking up BSIT with specialization in Web Applications Development will be introduced to different techniques of technology assimilation and deployment in a real-world environment. They will design, employ and deploy the needs on information resources to support an organization. By specializing on Web Applications Development, students will gain broad foundation in user interaction and global communication as well as digital technologies using the state-of-the-art computer system.

**Knowledge, Skills and Abilities that you should learn:**

- Develop skills on web design and development and maintain a competitive edge in the industry
- Implement solutions to common business, scientific and engineering problems on a computer using object-oriented programming languages
- Work with database management systems software and determine ways to organize and store data
- Analyze users' needs through the design, creation, and modification of general computer applications software or specialized utility programs to meet individual needs of an organization

<b>BSC</b>	<b>Bachelor of Science in Criminology</b>		
PRAC 1/2	OJT & Community Immersion	6 units	540 hrs

The Bachelor of Science in Criminology (BSC) is a four-year college degree program intended for individuals who wish to have a career in the fields of law enforcement, security administration, crime detection and prevention or correctional administration.

The BSCrim program aims to foster the values of leadership, integrity, accountability and responsibility while serving fellowmen, community and the country. The course is comprised of CHED mandated general education subjects, profession-related courses and two-phased practicum. Students will learn various theories, policies, practices and laws associated with criminal behavior and the methods applied to manage such deviant activities.

**Knowledge, Skills and Abilities that you should learn:**

- **Organization and time management skills** – being able to establish priorities and schedules for studies or review, rest and social period
- **Interpersonal skills** – being able to get along and work well with peers and classmates. It helps to have study groups to assist you in understanding and remembering lessons.
- **Communication skills** – oral and written ability in English and in vernacular specially when making investigative and technical reports, feasibility studies and project presentation in classroom. Comfortable in facing a large audience with an ability to prepare oral and written presentations and reports using current data and technology
- **Problem-solving abilities** – being able to weigh the consequence of every situation presented and apply a reasonable solution
- **Management skills** – the capability to identify priorities and proper courses of action, to plan the execution of tasks and to determine and delegate responsibilities to group members to most effectively carry out projects
- **Strategic thinking** – the ability to interpret and analyze information presented by peers and efficiently and constructively support or challenge their proposals, theories, ideas and reports in order to achieve a project's intended and successful end result
- **Data analysis skills** – reading and understanding statistical reports and how to use the reports to make inferences and decisions

<b>BEEd</b>	<b>Bachelor in Elementary Education</b>		
	<b>Major in Early Childhood Education</b>		
EDFOS7	Student Teaching	6 units	3 months / 1 trim

The Bachelor in Elementary Education (BEEd) is a four year degree program designed to prepare students to become primary school teachers. The program combines both theory and practice in order to teach students the necessary knowledge and skills a primary school teacher needs. There are several major fields of concentration in the BEEd program, namely Early Childhood Education, Special Education, General Education, English, Mathematics, Science, Filipino, Social Studies Music, Arts and Physical Education (MAPE) and Technology and Home Economics (THE).

#### **Knowledge, Skills and Abilities that you should learn:**

- **Being a good communicator** – the ability to proficiently speak and write English and convey information to students that is easy to understand.
- **Interpersonal skills** – establishing and maintaining positive mutual working relationships with students, parents and co-workers.
- **Patience** – understanding student behavior, avoiding temper flares and finding possible solutions to unpleasant situations.
- **Being organized** – having the ability to sort and arrange information in a systematic order, combine ideas and relay them to the students in a clear, concise, and logical manner.
- **Able to explain things in an age appropriate manner** – teaching in primary school will expose you to younger age groups, below 12 years old, and these children understand things in different ways than adults or high school students do. It's very important to explain lessons in the level of understanding that your students are at.
- **Being comfortable in public speaking** – being able to speak in front of a class with 30-40 students without losing your concentration and while keeping calm and composed.
- **Able to establish authority** – the ability to impose discipline in the classroom and obtain the respect of one's students
- **Able to deal with children** – children at this age are very playful and active, they tend to think of play more than study, as a primary school teacher you need to have a great amount of understanding for children.

<b>BSEd</b>	<b>Bachelor in Secondary Education</b>		
	<b>Major in Information Technology</b>		
EDFOS7	Student Teaching	6 units	3 months / 1 trim

The BSEd major in Information Technology (BSED-IT) program prepares students in becoming effective educators of computer technology. The BSED- IT program provides both academic and clinical preparation for prospective educators of computer in the secondary level. The program also includes training in the preparation of educational materials and appropriate teaching strategies.

#### **Knowledge, Skills and Abilities that you should learn:**

- **Being a good communicator** – the ability to proficiently speak and write English and convey information to students that is easy to understand.
- **Interpersonal skills** – establishes and maintains positive mutual working relationships with students, parents and co-workers.
- **Being comfortable in public speaking** – being able to speak in front of a class with 30-40 students without losing your concentration and while keeping calm and composed.
- **Organization** – the ability to sort and arrange information in a systematic order, combine ideas and relay them to the students in a clear, concise, and logical manner.
- **Analytical skills** – identify and assess inefficiencies and problems in software and hardware processes
- **Logical and critical thinking skills** – ability to solve problems systematically and understand the logical connection between ideas

BSEd	<b>Bachelor in Secondary Education</b>		
	<b>Major in English</b>		
EDFOS7	Student Teaching	6 units	3 months / 1 trim

The Bachelor of Secondary Education major in English program aims to produce graduates who can competently teach the English language and literature in the secondary schools. It prepares prospective teachers not only to acquire the knowledge and skills essential for an effective English instruction but also for them to learn the theory, production, and applications of instructional technologies in education focusing on the development of instructional media that are used in teaching English and Literature. Its special attribute is a variety of courses in professional education, reading, writing and supervised practice teaching. Stimulating and varied practical field experiences are integral parts of the training to provide students a well-balanced program that hones both practical and theoretical skills.

#### **Knowledge, Skills and Abilities that you should learn:**

- **Being a good communicator** – the ability to proficiently speak and write English and convey information to students that is easy to understand.
- **Interpersonal skills** – establishes and maintains positive mutual working relationships with students, parents and co-workers.
- **Being comfortable in public speaking** – being able to speak in front of a class with 30-40 students without losing your concentration and while keeping calm and composed.
- **Organization** – the ability to sort and arrange information in a systematic order, combine ideas and relay them to the students in a clear, concise, and logical manner.
- **English Skills** – the ability to read, write, and communicate well in English is necessary because obviously, most of the literature and required reading materials are in this language.
- **Writing Skills** – students must have the ability to write with clarity because aside from being asked to construct several written compositions, they are also required to write a thesis.
- **Reading Comprehension** – this skill is necessary because AB in English involves a lot of required reading materials that students must read and understand.
- **Communication Skills** – the ability to present information both in verbal and written form. You will be required to accomplish written reports on assigned tasks and present them orally to your professors and classmates
- **Interpersonal Skills** – the ability to communicate and interact harmoniously with other people will definitely help you work on group projects and class activities with your classmates.
- **Analytical Skills** – this course entails literary analysis tasks, which is why students must have the ability to delve deeper and analyze the underlying meaning of texts.
- **Creativity** – the ability to come up with unique concepts that you might use in writing assigned essays and other literary pieces

BSEd	<b>Bachelor in Secondary Education</b>		
	<b>Major in Mathematics</b>		
EDFOS7	Student Teaching	6 units	3 months / 1 trim

The Bachelor of Secondary Education major in Mathematics program aims to produce graduates who can competently teach Mathematics in the secondary schools. It prepares prospective teachers to acquire a solid background in mathematical processes, mathematical structures, procedures, and analysis as well as the confidence and skills of effective delivery of mathematics instruction using state-of-the art technology. In addition, the students will learn the theory, production, and applications of instructional technologies in education focusing on the development of instructional media that are used in teaching Mathematics. Its special attribute is a wide variety of courses in professional education and supervised practice teaching. Stimulating and varied practical field experiences are integral parts of the training to provide students a well-balanced program that hones both practical and theoretical skills.

#### **Knowledge, Skills and Abilities that you should learn:**

- **Analytical skills** – the ability to pay attention to details, construct logical arguments and follow complex reasoning to solve both complicated and uncomplicated mathematical problems.
- **Problem-solving skills** – during the course of your study, you will deal with complex mathematical problems and scenarios, you must have the ability to present a solution clearly, making your assumptions explicit.

- **Organizational skills** – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Reading Comprehension** – the ability to read and understand information and ideas presented in writing; this skill is very important because mathematical problems are not always presented in numbers/formulas but rather in written or situational form.
- **Computer Literacy** – the ability to use and manipulate mathematical software to solve problems; knowledge of word-processing, of both text and mathematics.
- **Patience** – you will encounter many complicated mathematical concepts and problems, sometimes you will find it difficult to find the solution for specific problems therefore patience is very important.

BSEd	<b>Bachelor in Secondary Education</b>		
	<b>Major in Filipino</b>		
EDFOS7	Student Teaching	6 units	3 months / 1 trim

The Bachelor of Secondary Education major in Filipino program is designed to equip students with the necessary knowledge and skills to become effective teachers of the Filipino language to secondary school students.

#### **Knowledge, Skills and Abilities that you should learn:**

- **Being a good communicator** – the ability to proficiently speak and write English and convey information to students that is easy to understand.
- **Interpersonal skills** – establishes and maintains positive mutual working relationships with students, parents and co-workers.
- **Being comfortable in public speaking** – being able to speak in front of a class with 30-40 students without losing your concentration and while keeping calm and composed.
- **Organization** – the ability to sort and arrange information in a systematic order, combine ideas and relay them to the students in a clear, concise, and logical manner.
- **Principles of Teaching & Instructional Techniques**
- **Paraan at Pamaraan ng Pagtuturo ng Filipino**

BSEd	<b>Bachelor in Secondary Education</b>		
	<b>Major in Physical Science</b>		
EDFOS7	Student Teaching	6 units	3 months / 1 trim

The Bachelor in Secondary Education major in Physical Sciences program emphasizes physics and chemistry and commonly includes courses in geology and astronomy. The program also establishes connections with the earth sciences, the natural sciences, and mathematics.

#### **Knowledge, Skills and Abilities that you should learn:**

- **Being a good communicator** – the ability to proficiently speak and write English and convey information to students that is easy to understand.
- **Interpersonal skills** – establishes and maintains positive mutual working relationships with students, parents and co-workers.
- **Being comfortable in public speaking** – being able to speak in front of a class with 30-40 students without losing your concentration and while keeping calm and composed.
- **Organization** – the ability to sort and arrange information in a systematic order, combine ideas and relay them to the students in a clear, concise, and logical manner.

BSECE	<b>Bachelor of Science in Electronics &amp; Communication Engineering</b>		
ECE 516	Practicum / Projects Study	3 units	300 hrs

The Bachelor of Science in Electronics and Communications Engineering (BSECE), also known as **Bachelor of Science in Electronics Engineering**, is a five-year college program which focuses on the conceptualization, design and development of electronic, computer and communication products, systems, services and processes.

**Knowledge, Skills and Abilities that you should learn:**

- **Analytical skills** – identify and assess inefficiencies and problems in software and hardware processes
- **Mathematical skills** – the ability to solve and use different computational methods
- **Technical Skills** – the ability to accomplish mathematical, engineering, scientific or computer-related duties, as well as other specific tasks
- **English skills** – the ability to read, write and converse well in English is essential, as most technical literature is in English.
- **Creativity** – ability to propose concepts and create prototype for classroom presentation
- **Interpersonal skills** – will help you in studying together with classmates, doing group assignments and forming connections with friends and colleges.

BSMT	Bachelor of Science in Medical Technology		
INT	Internship	18 units	1,080 hrs

The Bachelor of Science in Medical Technology (BSMT) program, also known as Bachelor of Science in Medical Laboratory Science, is a four-year degree program that equips students with knowledge and skills in laboratory tests used in the detection, diagnosis, prevention, and treatment of diseases. The program consists of general education subjects (such as English and Filipino) and professional subjects (such as Clinical Chemistry and Blood Banking).

You will be taught on how to collect, preserve and analyze specimens such as blood, urine, cells and tissues as well as the preparation of reagents (compounds or substances added to a specimen in order to create a chemical reaction) and stains (a discoloration made by a foreign matter). The program will also train you on how to use modern equipments, instruments and scientific methods to provide accurate laboratory results.

**Knowledge, Skills and Abilities that you should learn:**

- **Basic Mathematical skills** – for the use of computational tools
- **Analytical Skills on a moderate level** – determining what kind of laboratory tests should be obtained and being able to identify microorganisms contained in specimens to comprehensively diagnose certain diseases
- **Critical Thinking Skills** – using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- **Collaborative skills** – the ability to coordinate with different health professionals in the care of patients
- **Communication skills** – the ability to effectively relay information both orally and in written form

BST	Bachelor of Science in Tourism		
IP 001	Industry Practicum	6 units	300 hrs

The Bachelor of Science in Tourism (BST) program is a four-year collegiate degree program offered to individuals who are interested in making a career in the area of travel and tour industry. The course aims to develop students who will become qualified personnel, administrators and entrepreneurs in the tourism industry.

**Knowledge, Skills and Abilities that you should learn:**

- Good interpersonal and people skills - the ability to create rapport with all kinds of people and encourage them to place their trust in you
- Very good English written and verbal communication skills
- Good organizational skills and strong attention to details
- Good customer service skills and the desire to help others
- Outgoing personality and enjoyment of the outdoors (required for out of office jobs, such as a tour guide)

BSHRM	<b>Bachelor of Science in Hotel &amp; Restaurant Management</b>		
PRACTICUM	Practicum	7 units	500 hrs

The Bachelor of Science in Hotel and Restaurant Management (BSHRM) program is geared towards equipping students with the necessary knowledge, skills and attitude to provide quality service in the hospitality industry. The program contains subjects that will address the needs of different sectors in the hospitality industry, such as culinary, front office, tourism, resort and hotel operations. Its primary concentration is on the development of practical and management skills which are achieved through the combination of theoretical classes, practicum exercises and experiential learning.

#### **Knowledge, Skills and Abilities that you should learn:**

There are no specific skills required for BSHRM because everything can be learned. However, you need to possess certain attitudes and qualities for you to succeed in this course: First, you have to be comfortable giving service to others. This means that you enjoy and take pride in your work; Secondly, you must be approachable and friendly while maintaining professionalism; Most importantly, you have to be an effective communicator, both in written and oral English. You will meet and provide service to different people of different nationalities, to eliminate the language barrier, you have to speak English well enough to be understood.

- **Comfortable rendering service to others**
- **Administrative skills** – basic abilities in organization and planning, computing, staffing and scheduling
- **Interpersonal skills** – establishes and maintains positive mutual working relationships with superiors, workmates and clients
- **Communication skills** – has excellent written and oral communication skills; a strong command of the English language is important because your work will involve dealing with different kinds of people of different nationalities
- **Basic Arithmetic and Mathematical skills** – basic accounting and basic finance are integrated in the BSHM curriculum therefore it's essential to possess basic mathematical skills. In addition, while on duty you might be assigned in the accounting department of an establishment the reason why it's important to have this skill.
- **Computer Literacy** – most transactions are processed with the use of computers thus its essential to have knowledge of computer use and understand application programs as well as other technologies
- **Factors of Front Office Department**
  - Welcomes guest with ease and confidence
  - Follows instructions carefully and correctly
  - Can assist guest during check-in and check-out procedures
  - Telephone Operation skills
  - Can communicate well using the English Language
  - Displays effectiveness and remains calm under pressure
  - Create a reservation and registration for the guest
  - Accepts responsibilities willingly
  - Has initiative in solving problems
  - Makes a valid decision justifies and defends them
- **Factors of Food and Beverages**
  - Sets up work area quickly so that task may be accomplished efficiently
  - Applies principles and techniques on food and non food
  - Practices proper sanitation, safety etc.
  - Can easily established rapport with co-workers especially during services
  - Keep work area clean and neat
  - Can assist during room service
  - Knows how to mix cocktail and mocktail concoction
  - Uses equipment properly and effectively
  - Makes accurate measurements on food and non food items
  - Makes suggestions and contributes ideas
- **Factors of Housekeeping Department**
  - Sets up work area quickly so that task may be accomplished efficiently
  - Prepares room boys cart
  - Evaluates methods and product critically
  - Uses proper techniques in handling cleaning materials and chemicals
  - Practices proper sanitation
  - Uses equipment properly and effectively

- Can work well with others
- Asks questions when not use
- Displays effectiveness and remains calm under pressure
- Has initiative in solving problems
- **Factors of Personal Appearance**
  - Is well groomed and clean looking
  - Wears appropriate uniform, shoes, hairnet, and clothes
  - Develops personal confidence especially in facing people
  - Displaying enjoyment and satisfaction on the task given
  - Looks and acts as a professional on the work area

### BSHRM & BST Guidelines for On Board Navigation

#### **Training Objectives**

At the completion of the said program, participants will be able to:

1. Understand the history, vision / mission, corporate values and services prescribed by the company.
2. Have a basic shipboard familiarization and be acquainted with common maritime terminologies.
3. Develop basic awareness on safety of life at sea and be acquainted with various emergency equipment and procedures.
4. Be familiar with the various position on the Hotel Department and their related duties and responsibilities onboard the vessel.
5. Be acquainted with the different operating procedures, the equipments and facilities in the areas of Front Office, Housekeeping and Food and Beverage Department.
6. Have hands-on experience on the areas of the Front Office, Housekeeping and Food and Beverage Department onboard.
7. Appreciate the importance of efficient operational policies and procedures in relation to the overall management of hotel operations onboard a domestic passenger vessel.

#### **Minimum Requirements**

1. Must be a bonafide student of ICCT Colleges Foundation Inc. taking Bachelor of Science in Hotel and Restaurant Management / Bachelor of Science in Tourism.
2. At least 18 years of age.
3. Enrolled in practicum equivalent subject at least 3<sup>rd</sup> year or 4<sup>th</sup> year level.
4. Passed the pre-practicum requirement.
5. The trainee needs good academic standing and completed all pre-requisite subjects.
6. The trainee shall be physically, mentally and emotionally fit to undergo the said training.
7. Articulate in the language used by the HTE (Host Training Establishment)
8. Has consent from the parents / guardian.
9. Has finished at least 90% to his / her academic requirements or has passed and taken all his / her major (professional).
10. Bachelor of Science in Hotel and Restaurant Management student should be able to undergo physical and medical examination given by the school physician, likewise a required Food Handler's card needs to be submitted ahead of time to training officer 2 weeks before the event.

**Note:** Those students, who can't join the said event, will take part on the standard training set by the local establishment within the area of reach by the students.

DHWA	Diploma in Health Care and Wellness Associate		
DHWA-PRAC	Practicum	6 units	300 hrs

The DHWA program equips students with the appropriate knowledge and personal skills to enable them to contribute effectively to the management of health services and the planning and attainment of goals and objectives.

#### **Knowledge, Skills and Abilities that you should learn:**

- planning and managing resources
- assuring high standards

- being a leader
- creating team spirit
- creating the service of the future
- influencing people and events

<b>DTMA</b>	<b>Diploma in Tourism Management Associate</b>		
DTMA-PRAC	Practicum	6 units	300 hrs

The DTMA program provides students a study that will enable them to take a holistic view of tourism organizations and examine the interface between tourism activity, the community and the environment. This qualification enables students to develop the management skills and knowledge required to successfully work in and manage a sustainable tourism operation.

**Knowledge, Skills and Abilities that you should learn:**

- understand the nature of the tourism industry, the impacts of tourism on host communities and the sound management of tourism related businesses;
- think independently and critically with respect to the management of the tourism resource in both domestic and international contexts;
- understand essential management principles including marketing, planning and sustainability;
- manage a tourism-related business/organization in a multicultural environment;
- produce, analyze and synthesize empirical data contributing to well-informed decision-making; and
- Apply research techniques to real world situations, as part of their development into independent and effective problem solvers.

<b>DHRM1</b>	<b>Diploma in Hotel &amp; Restaurant Management 1</b>		
HRM OJT1	Front Office, Bartending, Housekeeping	3 units	300 hrs

The DHRM1 is a one-year skills training course under the hotel services program of TESDA. The curriculum is composed of three TESDA Competencies namely the Front Office Operations, Bartending and Housekeeping Services. The assessment examination for TESDA National Certificate or NC is required for the student to take to be considered graduate of the said program.

**Knowledge, Skills and Abilities that you should learn:**

- **Communication skills** – has excellent written and oral communication skills; a strong command of the English language is important because your work will involve creating report summaries and written documents in English.
- **Interpersonal skills** – establishes and maintains positive mutual working relationships with superiors, workmates and clients
- **Comfortable rendering service to others**
- **Basic Arithmetic and Mathematical skills** – basic accounting and basic finance are integrated in the BSHM curriculum therefore it's essential to possess basic mathematical skills.
- **Skills Training** must be concentrated on Housekeeping Services, Front Office Operations and Bartending.

<b>DHRM2</b>	<b>Diploma in Hotel &amp; Restaurant Management 2</b>		
HRM OJT1	Front Office, Bartending, Housekeeping	3 units	300 hrs
HRM OJT 2	Bread & Pastry, Cookery, Food & Beverages	3 units	300 hrs

The DHRM2 is a two-year skills training course under the hotel services program of TESDA. This program is designed for students who wish to obtain career opportunities in the hospitality industry. The curriculum is composed of six TESDA Competencies namely the Front Office Operations, Bartending and Housekeeping Services, Food & Beverages Services, Bread & Pastry Production, and Cookery. The assessment examination for TESDA National Certificate or NC is required for the student to take in order

to graduate the said program. Students may gain industry experience through field placement practicum either in a local, national or international placement.

**Knowledge, Skills and Abilities that you should learn:**

- **Comfortable rendering service to others**
- **Communication skills** – has excellent written and oral communication skills; a strong command of the English language is important because your work will involve creating report summaries and written documents in English.
- **Computer Literacy** – most transactions are processed with the use of computers thus its essential to have knowledge of computer use and understand application programs as well as other technologies
- **Planning skills** – the ability to create systematic procedures/routines and schedule meetings and other activities ahead of time.
- **Patience** – must be able to handle all personality types and work challenges because you will be working under a higher authority as well other people.
- **Time Management** – able to divide time equally and accomplish tasks on time.
- **Administrative skills** – basic abilities in organization and planning, computing, staffing and scheduling
- **Interpersonal skills** – establishes and maintains positive mutual working relationships with superiors, workmates and clients
- **Basic Arithmetic and Mathematical skills** – basic accounting and basic finance are integrated in the curriculum therefore it's essential to possess basic mathematical skills.

DOSM	Diploma in Office System Management		
DOSM PRAC	Practicum	6 units	300 hrs

The DOSM is designed to provide students with knowledge and skills in business management and office processes needed in different workplaces such as general business offices, legal or medical offices. This program prepares students to be able to carry out clerical, administrative, supervisory and managerial tasks. In addition, the program also trains students to develop their skills in keyboarding, filing, shorthand and stenography.

**Knowledge, Skills and Abilities that you should learn:**

- **Computer Literacy** – knowledge of computer use and being able to understand application programs used in office administration.
- **Communication skills** – has excellent written and oral communication skills; a strong command of the English language is important because your work will involve creating report summaries and written documents in English.
- **Interpersonal skills** – establishes and maintains positive mutual working relationships with superiors, workmates and clients
- **Organization** – the ability to establish priorities systematically, differentiating between urgent, important, and unimportant tasks.
- **Planning skills** – the ability to create systematic procedures/routines and schedule meetings and other activities ahead of time.
- **Patience** – must be able to handle all personality types and work challenges because you will be working under a higher authority as well other people.
- **Time Management** – able to divide time equally and accomplish tasks on time.

DSDA	Diploma in Software Development Associate		
DSDA PRAC	Practicum	6 units	300 hrs

The DSDA is most suitable for those wanting to enter the IT industry with the intention of establishing a career in a programming or database development capacity.

Aided by strong learning in a number of applications as well as practical simulations in typical work force project teams, this qualification is the perfect spearhead into a fully fledged career in programming.

**Knowledge, Skills and Abilities that you should learn:**

- Use common word processing, spreadsheet and database applications.
- Code a well-structured solution to a problem in a variety of programming languages.
- Document, code and debug computer programs using various programming languages.

- Analyze client requirements and design, develop, code and evaluate the appropriate business solution.
- Demonstrate communication, problem solving, time management, goal setting, planning and customer relation skills.

DCCS	<b>Diploma in Consumer Electronics and Computer Hardware Servicing</b>		
DCCS PRAC	Practicum	6 units	300 hrs

The DCCS aims to provide students with the technical skills to set up, maintain, and troubleshoot/repair computer hardware systems and networks, consumer electronic products and systems, audio / video products and systems, electronically-controlled domestic appliances, and cellular phones. Furthermore, the program equips the students with technical skills and knowledge to set up and configure broadband mast and accessories, cables, and customer-provided equipment (CPE). It also provides a balanced education and training in computer and electronics technology through the inclusion of software-related courses.

**Knowledge, Skills and Abilities that you should learn:**

- Install computer systems and networks
- Diagnose and troubleshoot computer systems and networks
- Configure computer systems and networks
- Maintain computer systems and networks
- Assemble / Disassemble consumer electronic products and systems
- Maintain and repair audio / video products and systems
- Maintain and repair audio video products and systems
- Maintain and repair cellular phones
- Install mast and accessories
- Install and lay out cables
- Install and configure CPE
- Render service excellence to customers

At this point in your professional development, it is wise to consider career options and pathways. It is recommended that the student experience the day-to-day operations of the Host Training Establishment (HTE) in order to obtain a full understanding of what working full time entails. Rather than just “being there” or just “doing a job,” you are asked:

- to think about and report upon what you are doing, why you are doing it, what you are learning (especially what you will remember and perhaps use later in your career)
- to take on meaningful responsibilities
- to contribute to the organization in which you are doing your internship
- and to learn about professionalism, including responsible completion of significant duties

### **Preliminary Preparations for Developing an Internship:**

- What type of internship do you want? Seriously consider your interests and expectations for a possible internship. Do background research on areas of interest. Talk to other students who have had internships.
- Supplement your core curriculum with an internship in an area of specialty that has been presented in your courses and which you would like more depth. You might also consider an internship in an area in which you have little experience and want to “experiment”
- Explore already established internship opportunities. Check with volunteer placement or other volunteer opportunity bulletins in your community.
- Develop a support system within your department. Discuss your ideas and interests with career services or faculty who might be able to guide you or make suggestions.
- Construct a résumé.
- Develop a list of specific characteristics that you feel should be included in this internship.
- List businesses or organizations where this type of internship might be a possibility. Research done earlier might have yielded specific information along these lines. Professional journals and other current reading (newspapers, magazines, etc.) might be helpful.
- Volunteer. Once you have narrowed your interests, identify agencies and other organizations that provide services to a population with which you wish to work and volunteer some of your time and energy. It will help you get an idea of what you want (and don’t want) to do as a career.
- Establish a contact person within these organizations. Professional associations often publish directories which list names and work addresses of their members. Using relevant directories can often yield current names and position titles.
- Make appointments with the contact person.

### **What Makes a Good Internship Site?**

It is the major responsibility of the student to acquire an internship site in the same professional manner one would search for employment. The selection of the site should be matched with your needs to best fulfill your professional goals.

### **Things to look for:**

- The site and its staff should be willing to provide opportunities for active involvement, as well as observation
- The site should be willing to accept the student as a professional contributing member of the staff, allowing and/or encouraging professional growth by the intern
- The site/supervisor/staff should encourage students to integrate and apply their academic knowledge to their internship experience

### **Choosing an Internship Site:**

1. Consider what you will be doing at this site. Find a placement with an organization doing the work in which you are interested.
2. Be sure all the requirements for the course (including the hours in the field) can be completed. Talk to your contact at the organization about these requirements as well as what they expect of you.
3. Finding the “best” internship can be a time-consuming and frustrating task however, most students note that obtaining an internship is relatively easy. If you have work experience in a setting that is appropriate, this same organization might be appropriate for your placement.
4. To prepare for locating an internship, get organized.
  - a. First, update your résumé, cover letter and references.

- b. Second, obtain a list of potential internship sites and their telephone number (and name of contact person if possible). Ask your friends and relatives about agencies and programs.
5. When you are ready to call a potential site, have your internship responsibilities and requirements available as well as a list of potential questions. When you call, indicate that you are an Indiana University student looking for an internship, field experience, or volunteer experience to fulfill university requirements. Ask to speak to whoever would be the most appropriate person/people about such opportunities.
6. When talking with the appropriate person, indicate what you are looking for and inquire if any possibilities exist with this organization. Be Prepared!
  - a. Be sure that you know when you will be available (times of day and what weeks/months).
  - b. Check your list of questions and see what information you need. Provide information to the organization about their internship responsibilities and necessary duties. It can also help you determine what you need to ask of an organization.
  - c. Tell the person that the HDFS Internship Coordinator can be contacted for additional information.
  - d. Ask for an opportunity to meet in person (this helps you in selling yourself as well as gives you a chance to “size up” the organization).
7. When you visit the organization, dress appropriately, take your list of questions and the noted responsibilities, a note pad, your résumé, and be positive and optimistic. Sell yourself—tell them what you have to offer and why they should take you on.

## Appendix E: Responsibilities

### A. Responsibilities of the Student Intern

The intern represents an academic department and his/her educational institution. Furthermore, an intern is a guest of the training site. Therefore:

- The student will dress professionally and appropriately. Check with your site supervisor about what is appropriate to wear.
- Exhibit professional behavior and respect for the other interns, site staff, and clients.
- The intern is expected to become familiar with and adhere to the organization's rules, policies, regulations, and standards.
- The intern is expected to develop and maintain a regular work schedule, carry out assigned tasks in a professional manner under the supervision of organization staff and to seek help as needed.
  - Negotiate your hours with your site-supervisor being extremely flexible. Outside employment or other courses during the internship are not recommended. You are expected to be at the agency when they need you.
  - The student will notify the site supervisor of any illnesses and emergencies as soon as possible.
  - Communicate with the site supervisor about the internship as it progresses. Seek advice or assistance when unsure about assigned tasks and responsibilities.
  - Try to resolve problems and concerns with your agency supervisor. If this does not seem feasible, contact the Internship Coordinator immediately.
  - Be aware that the agency gains some staff time from you, but invests a great amount of experienced staff time in your supervision. Try to "fit in" and make the experience a good one for both the agency and yourself.
- Participate in all activities, meetings, etc. recommended by the site supervisor.
  - Interns are generally accepted as a member of the "team".
- Maintain Confidentiality
  - Client information and what is said by co-workers is generally confidential.
- Do not repeat gossip or say anything you will be sorry for later.
- Initiate and carry out projects and activities as directed by the site supervisor.
- It is crucial that students take initiative. Many times it is up to the intern to ask question or ask if they can participate in or lead something. Many times site staff becomes focused on completing their individual responsibilities. Interns must ask, ask, ask and do not be afraid to push for more responsibilities. You will wind up with a more professional experience.
- The student will be responsible for all travel expenses related to the internship (i.e. commuting to and from the agency, travel to other agency sites, etc.).
  - The supervisor and the agency will determine reimbursement of expenses by the agency for travel required of the student as part of the internship experience. Indiana University does not reimburse students for any travel expenses accrued during the internship experience.
- Confer regularly with site supervisor and seek performance appraisal feedback.
- Send letter of appreciation to site supervisor.

\*\*Privileges and responsibilities extended to the intern by the community site and university can be revoked at the discretion of the site supervisor or Internship Coordinator if, in their professional opinion, the mission of the organization or university is at risk.\*\*

### B. Responsibilities of the Site Supervisor/Org/Company

The site supervisor provides a valuable service to the student, university, community, and Applied Health Science department. The supervisor is committed to the intern and the mentoring/training process. It is the agency and supervisor's responsibility to:

- Accept responsibility for providing a context in which the intern can build upon his/her knowledge and skill base related to human development and family studies.
- Assist the student in identifying learning opportunities and setting goals and objectives for the internship period that are consistent with the supervisor's competencies and areas of strength.
- Serve as a mentor to guide the student's professional development, and suggest learning experiences and activities that will provide the student with an opportunity to develop and practice skills needed.
- Provide appropriate office/work space so that the intern can work effectively and efficiently and can draw upon the organization's resources.

- Provide orientation materials and experiences that familiarize the intern with the organization's mission, objectives, and client populations.
- Provide timely and honest feedback to the intern and HDFS Internship Coordinator regarding his/her areas of strength as well as areas that need improvement.
- Upon termination of the internship period, complete a FINAL EVALUATION, examining the degree to which the student has achieved the responsibilities and competencies of a professional. Discuss the report with the student, and submit final evaluation form and a one-page brief summary outlining the student's accomplishments and areas of improvement to the Internship Coordinator.
- Provide the Internship Coordinator with feedback regarding the agency's participation in the internship experience, review internship protocols, and provide suggestions for improving the internship experience.
- The student intern cannot receive a final grade without the Summary Report and Final evaluation is completed and submitted online.

#### **C. Responsibilities of the Career Training Coordinator**

The Career Training Coordinator (CTC) serves as a liaison between the student and the internship site, and will monitor the internship experience. It is the CTC responsibility to:

- Orient the student to the purpose and requirements of the internship program.
- Guide the student in formulating personal goals for the internship experience. Share information relating to possible internship sites.
- Guide the student in formulating an internship search strategy, share information concerning potential agency placements, and assist the student in making final agency selection.
- Provide the student and the supervisor with information and documents needed to establish the internship and complete required reports. Discuss responsibilities and requirements for internship completion.
- Collaborate with the student and with the site supervisor in developing a satisfactory plan for the internship. Promote and facilitate communication between the agency/organization and student, if necessary.
- Confer with the student to assess progress and help resolve any problems that may develop.
- Provide advice and direction for the student, as needed.
- Evaluate reports and assign a final grade (satisfactory or fail) for the internship experience.●

\*\*The Career Training Coordinator will be available throughout the duration of the internship as needed.\*\*

## Appendix F: Sample Internship Application Form

 <b>ICCT COLLEGES</b> Cainta (Main) Campus: V. V. Soliven Avenue II, Cainta, Rizal, Philippines 1900 Tel. Nos.: 249.4228, 249.1049, 249.1176, 249.1178, 682.5914 E-mail: info@icct.edu.ph / Website: www.icct.edu.ph	<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;">           No.: _____  <b>INSTRUCTIONS</b>            1. Read the instructions carefully.            2. Fill out this form in PRINT (blue / black ink).            3. Submit fully accomplished application form with (1) passport size colored picture with photocopies of School ID, Registration Form and updated Prospectus or Summary of Grades at the Career Development &amp; Job Placement Office.         </div> <div style="border: 1px solid black; padding: 10px; background-color: white; text-align: center;">           Passport Size            Color            Picture            (White Background)         </div>		
<b>STUDENT INTERNSHIP APPLICATION FORM</b>			
<b>PERSONAL INFORMATION</b>			
NAME Last: _____ First: _____ Middle: _____ Student ID No.: _____			
CONTACT DETAILS Home Address: _____ Zip Code: _____ Telephone No.: _____			
Gender: _____ Citizenship: _____ Birth Date: MM DD YY Marital Status: _____ E-mail Address: _____ Mobile No.: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female			
<b>FAMILY INFORMATION</b>			
FATHER's Name: _____ Educational Attainment: _____ Occupation: _____ Contact No.: _____			
FATHER's Name: _____ Educational Attainment: _____ Occupation: _____ Contact No.: _____			
<b>ACADEMIC INFORMATION</b>			
SCHOOL/S ATTENDED Primary Education: _____ Address: _____ Type of School: _____ Yr. Graduated: _____ <input type="checkbox"/> Public <input type="checkbox"/> Private			
Secondary School: _____ Address: _____ Type of School: _____ Yr. Graduated: _____ <input type="checkbox"/> Public <input type="checkbox"/> Private			
Technical/Vocational School: _____ Address: _____ Type of School: _____ Yr. Graduated: _____ Course/Program: _____			
Tertiary School / Higher Education: _____ Address: _____ Type of School: _____ Yr. Graduated: _____ Course/Program: _____			
<b>HOST TRAINING ESTABLISHMENT / INTERNSHIP SITE</b>			
<small>OPTION 1</small>	Company Name: _____ Address: _____ Contact Person & Designation: _____ Contact No.: _____		
<small>OPTION 2</small>	Company Name: _____ Address: _____ Contact Person & Designation: _____ Contact No.: _____		
<small>OPTION 3</small>	Company Name: _____ Address: _____ Contact Person & Designation: _____ Contact No.: _____		
Remarks: _____		I hereby certify that the above information given is true and correct. <small>(Signature Over Printed Name)</small> _____ <small>(Date)</small> _____	
Office of the Dean Recommended by: _____ <small>(Signature Over Printed Name &amp; Date)</small> _____		Office of the Academic Affairs Noted / Approved by: _____ <small>(Signature Over Printed Name &amp; Date)</small> _____	
		Office of the Student Affairs / Registrar Noted / Approved by: _____ <small>(Signature Over Printed Name &amp; Date)</small> _____	
		Career Development & Job Placement Office Noted / Accepted: _____ <small>(Signature Over Printed Name &amp; Date)</small> _____	

## Appendix G: Sample Resume



### Denver Santos Aguilar

88 Olivine Street, Greenpark Village  
San Isidro, Cainta, Rizal 1900  
Mobile No.: 0923.1234.567  
E-mail: denver.s.aguilar@gmail.com

Objective	: Seeking for an internship position where I can be productive to develop my skills and knowledge
Education	: <b>ICCT Colleges Foundation, Inc.</b> V. V. Soliven Avenue II, Cainta, Rizal 1900 Bachelor of Science in Business Administration Major in Marketing Management 2013 to Present
	: <b>Francisco P. Felix Memorial National High School</b> Bgy. Sto. Domingo, Cainta, Rizal 1900 Secondary Education 2009 to 2013
	: <b>Cainta Elementary School</b> Bgy. San Andres, Cainta, Rizal 1900 Primary Education 2003 to 2009
Skills	: Creative and good research skills Good communicative skill in both verbal and writings Computer literate - MS Word, Excel, Powerpoint Graphics designing - Coreldraw, Adobe Photoshop & Illustrator
Campus Involvement	: Member, ICCT Rhythm & Voices Chorale (2013 to Present) 2nd Place, ICCT Got Talent Solo Singing Category (2014) Finalist, DCLC Cup, Essay Writing Competition (2013) PRO, ICCT Colleges - BA Club (2014 to Present)
Achievement	: Top Ten Most Outstanding Students Award (2014)
Seminars/Workshop	: Marketing Strategy (August 2013) Effective Costumer Relations Program (November 2013) Basic Webpage Designing Workshop (February 2014) Basic Photojournalism & Photography Class (July 2014) The Power to Lead Workshop (April 2015) Career Summit (October 2015)
Personal Information	: Date of Birth - 23 July 1995 Place of Birth - Cainta, Rizal Religion - Roman Catholic Name of Father - Rodrigo Ticman Aguilar Occupation - Carpenter Name of Mother - Elsa Alcantara Santos - Aguilar Occupation - Sewer / Laborer

### Reminder / Pointers:

- Make sure to make your resume free from error, clean and presentable.
- Use folder in submitting your documents at the HTE.
- Use one font only either arial, times roman and caliber font with size 11 or 12. Bold those important details like name, subtitles etc.
- Papers to use may either short or legal size bond paper. Avoid using colored papers.
- Have a professionally taken color photos – 2x2 or passport size in white background and be in business attire.
- Attachments like Certifications on various seminars and workshop attended is strongly recommended including Membership Certificates, etc.
- BE PREPARED. Know your school history and valuable information about your course.

1" Left Margin                          88 Olivine Street, Greenpark Village  
San Isidro, Cainta, Rizal 1900                  1" Right Margin

23 July 1971

**Mr. John Paul Gonzales**  
General Manager  
**VICTORYLAND CORPORATION**  
220 Wilson Street, Greenhills  
San Juan City 2500

Dear Mr. Gonzales:

Greetings!

I am a graduating student majoring in Marketing Management - Bachelor of Science in Business Administration (BSBA) at ICCT Colleges Foundation, Inc. in search of a possible On-the-Job Training (OJT) site / internship position. I believe that your company would provide me a valuable professional experiences including career commitment, academic performance and work ethics.

A copy of my resume has been enclosed for your review. I am motivated, hardworking, and willing to learn and apply my knowledge in a real work situation. I would appreciate a few minutes of your time and further discuss my application for internship. I can be reach through mobile number 0923.123.4567 or e-mail denver.s.aguilar@gmail.com.

I am looking forward for your kind consideration. Thank you and More Power!

Sincerely,

Denver S. Aguilar

## Appendix I: Sample Internship Recommendation Letter

### A. For all course



**ICCT COLLEGES FOUNDATION, INC.**  
**Career Development & Job Placement Office**  
V. V. Soliven Avenue II, Cainta, Rizal, Philippines  
Tel. No. 249-1049 / 50

[Date]

[Name]  
[Designation]  
[Company Name]  
[Address]

Dear Sir/Madam:

Greetings from ICCT Colleges!

Our Institution was established in 1992 duly recognized by the Commission on Higher Education (CHED) and the Technical Education Skills & Development Authority (TESDA) situated with eight (8) campuses in Rizal Province. We promote the success of students by providing them the opportunity to achieve competency in the core disciplines of education, and encouraging them to obtain practical experiences through the On-the-Job / OJT training. We highly recognize that maintaining strong relationship through internship provides our students with wide variety of activities that offer exposures to the current / appropriate tools and techniques at work.

In this regard, we are requesting your reputable company to accommodate our student whose name is written below to undergo and complete his/her internship / OJT Training Program.

NAME	COURSE	YR LEVEL	OJT HOURS

A copy of his/her OJT Waiver/Agreement Form will be submitted upon acceptance of this request.

Upon the completion of the OJT Training, may we request your good office to please issue a CERTIFICATE of COMPLETION detailing the number of HOURS Completed, DEPARTMENT/AREAS they have rendered their duty, the START and END DATE of the OJT Training and also your office SIGNATORIES and CONTACT NUMBER. WE will provide you an EVALUATION FORM to access the performance of our students during their training in your Company.

We are looking forward to a fruitful relationship with you as our Industry Partner. Thank you very much and More Power!

Truly yours,

**B. For BSHRM / AHRM / DHRM**



**ICCT COLLEGES FOUNDATION, INC.**  
**Career Development & Job Placement Office**  
V. V. Soliven Avenue II, Cainta, Rizal, Philippines  
Tel. No. 249-1049 / 50

[Date]

[Name]  
[Designation]  
[Company Name]  
[Address]

Dear Sir/Madam:

Greetings from ICCT Colleges!

Our Institution was established in 1992 duly recognized by the Commission on Higher Education (CHED) and the Technical Education Skills & Development Authority (TESDA) situated with eight (8) campuses in Rizal Province. We promote the success of students by providing them the opportunity to achieve competency in the core disciplines of education, and encouraging them to obtain practical experiences through the On-the-Job / OJT training. We highly recognize that maintaining strong relationship through internship provides our students with wide variety of activities that offer exposures to the current / appropriate tools and techniques at work.

In this regard, we are requesting your reputable company to accommodate our student whose name is written below to undergo and complete his/her internship / OJT Training Program.

NAME	COURSE	YR LEVEL
COMPETENCY / TRAINING AREA		OJT HOURS

A copy of his/her OJT Waiver/Agreement Form will be submitted upon acceptance of this request.

Upon the completion of the OJT Training, may we request your good office to please issue a CERTIFICATE of COMPLETION detailing the number of HOURS Completed, DEPARTMENT/AREAS they have rendered their duty, the START and END DATE of the OJT Training and also your office SIGNATORIES and CONTACT NUMBER. WE will provide you an EVALUATION FORM to access the performance of our students during their training in your Company.

We are looking forward to a fruitful relationship with you as our Industry Partner. Thank you very much and More Power!

Truly yours,

## Appendix J: Sample Internship Waiver Form



### ICCT COLLEGES FOUNDATION, INC. Office of Student Affairs

V. V. Soliven Avenue II, Cainta, Rizal, Philippines

Tel. No. 249-1049 / 50

### ON-THE-JOB TRAINING / PRACTICUM AGREEMENT AND LIABILITY WAIVER

#### KNOW ALL MEN BY THESE PRESENTS:

This On-The-Job Training / Practicum Agreement and Liability Waiver, made and executed by

Name (FN, MN, LN):	Course:	ID Number:
Home Address:		

Filipino of legal age at Cainta, Rizal, hereinafter referred to as **OJT TRAINEE**

- and -

Company Name:	Business Type:	Years of Operation:
Office Address:		

herein referred to as **COMPANY**

#### WITNESSETH

THAT, the **ICCT COLLEGES FOUNDATION, INC.** or **ICCT Colleges** of which school the **OJT Trainee** is a student, has requested the **COMPANY** to allow OJT Trainee to undergo on-the-job training / practicum for a minimum of 300 hours as part of his/her academic requirement.

THAT, the **COMPANY** is willing to accommodate the request of ICCT Colleges and to allow the OJT Trainee to undergo practical training, subject to the following terms and conditions:

1. During the period of his/her on-the-job training / practicum, the COMPANY shall not be bound to pay the OJT Trainee any salary, allowance or compensation but may do so if it wishes;
2. The OJT Trainee shall abide by all rules and regulations observed by the COMPANY employees during his/her on-the-job training/practicum with the COMPANY and shall exercise care and diligence in the task assigned to him/her;
3. The COMPANY shall not in any way be held liable for injury/ies and/or accident/s that the OJT Trainee may suffer in the course of his/her training;
4. The COMPANY shall be held free and harmless from any liability for damage or injury to third parties which may be occasioned by intentional or negligent act by the OJT Trainee;
5. The OJT Trainee or if a minor, his/her PARENT/GUARDIAN binds himself/herself to indemnify the COMPANY for damages which may be caused on any property by the OJT Trainee intentional or negligent acts;
6. It is clearly understood that during the period of his/her training and presence in the COMPANY, no employer-employee relationship exists between the OJT Trainee and the COMPANY;
7. This **ON-THE-JOB TRAINING / PRACTICUM AGREEMENT AND LIABILITY WAIVER** will be in effect for the whole duration of the training.

IN WITNESS WHEREOF, I/We have affirmed my/our signature(s) hereunto on the date mentioned below at Cainta, Rizal, Philippines.

OJT Trainee	Parent/Guardian	Company Representative	School Representative
Date:		Control Number:	

**VictoryLand Corporation**  
#220 Wilson Street, Greenhills  
San Juan City, Philippines 2500  
Tel.No.: 722.1234; 723.1234; VLC.8888  
Email: vlc8888@gmail.com



## **CERTIFICATE OF COMPLETION FOR INTERNSHIP / PRACTICUM**

**TO WHOM IT MAY CONCERN:**

This is to certify that **DENVER S. AGUILAR** was endorsed and accepted to undertake his On-The-Job Training / Internship at the Marketing Department of **VICTORYLAND CORPORATION** from October 1 to December 13, 2014, with work schedule from Monday to Saturday, 8am to 5pm inclusive of 1 hour lunch break.

This further certifies that Mr. Aguilar has legibly done his duties and responsibilities, thus, completing the 300 hours OJT requirement for the CHED Program: Bachelor of Science in Business Administration (BSBA) majoring in Marketing Management.

This certification is issued on this 18th day of December 2014 at Greenhills, San Juan City.

  
**JUAN DELA CRUZ**  
General Manager

Note: Format / Certification Style may vary depending on the HTE provided must contain Interns Full Name, Course, Number of Hours rendered, Completion date (when started and ended), date accomplished, department or office assigned, the HTE official signatory / mentor / supervisor (name and designation), and must be in the official / original HTE letterhead or certification document.

## Appendix L: Sample Internship Evaluation Form

### 1. For all programs (Except BSHRM, AHRM1 & 2, DHRM1 & 2)

	<b>ICCT COLLEGES FOUNDATION, INC</b> V.V Soliven Avenue, Cainta, Rizal <a href="http://www.icct.edu.ph">www.icct.edu.ph</a>					
<b>INTERNSHIP PERFORMANCE EVALUATION FORM</b>						
Academic Period:			Academic Year:		School ID No.:	
Name (LN, FN, MN):			Course & Major:		Hours Required:	
<b>HOST TRAINING ESTABLISHMENT / ORGANIZATION / COMPANY</b>						
Company / Organization Name:			Address:			
Mentor / Supervisor:			Designation:		Contact Number:	
INSTRUCTION: Please indicate the rating per factor by choosing from the range of grades indicated in the column heading.						
<b>PERFOMANCE EVALUATION</b>						
<b>FACTORS / CRITERIA</b>	Below Average	Satisfactory	Average	Above Average	Superior	Excellent
75 - 79	80 - 83	84 - 87	88 - 91	92 - 95	96 - 100	
<b>PERFORMANCE</b>						
Dependability						
Initiative						
Follow Through on Tasks						
Adaptability						
Ability To Work with Others						
Speed and Tasks Completion						
Time Management						
<b>LEARNING OBJECTIVES</b>						
Skills						
Knowledge						
<b>ATTITUDE TOWARD</b>						
HTE/Organization/Company						
Mentor/Supervisor						
Staff / Personnel						
Tasks / Work Assigned						
Costumers/Clients						
School						
How well do you think this student is suited for the type of work that he/she performed during the internship?				<b>MENTOR / SUPERVISOR</b>		
<input type="checkbox"/> Very well suited <input type="checkbox"/> Quite well suited <input type="checkbox"/> Moderately suited <input type="checkbox"/> Somewhat well suited <input type="checkbox"/> Not well suited						
If you were in the position to do so, would you hire him/her for employment?				(Signature Over Printed Name)		(Date)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure						
<b>IMPORTANT:</b> Kindly entrust to the bearer in a <b>SEALED</b> envelope. Inadmissible if <b>NOT PLACE</b> in a <b>SEALED</b> envelope.						
CDJP 11.11.2015						

## 2. For BSHRM Program



### ICCT COLLEGES FOUNDATION, INC

V.V Soliven Avenue, Cainta, Rizal  
www.icct.edu.ph

### BSHRM PRACTICUM PERFORMANCE EVALUATION FORM

Name (LN, FN, MN):	Student ID No.:	Academic Period: [ ] 1 <sup>st</sup> Trimester [ ] 2 <sup>nd</sup> Trimester [ ] 3 <sup>rd</sup> Trimester	Academic Year:
--------------------	-----------------	--	----------------

#### HOST TRAINING ESTABLISHMENT / ORGANIZATION / COMPANY

Company / Organization Name:	Address:	
Mentor / Supervisor:	Designation:	Contact Number:

#### HOTEL & RESTAURANT SERVICES (Please check appropriate OJT course)

[ ]	PRACTICUM	AREA 1: Housekeeping Services	100 Hours
[ ]	PRACTICUM	AREA 2: Food & Beverages Operations	200 Hours
[ ]	PRACTICUM	AREA 3: Front Office Operations	200 Hours

FACTOR	1	2	3	4	5
--------	---	---	---	---	---

#### PLANNING

- Pre-plans work, Prepare feasible time and works schedule
- Aware of work assignments and reports to work area of time

#### ORGANIZING

- Sets up work area quickly so that tasks may be accomplished efficiently.

#### DIRECTING AND ACTUATING

- Accepts responsibilities willingly
- Asks questions when not sure.
- Makes suggestions and contributes ideas
- Displays effectiveness and remains calm under pressure
- Has self confidence.
- Cooperates with fellow students.
- Follows through and completes work assignments.
  - Provides leadership & guidance
  - Gives clear and concise directions
  - Makes valid decisions justifies and defends them
  - Evaluates methods and product critically
  - Has initiative in solving problems

#### WORK HABIT

- Follows instructions carefully & correctly
- Makes accurate measurement
- Applies principles of time & motion economy
- Keeps work area/s neat & clean
- Uses proper techniques in handling food and non-food
- Practices proper sanitation, safety etc.

#### USE AND CARE OF ALL EQUIPMENTS

- Uses equipment properly and efficiently

#### PERSONAL APPEARANCE

- Is well-groomed and clean looking.
- Wears appropriate uniform, shoes, hairnet, and clothes.

How well do you think this student is suited for the type of work that he/she performed during the internship?	[ ] Very well suited	[ ] Quite well suited	[ ] Moderately suited	If you were in the position to do so, would you hire him/her for employment?
	[ ] Somewhat well suited	[ ] Not well suited		[ ] Yes      [ ] No [ ] Not sure

Legend	Outstanding	90 – 100	Work Assignment:	Inclusive of Dates:
			Evaluated by:	(Signature Over Printed Name) _____ (Date) _____
5	Outstanding	90 – 100		
4	Very Satisfactory	80 – 89		
3	Satisfactory	70 – 79		
2	Fair	60 – 69		
1	Poor	50 – 59		

**IMPORTANT:** Kindly entrust to the bearer in a **SEALED** envelope. Inadmissible if **NOT PLACE** in a **SEALED** envelope.

### 3. For all AHRM1 & 2 and DHRM1 & 2

	<b>ICCT COLLEGES FOUNDATION, INC.</b> V.V Soliven Avenue, Cainta, Rizal <a href="http://www.icct.edu.ph">www.icct.edu.ph</a>						
<b>DHRM PRACTICUM PERFORMANCE EVALUATION FORM</b>							
Name (LN, FN, MN):		Student ID No.:	Academic Period: [ ] 1 <sup>st</sup> Trimester [ ] 2 <sup>nd</sup> Trimester [ ] 3 <sup>rd</sup> Trimester	Academic Year:			
<b>HOST TRAINING ESTABLISHMENT / ORGANIZATION / COMPANY</b>							
Company / Organization Name:		Address:					
Mentor / Supervisor:		Designation:	Contact Number:				
<b>HOTEL &amp; RESTAURANT SERVICES / HRS COMPETENCIES (Please check appropriate OJT course)</b>							
[ ]	OJT-01	OJT – Front Office Operations	100 Hours				
[ ]	OJT-01	OJT – Housekeeping Services	100 Hours				
[ ]	OJT-01	OJT – Bartending	100 Hours				
[ ]	OJT-02	OJT – Cookery (Commercial Cooking)	100 Hours				
[ ]	OJT-02	OJT – Food and Beverages Services	100 Hours				
[ ]	OJT-02	OJT – Bread and Pastry Production	100 Hours				
<b>FACTOR</b>			1	2	3	4	5
<b>PLANNING</b>							
<ul style="list-style-type: none"> <li>■ Pre-plans work, Prepare feasible time and works schedule</li> <li>■ Aware of work assignments and reports to work area of time</li> </ul>							
<b>ORGANIZING</b>							
<ul style="list-style-type: none"> <li>■ Sets up work area quickly so that tasks may be accomplished efficiently.</li> </ul>							
<b>DIRECTING AND ACTUATING</b>							
<ul style="list-style-type: none"> <li>■ Accepts responsibilities willingly</li> <li>■ Asks questions when not sure.</li> <li>■ Makes suggestions and contributes ideas</li> <li>■ Displays effectiveness and remains calm under pressure</li> <li>■ Has self confidence.</li> <li>■ Cooperates with fellow students.</li> <li>■ Follows through and completes work assignments.           <ul style="list-style-type: none"> <li>○ Provides leadership &amp; guidance</li> <li>○ Gives clear and concise directions</li> <li>○ Makes valid decisions justifies and defends them</li> <li>○ Evaluates methods and product critically</li> <li>○ Has initiative in solving problems</li> </ul> </li> </ul>							
<b>WORK HABIT</b>							
<ul style="list-style-type: none"> <li>■ Follows instructions carefully &amp; correctly</li> <li>■ Makes accurate measurement</li> <li>■ Applies principles of time &amp; motion economy</li> <li>■ Keeps work area/s neat &amp; clean</li> <li>■ Uses proper techniques in handling food and non-food</li> <li>■ Practices proper sanitation, safety etc.</li> </ul>							
<b>USE AND CARE OF ALL EQUIPMENTS</b>							
<ul style="list-style-type: none"> <li>■ Uses equipment properly and efficiently</li> </ul>							
<b>PERSONAL APPEARANCE</b>							
<ul style="list-style-type: none"> <li>■ Is well-groomed and clean looking.</li> <li>■ Wears appropriate uniform, shoes, hairnet, and clothes.</li> </ul>							
<b>Legend</b>			Work Assignment:		Inclusive of Dates:		
5	Outstanding	90 – 100					
4	Very Satisfactory	80 – 89					
3	Satisfactory	70 – 79					
2	Fair	60 – 69					
1	Poor	50 – 59					
Evaluated by:			(Signature Over Printed Name)		(Date)		
<b>IMPORTANT:</b> Kindly entrust to the bearer in a <b>SEALED</b> envelope. Inadmissible if <b>NOT PLACE</b> in a <b>SEALED</b> envelope.							

## Appendix M: Sample Student Internship Practicum Affiliation Form



### **ICCT COLLEGES**

Cainta (Main) Campus: V. V. Soliven Avenue II, Cainta, Rizal, Philippines 1900  
 Tel. Nos.: 249.4228, 249.1049, 249.1176, 249.1178, 682.5914  
 E-mail: info@icct.edu.ph / Website: www.icct.edu.ph

No.:

#### STUDENT INTERNSHIP / PRACTICUM AFFILIATION FORM

- |  |  |
|--|--|
| <input type="checkbox"/> YES, we have requirements for OJT / Practicum applicants<br><input type="checkbox"/> YES, we are interested to be affiliated with your school for OJT / Practicum Program | <input type="checkbox"/> NO requirement at the moment<br><input type="checkbox"/> NO, we are interested in another program<br>Pls. specify _____ |
|--|--|

#### **COMPANY DATA SHEET**

Company Name:	Telephone No.:	Facsimile No.:
Company Address:	Zip Code:	Website:
Nature of Business: <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retailer <input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Others, pls. specify _____		
Industry Sector: <input type="checkbox"/> Private <input type="checkbox"/> ICT / Computer <input type="checkbox"/> BPO <input type="checkbox"/> Telecom <input type="checkbox"/> Electronics <input type="checkbox"/> Medical / Health Related <input type="checkbox"/> Real State / Developer <input type="checkbox"/> Government <input type="checkbox"/> Agriculture <input type="checkbox"/> Recreation <input type="checkbox"/> Furniture <input type="checkbox"/> Clothing/Garments <input type="checkbox"/> School / Training Center <input type="checkbox"/> Others, pls. Specify _____		
Date / Year Established:	No. of Employee:	Company Size (per DTI's definition): <input type="checkbox"/> Micro (Php 0-3M) <input type="checkbox"/> Small (Php 3M-15M) <input type="checkbox"/> Medium (Php 15M-100M) <input type="checkbox"/> Large (Php 100M-above) <input type="checkbox"/> Others _____

#### **CONTACT PERSONS**

President	Operations Manager	Human Resources Manager
List of Colleges / Universities with OJT / Practicum Affiliation with your Company: <hr/> <hr/> <hr/>		

We highly appreciate your support and suggestions on how to successfully implement our Career Development Program and to comprehensively fulfill your requirements:  


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---

---

Other than OJT/Practicum Affiliation, are you interested in     Scholarship / Sponsorship Program     Employees Development Training Program  
 Suppliers Accreditation     Work As You Study (WAYS) Program     ICCT Graduates for Employment     School Event Sponsorship  
 Industry Partnership     Community Extension Services     In-Campus Promotional Campaign     Others, pls. Specify \_\_\_\_\_

Accomplished by: <hr/> (Signature Over Printed Name)	Designation/Postion:	Contact Nos.: Office Tel.No.    Mobile No.	E-mail Address:
---	----------------------	---	-----------------

Form-SPAMO-10.20.15

### I. STYLE FORMAT

The paper that you submit should **NOT** be considered a draft.

1. Must be formatted using the guidelines in this document;
2. Must be typed (using Times New Roman or Courier font). Font size should be 12 point;
3. Must be double-spaced;
4. Must have one-inch margins on top and bottom and 1 1/4" margins on each side;
5. Must be paginated in the upper right corner;
6. Must be left justified;
7. Must be printed one-sided;
8. Must be thorough and well organized;
9. Must be grammatically sound and free of typographical errors;
10. And must be submitted in a 3-ring binder.

Preparing a quality, professionally written paper will, in most cases, minimize the chances that faculty reviewers will mandate major revisions. **NO ELECTRONIC SUBMISSION (i.e., faxed or emailed) OF SUMMARY PAPERS WILL BE ACCEPTED.**

### II. SEQUENTIAL ORDER OF THE PAPER

- **Title Page**

- **Table of Contents**

All headings appearing in the table of contents should also appear in the body of the paper, appropriately placed and italicized as needed in the paper.

- **Introduction**

This should include a historical review of the Host Training Establishment (HTE) / Organization / Company followed by a current overview IN YOUR OWN WORDS with proper citations of sources from which the information is drawn. The student objectives for the internship should be listed in numerical list format. The cover sheet for this chapter is considered page 1. The page number should be on the upper right of the page. The Table of Contents may be left unpage, or use small italic letters, beginning with *i*, *ii*, *iii*, etc.

- **Structure and Functions of the HTE / Organization / Company**

This should be a detailed discussion of the organizational structure and functions of each of the operating units/departments within the ENTIRE THE / Organization / Company in YOUR OWN WORDS with proper citations of sources from which the information is drawn as needed. Discuss how the entire agency is organized, as well as the roles, responsibilities, and programs provided by each operating unit/department. NOTE: Include an organizational chart in the appendices.

- **Description of Experiences and Activities**

This shall consist of a thorough, in-depth discussion of the various experiences and activities the intern was involved in during the internship no matter how minute the task may seem. Make this section written in detail. Explain the major activities first, followed by minor experiences. Leave nothing out. Copies of all projects whether completed or not must be submitted with the summary paper. Do not include materials such as a 100 page orientation manual if you did not assist with the creation. Include these copies in the appendices.

- **Perception and Judgments about the Internship**

This is the student's own assessment/evaluation of the internship. Elaborate on each of the following in narrative format:

- **The Internship.** The following questions should be answered in narrative format.
  1. List objectives in numerical list format. Discuss if and how they were achieved.
  2. Did the internship meet your personal expectations?
  3. Was the organization open to your ideas?
  4. Would you like a career in your program major?

5. Would you recommend the organization to other interns?
  6. How could this experience have been improved?
  7. What was your greatest accomplishment?
- **Work Performance.** The following questions should be answered in narrative format:
    1. What prior skills did you use in this internship? List new skills and knowledge acquired.
    2. Were you satisfied with your performance on assignments and projects?
    3. Did you meet deadlines?
    4. Did you use your time efficiently?
    5. Honestly rate the overall quality of your work.
  - **Personal Benefits.** The following questions should be answered in narrative format.
    1. How have your academic and career goals changed?
    2. What impact did this experience have on your personal growth?
    3. What insights have you gained regarding your field of study or profession?
- **References**

Most, if not all, paragraphs in Chapters 1 and 2 should have a citation. These can be personal communications if you obtained information through interviewing methods (personal communications are only found in the text and not the reference list), as well as references of paper documents and web pages. AMA or APA style should be used to format the paper and reference list.
  - **Appendices**

Include a copy of each project whether complete or partially complete. Any items you produced in conjunction with the internship should be exhibited. If the items are difficult to three-hole punch or you do not wish to do so, you may use sheet protectors. Every page of the appendix must be paged sequentially in your document and be reflected on the Table of Contents. Other helpful hints include:

    1. All appendices included must be discussed in the body of the paper and include a page reference. Cite appendices as in one of the following ways: (Appendix A, p. 23) or Appendix A (p. 23) depending on the sentence format.
    2. Appendices are arranged according to the order in which they are discussed in the paper (i.e., the first appendix discussed should be Appendix A; the second should be Appendix B, and so on).
    3. Make certain the pages in the appendices are properly numbered. The page number provided in the Table of Contents and cited in the main body of the paper should be consistent. The appendices section should begin pagination where the Reference page ends.
    4. A cover sheet should be supplied for each appendix (Appendix A, p. ) and paged.
    5. Titles of tables, graphs, etc. should be on the right margin.
    6. Each appendix must be labeled with Appendix A (or whatever the letter is) and the title.

### III. Frequently Asked Questions

- **What should be included in the appendices?**

For meetings you just attended, you can mention them in your Chapter 3 narrative. You do not need to put minutes, agendas, or handouts in the appendices unless you actively contributed to the development.

If you presented at a meeting, or were active in planning it contributing to the execution (such as taking and completing the minutes), then include in the appendices.

Focus on telling your story of your meaningful activities, contributions, and providing the documentation for those in the appendix.

I am not looking for a fifty page handout from a 1/2 day meeting that you were given in the appendix.

- **Are there a specific number of pages that must be met for the final internship paper?**

The length of your narrative depends on the total number of hours you spent at the site (Host Training Establishment), your projects, and your activities. Substance (content), quality, and completeness is important in the report. Likewise, thoroughness, readability, organization, strong projects descriptions with results, and strong reflections are recommended. If you have less than 18 pages in your narrative, it is probably not thorough enough. If you have more than

60 pages, you may not be presenting concisely. A well-written narrative usually consists of 18 to 40 pages, with an average of 25. The average length of each chapter may be: Chapter 1-- 3-5 pages; Chapter 2—4-10 pages; Chapter 3—10-20 pages; Chapter 4-- 5-8 pages.

In some academic courses, some teachers may really stress length, but in the real business world, good writing means clear organization, clear writing, and communicating without a bunch of fluff that wastes the reader's, i.e., time.

#### **IV. Hints on References, In-Text Citations, and Personal Communications**

APA or AMA style format is acceptable. Using the reference and citation functions in Word, it may work for traditional books and journal, but does not work for many nuances, such as personal communications. An example of a personal communication, such as an interview, would be an in-text citation (First Initial. Last Name, personal communication, month date, year)

##### **1. Personal Communications**

Example: If you interviewed an officer about the history of the HTE/Organization/Company, you would do an in-text citation following the information. Use the following guide: (Fl. Last Name, personal communication, Month day, year).

The organization began in 1924 (J. Clerc, personal communication, May 31, 2012).

OR

Dr. Jeanne Clerc (personal communication, May 31, 2012) indicated the organization began in 1924.

Since there are no written records of personal communications, you do not list them on your reference page.

##### **2. Written References**

Any written references or electronic versions must be listed on the Reference Page.

a. **Book.** The general order for a book would be:

Author Last Name, Fl MI(if known). (year or date). *Title*. Location of Publisher: Publisher. (APA Manual, 2010).

b. **Journal Article from an Electronic Source.** For a journal article from an electronic source: "Author, A.A., Author B, B.B., & Author C.C. (year). Title of article. *Title of Periodical*. Xx, pp- pp. doi: xx.xxxxxxxxxxxxx" (APA Manual, 2010).

The doi is known as the digital object identifier. If unknown, use this format: Retrieved from <http://www.xxxxxxx>.

c. **A Written Handbook or Manual.** For a reference that exists as a written handbook at the site:

"Author(s). (Year of Publication). *Title*. Location of Publisher: Publisher"(APA Manual, 2010).

Example:

Beloit Regional Hospice. (2012). *Policy and Procedure Manual for Beloit Regional Hospice*. Beloit, Wi: Author.

In this case, we assume individuals at the site authored the manual.

It would also be correct to assume the author is unknown. In this case, put in the information that you do know and you would begin with the title.

Example:

*Policy and Procedure Manual for Beloit Regional Hospice*. (2012). Beloit Wi Beloit Regional Hospice.

## Appendix O: Student Self-Evaluation of Internship Form

**ICCT Colleges**

Office of the Student Affairs

**Career Development & Job Placement Office**  
**Internship Program**



### Student Self-Evaluation of Internship Form

#### Introduction and Purpose:

Congratulations on completing your internship! We hope that you had a positive, productive, and successful experience. The purpose of this evaluation is to provide you with an opportunity to (i) reflect on your internship activities and (ii) offer your candid and honest assessments of your performance and degree of learning during the internship, and the overall quality of the internship experience. This evaluation is an important tool in our program of continuous improvement, and it provides valuable data and information that will be used to identify areas where changes and improvements are needed and to help us improve the educational experiences for future students.

#### Evaluation Composition:

The evaluation is composed of the following parts:

Part I: General Informational Items

Part II: Evaluation of the Organizational Environment of your Internship Site

Part III: Evaluation of your Internship Performance

Part IV: Evaluation of your Degree of Learning

Part V: Summary Evaluation and Other Comments

Part VI: Demographic Information

#### General Instructions:

1. Please give careful consideration to all of the items in the evaluation form and provide thoughtful, candid, and accurate responses to each of the items.
2. For each evaluation item, please also provide specific comments and suggestions for changes and improvements.
3. Your identity will remain anonymous and confidential in any reports that are produced from this evaluation. Your responses will be combined with those of other student interns in your program of study to create summary reports that will be used by faculty and administrators to improve the academic programs.

**PART I: GENERAL INFORMATION**

Your Name:	Date:	
Company Name / Organization (Host Training Establishment):		
Mailing Address (Unit No./Building Name/Street/City/Municipality/Province):		Zip / Postal Code:
Your Position/Role:	E-mail Address:	
Name of Internship Supervisor:		Supervisor Position/Title:
Supervisor Contact Information	E-mail Address:	Phone Number:
Duration of Internship	Starting Date:	Ending Date:

**How did you obtain your internship site?**

- On My own
- Career Development & Job Placement Office
- CDJP Bulletin Board
- Career/Job Fairs
- ICCT Official Website / Facebook Fanpage
- Career Services Websites
- Faculty Member
- Alumni
- Contacts at Work
- Friends/Relatives
- Other (please specify): \_\_\_\_\_

**Please provide a brief description of your job responsibilities during the internship:**

--

**PART II: YOUR EVALUATION OF THE ORGANIZATIONAL ENVIRONMENT OF THE INTERNSHIP SITE**

For each of the following aspects of the organizational environment of your internship site, please mark the box in the rating scale that most closely corresponds to your evaluation of the quality of that environment aspect.  
Please also feel free to offer comments and suggestions for changes and improvements in the spaces provided.

1 = Poor

2 = Below Average

3 = Fair

4 = Good

5 = Excellent

Evaluation Items	1	2	3	4	5
<b>1. Orientation to Policies and Practices</b>	<input type="checkbox"/>				
Comments:					
<b>2. Work Atmosphere</b>	<input type="checkbox"/>				
Comments:					
<b>3. Formal Training Received</b>	<input type="checkbox"/>				
Comments:					
<b>4. Informal Training Received</b>	<input type="checkbox"/>				
Comments:					
<b>5. Supervision Received</b>	<input type="checkbox"/>				
Comments:					
<b>6. Roles and Responsibilities</b>	<input type="checkbox"/>				
Comments:					
<b>7. Work Assignment</b>	<input type="checkbox"/>				
Comments:					
<b>8. Feedback on Work Performed</b>	<input type="checkbox"/>				
Comments:					
<b>9. Participation in Organizational Operations</b>	<input type="checkbox"/>				
Comments:					
<b>10. Interaction with Co-workers</b>	<input type="checkbox"/>				
Comments:					
<b>11. Opportunities to Use my abilities</b>	<input type="checkbox"/>				
Comments:					
<b>12. Learning Opportunities</b>	<input type="checkbox"/>				
Comments:					
<b>13. Overall Organizational Environment</b>	<input type="checkbox"/>				
Comments:					

**PART III: EVALUATION OF YOUR INTERNSHIP PERFORMANCE**

For each of the following internship dimensions, please mark the box in the rating scale that most closely corresponds to your evaluation of your performance on that dimension during the internship. Please also feel free to offer comments and suggestions for changes and improvements in the spaces provided.

	1 = Poor	2 = Below Average	3 = Fair	4 = Good	5 = Excellent
Evaluation Items	1	2	3	4	5
<b>1. Quality of Work:</b> The degree to which your work was thorough, accurate, and completed in a timely manner	<input type="checkbox"/>				
Comments:					
<b>2. Ability to Learn:</b> The extent to which you asked relevant questions; sought out additional information from appropriate sources; understood new concepts, ideas, and work assignments; and were willing to make needed changes and improvements	<input type="checkbox"/>				
Comments:					
<b>3. Initiative and Creativity:</b> The degree to which you were self-motivated; sought out challenges and/or more work; approached and solved problems on your own; and developed innovative and creative ideas, solutions, and/or options	<input type="checkbox"/>				
Comments:					
<b>4. Character Traits:</b> The extent to which you demonstrated a confident and positive attitude; exhibited honesty and integrity on the job; were aware of and sensitive to ethical and diversity issues; and behaved in an ethical and professional manner	<input type="checkbox"/>				
Comments:					
<b>5. Dependability:</b> The degree to which you were reliable; followed instructions and appropriate procedures; were attentive to detail; and required supervision	<input type="checkbox"/>				
Comments:					
<b>6. Attendance and Punctuality:</b> The degree to which you reported to work as scheduled and on-time	<input type="checkbox"/>				
Comments:					
<b>7. Organizational Fit:</b> The extent to which you understood and supported the organization's mission, vision, and goals; adapted to organizational norms, expectations, and culture, and functioned within appropriate authority and decision-making channels	<input type="checkbox"/>				
Comments:					
<b>8. Response to Supervision:</b> The degree to which you sought supervision when necessary; were receptive to constructive criticism and advice from your supervisor; implemented suggestions from your supervisor; and were willing to explore personal strengths and areas for improvement	<input type="checkbox"/>				
Comments:					

**PART IV:EVALUATION OF YOUR DEGREE OF LEARNING**

**Section I:** Please list the internship learning objectives as specified in your internship learning agreement and, for each learning objective, please mark the box in the rating scale that most closely corresponds to your assessment of the degree to which you believe that you were successful in achieving that objective during the internship. Please also feel free to offer comments and suggestions for changes and improvements in the spaces provided.

1 = Very Unsuccessful

2 = Unsuccessful

3 = Successful

4 = Very Successful

Learning Objectives	1	2	3	4	5
1.	<input type="checkbox"/>				
Comments:					
2.	<input type="checkbox"/>				
Comments:					
3.	<input type="checkbox"/>				
Comments:					
4.	<input type="checkbox"/>				
Comments:					
5.	<input type="checkbox"/>				
Comments:					
6.	<input type="checkbox"/>				
Comments:					
7.	<input type="checkbox"/>				
Comments:					
8.	<input type="checkbox"/>				
Comments:					
9.	<input type="checkbox"/>				
Comments:					
10.	<input type="checkbox"/>				
Comments:					
11.	<input type="checkbox"/>				
Comments:					
12.	<input type="checkbox"/>				
Comments:					
13.	<input type="checkbox"/>				
Comments:					

**Section II:** The Career and Job Placement Office has identified several intended student learning outcomes that it expects students to have achieved upon completion of the degree. Considering the contribution to your learning provided by your internship experience, mark the box in the rating scale for each of the following intended learning outcomes that most closely corresponds to your assessment of the degree to which you believe that you have been successful in achieving that outcome. Please also feel free to offer comments and suggestions for changes and improvements in the spaces provided.

1 = Very Unsuccessful	2 = Unsuccessful	3 = Successful	4 = Very Successful
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Intended Student Learning Outcomes	1	2	3	4	5
<b>1. Students will be able to identify the principal concepts, theories, and practices in the functional areas of business.</b>	<input type="checkbox"/>				
Comments:					
<b>2. Students will be able to recognize the relevant theories and principals associated with the economic environment of business.</b>	<input type="checkbox"/>				
Comments:					
<b>3. Students will be able to recognize legal and ethical principles in business and apply them to organizational decision making.</b>	<input type="checkbox"/>				
Comments:					
<b>4. Students will be able to evaluate the global dimension of business.</b>	<input type="checkbox"/>				
Comments:					
<b>5. Students will be able to employ appropriate quantitative methods and use relevant information technology in support of business decision making.</b>	<input type="checkbox"/>				
Comments:					
<b>6. Students will be able to construct coherent written forms of communications.</b>	<input type="checkbox"/>				
Comments:					
<b>7. Students will be able to compose and present effective oral forms of communication.</b>	<input type="checkbox"/>				
Comments:					
<b>8. Students will be able to demonstrate analytical and critical-thinking skills in the context of organizational decision making.</b>	<input type="checkbox"/>				
Comments:					
<b>9. Students will be able to demonstrate effective leadership abilities for the purpose of organizational growth and change.</b>	<input type="checkbox"/>				
Comments:					
<b>10. Students will be able to demonstrate effective interpersonal skills and the ability to work successfully in teams of diverse composition.</b>	<input type="checkbox"/>				
Comments:					

**PART V: SUMMARY EVALUATION AND OTHER COMMENTS**

**1. Please indicate the overall extent to which the Career and Job Placement Office and your College prepared you for your internship experience:**

Excellent Preparation	Good Preparation	Fair Preparation	Inadequate Preparation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

**2. Please indicate the overall extent to which your internship experience contributed to your professional and career development:**

Significant Contribution	Some Contribution	Little Contribution	No Contribution
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

**3. Please indicate the overall extent to which the internship experience met your expectations:**

Exceeded My Expectations	Met All of My Expectations	Met Most of My Expectations	Met Some of My Expectations	Met None of My Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

**4. Please indicate your evaluation of the overall quality of your internship experience:**

Excellent	Good	Fair	Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

We would also very much appreciate your comments pertaining to the following items:

**With what aspect(s) of your internship were you the most satisfied?**

Comments:

**With what aspect(s) of your internship were you the least satisfied?**

Comments:

**Would you recommend your internship site to other students?**

Comments:

**Do you have other comments and/or suggestions that you would like to share?**

Comments:

## **PART VI: DEMOGRAPHIC INFORMATION**

**Gender** :  Female  Male

**Age** :  Under 20  20  21  22  
 23  24  25-30  Over 30

**Enrolment Status** :  Full-Time  Part-Time

**Other Majors:**      1. \_\_\_\_\_  
                                2. \_\_\_\_\_  
                                3. \_\_\_\_\_  
                                4. \_\_\_\_\_

Student Signature

Date

Thank you very much for your assistance in this important process of continuous improvement. The valuable input that you provided in this evaluation will help us to improve the academic programs at the ICCT Colleges Foundation Inc.

## **Appendix P: Internship Report Format for Degree & Non-Degree Programs**

During your internship, you are responsible for completing and submitting three (3) internship reports, usually emailed to your Career Training Coordinator (CTC) every 100 hours for those completing 300 hours or every 200 hours for those completing 600 hours requirement. These reports should help you learn about the overall operation of your internship agency /organization or Host Training Establishment (HTE). In addition, the reports are a method of documenting and communicating to your CTC with your experiences during internship. Note that CTC will not remind you of when these reports are due. Failure to submit reports will reflect negatively on your internship.

Each report consists of your assessment about our internship experience and information about the agency / HTE. While you can set up a schedule with your internship advisor that fits our particular internship, the following schedule is suggested:

	<b>300 Hours OJT</b>	<b>600 Hours OJT</b>
<b>First Report</b>	Week after 100 hours	Week after 200 hours
<b>Second Report</b>	Week after 200 hours	Week after 400 hours
<b>Final Report</b>	At the end of the final internship week	
<b>Self Evaluation Report</b>		

### **Report Format**

All reports are to be submitted via email. Each report must confirm generally to the following format:

Begin with summary details, and then include your response to the items in Section I. Then in Section II, you should address the topic assigned for the particular phase of your internship.

#### **I. STUDENT'S ASSESSMENT (Minimum one page long)**

Name	
Weeks covered in report	
Dates covered in report	
Total Hours for Weeks Reporting	
Total Hours to Date	

**Critical analysis and interpretation of activities and events (not just a list of accomplished tasks):**

1. **Activities.** Describe your experiences during these two weeks as they relate to each of the goals and / or tasks listed in the Agency Information and Approval Form.
2. **Problems.** Identify any problems(s), both major and minor, you have had during this reporting period with some analysis on how you plan to solve them.
3. **Insights Gained.** What have you learned from your experiences during this reporting period.

#### **II. INTERNSHIP REPORT COMPOSITION**

The second part of each report should address the individual topics described on the following.

<b>First Report</b>	Due after 100 / 200 hours	<b>Describe the Host Training Establishment (HTE) /Agency</b>	This report should familiarize both you and your Career Training Coordinator with the Host Training Establishment (HTE)/ Agency. Provide a brief history of the founding of the HTE/Agency, its current propose, and legal
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			<p>status (private, public, nonprofit). Provide a general description of the agency's programs and services, clients, treatment groups, collaboration with other allied agencies or community organizations, accreditations, regulations, mission and purpose of the program.</p> <p><u><i>Do not provide copies of pre-written agency documents, but rather describe your own understanding about the agency.</i></u></p>
		<p><b>Describe the organization and administration of the agency</b></p>	<p>Include a copy of the agency's organization chart. Discuss the number of employees and volunteers (if any), the different types of personnel (administrative, professional and non-professional staff), and the role and duties each of these positions have within the HTE/agency. Discuss the agency's personnel policies: hiring practice, orientation program and in-service training, salary and benefits information.</p> <p><u><i>Do not provide copies of pre-written job descriptions, but rather describe your own understanding of these issues.</i></u></p>
<p><b>Second Report</b></p>	<p>Due after 200 / 400 hours</p>	<p><b>Describe the marketing and public relations of the agency. Describe the volunteer and internship program</b></p>	<p>Discuss how the agency markets its programs and services. How are its promotional efforts developed and coordinated?</p> <p>Described the volunteer and internship program. Explain how volunteers are recruited and utilized with this agency. Describe the internship protocol. Discuss how the agency markets to potential volunteers and interns. (Include any forms you feel are important).</p>
		<p><b>Describe your job responsibilities as an intern</b></p>	<p>Itemized your duties and responsibilities undertaken. You may include special assignments or projects and accomplishments.</p>
<p><b>Final Report</b></p>	<p>Due at the final week of internship</p>	<p><b>Over-all summary of your work experience at the HTE/Agency</b></p>	<p>Discuss your overall internship experience by answering the following questions:</p> <ul style="list-style-type: none"> <li>▪ What goals were met during the internship experience?</li> <li>▪ What goals were not met and why?</li> <li>▪ What were some of the strengths developed during the internship experience?</li> <li>▪ What skills do you still need to improve and ways improvements can be made?</li> <li>▪ What academic courses were helpful in preparing you for this internship?</li> <li>▪ What academic courses would have been helpful in preparing you for this internship?</li> </ul> <p>Also discuss your professional goals, and how they have been impacted by your internship</p>

			<p>experience.</p> <p>Include an assessment of the THE/Agency by answering the following questions:</p> <ul style="list-style-type: none"> <li>▪ What were strengths of this HTE/Agency for internship experience?</li> <li>▪ What were weaknesses of HTE/Agency for internship experience?</li> <li>▪ Would you recommend this internship site to other student? Explain why or why not.</li> </ul>
	<b>Internship Evaluation and Assessment</b>		Use Internship Self Evaluation Form.

### III. INTERNSHIP SELF EVALUATION REPORT

The evaluation is composed of the following parts:

- Part I : General Informational Items
- Part II : Evaluation of the Organizational Environment of your Internship Site
- Part III : Evaluation of Your Internship Performance
- Part IV : Evaluation of Your Degree of Learning
- Part V : Summary Evaluation and Other Comments
- Part VI : Demographic Information

#### General Instructions:

1. Please give careful consideration to all of the items in the evaluation form and provide thoughtful, candid, and accurate responses to each of the items.
2. For each evaluation item, also provide specific comments and suggestions for changes and improvements.
3. Your identity will remain anonymous and confidential in any reports that are produced from this evaluation. Your responses will be combined with those of other student interns in your program of study to create summary reports that will be used by faculty and administrators to improve the School of Management.