



INTERNSHIP TRAINING AGREEMENT

STUDENT INTERN DETAILS

Name : **LORENZO SEBASTIANNE C. MAGNO** Telephone : **740-69-31**
Degree Program : **BSIT - WMA** E-mail : **lorenzo.magno2001@gmail.com**
Address : **161-C Baco Street LA JOMA QUEZON CITY**
Parent/Guardian : **Ms. Maria Cristina P. MAGNO** Telephone : **790-64-31**
Course Title : **Internship 2** Course Code : **ITEI224**
Term & School Year : **2nd term, 2016-2017** Section : **W41**

INDUSTRY PARTNER DETAILS

Name : **Abiva Publishing House, Inc.** Telephone : **712-0245**
Address : **ABIVA BLDG. 851 G. ARANETA AVE. QUEZON CITY**
Nature of Business : **PUBLISHING**

TRAINING DETAILS

Supervisor : **RAPHAEL C. CRISTOBAL** Position : **EDITORIAL MANAGER**
Department : **PRODUCTION** E-mail : **rcristobal@abiva.com.ph**
Telephone : **712-0245** Fax : **712-0486**
Intern Position : **Digital Assistant**
Responsibilities : **fix bugs and enhance data system management system for production**
Project : **E-BOOKS ONLINE TEACHER'S ASSESSMENTS, DATA** Duration : **520 Hours**
Work Schedule : **MONDAY TO FRIDAY, 8AM - 5PM**

INDUSTRY PARTNER'S RESPONSIBILITIES

- The Industry Partner will adhere to all regulations regarding employment, labor laws, and health and safety law.
- The student intern will be given course-related work assignments.
- The Industry Partner will assign an internship supervisor to properly guide, train, and oversee the work of the intern while assigned in their company.
- The internship supervisor will make periodic evaluation of the job progress of the intern.
- The internship supervisor will arrange a meeting with the IALAP Office when a concern occur involving intern.
- The Industry Partner will provide necessary safety instruction throughout the internship period.
- The Industry Partner will not take in interns to displace regular employees.
- Interns will not be exposed to hazardous work.
- Interns will not be given any Saturday work schedule as they are expected to report to school for their Internship Class.
- The Industry Partner will inform FEU Institute of Technology through the IALAP Office if the student intern will be assigned on graveyard shift, assigned outside office premises, or will have out of town trips.
- It is the responsibility of the Industry Partner to fulfill commitments made to their clients.

STUDENT INTERN'S RESPONSIBILITIES

- Attend IALAP's Internship Orientation. The Intern has understood and will abide by the policies and procedures governing the Internship Program.
- Besides the College's Policies, interns must abide by the policies of the internship site.
- Interns must fulfill all commitments made to the Industry Partner.
- The student intern agrees to perform the assigned duties in a loyal manner and to work for the best interest of all concerned.
- The student intern will report job problems to the internship supervisor and to the internship adviser.
- The student intern must be punctual and must complete the required attendance at the industry partner and in school. If unable to report to work or school, the internship supervisor and internship adviser will be notified before the start of the regular work or class.
- Internship of the student will be terminated automatically upon withdrawal from school or failure in course.
- The student intern will report to school for the Internship Class and designated meetings.
- The student intern shall be responsible to monitor requirements that must be submitted, like Training Agreement, Monthly Attendance Records, Internship Project Report, Evaluations, Certificate of Completion, and Waivers for graveyard shift, outside office premises assignments, and out-of-town trips.
- The student intern shall be responsible for any and all liabilities or damage to property or injury to the Industry Partner, its employees, or to third persons, which may be occasioned by a student intern's intentional or negligent acts or omissions, in the course of the student's internship in the Industry Partner. The student intern shall protect, defend, save and hold harmless FEU Institute of Technology against and from any and all claims, damages, losses, or any expenses pertaining to and arising from any fault, intentional or negligent act or omission of the student intern.

FEU - TECH'S RESPONSIBILITIES

- The INTERNSHIP PROGRAM is under the direct supervision of the Industry-Academe Linkage, Alumni, and Placement (IALAP) Office.
- IALAP will investigate compatibility of job circumstances with the internship course requirements for the student intern's attainment of advanced standing in the program.
- The student intern will receive related instructions from IALAP prior to deployment.
- An IALAP representative may visit the student intern and training supervisor on a regular basis at the Industry Partner site.
- Student insurance and attendance at school and work will be covered by school policy.

Note: This memorandum is for the purpose of outlining the agreement between the school, the student intern, and the Industry Partner on the conditions of training to be given a student intern while on the job. We, the undersigned, agree to the conditions and statements in this agreement.

LORENZO MAGNO
Student Intern
Signature Over Printed Name

Sarah Cristina C. Zaragosa
IALAP Representative
Signature Over Printed Name

DEC 1, 2016
Date

NOV 17 2016
Date

Jocelyn C. Mananila
Parent/Guardian
Signature Over Printed Name

Jocelyn C. Mananila
IP Representative
Signature Over Printed Name

11/25/16
Date