



**MGHS SERVICES**

A Modernize Solution Partner

# Virtual Internship Program 2022

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# WHO IS MGHS SERVICES?



## About

MGHS helps clients to conceptualize and plan their business. We generate feasibility studies, marketing planning, facilitates registration and licensing with concerned government agencies, perform management consulting, and coaching.

We specialize in facilitating the establishment of personal investment (i.e., mutual funds, retirement funds, etc.) and provide advice with the transfer of technology to the same.

Ours is advocacy. We have something that we do very well (that is, personal finance training); we love to do it, and what we do is what the world needs, especially for OFWs and their family.

Our company has more than a decade of experience in advertising and business planning. Our physical office was located in Tarlac City, Tarlac before the pandemic and now we are migrating to online platform and other digital services.



# WHO IS MGHS SERVICES?



Established in 2011, MGHS SERVICES is a one-stop-shop for startups, small & medium businesses. We offer a range of solutions to support, enhance, and grow your business on its stages of conceptual, ideas generation, launching your product or services, grow your home business model to an official business store. We offer innovative solutions to launch your business in the Philippines market. We also recover from distress, leverage technology, stimulate growth, adapt to government procedures, tap into the market through marketing packages, content establishment (web), social media support, and integrate our training and workshops to complement the entrepreneurs, SMEs, and Startups.

MGHS Services offers a wide array of professional services such as Consultation, Feasibility Study, Branding, Financial Resources, Location Search, Human Resources, Interior Design, Business Construction, Accountancy, and many more.



# ON-BOARDING PROCESS



## Requirements

1. Updated Resumé and Curriculum Vitae
2. Original Letter of Endorsement from school/university
3. 2pcs. 1x1 ID Picture
4. Scanned copy of School ID Card
5. Original copy of Barangay Clearance
6. Course Curriculum/Prospectus
7. Other school requirements for internship



## Fill up the Screening Form

Please fill up the Screening Form sent to you by MGHS Services



## Terms and Agreement/s

The intern-applicant will receive an email attaching the company's Non-disclosure Agreement and other terms and agreements for review. If the terms of the agreement are fully understood, the intern will sign the agreement/s. The purpose of the NDA and other agreements was discussed during the orientation.



## Orientation

The intern-applicant will receive an email regarding his/her application if accepted/declined for the program. If accepted, interns must attend the MGHS Services General Orientation organized to introduce MGHS Services.



## Project Kick-off

The company will now formally start the internship program by giving a Project Kick-off. Here, the following project information will be discussed. Projects primarily includes, research, writing, analyzing, and publishing.



# PROJECTS ON-HAND



## Digital Products

Courses  
E-books  
Photography  
Music  
Web / Design Elements  
Research and Data  
Tutorials and Guides  
Software Programs  
Recipes /Nutrition  
Tourism  
Publishing  
Translation  
Apps  
Podcasts  
Printables  
Swipe Files  
Templates/Calculators/Computations  
Patterns  
Graphic Arts Bundles  
Video Projects  
Coaching Packages

Note: This has different topics that are defined according to your career field.

## Design

Interaction Design  
Rapid Prototyping  
User research and testing  
Information Architecture  
Brand Design  
Content  
Motion/Animation Design  
Writing

## PM & Strategy

Product Strategy  
Brand Strategy  
Project Management  
Business Intelligence  
Roadmapping  
SEO & Content Strategy  
Post-launch Optimization  
Organizational Design

## Technology

Technical architecture planning  
Web Mobile development  
Software and Physical Spaces  
API & CMS development  
DevOps architecture  
Manual and Automated QA  
Voice interfaces  
Machine learning  
Augmented/Mixed Reality



# FREQUENTLY ASKED QUESTIONS (FAQS)

## **How soon may I be informed about the outcome of my application?**

It varies from case to case. In the majority of cases, selected applicants are notified after 5-7 days.

## **When is the starting date of my internship?**

We can start your internship as soon as you are ready and comply with our requirements. To credit all hours rendered, we will start your internship based on your academic calendar.

## **Will I get paid this internship?**

No, this is a free internship. We believe that not all benefits can get through money. That's why we are offering valuable MELA access to our interns.

## **Can I submit my Barangay Clearance later?**

Yes, you can submit it later.



# FREQUENTLY ASKED QUESTIONS (FAQS)



## **Do you have website or social media accounts?**

Yes, you may check out our Facebook page by searching [MGHS Services](#). Internship opportunities are regularly posted there. Our website is unavailable at this moment to make way for its revamp.

## **Would you provide equipment or an internet connection?**

No, our first requirement is for you to have the equipment and a stable internet connection and we are expecting you to be ready to join immediately.

## **Any other internship work you offer aside from the project you have?**

You may suggest what is a good enough project that may be related to your skill and area of your field. This is subject to review.

## **Can I take the internship ahead of my internship schedule?**

No, internship schedules should be in accordance to your university calendar



# PROJECT- BASED LEARNING INTERNSHIP



## About

Project-Based Learning Internship supports student interns as they work on clearly defined projects of the company. Project-based learning is an approach to education that allows interns to apply their classroom experiences and learning to projects that address “real-world problems.”

The company focuses very strongly on hands-on experience, interdisciplinary education, and project-oriented learning. Its agenda is to produce graduates who are technically competent and possess other skills like the capability to learn through experience, collaboration, critical thinking, practical aptitude, and the ability to synthesize the solution. It also recognizes that not all aspects of learning can be taught in the conventional way of classroom teaching methodology. Realizing that there are important elements of learning in an organization.



# PROJECT- BASED LEARNING INTERNSHIP



## Goals and Objectives

The basic goal of the Project-based Internship is to make the interns gain meaningful experience to help them meet their future career goals amidst the pandemic. Besides, it will help the interns practice the theory taught in the classrooms and to make them understand how the real-world functions. The internship aims to provide on-the-job experience or exposure to ongoing research and the development of ongoing projects.

The primary objectives of the internship include:

1. To satisfy curiosity and hone research potential at research organizations for the research-minded students,
2. To obtain on-job experience in an industrial/commercial, research or educational environment,
3. To provide a platform to students in applying whatever is learned in theory and to integrate theory with practice,
4. To enable the students to understand the functional behavior of organizations and to sensitize the students towards corporate/industrial behavior, man-machine management, entrepreneurship, industrial safety,
5. To provide opportunities to students to work with industrial practitioners,
6. To expose students to potential employers; and
7. To help students develop their personality and soft skills.



# PROJECT- BASED LEARNING INTERNSHIP



## Execution of Internship

The period of internship would be according to the designated hours mentioned by the school. The internship will be held virtually and interns should ensure that they will be working from home under CHED and respective school/university guidelines.

The internship shall include some or all of the following components:

- Hands-on training
- Real project-based assignments
- Communication and Writing
- Research-based activities
- Team-work activities
- Leadership and management skills



# PROJECT- BASED LEARNING INTERNSHIP



## Pre-Project Approval

Normally the Project-Based Learning Internship will be pursued only one project at a time. In special cases, the internship may be split up into sub-projects or groups on the project need and/or for gaining more independent experience with minimal supervision.

While splitting the project into two different fields or groups, the continuity of the project has to be ensured and the duration at both fields must be significant.

There will be a dedicated Google Drive Folder for submission and pre-approval of projects.



# PROJECT- BASED LEARNING INTERNSHIP



## Teamwork

Collaboration is a cornerstone of the “21st-century skills”. Collaboration skills for students cover various topics, such as group process, leadership, decision-making, trust-building, communication, conflict-management, reflection, and basic social skills.

In MGHS Services, you will have a unique opportunity to collaborate with and learn from other Master’s students, all at the final stages of their studies. You might already have experience from working in teams or on projects that cross disciplinary boundaries.

Be modest, but don’t sell yourself short. Be polite, but remember that humor is not forbidden. Don’t be afraid to acknowledge your challenges or problems. Prove that you can recognize and solve problems as you go. You’re not expected to come up with overly clever metaphors or emotional appeals. You’re expected to communicate openly and honestly.



# PROJECT- BASED LEARNING INTERNSHIP



## Responsibilities of the Intern

The student joining as an intern in any organization has to work towards (a) enhancing their technical competency. The primary objective of the intern is to derive a learning experience to match their career goals and academic interests and (b) satisfy the professional expectations of the organization providing internship from the intern. Student's responsibilities would include:

- Research data from multiple sources to display pertinent key findings and constituents.
- Transcribe and/or write summaries
- Collect data-related, information; assist in data analysis and develop action plans to improve inventory position.
- Evaluate and apply metadata schemas to provide description and access to digital projects
- Produce original content/design as needed
- Review and evaluate the project and or write-up submissions.
- Research and fact-check of materials.
- Call NGOs to verify information, conduct online research, and enter data
- Attend day to day task as per instructed



# PROJECT- BASED LEARNING INTERNSHIP



## Responsibilities of the Company

The company will seek information from each of the approved courses about the number of possible internships each year and the same will be announced to the students. Applications will be invited from the students and the company will offer the students career-related duties and responsibilities.

## Responsibilities of the Supervisor

The intern will be required to work under at least one Intern / Project Supervisor from the unit if the student intends to work. The supervisor will work as a mentor for the student in achieving their project goals.

The supervisor(s) will keep track of the progress of the internship by way of communication or direct communication and discussions and by evaluating the Work Experience Report (WER) regularly. They will guide the students in conceiving and refining the ideas and their implementations and technical advancements. As mentioned before the supervisors will act as mentors of the interns.



# WHAT'S IN IT FOR YOU?



## MEET MELA

### Our MGHS E-Learning Academy

While working, we're also on a MISSION to SAVE Graduates during the COVID-19 Pandemic.

Yet graduation is only the beginning. Having a degree does not guarantee you will get your dream job. Most people end up spending a few more years working entry-level positions to add job experience to their CV.

Is there a better way? Absolutely. And it won't cost you tens of thousands of pesos, put you in debt, or make you wait years before seeing tangible results.



# WHAT'S IN IT FOR YOU?



## MEET MELA

### Our MGHS E-Learning Academy

Through, MELA we can learn how can we offer online services and use our chosen career field to establish our presence.

The screenshot displays a grid of service listings from the MGHS E-Learning Academy. The services include:

- ACCOUNTING & BOOKKEEPING**: Starting at \$0.
- MANAGING & ACCOUNTING**: Starting at \$0.
- BOOKKEEPING & ACCOUNTING**: Starting at \$0.
- UK AND EU SALES TAX**: Starting at \$0.
- Creative Mental Health Related Article or Blog**: Starting at \$10.
- Mental Health & Fitness Articles**: Starting at \$10.
- Social Media Manager**: Starting at \$90.
- The Best Social Media Advertising Types in 2019**: Starting at \$50.

Each listing includes a brief description of the service, a photo of the provider, and their success rate (e.g., 100% SUCCESS).



# WHAT'S IN IT FOR YOU?



## MEET MELA

### Our MGHS E-Learning Academy

OUR OFFER: a way for you to get:  
Access To Practical Career Courses/Workshops!

Choosing a career and improving your life just got easier. Our MGHS E-Learning Academy (MELA) teaches you practical life lessons from recognized experts who have real-world experience and success doing what they show you.

The world's changing too fast for colleges to keep up. This is why MELA interns will get infinite achievements in the future.



# WHAT'S IN IT FOR YOU?



## MEET MELA

### Our MGHS E-Learning Academy

Some of the things you'll learn about include:

- TRADING: FOREX, Crypto, US, and Philippine Stocks
- Real Estate
- Ultimate Guide to Freelancing Career
- Entrepreneurship Coaching
- Paid to Speak
- Building Business from your profession
- Comprehensive Digital Marketing
- Mind and Health Care
- Cooking, Nutrition, etc.
- Starting Social Media Marketing Agency
- Get Paid Being A Copywriter
- Learn How To Flip Real Estate Contracts
- How To Start A Profitable Business
- Mindvalley Training and Gaia Workshop
- Product and Branding
- Brain Ultimate Power: Passing Exam and Reading
- Essential's Life and Career Guide



... and many more that is related to your chosen career

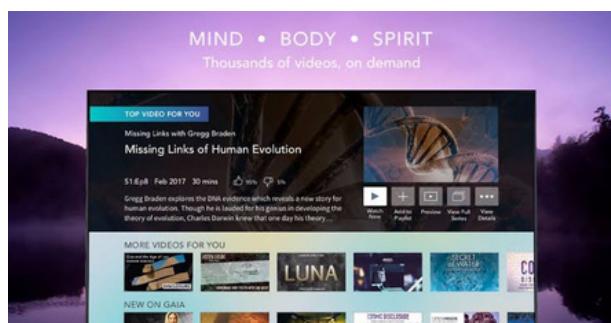
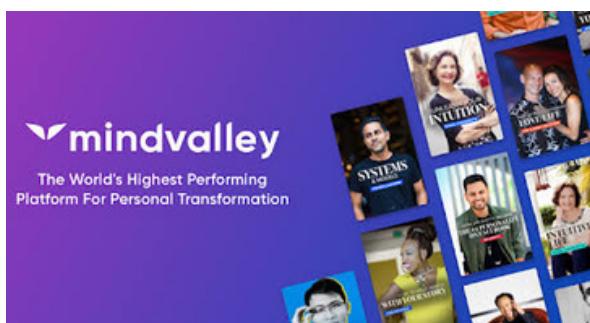


# WHAT'S IN IT FOR YOU?

## MEET MELA

### Our MGHS E-Learning Academy

MGHS proudly announces infinite career guide is within your hands



Welcome to the Process Masterclass. An in depth online design course for UI/UX design. Learn design thinking and design execution, and increase your value as a designer.

Made for designers  
Looking to take the next step



"The World's Simplest Opportunity To Make 6 Figures From Anywhere, Even If You're Starting With Nothing!"

This high-income skill is in demand world-wide, even if you've never heard of it.



**READY TO LEARN A LOT?**

Years in the making, The Master Course In High-End Blocking & Staging is the most comprehensive and ambitious camera-blocking course in the world.

A groundbreaking learning tool used by everyone from beginners to Academy Award winners, the course teaches high-end camera work through over 9 hours of 100+ animated instruction on 3 DVDs.

Besides working with actors, blocking is one of the most important things a director does, and should be really good at. Yet most books, albeit many fine schools, barely touch the basics.



and yes, there's more...



# WHAT'S IN IT FOR YOU?

## Our MGHS E-Learning Academy MELA Contains the following:

- Training
- Masterclass with modules
- Lecture Materials
- Cheat Sheet
- Career Journey Lessons
- Career Fundamental guide
- ROI
- Working life journey map
- Task and Practical Training
- The Impact of Covid 19 and its solution
- Practical Cases
- Videos
- Proven Templates
- BONUSES
- ULTIMATE Digital Marketing Guide
- Freelancing Expert Guide
- Negotiation Secrets
- Fundamentals of Success Working life
- Multiple Income Conversions
- Guide to Passing Exam
- Total Breakthrough System
- Easy To Follow Lessons And Video Training
- The Step-by-step Process with conversions
- All The Templates, Checklists, And Insider
- Recorded: Live Group Coaching Calls
- Explore real-life case studies
- WEALTH Step by step process
- MIND and POWER Complete overview
- Winner LIFESTYLE: Best practices that apply
- LONG TERM RELATIONSHIP: Understanding the most important pillars of your life
- Discovering pitfalls and leveraging
- Framework, worksheets, and checklists.
- Tested examples and frameworks
- Personal Development: Methods, Systemising, Optimizing
- Developing your personal and career mission
- Surviving this pandemic
- Shielding yourself from Risk
- Coaching
- Mindset of Success

and yet, there's more...



# WHAT'S IN IT FOR YOU?



## MEET MELA

### Our MGHS E-Learning Academy

Learn From Anywhere, On Your Schedule

It doesn't matter if you only have 15 minutes of spare time on the bus to work. Or an hour before bed. You can log in and learn as long as you're connected to the internet and you can pick up exactly where you left off.

Each course is about an hour long and holds nothing back. You will learn things that you can use immediately after taking the course. Since there are multiple courses to learn from, you can watch as many as you want – as many times as you like – before deciding which you want to implement.

FOR LIMITED TIME OFFER ONLY



# VIRTUAL INTERNSHIP PROGRAM COMMENCEMENT

## Project Diploma

After completing the program, the intern will receive an Internship Diploma equivalent to 3 Certificates.



