**Annex “A”**

**Internship Plan**

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| --- | --- |
| **Name of Student** |  |
| **Program** |  |
| **Industry Name and Office location** |  |
| **Required number of hours** |  |
| **Department Assigned** |  |

|  |  |  |
| --- | --- | --- |
| **Competencies/ Skills**  (Insert identified competencies/technical skills/topics from syllabus to be applied in OJT  To Be filled by **OJT Coordinator**) | **Operative Definition**  (Insert respective definition of competency/skill in context. To be Filled by **OJT Coordinator)** | **Tasks/ Immersion Plan Rotations/Projects**  (Insert proposed work load/task/area exposure in workplace for the duration of the OJT period. **To be filled by OJT Coordinator and approved by Industry Representative)** |
| **Technical Skills** |  |  |
| Web Development | Able to create company websites, layout, design, write code, and do usability testing | * Assist in creation of websites * Do graphic Design |
| Programming | Design applications by writing codes to perform specific functions | * <Insert Tasks> |
| Technical Support | Provide technical assistance to clients (e.g troubleshooting) | * <Insert Tasks> |
| Add as required… |  |  |

**Prepared by: Reviewed and Approved by: Understood by:**

**OJT Coor. HTE Representative Student**