



GUIDELINES ON THE CONDUCT OF INTERNSHIP PROGRAM

I. RATIONALE

It is the goal of every academic institution to develop among students, practical skills that meet the needs of the industry since exposure to challenges at work is hardly found in any textbooks nor in the classroom setting. Thus, internship has become part of the curriculum.

Internship, also called practicum or on-the-job training, depending on the nature of the academic program, is a course requirement for a baccalaureate degree and diploma program that provides opportunity among students to apply the theories, principles, and ideas learned from the academic environment to actual work settings under the guidance and direction of their training supervisors. It exposes the students to work realities that will hone their skills and prepare them for the 'world of work' after college. Therefore, the establishment of the internship program objectives ensures the readiness of the graduates to face various industry challenges as internship should be dynamic, technical and managerial skill-centered for the students to effectively grasp the practical learning in the workplace.

On May 24, 2020, the Commission on Higher Education has issued the CHED COVID Advisory No. 7 which states that on-the-job training and internship programs (foreign and local) shall remain suspended until ECQ, MECQ, GCQ, and MGCQ is lifted.

Pursuant to the aforementioned, the Office of the Vice President for Academic Affairs, through Memorandum Order No. 2, Series of 2021, has allowed the offering of On-the-Job Training (OJT) and Internship Programs by means of online and/or correspondence modes.

Online/work-from-home, as a new mode of conducting internship, ensures acquisition of expected learning competencies of student-interns and guarantees their safety. Under this mode, the University still requires the implementation of a Memorandum of Agreement (MOA) with the Host Training Establishments (HTE); and since online/virtual internship allows students to have their internship with HTEs based abroad while staying in the Philippines, the execution of MOA is of utmost importance.

With internship being a vital part of the curriculum, Higher Education Institutions must have a clear set of guidelines on its implementation.

II. INTERNSHIP OBJECTIVES

Inspired by CHED Memoranda No. 22, series of 2013 and No. 104, series of 2017, the internship program has the following objectives:

- to provide students enrolled in Higher Education Institutions (HEIs) in the Philippines the opportunity to acquire practical knowledge, skills, desirable qualities, and values from reputable Host Training Establishments (HTEs);
- to enhance the students' work competencies and discipline as they relate to people in the workplace;



- to promote competitiveness among students;
- to strengthen and enrich the degree programs of HEIs;
- to provide students with opportunities for learning through a network of experienced professionals;
- to help develop among students the necessary skills in handling challenges and complex tasks or problems; and
- to serve as avenue for the students to identify future career directions and become candidates for future job opening.

III. SCOPE

This set of guidelines shall be implemented in the main campus, branches, and satellite campuses that offer local and foreign internship programs in regular/face-to-face or online/work-from-home arrangements.

IV. DEFINITION OF TERMS

- **Accredited Programs** – programs accredited by recognized bodies
- **ARCDO** – Alumni Relations and Career Development Office
- **Autonomous HEIs** – HEIs that demonstrate exceptional institutional quality and enhancement through internal QA systems, and demonstrate excellent program outcomes through a high proportion of accredited programs, the presence of Centers of Excellence and/or Development and/or international certification
- **Branch** – PUP campus, located outside of Sta. Mesa, that is funded by the national government
- **Certificate of Completion** – the certificate issued by the HTE both local and foreign upon completion of the minimum set required internship duration
- **CHED** – Commission on Higher Education
- **CMO** – Commission on Higher Education Memorandum Order
- **Center of Development (COD)** – a designation granted by the Commission on Higher Education in recognition of the unit's evident above-average performance in teaching, research, and extension functions
- **Center of Excellence (COE)** – designation granted by the commission on Higher Education in recognition of a unit's exemplary performance and its teaching, research, and extension functions
- **Consent Form** – a duly notarized document to be signed by the students and their parents or legal guardians
- **Culminating Activity** – an activity organized by the college/branch/satellite campus which provides opportunity to evaluate the Internship program, ensure immediate resolution of student-interns' concerns, if any, and recognize the outstanding student-interns and HTEs

- **Deregulated HEIs (by evaluation)** – HEIs that demonstrate a very good institutional quality and enhancement through internal QA systems, and very good program outcomes through a good proportion of accredited programs, the presence of Centers of Excellence and/or Development, and/or international certification
- **DTI** – Department of Trade and Industry
- **DTR** – Daily Time Record; used to monitor the attendance of the student-intern to be signed by the Training Supervisor
- **Endorsement/Recommendation Letter** – a communication or referral letter issued by the Internship Adviser confirming the HTE’s acceptance of the student interns. This letter must be recommended by the concerned chairperson/academic head and the dean/branch or satellite campus director
- **Higher Education Institutions (HEI)** – educational institutions, private or public, that undertake the operations of higher education program/s with an organized group of students pursuing defined studies in higher education, receiving instructions from teachers, usually located in the building or group of buildings in a particular site specifically intended for educational purposes
- **Host Training Establishment (HTE)** – a duly authorized and registered entity, institutions or establishment in the Philippines, by the Security and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) and with established system of training
- **Foreign Internship** – internship conducted in a foreign country through the HTE, commonly known as Student Internship Abroad Program (SIAP)
- **Foreign Host Establishments (FHEs)** – duly recognized and registered entities in the country of destination as training venues for student interns
- **Internship** – the application of classroom learning to actual work such as but not limited to commercial and industrial services; government or non-government agencies on the field laboratory
- **Internship Adviser** – the course teacher who is responsible for monitoring, guidance, and evaluation of student interns
- **Internship Agreement** – the legal document/form that frees both the university and the HTE from any financial or legal responsibility in an unforeseen event during the duration of the internship
- **Internship Duration** – the period or date of the start and end of the internship with the HTE
- **Internship Orientation** – the seminar given to incoming student-interns held before their deployment to make them familiar with the policies, guidelines and procedures in the conduct of internship/practicum/immersion training
- **Internship Portfolio** – the compilation of documents such as weekly activity related learning experience (RLE) journal, daily time record (DTR), narrative report, and others to be submitted to the Internship Adviser
- **Local Internship** – internship conducted in any local host training station located in the Philippines



- **Meritorious Cases** – conditions that prevent the students to join the Student Internship Abroad Program (SIAP) such as: financial difficulty, medical conditions, legal impediment and similar conditions
- **Memorandum of Agreement (MOA)** – the legal document/form that binds the university and the Host Training Establishment both local and foreign in the conduct of the Internship with the validity period of at least three (3) years after notarization
- **Monitoring and Evaluation** – a CHED-established mechanism for monitoring and evaluation of the outcomes of the programs, processes, and services of Higher Education Institutions in the key area quality of teaching and learning is supported by governance and management; support for students; relations with the community; and management of resources
- **Notarization** – an assurance made by a Notary Public that a document's signature is genuine, that the signer acted without coercion, and that the signer intended the terms of the document to be in full force and effect
- **OJT Coordinator** – the designated person who is responsible for coordinating with the College/Branch/Satellite Campus and the Alumni Relations and Career Development Office for possible placement of the students, monitoring of the mandatory requirements to be submitted, compiling notarized MOA, and maintaining the database of the college HTEs
- **Online Internship (web-based)** – an internship modality where student-interns conduct training via any virtual platform and complete their work experience placements with their laptops at home, as communication with colleagues and supervisors takes place via email, online chat, video calls, and phone
- **OVPA** – Office of the Vice President for Academic Affairs
- **OVPBSC** – Office of the Vice President for Branches and Satellite Campuses
- **Parties** – the Higher Education Institution (HEI) and the Host Training Establishment (HTE) involved in the execution of the MOA
- **Regular Internship/Face-to-face** – an internship modality where student-interns conduct training on-site or physically
- **Related Learning Experience (RLE) Journal** – the journal, diary, or record of activities of the student-interns/trainees that will reflect their learning experience in their HTE
- **Satellite Campus** – PUP campus located outside of Sta. Mesa funded by the Local Government Unit where it is situated
- **SEC** – Securities and Exchange Commission
- **Student Internship Abroad Program (SIAP)** – an internship program that encourages and promotes student exchange and strong academic linkage with business and industry in other countries for cross-cultural training and skills enhancement to make students competitive for employment in the Philippines and abroad
- **Student-Interns** – tertiary students enrolled in PUP duly qualified to undergo internship program
- **Student-Intern Evaluation** – the instrument used to rate the internship learning experience

- **Training Plan** – the framework that contains the various phases of training connected with the field of specialization
- **Training Supervisor Evaluation** – the instrument used to evaluate the performance of the student-intern in terms of personal qualities, subject matter, professional qualities, ability to learn and other skills
- **ULCO** – University Legal Counsel Office
- **Work-from-Home Arrangement** – an internship modality where student-interns conduct training outside the parameters of the HTE for at least some portion of the student-intern’s work schedule

V. ENROLMENT REQUIREMENTS

A. Local Internship

Students must comply with the following requirements in order to qualify for the internship course:

- must be officially enrolled in the internship course during the term when it is offered;
- must be physically, mentally, and emotionally fit as evidenced by medical and psychological examination results issued by duly accredited government hospitals and clinics;
- must pass all the prerequisite courses without prejudice to graduating students who request for overload and/or the enrolment of a prerequisite course along with the internship; and
- must submit to the Internship Adviser the following pre-internship requirements:
 - ✓ Internship Agreement and Consent Form (download at <https://www.pup.edu.ph/downloads/students/>) to be sent to legal@pup.edu.ph in Word format
 - ✓ photocopy of certificate of insurance
 - ✓ medical examination documents as determined by PUP/HTE/CHED/IATF

B. Foreign Internship

Student Internship Abroad Program (SIAP) applicants must meet the following:

- must be a Filipino citizen
- currently enrolled in PUP and must have either of the following:
 - ✓ Bachelor’s degree – completed at least 75% of professional units or 4th year graduating student for that particular program
 - ✓ Associate degree – completed at least 50% of total credit units for that particular program
 - ✓ Diploma program
- must be at least 18 years old at the time of internship
- must have a good academic standing as certified by the University

- must be physically, mentally, and emotionally fit as determined by the physical and psychological examinations as certified by the Department of Health (DOH) accredited clinics/hospitals
- must be articulate in English or in the language spoken by the host country
- must submit the following requirements:
 - ✓ pre-internship requirements of the University (Please refer to the above-mentioned requirements.)
 - ✓ a valid passport

VI. GENERAL RULES

- The internship may be a Regular Internship/Face-to-face, Online Internship (web-based), or Work-from-Home arrangements as determined by the University and pursuant to the CHED policies.
- Execution of MOA is required in any internship modality. No student-intern shall be allowed to start with the internship without the execution of MOA.
- The University provides a MOA template for the Student Internship Program. HTEs however, may also provide their own MOA. All MOAs are subject to the review of the PUP University Legal Counsel Office (ULCO) and approval of the University President through the Vice President for Academic Affairs or the Vice President for Branches and Satellite Campuses.
- The University Legal Counsel Office (ULCO) shall maintain a list of DTI or SEC Registered HTEs. If the HTE is in the said list, the student and/or College is no longer required to secure the DTI and SEC Registration of the HTE the University is forging MOA with. The list shall be updated monthly.

Foreign host establishments, however, need not be a duly recognized and registered entity in the Philippines. Instead, they shall present proof that they are duly recognized and registered in the country where they are situated.

Moreover, consistent with CMO No. 22, s. 2013 (foreign internship), establishment or organizations engaged in the following shall be prohibited from participating in the Student Internship Abroad Program:

- ✓ operation of night clubs, saunas, commissary, disco, karaoke bars, spas, casinos, and the like;
 - ✓ hazardous activities; and
 - ✓ prostitution, child trafficking, obscene publications, indecent shows, and other acts of sexual abuse.
- Participation to Student Internship Abroad Program (SIAP) is allowed but voluntary in nature on the part of the students notwithstanding that the curriculum requires international internship. In such an event and upon meritorious cases, the affected student may opt to undergo local practicum instead or other acceptable alternative activities. (CHED Memorandum No. 22, Series of 2013)

It is to be noted that per CHED Memorandum No. 22, Series of 2013, the University shall only be allowed to conduct internship abroad if it is classified as Autonomous, Deregulated, Center of Excellence (COE), and Center of Development (COD), Institutional Sustainability Assessment (ISA), or with a Formal accredited status

equivalent to Level II from any of the accrediting agencies recognized by CHED or CHED equivalent.

Furthermore, the University shall abide by the rules on Fees and Charges, Procedures, MOA, Monitoring and Evaluation, Offenses and Sanctions for the conduct of SIAP stipulated in CHED Memorandum No. 22, Series of 2013.

- The Alumni Relations and Career Development Office (ARCDO) in coordination with the Office of the Vice President for Academic Affairs (OVPA), and the Office of the Vice President for Branches and Satellite Campuses (OVBC), shall create and maintain a repository of all scanned copies of notarized MOAs for easy access of all the colleges, branches, and satellite campuses, with the goal of implementing the **One-Establishment, One-MOA Policy**.
- If there is already an existing MOA between the University and the HTE, an Endorsement Letter from the Internship Adviser shall be sufficient for the student to undergo internship without the need of executing another MOA.
- The validity of the MOA shall be at least three (3) years.
- On-campus internship is allowed if face-to-face conduct is limited. Accordingly, an Endorsement Letter which states the expected learning competencies, and the roles and responsibilities of the student-intern and the Training Supervisor shall be required instead of a Memorandum of Agreement (MOA).

The University, through the College, shall conduct a pre-internship orientation/training to the students as a pre-requisite to their deployment to internship sites. The orientation shall include discussion about work environment issues, proper work ethics, and laws against sexual harassment.

- Internship duration prescribed in the curriculum shall be observed.

VII. PROCEDURES

A. Before Internship

- Students shall select, from the list to be provided by the Internship Adviser, establishment where they intend to conduct their internship.

If there is already an existing MOA between the University and the prospective HTE, an Endorsement Letter from the Internship Adviser for the identified HTE shall be sufficient for the student to undergo internship without the need of executing another MOA. This Endorsement Letter shall be sent by the Internship Adviser to the prospective HTE physically or by sending an electronic copy.

- Students planning to take the internship in establishments without an existing MOA shall be guided by the Internship Adviser on the process of executing a MOA between PUP and the prospective HTE.
- ✓ The Internship Adviser shall provide a copy of the PUP MOA template (downloadable at <https://www.pup.edu.ph/downloads/students/>) to the prospective HTE for review.

The HTE shall review the proposed PUP MOA to consider applicable terms and conditions and incorporate other terms deemed appropriate. They may also submit their proposed MOA.

- ✓ Proposed PUP/HTE MOA shall be submitted by the OJT Coordinator, together with an endorsement letter with corresponding tracking number (CTS), to the University Legal Counsel Office (ULCO) for review and approval. Submission maybe done by physically transmitting the document to the ULCO or by sending an electronic copy to legal@pup.edu.ph.

This proposed MOA to be submitted to the ULCO must be accompanied with a photocopy of the HTE's Certificate of Registration [SEC Registration for Corporations and Partnerships or DTI Permit for Sole Proprietorships].

- ✓ Disapproved proposed MOA shall be returned to the OJT Coordinator for revision considering ULCO's recommendations, in consultation with the HTE.
- ✓ Once the MOA under review is approved, the PUP ULCO administrative staff shall (a) prepare the endorsement to the concerned Vice President; (b) register the reviewed MOA in the logbook; (c) release the MOA via email; and (d) inform the concerned College/Branch/Satellite Campus to reproduce the MOA and its supporting documents, if any, in eight (8) copies, and the Internship Agreement in three (3) copies.
- ✓ The College/Branch/Satellite Campus shall acknowledge receipt of the reviewed MOA via e-mail and have this MOA signed by the representatives of the concerned parties.
- ✓ The College/Branch/Satellite Campus shall submit to the ULCO the required documents in eight (8) copies and the Internship Agreement in three (3) copies.
- ✓ The ULCO Administrative Staff shall receive the said copies of MOA and Internship Agreement and stamp them with dry seal.
- ✓ The College/Branch/Satellite Campus shall receive from the PUP ULCO the dry sealed documents and have them notarized.
- ✓ The College/Branch/Satellite Campus shall return to the PUP ULCO a copy of notarized MOA and its supporting documents stamped with "Copy for: Legal".
- ✓ The College/Branch/Satellite Campus shall distribute other copies of the notarized MOA to the HTE, ARCDO, OP, OVPA/OVPBSC, UBS, and Student-Intern.

- Those who intend to take the Student Internship Abroad Program (SIAP) must undergo the following:

- ✓ **Initial Evaluation**

Applicants are subject to screening by the Chairperson, Guidance Counselor, and College Dean or Branch/Satellite Campus Director. The following documents must be submitted by the student-intern to the Internship Adviser.

- Copy of Valid Passport
 - Copy of Resume (as required by the HTE)
 - Copy of Certificate of Good Moral Character
 - Copy of Report of Grades or Transcript of Record
 - Copy of Notarized Letter/Waiver or Consent Form
 - Recommendation Letter signed by the College Dean or Branch/Satellite Campus Director
- Other requirements as may be required by the THE



✓ **Preliminary Interview**

Applicants who pass the initial evaluation shall be contacted by the Internship Adviser for a preliminary interview by the Chairperson/Academic Head. The preliminary interview announcement and information will be posted and distributed to the colleges/branches/satellite campuses involved. The names and documents of those who passed the preliminary interview shall be sent to HTE for evaluation.

Applicants who pass the preliminary interview shall be scheduled for an interview with the HTE.

Once selected, qualified applicants will be scheduled by the Local Partner Agency for Visa Interview and Medical Examination.

After the Partner Agencies have processed the selected trainee's application, Alumni Relations and Career Development Office (ARCDO) shall conduct a pre-departure seminar or meeting with the student-interns and their parents.

Ten (10) days before departure or deployment, the following documents must be submitted by the students to the Internship Adviser for the issuance of the Related Learning Experience (RLE) Journal, as well as a copy of air ticket, and if applicable:

- program of study,
- copy of registration or enrolment form with enrolled courses,
- letter of indemnity or training waiver, and
- resume or curriculum vitae.

Other procedures in securing internship abroad stipulated in CHED Memorandum No. 22, Series of 2013 shall be undertaken.

B. During Internship

- Student-intern shall attend the orientation to be conducted by the College/Branch/Satellite Campus and the orientation by the HTE.
- Student-intern shall religiously attend both the internship class conducted by the internship adviser and the HTE's immersion sessions conducted by the Training Supervisor.
- Student-intern shall periodically submit daily accomplishment report to his/her internship adviser.
- Student-intern shall assist the internship adviser in coordinating visit to the HTE.
- Student-intern shall report to the internship adviser any condition that is detrimental to his/her training. He/she may be transferred to another HTE if the working station is not conducive to the attainment of the internship objectives as assessed by the internship adviser.
- Student-intern shall regularly update his/her daily Related Learning Experience (RLE) journal of activities using the prescribed standard forms/instructional manuals.

C. After Internship

- Students shall submit a portfolio at the end of his/her training which includes the following:
 - ✓ Notarized Memorandum of Agreement (MOA),
 - ✓ Endorsement Letter,
 - ✓ Internship Agreement,
 - ✓ Consent Form,
 - ✓ Comprehensive Resume/Profile,
 - ✓ Daily Attendance Report (DTR) Duly Signed by the Training Supervisor,
 - ✓ Weekly Accomplishment/Progress Report/Learning Diary,
 - ✓ Professional Readings (optional),
 - ✓ Certificates from Networking and Linkages participation such as local/national/international webinars/trainings/conferences (optional),
 - ✓ Evaluation Forms Accomplished by the Employer/Training Supervisor,
 - ✓ Evaluation Form Accomplished by the Student-Intern (Student-Intern Evaluation of the Training Provided by the HTE),
 - ✓ Internship Experience Summary Report (overall review and analysis of internship experience in narrative form),
 - ✓ Photo Documentation of the Actual Training/Output, and
 - ✓ Certificate of Completion issued by the HTE.
- Students shall attend the internship culminating activity to be organized by the college/branch/satellite campus and which shall also be attended by representatives from the HTE.
- Students shall evaluate the HTE where they spent their training.

VIII. ROLES AND RESPONSIBILITIES OF INVOLVED INDIVIDUALS AND UNITS

A. Internship Adviser

- Coordinates with the ULCO and ARCO for the updated list of establishments with existing notarized MOA
- Identifies suitable Host Training Establishments (HTEs)
- Coordinates with the existing HTEs
- Assists in the processing of the Endorsement Letter/MOA/Internship Agreement between PUP and the prospective HTE
- Ensures that all student-interns have HTEs for internship
- Establishes monitoring tools such as Messenger, MS Teams, Slack, and the like where all student-interns, HTE representatives, and OJT coordinator may participate
- Schedules internship visit to ensure that HTE is safe and conducive
- Checks the compliance of student-interns on the submission of required documents: notarized MOA, notarized waiver, certificate of insurance
- Conducts weekly meetings with the internship class for consultation, coaching, and counseling
- Monitors students' performance as reflected in their Related Learning Experience (RLE) journal/diary, and feedback from on-site training supervisor

- Evaluates the student-intern's submitted requirements
- Submits the database of records of the HTE containing the following information to the OJT Coordinator:
 - ✓ Copy of the Notarized MOA
 - ✓ Copy of the Endorsement Letter/Internship Agreement/Acceptance Letter and Consent Form
 - ✓ Internship Plan as required by CHED (if applicable)
 - ✓ Training Plan of the HTE (if necessary)
 - ✓ Report of Absorbed Interns in the HTE or Status of Compliance of the Intern
 - ✓ Compilation of the Feedback of the HTE to the Internship Program
 - ✓ Compilation of Student-Intern Evaluation of the Training Provided by the HTE
- Ensures that all concerned HTEs have a copy of notarized MOA

B. OJT Coordinator

- Submits to ARCDO the consolidated database of records of the HTE containing the following information:
 - ✓ Name of the HTE
 - ✓ Nature of the HTE (private or public)
 - ✓ Category/Industry of the HTE
 - ✓ Contact information (name of focal person, address, contact number, and email address) of the HTE
- Submits to ARCDO a compilation of the following:
 - ✓ Soft Copy of the Notarized MOA
 - ✓ Soft Copy of the Endorsement Letter/Internship Agreement/Acceptance Letter and Consent Form
 - ✓ Soft Copy of the Internship Plan as required by CHED (if applicable)
 - ✓ Soft Copy of the Training Plan of the HTE (if necessary)
 - ✓ Soft Copy of the Report of Absorbed Interns in the HTE or Status of Compliance of the Intern
 - ✓ Soft Copy of the Compilation of the Feedback of the HTE to the Internship Program
 - ✓ Compilation of Student-Intern Evaluation of the Training Provided by the HTE
- Coordinates with the Alumni Relations and Career Development Office Career Center the preparation of the required reports and documentation
- Helps ARCDO and the College to scout for prospective HTEs that may accommodate internship
- Conducts an orientation with the Student-Interns, Internship Adviser, and HTE Supervisor/Representative on the nature and scope of the internship course
- Prepares and provides materials for the Internship Orientation
- Attends all meetings relevant to internship course
- Assists in the conduct of a culminating activity to further improve the Internship program and ensure immediate resolution of student-intern's concerns, if there is, as well as provide an opportunity to evaluate the internship program

- Creates a committee that will conduct performance review, monitoring, and evaluation after each internship program

C. Student-Intern

- Enters into an internship agreement with the participating HTE
- Signs all the required documents necessary for his/her participation in the internship program
- Complies with the provisions of the agreement including the rules and regulations of the university, HTE, and CHED at all times
- Undergoes the required orientation conducted by the university and the HTE
- Reports for internship in the HTE based on the agreed schedule
- Performs tasks and activities indicated in the internship plan
- Maintains confidentiality, when and where appropriate, during and after the internship period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential
- Adheres to the existing rules and regulations of the HTE including the proper use of tools, instruments, machines, and equipment
- Submits reports and requirements on time
- Completes the agreed duration of internship. In case he/she will be unable to finish his/her internship within the designated period, he/she shall inform, in writing, the Internship Adviser and the Training Supervisor of his/her intent and reasons to prematurely end his/her internship at least three (3) working days before his/her last day of internship.
- Evaluates the training provided by the HTE using the prescribed evaluation instrument

D. Parents/Guardians

- Signs the internship agreement and consent form required by PUP in compliance with the CHED Guidelines as a manifestation of approval or consent to the internship for their child

E. Host Training Establishment (HTE)

- Designs and implements internship plan in partnership with the concerned College/Branch/Satellite Campus
- Orients the student-intern on the standard rules and regulations of its establishment
- Provides a conducive working environment where student-intern can acquire actual day-to-day processes of the HTE
- Provides practical training or work experience in accordance with agreed internship plan and schedule of activities
- Assigns a qualified training supervisor responsible for the implementation of all phases of the internship



- Monitors and evaluates the progress and performance of the student-intern throughout the duration of his/her internship
- Ensures that students are rendering the training hours within the regular working hours
- Issues certificate of completion for the student-intern not later than two weeks after the completion of interhsip

F. Training Supervisor

- Assigns tasks relevant and aligned to the discipline/field of specialization of the student-intern
- Evaluates the performance of the student-intern using the university prescribed instrument
- Coordinates with the Internship Adviser regarding the status and progress of the student-intern

G. Department Chairperson/Academic Head

- Monitors the status of document compliance and progress of the internship program
- Evaluates and verifies the qualification of the student-interns for deployment to HTEs
- Monitors and evaluates the teaching performance of the internship advisers

H. College Dean/Branch or Satellite Campus Director

- Supervises the implementation of the Internship Program and assists the OJT Coordinator to carry out their functions
- Supports the conduct of Pre-Departure Seminar (PDS) to SIAP participants and parents
- Assists in the conduct of interviews and data assessments of students for international internship placement
- Reviews the proposed PUP MOA submitted by the internship adviser, and follow up if necessary
- Signs as witness the approved PUP MOA to be forwarded to the Office of the Vice President for Academic Affairs (OVPA) / Office of the Vice President for Branches and Satellite Campuses (OVPBSC)

I. University Legal Counsel Office (ULCO)

- Reviews the forwarded proposed PUP MOA/Internship Agreement by OJT Coordinator of the College/Branch/Campus
- Provides copies of the approved PUP Memorandum of Agreement (MOA) with validity period to ARCD and Dean of the College/Branch/Satellite Campus Director

J. Alumni Relations and Career Development Office

- Scouts for prospective HTEs that may accommodate internship

- Serves as central database keeper of the record or repository of all documents pertaining to local and foreign HTEs of the University and student-interns for tracking and cross-referencing
- Maintains the databank of training supervisors' evaluation of student-intern performance and of the student-interns' evaluation on the training provided by the HTE
- Conducts regular consultation meetings with the OJT Coordinators for updates on program implementation and others
- Coordinates with the OJT Coordinators on the program implementation of Career Development Program for the University

The roles and responsibilities of the individuals and units (HEI, FHE, Student-Intern, Parent/Guardian/Spouse, CHED) involved in the conduct of SIAP stipulated in CHED Memorandum Order No. 22, Series of 2013 shall be performed.

IX. MONITORING AND EVALUATION OF INTERNSHIP

- Monitoring and evaluation shall be done by the Internship Adviser. He/she shall be responsible for all visits to the HTEs and coordination with the Training Supervisor.
- Internship Adviser must have visited at least 30% (for face-to-face delivery mode) or 75% (for online/virtual) of the students deployed in various HTEs. Virtual tour may be conducted in monitoring trainings held especially in food technology facilities.
- In addition to HTE visitations, the adviser may use other communication media such as email, social media messaging, telephone, and the like, to gather feedback from the workplace/workstations of the student-interns.
- The Chairperson/Academic Head shall monitor the compliance of the Internship Advisers with regard to their the visitation requirements. Proof of visits shall be submitted by the Internship Adviser to the respective Chairperson/Academic Head. The latter shall consolidate and submit the reports, noted by the Dean/Director, to the OJT Coordinator for reference.
- The following should be noted as forms of monitoring and evaluation:

✓ **Weekly Related Learning Experience (RLE) Journal/Report**

All student-interns are required to make a Related Learning Experience (RLE) journal/diary of their daily activities in their HTE. This RLE journal/diary must be submitted to their respective Internship Adviser on a weekly basis. Details of the RLE journal/diary shall include the following:

- Nature and the duration of the activity performed,
- Name/number of the co-workers/teammates of the student-intern in the activity,
- Output/contribution of the student-intern in the activity,
- Evaluation of the Training Supervisor to the quality/quantity of the output delivered by the student-intern, and
- Other noteworthy activities, outputs or events in the HTE.

✓ **Training Supervisor Evaluation**

The Training Supervisor shall evaluate the student-intern at the end of the training using the University prescribed evaluation form. He/She shall discuss

with the student-intern the ratings he/she gave as well as his/her observations and suggestions.

✓ **Internship Adviser Evaluation**

The Internship Adviser shall be responsible for evaluating the ‘fitness’ of the student to apply for Internship based on the medical and psychological test results. The adviser shall also be responsible for assessing the performance of the student-interns through the meticulous inspection of daily attendance (time in-time out), weekly RLE journal/report, and the visits.

✓ **Student-Intern Evaluation of the Host Training Establishment (HTE) and of the Training Supervisor**

The student-intern shall evaluate the HTE at the end of the training to provide the University a feedback on the readiness and capability of the HTE to accept and train student-interns. Evaluation of the student-interns shall be submitted to the Internship Adviser for consolidation and evaluation.

✓ **Culminating Activity**

Colleges/branches/satellite campuses offering Internship courses shall conduct a culminating activity at the end of each implementation. HTE representatives shall be invited to have a meaningful exchange at the conclusion of the training cycle. The activity can be a venue for the recognition of outstanding student-interns and HTEs.

X. GRADING SYSTEM

Student-intern shall be graded as follows:

Class Standing (attendance, activities, quizzes)	30%
Portfolio	30%
Final Supervisor Evaluation	40%
Total	100%

XI. EFFECTIVITY

This set of guidelines shall take effect on mid-year (summer) term 2022.

APPENDICES:

- Memorandum of Agreement Template
- Internship Agreement Form
- Consent Form
- Evaluation Instrument for Student-Intern
- Evaluation Instrument for Practice Teacher (Face-to-Face and Online)
- Evaluation Instrument for the Training Supervisor
- Evaluation Instrument for Cooperating Teacher
- Evaluation Instrument for the Host Training Establishment

References: CMO No. 22, Series of 2013 and CMO No. 104, Series of 2017

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