



## INTERN'S FINAL GRADING SHEET

INTERN'S NAME  
COMPANY ASSIGNMENT

CURRENT INTERNSHIP: AY      Trimester

COMPONENTS	WEIGHT	GRADE
Average Evaluation of Supervisors	50%	
Rating given by Evaluator 1		
Rating given by Evaluator 2		
Rating given by Evaluator 3		
Evaluation of Faculty Adviser		
Professionalism	15%	
Written reports and Attendance in Meetings	15%	
Campus Activities	10%	
Culminating activity presentation	10%	
TOTAL	100%	

Faculty Adviser's Signature over Printed Name/Date Signed



## EXCELLENCE STANDARDS

Professionalism. The student intern is expected to conduct him/herself with utmost professionalism. This starts from the period of recruitment, from submission of resumes, through corporate interviews and testing, all through the end of the internship program. It involves employing excellent work ethics with emphasis on maintaining strict confidentiality. It also includes attitudes and values of interns towards DLSU administrators and advisers, corporate officials and employees, as well as co-interns. This is equal to 15% of the course grade.

Submission of reports and attendance in regular meetings. The student intern must promptly submit the required internship documents to the Internship Coordinator. These documents include the Student Information Sheet (ACM-F003), Code of Professional Conduct (ACM-F004); Parent's Clearance and Waiver Form (ACM-F006); Internship Information Sheet (ACM-F008); Contract with Partner Company (ACM-F009); Confidentiality Agreement (ACM-F010); Competency Checklist (ACM-F015). Moreover, the student intern must submit monthly reports (ACM-F011) and supervisor's monthly and final evaluation sheets (ACM-F012 and F013) as well as the final report and culminating presentation, following the prescribed format, to his/her adviser. A soft copy of the report and presentation is submitted to the Internship Coordinator through the internship adviser is sufficient, while hardcopies to the adviser is upon the adviser's discretion. Finally, student interns must attend the regular meetings set by the adviser. This is equal to 15% of the course grade.

Campus activity. ACM interns must attend all campus activities arranged by the Management and Organization Department through the Business Management Society specifically for ACM interns, including but not limited to the ACM General Assembly. These campus activities are meant to enhance the ACM interns' skills and capabilities and are used also as a venue to bring ACM interns together. These campus activities are usually held one Saturday each calendar month at the University premises. All ACM interns must be present during the designated date of campus activity. It is a requirement of the program. Only ACM interns who are assigned to important company activities during that day are excused from the campus activity. The ACM intern must submit to his/her adviser, a certification from the company representative explaining the ACM intern's need to be present in the company versus campus activity. This comprises 10% of the course grade.

Culminating activity. ACM interns must be present during the designated date of culminating activity. It is a strict requirement of the program. **Failure to present during the culminating activity will merit a failing grade, regardless of the evaluation provided by the supervisor.** It will be equal to 10% of the course grade.