



Physics Department

(cf. CHED Memorandum Order No. 104)

PRCPHYS (Practicum for Physics Students) is an internship program meant to provide Physics undergraduate students with an opportunity to complement their formal learning with practical knowledge, skills, and desirable attitudes and to gain hands-on experience in recognized host training establishments.

General Objectives

- Establish harmonious collaboration/linkages between De La Salle University (DLSU) and the Host Training Establishments (HTEs) for the effective implementation of the program to support the educational environment of the student interns; and
- Train student interns under actual workplace conditions.

Specific Objectives

- Provide students enrolled in PRCPHYS with opportunities to apply relevant knowledge and skills acquired from formal education to actual work setting provided by reputable HTEs in our country;
- Enhance the knowledge and skill acquired in formal education of student interns through employer-based training, in order for them to become more responsive to the future demands of the labor market;
- Develop the life skills of the student interns, including those relevant to the values of professionalism and work appreciation. The student interns are expected to acquire soft skills necessary to address the demand of the employers such as communication skills, interpersonal skills, financial literacy, etc; and
- Acquire a professional work ethic in the course of the internship.

Requirements, Obligations and/or Responsibilities

1. Student Intern

Requirements

- Must be enrolled in PRCPHYS;
- Must be at least eighteen (18) years of age from the start of the internship period;
- Pass pre-internship requirements as specified in the internship plan;
- Submit a Medical Certificate indicating that he or she is in good health and emotionally fit. The medical certificate shall be based on a physical and psychological examination conducted, or certified by the Department of Health (DOH) accredited clinics and hospitals. He or she must also submit other related medical examination requirements by HTE if any; and
- Have a notarized written consent from his or her parents or legal guardian. No waiver is allowed.

Obligations/Responsibilities:

- Enter into an internship contract and/or agreement with the participating HTE ([Internship Memorandum of Agreement between Student and Company](#));



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- Sign all the required documents necessary for his or her participation in the internship program, including the acceptance letter, internship contract and/or agreement;
- Comply with the provisions of the contract and/or agreement including the rules and regulations of DLSU, HTE, and CHED at all times;
- Undergo the required orientation/internship program conducted by DLSU and HTE;
- Report for internship in the HTE based on the schedule indicated in the internship contract and/or agreement;
- Perform tasks and activities indicated in the [Internship Plan](#);
- Maintain 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;
- Adhere to the existing rules and regulations of the HTE including the proper use of tools, instruments, machines, and equipment;
- Submit a journal of the internship as required by the HTE reflecting on the approved internship plan, his or her experiences describing the internship activities, any problem/s encountered, and his or her reflections on the internship experience to the PRCPHYS coordinator/adviser;
- Complete the agreed duration (minimum of 120 hours) of his or her internship; In case the student intern will be unable to finish his or her internship within the designated period, he or she shall inform the PRCPHYS coordinator/adviser in writing of his or her intent and reasons to prematurely end his internship, at least three (3) working days before his last day of internship. Failure to complete the internship program without valid cause disqualifies the student intern from retaking the program with the concerned HTE; and
- Report to the PRCPHYS coordinator/adviser for an exit assessment after the completion of the internship period.

Status

- The student intern shall be considered as an intern and not as an employee of the HTE for the duration of the internship; and
- In case of working student, he or she shall be allowed to earn credits for internship upon evaluation and assessment of his or her particular assignment/task during the internship period, by the HEI.

2. Host Training Establishments

Requirements

- Has been duly authorized HTE by the appropriate government entity/ies, i.e. Local Government Unit (LGU), Securities and Exchange Commission (SEC) and Department of Trade and Industry (DTI);
- Capable of providing the appropriate internship program, and has the capacity to co-develop, along with DLSU, and follow an internship plan to be undergone by the student intern in the HTE;
- Has the capacity to mentor, provide and facilitate the provision of technical training to student intern;



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- Has the capacity to monitor and submit reports to the PRCPHYS coordinator/adviser; and
- Follow the evaluation system of student performance provided by DLSU.

Obligations/Responsibilities

- Designs and implements the internship plan in partnership with DLSU;
- Encourages student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;
- Assigns a point/focal person responsible for the implementation of all phases of the internship;
- Orients the student intern on the standard rules and regulations of their establishment before signing of the contract;
- Enters into an internship contract/agreement with DLSU and the student intern ([Internship Memorandum of Agreement between DLSU and Company](#));
- Facilitates the processing of the documents of the student intern in coordination with DLSU;
- Provides practical training or work experience in accordance with agreed internship plan and schedule of activities;
- May provide necessary incentives to the student interns as contained in the MOA, such as free duty meals, travel allowance and uniform, if applicable;
- Ensures that student interns do not perform the tasks and duties of a regular position in HTEs;
- Provides supervised applied learning experience for student interns in accordance with agreed Internship Plan and schedule of activities;
- Develops feedback mechanism to the student intern;
- Develops feedback mechanism to DLSU of the overall implementation of the internship and the student performance;
- Provides monitoring and evaluation reports or other information on the student intern's performance as may be required by DLSU; Make available, accurate and current records and provide access to DLSU of such records while on internship;
- Notifies and provides at least 30 working days written notice to DLSU of a student intern's breach of contract or misconduct in the internship premises prior to HTE's decision to suspend or terminate the contract; and
- Issues certificates of completion for the student interns not later than two weeks after the completion of the internship.

Monitoring and Evaluation

The monitoring and evaluation of the performance of the student interns shall be done by both DLSU and HTE. The PRCPHYS coordinator/adviser, as well as the dean of the College of Science, should use standard procedures, instruments, and methodologies, such as oral and written observations, monthly reports, and interviews or conferences to the students, to monitor and evaluate the student interns.



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At the end of the internship period, the HTE shall transmit within ten (10) to fifteen (15) working days to DLSU the following documents:

- Certificate of completion;
- Duly accomplished evaluation sheet; and
- Other pertinent reports, information, and/or documents which may be included for purposes of describing student intern performances.

The PRCPHYS coordinator/adviser's report including the HTE evaluation report will be the basis of the student intern's final grade.

A student intern whose contract was terminated before the end of the stipulated period for other causes shall be given a final grade on the basis of the school's grading system, and after considering the circumstances surrounding such termination.