

ANNEX "A"*(to the INSTITUTIONAL and STUDENT OJT-MOA)***INTERNSHIP PLAN****I. INTRODUCTION**

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(Optional intro per-department that shall highlight the principles behind the internship program)

Throughout the effectivity of Internship Program, the Student-Interns shall be assigned to specific or varied areas and venues under the supervision of the Host Training Establishment (HTE) or through an online or work-from-home arrangement. The Student-Interns shall be given actual work experience in the HTE's operations and functions that will cover _____, _____, and _____ or other similar fields.

II. GOALS/OBJECTIVES

The exposure to the different work situations is provided to enable the student intern experience and observe the practical application of theories learned in the school.

At the end of the internship program, the Student-Intern should be able to:

1. Identify key positions in the industry and related operations to their corresponding tasks and responsibilities;
2. Define the standard operational procedure in each of the department assigned;
3. Identify and operate the equipment, facilities, and lay-out design in each of the department assigned (for actual OJT programs);
4. Perform required skills and techniques necessary in the execution of operational procedures of the assigned tasks in accordance with existing workplace, health, and safety standards; and
5. Analyze and evaluate operational procedure in each assigned task and recommend any appropriate course of action to be taken to improve procedures.

6.

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(other specific tasks/skills related to the degree/college or required by the HTE)

III. REQUIREMENTS OF THE PROGRAM

A. Documentary Requirements

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B. Orientation and Briefing

After the application period, orientation and pre-internship seminars shall be organized by DLSU. Training expectations, guidelines, rules and regulations, course requirements shall be discussed and explained to the Student-Interns through or in addition to an open forum that shall provide a venue for clarification on certain issues. Speakers from the HTE may be invited to share their insights, expectations and experiences to be able to guide the Student-Interns with regard to the work and experience that entails in the internship with their Company/Institution.

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(Other details specific to the objectives of the college/department)

C. Internship Contract

A Memorandum of Agreement regarding the internship of DLSU Students shall be executed between DLSU and the HTE; and a separate Memorandum of Agreement regarding the particular Student's internship shall be executed between the HTE and the Student-Intern. These agreements shall identify each party's roles and responsibilities regarding the internship program.

D. Performance

The culmination of the internship program is the evaluation of the student intern performance. The evaluation should at least contain the following:

1. Name of the Student-Intern;
2. Name of the Company/Institution;
3. Internship Period;

Department/Task	Period	Outcome	Rating	Signature of Supervisor

(Other details specific to the objectives of the college/department)

E. Certification

A *Certificate of Completion* shall be issued by the HTE to the Student-Intern after the completion of the designated number of internship hours. The certification shall at least bear the company/institution's seal, the student-intern's name and special designation (if any), and signed by the HTE's authorized representative.

(Optional additional terms and specific details for the internship plan)

IN WITNESS WHEREOF, the parties have signed this Internship Plan on _____ 20____, at _____, Philippines.
(MONTH)

(COMPANY NAME)

By:

AUTHORIZED REPRESENTATIVE

(POSITION/DESIGNATION)

COLLEGE OF _____,
DE LA SALLE UNIVERSITY

By:

AUTHORIZED REPRESENTATIVE

(POSITION/DESIGNATION)

Signed in the presence of:

Company/Institution
Internship Supervisor
(signature above printed name)

DLSU Internship
Coordinator
(signature above printed name)