

UNIVERSITY OF THE PHILIPPINES
DILIMAN QUEZON CITY

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OFFICE OF THE CHANCELLOR

24 April 2018

MEMORANDUM NO. MLT-18-126

TO : Deans, Directors, Unit Heads

SUBJECT : Guidelines on Practicum or Internship Program in the
Philippines
(UPD Academic Field Activity Type 1A)

Please find attached "Guidelines on Practicum or Internship Program in the Philippines (UPD Academic Field Activity Type 1A)" by the Office of the Vice Chancellor for Academic Affairs as consolidated by the Office of Field Activities (OFA) Diliman, in relation to CHED Memo No. 104, Series of 2017 or "Revised Guidelines for Student Internship Program in the Philippines for All Programs"

This is also to remind everyone to exercise due diligence in the conduct of any academic field activity especially outside the University campus.

For questions and clarifications on University policies related to academic field activities, please contact the Office of Field Activities (OFA) Diliman at local 2059 or email ofadiliman@up.edu.ph.

For compliance of all concerned.


MICHAEL L. TAN, Ph.D
Chancellor

Attached: a/s

Guidelines on Practicum or Internship Program in the Philippines (UPD Academic Type 1A)

The University recognizes that academic field activities (AFAs) form an integral part in the delivery of **specific** courses and programs.¹

SCOPE

These guidelines shall cover the following type of academic field activity:²

Type 1A: **Practicum or internship** that involves long-term deployment of students to a training establishment or entity as engaged by the college/unit.

GUIDELINES

Following are guidelines and minimum requirements for AFA Type 1A:

1. The practicum/internship must be clearly indicated in the course syllabus. It should be linked to the learning objectives of the course.
2. Students shall only be deployed to reputable host-training establishments (HTEs). Host Training Establishments (HTEs) are duly authorized and registered entities, institutions, or establishments in the Philippines by the Security Exchange Commission (SEC) or the Department of Trade and Industry (DTI) and with established system of training.
3. The duration of the internship program shall be up to a maximum of five (5) months in accordance with the approved curriculum except for highly technical programs that require longer internship hours. If the internship program will last for more than 5 months, the faculty-in-charge shall seek the approval of the Office of the Chancellor (OC) through the Office of the Vice Chancellor for Academic Affairs (OVCAA) – Office of Field Activities (OFA) Diliman.
4. The academic unit/department shall properly inform the students of the internship. Information dissemination shall be done through:
 - a. Enlistment. Prior to the enlistment of the subject, the department/institute shall indicate the phrase “WITH INTERNSHIP” under the CRS remarks section.
 - b. Orientation. Orientation in class within the period allowing Change of Matriculation shall be conducted by the faculty-in-charge to ensure all students are well-informed about the academic field activity. Protocols and important matters must be clearly discussed by the faculty-in-charge during orientation.
 - c. Pre-internship Seminar. Training expectations, guidelines, rules and regulations, course requirements shall be discussed during the pre-internship seminar. Speakers from HTEs may be invited to share their insights, expectations, and experiences.
5. There should be a **formal agreement** through a **Memorandum of Agreement (MOA)** or **Memorandum of Understanding (MOU)** with the HTE where the students are to be deployed. Clear protocols on monitoring and feedback, such as workload, duration of work, intellectual property rights, allowance, and compensation scheme (if any), shall be put in place. MOAs and MOUs are signed by the University Chancellor and a qualified representative of the HTE.

¹ In the preceding Memoranda (OVCAA-BMP 15-094, 15-094-A and 16-094B, and 17-094-C) we noted that academic field activities (AFAs) form an integral part in the delivery of **specific** courses and programs.

² For the purposes of the University, AFAs have been classified into Types 1A, 1B, 1C, 2A, 2B, 3A, 3B, 4A and 4C (see Memorandum No. OVCAA-BMP 17-094-C).

6. The college/academic unit/department shall assign a qualified internship coordinator or faculty-in-charge for the internship program. The faculty-in-charge must be familiar with the CHED and University policies and guidelines on internship.
7. Aside from MOA or MOU, an **internship contract/agreement** which includes an **internship plan** shall be prepared and approved both by the college/academic unit and the HTE. It contains the outlined goals and objectives, knowledge, skills, and competencies that the student intern should acquire in each training area, assignment, and schedule of activities, among others.
8. The faculty-in-charge shall secure a **notarized written consent** from the parent or legal guardian of every student as well as proper permissions by Head of Unit and partner HTE prior to the practicum/internship. The written consent is a document of acknowledgement that the parent or legal guardian understands the benefits, relevance to the course and/or degree program, and risks associated with the academic field activity. CHED requires a notarized written consent as part of the student intern's requirements as stated in the **Revised Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs** (CHED Memorandum Order No. 104, Series of 2017).
9. The faculty-in-charge shall inform the Dean or the Head of the Unit of the specific details of the internship program in writing prior to the deployment of the students. The conduct of the internship program shall be approved on the Dean (or equivalent head) level. Request for permission to conduct internship/practicum, addressed to the Dean or Head of the Unit through channels, shall include the following: (**OVCAA OFA Form 04**)
 - a. partner host training establishments
 - b. HTE address
 - c. contact details of the HTE supervisor
 - d. name of student interns
 - e. degree program of student interns
10. Students participating in internship program must be physically and mentally fit. A medical certification must be provided by a duly licensed medical doctor. The student may seek consultation at the UPD Health Service and/or Office of Counseling and Guidance.
11. The faculty-in-charge shall keep on file the contact details of the student, HTE supervisor, parent, legal guardian, or person-to-notify of every student. The faculty-in-charge must maintain frequent communication with the student and the HTE supervisor.
12. The faculty-in-charge shall see to it that the students are properly endorsed to their HTEs. He/she should also conduct periodic monitoring of the students' progress in the practicum/internship.
13. In case of untoward incident in the field, "Financial Assistance for Student Contingencies" is provided to all qualified students by the University. Students may obtain additional insurance coverage. For details of the "Financial Assistance for Student Contingencies", the faculty-in-charge may coordinate with Office of Scholarships and Student Services (OSSS).
14. With due diligence by all parties, the internship program is expected to achieve the learning objectives without any untoward incident that harms the safety or security of a person or results in damage or loss of property. In the unlikely event that any untoward incident takes place during the practicum/internship, the student or the HTE supervisor shall notify the faculty-in-charge as soon as possible. The faculty-in-charge shall strictly follow the protocol stipulated in the **Field Incident Reporting Guidelines** (Memorandum No. OVCAA-BMP 15-095). The faculty-in-charge shall immediately inform the Director of the Office of Field Activities Diliman of any incident in the field.
15. To ensure a transparent and accountable Student Internship Program, a Grievance Committee shall be constituted by the Office of the Chancellor. The Grievance Committee is empowered to handle and review any complaints or grievances from college/academic unit, HTE, student intern, and other stakeholders. The Grievance Committee shall have the initial responsibility of settling differences in any cases of violation of the training agreement or upon filing of a complaint by an aggrieved party. The OVCAA Office of Field Activities shall serve as a member secretariat of the Grievance Committee.
16. After the practicum/internship, the faculty-in-charge shall submit a semestral report on the implementation of the internship program on the number of student interns per program, their issues and concerns and actions to be taken to address the issues among others duly certified by the Department Head or Institute Director and endorsed by the College

Dean or equivalent head (**OVCAA OFA Form 05 and OVCAA OFA Form 06**). The reports shall be submitted to OVCAA Office of Field Activities Diliman. The faculty-in-charge shall also hold a debriefing session to the students.

17. Failure to comply with these guidelines will be subject to applicable administrative sanctions as determined by the University.

Enclosed:

1. Internship Request Form (OVCAA OFA Form No. 04)
2. Semestral Report in the Implementation of Student Internship Program (OVCAA OFA Form No. 05)
3. List of Host Training Establishments (HTEs) and Student Interns Participating in the Student Internship Program (OVCAA OFA Form No. 06)
4. Internship Contract/Agreement Sample
5. Parental/Legal Guardian Written Consent Template

University of the Philippines Diliman
Office of the Vice-Chancellor for Academic Affairs

**REQUIREMENTS, OBLIGATIONS AND/OR RESPONSIBILITIES OF THE PARTIES
INVOLVED IN THE STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES
ADAPTED FROM CHED MEMO NO. 104, Series of 2017**

(Revised Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs)

1. College/Academic Unit

1.1. Requirements

- 1.1.1 The college/academic unit must have a pool of reputable HTEs; and
- 1.1.2 In collaboration with the duly selected HTE, the college/academic unit must develop an internship plan for the student intern specifying goals and objectives.

1.2. Obligations/Responsibilities

1.1.3 Planning/Engaging/Orientation

- a. Assume full responsibility over the students during their internship in the Philippines;
- b. Formulate mechanisms on selection, placement, monitoring, and assessment of student interns;
- c. Select the HTEs and ensure acceptability of internship plan and internship venues in order to protect student intern interest;
- d. Develop in collaboration with the duly selected HTE an internship plan for the student intern specifying goals and objectives;
- e. Ensure that the student intern will acquire actual and relevant competencies in each learning area, assignments, and schedule of activities. The internship plan shall be part of the internship contract signed by the student intern;
- f. Execute the duly notarized Memorandum of Agreement (MOA) with HTE;
- g. Assign a faculty-in-charge for the student internship programs; and
- h. Conduct pre-internship orientation/training to student interns, as a prerequisite to their deployment to internship venues, on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment.

1.1.4 Monitoring and Evaluation

- a. Safeguard student interns undergoing internship from harassment, exploitation, deplorable training conditions and such other conditions that contravene or defeat the purpose of internship;
- b. Take appropriate action on any complaint against the student intern in accordance with the college/academic unit's policies;
- c. Conduct initial and regular visit/inspection of their HTE to ensure safety of student interns;
- d. Monitor and evaluate performance of the student intern jointly with the HTE based on the prescribed internship plan;
- e. Monitor the student intern and attend to his/her needs and concerns by coordinating with HTE, OVCAA, OFA Diliman, and other concerned University authorities if necessary;
- f. Conduct monitoring and evaluation of the HTE to gauge the overall performance of HTE and provide feedback mechanism;
- g. Conduct a post training review and evaluation of the program and the performance as well as with the partner HTE;
- h. Evaluate and assess related prior training experience and provide credits for internship, when applicable; and

- i. Issue a final grade to the student intern upon completion of requirements within the prescribed period in accordance with the college/academic unit's regulations on grading system and performance assessment of the HTE.

1.1.5 Reporting

Submit to OVCAA through OFA Diliman the following documents:

- A. Semestral report on the implementation of the internship program on the number of student interns per program, their issues and concerns and actions to be taken to address the issues among others to be signed by the Dean or the Head of the Unit;
- B. Copy of duly notarized MOA or training agreement; and
- C. List of partner HTEs and student interns duly certified by the Dean or the Head of the Unit to have completed internship.

2. Faculty-in-Charge

2.1. Requirements

- 2.1.1 Must have official designation by their respective Dean or Head of the Unit on the basis of the college/academic unit's qualification requirement.
- 2.1.2 Must be familiar with the CHED and University policies and guidelines on internship

2.2. Obligations/Responsibilities

- 2.2.1 Provide pre-internship orientation prior to deployment to internship venues including among others work ethics and anti-sexual harassment laws as pre-requirement;
- 2.2.2 Coordinate with the Dean or Head of the Unit for the purpose of the internship orientation
- 2.2.3 Inspect internship venues and sites;
- 2.2.4 Monitor and assess student interns periodically;
- 2.2.5 Coach or mentor student interns;
- 2.2.6 Consult and assist student interns in resolving problems/issues encountered; and
- 2.2.7 Validate the result of the internship of students per batch, at the end of the internship period.

3. Student Intern

3.1 Requirements

A student intern must:

- 3.1.1 Be officially enrolled in the University;
- 3.1.2 Be enrolled in an internship subject/course;
- 3.1.3 Be at least eighteen (18) years of age from the start of the internship period;
- 3.1.4 Pass pre-internship requirements as specified in the internship plan;
- 3.1.5 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 Department of Health (DOH) accredited clinics and hospitals. He or she must also submit any related medical requirements by HTE, if any; and
- 3.1.6 Have a notarized written consent from his or her parents or legal guardian. (No waiver is allowed.)

3.2 Obligations/Responsibilities

- 3.2.1 Enter into an internship contract and/or agreement with the participating HTE;
- 3.2.2 Sign all the required documents necessary for his or her participation in the internship program, including the acceptance letter, internship contract and/or agreement;

- 3.2.3 Comply with the provisions of the contract and/or agreement including the rules and regulations of the college/academic unit, HTE, and CHED at all times;
- 3.2.4 Undergo the required orientation/internship program conducted by the college/academic unit and HTE;
- 3.2.5 Report for internship in the HTE based on the schedule indicated in the internship contract and/or agreement;
- 3.2.6 Perform tasks and activities indicated in the internship plan;
- 3.2.7 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;
- 3.2.8 Adhere to the existing rules and regulations of the HTE including the proper use of tools, instruments, machines, and equipment;
- 3.2.9 Submit a journal of internship as required by 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 faculty-in-charge;
- 3.2.10 Complete the agreed duration 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 faculty-in-charge in writing of his or her intent and reasons to prematurely end his internship, at least three (3) working days before his or her 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
- 3.2.11 Report to the faculty-in-charge for an exit assessment after the completion of the internship period.

3.3 Status

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

4. Host Training Establishment (HTEs)

4.1 Requirements

- 4.1.1 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);
- 4.1.2 Capable of providing the appropriate internship program, and has the capacity to co-develop, along with the college/academic unit, and follow an internship plan to be undergone by the student intern in the HTE;
- 4.1.3 Has capacity to mentor, provide, and facilitate the provision of technical training to student intern;
- 4.1.4 Has the capacity to monitor and submit monthly reports to the faculty-in-charge, and to;
- 4.1.5 Follow the evaluation system of student performance provided by the college/academic unit.

4.2 Obligations/Responsibilities

- 4.2.1 Designs and implements the internship plan in partnership with the college/academic unit;
- 4.2.2 Encourages student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;
- 4.2.3 Assigns a point/focal person responsible for the implementation of all phases of the internship;

- 4.2.4 Orients the student intern on the standard rules and regulations of their establishment before signing of contract;
- 4.2.5 Enters into an internship contract/agreement with the student intern;
- 4.2.6 Facilitates the processing of the documents of the student intern in coordination with the college/academic unit;
- 4.2.7 Provides practical training or work experience in accordance with agreed internship plan and schedule of activities;
- 4.2.8 May provide necessary incentives to the student interns as contained in the MOA, such as free duty meals, travel allowance, and uniform, if applicable;
- 4.2.9 Ensures that student interns do not perform tasks and duties of regular position in HTEs;
- 4.2.10 Provides supervised applied learning experience for student interns in accordance with agreed Internship Plan and schedule of activities;
- 4.2.11 Develops feedback mechanism to the student intern;
- 4.2.12 Develops feedback mechanism to college/academic unit of the overall implementation of the internship and the student performance;
- 4.2.13 Provides monitoring and evaluation reports or other information on the student intern's performance as may be required by the college/academic unit;
- 4.2.14 Make available, accurate, and current records and provide access to college/academic unit of such records while on internship;
- 4.2.15 Notifies and provides at least 30 working days written notice to the college/academic unit of student intern's breach of contract or misconduct in the internship premises prior to the HTE's decision to suspend or terminate the contract; and
- 4.2.16 Issues certificates of completion for the student interns not later than two (2) weeks after the completion of internship.

5. Parent/Guardian

5.1. Obligations/Responsibilities

- 5.1.1 Issues and signs the written consent; and
- 5.1.2 Co-signs the internship contract and/or agreement to manifest approval to the internship of their child.

UNIVERSITY OF THE PHILIPPINES DILIMAN
Office of the Vice Chancellor for Academic Affairs
OFFICE OF FIELD ACTIVITIES DILIMAN

OVCAA OFA Form No. 04

**INTERNSHIP / PRACTICUM
REQUEST FORM**

Date: _____ College/Department: _____
Class/Course: _____ Class Section: _____

Number of students joining: _____

Name of Faculty-in-Charge	Email	Mobile

	Partner Host Training Establishments (HTEs)				Name of Student Interns	Degree Program
	Name	Address	Contact Person	Tel./Mobile		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

(You may use additional sheet)

Attachments:

1. Memorandum of Agreement (MOA)
2. Notarized Parental/Legal Guardian Written Consent
3. Internship Contract/Agreement (with Internship Plan)

Prepared by:

Signature over printed name of
Faculty-in-Charge

Endorsed by:

Signature over printed name of
Department Chair/Institute Director

Approved by:

Signature of printed name of College
Dean/Head of Unit

IMPORTANT: After approval of the Dean, please submit a copy of this form with Attachments to OVCAA Office of Field Activities Diliman at 4F DILC Building OR via email at ofadiliman@up.edu.ph with subject AFA Internship/Practicum [College] [Course Subject & Number] ex. AFA Internship/Practicum COE CE132 prior to the deployment date

University of the Philippines Diliman
Office of the Vice Chancellor for Academic
OFFICE OF FIELD ACTIVITIES DILIMAN

OVCAA OFA Form No. 05

Semestral Report in the Implementation of Student Internship Program in the Philippines

Term: [] First Semester [] Second Semester AY _____ [] Midyear _____

Academic Unit: _____
Address: _____
Degree Program: _____

ISSUES AND CONCERNS ENCOUNTERED	SOLUTIONS	RECOMMENDATIONS
<i>A. Planning</i>		
1.		
2.		
<i>B. Implementation</i>		
1.		
2.		
<i>C. Feedback/Evaluation</i>		
1.		
2.		

(use additional sheet as necessary)

Prepared by:

Certified Correct:

Signature over printed name of
Faculty-in-Charge

Signature of printed name of
Department Chair/Institute Director

IMPORTANT: After approval of the Department Chair/Institute Director, please submit a copy of this form with Attachments to OVCAA Office of Field Activities Diliman at 4F DILC Building OR via email at ofadiliman@up.edu.ph with subject AFA Internship/Practicum [College] [Course Subject & Number] ex. AFA Internship/Practicum COE CE132 after the internship program

University of the Philippines Diliman
Office of the Vice Chancellor for Academic
OFFICE OF FIELD ACTIVITIES DILIMAN

OVCAA OFA Form No. 06

Report on the List of Host Training Establishments (HTEs) and Student Interns Participating in the Student Internship Program in the Philippines

Term: [] First Semester [] Second Semester AY _____ [] Midyear _____

Academic Unit: _____
Address: _____

	PARTNER HOST TRAINING ESTABLISHMENTS (HTEs)	NAME OF STUDENT INTERNS	PROGRAM	GENDER	DATES OF DURATION OF THE INTERNSHIP
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

(use additional sheet as necessary)

Prepared by:

Certified Correct:

Signature over printed name of
Faculty-in-Charge

Signature of printed name of
Department Chair/Institute Director

IMPORTANT: After approval of the Department Chair/Institute Director, please submit a copy of this form with Attachments to OVCAA Office of Field Activities Diliman at 4F DILC Building OR via email at ofadiliman@up.edu.ph with subject AFA Internship/Practicum [College] [Course Subject & Number] ex. AFA Internship/Practicum COE CE132 after the internship program

(Adapted from CMO No. 104, Series of 2017)

INTERNSHIP CONTRACT/AGREEMENT (SAMPLE)

The Internship Contract/Agreement may include among others, the following provisions:

I. PURPOSE OF THE CONTRACT/AGREEMENT

This section states the big picture of why and how the parties came together and includes:

1. Name of parties involved
2. Goals and the development of specific skills
3. Brief description of the scope of agreement
4. Key contacts for each party involved

II. PERIOD

It covers the duration of the internship from the date started up to the last day of the contract. This segment identifies the effective date of the contract, its term (if there is one), and how the agreement can be modified or terminated.

III. DETAILED DESCRIPTION OF ROLES AND RESPONSIBILITIES

This section identifies the mutual and joint responsibilities (collaborative tasks) and the expected result of those joint efforts. In addition, it lists the specific roles and responsibilities of each entity in accordance with the provisions stipulated in the approved Memorandum of Agreement (MOA) entered into by and between the College/Academic Unit and Host Training Establishment (HTE) and the CHED guidelines on SIPP.

IV. PLACE OF ASSIGNMENT

This section clarifies the place of assignment at the particular HTE.

V. INTERNSHIP PLAN

This section contains the outlined goals and objectives, knowledge, skills, and competencies that the student intern should acquire in each training area, assignment, and schedule of activities, among others.

VI. COMPENSATION AND BENEFITS

Under this section, the following provisions may be included among others:

1. Allowance
2. Lodging

3. Duty Meals
4. Uniform
5. Insurance
6. Working Hours
7. Days Off

VII. CONFIDENTIALITY

The Agreement, as well as its terms and conditions herein shall be held in strict confidence and that no portion or part hereof may be reproduced or be revealed to any personnel or entity other than the signatories herein or their authorized representative.

VIII. SIGNATURES OF PARTIES' PRINCIPALS

Finally, to demonstrate agreement with the terms of the contract, spaces are provided for the names and signatures of an official from each party who is authorized to approve agreements on the party's behalf. A space for the date the agreement was signed is also required. The agreement is not in effect until all parties have signed the contract. Each party should then be provided with a signed original and duly notarized contract.

The signatories shall include: (1) Student Intern; (2) HTE Supervisor; (3) Faculty-in-Charge; and (4) Parent/Legal Guardian

REPUBLIC OF THE PHILIPPINES
QUEZON CITY

WRITTEN CONSENT

I, _____, parent/legal guardian of student-trainee _____ taking up _____ under the Internship Program conducted by _____ in cooperation with _____, hereby give my full consent to my dependent's participation in this internship program. I further acknowledge the benefits and relevance of the program to the course and the risks that cannot be eliminated during the internship program.

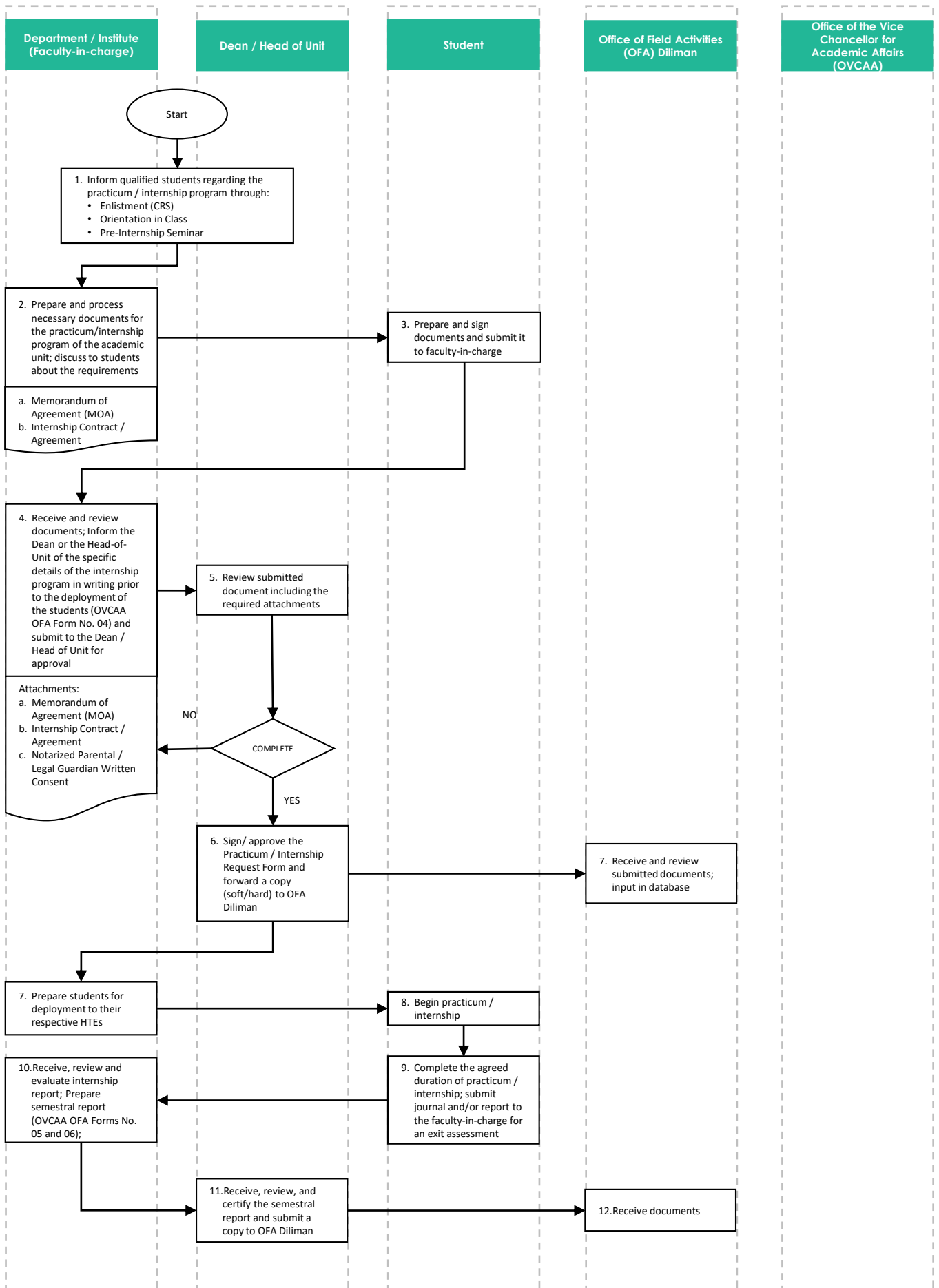
IN WITNESS WHEREOF, I have hereunto set my hand on this _____ day of _____ at _____ City.

Parent/Legal Guardian

SUBSCRIBE AND SWORN to before me this _____ day of _____ at Quezon City.

Doc. No. _____ :
Page No. _____ :
Book No. _____ :
Series of 2018.

UP DILIMAN PRACTICUM / INTERNSHIP FLOWCHART (AFA TYPE 1A)



CHECKLIST OF REQUIRED DOCUMENTS FOR PRACTICUM / INTERNSHIP (AFA Type 1A)

- ✓ Practicum / Internship Request Form (OVCAA OFA Form No. 04)
- ✓ Semestral Report in the Implementation of Student Internship Program in the Philippines (OVCAA OFA Form No. 05)
- ✓ List of Host Training Establishments (HTEs) and Student Interns Participating in the Student Internship Program in the Philippines (OVCAA OFA Form No. 06)
- ✓ Memorandum of Agreement (MOA)
- ✓ Internship Contract / Agreement
- ✓ Notarized Parental / Legal Guardian Written Consent