University of the Philippines Diliman

<College Name>

**<Department/Institute>**

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

**INTERNSHIP CONTRACT/AGREEMENT**

**(SAMPLE)**

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

1. **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
1. **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.

1. **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.

1. **PLACE OF ASSIGNMENT**

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

1. **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.

1. **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
8. **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 that the signatories herein or their authorized representative.

1. **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