

## **Guidelines on Practicum or Internship Program in the Philippines (UPD Academic Type 1A)<sup>1</sup>**

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

### **SCOPE**

These guidelines shall cover the following types of academic field activities:

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

As stated in the *UP System Policy on the Second Semester AY 2019-2020 in the Time of COVID-19 Implementing Guidelines* and other related documents, courses requiring academic field activities “are free to redesign the course and explore alternative ways and options to facilitate the completion of these courses remotely.” On a similar note, units may explore the option of lessening the number of hours required for students to complete their internship, practicum, on-the-job training (OJT), and field work, without sacrificing the minimum competencies that students need to attain in these courses. Units may also contact their partner institutions to explore the possibility of a *work from home arrangement* for the students. (*UP System Policy on the Second Semester AY 2019-2020 In The Time Of COVID-19: FAQs for UP Diliman, items 12-13.*)

Aside from redesigning the course, it is also highly encouraged that units explore the completion of AFAs asynchronously, wherein teachers provide offline content resources and use other modes of communication to monitor students and provide feedback.

### **GUIDELINES**

The 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 associated with reputable host-training establishments (HTEs). Reputable 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 an 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/adjusted 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

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<sup>1</sup> These guidelines have been revised and adjusted due to the COVID-19 pandemic and shall serve as guidelines during the enhanced and general community quarantine

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 REDESIGNED INTERNSHIP DUE TO COVID-19 PANDEMIC” under the CRS remarks section.
  - b. Orientation. Remote orientation shall be conducted by the faculty-in-charge to ensure that all students are well-informed about the redesigned 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 done remotely. 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 assigned. 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. A copy of a government-issued ID of the qualified representative of the HTE must also be submitted, as notarization of this document will be accomplished once the community quarantine is lifted.
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. The contract/agreement shall then be submitted to the Office of Field Activities via email at [ofadiliman@up.edu.ph](mailto:ofadiliman@up.edu.ph) after securing the signatures of all parties involved. Notarization of this document will be accomplished once the community quarantine is lifted.
8. The faculty-in-charge shall secure a **consent** from the parent or legal guardian of the student. This document acknowledges that the parent or legal guardian understands the benefits and relevance of the redesigned internship to the course and/or degree program of his/her dependent, and the challenges associated with the redesigned 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). However, due to the unique circumstances brought about by the COVID-19, OFA will not require a notarized consent for now. The consent shall then be submitted to the Office of Field Activities via email at [ofadiliman@up.edu.ph](mailto:ofadiliman@up.edu.ph) after the approval of the Dean (or equivalent head). Notarization of this document will be accomplished once the community quarantine is lifted.
9. The faculty-in-charge shall inform the Dean or the Head of the Unit of the specific details of the redesigned internship program prior to the placement of the students. Academic units are enjoined to devise their own online mechanism of forwarding and endorsing documents within their unit. The conduct of the internship program shall be

approved on the Dean's (or equivalent head) level. Request for permission to conduct the redesigned internship/practicum, addressed to the Dean or Head of the Unit through channels, shall include the following: (**OVCAA OFA Form 04**, which can be accessed through <https://tinyurl.com/OFAForm04Revised> using UP email)

- a. Name of partner host training establishments;
- b. Adjusted course requirements due to COVID-19;
- c. Contact details of the HTE supervisor;
- d. Name of student interns; and
- e. Degree program of student interns

The accomplished request form shall then be submitted to the Office of Field Activities via email at [ofadiliman@up.edu.ph](mailto:ofadiliman@up.edu.ph) after the approval of the Dean (or equivalent head).

10. Students participating in an internship program must be physically and mentally fit.
11. The faculty-in-charge shall keep on file the contact details of the student, HT supervisor, parent, legal guardian, or person-to-notify of every student in case of emergency. 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. With due diligence by all parties, the redesigned 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.
14. 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.
15. 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 taken or to be taken to address the issues among others duly endorsed by the Department Head or Institute Director and endorsed by the College Dean or equivalent head (**OVCAA OFA Form 05**). The reports shall be submitted to OVCAA Office of Field Activities Diliman. The faculty-in-charge shall also hold a debriefing session for the students if deemed necessary.