

USTP IMMERSION/INTERNSHIP PROGRAM MANUAL
(USTP Student Handbook 2018, Chapter 10. Co-Curricular Activities, Article 2. OJT)

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Pursuant to the university mandate of establishing industry-academe linkages and bringing students to the world of work, student Internship/OJT Programs aim to provide students with the opportunity to acquire practical knowledge, skills and desirable attitudes and values in reputable establishments/industries in the country. Participation in such programs will require strict compliance with the conditions and requirements prescribed by the University and government regulations.

The following USTP Immersion/Internship guidelines are adopted from the provisions of RA 7722, otherwise known as the "Higher Education Act of 1994", and pursuant to Commission en Banc (CEB) Resolution No. 849-2017 dated November 7, 2017, "Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all programs", amending CHED Memorandum Order (CMO) No. 23, s. 2009, "Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs with Practicum Subject."

SECTION 1. Objectives

1.1 USTP

- a) Enrich the degree programs in USTP to respond to the needs of the industry;
- b) Promote mutually supportive industry academe collaboration/linkages; and
- c) Strengthen career guidance.

1.2 Student Intern

- a) Provide students enrolled in USTP with opportunities to apply relevant knowledge and skills acquired from education to actual work setting provided by reputable HTEs in our country;

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- b) 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;
- c) 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
- d) Acquire a professional work ethic in the course of internship.

1.3 Host Training Establishment (HTE)

- a) Provide employers a venue where they can customize the process of technical training through employer-driven internship plans; select well-equipped beneficiaries and have another opportunity to contribute to the society through corporate social responsibilities.

SECTION 2. Definition of Terms

1. **Industry** - refers to a classification of group of companies that are related based on their primary business activities. They produce goods or related services within an economy.
2. **Internship** - refers to the practical application of classroom learning to the actual in a regular work environment such as but not limited to commercial and industrial services, government or non-government agencies. It is also synonymous to practicum, field practice or On-the Job Training. This is not synonymous to Apprenticeship and Learnership, as defined by Republic Act (RA) 7796.
3. **Host Training Establishment (HTE)** - refers to a duly authorized and registered entity, institutions or establishment in the Philippines by the Security Exchange Commission (SEC) or the Department of Trade and Industry (DTI) and with established system of training.
4. **Internship Manual** - refers to a book or booklet of instructions and guidelines, designed to improve the quality of internship/OJT/practicum of a particular program duly issued by the USTP.
5. **Internship Plan** - refers to the outlines goals and objectives, knowledge, skills and competencies that the student should acquire in each training area, assignments, and schedule of activities, among others which formulated or developed by the USTP and partner institution/establishment and duly signed by the concerned coordinators or respective heads. The internship plan shall be prepared and approved both by the USTP and HTE.
6. **Memorandum Of Agreement (MOA)** - refers to an agreement executed between the USTP and partner HTEs specifying the detailed role and responsibilities of all concerned parties, safety of student interns, training plan, learning objectives and method of evaluation.
7. **SIPP Coordinator** - refers to an authorized/designated person who is responsible for all aspects of the student internship programs including program implementation, monitoring, evaluation and coordination with HTE.

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8. **Life Skills** - are sets of skills for adaptive and positive behavior that enable individuals to deal effectively with the demands and challenges of everyday life, especially in the work setup. These include soft skills necessary to address the demands of the employers such as communication skills, interpersonal skills, financial literacy, etc.
9. **Immersion** - Immersion learning is environment-related and is generally defined as an integration of academic and professional training employing multiple learning methods including action- and/or context- and problem-based learning

SECTION 3. Academe-Industry Linkage

In compliance with the university's mission to "bring the world of work (industry) into the actual higher education and training of students," the USTP includes immersion and internship as part of the curriculum requirements to broaden the students' learning opportunities and acquisition of technical and life skills, practical knowledge, skills and competencies.

SECTION 4. Implementing Guidelines

1. The duration of 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 which shall be in accordance with their existing Policies, Standards and Guidelines (PSGs).
2. Student intern has passed the USTP's qualification for internship program and taken all his/her major (professional) subjects before taking the internship subject to the requirement of the HTE. He or she is allowed to take other subjects with a maximum of six units during the internship period and/or subject to the institution's policy.
3. The CHED/USTP guidelines on student internship must be displayed in conspicuous places for student's guidance and reference. HEI's internship plan for the particular internship program must be made available to students.

SECTION 5. Requirements, Obligations and Responsibilities of Parties Involved

1. USTP

1.1 Requirements

- 1.1.1. The USTP's higher education program(s) with internship course must have
 - a. Board Resolution for State Universities and Colleges (SUCs) and Certificate of Program Compliance; and
 - b. Local Government Ordinance for Local Universities and Colleges (LUCs) Certificate of Programs Compliance.
- 1.1.2. The USTP must have a pool of reputable HTEs; and

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1.1.3. In collaboration with the duly selected HTE, the USTP must develop an internship plan for the student intern specifying goals and objectives.

1.2 Obligations/Responsibilities

1.2.1. Planning/Engaging/Orientation

- a. Assume full responsibility over the students during their internship in the Philippines;
- b. Formulate local school internship policies and guidelines 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; refer to Annex "A"
- e. Ensure that the student intern will acquire actual and relevant competencies in each learning area, assignments, and schedule of activities. The internship shall be part of the internship contract signed by the student intern, HTE and USTP;
- f. Execute the duly notarized Memorandum of Agreement (MOA) with HTE; refer to Annex "B"
- g. Provide free medical and dental services and certification by a duly licensed medical doctor and dentist to the student interns;
- h. Provide appropriate insurance coverage to include travel, medical and health to the student interns during the duration of the internship;
- i. Assign an SIPP coordinator for the student internship programs; and
- j. Conduct pre-internship orientation/training to student interns, as a prerequisite to their development to internship venues, on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment.

1.2.2. 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 USTP's policies;
- c. Conduct initial and regular visit/inspection of their HTE to ensure safety of students 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 THE, CHED and other concerned government authorities if necessary;
- f. Conduct monitoring evaluation of the HTE to gauge the overall performance of HTE and provide feedback mechanism;

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- 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 USTP's regulations on grading system and performance assessment of the HTE.

1.2.3. Reporting

Submit to CHED through the CHED Regional Office (CHEDRO) the following documents:

- a. Annual report per school year on the implementation of SIPP 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 school head or authorized representative such as deans of concerned program and/or registrar; refer to Annex "C"
- b. Copy of duly notarized MOA or training agreement; and
- c. List of partners HTEs and student interns duly certified by authorized school official to have completed internship. refer to Annex "D"

2. SIPP Coordinators

2.1 Requirement

2.1.1. Must have official designation by their respective head/president on the basis of USTP's qualification requirement.

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 authorized school coordinator 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 revolving 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:

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- 3.1.1. Be officially enrolled in a legitimate Philippine higher education institution;
- 3.1.2. Be enrolled in an internship subject;
- 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 other related medical examination 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 agreements with the participating HTE; refer to Annex "E"
- 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 USTP, the HTE and CHED at all times;
- 3.2.4. Undergo the required orientation/internship program conducted by USTP and the 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 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 experiences to the SIPP coordinator;
- 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 SIPP coordinator 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
- 3.2.11. Report to the SIPP coordinator for an exit assessment after the completion of the internship period.

3.3 Status

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- 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 earn credits for internship upon evaluation and assessment of his or her particular assignment/task during internship period, by the USTP.

4. Host Training Establishments (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 USTP, 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 SIPP coordinator, and to;
- 4.1.5. Follow the evaluation system of student performance provided by USTP.

4.2 Obligations/Responsibilities

- 4.2.1. Designs and implements the internship plan in partnership with USTP;
- 4.2.2. Encourages student interns to develop their personality and professionalism, and to 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 USTP;
- 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 uniforms, if applicable;
- 4.2.9. Ensures that student interns do not perform tasks and duties of regular position inn 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 USTP of the overall implementation of the internship and student performance;

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- 4.2.13. Provides monitoring and evaluation reports or other information on the student intern's performance as may be required by USTP;
- 4.2.14. Make available, accurate and current records and provide access to USTP of such records while on internship;
- 4.2.15. Notifies and provides at least 30 working days written notice to USTP of a student intern's breach of contract or misconduct in the internship premises prior to HTE's decisions to suspend or terminate the contract; and
- 4.2.16. Issues certificates of completion for the student interns not later than two weeks after the completion of internship.

SECTION 6. Monitoring and Evaluation

The monitoring and evaluation of the performance of the student interns shall be done by both USTP and HTE. The SIPP coordinator, as well as the dean of the USTP college 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.

- 6.1. At the end of the internship period, the HTE shall transmit within ten (10) to fifteen (15) working days to USTP the following documents:
 - 6.1.1. Certificate of completion;
 - 6.1.2. Duly accomplished evaluation sheet; and
 - 6.1.3. Other pertinent reports, information, and/or documents which may be included for purposes of describing student intern performances.
- 6.2. The SIPP Coordinator's report including the HTE evaluation report will be the basis of the student intern's final grade;
- 6.3. 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; and
- 6.4. The USTP shall strictly monitor compliance to these guidelines.

SECTION 7. Procedures for Local OJT/Internship:

The OJT/SIPP Coordinator prepares an endorsement letter to the agency/institution endorsing the students who are to undergo an OJT/internship. This is duly signed by the Dean and submitted to the company one (1) month before the start of the semester. The student/OJT Coordinator shall seek confirmation of acceptance from the respective agency.

Students who will undergo OJT/Internship should be officially enrolled. Students who do not meet the requirements per evaluation of their grades or academic standing during enrolment shall not be allowed to undergo OJT/Internship.

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The student submits a medical certificate as may be required by the company.

The OJT/SIPP Coordinator conducts an in-house orientation on the policies and procedures in the conduct of the OJT and distributes relevant forms and documents.

The OJT/SIPP Coordinator endorses students to the Dean and VCASA/VCAA for approval, after which s/he packages the following documents for submission and endorsement to the institution/agency: Training Needs Form, request letter for the conduct of OJT, Memorandum of Agreement, among others.

The OJT/SIPP Coordinator conducts regular monitoring of the OJT students or interns.

Assessment and Evaluation of the OJT is accomplished by requiring the student to submit pertinent documents such as daily time record, evaluation form, certificate of completion, among others.

A presentation of the Narrative Report may be conducted and, upon revision based on the comments/suggestions of the panel, a soft-bound copy is submitted to the OJT/SIPP Coordinator.

SECTION 8. Fee

USTP shall follow the approved students' internship fee based on CHED Memorandum Order No. 3, Series of 2012 (CMO No. 03, s. 2012), or the "Enhanced Policies, Guidelines, and Procedures Governing Increase in Tuition and Other School Fees, Introduction of New Fees, and for Other Purposes". In no case shall the school charge the student fees other than the approved/prescribed fee or other school fees duly noted by CHED. Charging of internship fee in accordance with CMO No. 03, s. 2012 includes administrative cost that corresponds with the units of the practicum/OJT subject and shall complement with the administrative costs of the USTP.

SECTION 9. Grievance Machinery

It is recognized that the program may give rise to grievances and complaints from or related to a variety of sources, including the University, HTEs, student interns, and other stakeholders. More often, grievances arise for varied reasons to include one party claimed to be treated unfairly or unjustly, or that there have been undesirable program outcome or lapses in the program's process for that matter.

- 1. Objective.** To ensure a transparent and accountable Student Internship Program, a Grievance Committee shall be constituted. The Grievance Committee is empowered to handle and review any complaints or grievances from USTP, 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.

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2. Composition and Terms of Reference (TOR)

The Grievance Committee at the university level shall be composed of officials, SIPP Coordinator and dean and/or representative of the concerned College of USTP which have jurisdiction over concerned student intern. The Committee shall investigate matters within its jurisdiction and render decision pursuant to USTP's rules and regulations. In case of failure by the Grievance Committee to settle an issue or render a decision shall be referred to the concerned CHEDRO for appropriate action.

Once action has been recommended or taken, and depending on the nature and confidentiality of the grievance/resolution, the parties shall be informed of the resolution or decision by the committee.

SECTION 10. Violations

Violations of Host Training Establishment (HTE)

1. Violation of any of the provisions of the MOA and this CMO;
2. Changing provisions of signed internship contract and/or agreement without the consent of the student interns and HEI;
3. Non-compliance with prescribed Internship Plans;
4. Placing student interns in internship venues which degrade, debase or demean the intrinsic worth and dignity of the student intern as a human being;
5. Withholding practicum reports of student interns without just cause; and
6. Such other acts similar or analogous to the foregoing and activities classifies as human trafficking under R.A. No. 9208 and such other similar issuances that is in violation of the provisions herein.

SECTION 11. Sanctions

Grounds for Blacklisting of the HTE without prejudice to the filing of administrative and/or criminal case. Any HTE found guilty of violating any of the provisions contained under Section 10, Number 2 of these guidelines may be subjected to the following:

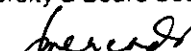
1. Written reprimand, with a warning that repeated or persistent violations of these guidelines may result to the blacklisting of the HTE; and
2. Blacklisting of the HTE to participate in the SIPP.

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SECTION 12. Effectivity

These guidelines shall apply immediately to entities/parties implementing the immersion/internship program and shall take effect upon date of Board Approval...

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