



CONDUCT OF INTERNSHIP IN THE NEW NORMAL

Doc Control No.	PRMSU-ASA-COMP015	
Effectivity Date	May 4, 2021	
Revision No.	00	Page 2 of 5

1.0 OBJECTIVE

To establish and maintain a documented procedure that provides clear-cut policies and guidelines for the local internship program in the new normal.

2.0 SCOPE

This procedure is applied to all students who are officially enrolled in Practicum/OJT as prescribed in the approved curriculum of their respective program.

3.0 REFERENCES

CMO No. 104 s. 2017 Revised Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs
CMO No. 23 s. 2009 Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs with Practicum Subject
Respective CMOs of all curricular programs offered by the University

4.0 DEFINITION OF TERMS

College OJT Learning Continuity Plan – refers to a document laying down the College alternative ways of conducting the internship in the new normal.

Internship in the New Normal – refers to the activities/undertakings done by the interns to commensurate the actual practical application of classroom learning to the actual in a regular work environment as stipulated in the College OJT Learning Continuity Plan.

Performance Evaluation – refers to the final evaluation of performances and ratings of internee given by the SIPP Coordinator.

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.

Student Trainee/ Intern – refers to a student who is enrolled in the internship program of the College.

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OFFICE OF THE VP
FOR STUDENT AFFAIRS

Prepared by: SANTI A. MAGTALAS, Ed. D. Dean, College of Arts and Sciences	Reviewed and Approved by: FELIPA M. RICO, Ph. D. VP, Academic and Student Affairs
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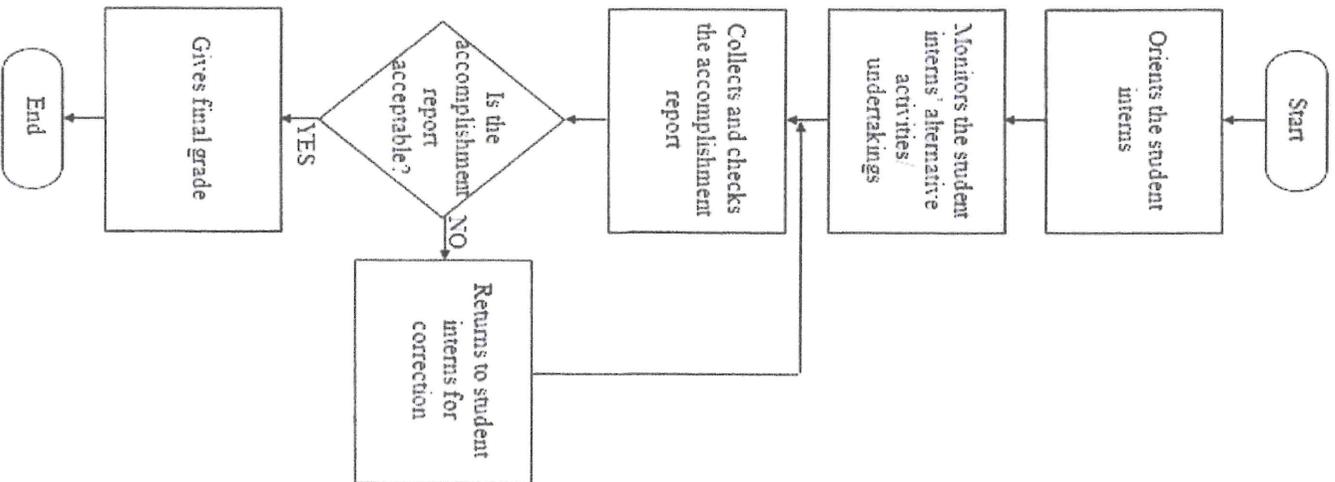
Doc Control No.	PRMSU-ASA-COMSP015		
Effectivity Date	May 4, 2021		
Revision No.	00	Page 3 of 5	

5.0 PROCEDURES FLOWCHART

RESPONSIBLE

DETAILS

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 MAY 04 2021
 GERRY



SIPP Coordinator
 Program Chair/
 SIPP Coordinator

Orients the student interns on the College OJT LCP thru Zoom or Google Meet.

SIPP Coordinator

Monitors the student interns' alternative activities/undertakings based on the College OJT LCP thru Zoom or Google Meet in a regular basis.

SIPP Coordinator

Collects and checks the accomplishment report.

If accomplishment report is not acceptable, it will be returned for correction of noted observations.

SIPP Coordinator

SIPP Coordinator gives final grade to the student interns.

Prepared by: <i>Santi A. Magtadas</i> SANTIA A. MAGTADAS, Ed. D. Dean, College of Arts and Sciences	Reviewed and Approved by: <i>Felipa M. Rico</i> FELIPA M. RICO, Ph. D. VP, Academic and Student Affairs
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Doc Control No.	PRMSU-ASA-COMSP015
Effectivity Date	May 4, 2021
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	Page 4 of 5

6.0 ATTACHMENT/FORMS

- College OJT Learning Continuity Plan
- Accomplishment Report

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CONTROL COPY
GERRY TORRES
MAY 04 2021

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Santi A. Magtras
SANTI A. MAGTRAS, Ed. D.
Dean, College of Arts and Sciences

Reviewed and Approved by:

Felipa M. Rico
FELIPA M. RICO, Ph. D.
VP, Academic and Student Affairs



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Effectivity Date	May 4, 2021
Revision No.	00
Page 5 of 5	

ACCOMPLISHMENT REPORT

PRMSU
BY: GERRY TELORONA
DATE: MAY 2021

A. WFH Activities/Undertakings Done

Date	Activities/Undertakings Done	Competencies/Skills Developed/Learned

B. Evaluation

1. State the strong points of the WFH OJT arrangement.
2. State the weak points of the WFH OJT arrangement.

C. Recommendations

1. Suggestions for the improvement of the WFH Internship program.

D. Documentation (pictures/screenshots/certifications/following the order of presentation in Item A)

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