	CONDUCT OF INTERNSHIP IN THE NEW NORMAL	Doc Control No.	PRMSU-ASA-COMSP015	
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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


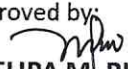
College OJT Learning Continuity Plan – refers to a document laying down the College alternative ways of conducting the internship in the new normal.

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.

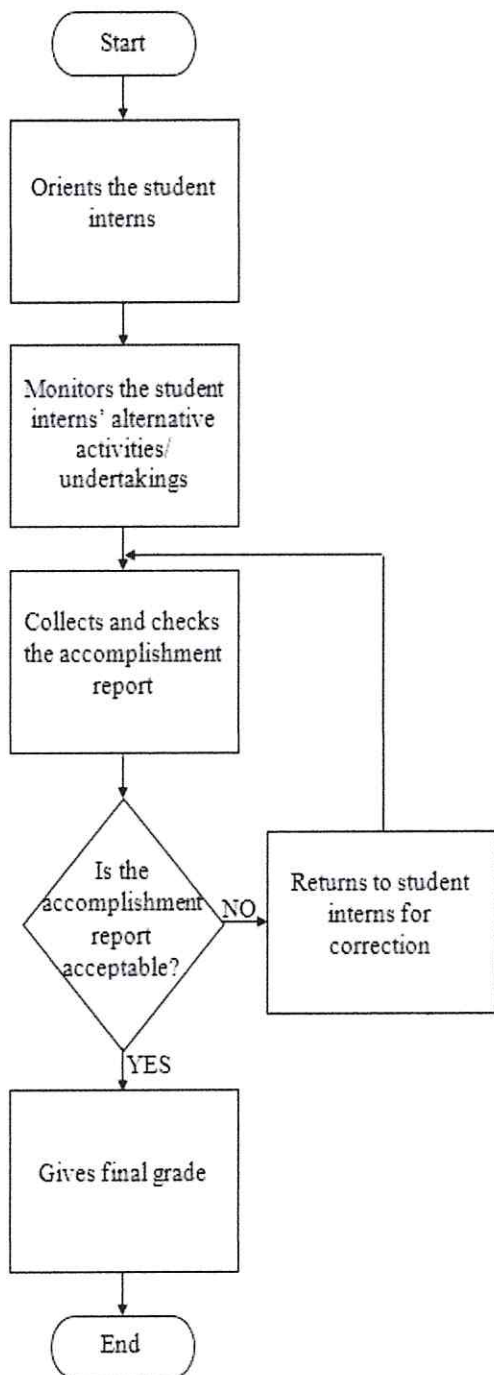
Prepared by:  SANTI A. MAGTALAS, Ed. D. Dean, College of Arts and Sciences	Reviewed and Approved by:  FELIPA M. RICO, Ph. D. VP, Academic and Student Affairs
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5.0 PROCEDURES FLOWCHART



RESPONSIBLE DETAILS

PRMSU CONTROLLED COPY
 BY: GERRY G. ORAYA
 DATE: MAY 04 2021

Program Chair/
SIPP Coordinator Orientes 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: *Santi A. Magtalas*
SANTI A. MAGTALAS, Ed. D.
 Dean, College of Arts and Sciences

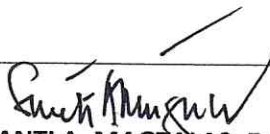

Reviewed and Approved by: *Felipa M. Rico*
FELIPA M. RICO, Ph. D.
 VP, Academic and Student Affairs

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6.0 ATTACHMENT/FORMS

- College OJT Learning Continuity Plan
- Accomplishment Report


PRMSU
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 BY: GERRY TUDERA
 DATE: MAY 04 2021

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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ACCOMPLISHMENT REPORT

PRMSU
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BY: GERRY DE DRAYA
DATE: MAY 11 2021

A. WFH Activities/Undertakings Done

Date	Activities/Undertakings Done	Competencies/Skills Developed/Learned

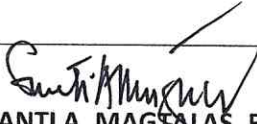

B. Evaluation

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)

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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