**University of the Philippines Los Baños**

**College of Engineering and Agro-Industrial Technology**

**Department of Industrial Engineering**

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

**INTERNSHIP CONTRACT/AGREEMENT**

1. **PURPOSE OF THE CONTRACT/AGREEMENT**

This contract sets out the specific terms of the internship of the student NAME OF THE STUDENT (also referred to as **“The Intern”** in this document) in NAME OF THE COMPANY (also referred to as **“The Company”** in this document) represented by NAME OF COMPANY CEO/UNIT HEAD and NAME OF SUPERVISOR, being done as part of the student’s requirement in IE 198, the internship course being offered by the Department of Industrial Engineering of the University of the Philippines – Los Baños (also referred to as **“The IED”** in this document), hereby represented by the adviser/ faculty in charge NAME OF FACULTY ADVISER. It is also assumed that the student’s parent or guardian (also referred to as **“The Guardian”** in this document) is allowing this internship to proceed.

1. **PERIOD**

The internship shall begin on START DATE OF INTERNSHIP and end no later than END DATE OF INTERNSHIP. The internship will consist of NUMBER OF HOURS AGREED WITH THE STUDENT, MUST BE NO LESS THAN 160 hours.

1. **DETAILED DESCRIPTION OF ROLES AND RESPONSIBILITIES**

The following are the roles of the **COMPANY** under this agreement -

1. The **Company** shall assign NAME OF SUPERVISOR with email address OFFICIAL EMAIL ADDRESS THE OF SUPERVISOR as the **Internship Supervisor** of the **Intern**. The Internship Supervisor will provide the **necessary training to the interns**. The **Internship Supervisor** shall also **provide timely feedback in the form of weekly evaluation forms that will be provided by the IED**. Submission (and verification of authenticity) of the weekly evaluation forms must comply with announced deadlines.
2. The **Internship Supervisor** shall also **fill out a Final Evaluation Form** which will be provided by the **IED** no later than a week after the internship has been completed. The Final Evaluation Form shall be returned to the **IED** no later than August 4, 2022.
3. The **Company** shall **provide an internship plan** that will serve as the guide for the activities that will be undertaken by the **Intern**, before the start of the Internship. The internship plan will be subject to the approval of the **IED**, specifically, the **Faculty-in-charge**. The internship cannot proceed without an approved internship plan.
4. The **Company** shall **provide the Intern the necessary tools required for the Intern to carry out his or her tasks, as specified in the internship plan**. These include, but are not limited to laptops, computers, devices, proprietary software, and internet connectivity. If the **Company** cannot provide some or any of the tools, then it must indicate so with the **Intern** and arrangements should be made by the **Company** with the **Intern**.
5. The **Company** should ensure that the **Intern** will **only work for eight hours a day**, and within the time period of **7:00 AM – 7:00 PM**. Work during Sundays is also NOT allowed.
6. The **Company** must **provide a work environment in which the Intern is protected from bullying, sexual harassment, or other incidents that may compromise the safety, health, and dignity of the intern**.

The following are the roles of the **IED** under this agreement –

1. The **IED** shall assign NAME OF ADVISER as the **Faculty-in-charge (FIC)** of IE 198 and as the main contact point on the side of the IED for all matters related to the internship.
2. The **IED**, through the **FIC,** shall **ensure that the students who will enroll in IE 198 have met the necessary requirements to do internship**.
3. The **FIC** shall review the submitted internship plan of the **Company**, and upon ascertaining that the planned activities will enhance the technical and professional capabilities of the **Intern**, approve it.
4. The **IED,** through the **FIC,** shall **regularly monitor the condition of the Interns** in their respective host companies.

1. The **IED**, through the **FIC,** shall **involve the Company in determining the final grades** that the **Intern** shall get in IE 198 (through the weekly evaluation forms and the Final Evaluation Form).

The following are the roles of the **INTERN** under this agreement –

1. The **Intern** shall **fulfill NUMBER OF HOURS AGREED WITH THE COMPANY hours of internship** with the **Company**.
2. The **Intern** shall **fulfill tasks specified in the internship plan** provided by the **Company** and approved by the **IED**.

The following are the roles of the **GUARDIAN** under this agreement –

1. The **Guardian** gives permission to the **Intern** to participate in the internship.
2. The **Guardian** shall aid the **IED** in monitoring the condition of the **Intern**, and report cases of depression, mental health issues and other signs of problems possibly related to the **Intern**’s working conditions to the **FIC**.

To further ensure that the welfare of the **Intern** and the **Company**, the following provisions are to be adopted.

1. The **Company** can host at most ten (10) interns.
2. The **Company** has the right to terminate its hiring contract with the Intern at any time during the duration of the internship period, provided that it has informed the concerned **Intern** and the **IED** 3 days before the effectivity of the termination.
3. The I**ED** has the right to pull out its interns from the **Company**, provided that it will give notice 3 days before the effectivity of the pull out.
4. The **Company** may ask its interns to enter into a Non-Disclosure Agreement in cases where utmost confidentiality is required.
5. The **IED** shall not, in any way, interfere, advise, question the interns with regards to matters related to their internship, where the **Intern** is bound by a Non-Disclosure Agreement.
6. **PLACE OF ASSIGNMENT**

This internship will take place virtually. With the tools provided by the Company, the intern shall fulfill his/her task through a work-from-home setup.

1. **INTERNSHIP PLAN**

This section contains the outlined goals and objectives, knowledge, skills, and competencies that the **Intern** should acquire in each training area, assignment, and schedule of activities, among others.

1. **COMPENSATION AND BENEFITS**

PLEASE SPECIFY TERMS AGREED WITH THE STUDENT

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

1. **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**

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| --- | --- | --- |
| **Student/Intern:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Student  Date | **IED, Faculty-In-Charge:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Adviser  Department of Industrial Engineering  College of Engineering and Agro-Industrial Technology | **Company/host, Internship Supervisor:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME OF INTERNSHIP SUPERVISOR  POSITION IN THE COMPANY  COMPANY NAME  DATE |
| **Parent/Guardian:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Parent/Guardian  Relationship  Date | **Department Chairman:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Josefa Angelie D. Revilla  Department of Industrial Engineering  College of Engineering and Agro-Industrial Technology |  |

**Attachment**

**Internship Plan**

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program/Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timeline of Activities

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| --- | --- | --- | --- | --- | --- |
| Activity | Estimated Duration | Estimated Date of Conduct | No. of hours/day | Frequency/week | Facilities/Room/Lab to be used |
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