

## IE 198: INTERNSHIP GUIDELINES EFFECTIVE MARCH 2023

Prerequisite: Consent of Instructor (COI)

Course Credit: 3 units

Course Goal: For the students to experience first-hand actual engineering work in a real setting.

At the end of the course, students must be able to:

- acquire practical engineering knowledge and skills from a reputable engineering-oriented institution;
- enhance proper work ethics and discipline as they relate to people in the workplace; and
- recognize the importance of building network with experienced professionals in the firm.

Internship modalities:

1. Face-to-face (FTF) – students are deployed off-campus where the HTE is located. FTF activities shall be based on an **approved workplan** in coordination with the HTE supervisor.
2. Remote/virtual – students can conduct activities or attend trainings via online platforms such as teleconferencing, email messaging, using an online hub for team communications, data and file sharing, live chat and video call.

At least **200 hours** - (40 hours for requirements + 160 hours for the internship proper)

Midyear period: **July 06 – August 09, 2023**

### **General Requirements:**

#### **To be submitted at the start of the internship/practicum/EIR:**

- Memorandum of Agreement between the Company and UPLB
- Internship Contract with Approved Work plan
- CEAT IP/EIR Form 1. Consent of Parent or Guardian (3 notarized copies)
- CEAT IP/EIR Form 2. Student's Pledge (3 copies)
- Accident Insurance (covering the period of the internship)\*
- Consent of Instructor (COI) for Registration
- Medical Certificate (physical health assessment) certified by UPLB UHS
- *For practicum/EIR course, outline approved by Faculty Adviser and members of the panel, if applicable*

#### **To be submitted regularly to the adviser**

- Journal entries/videos narrating the student's daily activities, signed/noted daily by the supervisor

#### **To be submitted at the end of the internship program/1st 3-unit credit units (EIR):**

- CEAT IP/EIR Form 3. Performance Evaluation Form of the Immediate Supervisor
- CEAT IP Form 4. Internship Report which includes an evaluation of the whole internship program. It should include the student experiences, problems, and suggestions.
- EIR Report for the HTE
- Certificate of Completion (indicating completion of required number of hours)

**To be submitted at the end of the last 3-unit credit units of EIR/Practicum:**

- Field Practice Report/EIR Manuscript

The following requirements can be waived if **Internship/Practicum/EIR have no FTF components:**

- The physical health assessment can be waived to prevent students from going out of their homes, UNLESS required by the HTE/company/project leader/mentor/unit;
- MOA between the HTE/PEO and UPLB can be replaced by an LOA/MOU signed by the Dean;
- Consent of parent or guardian can be waived IF the students are in the same residence as their parent(s) or guardian, during the internship/practicum/EIR period.

**Additional Requirements for F2F Internship**

- Letter of request
- Proof of Medical Insurance with Covid-19 coverage
- Vaccination certificate
- OHMS Account

**Grading**

Numerical grade for the Internship shall be based on:

- A. Evaluation of Immediate Supervisor (40%)
  1. Overall employer's grade in Form 3 (20%)
  2. Line-item evaluation in Form 3 (20%)
- B. Evaluation of the Faculty-in-Charge (60%)
  1. Internship Report (40%)
  2. Journal / Progress Report (20%)

*Source: RMCA\_DO\_Memo\_011\_S2023\_Guidelines\_Internship-Practicum-EIR-with-Attach*

**ADDITIONAL REMINDERS:**

**For Batches 2021 and younger:**

- IE 198 is prescribed to be taken during the midyear after their Sophomore year in the University.

- IE 200c first 3 units is prescribed to be taken during the midyear after their Junior year in the University. Additional hours to be rendered to the company may be requested as needed. The remaining second 3 units is ideally to be taken during the 1<sup>st</sup> semester of the next/immediate academic year.
- IE 198 and IE 200c will not be allowed to be taken simultaneously by any student.

**For Batches 2020 and older (affected by pandemic):**

- IE 198 is allowed to be taken during the remaining midyears of the student in the University.
- IE 200c first 3 units is prescribed to be taken during the 1<sup>st</sup> semester of the next academic year immediately after taking IE 198 with the adviser's approval. Additional hours to be rendered to the company may be requested as needed. The remaining second 3 units is ideally to be taken during the 2<sup>nd</sup> semester of the same academic year.
- IE 198 and IE 200c will not be allowed to be taken simultaneously by any student.