Student Internship Procedure

The CDJP Office will accommodate those who are approved and enrolled Internship/Practicum/On-the-Job Training and/or any other related internship course under the academic curriculum of the college. The following are the procedures to register in the Student Internship Program:

Step 1: Student must complete the **SIP Internship Application (SIP-IA) Form** downloadable from the official website of ICCT Colleges - www.icct.edu.ph under the INTERNSHIP MENU;

Step 2: Prepare copies of school ID, official registration form and the updated prospectus or summary of grades. Submit these documents together with your SIP-IA to the Career Development & Job Placement Office, Monday to Saturday, 7am to 4pm;

Step 3: Log in to the pre-registration for **SIP Orientation Program**; attend the schedule of the orientation to strictly facilitate or proceed to step no. 4;

Step 4: Fill-out completely the **Internship Recommendation Letter (IRL)** and **Internship Waiver Agreement Form (IWAF)** downloadable from the official website of ICCT Colleges - www.icct.edu.ph under the INTERNSHIP MENU;

Step 5: Submit your IRL, IWAF together with copy of your resume and letter of application for signature and approval of your SIP-IA;

Step 6: Personally forward your IRL and IWAF to the HTE; Make sure to prepare yourself for the application procedure of the HTE just like in a normal application for employment; Present your documents by compiling them in a long folder with the following sequence:
- o Letter of Application
- o Internship Recommendation Letter (IRL)
- o Internship Waiver Agreement Form (IWAF)
- o Resume
- o Photocopy of School ID
- o Photocopy of Registration Form

Step 7: Return the IWAF completely signed by the Host Training Establishment to officially acknowledge or register the start of your internship to the CDJP Office; attach to it a photocopy of your parent / guardian's valid identification card bearing his/her signature (ID must be from the your parent or guardian who signed your IWAF);

Step 8: During the internship period, submit **Student Internship Activity Report (SIAR)** every 100 hours of the 300 hours OJT, every 150 hours of the 450 hours OJT, every 200 hours of the 600 hours OJT), or during Prelim, Midterm and Final Examination Schedule through **careers@icct.edu.ph**; All permits must be signed by the Career Training Coordinator to validate your SIP; SIAR format is downloadable from the official website of ICCT Colleges - www.icct.edu.ph under the INTERNSHIP MENU

Step 9: Prepare your **Internship Summary Report (ISR)** during the last period of your internship; see SIP Guidelines and Procedure Manual for the format of ISR at www.icct.edu.ph/internship;

Step 10: Submit the original copy of your **Internship Certificate of Completion (ICoC)** and **Internship Evaluation Form (IEF)** at the Registrar's Office; Download your **Internship Evaluation Form (IEF)** and must be completed by your HTE mentor; IEF must be submitted in a sealed envelope to the Registrar's Office;

Step 11: Provide a photocopy of your ICoC and submit it together with your **Internship Summary Report (ISR), Student Self-Evaluation of Internship Form (SSEI)** and photocopy of your Final Exam Permit at the CDJP Office to recognize completion of your SIP.

Reminders:
- Student intern must complete the required number of hours within the trimester period when the internship course is enrolled.
- Internship Certificate of Completion (ICoC) must be in the HTE /Organization /Company's Official Letterheads. It must contain your complete name, course, training period (dates when you started and completed), total number of hours completed, department or office assigned, and the name and designation of the certifying officer.