



COLLEGE OF COMPUTER STUDIES

Primer

Isc 50 Internship
1st Semester SY 2018-2019

Guidelines for Information Systems Internship

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Overview and Objectives

The Internship Program is part of the BSISC curricula; without undergoing and passing the training or internship the student cannot graduate from the program. Under the internship, the students are assigned to various companies or government agencies where they learn practical applications of the concepts they learned from the academe and at the same time learn and acquire people skills. The industry benefits also from the training in that the academe is able to supply the former's demand for a developed human resource.

The Internship Training Program aims to:

1. Expose incoming fourth year IS students to actual work conditions;
2. Provide opportunities for the students to use their initiative to translate theories and principles learned from the classroom into concrete applications in the real world;
3. Instill in the students the right work attitude, ethics, and values;
4. Provide opportunities for the students to experience professional interaction with practicing professionals and with other people in the organization; and
5. Allow students to observe their future role in the industry.

Qualifications

Fourth Year BS Information Systems students are qualified to undergo the Internship program, provided that:

1. They have passed ISC 37 (IS Planning);
2. Their 3rd year Summer load does not exceed 9 units; and
3. Their 4th year study load does not exceed 39 units.

Students are required to submit a **Plan of Study** indicating the units to be taken during fourth year until graduation. Students will then be evaluated by the coordinators individually to check their qualification for the Internship program.

Only students who have been duly evaluated are given clearance for enrollment for ISC 50.

General Instructions

1. Students are required to submit their Plan of Study, detailing the subjects and corresponding units they will be taking up in their senior year.
2. After validation of the student's qualification for Internship, the student shall find a company of his/her choice where he/she will undergo the Internship Program. It is NOT the Department's responsibility to assign students to companies. However, a list of companies which the department has had a long standing relationship with, will be provided.

3. Processing of application to companies may be done during the summer prior to the Internship. It is important that the student must enroll in this course so the 486-hour work will be credited as Internship. Students will still follow the University schedule for enrollment.
4. The students will process their application for Internship in their prospect company. Students should ask for a **recommendation letter** from the Internship Coordinator duly signed by the Department Chair and College Dean. Students will give to the Internship Coordinator the name and address of the company, together with the name where to address the recommendation letter.
5. Once the student's application has been accepted, he/she must inform the Internship Coordinator the following:
 - a. Name of the company
 - b. Address of the company
 - c. Name of the direct supervisor
 - d. Contact details of the direct supervisor
6. Upon completion of the prescribed 486 hours, students must submit their Internship documentation report to the coordinators. Contents and formatting will be posted in the eLearn course site or in a social media group. Deadline for submission will be posted in eLearn or on social media. Failure to submit on time may prevent the student from enrolling in the succeeding ISC 51 Capstone subject.
7. Keep the original copy of your **Certificate of Completion**. Submit only a clear copy of the document. Before graduation, the Office of the Registrar may ask for a copy of your certification.
8. In cases where the student works over the deadline of submission of requirements, he/she must notify his/her Internship coordinator.
9. Students may be visited by the Internship Coordinator any time within the duration of the training. Students will be notified within a reasonable time for the visit.

Requirements

Pre-training. (Prt). The following must be accomplished by the student before he/she begins the Internship:

1. Accomplished Trainee Information Sheet
2. Accomplished Student's Intent
3. Accomplished Waiver
4. Recommendation Letter

Post-training (Pt). The following must be accomplished by the student after he/she finishes the Internship:

1. Accomplished Training Performance Evaluation Form
2. Internship Weekly Progress Report
3. Executive Summary

4. Authenticated copy of Daily Time Record (DTR)
5. Certificate of Completion for 486 hours of Internship
6. Capstone Proposal

All documents have to be scanned and submitted in the elearn course site except for Post-training documents 1 and 5. Pt document 1 should be folded, enclosed in a white envelope, sealed and the flap signed by the supervisor. The student trainee is not allowed to open the said envelope.

The Capstone Proposal is a formal document detailing the sound reasoning for initiating an Information Systems project. In this case, the Capstone Proposal forms the foundation for the students' ISC 51 Capstone project.

Grading System

Students will be given a letter grade based on the following criteria:

- Documentation Report 30%
- Supervisor's Evaluation 40%
- Capstone Proposal 30%
 100%

Documentation Report Contents and Format

All students undergoing the Internship are required to submit a Documentation Report after the Internship but one week before the submission of final grades. The contents of the bounded report are as follows:

Cover Page

Table of Contents

Chapter 1 – Background of the Company

1. Company/Institution Name
2. Address
3. Type of Organization (Private, Government, Government Owned and Controlled Corporation, Non-Government Organization, etc.)
4. Date Established
5. Line of Business or Purpose of the Institution's Existence
6. Description of the Company/Institution
7. Vision and Mission
8. Short History
9. Organizational Structure and Chart (with names of people in the office you are in)
10. Your position in the organizational chart

Chapter 2 – Weekly Progress Report Compilation

Chapter 3 – Assessment of the Practicum Program

Reaction paper that answers the following points:

- Technical learnings from the Internship experience
- Experience with colleagues in the company
- Most memorable experience
- Recommendations of the Internship program
- Advise to future undertakers of Internship

Chapter 4 – Pertinent Documents

1. Trainee Information Sheet
2. Student's Intent
3. Waiver
4. Application Letter
5. Letter of Acceptance (optional)
6. Recommendation Letter
7. Certificate of Completion (photocopy)
8. Evaluation Form
9. Authenticated Copy of DTR
10. Photo Documentation
11. Other documents not specified

Capstone Proposal Contents and Format

Internship students are also required to submit a Capstone Proposal together with their Internship Documentation. This Proposal may serve as the basis for their subsequent ISC 51 Capstone Project. The contents of the proposal are as follows:

1. Introduction – *A brief background of the company, and the business problem or opportunity encountered. You may refer to Chapter 1 of your Internship Documentation for the company background.*
2. Conceptual Framework – *A diagram representing the proposed solution, and brief discussion.*
3. Statement of the problem – *A description of the problem. This section should answer the 4 Ws and 1H.*
4. General Objectives – *An encompassing statement of what is expected at the end of the Capstone Program.*
5. Specific Objectives – *A detailed list of deliverables expected at the end of the Capstone Program.*
6. Scope and Limitations of the Study – *Business areas, functions, and research & planning methodologies to be included or excluded in the Proposed Capstone.*
7. Significance of the study – *Tangible or intangible benefits which should answer the business needs, objectives or priorities of the client company.*

List of Companies/Offices

The following is the list of companies who accepted interns and have signified their interest in accepting interns from XU. You may apply from these companies, or you may opt to another company of your choice.

IS Internship Program Companies

Area	Company	Address
Cagayan de Oro	Bureau of Internal Revenue	Bulua
	Cagayan de Oro Water District	Corrales Avenue
	Department of Environment and Natural Resources Region X	Macabalan, Cagayan de Oro City
	Development Bank of the Philippines	DBP Bldg. Corrales Ave. cor. Tirso Neri St. Cagayan de Oro City
	Ford Cagayan de Oro	National Highway, Kauswagan
	Government Service Insurance System	Calamansi Drive, Carmen
	ISUZU- Cebu Southern Motors, Inc.	LAPASAN Highway, (beside NV Pass), Cagayan de Oro
	Landbank of the Philippines - Velez Branch	Green Tower Bldg. corner Velez & Luna Streets
	Mindanao University of Science and Technology ICT division	Claro M. Recto Ave, Cagayan de Oro
	Orix Metro	JOFELMOR Bldg. Don Jose Mortola St. Cagayan De Oro City
	Pag-IBIG Fund	Justiniano R. Borja Street, Cagayan de Oro City
	Philippine National Bank	REGO Building , 296 Agoho Drive, Carmen, Cagayan de Oro City
	Primavera Residences	Pueblo de Oro Business & IT Park
	Smart Communications	Galaxy St, Bulua
	Syntactics, Inc.	3rd Floor Egmedio Building, Corrales - Domingo Velez St. Cagayan de Oro City
Toyota Cagayan de Oro	National Highway, Kauswagan NHA, Cagayan de Oro City	
Mindanao	Del Monte Philippines, Inc.	Camp Phillips, Manolo Fortich, Bukidnon
	Philippine Health Insurance Corporation - Region 9	BGIDC, Governor Lim Avenue, Zamboanga City
Metro Manila	Ateneo Innovation Center	Room 416, PLDT-CTC Bldg., Loyola Schools, Ateneo de Manila University, Katipunan Avenue, Loyola Heights, Quezon City
	TeleTech Holdings, Inc.	5th & 10th floors, Ecoplaza Building, 2305 Don Chino Roces Avenue Extension, Makati City 1231
	OLX Philippines	40th Floor, Unionbank Plaza, Meralco Avenue, cor. Onyx & Sapphire Rds, Ortigas Center, Pasig City
	RSPOT Solutions, Inc.	Unit 7B-19 Residencias de Manila Jesus St. Pandacan Manila
Metro Cebu	World Citi Medical Center	960 Aurora Blvd. Quezon City
	3AG Business Solutions Inc.	3rd floor, Centro Maximo 2 bldg. Corner Ranudo-Jakusalem St. Cebu City
	Exxpert Communications Inc.	Mepz, Lapu-Lapu City, Cebu, MEPZ1 3rd Avenue Rd, Lapu-Lapu City
	LEAR Corporation	A.S. Fortuna street, Banilad, 6014 Mandaue City 6014
	Oakridge Realty Dev. Corp.	Suite 501 Cebu I.T. Tower 1, Cebu City

Area	Company	Address
Cagayan de Oro	Bai Web and Mobile Lab	
	Barato.com.ph	Online
	Cagayan de Oro City Police Office	Maharlika Building, Gumamela Ext. Carmen, Cagayan de Oro City
	Cagayan de Oro Water District	Corrales Ave., Cagayan de Oro City
	Cagayan Electric Power and Light Company, Inc.	T. Chavez St., Cagayan de Oro City
	City Social Welfare and Development Office – Cagayan De Oro	Legislative Building, City Hall, Cagayan de Oro City
	Department of Environment and Natural Resources Region X Office	Macabalan, Cagayan de Oro City
	Department of Science and Technology Region X Office	JV Serina St., Carmen, Cagayan de Oro City
	Innovuze Solutions, Inc.	8th Level, Gateway Tower, Limketkai Center, Lapasan, Cagayan de Oro City
	MASS-SPECC Cooperative Development Center	Tiano-Yacapin Streets, Cagayan de Oro City
	Minergy	Tablon, Cagayan de Oro City
	Misamis Oriental Telephone System, Inc.	Gen A. Luna Street, Cagayan de Oro City
	Pag-IBIG Fund	Justiniano R. Borja Street, Cagayan de Oro City
	PLDT-Philcom Corporation	Max Y. Suniel Street, Cagayan de Oro City
	Social Security System Philippines Office – Cagayan de Oro	Calamansi Drive, Carmen, Cagayan de Oro
	Synnex Concentrix Corp	Trade Street, Pueblo de Oro, Cagayan de Oro City
	Syntactics, Inc.	Egmedio Building, Corrales Avenue, Cagayan de Oro City
	Technical Education and Skills Development Authority Region X	Jupiter Chavez St., Macasandig, Cagayan de Oro City
XU Computing and Information Services Office	Lucas Hall, XU Main Campus, Corrales Avenue, Cagayan de Oro City	
XU Farm/Catholic Relief Services	Agriculture Building, XU Main Campus, Corrales Avenue, Cagayan de Oro City	
XU Library	XU Main Campus, Corrales Avenue, Cagayan de Oro City	
Luzon	Aestra Software Development	Upper Penthouse G, Burgundy Corporate Tower, 252 Senator Gil Puyat Avenue, Makati City
	Century Park Hotel	599 P. Ocampo St., Malate, Manila
	Jump Digital	San Miguel Avenue, Ortigas, Pasig City
	Nano-Q, Inc.	Unit 603 Emilia Commercial Bldg, 1299 Batangas St., San Isidro Village, Makati City
Mindanao	SPi Global HR	
	Chevron	Jimenez, Misamis Occidental
Misamis Oriental	Del Monte Philippines, Inc.	Camp Phillips, Bukidnon
	Civil Aviation Authority of the Philippines	Laguindingan International Airport, Laguindingan, Misamis Oriental
	Philippine Sinter Corporation	Villanueva, Misamis Oriental
Visayas	Steag State Power, Inc.	Villanueva, Misamis Oriental
	3AG Business Solutions, Inc.	Ranudo-Jakosalem Sts, Cebu City
	Ray Networks	Rm. 02B J4B Bldg, Joaquin Compound, Pusok, Lapu-Lapu City, Cebu
	The Web Showroom Philippines	TWS Philippines - SLL Building, Lagon Techno Park, P. Remedio St., 6014 Mandaue City
	WorldTech Information Solutions, Inc.	3rd Gate Vailoces Bldg., Rahmann St., Gorordo Ave., Cebu City